



## Agenda

January 28, 2015

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

- I. **CALL TO ORDER**
- II. **CONSENT AGENDA**
  - A. Approval of Minutes for November
  - B. Approval of Treasurer's Report for [November](#) and [December](#)
- III. **COMMONWEALTH INTERGOVERNMENTAL REVIEW PROCESS**
  - A. Projects ([Signed-off by the staff](#))
    - 1. NRV Senior Services Vehicle Purchase VA160106-01200400400
    - 2. Muse Hall Safety System Renovation DEQ #15-205S
    - 3. NRV Community Services Vehicle Purchase VA160111-01300400400
    - 4. Giles County Health & Family Center Vehicle Purchase VA160113-01400400071
  - B. Regular Project Review  
None
  - C. Environmental Project Review  
None
- IV. **PUBLIC ADDRESS**
- V. **REVIEW OF MUTUAL CONCERNS AND COMMISSIONERS' REPORTS**
- VI. **CHAIR'S REPORT**
- VII. **EXECUTIVE DIRECTOR'S REPORT** (enclosed)
- VIII. **OLD BUSINESS**
- IX. **NEW BUSINESS**
  - A. [Access to Community College for Everyone \(ACCE\) Program](#)  
Presentation-Angie Covey, New River Community College Foundation  
Commission Discussion
  - B. [NRV Passenger Rail Project Overview and Resolution](#)  
Presentation – Elijah Sharp, Director of Planning and Programs  
Commission Action
  - C. [Regional Commission Awards – Review Criteria and Process](#)  
Commission Discussion

All meeting materials posted on the Commission website [www.nrvrc.org](http://www.nrvrc.org)

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



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

N R V R C . O R G

## MEMORANDUM

**To: NRVRC Board Members**  
**From: Janet McNew, Finance Director**  
**Date: December 15, 2015**  
**Re: November 2015 Financial Statements**

---

November 2015 year to date Agencywide Revenue and Expenditures and Balance Sheet are enclosed for your review.

As of month end November 2015 (42% of the fiscal year), overall year to date revenues are 48.41% and expenses are 40.41% of budget. Salary and Fringe, the two largest expense line items, stand at 42.28% and 43.07%, respectively.

Two expense lines exceed budget. As previously reported, the overage in Vehicle Maintenance is due to unanticipated repairs beyond routine maintenance and will be covered by current year revenue. This expense line should be increased with future budgets and revisions due to aging of vehicle fleet. Audit Fee expense slightly exceeds anticipated cost (\$250) due to expanded work required by new GASB 68 pension fund analysis and reporting requirements. This expense line will need to be increased with future budgets to accommodate this on-going requirement. Of note, New River/Mount Rogers Workforce Development Area cost-shares one-third of the audit fee.

The Agencywide Revenue and Expense report compares actual receipts and expenses to the FY15-16 budget adopted by the Commission at the June 25, 2015 meeting. The financial operations of the agency are somewhat fluid and a revised budget is presented to the Commission each spring to reflect any adjustments made through the fiscal year.

---

Strengthening the Region through Collaboration

---

### Counties

Floyd | Giles  
Montgomery | Pulaski

### City

Radford

### Towns

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

### Universities

Virginia Tech  
Radford University

**New River Valley Regional Commission**  
**Agencywide Revenue and Expenditures - November 2015**

With Indirect Detail

FY15-16 Budget Adopted 6/25/15	(41.67% of FY)				
	November 2015	YTD	Under/Over	% Budget	
<b>Anticipated Revenues</b>					
ARC	68,436.00	0.00	34,218.00	34,218.00	50.00%
LOCAL ASSESSMENT	226,952.81	0.00	217,520.17	9,432.64	95.84%
DHCD	75,971.00	0.00	37,985.00	37,986.00	50.00%
EDA	70,000.00	17,500.00	35,000.00	35,000.00	50.00%
WIB Fiscal Agent	60,000.00	0.00	40,000.00	20,000.00	66.67%
WIA Program Funds	518,379.00	47,393.82	215,342.34	303,036.66	41.54%
VDOT	58,000.00	0.00	15,588.15	42,411.85	26.88%
VDOT - Rocky Knob Project	120,500.00	0.00	26,943.71	93,556.29	22.36%
Floyd Co	7,500.00	169.34	1,955.29	5,544.71	26.07%
Giles County	5,000.00	0.00	0.00	5,000.00	0.00%
Narrows Town	40,000.00	0.00	0.00	40,000.00	0.00%
Rich Creek Town	12,500.00	0.00	1,500.00	11,000.00	12.00%
Montgomery County	37,942.12	3,468.60	12,509.31	25,432.81	32.97%
Blacksburg Town	15,000.00	1,250.00	6,250.00	8,750.00	41.67%
Pulaski County	33,300.31	1,394.84	9,624.28	23,676.03	28.90%
Pulaski Town	10,000.00	1,412.37	6,860.88	3,139.12	68.61%
Pulaski Co Sewerage Auth.	2,000.00	0.00	500.00	1,500.00	25.00%
Virginia Tech	12,923.00	0.00	4,119.67	8,803.33	31.88%
Miscellaneous Income	0.00	0.00	1,551.73	-1,551.73	0.00%
Recovered Cost	0.00	66.98	76.99	-76.99	0.00%
Virginia's First	25,000.00	2,083.33	10,416.65	14,583.35	41.67%
Blacksburg/Christiansburg MPO	55,000.00	0.00	24,329.45	30,670.55	44.24%
RV-ARC RideSolutions	33,680.00	0.00	9,948.19	23,731.81	29.54%
VDEM	2,150.00	0.00	0.00	2,150.00	0.00%
Southwest Virginia SWMA	2,000.00	0.00	1,000.00	1,000.00	50.00%
New River Health District	25,000.00	0.00	2,395.01	22,604.99	9.58%
Friends of SWVA	2,500.00	0.00	2,500.00	0.00	100.00%
Blacksburg Partnership (BBurg Broadband)	5,000.00	0.00	0.00	5,000.00	0.00%
Deferred Revenue (BBurg Broadband)	30,000.00	0.00	34,440.25	-4,440.25	114.80%
Unprogrammed ARC	24,936.00	0.00	0.00	24,936.00	0.00%
<b>Revenues</b>	<b>1,579,670.24</b>	<b>74,739.28</b>	<b>752,575.07</b>	<b>827,095.17</b>	<b>47.64%</b>
<b>Expenses</b>					
Salaries	802,152.00	71,617.63	339,133.07	463,018.93	42.28%
Fringe Benefits	269,609.00	23,733.59	116,113.72	153,495.28	43.07%
Travel	61,193.00	3,375.42	21,845.52	39,347.48	35.70%
Office Space	64,254.00	5,851.35	24,176.97	40,077.03	37.63%
Telephone/Communications	14,405.00	1,392.29	6,651.81	7,753.19	46.18%
Office Supplies	26,815.00	5,820.18	13,753.11	13,061.89	51.29%
Postage	3,050.00	79.79	1,283.34	1,766.66	42.08%
Printing	3,850.00	0.00	3,447.33	402.67	89.54%
Copies & Copier Maintenance	3,400.00	161.44	1,513.29	1,886.71	44.51%
Media Ad	1,900.00	0.00	48.00	1,852.00	2.53%
Equipment Rent	7,500.00	570.84	2,283.00	5,217.00	30.44%
Vehicle Maintenance	750.00	128.77	1,180.50	-430.50	157.40%
Vehicle Fuel	3,000.00	186.78	918.02	2,081.98	30.60%
Dues/Publications	11,325.00	1,172.00	7,195.00	4,130.00	63.53%
Training	2,025.00	75.00	847.00	1,178.00	41.83%
Insurance	4,300.00	0.00	4,017.00	283.00	93.42%
Meeting Expense	11,875.00	569.65	4,109.51	7,765.49	34.61%
Capital Outlay (Vehicle/Equipment)	5,000.00	1,719.05	3,085.78	1,914.22	61.72%
Contractual Services	230,695.00	2,911.10	67,739.67	162,955.33	29.36%
Audit Fee	7,750.00	8,000.00	8,000.00	-250.00	103.23%
Miscellaneous	77,472.00	2,498.45	24,218.40	53,253.60	31.26%
<b>Expenses</b>	<b>1,612,320.00</b>	<b>129,863.33</b>	<b>651,560.04</b>	<b>960,759.96</b>	<b>40.41%</b>
<b>Agency Balance</b>	<b>-32,649.76</b>	<b>-55,124.05</b>	<b>101,015.03</b>		

**New River Valley Regional Commission**  
**Balance Sheet**  
**Period From : 07/01/15 to 11/30/15**

**Assets:**

Operating Account	698,094.05
Reserve Funds - MMA	84,612.03
Accounts Receivable	148,892.40
<b>Total Assets:</b>	<b><u>931,598.48</u></b>

**Liabilities:**

Accrued Annual Leave	55,268.36
Accrued Unemployment	18,285.91
<b>Total Liabilities:</b>	<b><u>73,554.27</u></b>

**Projects**

Net Projects	-31,193.78
Current Year Unrestricted	167,485.10
Unrestricted Net Assets	720,092.94
<b>Total Projects</b>	<b><u>856,384.26</u></b>

**Total Liabilities and Projects** **929,938.53**

**Net Difference to be Reconciled** **\$1,659.95**

**Total Adjustment** **\$1,659.95**

**Unreconciled Balance** **\$0.00**





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

[NRVRC.ORG](http://NRVRC.ORG)

## MEMORANDUM

**To: NRVRC Board Members**  
**From: Janet McNew, Finance Director**  
**Date: January 20, 2015**  
**Re: December 2015 Financial Statements**

---

December 2015 year to date Agencywide Revenue and Expenditures and Balance Sheet are enclosed for your review.

As of month end December 2015 (50.% of the fiscal year), overall year to date revenues are 54.15% and expenses are 47.39% of budget. Salary and Fringe, the two largest expense line items, stand at 51.10% and 51.86%, respectively.

Two expense lines, Vehicle Maintenance and Audit Fee, exceed budget. As previously reported, the overage in Vehicle Maintenance is due to unanticipated repairs beyond routine maintenance and will be covered by current year revenue. This expense line should be increased with future budgets due to aging of vehicle fleet. The Audit Fee expense slightly exceeds anticipated cost (\$250) due to expanded work required by new GASB 68 pension fund analysis and reporting requirements. This expense line will need to be increased with future budgets to accommodate this on-going requirement. Of note, New River/Mount Rogers Workforce Development Area cost-shares one-third of the audit fee.

The Agencywide Revenue and Expense report compares actual receipts and expenses to the FY15-16 budget adopted by the Commission at the June 25, 2015 meeting. The financial operations of the agency are somewhat fluid and a revised budget is presented to the Commission each spring to reflect any adjustments made through the fiscal year.

---

Strengthening the Region through Collaboration

---

### Counties

Floyd | Giles  
Montgomery | Pulaski

### City

Radford

### Towns

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

### Universities

Virginia Tech  
Radford University

**New River Valley Regional Commission**  
**Agencywide Revenue and Expenditures - December 2015**

With Indirect Detail

	<b>FY15-16 Budget</b>	<b>(50.0% of FY)</b>			
	<b>Adopted 6/25/15</b>	<b>December 2015</b>	<b>YTD</b>	<b>Under/Over</b>	<b>% Budget</b>
<b>Anticipated Revenues</b>					
ARC	68,436.00	0.00	34,218.00	34,218.00	50.00%
LOCAL ASSESSMENT	226,952.81	0.00	217,520.17	9,432.64	95.84%
DHCD	75,971.00	0.00	37,985.00	37,986.00	50.00%
EDA	70,000.00	0.00	35,000.00	35,000.00	50.00%
WIB Fiscal Agent	60,000.00	0.00	40,000.00	20,000.00	66.67%
WIA Program Funds	518,379.00	45,160.97	260,503.31	257,875.69	50.25%
VDOT	58,000.00	17,177.98	32,766.13	25,233.87	56.49%
VDOT - Rocky Knob Project	120,500.00	9,961.38	36,905.09	83,594.91	30.63%
Floyd Co	7,500.00	348.02	2,303.31	5,196.69	30.71%
Giles County	5,000.00	0.00	0.00	5,000.00	0.00%
Narrows Town	40,000.00	0.00	0.00	40,000.00	0.00%
Rich Creek Town	12,500.00	0.00	1,500.00	11,000.00	12.00%
Montgomery County	37,942.12	1,812.50	14,321.81	23,620.31	37.75%
Blacksburg Town	15,000.00	1,250.00	7,500.00	7,500.00	50.00%
Pulaski County	33,300.31	758.29	10,382.57	22,917.74	31.18%
Pulaski Town	10,000.00	139.12	7,000.00	3,000.00	70.00%
Pulaski Co Sewerage Auth.	2,000.00	500.00	1,000.00	1,000.00	50.00%
Virginia Tech	12,923.00	6,181.58	10,301.25	2,621.75	79.71%
Miscellaneous Income	0.00	0.00	1,551.73	-1,551.73	0.00%
Recovered Cost	0.00	65.72	142.71	-142.71	0.00%
Virginia's First	25,000.00	2,083.33	12,499.98	12,500.02	50.00%
Blacksburg/Christiansburg MPO	55,000.00	7,072.45	31,401.90	23,598.10	57.09%
RV-ARC RideSolutions	33,680.00	8,358.66	18,306.85	15,373.15	54.36%
VDEM	2,150.00	0.00	0.00	2,150.00	0.00%
Southwest Virginia SWMA	2,000.00	0.00	1,000.00	1,000.00	50.00%
New River Health District	25,000.00	1,887.45	4,282.46	20,717.54	17.13%
Friends of SWVA	2,500.00	0.00	2,500.00	0.00	100.00%
Blacksburg Partnership (BBurg Broadband)	5,000.00	0.00	0.00	5,000.00	0.00%
Deferred Revenue (BBurg Broadband)	30,000.00	0.00	34,440.25	-4,440.25	114.80%
Unprogrammed ARC	24,936.00	0.00	0.00	24,936.00	0.00%
<b>Revenues</b>	<b>1,579,670.24</b>	<b>102,757.45</b>	<b>855,332.52</b>	<b>724,337.72</b>	<b>54.15%</b>
<b>Expenses</b>					
Salaries	802,152.00	70,762.68	409,895.75	392,256.25	51.10%
Fringe Benefits	269,609.00	23,696.45	139,810.17	129,798.83	51.86%
Travel	61,193.00	2,144.28	23,989.80	37,203.20	39.20%
Office Space	64,254.00	4,158.09	28,335.06	35,918.94	44.10%
Telephone/Communications	14,405.00	1,247.61	7,899.42	6,505.58	54.84%
Office Supplies	26,815.00	1,823.23	15,576.34	11,238.66	58.09%
Postage	3,050.00	18.99	1,302.33	1,747.67	42.70%
Printing	3,850.00	0.00	3,447.33	402.67	89.54%
Copies & Copier Maintenance	3,400.00	261.58	1,774.87	1,625.13	52.20%
Media Ad	1,900.00	0.00	48.00	1,852.00	2.53%
Equipment Rent	7,500.00	476.71	2,759.71	4,740.29	36.80%
Vehicle Maintenance	750.00	112.97	1,293.47	-543.47	172.46%
Vehicle Fuel	3,000.00	37.99	956.01	2,043.99	31.87%
Dues/Publications	11,325.00	1,070.00	8,265.00	3,060.00	72.98%
Training	2,025.00	899.00	1,746.00	279.00	86.22%
Insurance	4,300.00	0.00	4,017.00	283.00	93.42%
Meeting Expense	11,875.00	1,556.31	5,665.82	6,209.18	47.71%
Capital Outlay (Vehicle/Equipment)	5,000.00	939.23	4,025.01	974.99	80.50%
Contractual Services	230,695.00	1,850.25	69,589.92	161,105.08	30.17%
Audit Fee	7,750.00	0.00	8,000.00	-250.00	103.23%
Miscellaneous	77,472.00	1,425.26	25,643.66	51,828.34	33.10%
<b>Expenses</b>	<b>1,612,320.00</b>	<b>112,480.63</b>	<b>764,040.67</b>	<b>848,279.33</b>	<b>47.39%</b>
<b>Agency Balance</b>	<b>-32,649.76</b>	<b>-9,723.18</b>	<b>91,291.85</b>		

**New River Valley Regional Commission**  
**Balance Sheet**  
**Period From : 07/01/15 to 12/31/15**

**Assets:**

Operating Account	641,177.86
Reserve Funds - MMA	84,612.03
Accounts Receivable	196,956.84
<b>Total Assets:</b>	<b><u><u>922,746.73</u></u></b>

**Liabilities:**

Accrued Annual Leave	55,268.36
Accrued Unemployment	18,289.41
<b>Total Liabilities:</b>	<b><u><u>73,557.77</u></u></b>

**Projects**

Net Projects	-19,671.91
Current Year Unrestricted	146,240.02
Unrestricted Net Assets	720,092.94
<b>Total Projects</b>	<b><u><u>846,661.05</u></u></b>

**Total Liabilities and Projects** **920,218.82**

**Net Difference to be Reconciled** **\$2,527.91**

**Total Adjustment** **\$2,527.91**

**Unreconciled Balance** **\$0.00**



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

N R V R C . O R G

**January 28, 2016**

## **Executive Director's Report**

### **Economic Development:**

- The Go Virginia economic development program was formally introduced as legislation in the current General Assembly session. For more information visit [www.govirginia.org](http://www.govirginia.org) and see attached legislative fact sheet.
- The FY16 Federal Omnibus Bill included \$50 million in new funding for coal-impacted communities through the Appalachian Regional Commission POWER Plus program. Giles County is directly impacted by coal change due to the closure of the Glen Lyn AEP power plant. Indirectly the NRV is also impacted. The NRV and southwest Virginia PDCs are working with the VA Dept. of Housing and Community Development who administers the Virginia ARC program to identify any common needs as well as those that are more region-specific.

### **Transportation:**

- The Commission recently completed the NRV Passenger Rail Study and presented findings to the Metropolitan Planning Organization (MPO). Staff will present the project to the Commission at the January meeting.
- The transportation projects for House Bill 2 were recently ranked by VDOT staff and released. Attached are two pages titled 'Recommended Scenario-Salem' which is a list of recommended projects. Four projects from the NRV were included and all are within the MPO geography.

### **Regional:**

- The Commission is facilitating a discussion among county/city leadership regarding the expansion of Renew the New, a Giles County bi-annual river clean up that engages approximately 400 volunteers. An initial meeting was held in December with county/city administrators to overview the Giles County program and determine whether there was interest to continue the conversation. The group will meet again early February to discuss details regarding feasibility of expansion. To support the staff time on this effort, the Commission applied to VA Dept. of Environmental Quality for funding to their Watershed Roundtable program.
- The New River Valley region will be hosting the Southwest Virginia Outdoor Expo in the Spring of 2017. The past two years the Expo was held in Abingdon with approximately 1,500 attendees. Funding for the NRV hosting activities will be supported in part by a first round of POWER funds.
- In January the Commission was successful in obtaining funds through the Building Collaborative Communities program for the purposes of regional tourism. The scope is being developed currently, but the focus will be on ways to our communities can work together on tourism, different models that enable collaboration and identifying joint marketing targets.

### **Commission:**

- Winter VAPDC Conference will be February 11-12 in Richmond.



VIRGINIA INITIATIVE FOR  
**GROWTH &  
OPPORTUNITY**  
IN EACH REGION

# Legislative Fact Sheet

Updated as of 1/12/2016

## What is GO Virginia?

---

The Virginia Initiative for Growth and Opportunity in Each Region, known as **GO Virginia**, is a business-led, bipartisan game-changing initiative that will provide a new framework for strengthening the economy in each region of Virginia through enhanced collaboration by business, education, and local government encouraged and incentivized by the Commonwealth of Virginia.

An engaged business community in each region can provide leadership in cooperation with local government and educational officials to promote private-sector expansion in high-growth clusters, help small and large businesses find the qualified workers they need to grow, expand job opportunities for Virginians in the private sector, and make tax dollars go farther through greater efficiency and less duplication.

To encourage this business-led collaboration in each of Virginia's distinctive regions, GO Virginia seeks financial and technical support from the Commonwealth that will be matched by private, local, and other resources, providing a catalyst for projects that will encourage private-sector growth across a region or broader area rather than benefiting particular businesses.

To learn more, see the accompanying "GO Virginia, At a Glance" document and visit GO Virginia's website at [www.govirginia.org](http://www.govirginia.org).

## What is GO Virginia proposing this session?

---

GO Virginia has advanced five policy priorities for the 2016 General Assembly session. Two of the proposals require legislation, which is described on the next page. Four of the five require budget activity and are supported in the Executive Budget proposal submitted by the Governor in December.

### **INNOVATION**

State grants (GO! Grants) that leverage local, private, and other investment in key regional initiatives and industry sectors.

*\$38.4 million is included in the introduced budget; legislation is required. (SB \_\_\_ / HB \_\_\_)*

### **INVESTMENT**

Incentives for localities to cooperate rather than compete with each other on economic development.

*Funding will come entirely from future project revenues; legislation is required. (SB \_\_\_ / HB \_\_\_)*

### **IMPROVEMENT**

Cost-saving collaboration by localities, school divisions, and colleges.

*Criteria for the GO! Grants program described above encourage such collaboration; the introduced budget also includes \$5 million to promote collaboration among colleges and school divisions.*

### **INVENTION**

Investment in research leading to new business ventures.

*\$140 million in combined general funds and bonds for capital investment are included in the introduced budget.*

### **INFRASTRUCTURE**

Capital projects with regional economic impact.

*The introduced budget reflects the Governor's proposed bond package totaling \$2.43 billion; projects with regional economic impact are included in the package.*

## **What are GO Virginia's two pending legislative proposals? \_\_\_\_\_**

### **GROWTH AND OPPORTUNITY GRANTS (GO! GRANTS)**

**Senate Bill \_\_\_\_ (Chief patrons: Sen. Thomas Norment; Sen. Janet Howell)**

**House Bill \_\_\_\_ (Chief patrons: Del. Kirk Cox; Del. Luke Torian)**

GO! Grants provide start-up funding, to be matched by local and private resources, for transformational projects that boost private-sector growth and reflect collaboration among business, education, and at least two local governments.

The program is administered by a business-led state board (Virginia Growth and Opportunity Board) that also includes the money committee chairs, members of the cabinet, and additional legislators.

Business-led regional councils certified by the state board submit the grant proposals which may include multiple collaborative projects among localities from within the region. The regional councils include representation from local governments, educational institutions, and local and regional economic development and planning organizations.

Regional councils contract with a support organization (public or private, new or existing) to provide administrative support and project oversight rather than creating new bureaucracy. They also contract for economic and workforce gap analyses required to support their grant proposals.

Grants are based on objective evaluation criteria established by the state board, are limited in duration (typically 3-5 years), and continue only if audit, performance, and economic impact criteria are met.

Regional boundaries are established by the state board, based generally on existing planning district lines but aggregated to reduce the total number of regions to 8-10. Flexibility is provided so that localities can collaborate across regional boundaries if they choose. Inter-regional and interstate collaboration (where beneficial to Virginia) is encouraged.

The state board allocates a portion of the funds to each region based on population and administers an unallocated portion on a statewide competitive basis. In addition, a small portion of the total funds may be used to support the regional council's initial organization efforts, economic and skills gap analyses, and project validation.

Projects that promote efficiency and cost savings through local collaboration may be included in grant proposals, and documented savings may be credited toward the required local match.

In addition to administering the GO! Grant program, the business-led state board and regional councils may be used to evaluate or administer other state-funded economic initiatives to ensure maximum positive impact on private-sector growth and job creation.

## **COLLABORATIVE JOBS DEVELOPMENT ACT**

**Senate Bill \_\_\_\_ (Chief patrons: Sen. Frank Ruff; Sen. Dick Saslaw)**

**House Bill \_\_\_\_ (Chief patrons: Del. Tim Hugo; Del. Randy Minchew; Del. Matthew Jones)**

To encourage collaboration among localities on economic development rather than self-defeating competition that often wastes tax dollars, the Commonwealth will provide financial support to regional economic development efforts that reflect collaboration by at least two localities.

Localities that engage in joint economic development initiatives and share local revenues associated with the projects may qualify for state grants (Collaborative Job Development Grants) under this program.

The Collaborative Job Development Grants will be based on state revenues generated by job-creating investments resulting from the collaborative local efforts. Fifty percent (50%) of state revenues from projects of a specified scope and impact will be available for this program. Of those funds, 85% will be made available to the collaborating localities for uses specified in their grant applications and 15% will be made available to the Virginia Economic Development Partnership.

Localities receiving these state grants may use the grant commitments in combination with other resources to leverage funding for up-front investments in collaborative economic development activities or to fulfill regional commitments made to business prospects.

### **Who is GO Virginia?**

---

GO Virginia was launched in July 2015 by the Virginia Business Higher Education Council and the Council on Virginia's Future. The effort is funded entirely by donations to VBHEC; *no tax dollars are used to support GO Virginia.*

Over 8100 individuals have joined GO Virginia so far, and each day more Virginians visit [www.govirginia.org](http://www.govirginia.org) to get details, sign up, and take action. This Fact Sheet is updated weekly to reflect the growing support.

More than 50 major business, professional, civic, and economic development organizations across the Commonwealth have joined the GO Virginia coalition so far. A current list of endorsing organizations is below:

#### **STATEWIDE ORGANIZATIONS ENDORSING GO VIRGINIA**

Council on Virginia's Future

Virginia21

Virginia Asian Chamber of Commerce

Virginia Association of Planning District Commissions

Virginia Business Higher Education Council

Virginia Chamber of Commerce

Virginia Economic Developers Association

Virginia Hispanic Chamber of Commerce

Virginia Rural Center

(Continued on next page)

## **LOCAL & REGIONAL ORGANIZATIONS ENDORSING GO VIRGINIA**

Alexandria Arlington Regional Workforce Council  
Arlington Chamber of Commerce  
Bay Consortium Workforce Development  
Bristol Chamber of Commerce  
Central Shenandoah PDC  
Chamber of Commerce of Smyth County  
Chesterfield Chamber of Commerce  
Crater Planning District Commission  
Cumberland Plateau Planning District Commission  
Danville Pittsylvania County Chamber of Commerce  
Dulles Regional Chamber of Commerce  
Fairfax County Chamber  
Fredericksburg Regional Alliance  
Greater Reston Chamber of Commerce  
Greater Richmond Chamber  
Hampton Roads Business Roundtable  
Hampton Roads Chamber  
Hampton Roads Community Foundation  
Hampton Roads Economic Development Alliance  
Hampton Roads Innovation Collaborative  
Loudoun County Chamber of Commerce  
Lynchburg Regional Chamber  
Middle Peninsula Planning District Commission  
Mount Rogers Planning District Commission  
New River Valley Regional Commission  
Northern Neck Planning District Commission  
Northern Shenandoah Valley Regional Commission  
Northern Virginia Regional Commission  
Northern Virginia Technology Council  
Peninsula Council for Workforce Development  
Petersburg Chamber  
Prince William County Chamber of Commerce  
Richmond Technology Council (RichTech)  
Roanoke Blacksburg Technology Council  
Roanoke Regional Chamber  
Roanoke Valley-Alleghany Regional Commission  
Round The Mountain: Southwest Virginia's Artisan Network  
Southern Piedmont Technology Council  
Southside Planning District Commission  
SVAM Center for Excellence  
SWVA Workforce Development Board  
Thomas Jefferson Planning District Commission  
Virginia Beach Vision  
Virginia Growth Alliance  
Virginia's Region 2000 Local Government Council  
West Piedmont Planning District Commission  
Western Virginia Community College Education Foundation

## **HIGHER EDUCATION INSTITUTIONS ENDORSING GO VIRGINIA**

Christopher Newport University  
College of William and Mary  
George Mason University  
George Washington University  
James Madison University  
Longwood University  
Norfolk State University  
Old Dominion University  
Radford University  
Richard Bland College  
University of Mary Washington  
University of Virginia  
University of Virginia's College at Wise  
Virginia Commonwealth University  
Virginia Military Institute  
Virginia State University  
Virginia Tech  
Virginia Community College System

### **How do I learn more about GO Virginia?** \_\_\_\_\_

Individuals can join the GO Virginia coalition by visiting [www.govirginia.org](http://www.govirginia.org).

Organizations interested in joining the GO Virginia coalition by contacting Ashley Allen at [ashley@govirginia.org](mailto:ashley@govirginia.org) or 804.775.1918.

Policy inquiries should be directed to Generra Peck at [generra@govirginia.org](mailto:generra@govirginia.org) or 804.775.1941.



# Recommended Scenario - Salem

Project	Applicant	Funding	Benefit Score / HB2 Cost
Franklin St/Cambria St	Christiansburg	\$ 7,841,152	1.5
Peppers Ferry Connect	Christiansburg	\$ 9,340,000	2.7
N Main St Improvmnts	Town of Blacksburg	\$ 3,316,565	9.4
Cranberry Rd	City of Galax	\$ 3,067,161	20.3
E Main St – Phase 1	City of Salem	\$ 2,912,984	9.8
Roanoke Blvd Multimdl	City of Salem	\$ 884,881	17.4
Rte 221 Congestion	CV MPO	\$ 8,137,995	1.8
Roanoke River Grnway	RV TPO	\$ 4,542,105	2.1
58/220 Turn Lane	Henry County	\$ 1,654,198	20.6
220 Adaptive Signal	RV TPO	\$ 422,500	27.3
122/636 Safety	Franklin County	\$ 2,718,576	9.5
419 Widening Safety	Roanoke County	\$ 4,853,432	5.6

# Recommended Scenario - Salem

Project	Applicant	Funding	Benefit Score / HB2 Cost
10 <sup>th</sup> St Reconstruction	City of Roanoke	\$ 12,451,245	1.2
Lila Dr/Rte 115 Safety	Roanoke County	\$ 1,269,396	2.2
311/419 Safety	Roanoke County	\$ 1,957,006	5.8
Colonial Ave Impvmnt	Roanoke County	\$ 2,545,000	10.3
Edgewood Rd Transit	GRTC	\$ 350,811	35.1
Rte 52 N Imprvmnt	Carroll County	\$ 3,731,701	13.9
460@ Franklin St	NRV MPO	\$ 2,124,395	6.8
<b>TOTAL</b>		<b>\$ 109,272,388</b>	<b>4.5</b>



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

[NRVRC.ORG](http://NRVRC.ORG)

## MEMORANDUM

**To:** Regional Commission Board Members  
**From:** Kevin R. Byrd, Executive Director  
**Date:** January 20, 2016  
**Re:** Access to Community College Education (ACCE) Program Overview

---

At the January Commission meeting there will be a presentation by Angie Covey, Executive Director of the New River Community College Educational Foundation, on the Access to Community College Education (ACCE) program. Ms. Covey will overview how the program started, entities involved and observations from the first year. Attached to this memo is a program flyer for highlights. As communities across the region strive to increase educational attainment, the ACCE program in Giles County is demonstrating one path to accomplish that goal.

---

Strengthening the Region through Collaboration

---

### Counties

Floyd | Giles  
Montgomery | Pulaski

### City

Radford

### Towns

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

### Universities

Virginia Tech  
Radford University

# A Giles County and New River Community College Partnership



Giles County is the first locality in the New River Valley to participate in the “Access to Community College Education” initiative. ACCE is a public/private partnership that makes college available tuition-free to current graduates from Giles County by covering the cost of tuition for two years at New River Community College. ACCE supports as many students as possible based on student need and funds available for the program. With your support, students will graduate from NRCC prepared to join the workforce or transfer to a four-year university without college debt.

## The Facts:

- High School/Private School/Home School students who graduate in 2016 with a 2.5 GPA qualify.
- Students must be a resident of Giles County for one year prior to application to ACCE.
- Students must first apply for financial aid (Free Application for Federal Student Aid) in order to participate.
  - \* If a student qualifies for full financial aid and does not need ACCE funding, the student may choose to stay in the ACCE program for the following year by completing the community service project.
- Students must complete NRCC Placement Tests (or SAT/ACT) with no more than nine credits of development coursework needed.
- Student must maintain full-time enrollment of 12 credits in fall/spring semesters.
- Funds will not support more than 15 credits in fall/spring semesters.
- Students must maintain a 2.5 GPA at NRCC
- Students must reimburse the ACCE program for any semester which their GPA drops below 2.5 and will no longer be eligible for ACCE
- Students must pay for their own textbooks and supplies
- Students must enroll in a degree or certificate program that meets federal financial aid requirements.
- Students must take and pass college success skills course during their first semester enrolled at NRCC.
- Students may not take online courses during the first semester, except “College Success Skills.”
- It is strongly recommended that students do not work the first semester to ensure greater academic success.
- Students and a guardian must attend a mandatory Financial Aid Workshop help at each high school.
- Students are required to complete 80 hours in a Giles County Community Service project each year.
- Students accepted into ACCE will be required to attend the Educational Foundation Bunch in Fall 2016.
- The program supports as many eligible students as possible based on financial need and funds available.

### Contact Info:

Erika Tolbert

NRCC Educational Foundation

5251 College Drive, Dublin, VA 24084

540-674-3618

etolbert@nr.edu







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

[NRVRC.ORG](http://NRVRC.ORG)

## MEMORANDUM

**To:** Regional Commission Board Members  
**From:** Elijah Sharp, Director of Planning and Programs  
**Date:** January 20, 2016  
**Re:** New River Valley Passenger Rail Study

---

The Commission recently assisted the New River Valley Metropolitan Planning Organization (MPO) with the development of a Passenger Rail Study for the region. The purpose of the study was to identify a potential location for a passenger rail station and document the demand for a new service. The study process began in February 2015 and was reviewed and approved by the MPO Policy Board on January 7, 2016.

In general, a total of six unique sites that either met or exceeded minimum site criteria were identified in the region. Quantitative and qualitative factors for each site were rigorously evaluated against up to 32 criteria. Criteria included numerous factors, such as: consistency with local planning, potential business/residential displacement, potential environmental and/or historical impacts, proximity to primary transportation system and public utilities, current availability and ownership, general site flexibility, proximity to potential north-bound trips, economic impacts, and cost. Each of the 32 criteria were reviewed and approved individually (for relevance, weighting, and award/penalization) by the MPO's Technical Advisory Committee.

The Commission coordinated minimum site requirement criteria with representatives from Amtrak and the Virginia Department of Rail and Public Transportation. In addition, a new geospatial dataset was developed by utilizing nearly 6,200 online survey responses. In addition to forecasting travel behavior, the survey also provided insight into the types of amenities desired at a new station and how much users would be willing to pay for travel. Based on 2014 Amtrak ridership data in Virginia and North Carolina, a conservative estimate of 40,000 boardings/alightings was estimated. Study findings later revealed that 40,000 boardings/alightings could be achieved through a 4% mode shift (1 out of every 25 trips) of NRV generated north-bound trips alone.

The MPO Policy Board selected two potential sites in Christiansburg, located along North Franklin Street and the Norfolk Southern Mainline. Next steps involve preparing an Intercity Passenger Rail Operating and Capital (IPROC) Fund application. If awarded, the funding will be utilized to identify specific infrastructure needs between Roanoke and Christiansburg to accommodate a new passenger rail train.

Staff will present at the January Commission meeting and be available to answer any questions you may have.

Strengthening the Region through Collaboration

---

### Counties

Floyd | Giles  
Montgomery | Pulaski

### City

Radford

### Towns

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

### Universities

Virginia Tech  
Radford University



# *New River Valley* Passenger Rail Study

*Regional Survey  
Measure Local Impacts  
History of Passenger Rail*



*Identify All Potential Sites  
Detailed Site Evaluation  
Site Selection*

APPROVED: JANUARY 7, 2016

NEW RIVER VALLEY





# 1 PROJECT OUTLINE

---

The purpose of this study is to identify a potential location for a passenger rail station and document the ridership demand in the New River Valley region. Passenger rail service arrives in Roanoke in early 2017. As the fastest growing region in western Virginia, a service extension into the New River Valley is the next logical step towards expanding passenger rail services in the Commonwealth.

The Study process was led by the New River Valley Regional Commission, under contract by the New River Valley Metropolitan Planning Organization (MPO). In general, the MPO is a policymaking organization serving the towns of Blacksburg and Christiansburg, the City of Radford, and the urbanized parts of Montgomery and Pulaski counties. The MPO Technical Advisory Committee (TAC) collaboratively developed site evaluation criteria, reviewed public input, and provided study oversight. TAC representatives include local elected officials, administrators, and senior planning, engineering, economic development, tourism, and transportation management staff.

Initial ridership was estimated utilizing Amtrak's Station Program and Planning Guide. According to the guidelines, much of the New River Valley meets the characteristics of a medium city center and/or college town. The demographic profile of the region meets Amtrak's criteria of a Caretaker Station, which typically serves 20,000 – 100,000 annual passengers. To determine local ridership, 2014 Amtrak Service & Ridership Fact Sheets for Virginia, West Virginia, and North Carolina were analyzed. A conservative estimate of 40,000 boardings/alightings was utilized to determine potential passenger rail site characteristics for this study. Study findings later revealed that 40,000 boardings/alightings could be achieved through a 4% mode shift of NRV generated north-bound trips alone.

Amtrak provided additional guidance for determining site characteristics such as the number of parking spaces, platform length, and blueprints for a prototype Caretaker Station. Nearly thirty potential stop locations were identified along the region's rail corridor in the first phase. During the second phase of evaluation, a comparative analysis measured the strengths and weaknesses of nine locations. Criteria included consistency with local planning, potential business/residential displacement, potential environmental and historical impacts, proximity to primary transportation network and municipal utilities, availability/ownership, and general site capacity/flexibility.

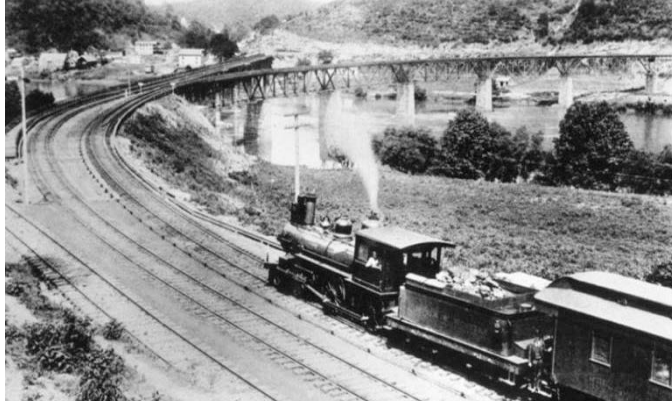
In total, the region has six sites that meet or exceed minimum site requirements for a passenger rail station. The sites are located in Christiansburg, Dublin, Radford, and Pulaski. Quantitative and qualitative factors for each site were rigorously evaluated against up to 32 criteria. In September 2015, the TAC selected three final sites for concept level development and analysis, two locations in Christiansburg and one location in the City of Radford.

The final phase of site analysis focuses on the proximity to potential passenger rail trips, economic impacts, consumer spending, and construction costs. A new geospatial dataset for potential trip generations was developed by utilizing nearly 6,200 online survey responses. In addition to forecasting travel behavior, the survey also provided some insight into the types of amenities desired at a new station and how much users would be willing to pay for travel. This report identifies key study findings as a result of the planning process.

## 2 HISTORY OF PASSENGER RAIL SERVICE IN THE NEW RIVER VALLEY

---

The New River Valley has a rich history of passenger rail service. The railroad reached what is now Radford in 1854, eventually providing a rail connection between Lynchburg and Bristol. Scheduled rail



service on this line began in approximately 1856. The Norfolk & Western Railway's extension line from Radford west to the coalfields, along the south shore of the New River, reached the Town of Narrows in 1882. The Virginian Railway, along the north shore of the New River, began operation in 1909. The Norfolk & Western's passenger service offered a more fully developed menu of options, while the Virginian Railway offered limited passenger service.

To serve the coal mines at Merrimac, in Montgomery County, the Virginia Anthracite Coal and Railway Company, built a branch rail line in the early 1900s that connected with the Norfolk & Western at Cambria, which is now part of Christiansburg. This line was eventually extended to Blacksburg with passenger service between Cambria and Blacksburg commencing in the fall of 1904. The new passenger rail service was a significant improvement over the largely unimproved roads in existence at that time. Owing to the berries that grew along the route, the line was affectionately referred to by locals as the "Huckleberry". Scheduled passenger service on the line ended in 1957. Special passenger trains operating over the Huckleberry line ceased after 1963.

At the height of World War II, there were approximately 12 passenger trains passing through Radford daily. Additional east-west passenger trains operated through Cambria/Christiansburg. In the mid-1960s, there were approximately a dozen passenger trains (6 each way) passing through Christiansburg on a daily basis. Named passenger trains such as the Birmingham Special, Pelican, and Tennessean operated north-south, while trains such as the Powhatan Arrow, Pocahontas, and Cavalier operated east-west.

In the era before the interstate highway system and widespread car ownership, passenger rail was a common means of intercity travel. New River Valley residents attending college in the 1960s note that college students were frequent users of passenger rail for travel between school and home. In the event of harsh winter weather conditions, passenger rail service often represented the only reliable means of transportation. Rail stations were important pieces of the community fabric. In communities such as Christiansburg, Pulaski, and Narrows, the rail stations which still exist are recognized as significant structures contributing to the architectural and historic character of designated historic districts.

Passenger rail travel declined through the late 1960s. Remaining passenger service operated by the Norfolk & Western Railway ended in 1971. Between 1975 and 1979, Amtrak offered limited passenger rail service operating east-west through the New River Valley on trains known as the Mountaineer (1975-1977) and the Hilltopper (1977-1979).



### 3 STUDY FINDINGS

---

Amtrak currently operates hundreds of intercity passenger trains every day, serving over 500 rail stations in 46 states. Most of Amtrak’s services are operated over track owned by freight railroads. Additionally, most of the stations are owned by commuter rail agencies, state and local governments, and private owners.<sup>1</sup> Implementing the new service will require additional coordination with Amtrak, the Virginia Department of Rail and Public Transportation, Norfolk Southern, and local partners. This study is one of the initial steps of the overall process.



#### 3.1 LOCAL/REGIONAL SUPPORT

In December 2013, leaders throughout Virginia’s New River Valley region formed a partnership to bring passenger rail service to the area by 2020. The group consists of senior officials from the counties of Montgomery and Pulaski; towns of Pulaski, Christiansburg, and Blacksburg; City of Radford; Radford University and Virginia Tech; Virginia Tech Foundation; New River Valley Regional Commission; New River Valley Metropolitan Planning Organization; New River Valley Economic Development Alliance; and The Blacksburg Partnership and Montgomery County Chamber of Commerce. Additionally, Senators Mark Warner and Tim Kaine, Congressman Morgan Griffith; State Senators John Edwards and Ben Chafin, and Delegates Joseph Yost, Nick Rush, and Sam Rasoul have lent their support.

---

<sup>1</sup> Amtrak (2013), *Station Program and Planning Guidelines*. Retrieved from: [www.greatamericanstations.com](http://www.greatamericanstations.com).

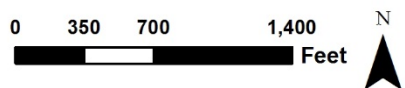
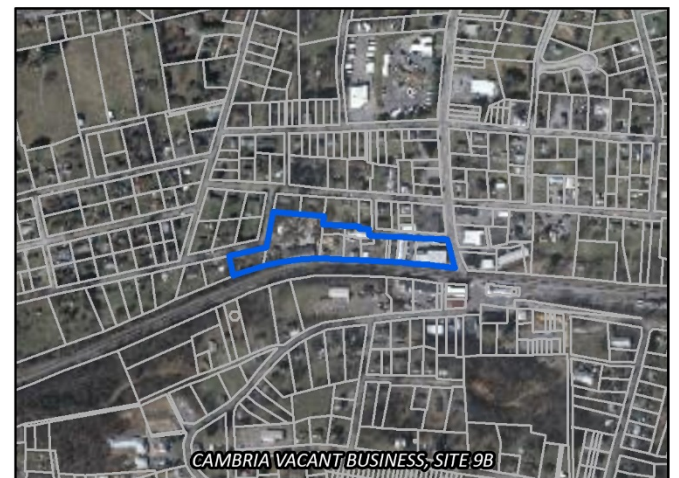
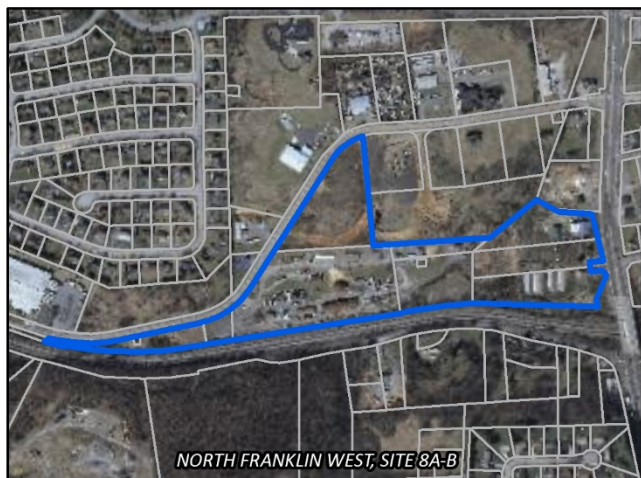
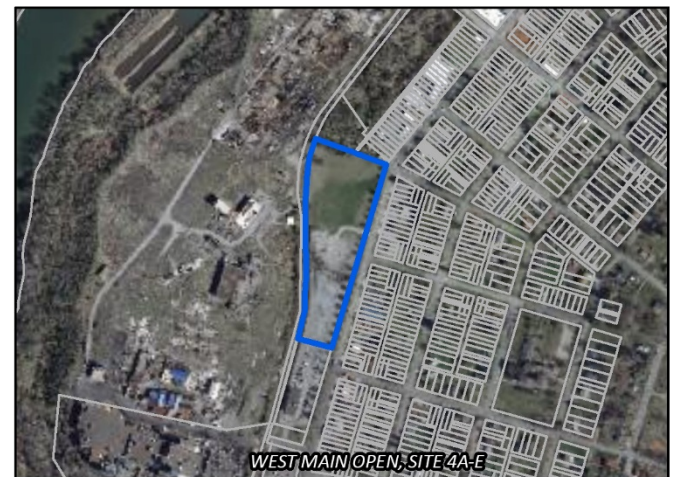
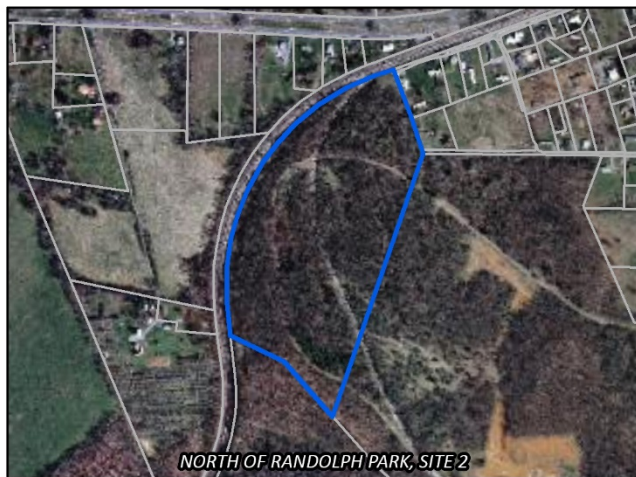
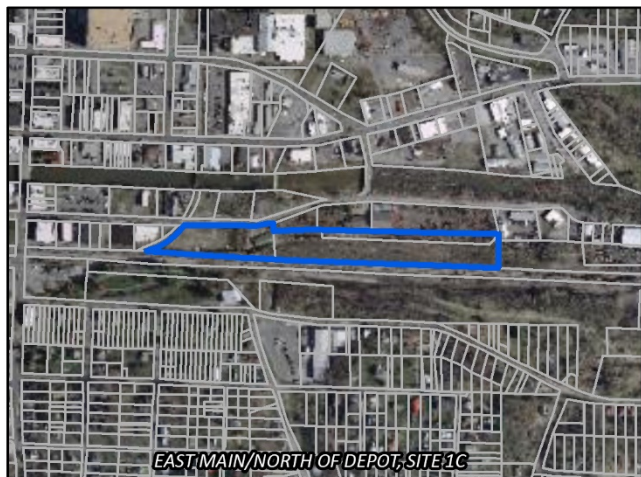
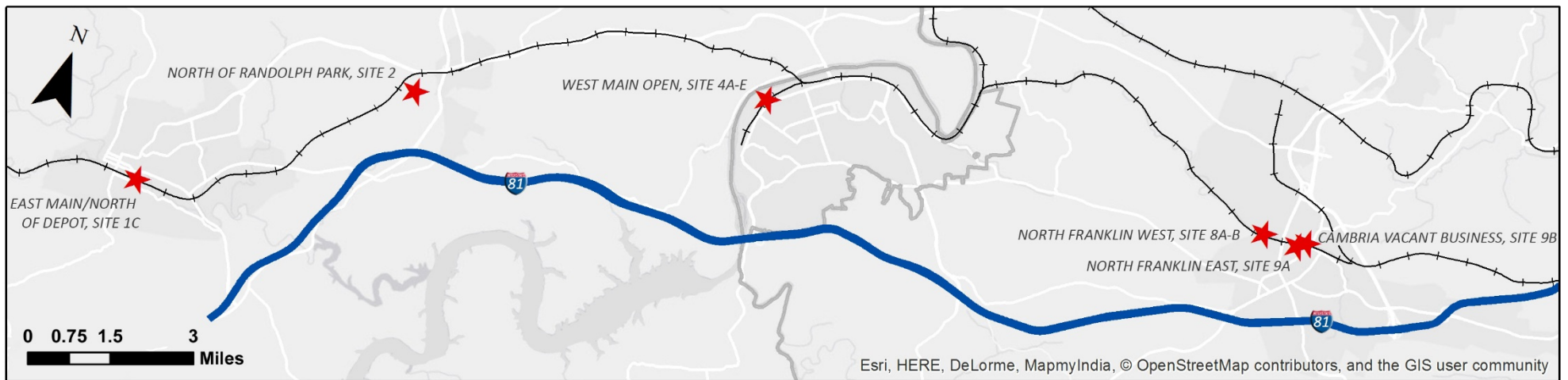


### 3.2 POTENTIAL NRV LOCATIONS FOR A PASSENGER RAIL STATION

The New River Valley Metropolitan Planning Organization's Technical Advisory Committee (TAC) established the methodology for site scoring. In general, sites needed to be a minimum of 5 acres in order to accommodate the station, 1'000 foot-long platform, 200+ parking spaces, and regional transit hub. Through the study process established by the TAC, final scoring revealed the following ranking:

1. **NORTH FRANKLIN WEST, SITE 8A-B:** located in Christiansburg, offers 21.5 acres and 2,800 feet of track frontage. The site offers the highest proximity to potential ridership, excellent proximity to the existing transportation system, and consistency with local planning. Less than desirable characteristics of the site include: approximately 40% of the site is located within the floodplain. Additionally, the Town of Christiansburg has existing infrastructure that will need to be relocated as a component of the project.
2. **NORTH FRANKLIN EAST, SITE 9A:** located in Christiansburg, offers 10.05 acres and 1,248 feet of track frontage. The site offers the highest proximity to job access and low income populations. Despite having one of the higher number of parcels to assemble, all affected property owners indicated their willingness to cooperate during the planning process in writing. Less than desirable characteristics of the site include: steep topography, inconsistency with local planning, and a water main may need to be relocated.
3. **WEST MAIN OPEN, SITE 4A-E:** located in Radford, offers 6.3 acres and 1,098 feet of track frontage. The site offers the highest proximity to population and employment (activity centers) within a 15-mile radius and households with 1 vehicle or less. Less than desirable characteristics of the site include: located adjacent to a spur track that is approximately 1-mile from the main line, and proximity to potential ridership is considerably lower than the top two sites.
4. **NORTH OF RANDOLPH PARK, SITE 2:** located in Dublin, offers 10.47 acres and 1,260 feet of track frontage. The site offers the highest overall site capacity and flexibility score and is located within 1 mile of Interstate 81. Less than desirable characteristics of the site include: highest proximity to threatened or endangered species, and is within proximity to approximately 53% of the total population and employment within 15-miles, compared to the top performing site. This site was not selected to move into the final scoring phase.
5. **EAST MAIN/NORTH OF DEPOT, SITE 1C:** located in downtown Pulaski, offers 6.17 acres and 1,780 feet of track frontage. The site offers one of the longest stretches of property adjacent to the main line. Less than desirable characteristics of the site include: approximately 20% of the site is located within the floodplain, and is in proximity to approximately 48% of the total population and employment within 15-miles, compared to the top performing site. The site was not selected to move into the final scoring phase.
6. **CAMBRIA VACANT BUSINESS, SITE 9B:** located in Christiansburg, offers 4.02 acres and 1,137 feet of track frontage. The site offers relatively good proximity to Activity Centers. Less than desirable characteristics included: property availability, majority of the site located within the floodplain, and inconsistency with local planning. The site was not selected to move into the final scoring phase.





Created by NRVRC. 2015. Source: Virginia Information Technologies Agency.



### 3.2.1 Identifying the Best Location

New River Valley partners began to identify potential passenger rail stop locations by initiating communication with Amtrak and the Virginia Department of Rail and Public Transportation (DRPT) in March 2015. Identifying all potential stop locations in the region was the next step of the planning process. In total, 29 unique sites were identified during the initial phase by TAC representatives with knowledge of land in their community. Before initiating a more detailed site analysis, TAC representatives selected nine locations for Phase 1 review. Based on Phase 1 scoring, three sites were selected to move into Phase 2 (final phase) of the analysis. The scoring criteria, methodology, and value for each phase is below.

<b>PHASE 1A</b>			
<i>CATEGORY</i>	<i>CRITERIA DESCRIPTION</i>	<i>SCORING</i>	<i>VALUE</i>
<i>Site Capacity and Flexibility</i>	Proximity to primary rail	5 points if adjacent to main line, 3 points if 1 mile or less, 1 point otherwise	5
	Proximity to CoSS	5 points if less than 1 mile, -0.25 points for every 0.25 miles over 1 mile	5
	Space	10 points if 5 acres or more, acreage x2 down to 3.51 acres, less than 3.5 acres = 0 points	10
	Track frontage	10 points if 1,000 feet or more, track length divided by 100 otherwise	10
	Availability/Ownership	5 points if owned by local government or written permission from owner, 3 points if primarily vacant w/2 owners or less, 0 points otherwise	5
<i>Environment</i>	Potential displacement	3 points if 0 impacts; 2 points if vacant, available, or no more than 1 home/business; 1 point otherwise	3
	Floodplain	10 points if 0 impacts, 7 points if 25% or less, 3 points if more than 25% but less than 50%, and 0 points otherwise	10
	Migratory birds	3 points for lowest score, 3*(lowest impact/impact) otherwise	3
	Threatened/endangered species	5 points if 0 impacts, 3 points if simple mitigation, 0 points otherwise	5
	Historical resources	3 points if 0 impacts, -0.25 points each, 0.5 point low score	3
	Open Space/conservation easement	3 points if 0 impacts, 3*(lowest impact/impact) otherwise	3
	Agriculture district	3 points if 0 impacts, 3*(lowest impact/impact) otherwise	3
	Hazardous materials	5 points if 0 impacts, 3 points if potential encroachment, 1 point if difficult mitigation	5
<b>TOTALS</b>			<b>70</b>

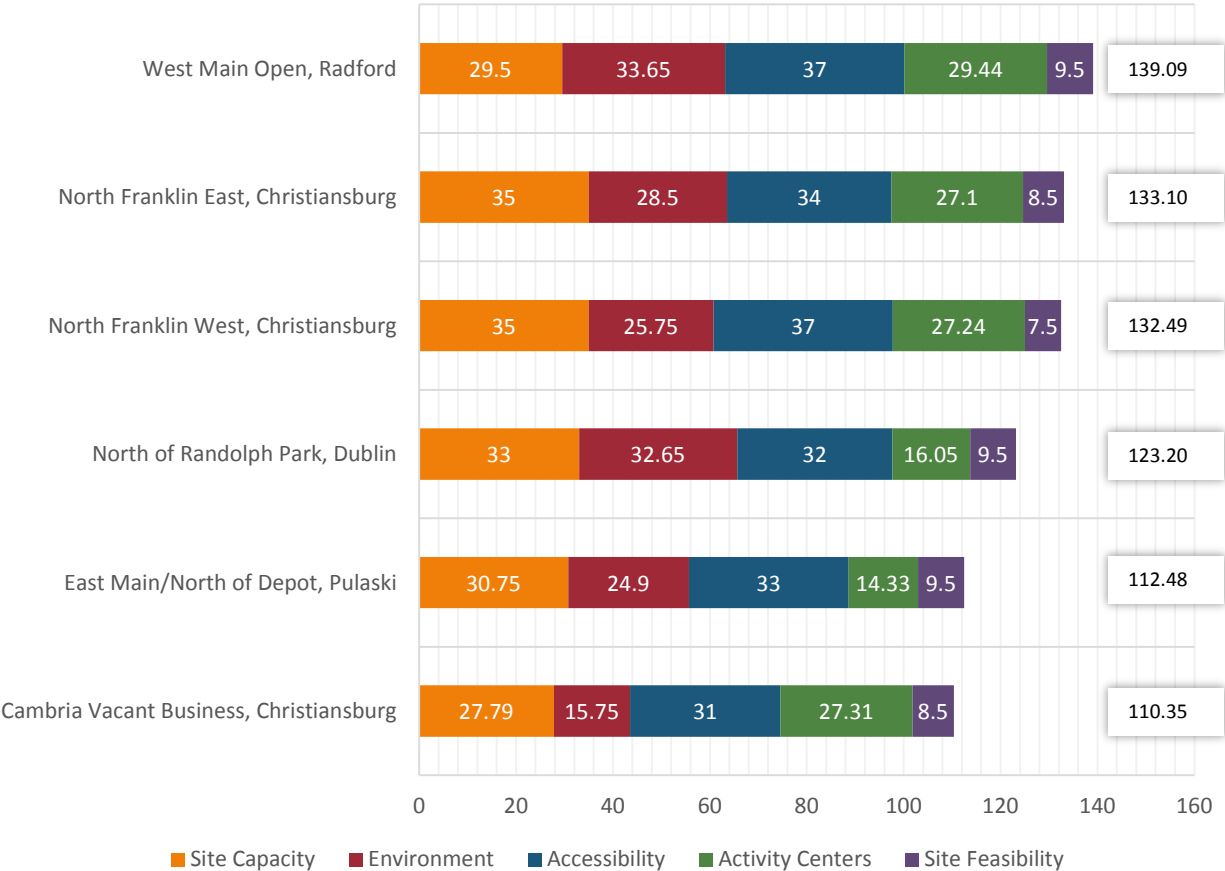
\*Note: CoSS is an acronym for Corridors of Statewide Significance.



<b>PHASE 1B</b>			
<i>CATEGORY</i>	<i>CRITERIA DESCRIPTION</i>	<i>SCORING</i>	<i>VALUE</i>
<i>Land Use and Accessibility</i>	Consistency with local Comprehensive Plan	10 points if yes, 7 points if Council willing to amend, 0 points otherwise	10
	Proximity to transit	10 points if available adjacent to property; 7 points if located within "go anywhere;" 5 points if identified in a future plan; 0 points otherwise	10
	Proximity to bike/pedestrian	5 points if located on or adjacent to property; 3 points if planned; 0 points otherwise	5
	Proximity to water	3 points if located on or adjacent to property; 1 point if planned or located within 600 feet; 0 points otherwise	3
	Proximity to sewer		3
	Proximity to power		3
	Proximity to internet		3
<i>Activity Centers</i>	Proximity to population + employment within 15-miles	30 points for highest score, 30*(impact/highest impact) otherwise	30
<i>Site Feasibility</i>	Percentage of property prime for construction	10*percentage of site prime for development and/or redevelopment	10
<b>TOTALS</b>			<b>77</b>

\*Note: Three of the initial nine sites were removed from consideration due to challenges that could not be mitigated.

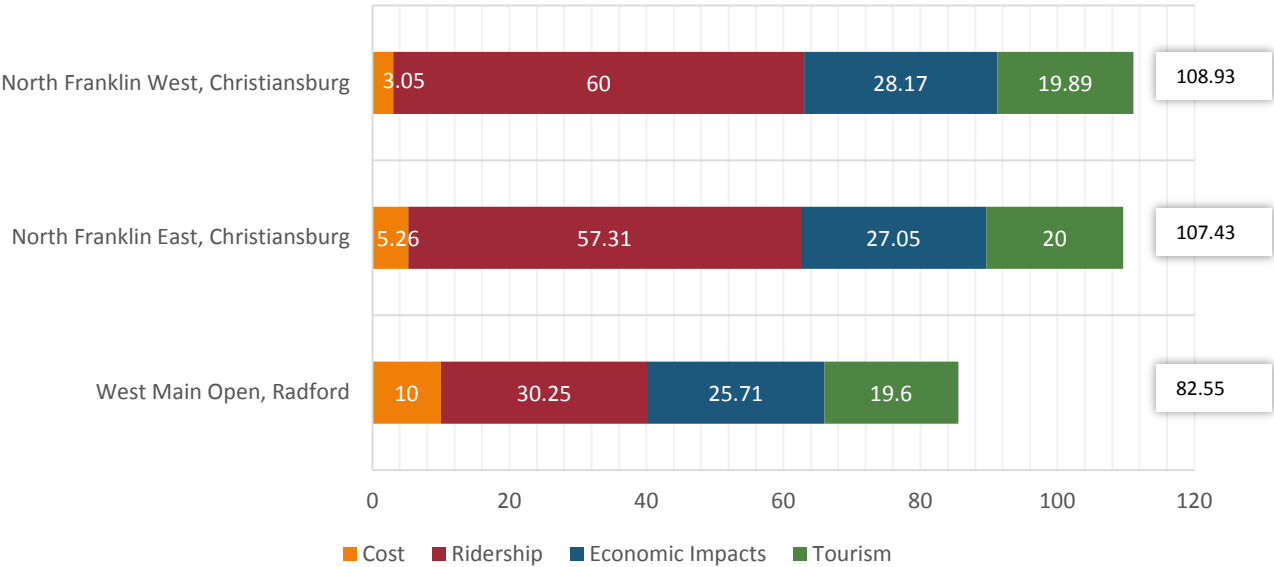
**PHASE 1 RESULTS**



<b>PHASE 2 (FINAL)</b>			
<i>CATEGORY</i>	<i>CRITERIA DESCRIPTION</i>	<i>SCORING</i>	<i>VALUE</i>
<i>Cost</i>	Low Cost	10 points lowest cost, 10*(lowest cost/cost) otherwise	10
<i>Ridership</i>	Proximity to 750,000 potential trips	Maximum points for closest proximity to number of trips; percentage based on number of trips at same radius otherwise. Example: Site A accumulates 250,000 trips at 2.3 miles. Site B has 125,000 trips at 2.3 miles. Site A = 12 points, Site B = 6 points.	30
	Proximity to 500,000 potential trips		18
	Proximity to 250,000 potential trips		12
<i>Economic Impacts</i>	Job accessibility within a 60-minute drive	9 points for highest score, 9*(impact/highest impact) otherwise	9
	Total commuting to points north	7.5 points for highest score, 7.5*(impact/highest impact) otherwise	7.5
	Development potential on or immediately adjacent to property	3 points for highest score, 3*(impact/highest impact) otherwise	3
	Development potential within a 10-mile radius	3 points for highest score, 3*(impact/highest impact) otherwise	3
	Proximity to households with 1 vehicle or less	4.5 points for highest score, 4.5*(impact/highest impact) otherwise	4.5
	Proximity to low income households	3 points for highest score, 3*(impact/highest impact) otherwise	3
<i>Tourism</i>	Household entertainment expenditures	20 points for highest score, 20*(impact/highest impact) otherwise	20
<b>TOTALS</b>			120

\*Note: Only top three sites of Phase 1 were scored with the criteria shown above.

**PHASE 2 RESULTS**

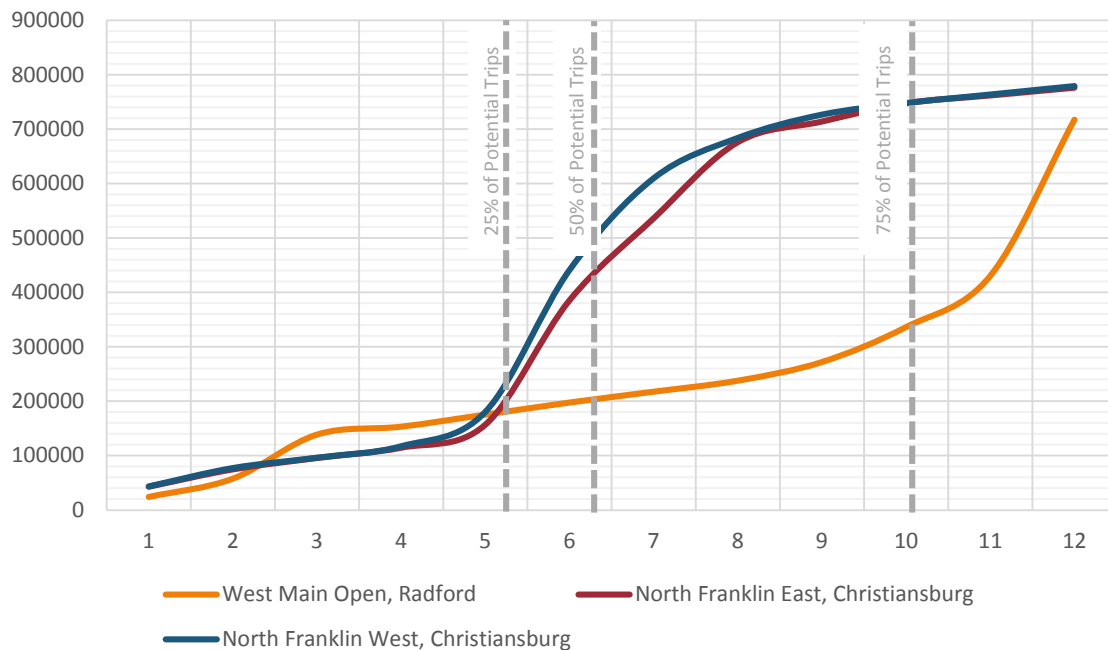


### 3.2.2 Determining Ridership

Much of the scoring criteria was developed utilizing data that is available through state and federal agencies. Amtrak develops Service & Ridership Fact Sheets to track annual ridership at existing stops; however, the Station Program and Planning Guide indicates that a region with our demographic profile may generate 20,000 – 100,000 annual trips. The guidelines further indicate that the presence of a college or university typically generates comparable ridership to more urbanized communities.

The New River Valley is home to Radford University and Virginia Tech. The two universities combined have more than 8,600 total personnel and more than 43,000 students. Each year both universities host thousands of visitors, including the families of current and prospective students, visiting faculty and professionals working with the universities, and attendees of conferences, sporting events and other activities. Amtrak’s Guide indicated early in the process that university related travel frequency is much higher than typical residents. The Passenger Rail Survey collected nearly 6,200 online responses and provided great insight into the travel habits of residents, faculty/staff, and students alike.

**SITE PROXIMITY TO RIDERSHIP**

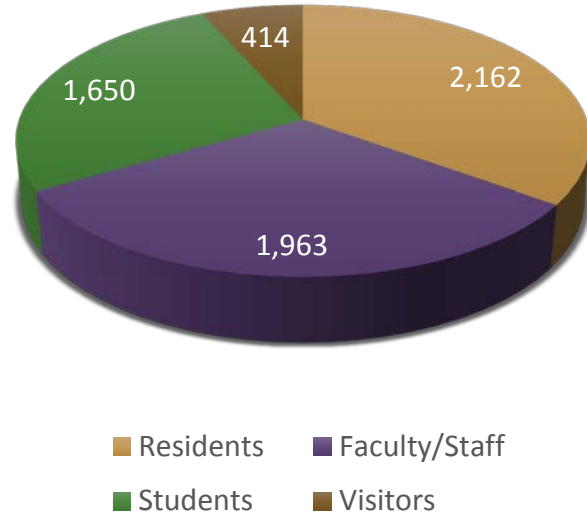


The table (above) indicates the differences in site proximity to potential north-bound trips generated from the region. According to Virginia Department of Transportation (VDOT) traffic data, the region generates nearly 1,000,000 annual trips to points north by vehicle alone. The traffic data was utilized to verify trip estimations for residents, faculty/staff, and students based on survey feedback. Combining the survey responses with decennial Census block-level data, the New River Valley Regional Commission developed a new geospatial database to assess potential advantages of locations closer to the universities. Trip frequencies were assigned to residents, faculty/staff, and students and distributed to block-level data.

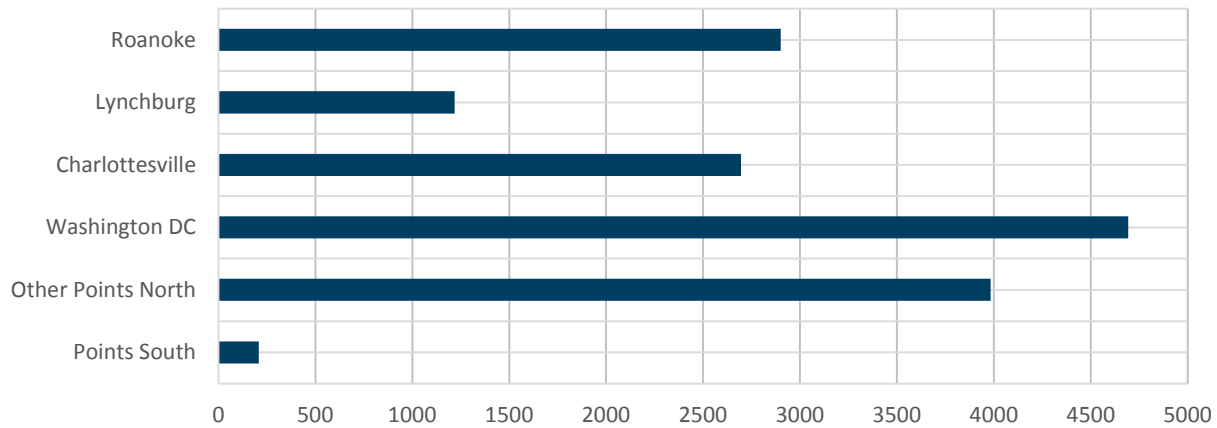
### 3.2.3 Measuring Demand

The New River Valley Regional Commission worked closely with local stakeholders to develop a survey to gauge ridership for the study. Originally launched on April 14, 2015, the survey captured 6,189 responses before closing on October 19, 2015. In general, the survey is reflective of 2.5% of residents, 3.8% of students, and 22.7% of faculty/staff. The response rate far exceeded initial goals and is attributed to the strong support for passenger rail in the region.

Survey feedback included information about travel habits, desirability to use a new service, importance of specific station amenities, preferences on departure/arrival, top destinations to points north, and how much potential users might be willing to pay. Top three amenities include: 1) restrooms, 2) long-term parking, and 3) on-site ticketing. The table below highlights the top destinations results.



**TOP DESTINATIONS**



In addition to the online survey, NRVRC staff and volunteers surveyed passengers at the Lynchburg AMTRAK station in November 2015. According to AMTRAK station personnel, an average of 50-60 passengers use the service on most weekdays, and 100-120 passengers use the services on Fridays and weekends. The train serves significantly more riders on holidays and the beginning and end of the semester at Liberty University.

Over 60% of passengers surveyed were from zip codes in central and southern Virginia, although 18% of respondents live in Washington DC or northeastern cities. Washington DC (35% of travelers), followed by New York City (16%) are the top destinations, with the remaining passengers travelling mainly to



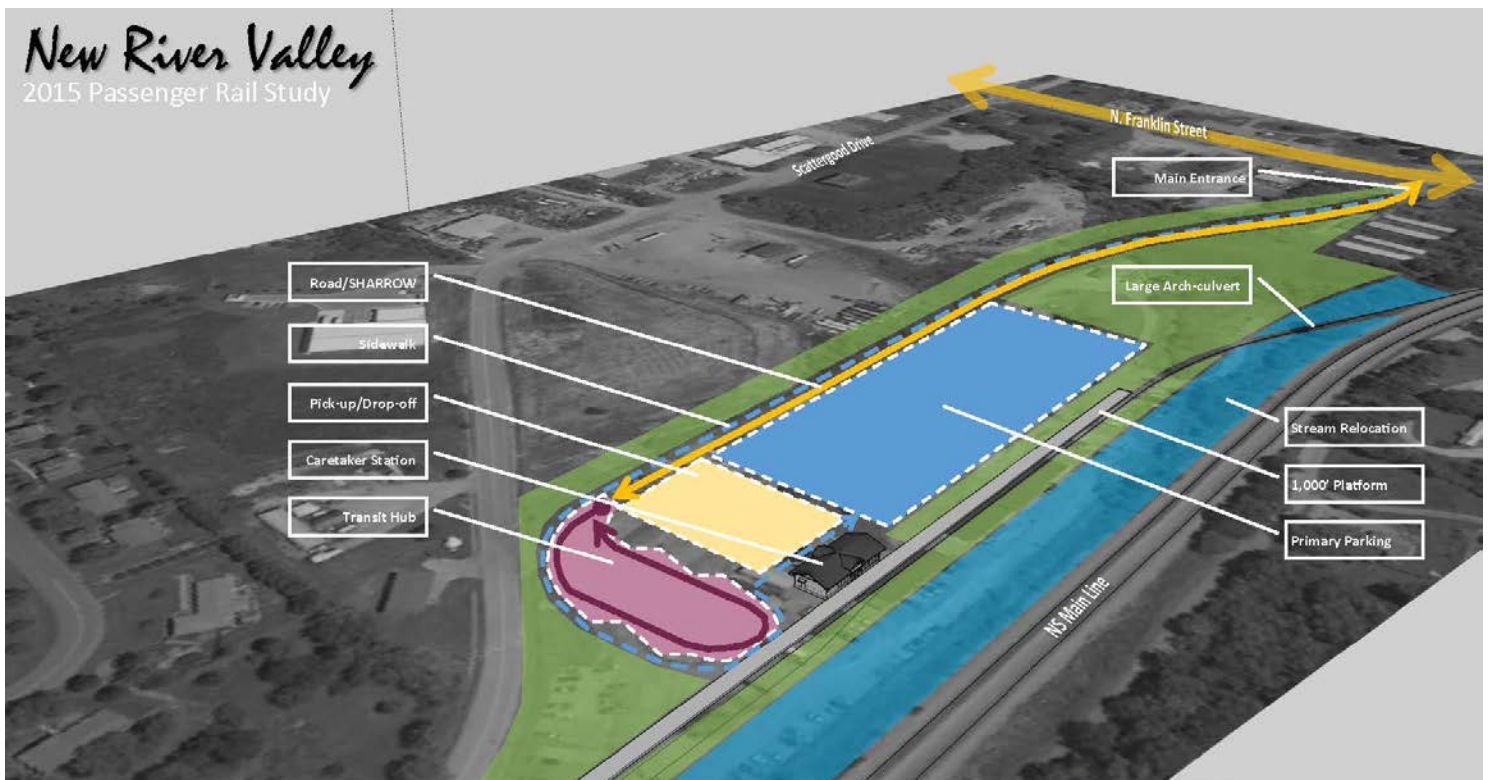
major northeastern cities. Nearly half of those surveyed indicated that they would be very likely (24%) or somewhat likely (24%) to use passenger rail services to visit the New River Valley.

Nearly half of surveyed passengers were travelling to visit family and friends, with the remaining passengers split evenly between business and vacation trips. Traveling by car is still the most frequently used mode amongst those surveyed. Passenger rail was the second most used option for those surveyed, with nearly half of all passengers using the train multiple times per year.

### 3.2.4 Conceptual Planning

The New River Valley Regional Commission facilitated a conceptual planning workshop on November 10, 2015. Representatives from the city of Radford, towns of Blacksburg and Christiansburg, Radford University, Blacksburg Transit, and the Blacksburg Partnership participated in the event. Workshop attendees were asked to focus on a single task at each of the final three locations: envision this site is selected as the region's passenger rail stop location, what are its needs?

Each meeting began on-site where participants were encouraged to walk the grounds and document findings. After spending 30-60 minutes on-site, participants met for an additional hour to share ideas regarding site access, location of station and platform, parking areas, and pick-up/drop-off areas for transit and vehicles. The graphic below illustrates the planning concept for Christiansburg Site 8A-B.



## 4 POTENTIAL ECONOMIC IMPACTS

---

In addition to the initial jobs and investment from the construction and ongoing operation of an Amtrak station in the New River Valley, passenger rail service would contribute to an array of other economic benefits for the region. These potential benefits include increased tourism and visitor spending, increased business activity in sectors that support tourism and transportation, and more reliable alternatives to highway travel for visitors, regional commuters and university students.

### 4.1 STATION IMPACTS

The construction of the station facilities and related infrastructure improvements creates a one-time economic impact during the construction period. The economic impact includes direct impacts from workers' wages and the purchases of goods and services in the region, as well as indirect and induced effects, as businesses and workers spend this new money at other businesses in the regional economy.

The initial cost of the station will vary based on the final site selection. Additionally, the final cost will vary depending on which station prototype is selected, amount of necessary parking, types of passenger amenities offered, and Amtrak operational needs. The New River Valley Regional Commission developed an economic impact model using an estimate of \$5 million for construction. Assuming that project spending is spread equally over two years, the station construction would support 37 jobs per year and generate more than \$1,220,000 in earnings.

The ongoing maintenance of the station would create several permanent jobs. Additionally, Amtrak would likely need to relocate a base crew to support new end of the line north-bound services. These new jobs would create an ongoing economic impact in the region, as workers spend a portion of their wages on other goods and services in the local economy. For example, assuming four jobs for Amtrak end of the line services and four jobs for station maintenance, three additional jobs would be created where these workers spend their earnings, generating more than \$510,000 in earnings.

### 4.2 VISITOR IMPACTS

The Virginia Tourism Corporation estimates that visitors spent approximately \$254,413,462 during trips to the New River Valley in 2014. The spending translates into \$5,699,909 in tax receipts and supports 2,523 jobs in hospitality related industries. VTC visitor surveys estimate that visitors spend an average of \$462 during their stay in the region (median spending was lower at \$230), at businesses such as restaurants, retail stores, hotels, gas stations, etc. Passenger rail service could draw even more visitors to the region, helping to grow these sectors of the regional economy.

Other regions analyzing the effects of passenger rail have estimated increases of 0.5% to 3% in annual visitors. A similar increase in the region would represent 2,500 to 15,000 additional tourists for the New River Valley each year. The impacts will vary depending on the number of visitors who may only visit the region because of Amtrak service; however, for every 10,000 visitors that the new service brings to the region, visitors will spend approximately \$1.92 million in the regional economy, creating 45 additional jobs in hospitality-related sectors, and generating more than \$890,000 in earnings for regional workers.



## 5 KEY STUDY FINDINGS & NEXT STEPS

---

- The New River Valley offers numerous locations for a potential passenger rail station.
  - A total of six sites meet or exceed minimum requirements to accommodate a Caretaker Station, 1,000 foot-long platform, 200+ parking spaces, and regional transit hub.
  - Each potential site location offers unique opportunities, such as: proximity to ridership, potential economic impacts, willing landowners, and site capacity.
  - Each potential site location offers unique challenges, such as: initial construction costs, necessary environmental mitigation, unwilling landowners, and proximity to ridership.
- A demand for passenger rail services exists in the New River Valley.
  - The demographic profile of the region meets Amtrak's criteria of a Caretaker Station, which typically serves 20,000 – 100,000 annual passengers.
  - Reviewing comparable service locations in Amtrak's 2014 Service & Ridership Fact Sheets for Virginia, West Virginia, and North Carolina, indicates that the region would generate 40,000 or more annual boardings/alightings.
  - To achieve 40,000 annual boardings/alightings, a 4% mode shift of NRV generated north-bound passenger vehicle trips would need to occur.
  - To achieve 40,000 annual boardings/alightings, survey respondents alone would need to choose passenger rail service 1 out of every 5 current north-bound trips.
- The idea of a new passenger rail service is strongly supported by the region's residents, university faculty/staff, and students.
  - 1,963 faculty/staff took the survey out of a total of 8,659 personnel, 22.7% response rate. Additionally, 3.8% of total students and 2.5% of residents took the survey.
  - Positive feedback includes: the need to provide more reliable access to points north; reducing the total number of household vehicles; less stressful way to travel as a family or with a large group; encourage more travel between schools for visiting friends; enhanced opportunities for economic development; compliment other existing modes of transportation (local transit, Megabus, etc.); many utilized the service through the 60's and would like to see it return; and a more appealing option for aging travelers. Overall, there was exceedingly more positive than negative feedback received through the online survey process.
- An operational analysis is needed to determine additional needs for a New River Valley Service.
  - Norfolk Southern will need to determine specific infrastructure needs between the proposed NRV location and Roanoke.
  - Amtrak will need to determine specific equipment and personnel needs.
  - The operational analysis is expected to cost \$350,000 - \$500,000 to develop.
- To stay up to date on the latest news and information, visit: [www.nrvpassengerrail.org](http://www.nrvpassengerrail.org)



***New River Valley  
Metropolitan Planning Organization***

***January 7, 2016***

**Resolution to approve the Passenger Rail Study for possible extension from Roanoke to the New River Valley.**

**On a motion by Michael Barber seconded by Anne McClung and carried with one abstention,**

WHEREAS, the New River Valley Passenger Rail Committee through the New River Valley Regional Commission (NRVRC) requested the MPO to conduct a study for possible extension of passenger rail from Roanoke to the New River Valley; and

WHEREAS, VDRPT concurred that this study could be done by the MPO using FTA 5303 planning funds, and

WHEREAS, the MPO approved conducting this study at its August 7, 2014 meeting, and

WHEREAS, the NRV RC conducted this study for the MPO to determine the potential ridership as well as a preferred station location, and

WHEREAS, the study has been completed,

WHEREAS, the TAC has reviewed and recommends approval.

NOW, THEREFORE BE IT RESOLVED that:

The New River Valley MPO Policy Board approves the final report of the New River Valley Passenger Rail Study and recommends that one of the Christiansburg sites be the location of the rail station.

  
F. Craig Meadows, Chairman



***New River Valley  
Regional Commission***

***January 28, 2016***

***Joint application for funding through the Intercity Passenger Rail Operating and Capital (IPROC) Fund for a Rail Traffic Control Modeling Study for an extension of Passenger Rail from Roanoke to the New River Valley.***

WHEREAS, the New River Valley Regional Commission and New River Valley MPO desires to file a joint an application with the Virginia Department of Rail and Public Transportation for funding to conduct a Rail Traffic Control Modeling Study for an extension of passenger rail from Roanoke to the New River Valley; and

WHEREAS, the NRV MPO estimates that this project will cost \$ 350,000; and

WHEREAS, the General Assembly, through enactment of the Intercity Passenger Rail Operating and Capital (IPROC) Fund, provides for funding for certain improvements and operation of intercity passenger rail in the Commonwealth of Virginia; and

WHEREAS, passenger rail would be an important element of the New River Valley transportation system providing another option for travel to and from the northeast corridor; and

WHEREAS, passenger rail is instrumental to the economic development of the area, and provides relief to the highway system by providing an alternate means of transporting passengers; and

WHEREAS, the New River Valley Regional Commission supports extension of passenger rail and operation of rail service; and

WHEREAS, the NRV MPO has conducted a study demonstrating demand and has also selected a site for the station in the New River Valley, and

WHEREAS, the Commonwealth Transportation Board has established procedures for all allocation and distribution of the funds provided.

NOW, THEREFORE, BE IT RESOLVED, that the New River Valley Regional Commission does hereby request the Virginia Department of Rail and Public Transportation to give priority consideration to funding the Rail Traffic Modeling Study needed for possible extension of passenger rail from Roanoke to the New River Valley for inclusion in the projects funded in the Intercity Passenger Rail Operating and Capital Fund.

---

Chairman



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

N R V R C . O R G

## MEMORANDUM

**To: Regional Commission Board Members**  
**From: Kevin Byrd, Executive Director**  
**Date: January 20, 2016**  
**Re: Annual Commission Awards Process and Criteria for Review/Discussion**

---

In 2014 the Commission initiated an awards program. The Commission identified three award categories, established criteria and solicited nominees. Last year the Commission selected two award recipients, Mr. Rick Boucher, Champion of the Valley and Mr. Ken Anderson, Citizen of the Valley. Below are the award criteria and the process anticipated for the 2016 awards for review and discussion before launching the call for nominees.

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

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

**Citizen of the Valley:** a citizen of the New River Valley that has made significant contributions toward the betterment of the region. Focus will be on candidates that improve communities through their dedication, collaborative approach and impact.

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

**Process:**

January – Commission review award criteria and process

February – Release call for award nominees, due March 15<sup>th</sup>

March – Commission review and select award recipients

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

May – Present awards at annual dinner event



**Agenda**  
**February 25, 2016**  
**6:00 p.m.—New River Valley Business Center, Fairlawn**

- I. CALL TO ORDER**
- II. CONSENT AGENDA**
  - A. Approval of Minutes for January
  - B. Approval of [Treasurer's Report for January](#)
- III. COMMONWEALTH INTERGOVERNMENTAL REVIEW PROCESS**
  - A. Projects ([Signed-off by the staff](#))
    - None
  - B. Regular Project Review
    - None
  - C. Environmental Project Review
    - None
- IV. PUBLIC ADDRESS**
- V. REVIEW OF MUTUAL CONCERNS AND COMMISSIONERS' REPORTS**
- VI. CHAIR'S REPORT**
- VII. EXECUTIVE DIRECTOR'S REPORT** (enclosed)
- VIII. OLD BUSINESS**
- IX. NEW BUSINESS**
  - A. [Pulaski Grow – Non-profit Youth Training and Aquaponics Business](#)
    - Presentation- Ms. Lee Spiegel
    - Commission Discussion
  - B. [Community Development Block Grant Priorities for 2016](#)
    - Commission Action Needed
  - C. [Go Virginia Overview](#)
    - Commission Discussion

All meeting materials posted on the Commission website [www.nrvrc.org](http://www.nrvrc.org)

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





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

N R V R C . O R G

## MEMORANDUM

**To: NRVRC Board Members**  
**From: Janet McNew, Finance Director**  
**Date: February 16, 2016**  
**Re: January 2016 Financial Statements**

---

January 2016 year to date Agencywide Revenue and Expenditures and Balance Sheet are enclosed for your review.

As of month end January 2016 (58% of the fiscal year), overall year to date revenues are 61.65% and expenses are 55.23% of budget. Salary and Fringe, the two largest expense line items, stand at 59.87% and 60.68%, respectively.

Expense lines exceeding budget include Vehicle Maintenance, Audit Fee, Training and Capital Outlay. The training overage (\$222) is due to unbudgeted training opportunities including Jennifer Wilsie, Regional Planner II, for Leadership NRV (Montgomery County Chamber of Commerce) and Zachary Swick, Data Systems Manager, for a Website Design/Development course. The Capital Outlay budget line is exclusively related to the New River/Mount Rogers Workforce Development Area expenses which are reimbursed from the state. The overage (\$6,680) is due to the purchase of additional computers and equipment for their mobile lab program.

As previously reported, the overage in Vehicle Maintenance is due to unanticipated repairs beyond routine maintenance and will be covered by current year revenue. This expense line should be increased with future budgets due to aging of vehicle fleet. The Audit Fee expense slightly exceeds anticipated cost (\$250) due to expanded work required by new GASB 68 pension fund analysis and reporting requirements. This expense line will need to be increased with future budgets to accommodate this on-going requirement. New River/Mount Rogers Workforce Development Area cost-shares one-third of the audit fee.

The Agencywide Revenue and Expense report compares actual receipts and expenses to the FY15-16 budget adopted by the Commission at the June 25, 2015 meeting. The financial operations of the agency are somewhat fluid as projects may be added and modified throughout the year.

---

Strengthening the Region through Collaboration

### Counties

Floyd | Giles  
Montgomery | Pulaski

### City

Radford

### Towns

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

### Universities

Virginia Tech  
Radford University

**New River Valley Regional Commission**  
**Agencywide Revenue and Expenditures - January 2016**

With Indirect Detail

<b>FY15-16 Budget Adopted 6/25/15</b>	<b>January 2016</b>	<b>YTD</b>	<b>Under/Over</b>	<b>(58% of FY) % Budget</b>	
<b>Anticipated Revenues</b>					
ARC	68,436.00	0.00	34,218.00	34,218.00	50.00%
LOCAL ASSESSMENT	226,952.81	4,716.25	222,236.42	4,716.39	97.92%
DHCD	75,971.00	18,993.00	56,978.00	18,993.00	75.00%
EDA	70,000.00	17,500.00	52,500.00	17,500.00	75.00%
WIB Fiscal Agent	60,000.00	10,000.00	50,000.00	10,000.00	83.33%
WIA Program Funds	518,379.00	47,930.20	308,433.51	209,945.49	59.50%
VDOT	58,000.00	0.00	32,766.13	25,233.87	56.49%
VDOT - Rocky Knob Project	120,500.00	0.00	36,905.09	83,594.91	30.63%
Floyd Co	7,500.00	280.36	2,583.67	4,916.33	34.45%
Giles County	5,000.00	0.00	0.00	5,000.00	0.00%
Narrows Town	40,000.00	0.00	0.00	40,000.00	0.00%
Rich Creek Town	12,500.00	0.00	1,500.00	11,000.00	12.00%
Montgomery County	37,942.12	5,423.48	19,745.29	18,196.83	52.04%
Blacksburg Town	15,000.00	1,250.00	8,750.00	6,250.00	58.33%
Pulaski County	33,300.31	895.44	11,278.01	22,022.30	33.87%
Pulaski Town	10,000.00	0.00	7,000.00	3,000.00	70.00%
Pulaski Co Sewerage Auth.	2,000.00	0.00	1,000.00	1,000.00	50.00%
Virginia Tech	12,923.00	3,486.46	13,787.71	-864.71	106.69%
Miscellaneous Income	0.00	0.00	1,551.73	-1,551.73	0.00%
Recovered Cost	0.00	0.00	142.71	-142.71	0.00%
Virginia's First	25,000.00	2,083.33	14,583.31	10,416.69	58.33%
Blacksburg/Christiansburg MPO	55,000.00	0.00	31,401.90	23,598.10	57.09%
RV-ARC RideSolutions	33,680.00	0.00	18,306.85	15,373.15	54.36%
VDEM	2,150.00	0.00	0.00	2,150.00	0.00%
Southwest Virginia SWMA	2,000.00	1,000.00	2,000.00	0.00	100.00%
New River Health District	25,000.00	0.00	4,282.46	20,717.54	17.13%
Friends of SWVA	2,500.00	0.00	2,500.00	0.00	100.00%
Blacksburg Partnership (BBurg Broadband)	5,000.00	5,000.00	5,000.00	0.00	100.00%
Deferred Revenue (BBurg Broadband)	30,000.00	0.00	34,440.25	-4,440.25	114.80%
Unprogrammed ARC	24,936.00	0.00	0.00	24,936.00	0.00%
<b>Revenues</b>	<b>1,579,670.24</b>	<b>118,558.52</b>	<b>973,891.04</b>	<b>605,779.20</b>	<b>61.65%</b>
<b>Expenses</b>					
Salaries	802,152.00	70,359.18	480,254.93	321,897.07	59.87%
Fringe Benefits	269,609.00	23,781.16	163,591.33	106,017.67	60.68%
Travel	61,193.00	3,319.76	27,309.56	33,883.44	44.63%
Office Space	64,254.00	4,158.09	32,493.15	31,760.85	50.57%
Telephone/Communications	14,405.00	1,402.01	9,301.43	5,103.57	64.57%
Office Supplies	26,815.00	551.43	16,127.77	10,687.23	60.14%
Postage	3,050.00	468.99	1,771.32	1,278.68	58.08%
Printing	3,850.00	0.00	3,447.33	402.67	89.54%
Copies & Copier Maintenance	3,400.00	567.62	2,342.49	1,057.51	68.90%
Media Ad	1,900.00	665.06	713.06	1,186.94	37.53%
Equipment Rent	7,500.00	476.71	3,236.42	4,263.58	43.15%
Vehicle Maintenance	750.00	0.00	1,293.47	-543.47	172.46%
Vehicle Fuel	3,000.00	92.80	1,048.81	1,951.19	34.96%
Dues/Publications	11,325.00	199.00	8,464.00	2,861.00	74.74%
Training	2,025.00	501.00	2,247.00	-222.00	110.96%
Insurance	4,300.00	0.00	4,017.00	283.00	93.42%
Meeting Expense	11,875.00	0.00	5,665.82	6,209.18	47.71%
Capital Outlay (Vehicle/Equipment)	5,000.00	7,655.34	11,680.35	-6,680.35	233.61%
Contractual Services	230,695.00	10,920.32	80,510.24	150,184.76	34.90%
Audit Fee	7,750.00	0.00	8,000.00	-250.00	103.23%
Miscellaneous	77,472.00	1,372.66	27,016.32	50,455.68	34.87%
<b>Expenses</b>	<b>1,612,320.00</b>	<b>126,491.13</b>	<b>890,531.80</b>	<b>721,788.20</b>	<b>55.23%</b>
<b>Agency Balance</b>	<b>-32,649.76</b>	<b>-7,932.61</b>	<b>83,359.24</b>		

**New River Valley Regional Commission**  
**Balance Sheet**  
**Period From : 07/01/15 to 1/31/16**

**Assets:**

Operating Account	558,922.66
Reserve Funds - MMA	84,612.03
Accounts Receivable	273,955.53
<b>Total Assets:</b>	<b><u>917,490.22</u></b>

**Liabilities:**

Emp WH-Anthem Ins Payable	12.00
Accrued Annual Leave	55,268.36
Accrued Unemployment	18,968.42
Expense Reimbursement	256.23
<b>Total Liabilities:</b>	<b><u>74,505.01</u></b>

**Projects**

Net Projects	-12,230.14
Current Year Unrestricted	130,865.63
Unrestricted Net Assets	720,092.94
<b>Total Projects</b>	<b><u>838,728.43</u></b>

**Total Liabilities and Projects** **913,233.44**

**Net Difference to be Reconciled** **\$4,256.78**

**Total Adjustment** **\$4,256.78**

**Unreconciled Balance** **\$0.00**



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

N R V R C . O R G

**February 25, 2016**

## **Executive Director's Report**

### **Economic Development:**

- The Go Virginia economic development program is moving quickly through the General Assembly. The program is starting to take shape and regions will play an important role. The Regional Commission Board and partners will need to begin conversations soon regarding regional geography. For more information visit [www.govirginia.org](http://www.govirginia.org).
- The NRV and Roanoke Valley are collaborating on a Department of Labor grant called, Tech Hire. Focus is on under-employed 17-29 year olds who would receive training in technology oriented jobs then assisted with job placement. Partners include both regional commissions, both workforce development boards, five community colleges, and several large private employers from Bristol through Roanoke. NRV/Mount Rogers Workforce is the lead on the application and Commission would be fiscal agent for multi-year program, if awarded funds.

### **Transportation:**

- The Commission recently prepared a grant application for the Metropolitan Planning Organization (MPO) to submit to the VA Dept. of Rail and Pulic Transit (DRPT) for a Rail Traffic Control Model. The study will evaluate whether the busy freight cooridor between Roanoke and the NRV can accommodate passenger service. Applications were due 2/1 and announcements are anticipated for late spring.
- As a part of the Rural Transportation Program with VDOT, the Commission is tasked with developing a regional future land use map. Over the next few months Commission staff will be working with local governments to help develop the map which will be used to inform future transportation improvements based in part on projected land uses.

### **Regional:**

- The Commission hosted a second regional meeting on 2/8 to discuss expanding Renew the New, a Giles County river clean up. All four counties and the city were well represented. The group is committed to determine paths forward for the higly orchestrated in-river clean-up program. Sub-committees were identified to include, event logistics, organizational structure, and civic forum planning. A future meeting date will be confirmed soon.
- The Building Collaborative Communities Regional Tourism grant scope was recently confirmed and includes the following; online collaboration point, a collaborative project (SWVA Outdoor Expo), identification of joint marketing targets, evolving the NRV regional brand, stakeholder education (local government and partners).
- The Livability in Action regional convening scheduled for 2/29 is nearly full! Approximately 120 people are registered to learn what communities are doing across the region.

### **Commission:**

- Mark your calendars, the Commission Annual Dinner will be on May 11<sup>th</sup> at 6:00pm at the Draper Merc! More information will be coming soon.



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

[NRVRC.ORG](http://NRVRC.ORG)

## MEMORANDUM

**To:** Regional Commission Board Members

**From:** Kevin R. Byrd, Executive Director

**Date:** February 18, 2016

**Re:** Pulaski Grow Presentation – Non-profit Youth Training and Aquaponics Business

---

At the February Commission meeting there will be a presentation by Ms. Lee Spiegel overviewing Pulaski Grow. Pulaski Grow is a Non-profit Youth Training and Aquaponics Business located in the Draper area of Pulaski County. Their mission is to operate an aquaponics farm and community cannery that supports a hands-on, workforce readiness training program for youth, to make a positive difference in our community, raise quality organic produce while growing a skilled and drug-free workforce.

<https://www.facebook.com/pcpcGROW/>

---

Strengthening the Region through Collaboration

### Counties

Floyd | Giles  
Montgomery | Pulaski

### City

Radford

### Towns

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

### Universities

Virginia Tech  
Radford University



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

**MEMORANDUM**

**N R V R C . O R G**

**To:** Regional Commission Board Members  
**From:** Kevin R. Byrd, Executive Director  
**Date:** February 19, 2016  
**Re:** Setting of 2016 Community Development Block Grant Priorities

---

The Block Grant Priorities for 2015 are listed in the left column and suggestions for 2016 priorities based on identified projects are listed in the right column. Also, the Virginia Department of Housing and Community Development requested a list of grant proposals which may be submitted by localities in the region for 2016. Projects which staff is aware of are listed below; if you know more please let me know at the meeting.

2015 Priorities

- Priority #1**  
Community Service Facility (Utilities)  
Economic Devel-Business District Revitalization  
Housing – Housing Rehabilitation
  
- Priority #2**  
Community Facility (Physical Structure)  
Comprehensive Community Development  
Economic Development- Development Readiness
  
- Priority #3**  
Economic Development- Job Creation and Retention  
Housing- Housing Production Assistance  
Development- Site Redevelopment

2016 Suggested Priorities

- Priority #1**  
Community Service Facility (Utilities)  
Economic Devel-Business District Revitalization  
Housing – Housing Rehabilitation
  
- Priority #2**  
Community Facility (Physical Structure)  
Comprehensive Community Development  
Economic Development- Development Readiness
  
- Priority #3**  
Economic Development- Job Creation and Retention  
Housing- Housing Production Assistance  
Development- Site Redevelopment

Known potential projects are as follows:

Construction:

- Kersey Bottom/Case Knife Housing – Pulaski Twn
- Adult Day Care Facility – Pulaski County
- Skyview Subdivision Sewer – Pulaski County
- Price’s Fork Connection to Rt. 114 – Montgomery Co (water)
- Walton Road to Plum Creek from Rt. 114 – Mont Co (water)
- Lafayette – Montgomery Co (water)
- Belview(Bradford Ln/Walton Rd/Morning Glory Dr) – Mont. Co. (water)
- Eggleston Waterline/Connections – Giles Co

Planning:

- Rich Creek Comm. Bldg Revital. –Rich Creek
- Rt. 99 Utility Service – Pulaski Twn/Co
- Rt. 177/Tyler Av. Utilities – Mont. Co.
- Elliston Revital. (Brake Road) – Mont. Co.
- Downtown Revitalization – Pulaski Town
- Community Center Rehab - Pearisburg
- Town Park Development – Glen Lyn
- Economic Assessment Planning – Floyd Co
- Prices Fork School Reuse – Montgomery Co
- Downtown Revitalization – Narrows
- Downtown Revitalization – Pembroke
- Last-mile Fiber – Pulaski Twn

Strengthening the Region through Collaboration

---

**Counties**

Floyd | Giles  
Montgomery | Pulaski  
**City**  
Radford

**Towns**

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

**Universities**

Virginia Tech  
Radford University



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

[NRVRC.ORG](http://NRVRC.ORG)

## MEMORANDUM

**To:** Regional Commission Board Members

**From:** Kevin R. Byrd, Executive Director

**Date:** February 18, 2016

**Re:** GO Virginia Program Overview

---

At the February Commission meeting there will be a brief update on the GO Virginia program moving through the General Assembly. Commission discussion will focus on potential multi-regional geographies for Regional Councils which will assist in GO Virginia program administration. There are 21 planning districts in Virginia and the GO Virginia program will more than likely be establishing one-half as many regions, hopefully utilizing existing planning district boundaries. The full GO Virginia program will begin to take shape later in the year when the state-level Growth and Opportunity Board is established after new laws take effect July 1. Since there are many aspects of GO Virginia to be developed, the primary point of discussion at the February Commission meeting will be multi-regional geographies for the purpose of being proactive in making a recommendation to those shaping the GO Virginia program.

---

### Strengthening the Region through Collaboration

#### Counties

Floyd | Giles  
Montgomery | Pulaski

#### City

Radford

#### Towns

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

#### Universities

Virginia Tech  
Radford University



VIRGINIA INITIATIVE FOR  
**GROWTH &  
OPPORTUNITY**  
IN EACH REGION

# Legislative Fact Sheet

Updated as of 2/2/2016

## What is GO Virginia?

---

The Virginia Initiative for Growth and Opportunity in Each Region, known as **GO Virginia**, is a business-led, bipartisan game-changing initiative that will provide a new framework for strengthening the economy in each region of Virginia through enhanced collaboration by business, education, and local government encouraged and incentivized by the Commonwealth of Virginia.

An engaged business community in each region can provide leadership in cooperation with local government and educational officials to promote private-sector expansion in high-growth clusters, help small and large businesses find the qualified workers they need to grow, expand job opportunities for Virginians in the private sector, and make tax dollars go farther through greater efficiency and less duplication.

To encourage this business-led collaboration in each of Virginia's distinctive regions, GO Virginia seeks financial and technical support from the Commonwealth that will be matched by private, local, and other resources, providing a catalyst for projects that will encourage private-sector growth across a region or broader area rather than benefiting particular businesses.

To learn more, visit GO Virginia's website at [www.govirginia.org](http://www.govirginia.org).

## What is GO Virginia proposing this session?

---

GO Virginia has advanced five policy priorities for the 2016 General Assembly session. Two of the proposals require legislation, which is described on the next page. Four of the five require budget activity and are supported in the Executive Budget proposal submitted by the Governor in December.

### **INNOVATION**

State grants (GO! Grants) that leverage local, private, and other investment in key regional initiatives and industry sectors.

*\$38.4 million is included in the introduced budget; legislation is required. (SB 449 / HB 834)*

### **INVESTMENT**

Incentives for localities to cooperate rather than compete with each other on economic development.

*Funding will come entirely from future project revenues; legislation is required. (SB 459 / HB 846)*

### **IMPROVEMENT**

Cost-saving collaboration by localities, school divisions, and colleges.

*Criteria for the GO! Grants program described above encourage such collaboration; the introduced budget also includes \$5 million to promote collaboration among colleges and school divisions.*

### **INVENTION**

Investment in research leading to new business ventures.

*\$140 million in combined general funds and bonds for capital investment are included in the introduced budget.*

### **INFRASTRUCTURE**

Capital projects with regional economic impact.

*The introduced budget reflects the Governor's proposed bond package totaling \$2.43 billion; projects with regional economic impact are included in the package.*



## **What are GO Virginia's two pending legislative proposals? \_\_\_\_\_**

### **GROWTH AND OPPORTUNITY GRANTS (GO! GRANTS)**

**Senate Bill 449 (Chief patrons: Sen. Tommy Norment; Sen. Janet Howell)**

**House Bill 834 (Chief patrons: Del. Kirk Cox; Del. Luke Torian)**

GO! Grants provide start-up funding, to be matched by local and private resources, for transformational projects that boost private-sector growth and reflect collaboration among business, education, and at least two local governments.

The program is administered by a business-led state board (Virginia Growth and Opportunity Board) that also includes the money committee chairs, members of the cabinet, and additional legislators.

Business-led regional councils certified by the state board submit the grant proposals which may include multiple collaborative projects among localities from within the region. The regional councils include representation from local governments, educational institutions, and local and regional economic development and planning organizations.

Regional councils contract with a support organization (public or private, new or existing) to provide administrative support and project oversight rather than creating new bureaucracy. They also contract for economic and workforce gap analyses required to support their grant proposals.

Grants are based on objective evaluation criteria established by the state board, are limited in duration (typically 3-5 years), and continue only if audit, performance, and economic impact criteria are met.

Regional boundaries are established by the state board, based generally on existing planning district lines but aggregated to reduce the total number of regions to 8-10. Flexibility is provided so that localities can collaborate across regional boundaries if they choose. Inter-regional and interstate collaboration (where beneficial to Virginia) is encouraged.

The state board allocates a portion of the funds to each region based on population and administers an unallocated portion on a statewide competitive basis. In addition, a small portion of the total funds may be used to support the regional council's initial organization efforts, economic and skills gap analyses, and project validation.

Projects that promote efficiency and cost savings through local collaboration may be included in grant proposals, and documented savings may be credited toward the required local match.

In addition to administering the GO! Grant program, the business-led state board and regional councils may be used to evaluate or administer other state-funded economic initiatives to ensure maximum positive impact on private-sector growth and job creation.

## **COLLABORATIVE JOBS DEVELOPMENT ACT**

**Senate Bill 459 (Chief patrons: Sen. Frank Ruff; Sen. Dick Saslaw)**

**House Bill 846 (Chief patrons: Del. Tim Hugo; Del. Matthew James; Del. Randy Minchew)**

To encourage collaboration among localities on economic development rather than self-defeating competition that often wastes tax dollars, the Commonwealth will provide financial support to regional economic development efforts that reflect collaboration by at least two localities.

Localities that engage in joint economic development initiatives and share local revenues associated with the projects may qualify for state grants (Collaborative Job Development Grants) under this program.

The Collaborative Job Development Grants will be based on state revenues generated by job-creating investments resulting from the collaborative local efforts. Fifty percent (50%) of state revenues from projects of a specified scope and impact will be available for this program. Of those funds, 85% will be made available to the collaborating localities for uses specified in their grant applications and 15% will be made available to the Virginia Economic Development Partnership.

Localities receiving these state grants may use the grant commitments in combination with other resources to leverage funding for up-front investments in collaborative economic development activities or to fulfill regional commitments made to business prospects.

### **Who is GO Virginia?**

---

GO Virginia was launched in July 2015 by the Virginia Business Higher Education Council and the Council on Virginia's Future. The effort is funded entirely by donations to VBHEC; *no tax dollars are used to support GO Virginia.*

Over 8100 individuals have joined GO Virginia so far, and each day more Virginians visit [www.govirginia.org](http://www.govirginia.org) to get details, sign up, and take action. This Fact Sheet is updated weekly to reflect the growing support.

More than 80 major business, professional, civic, and economic development organizations across the Commonwealth have joined the GO Virginia coalition so far. A current list of endorsing organizations is below:

### **STATEWIDE ORGANIZATIONS ENDORSING GO VIRGINIA**

Council on Virginia's Future  
National Federation of Independent Business (NFIB)  
Virginia  
Virginia21  
Virginia Asian Chamber of Commerce  
Virginia Association of Planning District  
Commissions  
Virginia Business Council  
Virginia Business Higher Education Council

Virginia Chamber of Commerce  
Virginia Economic Developers Association  
Virginia Hispanic Chamber of Commerce  
Virginia Maritime Association  
Virginia Rural Center

## **LOCAL & REGIONAL ORGANIZATIONS ENDORSING GO VIRGINIA**

Alexandria Arlington Regional Workforce Council  
Arlington Chamber of Commerce  
Bay Consortium Workforce Development Board, Inc.  
Bristol Chamber of Commerce  
Central Shenandoah Planning District Commission  
Chamber of Commerce of Smyth County  
Chesterfield Chamber of Commerce  
Crater Planning District Commission  
Cumberland Plateau Planning District Commission  
Danville Pittsylvania County Chamber of Commerce  
Dulles Regional Chamber of Commerce  
Fredericksburg Regional Alliance  
Greater Reston Chamber of Commerce  
Greater Richmond Chamber  
Greater Williamsburg Chamber and Tourism Alliance  
Hampton Roads Business Roundtable  
Hampton Roads Chamber  
Hampton Roads Community Foundation  
Hampton Roads Economic Development Alliance  
Hampton Roads Innovation Collaborative  
Hampton Roads Planning District Commission  
LENOWISCO Planning District Commission  
Loudoun County Chamber of Commerce  
Lynchburg Regional Business Alliance  
Middle Peninsula Planning District Commission  
Mount Rogers Planning District Commission  
New River Valley Regional Commission  
Northern Neck Planning District Commission  
Northern Shenandoah Valley Regional Commission  
Northern Virginia Chamber of Commerce

Northern Virginia Chamber Partnership  
Northern Virginia Regional Commission  
Northern Virginia Technology Council  
Peninsula Council for Workforce Development  
Petersburg Chamber of Commerce  
Prince William County Chamber of Commerce  
Richmond Management Roundtable  
Richmond Technology Council (RichTech)  
Roanoke Blacksburg Technology Council  
Roanoke Regional Chamber  
Roanoke Valley-Alleghany Regional Commission  
Round The Mountain: Southwest Virginia's Artisan Network  
Southern Piedmont Technology Council  
Southside Planning District Commission  
SVAM Center for Excellence  
SWVA Workforce Development Board  
The Crooked Road: Virginia's Music Heritage Trail  
The Montpelier Foundation  
Thomas Jefferson Planning District Commission  
Virginia Beach Vision  
Virginia Peninsula Chamber of Commerce  
Virginia's Gateway Region  
Virginia's Growth Alliance  
Virginia's Region 2000 Local Government Council  
West Piedmont Planning District Commission  
Western Virginia Community College Education Foundation

## **HIGHER EDUCATION INSTITUTIONS ENDORSING GO VIRGINIA**

Christopher Newport University  
George Mason University  
George Washington University  
James Madison University  
Longwood University  
Norfolk State University  
Old Dominion University  
Radford University  
Richard Bland College

University of Mary Washington  
University of Virginia  
University of Virginia Wise  
The College of William & Mary  
Virginia Commonwealth University  
Virginia Community College System  
Virginia Military Institute  
Virginia State University  
Virginia Tech

## **How do I learn more about GO Virginia?**

Individuals can join the GO Virginia coalition by visiting [www.govirginia.org](http://www.govirginia.org).

Organizations interested in joining the GO Virginia coalition by contacting Ashley Allen at [ashley@govirginia.org](mailto:ashley@govirginia.org) or 804.775.1918.

Policy inquiries should be directed to Generra Peck at [generra@govirginia.org](mailto:generra@govirginia.org) or 804.775.1941.



VIRGINIA INITIATIVE FOR  
**GROWTH &  
OPPORTUNITY**  
IN EACH REGION

# Virginia Growth & Opportunity Act

HB 834 (Cox/Torian) / SB 449 (Norment/Howell)

## Organizational Flow Chart

### Virginia Growth and Opportunity Board

#### Board Duties

- Establishes council boundaries
- Certifies council formation
- Develops grant guidelines
- Advises on best practices
- Makes grant awards

#### Council Activities

- Certifies that regional analysis and support services are in place
- Evaluates proposed projects and submits grant applications
- Oversees and reports on project compliance/performance

### Regional Councils

#### Council Actions

- Analyzes region to identify key growth opportunities
- Prepares skills gap analysis
- Solicits collaborative projects within region
- Validates and prioritizes proposed projects
- Contracts for economic analyses and support services
- Ensures compliance with grant guidelines

#### Project-Related Actions

- Submits collaborative project proposals
- Submits business plan and performance metrics for projects
- Identifies private, local and other funds leveraged
- Implements projects and reports on performance

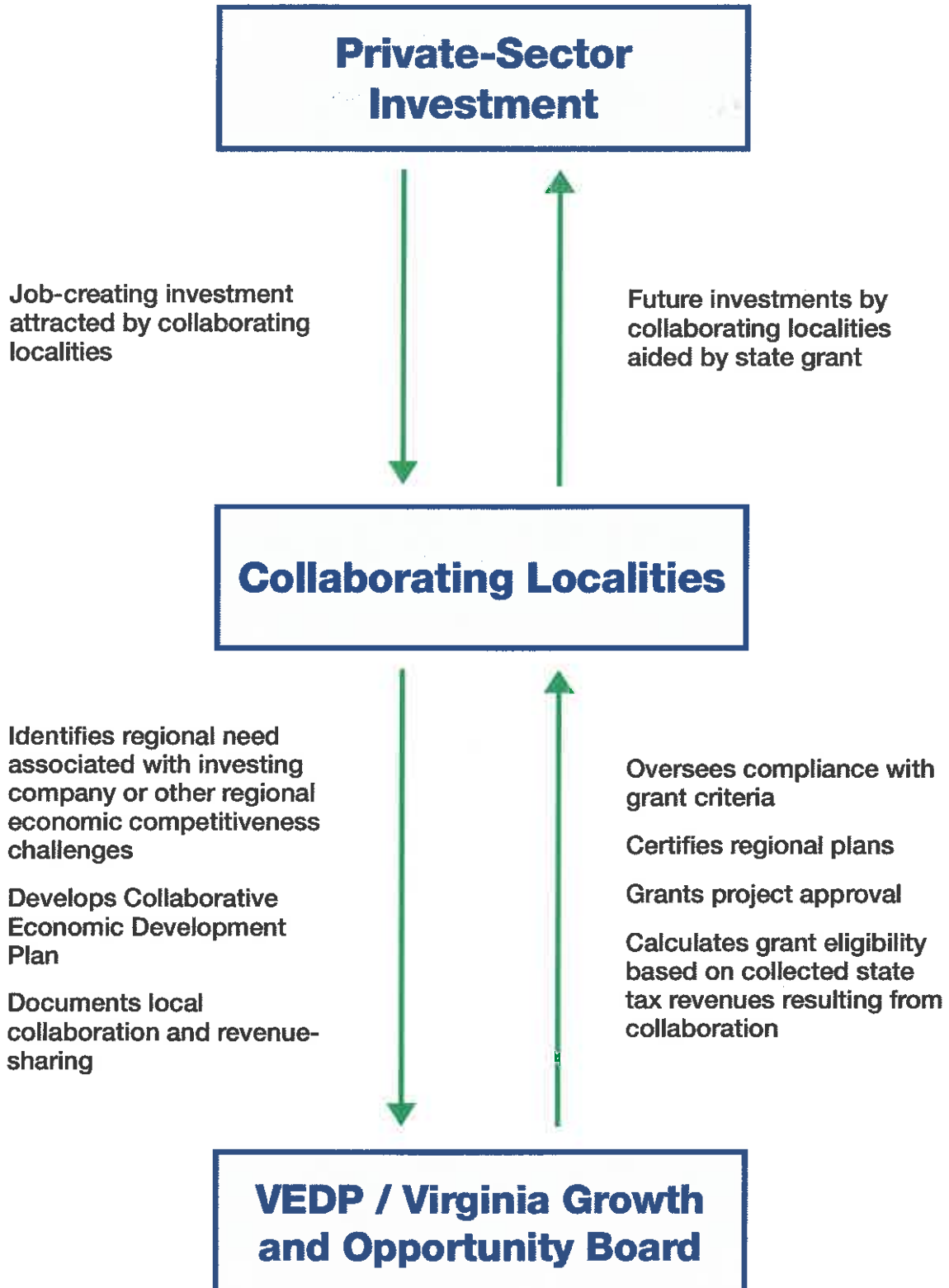
### Collaborative Projects (involving business, education, and at least two localities)



VIRGINIA INITIATIVE FOR  
**GROWTH &  
OPPORTUNITY**  
IN EACH REGION

# Virginia Collaborative Economic Development Act

HB 846 (Hugo/James/Minchew) / SB 459 (Ruff/Saslaw)  
**Organizational Flow Chart**







## Agenda

March 24, 2016

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

- I. **CALL TO ORDER**
- II. **CONSENT AGENDA**
  - A. Approval of Minutes for February
  - B. [Approval of Treasurer's Report for February](#)
- III. **COMMONWEALTH INTERGOVERNMENTAL REVIEW PROCESS**
  - A. Projects ([Signed-off by the staff](#))
    - None
  - B. Regular Project Review
    - 1. [Project Trailblazer at RAAP-Dublin](#)
  - C. Environmental Project Review
    - 1. [DEQ Air Quality Monitoring Program](#)
    - 2. [State Revolving Loan Funds Capitalization Application](#)
- IV. **PUBLIC ADDRESS**
- V. **REVIEW OF MUTUAL CONCERNS AND COMMISSIONERS' REPORTS**
- VI. **CHAIR'S REPORT**
- VII. **[EXECUTIVE DIRECTOR'S REPORT](#)** (enclosed)
- VIII. **OLD BUSINESS**
- IX. **NEW BUSINESS**
  - A. [GO Virginia Presentation](#)
    - Christopher Lloyd, McGuire Woods Consulting
    - Commission Discussion
  - B. [Rural Transportation Work Program for FY17](#)
    - Commission Action Needed
  - C. [Commission Awards Program for 2016 Annual Dinner](#)
    - Commission Action Needed
  - D. [Consideration of Implementing Pre-tax Medical Premium](#) (Section 125 Plan)
    - Commission Action Needed

All meeting materials posted on the Commission website [www.nrvrc.org](http://www.nrvrc.org)

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



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

[NRVRC.ORG](http://NRVRC.ORG)

## MEMORANDUM

**To: NRVRC Board Members**  
**From: Janet McNew, Finance Director**  
**Date: March 11, 2016**  
**Re: February 2016 Financial Statements**

---

February 2016 year to date Agencywide Revenue and Expenditures and Balance Sheet are enclosed for your review.

As of month end February 2016 (67% of the fiscal year), overall year to date revenues are 65.91% and expenses are 62.53% of budget. Salary and Fringe, the two largest expense line items, stand at 68.87% and 69.49%, respectively.

As previously reported, several expense line items exceed anticipated budget. These include Vehicle Maintenance, Training, Capital Outlay, and Audit.

The growing overage in Vehicle Maintenance (\$952) is due to unanticipated repairs beyond routine maintenance and will be covered by current year revenue. This expense line should be increased with future budgets due to aging of vehicle fleet. The training overage (\$222) is due to unbudgeted training opportunities including Jennifer Wilsie, Regional Planner II, for Leadership NRV (Montgomery County Chamber of Commerce) and Zachary Swick, Data Systems Manager, for a Website Design/Development course. The Capital Outlay budget line is exclusively related to the New River/Mount Rogers Workforce Development Area expenses which are reimbursed from the state. The overage (\$6,680) is due to the purchase of additional computers and equipment for their mobile lab program. Audit Fee expense slightly exceeds anticipated cost (\$250) due to expanded work required by new GASB 68 pension fund analysis and reporting requirements. This expense line will need to be increased with future budgets to accommodate this on-going requirement. Of note, the New River/Mount Rogers Workforce Development Area cost-shares one-third of the annual audit fee.

The Agencywide Revenue and Expense report compares actual year to date receipts and expenses to the FY15-16 budget adopted by the Commission at the June 25, 2015 meeting. The financial operations of the agency are somewhat fluid as projects may be added and modified throughout the year.

---

Strengthening the Region through Collaboration

---

### Counties

Floyd | Giles  
Montgomery | Pulaski

### City

Radford

### Towns

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

### Universities

Virginia Tech  
Radford University

**New River Valley Regional Commission**  
**Agencywide Revenue and Expenditures - February 2016**

With Indirect Detail

<b>FY15-16 Budget</b>				<b>(67% of FY)</b>	
<b>Adopted 6/25/15</b>		<b>February 2016</b>	<b>YTD</b>	<b>Under/Over</b>	
				<b>% Budget</b>	
<b>Anticipated Revenues</b>					
ARC	68,436.00	0.00	34,218.00	34,218.00	50.00%
LOCAL ASSESSMENT	226,952.81	0.00	222,236.42	4,716.39	97.92%
DHCD	75,971.00	0.00	56,978.00	18,993.00	75.00%
EDA	70,000.00	0.00	52,500.00	17,500.00	75.00%
WIB Fiscal Agent	60,000.00	0.00	50,000.00	10,000.00	83.33%
WIA Program Funds	518,379.00	37,899.30	346,332.81	172,046.19	66.81%
VDOT	58,000.00	0.00	32,766.13	25,233.87	56.49%
VDOT - Rocky Knob Project	120,500.00	0.00	36,905.09	83,594.91	30.63%
Floyd Co	7,500.00	583.72	3,167.39	4,332.61	42.23%
Giles County	5,000.00	0.00	0.00	5,000.00	0.00%
Narrows Town	40,000.00	0.00	0.00	40,000.00	0.00%
Rich Creek Town	12,500.00	0.00	1,500.00	11,000.00	12.00%
Montgomery County	37,942.12	2,168.14	21,913.43	16,028.69	57.75%
Blacksburg Town	15,000.00	1,250.00	10,000.00	5,000.00	66.67%
Pulaski County	33,300.31	1,616.49	12,894.50	20,405.81	38.72%
Pulaski Town	10,000.00	0.00	7,000.00	3,000.00	70.00%
Pulaski Co Sewerage Auth.	2,000.00	0.00	1,000.00	1,000.00	50.00%
Virginia Tech	12,923.00	1,972.80	15,760.51	-2,837.51	121.96%
Miscellaneous Income	0.00	0.00	1,551.73	-1,551.73	0.00%
Recovered Cost	0.00	0.00	142.71	-142.71	0.00%
Virginia's First	25,000.00	2,083.33	16,666.64	8,333.36	66.67%
Blacksburg/Christiansburg MPO	55,000.00	19,668.94	51,070.84	3,929.16	92.86%
RV-ARC RideSolutions	33,680.00	0.00	18,306.85	15,373.15	54.36%
VDEM	2,150.00	0.00	0.00	2,150.00	0.00%
Southwest Virginia SWMA	2,000.00	0.00	2,000.00	0.00	100.00%
New River Health District	25,000.00	0.00	4,282.46	20,717.54	17.13%
Friends of SWVA	2,500.00	0.00	2,500.00	0.00	100.00%
Blacksburg Partnership (BBurg Broadband)	5,000.00	0.00	5,000.00	0.00	100.00%
Deferred Revenue (BBurg Broadband)	30,000.00	0.00	34,440.25	-4,440.25	114.80%
Unprogrammed ARC	24,936.00	0.00	0.00	24,936.00	0.00%
<b>Revenues</b>	<b>1,579,670.24</b>	<b>67,242.72</b>	<b>1,041,133.76</b>	<b>538,536.48</b>	<b>65.91%</b>
<b>Expenses</b>					
Salaries	802,152.00	72,153.31	552,408.24	249,743.76	68.87%
Fringe Benefits	269,609.00	23,763.31	187,354.64	82,254.36	69.49%
Travel	61,193.00	2,722.13	30,031.69	31,161.31	49.08%
Office Space	64,254.00	4,158.09	36,651.24	27,602.76	57.04%
Telephone/Communications	14,405.00	1,421.95	10,723.38	3,681.62	74.44%
Office Supplies	26,815.00	1,494.39	17,622.16	9,192.84	65.72%
Postage	3,050.00	18.99	1,790.31	1,259.69	58.70%
Printing	3,850.00	0.00	3,447.33	402.67	89.54%
Copies & Copier Maintenance	3,400.00	261.35	2,603.84	796.16	76.58%
Media Ad	1,900.00	644.56	1,357.62	542.38	71.45%
Equipment Rent	7,500.00	476.71	3,713.13	3,786.87	49.51%
Vehicle Maintenance	750.00	408.83	1,702.30	-952.30	226.97%
Vehicle Fuel	3,000.00	120.73	1,169.54	1,830.46	38.98%
Dues/Publications	11,325.00	520.00	8,984.00	2,341.00	79.33%
Training	2,025.00	0.00	2,247.00	-222.00	110.96%
Insurance	4,300.00	0.00	4,017.00	283.00	93.42%
Meeting Expense	11,875.00	253.50	5,919.32	5,955.68	49.85%
Capital Outlay (Vehicle/Equipment)	5,000.00	0.00	11,680.35	-6,680.35	233.61%
Contractual Services	230,695.00	7,500.00	88,010.24	142,684.76	38.15%
Audit Fee	7,750.00	0.00	8,000.00	-250.00	103.23%
Miscellaneous	77,472.00	1,723.38	28,739.70	48,732.30	37.10%
<b>Expenses</b>	<b>1,612,320.00</b>	<b>117,641.23</b>	<b>1,008,173.03</b>	<b>604,146.97</b>	<b>62.53%</b>
<b>Agency Balance</b>	<b>-32,649.76</b>	<b>-50,398.51</b>	<b>32,960.73</b>		



**New River Valley Regional Commission**  
**Balance Sheet**  
**Period From : 07/01/15 to 2/29/16**

**Assets:**

Operating Account	555,950.66
Reserve Funds - MMA	84,612.03
Accounts Receivable	228,471.70
<b>Total Assets:</b>	<b><u><u>869,034.39</u></u></b>

**Liabilities:**

Accrued Annual Leave	55,268.36
Accrued Unemployment	19,489.36
<b>Total Liabilities:</b>	<b><u><u>74,757.72</u></u></b>

**Projects**

Net Projects	-35,994.98
Current Year Unrestricted	104,231.96
Unrestricted Net Assets	720,092.94
<b>Total Projects</b>	<b><u><u>788,329.92</u></u></b>

<b>Total Liabilities and Projects</b>	<b><u><u>863,087.64</u></u></b>
---------------------------------------	---------------------------------

<b>Net Difference to be Reconciled</b>	<b><u><u>\$5,946.75</u></u></b>
--	---------------------------------

<b>Total Adjustment</b>	<b><u><u>\$5,946.75</u></u></b>
-------------------------	---------------------------------

<b>Unreconciled Balance</b>	<b><u><u>\$0.00</u></u></b>
-----------------------------	-----------------------------



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

[NRVRC.ORG](http://NRVRC.ORG)

## COMMONWEALTH INTERGOVERNMENTAL REVIEW MEMORANDUM

TO: Planning Commission Members

FROM: Kevin R. Byrd, Executive Director

AGENDA ITEM: III. Intergovernmental Review Process, B. Regular Project Review, Item # 1

---

CIRP Review

March 17, 2016

---

PROJECT: **EEE Consulting Project Trailblazer—New River Unit of RFAAP  
VA160218-01500400155**

SUBMITTED BY: EEE Consulting

PROJECT DESCRIPTION: The U.S. Army has requested comments on plans for a new development project at the Radford Facility Army Ammunition Plant (RFAAP) in Pulaski County. The project involves constructing a new small arms rounds manufacturing facility in the New River Unit of RFAAP.

PROJECT SENT FOR REVIEW TO: Commission Board Members

---

Strengthening the Region through Collaboration

---

### Counties

Floyd | Giles  
Montgomery | Pulaski

City  
Radford

### Towns

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

### Universities

Virginia Tech  
Radford University



# EEE Consulting, Inc.

Environmental, Engineering and Educational Solutions

---

February 18, 2016

Mr. Kevin Byrd  
Executive Director  
New River Valley Planning District Commission  
6580 Valley Center Drive  
Suite 124  
Radford, Virginia 24141

Re: Project Trailblazer, New River Unit of Radford Facility Army Ammunition Plant  
Pulaski County, Virginia  
Ref: EEE Project No. 15-823

Dear Mr. Byrd:

The U.S. Army has initiated plans for a new development project at the Radford Facility Army Ammunition Plant (RFAAP) in Pulaski County. Because funding for the proposed project relies on federal funding, it must comply with the National Environmental Policy Act of 1969, as amended (NEPA). The proposed project site is depicted on the attached project location map (**Figure 1**), topographic quadrangle map (**Figure 2**), aerial photograph (**Figure 3**). We request your review and comment on the proposed project site, along with any information about other County projects or properties in the vicinity. Our intent is to address the Commission's concerns and incorporate any recommendations into the planning process at the earliest possible time. Your response will be incorporated into the Environmental Assessment (EA).

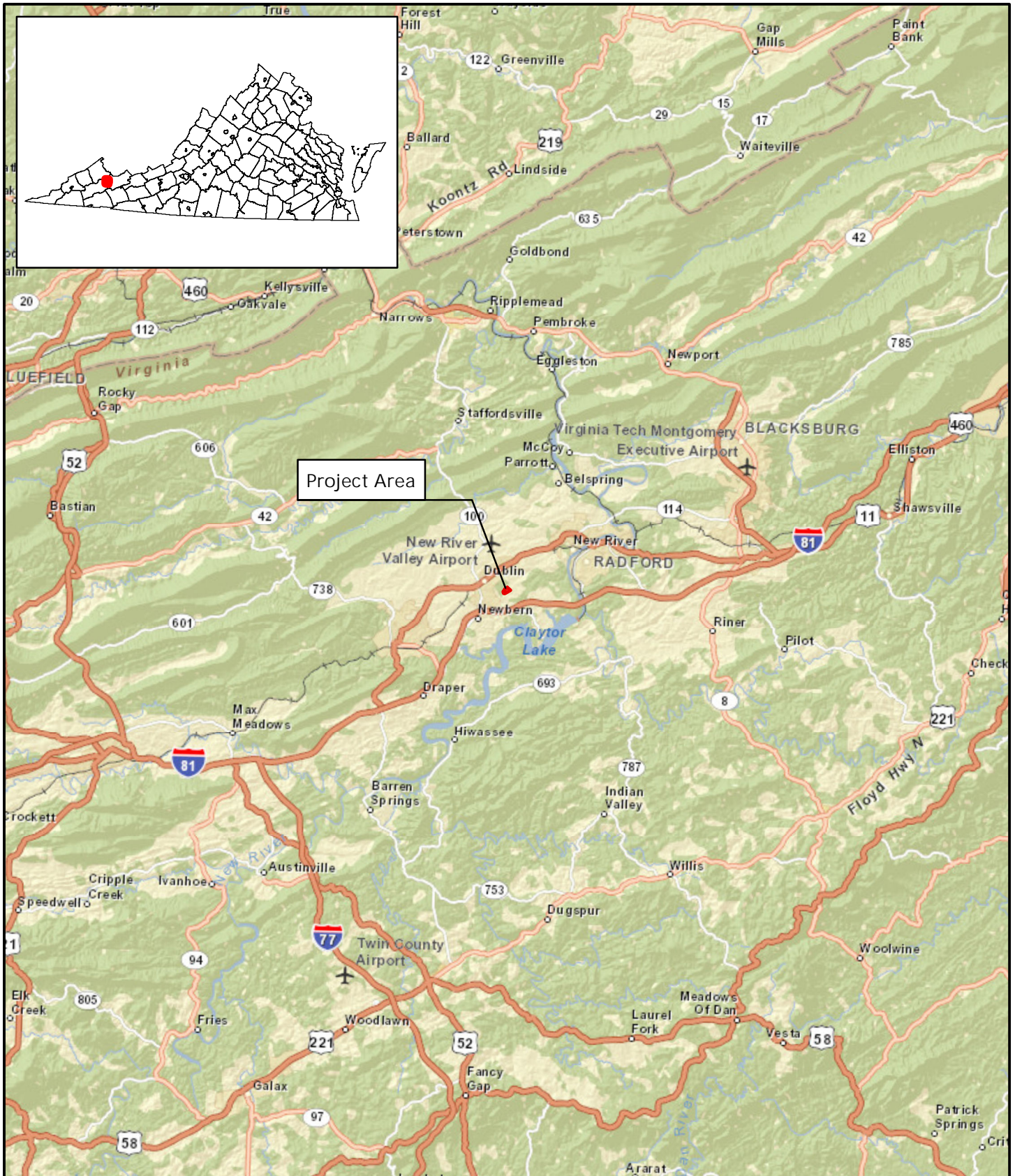
The project involves constructing a new small arms rounds manufacturing facility in the New River Unit of RFAAP. BAE SYSTEMS Ordnance Systems Inc. (BAE) is currently the Commercial Operator at RFAAP. BAE, on behalf of Virginia Cartridge, is proposing to construct two manufacturing plants at the New River Unit in Dublin with a combined annual capacity of one billion small caliber rounds (.22LR cartridges). Two separate factories are proposed in close geographic proximity, each consisting of 12 buildings occupying approximately 4 acres, for a total footprint of approximately 8 acres. The general process would involve stamping lead wire into bullets (or acquiring bullets from a manufacturer), manufacturing cartridges, collecting the lead waste clippings, then shipping the clippings to an offsite approved facility for recycling. An onsite lead smelter is a potential future project phase; Virginia Cartridge would evaluate potential air emissions and seek applicable air permit(s) for the future smelter. All solid waste would be shipped to an offsite EPA-approved waste treatment, storage, and disposal facility. No discharges of any kind into receiving streams or other waterbodies are proposed. Any wastewater generated would be collected and disposed of offsite.

If you have any questions or require additional information, please do not hesitate to contact me at (540) 953-0170 x303 or at [cfitzgerald@eee-consulting.com](mailto:cfitzgerald@eee-consulting.com).

Sincerely,  
*EEE Consulting, Inc.*

Catherine Fitzgerald  
Environmental Scientist/Project Manager



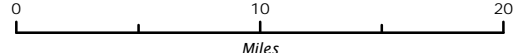


**EEE Consulting, Inc.**  
 Environmental, Engineering and Educational Solutions



**FIGURE 1  
 PROJECT LOCATION**

PROJECT TRAILBLAZER ENVIRONMENTAL ASSESSMENT



Miles  
 Pulaski County, Virginia  
 Source: ESRI World Street Map  
 Prepared by CF, January 2016  
 EEE Project No. 15-823

# Air monitoring, new incinerator planned for Radford ammunition plant

Courtesy of Radford Army Ammunition Plant

By Mike Gangloff [mike.gangloff@roanoke.com](mailto:mike.gangloff@roanoke.com) 381-1669 | Posted: Sunday, March 6, 2016 7:00 pm

RADFORD — Drone-based air quality tests and a new, enclosed incinerator at the Radford Army Ammunition Plant — measures long-sought by environmental advocates — are on the way, the facility's commander said last week.

And another, less-commented-upon environmental improvement, the replacement of the arsenal's coal-fired power plant, will be finished within a year, Lt. Col. Alicia Masson said.

“We take our responsibility to the environment and the public seriously,” Masson said.

During an interview at the plant, Masson described the new steps as part of her drive to make the arsenal more responsive to outside concerns and more transparent in its workings — or as transparent as is possible given the facility's military purpose.

Having begun a two-year assignment as the plant's commander last summer, Masson has increased the number of public meetings held to discuss environmental issues from annually to five per year. The next is scheduled for April 19.

Told by residents that the plant commander has been hard to contact in the past, Masson printed cards with the long military email address for the plant's public affairs staff and puts them on chairs before the public sessions start. More information about environmental issues is being collected on the plant website, [www.rfaap.army.mil](http://www.rfaap.army.mil).

Still, the facility keeps its secrets. It is closed to most visitors, and workers — including Masson herself — are checked as they leave operations areas to make sure they aren't carrying away something they shouldn't.



## Radford Army Ammunition Plant

Work continues on a new nitrocellulose facility at the Radford Army Ammunition Plant. The plant's commander, Lt. Col. Alicia Masson, says numerous changes are planned at the facility related to environmental issues.



“We’ve had people ask us for the exact chemical formula” for the plant’s products — the basic ingredients for the ammunition used throughout the U.S. Army, Masson recounted. “I can’t tell you that.”

Built on the eve of World War II, the ammunition plant is on 4,080 acres that stretch along both sides of the New River in Montgomery and Pulaski counties. The site is owned by the U.S. Army and operated by BAE Systems. About 2,700 people work there, including the employees of 14 tenants, such as fireworks maker Pyrotechniques by Grucci and several private arms makers, Masson said.

In recent years, the plant’s environmental record has come under increasing scrutiny from residents and local governments. Last month the Montgomery County Board of Supervisors asked staff to look into whether the plant was meeting the requirements of its various environmental permits.

Maria Bowling of the New River Valley chapter of the Sierra Club wrote in an email Friday that Masson “appears to be sincere in wanting to do everything practicable to reduce the environmental impact” of the plant.

“However ... the Sierra Club at all three levels, group, state chapter and national organization, continues to have concerns,” Bowling wrote. She cited the reliability of the self-reporting system that Virginia relies on to track many environmental violations.

The ammunition plant regularly is listed as the biggest polluter in Virginia in the federal Toxic Release Inventory.

In the most recent inventory, covering data from 2014, the plant is listed as releasing 9.3 million pounds of toxic substances, more than in 2012 and 2013 but less than any time since 2001. About 8.5 million pounds of the 2014 pollution was nitrate compounds released into water.

Nearly all of the releases from the plant are legal, allowed in the permits under which the plant operates.

The arsenal is in the midst of a long application process to renew its permit for its hazardous waste incinerators. It is also seeking a new permit for its controversial open burning ground, where waste that cannot be ground up for disposal in the incinerators – often because it could explode during grinding – is set on fire in metal pans on the river bank.

The open burning has drawn strident opposition from residents worried that particles of lead and other elements will be carried downwind to residential areas or Montgomery County’s Belview Elementary School.

Modeling used in the Virginia Department of Environmental Quality’s permit process do not show a danger. But residents have called for actual tests of air above the open burning ground.

A report on groundwater issues released last year by the federal Centers for Disease Control’s

Agency for Toxic Substances and Disease Registry found no off-site contamination but described the lack of air tests as “a data gap in the assessment of community exposures.”

Masson said that she took the requests for tests seriously.

“If it’s a good idea, I want to do it,” she said. “We want to chase it with everything we’ve got.”

It took time, but testing is now being planned for an as-yet-unscheduled 12-day stretch next summer, she said. Air samples will be collected by a drone flying above the burning ground in an effort that will involve NASA and the University of Dayton.

Virginia environmental regulators also expect to be present for the tests, Department of Environmental Quality spokesman William Hayden wrote in an email Friday.

Masson and longtime plant operations chief Rob Davie said that they are confident that the tests will show no danger to the facility’s neighbors.

Bowling cheered the air tests but said the Sierra Club would prefer to see a permanent air monitor installed at the arsenal’s fence line to collect ongoing samples.

“This is the fox watching the hen house,” Bowling wrote of the drone-based testing. “What is to keep them from building some burns according to spec and putting whatever they want in others?”

Masson and Davie said there is also progress on another initiative sought by residents, a closed incinerator that can handle much of the waste now burned in the open. The new incinerator would not require grinding material before burning it, and as a closed apparatus, would trap emissions with filters.

The problem, Masson said, is “there’s not a canned option out there” for such an incinerator.

Instead, she and Davie said, staff are designing an incinerator that will combine various elements from systems that are available.

The Sierra Club and other groups have pointed to incinerators in use at other military facilities, but Masson and Davie said that these would not fit the Radford plant’s needs.

Masson said that there is no timetable yet for finishing the design or actually constructing a new incinerator. But the new facility has received the go-ahead — and the promise of funding — from Army higher-ups, she said.

“Everyone sees the importance of doing this. ... It’s in the near term. It’s not 10 years out there on the horizon,” she said.

The ammunition plant is in the midst of a years-long effort to both modernize and reduce its physical footprint.



A new nitrocellulose facility is being built across an area about the size of five football fields — a big space but far smaller than the sprawling production lines that it will replace. Presently, the plant's propellant travels about 26 miles, roughly the length of a marathon, during the manufacturing process, Masson said. The new nitrocellulose facility will drop that distance to a few miles, about a 5K, she said.

No specific costs for the work were available last week.

Compacting the plant's operations reduces the amount of resources consumed and allows greater recycling and other waste controls, Masson and Davie said.

As part of the downsizing, 115 unused buildings — out of about 2,000 buildings at the plant — are being demolished during the next year. Before structures are knocked down, multiple checks make sure no environmental hazards remain, Davie and Masson said.

Another piece of the modernization and resizing is an initiative that Masson and Davie consider the ammunition plant's top environmental priority: the replacement of the aging coal-fired power plant with a natural gas-powered, package boiler system. The new power plant will be smaller and cleaner, Masson said. It is to be operating within the next 12 months.

The coal-fired plant has been the source of most of the environmental violations that the plant has been cited for over the years, Masson, Davie and Hayden said. Most of the violations were from the power plant's emissions failing an opacity test, which they described as a visual measure of particulates or gases being emitted from a smokestack.

On Friday, the most recent consent order between the plant and the Department of Environmental Quality went into effect. It requires BAE to pay \$204,329 for opacity violations at the power plant that occurred from late 2014 through last summer.

In addition, the consent order cited one of the plant's incinerators for exceeding emission limits for low-volatile metals.



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

[NRVRC.ORG](http://NRVRC.ORG)

## COMMONWEALTH INTERGOVERNMENTAL REVIEW MEMORANDUM

TO: Planning Commission Members  
FROM: Kevin R. Byrd, Executive Director  
AGENDA ITEM: III. Intergovernmental Review Process, C. Environmental Project Review, Item #1

---

CIRP Review

March 17, 2016

---

PROJECT: **[16-11] – FY2016-FY2018 Sec 103 PM 2.5 Air Monitoring Program  
VA160225-01600400400**

SUBMITTED BY: Department of Environmental Quality

PROJECT DESCRIPTION: The Department of Environmental Quality has requested comments on a grant application for Federal funding.

PROJECT SENT FOR REVIEW TO: Commission Board Members

---

Strengthening the Region through Collaboration

---

### Counties

Floyd | Giles  
Montgomery | Pulaski

### City

Radford

### Towns

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

### Universities

Virginia Tech  
Radford University



# COMMONWEALTH of VIRGINIA

## DEPARTMENT OF ENVIRONMENTAL QUALITY

Street address: 629 East Main Street, Richmond, Virginia 23219

Mailing address: P.O. Box 1105, Richmond, Virginia 23218

[www.deq.virginia.gov](http://www.deq.virginia.gov)

Molly Joseph Ward  
Secretary of Natural Resources

David K. Paylor  
Director

(804) 698-4020  
1-800-592-5482

### MEMORANDUM:

TO: Planning District Commissions

FROM: Patty W. Walsh  
Grants Administrative Manager

DATE: February 25, 2016

SUBJECT: Intergovernmental Review

Enclosed is a Department of Environmental Quality grant application for Federal funding assistance being submitted to you for intergovernmental review pursuant to Executive Order 12372.

### **[16-11] –FY2016-FY2018 Sec 103 PM 2.5 Air Monitoring Program**

The intergovernmental review process requires that comments on the above application be received by **April 25, 2016**. If comments are not received before then, we will assume that you have elected to waive comment. Additional information regarding the enclosed application may be provided upon request. If you require additional time to provide comments, please inform in writing prior to that date.

Thank you for your assistance. You may contact me at (804) 698-4173 or [patty.walsh@deq.virginia.gov](mailto:patty.walsh@deq.virginia.gov) with any questions.

Department of Environmental Quality  
Summary of Proposed Application

ASSISTANCE PROPOSAL FOR  
PM 2.5 AMBIENT AIR MONITORING PROGRAM  
FOR THE PERIOD APRIL 1, 2016 TO MARCH 31, 2019

FEDERAL GRANT PROGRAM:

Air Pollution Control Program Support - Funds are appropriated by Congress under §103 of the Clean Air Act to assist States in the establishment and operation of a small particulate (PM 2.5) ambient air-monitoring network in response to revised national air quality standards for particulate matter.

PURPOSE OF PROPOSAL:

DEQ will utilize this funding mechanism for the operation and maintenance of the existing PM 2.5 monitoring network. The three budget periods are for periods from April 1, 2016 to March 31, 2019.

FUNDING REQUEST:

Based on formula funding, Federal funds requested total \$572,618 each year for three periods totaling \$1,717,854. Of the total, DEQ will receive \$487,631 direct each year for a total of \$1,462,893 and EPA will provide EPA Inkind TAP \$84,987 each of the three year periods from this award to pay for portions of the program that are supported by national procurement contracts and national service contracts. No State cost share is required. The award will support approximately 3.6 FTEs.

ANTICIPATED RESULTS:

Submission, and subsequent approval, of this proposal will enable DEQ to continue implementation of the PM2.5 ambient air monitoring network and comply with the Federal standards for particulate monitoring.

PROJECT MANAGER:

Charles Turner, Phone: 527-5178





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

[NRVRC.ORG](http://NRVRC.ORG)

## COMMONWEALTH INTERGOVERNMENTAL REVIEW MEMORANDUM

TO: Planning Commission Members  
FROM: Kevin R. Byrd, Executive Director  
AGENDA ITEM: III. Intergovernmental Review Process, C. Environmental Project Review, Item #2

---

CIRP Review

March 17, 2016

---

PROJECT: **[16-12] - FY206 State Revolving Loan Funds Capitalization Application  
VA160314-01700400400**

SUBMITTED BY: Department of Environmental Quality

PROJECT DESCRIPTION: The Department of Environmental Quality has requested comments on a grant application for Federal funding.

PROJECT SENT FOR REVIEW TO: Commission Board Members

---

Strengthening the Region through Collaboration

---

### Counties

Floyd | Giles  
Montgomery | Pulaski

City  
Radford

### Towns

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

### Universities

Virginia Tech  
Radford University



# COMMONWEALTH of VIRGINIA

DEPARTMENT OF ENVIRONMENTAL QUALITY

Street address: 629 East Main Street, Richmond, Virginia 23219

Mailing address: P.O. Box 1105, Richmond, Virginia 23218

[www.deq.virginia.gov](http://www.deq.virginia.gov)

Molly Joseph Ward  
Secretary of Natural Resources

David K. Paylor  
Director

(804) 698-4020  
1-800-592-5482

## MEMORANDUM:

TO: Planning District Commissions

FROM: Patty W. Walsh *Patty W Walsh*  
Grants Administrative Manager

DATE: March 14, 2016

SUBJECT: Intergovernmental Review

Enclosed is a Department of Environmental Quality grant application for Federal funding assistance being submitted to you for intergovernmental review pursuant to Executive Order 12372.

### **[16-12] – FY2016 State Revolving Loan Funds Capitalization Application**

The intergovernmental review process requires that comments on the above application be received by May 16, 2016. If comments are not received before then, we will assume that you have elected to waive comment. Additional information regarding the enclosed application may be provided upon request. If you require additional time to provide comments, please inform in writing prior to that date.

Thank you for your assistance. You may contact me at (804) 698-4173 or [Patty.Walsh@deq.virginia.gov](mailto:Patty.Walsh@deq.virginia.gov) with any questions.

ASSISTANCE PROPOSAL FOR  
STATE REVOLVING LOAN FUND CAPITALIZATION GRANT PROGRAM  
FOR THE PERIOD OCTOBER 1, 2016 – SEPTEMBER 30, 2018

FEDERAL GRANT PROGRAM:

Capitalization Grants for Clean Water State Revolving Funds. CFDA: 66.458. Capitalization grants to States are provided to create State Revolving Funds, giving a long term source of state financing for (1.) wastewater improvements at publicly-owned treatment facilities, and (2.) Nonpoint source water quality management activities included in state plans pursuant to Section 319

PURPOSE OF PROPOSAL:

Virginia has the opportunity to fund clean water projects throughout the Commonwealth. This proposal plans to fund 18 projects to localities through wastewater and non-point source loans.

FUNDING REQUEST:

Federal funds requested are \$27,344,000 with a match requirement of \$5,468,800 for a total of \$32,812,800.

ANTICIPATED RESULTS:

This application will provide a contribution to the Revolving Fund that will be used to finance 18 projects that improve water quality in Virginia.

PROJECT MANAGER:

Walter A. Gills, Phone: 804 698-4133



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

N R V R C . O R G

**March 24, 2016**

## **Executive Director's Report**

### **Economic Development:**

- The Commission is in the process of updating the regional Comprehensive Economic Development Strategy and will be reaching out to economic developers and partners in the coming weeks for any project updates. This is an important step to ensure the regional vision document aligns with local needs.
- Federal funds for the POWER Initiative were announced to assist coal-impacted communities in developing new strategies for economic growth and worker advancement. \$65.8 Million will be available through the Appalachian Regional Commission and the US Economic Development Administration. An application workshop will be held April 14<sup>th</sup> in Wise, VA.

### **Transportation:**

- Staff is nearing the completion of a regional transit study that primarily evaluates overlapping transit routes and connecting points between existing service providers in the region. This week the NRV Transit Coordinating Council provided input on three-year and six-year goals with the emphasis on syncing route connections when possible for ease in system use.
- The Rural Transportation Technical Advisory Committee met this week to review the proposed FY17 Work Program and recommended approval to the Commission. Elijah Sharp will present the proposed work program to the Commission at the March meeting.

### **Regional:**

- The annual Local Government Planning Commissioner Training event is scheduled for April 21<sup>st</sup> at 6:00pm at the NRV Business Center. All three speakers this year are local planning staff who will address topics facing communities across the region. Danny Wilson, Pulaski County, will address their approach to updating and creating a Unified Development Ordinance; Anne McClung, Town of Blacksburg, will address Limits of Residential Zoning; and Emily Gibson, Montgomery County, will provide an update on legislation emerging from the 2016 General Assembly. Registration information was emailed to local governments.
- The Commission hosted three sub-committee meetings on 3/14 to advance Renew the New Expansion. Tentatively, the 2016 clean-up will take place late August in Radford covering 11 miles of river from the I-81 bridge through Radford to the Rt. 114 bridge. A regional meeting with key stakeholders is being planned for late April to begin aligning resources.
- The Livability in Action regional convening took place on 2/29 and by many accounts was a success to hear how many positive projects are taking place across the region! Registration reached nearly 140 which demonstrates interest in the region for collaboration and learning best practices from neighboring communities.

### **Commission:**

- Mark your calendars, the Commission Annual Dinner will be on May 11<sup>th</sup> at 6:00pm at the Draper Merc! Invitations will be sent out in early April.





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

[NRVRC.ORG](http://NRVRC.ORG)

## MEMORANDUM

**To:** Regional Commission Board Members

**From:** Kevin R. Byrd, Executive Director

**Date:** March 18, 2016

**Re:** GO Virginia Program Overview

---

At the March Commission meeting we will receive an overview of GO Virginia by Christopher Lloyd who is the Senior Vice President and Director of Infrastructure and Economic Development at McGuire Woods Consulting. Mr. Lloyd and his team at McGuire Woods were instrumental in crafting the GO Virginia program based on initial business leaders vision through the current legislation being considered. All local government economic developers and anyone else with an interest in GO Virginia is encouraged to attend.

---

Strengthening the Region through Collaboration

### Counties

Floyd | Giles  
Montgomery | Pulaski

### City

Radford

### Towns

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

### Universities

Virginia Tech  
Radford University



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

[NRVRC.ORG](http://NRVRC.ORG)

## MEMORANDUM

**To:** Regional Commission Board Members  
**From:** Elijah Sharp, Director of Planning and Programs  
**Date:** March 17, 2016  
**Re:** FY17 Transportation Planning Work Program

---

The Virginia Department of Transportation allocates a part of the State Planning and Research (SPR) funding to provide annual transportation planning assistance for non-urbanized areas within the Commonwealth. The Transportation Planning Work Program was created to aid the State in fulfilling the requirements of the State planning process. SPR funds are appropriated under 23 US Code 307 (c), requiring an 80% federal and 20% local match.

In FY17 (July 1, 2016 – June 30, 2017) each Planning District Commission/Regional Commission will receive \$58,000 of the Virginia Department of Transportation's SPR funds. Each Commission is required to provide a \$14,500 local match, develop a program scope of work, and pass a resolution of support.

The NRV Rural Transportation Technical Advisory Committee reviewed and recommended accepting the FY17 Transportation Planning Work Program on March 15, 2016. Similar to previous years, the scope of work includes regional technical assistance, support for statewide projects, and maintaining existing committees and ongoing transportation programs (trail counter, cycling guide, etc.).

Staff will present at the March Commission meeting and be available to answer any questions you may have.

---

Strengthening the Region through Collaboration

---

### Counties

Floyd | Giles  
Montgomery | Pulaski

### City

Radford

### Towns

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

### Universities

Virginia Tech  
Radford University



**NRVRC**  
new river valley regional commission

## **FY17 Transportation Planning Work Program**

*March 15, 2016*

**Table of Contents**

Introduction ..... 1

Program Administration ..... 2

New River Valley Regional Projects ..... 3

Budget Summary..... 6

Regional Commission Resolution..... 7



## Introduction

The Virginia Department of Transportation (VDOT) allocates part of the State Planning and Research (SPR) funding to provide annual transportation planning assistance for non-urbanized areas within the Commonwealth. The Rural Transportation Planning (RTP) Program was created to aid the State in fulfilling the requirements of the State Planning Process to address the transportation needs of non-metropolitan areas. Funds appropriated under 23 U.S.C. 307(c) (SPR funds) are used in cooperation with the Department of Transportation, Commonwealth of Virginia for transportation planning as required by Section 135, Title 23, U.S. Code. These Federal funds provide 80 percent funding and require a 20 percent local match.

In FY-2017 each planning district commission / regional commission will receive \$58,000 from VDOT's Rural Transportation Planning Assistance Program and each planning district commission / regional commission will provide a local match of \$14,500 to conduct rural transportation planning activities. This resource may be supplemented with additional planning funds, all such funds requires the development of a scope of work, approval and other coordination in administrative work programs.

The scope of work shall include specific activities as requested by VDOT and/or the Federal Highway Administration. The scope of work may also include activities or studies addressing other transportation planning related issues that may be of specific interest to the region. The criteria for the determination of eligibility of studies for inclusion as part of this work program are based upon 23 U.S.C. 307 (c), State Planning and Research (SPR).

Use of these funds by the New River Valley Regional Commission (NRVRC) is identified in and guided by an annual scope of work, also referred to as a work program. The work program details the transportation planning activities to be carried out by the NRVRC under the Rural Transportation Planning Assistance Program in the upcoming fiscal year.

Local government staff and the Commission's Transportation Technical Advisory Committee (TAC) participate in the development of the work program, which must be approved/endorsed by the Commission.

For FY-2017 the Commission proposes to utilize the SPR funds to undertake activities in the two general areas: Program Administration and New River Valley Regional Projects.

## Program Administration

**Objective and Background:** The purpose of this work element is to cover the administrative and general costs associated with the project.

**Work Elements:** This includes the financial management and quarterly reporting, office supplies, meeting materials, and other general program costs. Activities include:

- Provide fiscal accountability of State Planning and Research (SPR) fund expenditures through regular quarterly reporting to VDOT.
- Provide adequate and appropriate public notice of meetings.
- Maintain contact with a regional network of local government officials, region-wide agencies and organizations, neighboring PDCs, VDOT representatives, and other applicable federal, state and local agencies concerning transportation issues.

**Products:** Quarterly financial reporting, mailings/notices, and preparation of quarterly activity reports.

**Regional Transportation Planning Program Administration Budget:**

<u>Total</u>	<u>SPR (80%)</u>	<u>RC Match (20%)</u>
\$5,000.00	\$4,000.00	\$1,000.00

## New River Valley Regional Projects

**Objective and Background:** Address regional transportation issues identified by the Transportation Committees and the Planning District Commission. Individual projects and work elements are described below:

**Work Elements:**

- (a) **(\$5,000) Regional Transportation Leadership** - The purpose of this work element is to facilitate regional participation and consensus building on transportation-related issues through a continuing, comprehensive, and coordinated planning process.

**Task 1: Regional Transportation Technical Advisory Committee**

**Products:** The Transportation Technical Advisory Committee (TAC) is the foundation of the Commission's transportation planning program. TAC is composed of administrators and professional staff from local governments and institutions/agencies within the New River Valley Regional Commission service area. TAC serves as an advisory body to the Commission on transportation issues.

Benchmarks/Milestones (throughout year):

- Provide staff assistance for a maximum of 6 meetings
- Prepare meeting minutes, agendas, and presentation materials
- Maintain a website to post relevant transportation related information
- Review and provide input for regional and statewide planning efforts

**Task 2: Regional Transit Coordinating Council**

**Products:** The council meets on a regular basis to discuss public transportation in the region and serves as a coordinating entity to support local governments, partnering stakeholders, and service providers. The council is comprised of all the region's public transportation partners and provides a strong multi-jurisdiction/multi-system forum for transit.

Benchmarks/Milestones (throughout year):

- Provide staff assistance for a maximum of 3 meetings
- Co-Chair Roundtable discussion with MPO Staff
- Prepare meeting agendas and presentation materials
- Discuss existing transit services and TDPs
- Identify potential common interests
- Develop strategies and recommendations
- Identify funding sources

- (b) **(\$32,500) Regional Technical Assistance** - Activities typically include assistance in the areas of: highway safety/congestion, bicycle/pedestrian improvements, access management, public transportation, freight movement, hazard mitigation, infrastructure evaluations, stormwater management, recreation, or transportation as it relates to other elements such as: housing, economic development, and energy. FY 2017 Program Tasks include, but are not limited to:

**Task 1: Regional Freight Study**

**Products:** Compile data and conduct surveys outside of MPO urbanized area to be included in the Regional Freight Study. Note: this project could be substituted for a different local/regional transportation related project.

Benchmarks/Milestones (throughout year):

- Execute agreement to develop Regional Freight Study, under contract to the NRVMPPO
- Develop a supporting project website
- Obtain access to freight data through the VDOT Transportation and Mobility Planning Division office
- Identify regional freight network
- Develop specific operational enhancement strategies for the freight network (segment, intersection, connectivity, accessibility, safety, etc.)
- Develop a draft study document and present the findings as needed

**Task 2: Local Transportation Study**

**Products:** Develop a scope of work in conjunction with a local government, transportation service operator, and/or the NRVMPPO (to incorporate areas beyond urbanized boundary).

Benchmarks/Milestones (throughout year):

- Coordinate field visits to document the existing conditions
- Apply criteria and identify preliminary site ranking
- Develop a draft study document and present the findings as needed

**Task 3: NRV Cycling & Trail Counter Program**

**Products:** Maintain supporting program websites. Add additional information and develop reports.

Benchmarks/Milestones (throughout year):

- Notify regional partners of resources and request additional information
- Add new cycling routes, route descriptions, cue sheets, and 3D mapping
- Install trail counters, retrieve data, and prepare trail usage reports

**(c) (\$10,000) Project Implementation, Grant-Writing Assistance & Professional Development**

**Products:** Assist local applicants to prepare transportation related grant funding applications. Provide grant-writing assistance for a maximum of three projects. Additional assistance will be offered depending on staff availability.

Benchmarks/Milestones (throughout year):

- Schedule a meeting with CTB representative prior to grant deadlines
- Submit Alternative Transportation Applications
- Attend Conferences/Professional Development

**(d) (\$20,000) Statewide Projects and Core Program Requirements**

**Products:** The purpose of this work element is to provide assistance to the Virginia Department of Transportation for statewide planning on behalf of the New River Valley. Furthermore, provide local technical assistance required to fulfill statewide planning and policy efforts.

Benchmarks/Milestones (throughout year):

- Complete the compilation of existing & future landuse GIS data for the region: Provide VDOT with GIS landuse data from local comprehensive plans within the Commission boundaries. The Commission shall utilize the GIS tool provided by VDOT-TMPD to geo-reference local transportation plan recommendations. Information gathered will be used to update existing land use data within the Statewide Planning System and will be used to augment data for the Statewide Travel Demand Model that is currently under development. For localities that do not have GIS layers / attribute data for the current and future land use plans, develop a schedule and identify resources needed that would allow this data to be captured via GIS. VDOT-TMPD will provide detail instructions and templates to be used to provide consistency across the state.
- Submit a prioritized list of recommended projects for consideration in the FY 2017 – 2022 SYIP
- Submit a prioritized list of recommended projects for HB2 and the Virginia Multimodal Transportation Plan
- Participate in outreach meetings and review data as requested by VDOT throughout the fiscal year
- Coordinate tasks with VDOT District Planner

***New River Valley Regional Projects Budget:***

<b><u>Total</u></b>	<b><u>SPR (80%)</u></b>	<b><u>RC Match (20%)</u></b>
\$67,500.00	\$54,000.00	\$13,500.00



**Budget Summary  
FY 2017 Work Program**

Tasks	VDOT (SPR) 80%	PDC (Match) 20%	Total 100%
<b><u>Program Administration</u></b>			
a) Financial management, reporting, & general program costs	\$4,000	\$1,000	\$5,000
<b>Total Budgeted Expenditure for Program Administration</b>	<b>\$4,000</b>	<b>\$1,000</b>	<b>\$5,000</b>
<b><u>Program Activities</u></b>			
a) Regional Transportation Leadership	\$4,000	\$1,000	\$5,000
b) Regional Technical Assistance	\$26,000	\$6,500	\$32,500
c) Project Implementation, Grant-Writing, Professional Dev.	\$8,000	\$2,000	\$10,000
d) Statewide Projects and Core Program Requirements	\$16,000	\$4,000	\$20,000
<b>Total Budgeted Expenditure for Program Activities</b>	<b>\$54,000</b>	<b>\$13,500</b>	<b>\$67,500</b>
<b>Total Budgeted Expenditure for Program Administration and Program Activities</b>	<b>\$58,000</b>	<b>\$14,500</b>	<b>\$72,500</b>

***New River Valley  
Regional Commission***

***March 24, 2016***

***Resolution of support for FY 2017 Transportation Planning Work Program.***

WHEREAS, the New River Valley Regional Commission is eligible to receive State Planning and Research (SPR) funds through VDOT's Rural Transportation Planning Assistance Program; and

WHEREAS, the proposed FY 2017 Transportation Planning Work Program represents the interests of the New River Valley region; and

WHEREAS, the New River Valley Regional Commission has reviewed the Transportation Planning Work Program and agrees with the projected work elements for the 2016-2017 fiscal year.

THEREFORE, BE IT RESOLVED by the New River Valley Regional Commission that this Commission adopts and supports the FY 2017 Transportation Planning Work Program - Rural Planning Organization Staff Budget.

Adopted this 24<sup>th</sup> day of March 2016

---

Mr. Kevin Sullivan, Chair

**Counties**

Floyd-Giles-Montgomery-Pulaski

**City**

Radford

**Towns**Blacksburg-Christiansburg-Floyd-  
Narrows-Pearisburg-Pulaski-Rich Creek**Universities**

Virginia Tech-Radford University

6580 Valley Center Drive, Suite 124  
Radford, Virginia 24141

Tel (540) 639-9313

Fax (540) 831-6093

e-mail: [nrvrc@nrvrc.org](mailto:nrvrc@nrvrc.org)Visit: [www.nrvrc.org](http://www.nrvrc.org)**MEMORANDUM**

**To:** Regional Commission Board Members  
**From:** Kevin R. Byrd, Executive Director  
**Date:** March 17, 2016  
**Re:** Annual Awards Program for 2016 Dinner Event

---

In January the Commission began soliciting nominations for the awards program. The awards solicitation was sent to all Commissioners, local government managers and numerous community partner organizations via constant contact email. The program was also promoted on Commission social media sites (Facebook and Twitter). The nominations closed on March 15<sup>th</sup> with numerous highly qualified nominations received.

The names of the nominees, and the statements submitted on their behalf, will be distributed at the March 25<sup>th</sup> Commission meeting rather than in the agenda packet. Commissioners will have the opportunity to review the materials at the meeting followed by a ballot process to select the award recipients.

The three award categories are as follows:

**Champion of the Valley** – An elected official (past or present) from within or representing the New River Valley that has made significant contributions toward the betterment of the region.

**Citizen of the Valley** – A citizen or organization in the New River Valley that has made significant contributions toward the betterment of the region.

**Friend of the Valley** – An individual or organization outside of the New River Valley that has made significant contributions toward the betterment of the region.

Past Award Winners:

Champion of the Valley  
2014 – Mr. Joseph Sheffey  
2015 – Mr. Rick Boucher

Citizen of the Valley  
2014 – Dr. Charles Steger  
2015 – Mr. Ken Anderson



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

[NRVRC.ORG](http://NRVRC.ORG)

## MEMORANDUM

**To:** NRVRC Board Members  
**From:** Janet McNew, Finance Director  
**Date:** March 15, 2016  
**Re:** Section 125 Plan Resolution

---

Our auditor, Corbin Stone with Robinson, Farmer, Cox, recommended the Commission pursue implementation of a Section 125 plan.

Per Internal Revenue Code, an employer must formally adopt a Section 125 plan before employee deductions for medical premiums can legally be withheld on a pre-tax basis. The employee benefits with increased take-home pay and the employer benefits as employer-matching payroll taxes are reduced.

After researching options, including polling other regional commissions, Core Documents, Inc. was selected to prepare the plan documents, at a cost of \$149. The Commission's plan is the most basic premium only plan, also referred to as a POP. Administration is minimal and compliance maintained in-house. While there is no external reporting requirement, the Commission must maintain the plan and produce required documentation in the event of an IRS or Department of Labor audit.

---

Strengthening the Region through Collaboration

---

### Counties

Floyd | Giles  
Montgomery | Pulaski

### City

Radford

### Towns

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

### Universities

Virginia Tech  
Radford University

**New River Valley Regional Commission**

**RESOLUTION**

**IRC SECTION 125 PREMIUM ONLY PLAN**

**WHEREAS**, New River Valley Regional Commission has determined that it would be in the best interests of its employees to adopt a “Section 125 Premium Only Plan” allowing for pre-taxed medical benefit coverage, so-called; be it known that a vote was taken, and all were in favor.

**RESOLVED**, that New River Valley Regional Commission adopt a “Section 125 Premium Only Plan,” all in accordance with the specifications annexed hereto; and, be it known that the “New River Valley Regional Commission Premium Only Plan” Document was executed April 1, 2016.

**RESOLVED FURTHER**, that the Commission undertake all actions necessary to implement and administer said plan.

**IN WITNESS WHEREOF**, I have executed my name for the above named Commission on April 1, 2016.

ATTEST:

\_\_\_\_\_  
Witness

By: \_\_\_\_\_  
Kevin R. Byrd





## Agenda

April 28, 2016

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

- I. **CALL TO ORDER**
- II. **CONSENT AGENDA**
  - A. Approval of Minutes for March
  - B. Approval of [Treasurer's Report for March](#)
- III. **COMMONWEALTH INTERGOVERNMENTAL REVIEW PROCESS**
  - A. Projects ([Signed-off by the staff](#))
    - 1. Eggleston Water Extension CDBG Application
  - B. Regular Project Review
    - 1. [Virginia Tech Rector Field House Renovations](#)
  - C. Environmental Project Review
    - 1. [Defense Environmental Restoration Program \(Arsenal groundwater monitoring\)](#)
    - 2. [FY2016 Nonpoint Source Implementation Grant Application \(DEQ\)](#)
- IV. **PUBLIC ADDRESS**
- V. **REVIEW OF MUTUAL CONCERNS AND COMMISSIONERS' REPORTS**
- VI. **CHAIR'S REPORT**
  - A. Appoint Nominating Committee for FY17 Officers
- VII. [EXECUTIVE DIRECTOR'S REPORT](#) (enclosed)
- VIII. **OLD BUSINESS**
  - D. Annual Dinner Event Update  
Commission Discussion
- IX. **NEW BUSINESS**
  - A. [Comprehensive Economic Development Strategy \(CEDS\) 2016 Update](#)  
Patrick O'Brien, Presentation  
Commission Discussion
  - B. [POWER Program Overview](#)  
Kevin Byrd, Presentation  
Commission Discussion
  - C. [Dispense Surplus Property](#)  
Commission Action Needed

All meeting materials posted on the Commission website [www.nrvrc.org](http://www.nrvrc.org)

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



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

[NRVRC.ORG](http://NRVRC.ORG)

## MEMORANDUM

**To: NRVRC Board Members**

**From: Janet McNew, Finance Director**

**Date: April 15, 2016**

**Re: March 2016 Financial Statements**

---

March 2016 year to date Agencywide Revenue and Expenditures and Balance Sheet are enclosed for your review.

As of month end March 2016 (75% of the fiscal year), overall year to date revenues are 75.16% and expenses are 71.71% of budget. Salary and Fringe, the two largest expense line items, stand at 77.81% and 78.18%, respectively.

As previously reported, several expense line items, Vehicle Maintenance, Training, Capital Outlay, and Audit exceed anticipated budget. One additional line item to report this month, Dues and Publications, is slightly over budget (\$27) with expenses attributed to the New River/Mount Rogers Workforce Development Area.

The Agencywide Revenue and Expense report compares actual year to date receipts and expenses to the FY15-16 budget adopted by the Commission at the June 25, 2015 meeting. The financial operations of the agency are somewhat fluid as projects may be added and modified throughout the year.

---

Strengthening the Region through Collaboration

---

### Counties

Floyd | Giles  
Montgomery | Pulaski

### City

Radford

### Towns

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

### Universities

Virginia Tech  
Radford University

**New River Valley Regional Commission**  
**Agencywide Revenue and Expenditures - March 2016**

With Indirect Detail

<b>FY15-16 Budget Adopted 6/25/15</b>	<b>March 2016</b>	<b>YTD</b>	<b>Under/Over</b>	<b>(75% of FY) % Budget</b>
<b>Anticipated Revenues</b>				
ARC	68,436.00	17,400.75	51,618.75	75.43%
LOCAL ASSESSMENT	226,952.81	0.00	222,236.42	97.92%
DHCD	75,971.00	0.00	56,978.00	75.00%
EDA	70,000.00	0.00	52,500.00	75.00%
WIB Fiscal Agent	60,000.00	0.00	50,000.00	83.33%
WIA Program Funds	518,379.00	47,371.76	393,637.03	75.94%
VDOT	58,000.00	16,595.98	49,362.11	85.11%
VDOT - Rocky Knob Project	120,500.00	29,885.32	66,790.41	55.43%
Floyd Co	7,500.00	1,199.08	4,366.47	58.22%
Giles County	5,000.00	3,000.00	3,000.00	60.00%
Narrows Town	40,000.00	0.00	0.00	0.00%
Rich Creek Town	12,500.00	206.58	1,706.58	13.65%
Montgomery County	37,942.12	2,864.69	24,778.12	65.31%
Blacksburg Town	15,000.00	1,250.00	11,250.00	75.00%
Pulaski County	33,300.31	1,814.47	14,708.97	44.17%
Pulaski Town	10,000.00	0.00	7,000.00	70.00%
Pulaski Co Sewerage Auth.	2,000.00	500.00	1,500.00	75.00%
Virginia Tech	12,923.00	0.00	15,760.51	121.96%
Miscellaneous Income	0.00	0.00	1,551.73	0.00%
Recovered Cost	0.00	126.71	269.42	0.00%
Virginia's First	25,000.00	2,083.33	18,749.97	75.00%
Blacksburg/Christiansburg MPO	55,000.00	1,988.78	53,059.62	96.47%
RV-ARC RideSolutions	33,680.00	9,261.68	27,568.53	81.85%
VDEM	2,150.00	0.00	0.00	0.00%
Southwest Virginia SWMA	2,000.00	0.00	2,000.00	100.00%
New River Health District	25,000.00	10,597.69	14,880.15	59.52%
Friends of SWVA	2,500.00	0.00	2,500.00	100.00%
Blacksburg Partnership (BBurg Broadband)	5,000.00	0.00	5,000.00	100.00%
Deferred Revenue (BBurg Broadband)	30,000.00	0.00	34,440.25	114.80%
Unprogrammed ARC	24,936.00	0.00	0.00	0.00%
<b>Revenues</b>	<b>1,579,670.24</b>	<b>146,146.82</b>	<b>1,187,213.04</b>	<b>75.16%</b>
<b>Expenses</b>				
Salaries	802,152.00	71,740.87	624,149.11	77.81%
Fringe Benefits	269,609.00	23,419.72	210,774.36	78.18%
Travel	61,193.00	4,087.70	34,119.39	55.76%
Office Space	64,254.00	4,158.09	40,809.33	63.51%
Telephone/Communications	14,405.00	1,796.01	12,519.39	86.91%
Office Supplies	26,815.00	2,238.58	19,860.74	74.07%
Postage	3,050.00	58.19	1,848.50	60.61%
Printing	3,850.00	40.53	3,487.86	90.59%
Copies & Copier Maintenance	3,400.00	310.68	2,914.52	85.72%
Media Ad	1,900.00	0.00	1,357.62	71.45%
Equipment Rent	7,500.00	476.71	4,189.84	55.86%
Vehicle Maintenance	750.00	16.00	1,718.30	229.11%
Vehicle Fuel	3,000.00	75.01	1,244.55	41.49%
Dues/Publications	11,325.00	2,368.00	11,352.00	100.24%
Training	2,025.00	0.00	2,247.00	110.96%
Insurance	4,300.00	0.00	4,017.00	93.42%
Meeting Expense	11,875.00	2,982.46	8,901.78	74.96%
Capital Outlay (Vehicle/Equipment)	5,000.00	0.00	11,680.35	233.61%
Contractual Services	230,695.00	32,378.09	120,388.33	52.19%
Audit Fee	7,750.00	0.00	8,000.00	103.23%
Miscellaneous	77,472.00	1,845.72	30,585.42	39.48%
<b>Expenses</b>	<b>1,612,320.00</b>	<b>147,992.36</b>	<b>1,156,165.39</b>	<b>71.71%</b>
<b>Agency Balance</b>	<b>-32,649.76</b>	<b>-1,845.54</b>	<b>31,047.65</b>	

**New River Valley Regional Commission**  
**Balance Sheet**  
**Period From : 07/01/15 to 3/31/16**

**Assets:**

Operating Account	580,397.05
Reserve Funds - MMA	84,612.03
Accounts Receivable	205,046.24
<b>Total Assets:</b>	<b><u><u>\$870,055.32</u></u></b>

**Liabilities:**

Accounts Payable	1,342.48
Accrued Annual Leave	55,268.36
Accrued Unemployment	19,676.33
<b>Total Liabilities:</b>	<b><u><u>\$76,287.17</u></u></b>

**Projects**

Net Projects	-17,215.23
Current Year Unrestricted	83,539.10
Unrestricted Net Assets	720,092.94
<b>Total Projects</b>	<b><u><u>\$786,416.81</u></u></b>
<b>Total Liabilities and Projects</b>	<b><u><u>\$862,703.98</u></u></b>

**Net Difference to be Reconciled** **\$7,351.34**

**Total Adjustment** **\$7,351.34**

**Unreconciled Balance** **\$0.00**



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

[NRVRC.ORG](http://NRVRC.ORG)

## COMMONWEALTH INTERGOVERNMENTAL REVIEW MEMORANDUM

TO: NRVRC Board Members

FROM: Kevin R. Byrd, Executive Director

AGENDA ITEM: III. Intergovernmental Review Process, B. Regular Project Review, Item # 1

---

CIRP Review

April 21, 2016

---

PROJECT: **Rector Field House Renovations**  
**DEQ#16-051S**

SUBMITTED BY: Department of Environmental Quality

PROJECT DESCRIPTION: The Virginia Department of Environmental is requesting comments on the environmental impact review for the above referenced project.

PROJECT SENT FOR REVIEW TO: Commission Board Members and the Town of Blacksburg

---

Strengthening the Region through Collaboration

---

### Counties

Floyd | Giles  
Montgomery | Pulaski

### City

Radford

### Towns

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

### Universities

Virginia Tech  
Radford University



## **I. Project Identification and Description**

### **A. Background**

Gay and Neel, Inc. (GNI) is assisting the Virginia Tech Department of Recreational Sports with the proposed site improvements to the Rector Field House site in Blacksburg, Virginia (see Figure 1). The site area to be improved is located on the Virginia Tech campus in Blacksburg, Virginia and borders Spring Road and Southgate Drive. The project will consist of the installation of building additions, sidewalks and landscaping. The total area of land disturbance for this project is 8.00 acres. It is estimated that the project will take 18 months from the time the grading permit is issued until completion.

The proposed construction project is sponsored by the Virginia Tech Department of Recreational Sports and the project contact is provided below:

David W. Chinn  
Capital Project Manager  
University Design & Construction  
Sterrett Facilities Complex, STE 90  
230 Sterrett Drive  
Blacksburg, VA. 24061  
540 231-2269 - Work

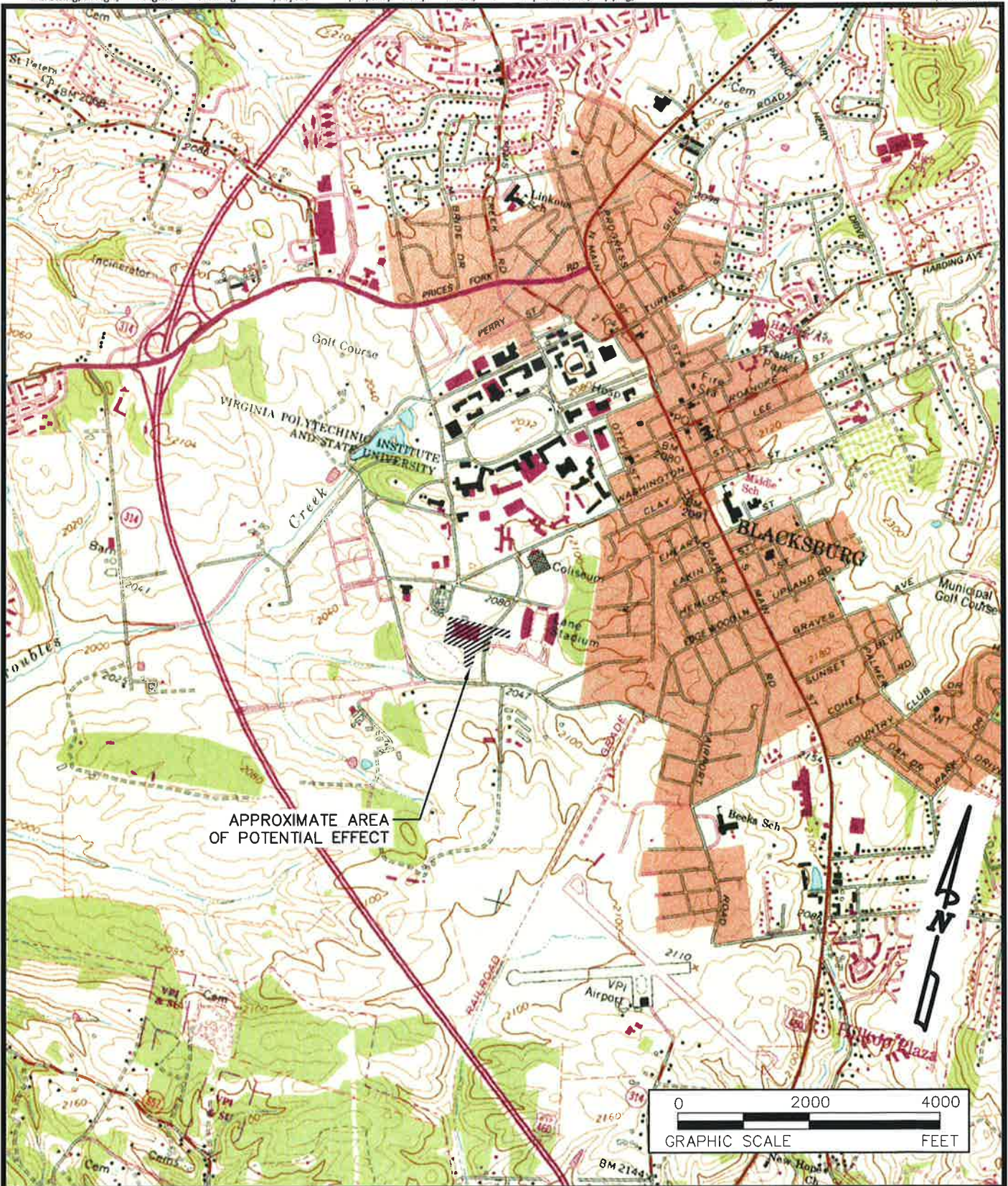
The anticipated project start date is Spring, 2017 with the goal to complete construction of the site by 2019. The anticipated project construction cost is approximately \$10 million.

Project Title: Virginia Tech Rector Field House Renovations

### **B. Proposed Facility**

The proposed improvements will consist of additions and renovations to the existing building facility. The building will be expanded to include additional recreational areas for the students and staff. In addition to the building expansion, sidewalks will be provided for access to the new facilities expansions as well as new landscaping.





APPROXIMATE AREA OF POTENTIAL EFFECT



**GAY AND NEEL, INC.**  
ENGINEERING ♦ LANDSCAPE ARCHITECTURE ♦ SURVEYING

1260 Radford Street  
Christiansburg, Virginia 24073

Phone: (540) 381-6011  
Fax: (540) 381-2773  
Email: info@gayandneel.com  
Web: www.gayandneel.com



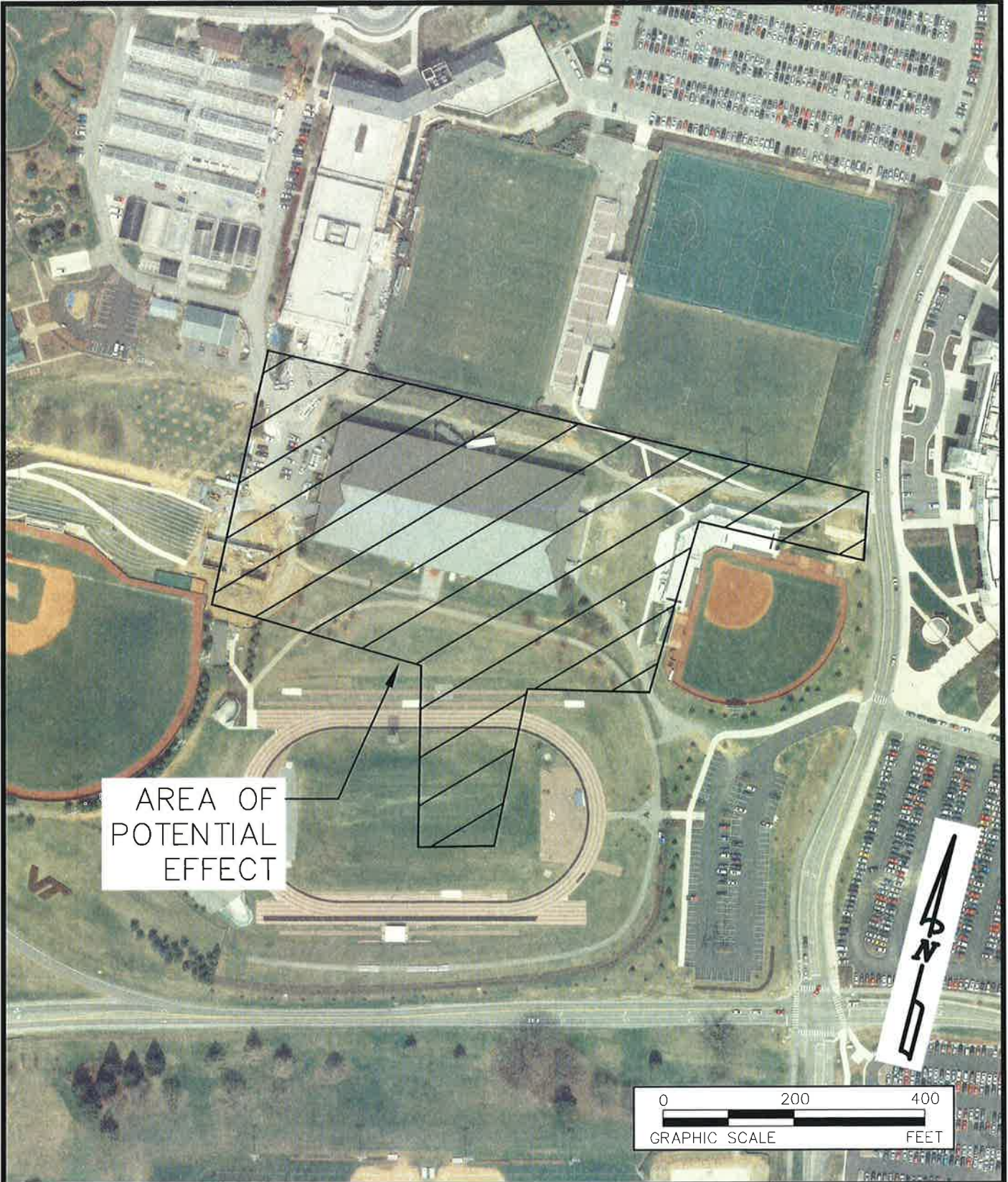
FIGURE 1 - VICINITY MAP

VIRGINIA TECH  
RECTOR FIELD HOUSE RENOVATIONS  
BLACKSBURG, VIRGINIA

PROJECT TEAM		
PIC	TREVOR M. KIMZEY, PE	
PM	KEVIN D. CONNER, LA	
DSGN	THOMAS E. SPROUL, EIT	
DATE	GNI JN	SHEET
11/02/2015	2566	1 OF 2

X:\Drawings\2566\ENGINEERING\Design\Plans\Sheets\2566\_Sht\_EIR\_Maps.dwg  
USGS, 11/03/2015 9:46:33 AM, Tgudnie, Bluebeam PDF, 1:1





AREA OF  
POTENTIAL  
EFFECT



X:\Drawings\2566\ENGINEERING\Design\Plans\Sheets\2566\_Sht\_EIR\_Maps.dwg  
AERIAL, 11/03/2015 9:45:17 AM, T.guthrie, Bluebeam PDF, 1:1

**GAY AND NEEL, INC.**  
ENGINEERING ♦ LANDSCAPE ARCHITECTURE ♦ SURVEYING

1260 Radford Street  
Christiansburg, Virginia 24073

Phone: (540) 381-6011  
Fax: (540) 381-2773  
Email: info@gayandneel.com  
Web: www.gayandneel.com



**FIGURE 2 - AREA OF POTENTIAL EFFECT**

VIRGINIA TECH  
RECTOR FIELD HOUSE RENOVATIONS  
BLACKSBURG, VIRGINIA

PROJECT TEAM		
PIC	TREVOR M. KIMZEY, PE	
PM	KEVIN D. CONNER, LA	
DSGN	THOMAS E. SPROUL, EIT	
DATE	GNI JN	SHEET
11/02/2015	2566	2 OF 2



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

[NRVRC.ORG](http://NRVRC.ORG)

## COMMONWEALTH INTERGOVERNMENTAL REVIEW MEMORANDUM

TO: NRVRC Board Members

FROM: Kevin R. Byrd, Executive Director

AGENDA ITEM: III. Intergovernmental Review Process, C. Environmental Project Review, Item # 1

---

CIRP Review

April 22, 2016

---

PROJECT: **[16-14] - FY2016-2017 VADEQ Technical Review and Services for Defense Environmental Restoration Program  
VA160415-02000400400**

SUBMITTED BY: Department of Environmental Quality

PROJECT DESCRIPTION: The Virginia Department of Environmental is requesting comments on the grant application for Federal funding.

PROJECT SENT FOR REVIEW TO: Commission Board Members

---

Strengthening the Region through Collaboration

---

### Counties

Floyd | Giles  
Montgomery | Pulaski

City  
Radford

### Towns

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

### Universities

Virginia Tech  
Radford University



# COMMONWEALTH of VIRGINIA

## DEPARTMENT OF ENVIRONMENTAL QUALITY

Street address: 629 East Main Street, Richmond, Virginia 23219

Mailing address: P.O. Box 1105, Richmond, Virginia 23218

[www.deq.virginia.gov](http://www.deq.virginia.gov)

Molly Joseph Ward  
Secretary of Natural Resources

David K. Paylor  
Director

(804) 698-4020  
1-800-592-5482

### MEMORANDUM:

TO: Planning District Commissions

FROM: Patty W. Walsh *Patty Walsh*  
Grants Administrative Manager

DATE: April 14, 2016

SUBJECT: Intergovernmental Review

Enclosed is a Department of Environmental Quality grant application for Federal funding assistance being submitted to you for intergovernmental review pursuant to Executive Order 12372.

### **[16-14] – FY2016-2017 VADEQ Technical Review and Services for Defense Environmental Restoration Program (DERP) Activities at Active DoD Facilities and Environmental Restoration at Base Closure Sites**

The intergovernmental review process requires that comments on the above application be received by **June 16, 2016**. If comments are not received before then, we will assume that you have elected to waive comment. Additional information regarding the enclosed application may be provided upon request. If you require additional time to provide comments, please inform in writing prior to that date.

Thank you for your assistance. You may contact me at (804) 698-4173 or [Patty.Walsh@deq.virginia.gov](mailto:Patty.Walsh@deq.virginia.gov) with any questions.



Department of Environmental Quality  
Summary of Proposed Assistance Application

**GRANT PROPOSAL FOR**  
**VA DEQ DEFENSE STATES MEMORANDUM OF AGREEMENT (DSMOA)**  
**FOR THE PERIOD JULY 1, 2016 - JUNE 30, 2018**

FEDERAL GRANTS PROGRAM: The DSMOA program funds will be used to remediate Federal Facilities sites in the Commonwealth of Virginia.

PURPOSE OF PROPOSAL: This application seeks to continue State participation in Defense Environmental, Base Restoration and Base Closure activities.

FUNDING REQUEST: Federal funds in the amount of \$2,443,944 are being requested. No state match contribution is required. This application will fund FY2016 8.83 FTEs and FY2017 8.99 FTES.

ANTICIPATED RESULTS: The result will be more land returned to productive use and greater protection of human health and the environment.

PROJECT MANAGER: Chris M. Evans, Phone: 804 698-4336.



# COMMONWEALTH of VIRGINIA

## DEPARTMENT OF ENVIRONMENTAL QUALITY

Street address: 629 East Main Street, Richmond, Virginia 23219

Mailing address: P.O. Box 1105, Richmond, Virginia 23218

[www.deq.virginia.gov](http://www.deq.virginia.gov)

Molly Joseph Ward  
Secretary of Natural Resources

David K. Paylor  
Director

(804) 698-4000  
1-800-592-5482

APR 14 2016

Mr. Richard Meyer  
U. S. Army Corps of Engineers, DSMOA  
Environmental and Munitions CX  
1616 Capitol Avenue,  
Omaha, NE 68102-4901

RE: Department of Defense Cooperative Agreement  
July 1, 2016 – June 30, 2018

Dear Mr. Meyer:

Enclosed is our original application requesting assistance in continuation of the Defense States Memorandum of Agreement Program (DSMOA). This request is for \$2,443,944 Federal funds for the period July 1, 2016 to June 30, 2018. Department of Environmental Quality followed the 6 Step Process during the grant application submittal. Also included is VADEQ's latest Audit.

If you have any questions, or need additional information, please contact Chris Evans, Director of Office of Remediation at (804) 698-4336 or me at 804 698-4173.

Sincerely,

A handwritten signature in cursive script that reads "Patty W. Walsh".

Patty W. Walsh  
Grants Administrative Manager

Enclosures

cc: Chris Moore, VADEQ  
Chris Evans, VADEQ  
Karen Doran, VADEQ  
Bob Nicholas, VADEQ  
Belinda Mayton, VADEQ

## Julie Phillips

---

**From:** Cutler, Jim (DEQ)  
**Sent:** Monday, April 18, 2016 10:48 AM  
**To:** jphillips@nrvc.org  
**Cc:** Nicholas, Bob (DEQ); Walsh, Patty (DEQ)  
**Subject:** RE: 16-14 FY2016-FY2017FY2016-FY2017 Technical Review and Services for Defense Environmental Restoration Program (DERP)

Ms. Phillips,

I am the DSMOA(Defense States Memorandum of Agreement) project manager for the Radford Ammunition Plant. Our DERP activities are winding down and include groundwater monitoring and review of natural attenuation progress at two sites. We are also reviewing the investigation of a new munitions site (an old mortar testing range). There are other ongoing VDEQ activities dealing with active permits under the oversight of our RCRA program. Please feel free to contact me if you have any questions or need additional information regarding the DSMOA related activities at Radford.

Thank you,

Jim Cutler

James L. Cutler Jr.  
Federal Facilities Project Manager  
Office of Remediation Programs  
Virginia Dept. of Environmental Quality  
804-698-4498

---

**From:** Nicholas, Bob (DEQ)  
**Sent:** Monday, April 18, 2016 8:46 AM  
**To:** Cutler, Jim (DEQ)  
**Subject:** FW: 16-14 FY2016-FY2017FY2016-FY2017 Technical Review and Services for Defense Environmental Restoration Program (DERP)

---

**From:** Walsh, Patty (DEQ)  
**Sent:** Monday, April 18, 2016 7:30 AM  
**To:** Nicholas, Bob (DEQ)  
**Subject:** FW: 16-14 FY2016-FY2017FY2016-FY2017 Technical Review and Services for Defense Environmental Restoration Program (DERP)

Would you please respond to this email below related to Radford Ammunition Plant? Please give copy me.

Thanks.

Patty W. Walsh  
Grants Administrative Manager  
VA Department of Environmental Quality  
629 East Main Street  
Richmond, VA 23219-2405  
Phone: 804 698-4173



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

[NRVRC.ORG](http://NRVRC.ORG)

## COMMONWEALTH INTERGOVERNMENTAL REVIEW MEMORANDUM

TO: NRVRC Board Members

FROM: Kevin R. Byrd, Executive Director

AGENDA ITEM: III. Intergovernmental Review Process, C. Environmental Project Review, Item # 2

---

CIRP Review

April 22, 2016

---

PROJECT: **[16-13] - FY2016 Section 319 (h) Nonpoint Source Implementation Grant Application VA160415-01900400400**

SUBMITTED BY: Department of Environmental Quality

PROJECT DESCRIPTION: The Virginia Department of Environmental is requesting comments on the grant application for Federal funding.

PROJECT SENT FOR REVIEW TO: Commission Board Members

---

Strengthening the Region through Collaboration

---

### Counties

Floyd | Giles  
Montgomery | Pulaski

### City

Radford

### Towns

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

### Universities

Virginia Tech  
Radford University



# COMMONWEALTH of VIRGINIA

## DEPARTMENT OF ENVIRONMENTAL QUALITY

Street address: 629 East Main Street, Richmond, Virginia 23219

Mailing address: P.O. Box 1105, Richmond, Virginia 23218

Fax: 804-698-4019 - TDD (804) 698-4021

[www.deq.virginia.gov](http://www.deq.virginia.gov)

Molly Joseph Ward  
Secretary of Natural Resources

David K. Paylor  
Director

(804) 698-4020  
1-800-592-5482

### MEMORANDUM:

TO: Planning District Commissions

FROM: Patty W. Walsh *Patty W Walsh*  
Grants Administrative Manager

DATE: March 29, 2016

SUBJECT: Intergovernmental Review

Enclosed is a Department of Environmental Quality grant application for Federal funding assistance being submitted to you for intergovernmental review pursuant to Executive Order 12372.

### **[16-13] – FY2016 Section 319(h) Nonpoint Source Implementation Grant application (60 days review)**

The intergovernmental review process requires that comments on the above application be received by May 28, 2016. If comments are not received before then, we will assume that you have elected to waive comment. Additional information regarding the enclosed application may be provided upon request. If you require additional time to provide comments, please inform in writing prior to that date.

Thank you for your assistance. You may contact me at (804) 698-4173 or [patty.walsh@deq.virginia.gov](mailto:patty.walsh@deq.virginia.gov) with any questions.



Department of Environmental Quality  
Summary of Proposed Assistance Application

**FY2016 Section 319 Assistance Application**

**For Grant Period July 1, 2016 – June 30, 2020**

**FEDERAL GRANT PROGRAM:**

Section 319 of the Federal Clean Water Act requires that state develop and implement nonpoint source pollution managements programs. Prior to July 1, 2013 Section 10.1-104.1 of Code of Virginia designated the Virginia Department of Conservation and Recreation (DCR) as the lead agency for Virginia's nonpoint source pollution management program to identify and establish priorities of nonpoint source related water quality problems, and the administration of a statewide nonpoint source advisory committee. The 2013 Legislative session of the General Assembly passed Chapters 756 (HB2048) and 793 (SB 1279) of the VA Acts of Assembly which named VA Department of Environmental Quality (DEQ) as the lead nonpoint source agency in VA and shifted the Section 319(h) grant program under DEQ's purview. CFDA: 66.460 Nonpoint Source Implementation Grants.

**PURPOSE OF PROPOSAL:**

Virginia's Nonpoint Source Pollution (NPS) Management Program is a diverse network of state and local government programs that collectively help prevent degradation of water quality and restore the health of our rivers, lakes, and bays. DEQ staffs administer nonpoint source pollution control programs required by state and federal law. These programs include nutrient management, agricultural best management practices, orphaned mine land inventory and abatement, watershed coordination, NPS Total Maximum Daily Load (TMDL) and watershed implementation; as well as administrative, technical and financial support provided to soil and water conservation districts (SWCDs) and other partners.

Collectively, these programs help prevent water quality degradation and restore the health of our lakes, rivers and bays by promoting and funding state and local watershed planning efforts, water quality monitoring, education and outreach, stream and wetland restoration, and other measures to reduce, prevent and track nonpoint source pollution loads.

FUNDING REQUEST:

FY2016 319h federal funds in the amount of \$3,113,192 (which includes \$10,000 EPA Inkind in which EPA will use funds to improve the Grant Reporting and Tracking System (GRTS) and Watershed Plan Tracker (WPT) tracking and coordination). The EPA Inkind funds in the amount of \$10,000 will specifically support State users in EPA Region 3. The match requirement is \$2,075,461. The total grant application will be \$5,188,653.

ANTICIPATED RESULTS:

These funds will be used to support NPS grant coordination, reporting and planning; technical service delivery, education, training, and technology transfer. Base funds will enhance the basic state program capabilities by providing staff and technology support to the state's core programs. Also they are utilized to fund: mining inventory and abatement, watershed capacity building, GIS development and database support for NPS programs. Incremental funds will be used for on-the-ground BMP installation and technical assistance for implementation of approved TMDL watershed plans and for planning efforts related to the development of Watershed (TMDL) Implementation plans.

PROJECT MANAGER:

Nicole Sandberg, Phone: 804 698-4043.



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

N R V R C . O R G

**April 28, 2016**

## **Executive Director's Report**

### **Economic Development:**

- In partnership with Beans and Rice, Inc., a non-profit in the region providing business development resources, the Commission will evaluate the region's entrepreneurial ecosystem and engage partners to identify strategies to support entrepreneurial activity.
- On behalf a project team, the Commission was recently awarded \$500,000 from the Appalachian Regional Commission for a portion of the Prices Fork School Reuse project. The funds will be utilized to construct a community kitchen and a local foods restaurant. Additional grant applications to support further reuse projects at the site are pending.
- The 2016 General Assembly approved legislation for GO Virginia to establish Regional Councils (8-10 in the state). State funding for projects was not approved in 2016 and will be reviewed in the 2017 session. The upcoming year will be busy working to 'certify' regional councils in order for them to pursue project funds in future years.
- Federal funds for the POWER Initiative were announced to assist coal-impacted communities in developing new strategies for economic growth and worker advancement. \$65.8 Million will be available through the Appalachian Regional Commission and the US Economic Development Administration. An overview presentation is on the April agenda.

### **Transportation:**

- The National Association of Development Organizations (NADO) selected the NRV Passenger Rail Study for an Excellence in Rural Transportation Award! Elijah Sharp will represent the Commission in June at the National Rural Transportation Peer Learning Conference in Chattanooga, TN to receive the award.

### **Regional:**

- The annual Local Government Planning Commissioner Training was held on April 21st. Over 40 people attended representing Planning Commissions, Board of Supervisors, Town Councils and staff. The three panelist, Danny Wilson, Pulaski County; Anne McClung, Town of Blacksburg and Emily Gibson, Montgomery County, did a terrific job covering highly relevant policy issues. It was evident during the event the region has very qualified planning leadership serving communities across the New River Valley.
- ReNew the New Expansion effort will host a luncheon meeting on April 27<sup>th</sup> with key stakeholders (businesses, non-profits, local governments, universities) to broadly inform the change in the coming year. Giles County will be moving their annual clean-up to Radford on August 27<sup>th</sup> to 'train the trainer' in helping other New River Valley communities learn how to implement a robust clean-up event.

### **Commission:**

- Staff is researching cloud-based file server options following an IT glitch recently.
- Please RSVP if you have not yet for the Annual Dinner on May 11<sup>th</sup>!



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

N R V R C . O R G

## MEMORANDUM

**To: NRVRC Board Members**

**From: Patrick O'Brien, Regional Planner**

**Date: April 21, 2016**

**Re: 2016 Comprehensive Economic Development Strategy update process**

---

The New River Valley Regional Commission is in the process of an annual update to the Comprehensive Economic Development Strategy (CEDS) to submit it to the U.S. Economic Development Administration. A CEDS is a prerequisite to qualify for Economic Development Administration financial assistance under its public works, economic adjustment, and planning programs. Current and past New River Valley CEDS can be reviewed at <http://nrvc.org/what-we-do/economic-development/comprehensive-economic-development-strategy/>.

As part of the 2016 update, NRVRC staff has convened the CEDS committee to review progress on CEDS projects and provide input on changes for this year's CEDS update. **Pages 2-9 provides notes from the December 2015 meeting**, detailing progress on existing CEDS projects and other economic development trends that the CEDS should consider, as well as an update of the CEDS' SWOT analysis to reflect current economic trends. **Pages 10-11 provides notes from the March 2016 meeting**, detailing the discussion of the 'regional dashboard' project underway to provide online access to regional economic information, and the suggestions from the CEDS committee regarding updates to the list of proposed economic development projects for this year. If you would like more information about any of the topics referenced in the notes, please contact Patrick O'Brien at: [pobrien@nrvc.org](mailto:pobrien@nrvc.org).

NRVRC staff has sent requests to local government administrators and economic development staff to submit additional projects for inclusion in the CEDS, which will be submitted by the end of April. A copy of the project list from last year's CEDS appears on page 12- 17. Please review the notes with an eye toward identifying any additional economic development trends or issues that are not listed, which you feel are an important consideration for this year's CEDS process. Similarly, please provide feedback on changes to SWOT table or project list that you think we need to consider for this year's CEDS.

---

Strengthening the Region through Collaboration

### Counties

Floyd | Giles  
Montgomery | Pulaski  
City  
Radford

### Towns

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

### Universities

Virginia Tech  
Radford University

## **Notes from CEDS Committee Meeting 12-18-15**

Committee members present: Peter Anderson, Eric Bucey, Gary Forget, Marty Holliday, Mack Hilton, Charlie Jewell, Susan Kidd, Michael Miller, Kevin Reeder, Gary Reedy, Rick Weaver, John White

NRVRC staff: Kevin Byrd, Patrick O'Brien

The New River Valley CEDS Committee met for the first meeting of the 2016 CEDS update process. The meeting began with a review of the CEDS process and brief discussion of CEDS projects that have seen developments over the past year (powerpoint attached). A brief description of these projects appears on page 2.

The committee spent the remainder of the meeting discussing the SWOT analysis component of the CEDS, which was last updated during the 2011 CEDS process. The members broke into two groups to discuss how conditions in the region have changed over the past five years, and the updates to the CEDS document that may be necessary to reflect current regional strengths, weaknesses, opportunities and threats more accurately.

The existing SWOT analysis component of the CEDS is shown on page 3 for reference. Pages 4-6 provide a summary of the SWOT components that the CEDS committee discussed during the meeting. Page 7 provides an updated version of the SWOT based on the input from the CEDS committee.



**Brief description of CEDS projects with activity in the past year:**

**New River Valley Passenger Rail Station-** NRVRC has conducted research on demand analysis and potential station locations. Final report to be completed in January.

**Support for agriculture/agribusiness/agritourism-** Several community-specific projects to develop shared commercial kitchens and networks of growers to support local farmers. NRVRC and regional partners completed regional agribusiness strategic plan- available soon on NRVRC website (contact me if you would like a copy now).

**Unmanned systems ‘center of excellence’-** Regional economic developers, universities, and unmanned systems businesses meeting regularly to work toward shared interests and brand the region as a hub for unmanned systems technology development.

**Improved broadband infrastructure/accessibility** Multiple projects including pilot projects in Blacksburg for ‘last mile’ development and potential to expand for projects to reach rural areas.

**Downtown redevelopment/revitalization-** Continued investment and planning in many towns around the region, including Blacksburg, Pulaski, Pembroke and Narrows.

**Support for entrepreneurship/small business development-** Regional business plan competitions and associated small business skills training in Floyd and Pulaski. Potential to expand these programs to other localities in the upcoming year. (Info on the Pulaski program at: [http://www.roanoke.com/news/local/pulaski\\_county/pulaski-s-beans-and-rice-to-administer-investment-grant/article\\_b96ffb13-a437-52fd-af0c-68c2dac5d40d.html](http://www.roanoke.com/news/local/pulaski_county/pulaski-s-beans-and-rice-to-administer-investment-grant/article_b96ffb13-a437-52fd-af0c-68c2dac5d40d.html) )

**Develop an integrated workforce curriculum-** NR-MR Workforce Development Board beginning ‘sector strategy’ project to engage regional businesses in process of identifying the training programs they need to get the skilled workforce that is necessary for their industry.

In addition, several committee members brought information about new or growing programs that are important to regional economic development efforts:

The ‘**Community in Schools**’ counseling and referral program for K-12 students in Floyd and Pulaski to access resources- Roanoke Times article available at: [http://www.roanoke.com/news/education/floyd\\_county/pulaski-and-floyd-county-schools-partner-for-new-program/article\\_9cee6a43-fcd7-57df-8e7e-71b20af4c47f.html](http://www.roanoke.com/news/education/floyd_county/pulaski-and-floyd-county-schools-partner-for-new-program/article_9cee6a43-fcd7-57df-8e7e-71b20af4c47f.html)

**ACCE (Access to Community College Education)** program to provide free tuition to Giles County high school students who meet certain requirements- flier attached below.

WVTF radio story about **advanced manufacturing** career opportunities and efforts to train the next generation of workers in our region. Available at: <http://wvtf.org/post/not-your-grandparents-factory>

## 1.6 SWOT ANALYSIS (existing SWOT from previous CEDS document)

### Strengths

- Interstate-81 Transport Accessibility
- Middle mile broadband fiber network
- Water resources
- New River
- Clean air
- High quality of life
- Access to range of healthcare options
- Geographic proximity to large east coast population centers
- Available industrial space/land
- Low taxes
- Virginia Tech
- Radford University
- Access to local foods/agriculture
- Appalachian Trail and Mountains
- Music, arts, and cultural resources
- Engaged community organizations
- Foreign Trade Zone
- Natural resources/beauty
- Recreation opportunities
- Blue Ridge Parkway
- Temperate climate
- Economic diversity
- Low utility costs
- New River Community College
- VT Corporate Research Center
- NRV Economic Development Alliance
- Southwest Virginia tourism – i.e. Crooked Road
- Elected officials

### Weaknesses

- Communities still affected by offshoring leading to deteriorating downtowns
- Loss of historic buildings from blight
- Downtown vibrancy
- Lack access to capital for start-ups
- Few entrepreneurial leaders
- Low population, lack critical mass
- Workforce skills not matching available jobs
- Low performing K-12 system
- Brain drain – losing young talent and families
- Lack of diverse energy sources
- Deteriorating housing in some areas
- Lack of racial/ethnic diversity
- Struggle to define regional identity
- Poverty
- Drug issues in some communities
- Marketing assets – tourism

### Opportunities

- Public engagement
- K-12 partnerships with businesses
- Entrepreneurship mentoring
- Define competitive advantages
- Job shadowing/Apprenticeships
- Interregional collaboration
- Economic gardening
- Seed and venture funding

### Threats

- Lack of influence at the state level
- Brain drain
- Rural/urban inequity or opportunity
- Current political climate – polarization
- Age of industrial building stock
- Age of residential building stock

### Notes from CEDS committee discussion on current SWOT analysis factors, 12-18-15

#### Strengths:

Keep from previous version (specifically mentioned during meeting):

- Need to add the Governor's School and K-12/CC dual enrollment opportunities as a strength

- Need to move K-12 system from weakness to strength, and consider replacing with a weakness about the undeserved poor perception of the school systems
- Virginia Tech (applied research opportunities, ACC events/visitors, technology commercialization, technical assistance/support to local manufacturers)
- Radford University
- New River Community College
- Quality of life (outdoors/recreation, low cost of living, easy commutes)
- I-81 (and I-77) corridor provides easy access to east coast metros
- Tradition of successful regional collaboration among local gov'ts and PPPs
- Middle mile fiber network
- Available, affordable land for industrial development
- Relatively low tax rates
- Access to range of health care options
- New River (water/power resources and natural beauty/recreation asset)
- Natural beauty/recreation assets

Add new item or move/remove old (proposed):

- Strong expansion of broadband network speed and penetration
- Strong support for natural resource preservation/promotion
- Strong support for youth development/education/scholarship programs (e.g., Communities in Schools, ACCE)
- Strong base of large, stable employers (universities, manufacturers, gov't orgs)
- Engaged, collaborative community of existing businesses (civic engagement, chambers, etc.)
- Increasingly diverse economy with businesses from many new sectors
- Multiple NRV airports (Blacksburg, NRV Airport)
- Relationships with Roanoke ED organizations/initiatives (Carilion, RBTC)
- Strong manufacturing workforce with good soft skills
- Southwest Virginia people/culture
- Growing opportunities for small business and entrepreneurs
- Growing opportunities for innovation and business growth
- Tourism assets (outdoor recreation, cultural attractions, events)

### **Weaknesses:**

Keep from previous version (specifically mentioned during meeting):

- Lack of diverse energy sources
- Deteriorating housing stock in some areas
- Lack of access to capital for start-ups

- Poverty
- Drug abuse
- Brain drain
- Few entrepreneurial leaders
- 'Blighted historic structures' is still a weakness, but need to include as an opportunity as well

Add new item or move/remove old (proposed):

- Add 'access to affordable child care'
- Add 'very few large (50+ acre) 'shovel-ready' industrial sites'
- Need to move K-12 system from weakness to strength, and consider replacing with a weakness about the undeserved poor perception of the school systems
- Remove 'offshoring leading to deteriorating downtowns'- consider with replacing with strength about economic diversification and 'reshoring' as communities receive investment by international firms
- Remove 'racial/ethnic diversity' as a weakness
- Lack of 'high end' amenities (restaurants/hotels, etc.) to offer to prospective clients and potential business attraction targets
- Absence of training programs in certain fields (e.g., culinary, mechatronics)

### **Opportunities:**

Keep from previous version (specifically mentioned during meeting):

- Keep 'K-12 partnerships with businesses' and add 'higher education partnerships with businesses'
- Modify 'job shadowing/apprenticeships' to a broader 'work experience opportunities for students'
- Keep 'economic gardening'

Add new item or move/remove old (proposed):

- "New River Valley" can become a strong 'brand' for regional marketing efforts
- 'Blighted historic structures' is a weakness, but need to add 'restoring blighted historic structures to revitalize downtown areas' as an opportunity
- Small business 'pitch competitions' help provide business development services to entrepreneurs
- 'Reshoring' of manufacturing jobs and/or investment by foreign firms
- Regionalizing K-12 programs (dual enrollment, ACCE, STEM offerings, etc.)
- Regional collaboration among businesses (RBTC, NRV-EDA, unmanned systems, etc.)

### **Threats:**

Keep from previous version (specifically mentioned during meeting):

- Keep 'brain drain' and add 'shortage of young skilled workers to replace retirees'
- Lack of influence/attention from state-level agencies/officials
- Unequal opportunity for residents in rural vs urban areas (uneven distribution of poverty and aging residents creating divides)
- Aging industrial, commercial and residential building stock means many options are obsolete or inappropriate needed uses (aging in place, small business development, etc.)

Add new item or move/remove old (proposed):

- Worsening congestion and decreased reliability of Interstate 81
- Too much growth too quickly may affect rural character and quality of life
- Worsening substance abuse issues creates social and health problems
- Lack of civic engagement and low awareness of regional resources among some residents
- Lack of coherent regional identity and 'brand' to showcase region to outsiders (risk of perception as 'hillbilly' region)
- Gaps in worker skill sets for current and future industries' growth- educational institutions need to be flexible to adapt to changing skills training needs
- Competition from other regions to attract skilled workers
- Generational differences in technology aptitudes, cultural norms (youth 'soft skills' often lacking for current jobs/civic engagement)
- Shortage of affordable housing in certain areas
- Shortage of 'aging in place' options for older residents
- School systems losing ground by international standards
- Online competition for retail stores and local businesses
- Increasing costs of environmental and other regulations may hamper development efforts
- Decreasing commercial air travel options



## 1.6 SWOT ANALYSIS (existing SWOT from previous CEDS document)

### Strengths

- Interstate 81 and 77 Accessibility
- Middle mile broadband fiber network is strong and expanding both speed and access
- New River is a recreation asset, and ample source of water/power
- Clean air/water
- Low cost of living and high quality of life
- Access to range of healthcare options
- Available, affordable industrial space/land
- Virginia Tech (especially applied research and support for innovation)
- Radford University
- Access to local foods/agriculture
- 
- Manufacturing workforce and strong work ethic of residents generally
- Multiple airports (private)
- Music, arts, sports, and cultural events/resources attract visitors and promote the region
- Engaged community organizations
- Engaged, collaborative business community
- Foreign Trade Zone
- Natural beauty and outdoor recreation assets
- Recreation opportunities
- Temperate climate
- Growing economic diversity and strong base of large, stable employers
- Low utility costs and tax rates
- New River Community College
- VT Corporate Research Center
- NRV Economic Development Alliance
- Southwest Virginia tourism – i.e. Crooked Road
- Elected officials
- Strong track record for collaboration among region's business and gov't.
- K-12 system is relatively strong and is growing options for students

### Weaknesses

- Loss of historic buildings from blight
- Lack access to capital for start-ups
- Few entrepreneurial leaders
- Low population, lack critical mass
- Workforce skills not matching available jobs
- Few 'high-end' amenities (hotels, restaurants, etc.)
- Lack of affordable child-care options
- Few 'shovel-ready' large (50+ ac.) industrial sites
- Brain drain – losing young talent and families
- Lack of diverse energy sources
- Deteriorating housing in some areas
- Struggle to define regional identity
- Poverty
- Drug abuse issues in some communities
- Lack of coordination and resources at regional level for many marketing efforts

### Opportunities

- Public engagement
- Proximity to large east coast population centers
- Growing interest in incorporating work experience components into educational programs

- K-12 and higher education partnerships with businesses
- Strong support for entrepreneurship development, and growing network for mentoring and support
- Growing momentum to define regional 'brand' for both internal and external marketing
- Downtown revitalization is gaining momentum in most towns
- 'Reshoring' and international investment in manufacturing
- Interregional collaboration
- Economic gardening
- Seed and venture funding are growing
- Growing collaboration/partnership with nearby regions (especially Roanoke and 'Southwest Virginia')
- Strong support for preservation/promotion of natural resources
- Strong support for a growing array of youth development programs in communities, but need to 'regionalize'
- Businesses in similar sectors are uniting to support each other and address common needs

### **Threats**

- Lack of influence at the state level
- Competition with other regions for talented youth and college graduates (brain drain)
- Lesser opportunities/resources in rural areas of region vs. urban areas
- Increasing congestion/worsening commutes on key routes (esp. I-81)
- Worsening substance abuse and related social/economic issues
- Unequal civic engagement/access to regional opportunities among citizens
- State/federal regulations can increase cost of doing business
- Uncertainty about regional 'brand' identify (perception as 'hillbilly' region)
- Aging building stock needs maintenance/replacement
- Aging of skilled workers with insufficient pipeline of young workers with right skills to replace them
- Shortage of affordable housing and 'aging in place' options in some areas
- Fast or uncontrolled growth may threaten natural resources or quality of life
- Online competition can threaten local retailers and other businesses

## Notes from CEDS Committee Meeting 3-18-16

Committee members present: Jim Flowers, Mack Hilton, Tommy Loflin, Jim Loux, Michael Miller, Gary Reedy, John White

NRVRC staff: Kevin Byrd, James Jones, Patrick O'Brien

James Jones, a VT senior interning with the NRVRC, provided a demonstration of the Tableau web-based data visualization software that the NRVRC is using to develop a user-friendly, web-based **data dashboard platform** to make regional demographic, economic and community health data more accessible and understandable. The draft 'demo' versions of the dashboards are available online at: <https://public.tableau.com/profile/nrvrc#!/>.

The dashboard will be hosted on the NRVRC website to provide a central location for the regional statistical data compiled in the 'New River Valley Regional Data Book' publication (prior version at: <http://nrvrc.org/publications/> ), and a variety of topic-specific regional 'data dashboards' that highlight a collection of indicators of regional community and economic health. This includes data tracking for issues of importance in the NRV Livability planning initiative (<http://www.nrvlivability.org/> ), and an economic development dashboard that tracks data trends related to the NRV CEDS goals and strategies. Examples of similar data dashboard projects in Virginia in Region 2000 (<http://www.region2000dashboard.org/>) and Southside (<http://www.sovaeconomy.com/> ).

The CEDS committee discussed important economic trend data and indicators of progress on CEDS strategies to include:

- Economic data regarding regionally important industry sectors, such as amount/proportion of 'exports' from the region (i.e., which sectors are bringing new money into the region by selling products elsewhere)
- Workforce data on top occupations by # of jobs, growth, wages, etc.
- Firm opening and closings, firms by number of employees
- Amount, sources, and recipients of investment capital for business creation/venture development
- Location, speed, price and competition options for broadband/fiber service around the region
- Business creation/destruction, and stability of jobs by sector (some information at [www.youreconomy.org](http://www.youreconomy.org) ).
- Information about entry-level jobs in target sectors, to allow low-skill or long-term unemployed residents to begin careers in the local economy
- Information about international trade or foreign direct investment in the region

The CEDS committee spent the remainder of the meeting discussing the existing CEDS project list to provide updates and revisions, and discussed ideas for new projects for the upcoming year based on current economic trends. Projects discussed include:

- May be an opportunity to obtain funding for the top CEDS project (prepare **graded site at NRV Commerce Park**) this year through the upcoming GO Virginia or EDA POWER grant programs
- Modify **broadband infrastructure** project to incorporate ongoing activities, including existing Montgomery County pilot projects and broadband components in Pulaski comprehensive plans
- Modify **workforce consortium** and **manufacturer's roundtable** project to reflect ongoing work of workforce development board to develop a '**sector strategies**' approach to meeting workforce needs of regional businesses, focusing on advanced manufacturing sector
- Add project to include **apprenticeship/internship programs** for above
- Modify **regional loan fund** project to incorporate coordination among existing funds, and developing network of a variety of sources of capital for regional businesses. May be an opportunity to develop application for additional loan funds this year. (Will follow up with Tommy Loflin, Brad DeNardo, VCC, existing local loan fund managers)
- Add project about support for upcoming **regional outdoor recreation projects** such as ReNew the New and SWVA POWER project to develop New River resources and Outdoor Expo.
- Add project for next year to develop a '**joint chapter**' to appear in the **NRV CEDS, and the CEDS of neighboring regions** that are grouped with us under the GO Virginia initiative, or others as appropriate
- Remove **Southgate Parkway** project (already underway)
- **Rocky Knob Interpretive Center** is underway
- **NRV Airport Taxiway** is underway
- Consider removing project regarding **extending rail to commerce park** (may not be realistic)
- Modify **regional food aggregating center** project to reflect ongoing/upcoming work at Prices Fork Elementary
- Add a project to provide **technical assistance services to local firms that are suppliers to the regions large manufacturing facilities** (e.g., Volvo), helping them to identify opportunities to diversify their product lines and sell to other sectors so that they are better able to weather downturns at the OEMs
- Support for projects to **regionalize entrepreneurship activities**, building on the recent interest in business plan competitions and the successful development of these programs in many NRV localities (business plan competitions in Floyd and Pulaski, K-12 entrepreneurship programs in Pulaski, ongoing activities of VTKnowledgeworks to expand offerings beyond VT)

Local governments will submit their project ideas by the end of April.

## New River Valley Annual Project Package 2015-16

Area	Description	Fed. \$	State \$	Local \$	Total Funding	Const. Date	Responsible Agency
NRV	<p><b>Preparation of New Graded Building Site at NRV Commerce Park</b> A site to accommodate a graded building pad of a building footprint of 20 to 75 acres.</p>	\$990,000	\$885,000	\$125,000	\$2,000,000	2015	Virginia's First Regional Industrial Facilities Authority
NRV	<p><b>Development of Broadband Infrastructure and Internet Availability</b> Explore options for higher bandwidth to the end user. Develop wifi availability in downtown areas (projects in Blacksburg, Pulaski). Assess feasibility of wireless towers to allow internet service to Claytor Lake area of Pulaski County. Tower placement studies and streamlining of the zoning process.</p>				\$8,000,000	2014-2015	Private Enterprises and NRV Localities, NRV Network Wireless Authority
NRV	<p><b>Create a Consortium of School Districts, Community College, Economic Development and Local Business Partners - Develop a Pilot Program Integrated Workforce Curriculum</b> To develop an integrated workforce curriculum spanning from K-12 to graduate degrees focusing on current/future skills needs of targeted industry sectors (including Career Pathways development).</p>				\$250,000	2014	WIB, Education Providers
NRV	<p><b>Coordinate NRV entrepreneur and small business development network</b> Convene regional revolving loan fund operators, small business counseling services, and other entrepreneur promotion programs. Develop new collaborative projects. Examples include regional business plan 'pitch competition' funded through Virginia Department of Housing and Community Development</p>			\$50,000	\$500,000	2016	Local economic developers, colleges/universities, business development service providers
NRV	<p><b>Promote and coordinate the development of a New River Valley passenger rail station</b> Continue to research viability of extending Washington DC Amtrak service to a station in the NRV. Coordinate state and private stakeholders to pursue development of this service by 2020.</p>				\$500,000	2020	NRV Localities, State Agencies, Public/Private Railroad Companies, NRVRC



## New River Valley Annual Project Package 2015-16

Area	Description	Fed. \$	State \$	Local \$	Total Funding	Const. Date	Responsible Agency
NRV	<b>Implement recommendations of New River Valley agribusiness/agri-tourism strategic planning process</b> Identify and pursue projects based on the findings of the 2014-15 regional plan developed by the NRVRC.	\$25,000		\$25,000	\$50,000	2014	New River Valley Development Corporation
NRV	<b>Creation of a Regional Destination Marketing Organization (DMO) and Marketing of the Arts and other regional assets</b> Raise awareness of New River Valley assets and coordinate regional websites/promotion efforts. Use DMO to create a network of artisans and venues to promote New River Valley assets.		\$25,000	\$25,000	TBD	2014	NRV Localities, Tourism Offices
NRV	<b>Research potential for Center of Excellence related to unmanned systems development and aerospace manufacturing capabilities in the region</b> Develop commercialization of technologies related to automated vehicles, especially the aerial vehicles research of the MAAP at Virginia Tech. Recruit aerospace supplier firms to the region to develop a manufacturing cluster.				\$5,000,000	2015-ongoing	Public universities, economic development organizations, business in target sectors
Giles County	<b>Giles Multi-tenant Business Facility (Giles Co)</b> A facility located in the Wheatland Eco Park.				\$2,000,000	2014	Giles County IDA
Radford	<b>City-owned industrial park land improvements</b> Engineering and planning projects to acquire land in Radford industrial park, and upgrade for use by tenants- including brownfields redevelopment.				\$6,000,000		Radford City government, NRVRC
Floyd County	<b>Rocky Knob Interpretative Center Reg. Collaborative (Floyd Co)</b> A bi-county commission is working on the development of a major tourism destination along the Blue Ridge Parkway. A network of hiking trails and an interpretive center are planned.	\$8,000,000		\$2,000,000	\$10,000,000	2015	Rocky Knob
NRV	<b>NRV Airport Parallel Taxiway</b> To provide taxiway parallel to runway and offer an opportunity to provide air access to the Industrial Park (NRV Commerce Park).	\$5,880,000		\$120,000	\$6,000,000	2014	Airport Commission

## New River Valley Annual Project Package 2015-16

Area	Description	Fed. \$	State \$	Local \$	Total Funding	Const. Date	Responsible Agency
NRV	<b>Extension of Rail to Commerce Park</b> Rail siding extension from Norfolk Southern mainline about 3,500 feet to the Commerce Park boundary and 3,500 feet to a potential building site.	\$2,300,000	\$750,000	\$1,210,000	\$4,600,000	2014	Virginia's First, Industrial Facilities Authority
NRV	<b>Small Business Development (Green/Nano/Bio/Aerospace/UAS) Program</b> Develop educational program through the community college and university that support the development and/or recruitment of small businesses/industries in targeted technology fields.	\$500,000		\$500,000	\$1,000,000	2014	Universities, NRCC, School Divisions
NRV	<b>Develop 'data dashboard' of regional economic and community health indicators</b> Compile data from Federal and local sources to track the performance of the regional economy on selected CEDS and Liveability Initiative goals. Develop user-friendly online platform to make the information easily accessible.				\$100,000		NRVRC, state agencies, economic and workforce development organizations
Floyd County	<b>Phase II Floyd Innovation Center</b>	\$1M	\$1M	\$1M	\$3M	2015	Floyd County EDA
Montgomery County	<b>Development of Route 177 Corporate Park</b>	\$15 M	\$4 M	\$1M	\$20M	TBD	Montgomery County EDA
Floyd County	<b>Regional Food Aggregating/Processing Center</b> Value-added processing center for local produce and potentially local milk. The facility would serve as aggregator for larger buyers, as well as provide co-packing facilities and a commercial.	\$1,000,000	\$500,000	\$500,000	\$2,000,000	2014	Floyd County
Montgomery County	<b>Rt. 114 Widening</b> From Christiansburg Town limits to Radford Army Ammunition Plant	\$50M	\$12.6M		\$63M	2018	VDOT/ Montgomery County
NRV	<b>Increase modern building stock through retrofits and new construction</b> Modernize existing building stock through new construction or through retrofits to meet the needs of 21st century businesses.					2015-16	NRV Economic Development Alliance
Floyd County	<b>Jacksonville Center E-Commerce Project (Floyd Co)</b> Establishment of an e-commerce catalog of crafts and products.				\$50,000	2014	Jacksonville Center, Inc.

## New River Valley Annual Project Package 2015-16

Area	Description	Fed. \$	State \$	Local \$	Total Funding	Const. Date	Responsible Agency
NRV	<b>Support Farms to School program in the region.</b> Create education opportunities for students and support a supply of fresh foods from local farmers.				\$20,000	2014-2014	
NRV	<b>Creation of Utility Standards</b> Create utility standards for service providers to follow while coordinating digging between localities and service providers to install conduits or other uses						
NRV	<b>Connectivity of Trails, Regional Trail System</b> Interconnect various local, state and federal trails to create a continuous network in southwest Virginia.	\$400,000		\$400,000	\$800,000	2014	Trail Operators
NRV	<b>Interstate-81 Interchange Improvements</b> Exits 89, 94, 98, 105, and 114.				TBD	2014-2020	VDOT
NRV	<b>Route 100 Widening between Pulaski County and Giles County</b>				TBD	2014-2020	VDOT
Pulaski Town	<b>Town of Pulaski Business Park Expansion</b> The acquisition and site preparation of greenspace for industrial growth.	\$1,000,000		\$1,000,000	\$2,000,000	2015	EDA, Town of Pulaski
NRV	<b>Support Public Private Partnerships for Agriculture Infrastructure Needs</b>					2014	
Pulaski County	<b>Shell Building-Industrial Park</b> Construction of a shell building at the New River Valley Commerce Park	\$750,000	\$750,000		\$1,500,000	2014	Pulaski County
Montgomery County	<b>Southgate Parkway</b> Construction of ramps on Route 460 at Southgate Parkway entrance to Virginia Tech.	\$124M	\$31M		\$155M	TBD	VDOT
Rich Creek	<b>Rich Creek Downtown Enhancement Project</b> Ensure the success of downtown Rich Creek.		\$1M	\$250,000	\$1,250,000	2014	Rich Creek Town
Floyd County	<b>Phase II Development of Floyd Regional Commerce Center</b> Grade lots 1 and 2.	\$1,000,000		\$500,000	\$1,500,000	2014	Floyd County, Floyd County EDA
NRV	<b>Create Regional Revolving Loan Fund for Energy Audits and Retrofits</b> Fund for New River Valley businesses and residents.						
NRV	<b>Regional Conference/Civic Center</b> Determine feasibility and appropriate site, engineering and architectural plans for regional conference center.	\$7,000,000		\$8,000,000	\$15,000,000	2016	Virginia's First and Partners

## New River Valley Annual Project Package 2015-16

Area	Description	Fed. \$	State \$	Local \$	Total Funding	Const. Date	Responsible Agency
Pulaski Town	<b>Brownfields Redevelopment</b> Redevelopment of existing industry and housing.	\$500,000		\$500,000	\$1,000,000	2014	Pulaski Town and EPA
Pulaski County	<b>Exit 101 Interchange Improvements and Connector Route 11</b> Provide interstate access to the proposed Veteran's Cemetery and Route 11 with an urban 3 lane typical on 4 lane right of way.	\$2M	\$1M		\$16.5M	2020	Virginia's First/Army
Pulaski County	<b>Complete public safety facility</b> Upgrade and consolidate county emergency response and services			\$1,000,000	\$2,000,000	2016	Pulaski County
NRV	<b>Develop a Slaughterhouse or Regional Meat Processing Plant for Meat Processing and Production</b> Develop facility to support local farmers					2014-15	Rural Development-
NRV	<b>Support Carpooling Efforts/Initiatives throughout the New River Valley</b> Support the expansion and marketing of Ride Solutions while exploring potential for carpooling app						
NRV	<b>Create a Network of Growers and Producers in the Region</b> Link New River Valley farmers markets to increase profitability.						
NRV	<b>Intermodal Transportation Center</b> Further explore the possibility of developing an intermodal transportation site on under-utilized US Army property near Dublin, Virginia.	\$4,000,000		\$4,000,000	\$8,000,000	2014	VA's First/US Army
NRV	<b>Centralize Marketing of Energy Efficiency Options</b> Create a "one stop shop" where people can evaluate typical "payback" on upgrades, find a qualified energy auditor/retrofitter, navigate various financing options.						
Blacksburg	<b>Huckleberry Trail Extension</b> Assist in the construction of the Huckleberry Trail extension from Prices Fork to Glade Road. Grading, site amenities, and surfacing are needed.			\$100,000	\$100,000	2014	Town of Blacksburg
Floyd County	<b>Floyd County Mechatronics Training Center:</b> To prepare advanced manufacturing and other 'new economy' workers. Mechatronics includes mechanics, electronics, and computer and control engineering.				\$500,000	2016	County schools, community college, businesses

## New River Valley Annual Project Package 2015-16

Area	Description	Fed. \$	State \$	Local \$	Total Funding	Const. Date	Responsible Agency
NRV	<b>Develop Region-Wide Bike Paths</b> Used as both a tourism asset and an alternative/green method of transportation.	\$5,000,000		\$5,000,000	\$10,000,000	2014	NRVRC, Localities
NRV	<b>Access to Capital</b> Host workshops to educate businesses on capital access opportunities in the region, i.e. 460 Angels						
Narrows	<b>Town of Narrows Capital Improvements</b> Upgrades and additions to pedestrian and recreation assets in town and downtown properties		\$50,000	\$50,000	\$100,000	2015	Town of Narrows, Giles County, NRVRC
NRV	<b>Network of Manufacturing Companies</b> Corporate roundtable headed by NRV Economic Development Alliance.	\$500,000	\$250,000	\$250,000	\$1,000,000	2014	NRVRC
Montgomery County	<b>Falling Branch Corporate Park Expansion (FBCP).</b> The 175 Acre pad ready industrial park located in Christiansburg, VA is filling. The County needs to purchase adjoining property from two owners.	\$2,282,500		\$2,282,500	\$4,565,000	2016-2017	EDA of Montgomery County, VA
NRV	<b>Develop Career Pathways Networks and Tap Into Professional Organizations</b> Encourage workers to pursue “continuing education” or recertification so to build skills in emerging economic sectors.					2014	WIB, Local Businesses
NRV	<b>Implement K-12 Curriculum on Organic Food Production</b>				\$50,000	2014	



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

N R V R C . O R G

## MEMORANDUM

**To:** NRVRC Board Members  
**From:** Kevin R. Byrd, Executive Director  
**Date:** April 22, 2016  
**Re:** POWER Program Overview

---

POWER (Partnerships for Opportunity and Workforce and Economic Revitalization) is a multi-agency initiative that targets federal resources to help communities and regions that have been affected by job losses in coal mining, coal power plant operations, and coal-related supply chain industries due to the changing economics of America's energy production. <http://www.arc.gov/funding/POWER.asp>

The POWER Initiative supports efforts to create a more vibrant economic future for coal-impacted communities by cultivating economic diversity, enhancing job training and re-employment opportunities, creating jobs in existing or new industries, and attracting new sources of investment.

The Appalachian Regional Commission (ARC) will be administering \$45.0 million and the US Economic Development Administration will administer \$19.6 million. There will be an overview of this program at the Commission meeting along with a discussion on relevant projects for potential POWER applications.

### ARC focus:

- Build a competitive workforce
- Enhance access to, and use of, broadband services
- Foster entrepreneurial activities
- Develop industry clusters in communities

### EDA focus:

- Creation of new businesses and jobs across a variety of sectors
- Diversification strategies toward affected workers and businesses
- Cultivation of local and regional entrepreneurship
- Facilitate access to private capital investment
- Promoting market access to goods and services created and manufactured in impacted areas
- Strengthen or develop existing or emerging industry clusters

---

## Strengthening the Region through Collaboration

---

### Counties

Floyd | Giles  
Montgomery | Pulaski

### City

Radford

### Towns

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

### Universities

Virginia Tech  
Radford University





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

N R V R C . O R G

## MEMORANDUM

**To:** NRVRC Board Members  
**From:** Kevin R. Byrd, Executive Director  
**Date:** April 22, 2016  
**Re:** Dispense Surplus Property

---

### Chrysler Voyager Minivan – 2000

The Commission owns and maintains a fleet of three vehicles for business use. The oldest vehicle in the fleet is a 2000 Chrysler Voyager Minivan with 142,000+ miles which recently had a flat tire due to dry rot on the sidewall of the tire. The other tires are showing similar sign of dry rot. The tread wear was in good condition, so staff researched vehicle miles driven to determine whether a third vehicle was needed in the fleet. After reviewing miles driven, cost to replace tires and a discussion among staff, it does not seem worthwhile at this time to invest more money into this vehicle. Staff recommends selling this vehicle on GovDeals.com and evaluate over the next several months whether a third vehicle is needed in the fleet. Should the Commission decide to surplus this vehicle, staff discussed the option of renting vehicles when travelling outside of the region for multiple days so the two remaining fleet vehicles will be available for in-region travel.

### Hydraulic Hand Pumps (2) with Spreaders

The Commission owns two hydraulic hand pumps with spreaders that are in storage on premise in like-new condition (~\$300 each new). Our research indicates these were purchased for the regional tire shredder program which no longer operates. When the regional tire shredder program ceased to operate, the Commission held on to the equipment for several years then sold the supporting equipment between 2009-2011 which included a dump truck, mobile tire shredder, trailer and pick-up truck. Staff recommends selling the hand pumps on GovDeals.com.

Should the Commission take action to surplus these items, staff will work with a GovDeals.com representative to post the property on their website and will notify local governments/partners in the region to make them aware the items are available for purchase.

---

Strengthening the Region through Collaboration

---

#### Counties

Floyd | Giles  
Montgomery | Pulaski

#### City

Radford

#### Towns

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

#### Universities

Virginia Tech  
Radford University



## Agenda

May 26, 2016

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

- I. **CALL TO ORDER**
- II. **CONSENT AGENDA**
  - A. Approval of Minutes for April
  - B. [Approval of Treasurer's Report for April](#)
- III. **COMMONWEALTH INTERGOVERNMENTAL REVIEW PROCESS**
  - A. Projects [\(Signed-off by the staff\)](#)
    1. Town of Pulaski submittal of RD grant application "Fixing Roofs to Fix Business Revitalization"
  - B. Regular Project Review  
None
  - C. Environmental Project Review
    1. [\[16-11\]-VADEQ 2016-2018 Building Capacity for Protection of Wetland Resources in Virginia-Track One](#)
    2. [\[16-16\] - VADEQ Pollution Prevention Outreach](#)
    3. [Revision of 1991 Guidelines of Minimum Requirements for Transmission Line Applications](#)
- IV. **PUBLIC ADDRESS**
- V. **REVIEW OF MUTUAL CONCERNS AND COMMISSIONERS' REPORTS**
- VI. **CHAIR'S REPORT**
- VII. [EXECUTIVE DIRECTOR'S REPORT](#) (enclosed)
- VIII. **OLD BUSINESS**
  - A. Annual Dinner Event Recap/Debrief  
Commission Discussion
- IX. **NEW BUSINESS**
  - A. Overview of RIDE Solutions Program – Connecting the Region's Commuters  
Christy Straight, Presentation  
Commission Discussion
  - B. [Consideration of FY17 Proposed Budget](#)  
[Commission Action Needed](#)
  - C. Commission Officers for FY17 – Slate to be Introduced  
Commission Action Needed

All meeting materials posted on the Commission website [www.nrvrc.org](http://www.nrvrc.org)

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



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

[NRVRC.ORG](http://NRVRC.ORG)

## MEMORANDUM

**To: NRVRC Board Members**  
**From: Janet McNew, Finance Director**  
**Date: May 17, 2016**  
**Re: April 2016 Financial Statements**

---

April 2016 year to date Agencywide Revenue and Expenditures and Balance Sheet are enclosed for your review.

As of month end April 2016 (83% of the fiscal year), overall year to date revenues are 83.00% and expenses are 78.90% of budget. Salary and Fringe, the two largest expense line items, stand at 86.49% and 86.77%, respectively. Salary and Fringe costs are expected to exceed FY16 adopted budget primarily due to the addition of Workforce staff.

As previously reported, several expense line items exceed anticipated budget. Overages in Vehicle Maintenance, Training and Audit will be covered by current year revenue. The overage in Capital Outlay and Dues and Publications lines are related to the operations of the New River/Mount Rogers Workforce Development Area.

The Agencywide Revenue and Expense report compares actual year to date receipts and expenses to the FY15-16 budget adopted by the Commission at the June 25, 2015 meeting. The financial operations of the agency are somewhat fluid as projects may be added and modified throughout the year.

---

Strengthening the Region through Collaboration

### Counties

Floyd | Giles  
Montgomery | Pulaski

### City

Radford

### Towns

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

### Universities

Virginia Tech  
Radford University

**New River Valley Regional Commission**  
**Agencywide Revenue and Expenditures - April 2016**

With Indirect Detail

FY15-16 Budget Adopted 6/25/15					(83% of FY) % Budget
	April 2016	YTD	Under/Over		
<b>Anticipated Revenues</b>					
ARC	68,436.00	17,400.75	69,019.50	-583.50	100.85%
LOCAL ASSESSMENT	226,952.81	4,716.25	226,952.67	0.14	100.00%
DHCD	75,971.00	18,993.00	75,971.00	0.00	100.00%
EDA	70,000.00	17,500.00	70,000.00	0.00	100.00%
WIB Fiscal Agent	60,000.00	10,000.00	60,000.00	0.00	100.00%
WIA Program Funds	518,379.00	41,734.69	435,371.72	83,007.28	83.99%
VDOT	58,000.00	0.00	49,362.11	8,637.89	85.11%
VDOT - Rocky Knob Project	120,500.00	0.00	66,790.41	53,709.59	55.43%
Floyd Co	7,500.00	1,237.61	5,604.08	1,895.92	74.72%
Giles County	5,000.00	0.00	3,000.00	2,000.00	60.00%
Narrows Town	40,000.00	3,000.00	3,000.00	37,000.00	7.50%
Rich Creek Town	12,500.00	611.15	2,317.73	10,182.27	18.54%
Montgomery County	37,942.12	4,015.78	28,793.90	9,148.22	75.89%
Blacksburg Town	15,000.00	1,250.00	12,500.00	2,500.00	83.33%
Pulaski County	33,300.31	1,306.48	16,015.45	17,284.86	48.09%
Pulaski Town	10,000.00	0.00	7,000.00	3,000.00	70.00%
Pulaski Co Sewerage Auth.	2,000.00	0.00	1,500.00	500.00	75.00%
Virginia Tech	12,923.00	0.00	15,760.51	-2,837.51	121.96%
Miscellaneous Income	0.00	0.00	1,551.73	-1,551.73	0.00%
Recovered Cost	0.00	0.00	269.42	-269.42	0.00%
Virginia's First	25,000.00	2,083.33	20,833.30	4,166.70	83.33%
Blacksburg/Christiansburg MPO	55,000.00	0.00	53,059.62	1,940.38	96.47%
RV-ARC RideSolutions	33,680.00	0.00	27,568.53	6,111.47	81.85%
VDEM	2,150.00	0.00	0.00	2,150.00	0.00%
Southwest Virginia SWMA	2,000.00	0.00	2,000.00	0.00	100.00%
New River Health District	25,000.00	0.00	14,880.15	10,119.85	59.52%
Friends of SWVA	2,500.00	0.00	2,500.00	0.00	100.00%
Blacksburg Partnership (BBurg Broadband)	5,000.00	0.00	5,000.00	0.00	100.00%
Deferred Revenue (BBurg Broadband)	30,000.00	0.00	34,440.25	-4,440.25	114.80%
Unprogrammed ARC	24,936.00	0.00	0.00	24,936.00	0.00%
<b>Revenues</b>	<b>1,579,670.24</b>	<b>123,849.04</b>	<b>1,311,062.08</b>	<b>268,608.16</b>	<b>83.00%</b>
<b>Expenses</b>					
Salaries	802,152.00	69,665.77	693,814.88	108,337.12	86.49%
Fringe Benefits	269,609.00	23,162.58	233,936.94	35,672.06	86.77%
Travel	61,193.00	5,447.71	39,567.10	21,625.90	64.66%
Office Space	64,254.00	4,158.09	44,967.42	19,286.58	69.98%
Telephone/Communications	14,405.00	1,552.40	14,071.79	333.21	97.69%
Office Supplies	26,815.00	1,666.44	21,527.18	5,287.82	80.28%
Postage	3,050.00	27.47	1,875.97	1,174.03	61.51%
Printing	3,850.00	0.00	3,487.86	362.14	90.59%
Copies & Copier Maintenance	3,400.00	415.22	3,329.74	70.26	97.93%
Media Ad	1,900.00	0.00	1,357.62	542.38	71.45%
Equipment Rent	7,500.00	476.71	4,666.55	2,833.45	62.22%
Vehicle Maintenance	750.00	940.23	2,658.53	-1,908.53	354.47%
Vehicle Fuel	3,000.00	114.19	1,358.74	1,641.26	45.29%
Dues/Publications	11,325.00	0.00	11,352.00	-27.00	100.24%
Training	2,025.00	150.00	2,397.00	-372.00	118.37%
Insurance	4,300.00	0.00	4,017.00	283.00	93.42%
Meeting Expense	11,875.00	1,420.32	10,322.10	1,552.90	86.92%
Capital Outlay (Vehicle/Equipment)	5,000.00	0.00	11,680.35	-6,680.35	233.61%
Contractual Services	230,695.00	4,040.24	124,428.57	106,266.43	53.94%
Audit Fee	7,750.00	0.00	8,000.00	-250.00	103.23%
Miscellaneous	77,472.00	2,760.33	33,345.75	44,126.25	43.04%
<b>Expenses</b>	<b>1,612,320.00</b>	<b>115,997.70</b>	<b>1,272,163.09</b>	<b>340,156.91</b>	<b>78.90%</b>
<b>Agency Balance</b>	<b>-32,649.76</b>	<b>7,851.34</b>	<b>38,898.99</b>		

**New River Valley Regional Commission**  
**Balance Sheet**  
**Period From : 07/01/15 to 4/30/16**

**Assets:**

Operating Account	575,562.86
Reserve Funds - MMA	84,612.03
Accounts Receivable	216,943.66
<b>Total Assets:</b>	<b><u><u>\$877,118.55</u></u></b>

**Liabilities:**

AFLAC EmpWH After-Tax	-0.01
Accrued Annual Leave	55,268.36
Accrued Unemployment	19,698.23
<b>Total Liabilities:</b>	<b><u><u>\$74,966.58</u></u></b>

**Projects**

Net Projects	-2,655.27
Current Year Unrestricted	76,830.47
Unrestricted Net Assets	720,092.94
<b>Total Projects</b>	<b><u><u>\$794,268.14</u></u></b>
<b>Total Liabilities and Projects</b>	<b><u><u>\$869,234.72</u></u></b>

**Net Difference to be Reconciled** **\$7,883.83**

**Total Adjustment** **\$7,883.83**

**Unreconciled Balance** **\$0.00**



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

[NRVRC.ORG](http://NRVRC.ORG)

## COMMONWEALTH INTERGOVERNMENTAL REVIEW MEMORANDUM

TO: NRVRC Board Members

FROM: Kevin R. Byrd, Executive Director

AGENDA ITEM: III. Intergovernmental Review Process, C. Environmental Project Review, Item # 1

---

CIRP Review

May 19, 2016

---

PROJECT: **[16-11]-VADEQ 2016-2018 Building Capacity for Protection of Wetland Resources in Virginia-Track One VA160429-02200400400**

SUBMITTED BY: Department of Environmental Quality

PROJECT DESCRIPTION: The Virginia Department of Environmental is requesting comments on the grant application for Federal funding.

PROJECT SENT FOR REVIEW TO: Commission Board Members

---

Strengthening the Region through Collaboration

---

### Counties

Floyd | Giles  
Montgomery | Pulaski

City  
Radford

### Towns

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

### Universities

Virginia Tech  
Radford University





# COMMONWEALTH of VIRGINIA

## DEPARTMENT OF ENVIRONMENTAL QUALITY

Street address: 629 East Main Street, Richmond, Virginia 23219

Mailing address: P.O. Box 1105, Richmond, Virginia 23218

[www.deq.virginia.gov](http://www.deq.virginia.gov)

Molly Joseph Ward  
Secretary of Natural Resources

David K. Paylor  
Director

(804) 698-4000  
1-800-592-5482

### MEMORANDUM:

TO: Planning District Commissions

FROM: Patty W. Walsh *Patty W Walsh*  
Grants Administrative Manager

DATE: April 25, 2016

SUBJECT: Intergovernmental Review

Attached is a Department of Environmental Quality grant application for Federal funding assistance being submitted to you for intergovernmental review pursuant to Executive Order 12372.

### **[16-11] – VADEQ 2016-2018 Building Capacity for Protection of Wetland Resources in Virginia – Track One (60 days review)**

The intergovernmental review process requires that comments on the above application be received by **June 24, 2016**. If comments are not received before then, we will assume that you have elected to waive comment. Additional information regarding the enclosed application may be provided upon request. If you require additional time to provide comments, please inform in writing prior to that date.

Thank you for your assistance. You may contact me at (804) 698-4173 or [patty.walsh@deq.virginia.gov](mailto:patty.walsh@deq.virginia.gov) with any questions.

**BUILDING CAPACITY FOR PROTECTION OF  
WETLAND RESOURCES IN VIRGINIA  
TRACK ONE**

FOR THE PERIOD OCTOBER 1, 2016 - SEPTEMBER 30, 2018

FEDERAL GRANT PROGRAM:

Regional Wetland Program Development Grants – Awards funded under this EPA grant will support *Goal 2: Protecting America's Waters, Objective 2.2: Protect and Restore Watersheds and Aquatic Ecosystems, Increase Wetlands* of the EPA Strategic Plan.

PURPOSE OF PROPOSAL:

The Commonwealth of Virginia continues to make significant progress in the development of a comprehensive nontidal wetland regulatory program; refinement of our permitting/compliance database to track impacts, compliance, and compensation by watershed; and continued refinement of our wetland monitoring and assessment tools for use in management decision-making and integration within our water quality programs. This project focuses on development of strategies and to extend outreach to improve understanding and protection of high ecological value aquatic resources such as headwater resources and wetlands that may provide added value in improving impaired waters in Virginia. Project activities will specifically address three of the priority elements in Virginia's approved state wetlands plan. First, it will extend the current online Virginia Wetlands Condition Assessment Tool (WetCAT) to include data from the US Army Corps of Engineers ORM database, a modification specifically requested by various user groups, and will upgrade WetCAT to the Java Script platform. Second, the project will provide reports for projects that impact high value aquatic resources, coordinate between aquatic stream biologists and wetland staff in wetland and stream surveys. Third, the project will provide continued landuse/wetland calibration for wetland condition models. The WetCAT online tool is available for use by agency personnel and the general public <http://www.deq.virginia.gov/Programs/Water/WetlandsStreams/MonitoringAssessmentStrategy.aspx>. In addition, new outreach strategies will be developed targeting local government decision makers and the public. The goal is to have the project outputs facilitate coordination across all levels of government, educate the public, and provide protection for high ecological value aquatic resources.

**BUILDING CAPACITY FOR PROTECTION OF  
WETLAND RESOURCES IN VIRGINIA**

**TRACK ONE**

**Abstract/project summary**

The Commonwealth of Virginia continues to make significant progress in the development of a comprehensive nontidal wetland regulatory program; refinement of our permitting/compliance database to track impacts, compliance, and compensation by watershed; and continued refinement of our wetland monitoring and assessment tools for use in management decision-making and integration within our water quality programs. This project focuses on development of strategies and to extend outreach to improve understanding and protection of high ecological value aquatic resources such as headwater resources and wetlands that may provide added value in improving impaired waters in Virginia. Project activities will specifically address three of the priority elements in Virginia's approved state wetlands plan. First, it will extend the current online Virginia Wetlands Condition Assessment Tool (WetCAT) to include data from the US Army Corps of Engineers ORM database, a modification specifically requested by various user groups, and will upgrade WetCAT to the Java Script platform. Second, the project will provide reports for projects that impact high value aquatic resources, coordinate between aquatic stream biologists and wetland staff in wetland and stream surveys. Third, the project will provide continued landuse/wetland calibration for wetland condition models. The WetCAT online tool is available for use by agency personnel and the general public <http://www.deq.virginia.gov/Programs/Water/WetlandsStreams/MonitoringAssessmentStrategy.aspx>. In addition, new outreach strategies will be developed targeting local government decision makers and the public. The goal is to have the project outputs facilitate coordination across all levels of government, educate the public, and provide protection for high ecological value aquatic resources.



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

[NRVRC.ORG](http://NRVRC.ORG)

## COMMONWEALTH INTERGOVERNMENTAL REVIEW MEMORANDUM

TO: NRVRC Board Members

FROM: Kevin R. Byrd, Executive Director

AGENDA ITEM: III. Intergovernmental Review Process, C. Environmental Project Review, Item # 2

---

CIRP Review

May 19, 2016

---

PROJECT: **[16-16] - VADEQ Pollution Prevention Outreach  
VA160512-02300400400**

SUBMITTED BY: Department of Environmental Quality

PROJECT DESCRIPTION: The Virginia Department of Environmental is requesting comments on the grant pre-application for Federal funding.

PROJECT SENT FOR REVIEW TO: Commission Board Members

---

Strengthening the Region through Collaboration

---

### Counties

Floyd | Giles  
Montgomery | Pulaski

### City

Radford

### Towns

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

### Universities

Virginia Tech  
Radford University



# COMMONWEALTH of VIRGINIA

DEPARTMENT OF ENVIRONMENTAL QUALITY  
Street address: 629 East Main Street, Richmond, Virginia 23219  
Mailing address: P.O. Box 1105, Richmond, Virginia 23218  
Fax: 804-698-4019 - TDD (804) 698-4021  
www.deq.virginia.gov

Molly Joseph Ward  
Secretary of Natural Resources

David K. Paylor  
Director

(804) 698-4020  
1-800-592-5482

## MEMORANDUM:

TO: Planning District Commissions

FROM: Patty W. Walsh  
Grants Administrative Manager

A handwritten signature in cursive script that reads "Patty Walsh".

DATE: May 11, 2016

SUBJECT: Intergovernmental Review

Enclosed is a Department of Environmental Quality grant pre-application for Federal funding assistance being submitted to you for intergovernmental review pursuant to Executive Order 12372.

### **[16-16] – VADEQ Pollution Prevention Outreach**

The intergovernmental review process requires that comments on the above application be received August 10, 2016. If comments are not received before then, we will assume that you have elected to waive comment. Additional information regarding the enclosed application may be provided upon request. If you require additional time to provide comments, please inform in writing prior to that date.

Thank you for your assistance. You may contact me at (804) 698-4173 or [patty.walsh@deq.virginia.gov](mailto:patty.walsh@deq.virginia.gov) with any questions.

Department of Environmental Quality  
Summary of Proposed Assistance Application

**PRE-PROPOSAL FOR POLLUTION PREVENTION GRANT PROGRAM**  
**PERIOD OCTOBER 1, 2016 – SEPTEMBER 30, 2018**

**FEDERAL GRANT PROGRAM:** Pollution Prevention Grants Program. Funds are awarded to states to support pollution prevention programs that reduce or eliminate the creation of pollutants through increased efficiency in the use of raw materials, energy, water, or other resources; or the protection of natural resources using conservation methods. Awards are intended to build and support approaches to institutionalize multimedia pollution prevention as environmental management, conducting outreach, and collecting and analyzing data. CFDA: 66.708

**PURPOSE OF PROPOSAL:** The proposed projects will expand and enhance outreach through DEQ's current pollution prevention programs, the Virginia Environmental Excellence Program and the Virginia Green tourism program, and document successes through recognition programs.

**FUNDING REQUEST:** Federal funds requested total \$48,000 for the two-year period of October 1, 2016 to September 30, 2018. The requested funds are divided over the period with \$8,000 requested for FY 2016 and \$40,000 requested for FY 2017. Federal funds require an equivalent state match of \$48,000, divided over the period with \$8,000 for FY 2016 and \$40,000 for FY 2017. The resulting project total cost is \$96,000. Federal funds will support **0.02** FTEs in FY 2016 and **0.29** FTEs in FY 2017 with a corresponding state match of **0.02** FTEs in FY 2016 and **0.29** FTEs in FY 2017.

**ANTICIPATED RESULTS:** This proposal will provide funding for state pollution prevention initiatives through continued support Virginia's pollution prevention programs: Virginia Environmental Excellence Program, the Governor's Environmental Excellence Awards, and the Virginia Green tourism program.

**PROJECT MANAGER:** Meghann J. Quinn Phone: 804 698-4021



## Proposal Narrative

### THRESHOLD PROGRAM REQUIREMENTS

#### 1. Proposal complies with all P2 grant program elements and requirements.

- **Statutory Authority Criteria/Technical Assistance Criteria:** This proposal meets the criteria outlined in the Pollution Prevention Act and in EPA's P2 regulations in that the activities included in it: (1) will make technical assistance available to businesses seeking information about source reduction opportunities (the primary focus of the grant); (2) will target assistance to businesses for whom lack of information is an impediment (most Virginia Green (VG) members are small businesses; many Virginia Environmental Excellence Program (VEEP) members need ongoing information and assistance to support their efforts to continually improve in the areas of P2 and maintain their environmental management system); and, (3) will provide training in source reduction techniques (the primary focus of the grant with an emphasis on using environmental management systems to reduce pollutants and increase efficiency to those without access and increasing availability of technical assistance).
- **Pollution Prevention:** This proposal focuses on pollution prevention as a method of source reduction.
- **Expected Environmental Outcomes And Outputs:** Qualitative and quantitative estimates of expected outcomes and outputs of P2 grant projects activities and a plan for tracking and measuring progress are described for each project included in this proposal and details are included in Tables A and B. Outcomes will be documented at the facility level.
- **Linkage to EPA's Strategic Plan:** The projects included in this proposal align with Goal 4, Objective 4.2 of EPA's FY 2014-2018 Strategic Plan, which targets reductions in hazardous materials use, carbon dioxide equivalent emissions, water use, and costs, while increasing the use of safer chemicals. Consistent with the plan, the projects included are all aimed at protecting and conserving natural resources through the promotion of P2 and adoption of stewardship practices by business, government, and industry. Specific outreach will be done to engage food manufacturers by using DEQ's database of permitted facilities to identify food manufacturers. Program materials will stress the importance of greenhouse gas reductions/energy efficiency and the use of safe chemicals.
- **Engaging Partners:** DEQ has active partnerships with the U.S. Department of Defense, the Rivanna Environmental Management System Alliance, the Virginia Green Partnership (DEQ, the Virginia Tourism Corporation, and the Virginia Restaurant, Lodging & Travel Association), the Virginia Green Travel Alliance, Keep Virginia Beautiful, and the Manufacturing Technology Center at Wytheville Community College, among others. Letters of support are attached from the latter three.

DEQ is also a member of the National Pollution Prevention Roundtable and reports its results to the P2 Results Database annually. DEQ annually shares P2 results with the Environmental Sustainability Resource (P2Rx) Center, which is promoted as a resource. In addition, DEQ works with the Virginia Municipal League, the Virginia Manufacturing Association and the P2Rx network. DEQ's Office of Pollution Prevention also works with other Offices within DEQ, such as participating on the Policy Team of the Virginia Coastal Resource Management Program.

#### 2. Proposal meets applicant eligibility requirements and funding period.

- As a state agency, the Virginia Department of Environmental Quality is eligible to be awarded a grant by EPA.
- The proposed project is for a two-year grant. See the attached 2 year budget. Note that the majority of the funding being requested is for Year 2 (Oct. 2017 – Sep. 2018) of the budget since DEQ already has grant funding through the 2 year grant for Oct 2015 – Sep. 2017 under the FY15 P2 funding opportunity.

- As required under Section 6605(c) of the PPA, the proposed budget includes a 50 percent match.
  - P2 grant funds will be included in the PPG and will be implemented as part of the PPG agreement.
3. **Consideration of National Emphasis Areas:** DEQ's proposal contributes to EPA's national goals. Below, the proposal's project areas, which are explained in detail in other sections of this proposal, are listed along with the national goals either directly or indirectly impacted.
- **Project 1: Environmental Excellence Program Workshop:** The workshop will offer a session for food manufacturers. Specific outreach and incentives will be developed to encourage food manufacturers to attend. In addition, sessions will be developed that highlight greenhouse gas reductions/energy efficiency and hazardous materials source reduction, like the Safer Choice program.
  - **Project 2: Virginia Environmental Excellence Program (VEEP) Development Series:** Special focus will be given to targets and objectives that relate to energy efficiency as a way to reduce greenhouse gas emissions. In addition, targeted promotion of the webinars will be done to food manufacturers.
  - **Project 3: Virginia Green Tourism Program Outreach and Technical Assistance:** Outreach to Virginia Green members encourages energy efficiency and the use of safe chemicals/reduction of hazardous chemicals.
  - **Project 4: Governor's Environmental Excellence Awards and Virginia Green Travel Star Recognition Programs:** These awards programs encourage Virginia companies to reduce greenhouse gas emissions and hazardous material usage. Targeted promotion of the application for the Governor's Awards will be done to food manufacturers.

**PROGRAMMATIC CAPABILITY** The primary areas of focus of this proposal are grounded in source reduction or resource efficiency as opposed to recycling, treatment, or disposal. All of the projects have a multimedia focus. The various P2 techniques to be employed will reduce environmental releases, reduce public health and environmental hazards, increase business efficiency, and protect natural resources through conservation.

a. Skills in successful completion of proposal activities:

*Organizational Experience:* DEQ's Office of Pollution Prevention (OPP) has been promoting multimedia pollution prevention since 1990. DEQ has undertaken many successful pollution prevention projects and initiatives over the years, including an intensive on-site technical assistance program, a project to integrate pollution prevention concepts within DEQ, and a state agency outreach initiative, among others. Currently, the Office is actively involved with the following programs: energy conservation, VEEP, the Governor's Environmental Excellence Awards (GEEA), Virginia Green, the National Pollution Prevention Roundtable, the Stewardship Action Council, and the two Virginia E3 partnership projects. OPP offers P2 site visits to Virginia facilities.

Staff P2 expertise, as well as strong management support, have been critical to the program's success over the years and will be important for the initiatives included in this proposal. DEQ submits its results to P2Rx via the National Pollution Prevention Results Data System and, in addition, reports quantified results to EPA Region 3 as part of its grant reporting process.

*Staff qualifications:* Key personnel who will be working on the tasks outlined in this proposal are the following individuals:

Sharon Baxter, Director of the Division of Environmental Enhancement: Ms. Baxter has been involved in the oversight of a number of programs, including the VEEP, VG, Governor's Environmental Excellence Awards (GEEA), energy efficiency and conservation, and Resource Conservation Challenge activities. Ms. Baxter, who has an undergraduate degree in public policy from the University of

Delaware and a graduate degree in environmental planning from the University of Virginia, has served as a Board member of the National Pollution Prevention Roundtable.

Meghann Quinn, Manager of the Office of Pollution Prevention (OPP) (Grant Manager): Ms. Quinn has been involved in environmental management system development and P2 efforts since 2007. She has experience implementing EMS's, working with a variety of entities including local governments, small manufacturers, and Fortune 500 companies, and implementing voluntary P2 programs. She has worked with VEEP, VG, GEEA, and the Virginia Information Source for Energy (VISE) and is serving as a Board member for the National Pollution Prevention Roundtable. Ms. Quinn, who has an undergraduate degree in environmental science from the University of Mary Washington and a graduate degree in environmental studies from Virginia Commonwealth University, will be responsible for overall grant management.

Morgan Goodman, P2 Specialist: Ms. Goodman joined OPP in April 2013 and is a part of the VEEP implementation team, conducting application reviews, taking part in facility site visits, and providing assistance to VEEP members. In addition to her work with VEEP, Ms. Goodman also coordinated the recent OPP Pollution Prevention Case Study project and has spearheaded the renewal of DEQ's internal Environmental Management System (EMS). Ms. Goodman has a Bachelor of Science in Marine Biology from Roger Williams University and a Master of Arts in Environmental Resource Policy from the George Washington University.

Keith Boisvert, P2 Specialist: Mr. Boisvert has been with OPP since early 1999. In that time he has been involved with many P2 efforts. He coordinated programs like State Agency Pollution Prevention, Businesses for the Bay, and EPA's National Partnership for Environmental Priorities. He was the Virginia Electronic Recycling Coordinator and developed the Virginia Information Source for Energy (VISE) website. He is also a key member of the VEEP implementation team and is the lead on most facility reviews and site visits. Mr. Boisvert has an undergraduate degree in Natural Science from Worcester State College and an M.S. in Biology from the University of Richmond.

*Use of Funding*: DEQ will efficiently use funding to complete tasks. The OPP has implemented a business improvement plan to ensure the efficient use of time and funding. Internal procedures are periodically reviewed to ensure processes are efficient. DEQ has undergone a lean process and VEEP was recently incorporated into the main DEQ database to increase communication across the agency.

b. Approach, Procedure, and Controls for Timely and Efficient Use of Grant Funds: DEQ uses the Oracle Time and Labor (OTL) timekeeping system as the basis for accounting and leave transactions. OTL project/task code combinations identify specific funding mechanisms and specific activities to enable DEQ's Office of Financial Management to properly charge the cost of DEQ staff effort to the appropriate grant. Personnel, fringe benefit and indirect costs related to grants are reconciled with OTL on a quarterly basis and then charged to individual grants.

## PAST PERFORMANCE

2. Experience Managing Grants: OPP has received and managed grant funds from EPA for multimedia P2 activities since the late 1980s (the Department of Waste Management, one of DEQ's predecessor agencies, received a multimedia P2 in 1988 to work with colleagues from the then separate State Water Control Board and State Air Pollution Control Board). For the last several years, DEQ's P2 grant has been a component of the agency's overall Performance Partnership Grant (PPG).
- a. Experience Meeting Reporting Requirements: OPP has submitted all required mid-year and final grant reports on time under previous grant agreements. Reports are submitted via the agency PPG mid-year

and end-of-year reports. In addition, results are submitted directly to the Region 3 P2 Office and the P2 Results database.

- b. Experience Reporting Expected Results: Examples of recent federally grant-funded projects completed on time with reports submitted to P2Rx and EPA as required and within budget by the OPP are:
- i. FY2012-2014 P2 Enhancement Grant: OPP received funding to expand and enhance two of the agency's current pollution prevent programs, VEEP and the E3 initiatives underway within the Commonwealth. All grant requirements were met or exceeded and completed and reported on as required. All financial management requirements were met. (10/1/12 – 9/30/14)
  - ii. FY2013-2015 P2 Grant (Part of DEQ's current PPG): Outputs included development of stormwater resources and P2 case studies, which continue to serve as a resource. Outcomes included facility level data. Grant requirements were met and results were submitted on-time. (10/1/13 – 9/30/2015)
  - iii. FY2015-2017 P2 Grant (Part of DEQ's current PPG): This project is currently underway. Results to-date include facility level outcomes and project summaries to serve as a resource. The projects are on track to meet grant requirements.

## Proposal Strategy

---

### **Project 1: Environmental Excellence Program Workshop**

Timeline: Budget Year 1 (Oct. 2016 – Sep. 2017)

---

Conferences hosted by OPP have been well attended and received positive feedback. OPP will organize and host a multi-day workshop to provide training and promote source reduction. Based on previous events, DEQ expects 75 attendees, who will be able to choose from concurrent sessions. Allowing participants to attend sessions specific to their needs will increase the likelihood of participants creating behavior changes based on workshop content. The face-to-face event will provide a networking opportunity to encourage attendees to share and learn from peers. Based on past events, attendees from manufacturers, government, non-profits, and consultants are expected. Attendees are expected to represent entities outside of Virginia and non-VEEP members, in addition to VEEP members, GEEA winners, and VG participants.

### **Environmental and/or Human Health Concerns under National Emphasis Areas**

The conference will have sessions that align with the NEAs, including a session covering P2 projects for food manufacturers. A concerted effort will be made to ensure the attendance of food manufacturers, including a discounted fee (if any fee). In addition, other sessions will highlight P2 projects climate change mitigation and hazardous materials source reduction. A speaker will be invited to discuss EPA's Safer Choice program.

### **Environmental Results and Measurements**

The conference is expected to motivate attendees through the spread of information. Workshop materials will be posted online and available during and after the grant period. Outcomes will be reported at the facility level using data from the VEEP annual reports for VEEP members and conference follow up for non-VEEP members. See Table A and B for additional information on outputs and outcomes. Expected results are based on previous experience with VEEP annual reporting. Data will come from applicants submitted as changes due to the program or project.

### **Partnership**



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

N R V R C . O R G

## COMMONWEALTH INTERGOVERNMENTAL REVIEW MEMORANDUM

TO: NRVRC Board Members

FROM: Kevin R. Byrd, Executive Director

AGENDA ITEM: III. Intergovernmental Review Process, C. Environmental Project Review, Item # 3

---

CIRP Review

May 19, 2016

---

PROJECT: **Revision of 1991 Guidelines of Minimum Requirements for Transmission Line Applications  
DEQ #16-117S**

SUBMITTED BY: Department of Environmental Quality

PROJECT DESCRIPTION: The Virginia Department of Environmental is requesting comments on the SCC's revisions to the 1991 guidelines for transmission line applications.

PROJECT SENT FOR REVIEW TO: Commission Board Members

A redlined version of the 1991 SCC guidelines can be found at:  
<http://nrvc.org/wp-content/uploads/2015/07/RedlineSCCchanges.pdf>

---

Strengthening the Region through Collaboration

---

### Counties

Floyd | Giles  
Montgomery | Pulaski

City  
Radford

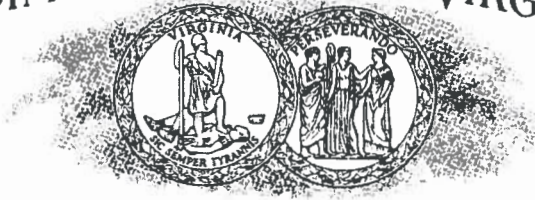
### Towns

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

### Universities

Virginia Tech  
Radford University

# COMMONWEALTH OF VIRGINIA



William F. Stephens  
Director  
(804) 371-9611  
FAX (804) 371-9350

PO Box 1197  
Richmond, Virginia 23218-1197

## STATE CORPORATION COMMISSION

### Division of Energy Regulation

May 10, 2016

RECEIVED

MAY 11 2016

EQ-Office of Environmental  
Impact Review

Bettina Sullivan, Manager  
Environmental Impact Review and Long Range Priorities Program  
Department of Environmental Quality  
P. O. Box 1105  
Richmond, VA 23218

Dear Ms. Sullivan:

The Staff of the State Corporation Commission is revising its 1991 *Guidelines of Minimum Requirements for Transmission Line Applications* filed under Title 56 of the Code of Virginia ("Guidelines"). The purpose of the revisions is to incorporate changes to the Code of Virginia and federal siting guidelines, add information not included in the Guidelines that the Staff has been requesting via interrogatories and data requests in the course of its review of transmission line applications, and otherwise provide necessary clarifications to the Guidelines. In addition, the Staff is using this process as a means to implement the Commission's directive in SCC Case No. PUE-2015-00109<sup>1</sup> to develop key attributes that would necessitate the filing of applications for overhead transmission lines not capable of operating at 138 kV or greater, other than ordinary extensions or improvements in the usual course of business.

---

<sup>1</sup> Petition of William C. Barnhardt, For a declaratory judgment and injunctive relief. Case No. PUE-2015-00109, Doc. Con. Cen. No. 151220237, Final Order (Dec. 11, 2015).



As part of our revision process, we invite you to offer your views and suggestions on the attached proposed Guidelines. In addition to your comments on the Guidelines, please provide any suggestions you have on how we should proceed with the process of revising the Guidelines (*i.e.* further opportunity for written comments, work groups, etc.). Please provide your comments to me no later than June 3, 2016.

Very truly yours,

A handwritten signature in black ink, appearing to read 'T. R. Faherty', with a long horizontal flourish extending to the right.

Timothy R. Faherty, Deputy Director



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

N R V R C . O R G

**May 26, 2016**

## **Executive Director's Report**

### **Economic Development:**

- Virginia Main Street program is hosting their Downtowns Intersection conference July 11-13 in Staunton. The NRV has access to 10 complimentary registrations plus lodging (travel and meals not included) due to our work with the LEAD program and ReNew the New expansion. First priority should be communities working on downtown revitalization. We will send more information out to local government managers soon about taking advantage of this opportunity.

### **Transportation:**

- A funding decision regarding the next phase of activity for NRV Passenger Rail, a Rail Modeling Study, should be announced at the June 13-14 Commonwealth Transportation Board meeting in Richmond. The NRV Passenger Rail Steering Committee is looking to schedule a regional meeting in late June to discuss next steps in the project.
- Communities considering submitting transportation projects for 2016 House Bill 2 prioritization should begin working on applications. The Commission staff can assist, please let me know if there is a need. VDOT will more than likely not accept projects in 2017 as they will shift to a two-year application cycle.

### **Regional:**

- NRV Mayors and County Chairs bi-annual meeting is scheduled for June 20<sup>th</sup>.
- Commission continues to coordinate quarterly local government managers meetings. The group meets at the New River Community College Mall Site in Christiansburg for informal discussions on local trends and upcoming regional opportunities.
- Building Collaborative Communities Regional Tourism project is advancing. James Jones, a recent VT graduate, was brought on part-time to support this project following an independent study semester working with the Commission on developing a data dashboard. James will be sharing online collaboration platforms with the DMO staff at their next meeting on June 2<sup>nd</sup>. Following a decision on the platform to use, the project will shift into evaluating local tourism plans for intersecting markets and evaluating models of collaboration.
- ReNew the New Steering Committee will meet on May 31<sup>st</sup> to discuss details heading into the August 27<sup>th</sup> clean up event. The LEAD program identified funding for some event expenses and sponsorships are starting to come in following the April luncheon.

### **Commission:**

- Annual dinner attendance total was 112. Draper Merc was terrific host for the event. Their expertise in events allowed our staff to focus on many other details. Received positive comments regarding the format (1.5 hours social with a brief program).



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

[NRVRC.ORG](http://NRVRC.ORG)

## MEMORANDUM

**To: NRVRC Board Members**  
**From: Kevin R. Byrd, Executive Director**  
**Date: May 19, 2016**  
**Re: Proposed FY17 Budget**

---

Each spring the Commission staff prepares a proposed budget for the Commission to review and adopt for the upcoming fiscal year. I am pleased to submit the enclosed budget for FY17 with significant contributions from staff. The process was led by Janet McNew, Director of Finance and Personnel, and Elijah Sharp, Director of Planning and Programs. All staff worked with Janet and Elijah to determine anticipated revenue as well as projected expenses. Highlights of the revised budget follow.

The overall budget for FY17 is projected to be \$1,654,966 and all expenses are programmed with current year anticipated revenues. A limited amount of revenue remains to be programmed (\$3,713.15). The FY17 budget represents a \$45,477 increase from the overall FY16 budget due to increased local projects. The state and federal programs such as VDOT Rural Transportation Planning, US Economic Development Administration, and Appalachian Regional Commission are projected to remain level funding.

Staffing costs increased from FY16 to FY17 approximately \$75,000 with the addition of a full-time regional planner position attributed to volume of work identified in FY17 as well as part-time staffing capacity with Workforce Development. The staffing costs also include health insurance increases and modest salary adjustments for staff of the Commission. The Workforce Development portion of the budget includes salary adjustments approved by their board on May 18<sup>th</sup>.

The FY17 budget includes a 2% increase in health insurance cost, which was less than the previous year increase of 10%. In order to decrease fringe benefit costs paid by the Commission, staff changed health insurance coverage to a plan with a \$250 deductible two years ago and introduced a two-tier dental plan last year. The Commission covers basic dental and the employee pays the difference for comprehensive coverage.

The FY17 budget introduces a Project/Program Development travel budget of \$2,000 for staff to learn about program opportunities they can bring back to the region. This is a staff-led initiative from our internal strategic planning process over the past year where identified a need to learn about areas outside of our restricted program categories in order to bring new ideas to the region.

---

### Strengthening the Region through Collaboration

---

#### Counties

Floyd | Giles  
Montgomery | Pulaski  
**City**  
Radford

#### Towns

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

#### Universities

Virginia Tech  
Radford University

A substantial amount of the projects for FY17 are attributed to technical assistance for our members and projects with the New River Valley Metropolitan Planning Organization. Relationships with our members and partner organizations such as the MPO are critical to the financial viability of the Commission.

Commission finances are dynamic, meaning the projected revenue may change considerably throughout the course of twelve months depending upon the requests of local governments, state initiatives and federal grant opportunities. Attached to this memo is the Anticipated Revenue and the Agencywide Budget by program category which contains line item listing of expenditures.

**New River Valley Regional Commission  
Anticipated Revenue Fiscal Year 2017**

<b>Member Assessment</b>	
Floyd County	\$19,161.66
Town of Floyd	\$548.25
Giles County	\$15,089.13
Pearisburg	\$3,593.94
Narrows	\$2,617.41
Rich Creek	\$998.46
Pulaski County	\$29,995.08
Town of Pulaski	\$11,720.94
Montgomery County	\$39,642.99
Blacksburg	\$43,611.03
Christiansburg	\$27,142.89
City of Radford	\$17,296.32
Radford University	\$3,870.00
Virginia Tech	\$11,368.77
<b>Assessments Total</b>	<b>\$226,656.87</b>
<b>State Grants</b>	
Dept of Housing and Community Development	\$75,971.00
Dept of Transportation	\$58,000.00
Workforce Development Area	\$536,400.81
<b>Total State Grants</b>	<b>\$670,371.81</b>
<b>Federal Grants</b>	
EDA	\$70,000.00
ARC July 16-Dec 16	\$34,801.50
ARC Jan 17-June 17	\$34,218.00
<b>Total Federal Grants</b>	<b>\$139,019.50</b>
<b>Project Revenue</b>	
HOME	\$13,000.00
Giles Co River Center Action Plan (POWER)	\$45,000.00
Workforce Development Area Fiscal Agent	\$60,000.00
ARC Prices Fork	\$20,000.00
Building Collaborative Communities	\$25,000.00
DEQ New River Watershed Roundtable	\$6,750.00
DEQ Hazard Mitigation Plan Update	\$45,000.00
GO Virginia	\$25,000.00
Montgomery Co Auburn Safe Routes	\$4,500.00
Montgomery Co Belview Safe Routes	\$4,500.00
MPO Freight Study Update	\$20,000.00
Narrows/Pembroke CDBG Planning Grant	\$11,200.00
New River Health District Mapping	\$25,000.00
Outdoor Expo NRV	\$10,000.00
RideSolutions	\$33,680.00
Rich Creek T-21 Phase III Contract Admin	\$5,000.00
VCI Prices Fork	\$30,000.00
VDOT Rocky Knob Grant Admin	\$110,000.00
Blacksburg Broadband (VT/BBurg/BBurg Ptshp)	\$10,000.00
Pulaski Co Adult Day Care Extension	\$15,500.00
Pulaski Co Sewerage Authority	\$2,000.00
Rich Creek T-21 Phase IIIB Grant Application	\$1,500.00
SWVA Solid Waste Managers Association	\$2,000.00
Virginia's First	\$25,000.00
ARC Matched Projects:	
Floyd Town Park Master Plan	\$1,250.00
Giles Co Comp Plan	\$10,000.00
Montgomery Co SW Outfall	\$10,000.00
Montgomery Co Prices Fork Village	\$5,000.00
Rich Creek Comp Plan	\$2,500.00
Town of Pulaski Zoning Ordinance	\$5,000.00
Floyd Co AG	\$6,750.00
Pulaski Co Parks & Rec Plan	\$7,500.00
MPO Pulaski Area Transit Bus Study	\$10,000.00
MPO Radford Transit Bus Study	\$15,000.00
<b>Project Total</b>	<b>\$622,630.00</b>
<b>Sub Total Anticipated Revenue</b>	<b>\$1,658,678.18</b>
<b>Matching/Cash Obligations Unbudgeted</b>	<b>(\$3,712.15)</b>
<b>Total Agency Revenue</b>	<b>\$1,654,966.03</b>
<b>Indirect Costs (paid by projects)</b>	
Common Costs	\$106,526.55
Management and General Costs	\$115,309.35
<b>Indirect Total</b>	<b>\$221,835.90</b>
<b>Total Agency Budget</b>	<b>\$1,654,966.03</b>

**New River Valley Regional Commission**  
**July 1, 2016 through June 30, 2017**  
**Agencywide Budget**

	Housing Total	Trans Total	Planning/Grant Admin Total	Workforce Total	Development Total	Other Total	ARC 16-17 Total	Total Direct (AW)	Common	M&G	Total Agency
Salary	16,000	76,325	72,525	279,008	196,487	63,650	80,020	784,015	15,500	84,700	884,215
Fringe	4,994	23,501	22,293	84,031	61,004	19,865	24,498	240,185	4,838	24,359	269,382
<b>Total Salaries &amp; Fringe</b>	<b>20,994</b>	<b>99,826</b>	<b>94,818</b>	<b>363,039</b>	<b>257,491</b>	<b>83,515</b>	<b>104,518</b>	<b>1,024,200</b>	<b>20,338</b>	<b>109,059</b>	<b>1,153,597</b>
Travel	300	5,850	4,500	31,000	15,150	300	600	57,700	1,000	6,100	64,800
Office Space	-	-	-	36,000	-	-	-	36,000	28,354	-	64,354
Telephone/Communications	-	-	-	6,500	100	-	-	6,600	7,575	-	14,175
Office Supplies	50	350	-	6,000	10,815	-	-	17,215	8,500	-	25,715
Postage	-	17	800	250	50	-	-	1,117	2,500	-	3,617
Printing	-	-	6,000	1,000	-	-	-	7,000	3,750	-	10,750
Copies & Copier Maintenance	-	-	2,000	1,650	-	-	-	3,650	2,750	-	6,400
Media Advertising	-	-	3,000	1,000	250	-	-	4,250	250	-	4,500
Equipment Rent - Copier	-	-	-	1,500	-	-	-	1,500	4,219	-	5,719
Equipment Maintenance-Vehicles/Copier	-	-	-	-	-	-	-	-	2,000	-	2,000
Dues/Publications	-	1,500	-	500	2,400	-	-	4,400	8,281	-	12,681
Training - Staff Development	-	-	-	500	5,375	-	-	5,875	-	150	6,025
Meeting Costs	-	200	-	5,000	5,100	-	-	10,300	1,500	-	11,800
Insurance	-	-	-	-	-	-	-	-	4,100	-	4,100
Depreciation	-	-	-	-	-	-	-	-	-	-	-
Equipment / Vehicle Fuel	-	-	-	5,000	3,000	-	-	8,000	-	-	8,000
Contractual Service	-	-	107,500	500	47,761	10,000	-	165,761	4,600	-	170,361
Audit Fee	-	-	-	2,740	-	-	-	2,740	5,560	-	8,300
Miscellaneous	-	-	1,000	74,222	1,600	-	-	76,822	1,250	-	78,072
<b>Total Non-Personnel Costs</b>	<b>350</b>	<b>7,917</b>	<b>124,800</b>	<b>173,362</b>	<b>91,601</b>	<b>10,300</b>	<b>600</b>	<b>408,930</b>	<b>86,189</b>	<b>6,250</b>	<b>501,369</b>
<b>Total Personnel &amp; Non-Personnel</b>	<b>21,344</b>	<b>107,743</b>	<b>219,618</b>	<b>536,401</b>	<b>349,092</b>	<b>93,815</b>	<b>105,118</b>	<b>1,433,130</b>	<b>106,527</b>	<b>115,309</b>	<b>1,654,966</b>
Common Costs	2,904	13,807	13,639	-	35,613	11,551	14,455	91,969	-	15,084	-
M&G Costs	4,140	19,688	19,180	-	50,783	16,471	20,612	130,874	-	130,393	-
<b>Total Program Costs</b>	<b>28,388</b>	<b>141,238</b>	<b>252,437</b>	<b>536,401</b>	<b>435,488</b>	<b>121,837</b>	<b>140,185</b>	<b>1,655,973</b>			





## Agenda

June 23, 2016

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

- I. **CALL TO ORDER**
- II. **CONSENT AGENDA**
  - A. Approval of Minutes for May
  - B. [Approval of Treasurer's Report for May](#)
- III. **COMMONWEALTH INTERGOVERNMENTAL REVIEW PROCESS**
  - A. Projects [\(Signed-off by the staff\)](#)
    1. Application to EDA for FY16-17 Planning Assistance
  - B. Regular Project Review  
None
  - C. Environmental Project Review
    1. [Environmental Assessment for the Town of Rich Creek Water Systems Improvements](#)
    2. [Reissuance of VPDES permit, Lhoist North America of Virginia Inc. - Kimballton](#)
- IV. **PUBLIC ADDRESS**
- V. **REVIEW OF MUTUAL CONCERNS AND COMMISSIONERS' REPORTS**
- VI. **CHAIR'S REPORT**
- VII. [EXECUTIVE DIRECTOR'S REPORT](#) (enclosed)
- VIII. **OLD BUSINESS**
- IX. **NEW BUSINESS**
  - A. [Smart Beginnings New River Valley Transition](#)  
Presentation by Delegation  
Commission Discussion
  - B. [Comprehensive Economic Development Strategy \(CEDS\) Project Package and Report](#)  
Commission Action Needed
  - C. [Commission Officers for FY17 – Slate Introduced at May Meeting](#)  
Commission Action Needed
  - D. July Commission Meeting (Historically it is cancelled due to conflict with VAPDC)  
Commission Action Needed

All meeting materials posted on the Commission website [www.nrvrc.org](http://www.nrvrc.org)

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



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

[NRVRC.ORG](http://NRVRC.ORG)

## MEMORANDUM

**To: NRVRC Board Members**  
**From: Janet McNew, Finance Director**  
**Date: June 14, 2016**  
**Re: May 2016 Financial Statements**

---

May 2016 year to date Agencywide Revenue and Expenditures and Balance Sheet are enclosed for your review.

As of month end May 2016 (92% of the fiscal year), overall year to date revenues are 87.09% and expenses are 87.06% of budget. Salary and Fringe, the two largest expense line items, stand at 95.36% and 95.42%, respectively. Salary and Fringe costs are expected to exceed FY16 adopted budget primarily due to the addition of Workforce staff. The Workforce expenses are 100% reimburseable and previously authorized by the state, so there will be no budget impact.

As previously reported, several expense line items exceed anticipated budget. Overages in Copies/Copier Maintenance, Vehicle Maintenance, Training, and Audit not covered by current year revenue will be covered by funds in the operating account. The operating account has funds available since the past seven years funds were contributed beyond current year expenses resulting in growth of the operating account.

Overages in Telephone/Communications, Dues/Publications, Meeting Expense, and Capital Outlay lines are related to the operations of the New River/Mount Rogers Workforce Development Area and will be reimbursed 100%.

The Agencywide Revenue and Expense report compares actual year to date receipts and expenses to the FY15-16 budget adopted by the Commission at the June 25, 2015 meeting. The financial operations of the agency are somewhat fluid as projects may be added and modified throughout the year.

---

Strengthening the Region through Collaboration

---

### Counties

Floyd | Giles  
Montgomery | Pulaski

### City

Radford

### Towns

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

### Universities

Virginia Tech  
Radford University



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

[NRVRC.ORG](http://NRVRC.ORG)

## MEMORANDUM

**To: NRVRC Board Members**  
**From: Janet McNew, Finance Director**  
**Date: June 14, 2016**  
**Re: May 2016 Financial Statements**

---

May 2016 year to date Agencywide Revenue and Expenditures and Balance Sheet are enclosed for your review.

As of month end May 2016 (92% of the fiscal year), overall year to date revenues are 87.09% and expenses are 87.06% of budget. Salary and Fringe, the two largest expense line items, stand at 95.36% and 95.42%, respectively. Salary and Fringe costs are expected to exceed FY16 adopted budget primarily due to the addition of Workforce staff. The Workforce expenses are 100% reimburseable and previously authorized by the state, so there will be no budget impact.

As previously reported, several expense line items exceed anticipated budget. Overages in Copies/Copier Maintenance, Vehicle Maintenance, Training, and Audit not covered by current year revenue will be covered by funds in the operating account. The operating account has funds available since the past seven years funds were contributed beyond current year expenses resulting in growth of the operating account.

Overages in Telephone/Communications, Dues/Publications, Meeting Expense, and Capital Outlay lines are related to the operations of the New River/Mount Rogers Workforce Development Area and will be reimbursed 100%.

The Agencywide Revenue and Expense report compares actual year to date receipts and expenses to the FY15-16 budget adopted by the Commission at the June 25, 2015 meeting. The financial operations of the agency are somewhat fluid as projects may be added and modified throughout the year.

---

Strengthening the Region through Collaboration

---

### Counties

Floyd | Giles  
Montgomery | Pulaski

### City

Radford

### Towns

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

### Universities

Virginia Tech  
Radford University

**New River Valley Regional Commission**  
**Balance Sheet**  
**Period From : 07/01/15 to 5/31/16**

**Assets:**

Operating Account	581,029.69
Reserve Funds - MMA	84,612.03
Accounts Receivable	144,637.58
<b>Total Assets:</b>	<b><u><u>\$810,279.30</u></u></b>

**Liabilities:**

Accrued Annual Leave	55,268.36
Accrued Unemployment	19,724.31
<b>Total Liabilities:</b>	<b><u><u>\$74,992.67</u></u></b>

**Projects**

Net Projects	-54,815.32
Current Year Unrestricted	62,119.17
Unrestricted Net Assets	720,092.94
<b>Total Projects</b>	<b><u><u>\$727,396.79</u></u></b>

**Total Liabilities and Projects** **\$802,389.46**

**Net Difference to be Reconciled** **\$7,889.84**

**Total Adjustment** **\$7,889.84**

**Unreconciled Balance** **\$0.00**



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

[NRVRC.ORG](http://NRVRC.ORG)

## COMMONWEALTH INTERGOVERNMENTAL REVIEW MEMORANDUM

TO: NRVRC Board Members

FROM: Kevin R. Byrd, Executive Director

AGENDA ITEM: III. Intergovernmental Review Process, C. Environmental Project Review, Item # 1

---

CIRP Review

June 16, 2016

---

PROJECT: **Environmental Assessment for the Town of Rich Creek Water System Improvements**  
**VA160526-02500400071**

SUBMITTED BY: CHA Consulting

PROJECT DESCRIPTION: CHA Consulting is requesting comments on the proposed project.

PROJECT SENT FOR REVIEW TO: Commission Board Members and Giles County

---

Strengthening the Region through Collaboration

---

### Counties

Floyd | Giles  
Montgomery | Pulaski

City  
Radford

### Towns

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

### Universities

Virginia Tech  
Radford University



May 23, 2016

Kevin R. Byrd  
AICP, Executive Director  
New River Valley  
Regional Commission  
6580 Valley Center Drive  
Suite 124  
Radford, VA 24141

**VIA EMAIL**

**Re: Environmental Assessment for Town of Rich Creek, Virginia Water System Improvements Project; CHA Project No. 30387**

Dear Mr. Byrd:

CHA Consulting, Inc. is presently working with the Town of Rich Creek to perform an environmental assessment pursuant to the National Environmental Policy Act, to assess the potential environmental impacts of a water system improvements project in Rich Creek, Virginia. A summary of the proposed project and supporting information are provided below for your review and preparation of the agency response.

### **Background and Project Description**

The Town of Rich Creek provides water to 264 residential and commercial customers within the Town of Rich Creek and 145 customers in the adjacent Midway area in Giles County. The Town purchases water from the Giles County Public Service Authority (PSA). The PSA supplies water to the Town primarily through a pressure relief valve (PRV) and master meter along Route 460. A secondary connection is provided near Old Virginia Avenue, adjacent to a nursing home, to serve the western area in Rich Creek. The Town also has an emergency interconnection with the Red Sulphur Public Service District (PSD) in Peterstown, Virginia.

CHA is in the process of preparing a Preliminary Engineering Report (PER) for the Town of Rich Creek to determine the best option to address deficiencies within the current system. As part of the development of the PER, CHA:

- Evaluated alternatives to increase pressure Old Virginia Avenue connection (also called the Nursing Home PRV) while maintaining the existing level of redundancy within the system.
- Evaluated the status of the water system with regards to available fire flow coverage.

As a result of the evaluations conducted to date, CHA recommends that the Town move forward with the United Hydraulic PRV connection and water tank installation. In addition to the improvements



recommended in the PER, the Town indicated they are planning to replace the Church Street PRV, replace four fire hydrants, and add one new fire hydrant. These additional improvements have been included in this project. The overall project is described in more detail below and shown on Figure 1.

### **UNITED HYDRAULICS PRV CONNECTION**

The PSA owns an existing 6-inch PRV which conveys water from the 8-inch PSA line to a fire suppression system at United Hydraulics. This PRV is referred to as the United Hydraulics PRV and no other connections are currently served by this PRV. A new connection downstream of this PRV will be made to allow the entire downtown region to be served by this PRV. In addition to this new connection, this alternative also includes increasing the line in the vicinity of the proposed interconnection to the United Hydraulics PRV from 4-inch to 8-in to provide adequate fire flows.

The construction aspect of this portion of the project will include:

- Excavation of a vault with approximate dimensions of 4' x 6' and will occur in a previously disturbed area.
- Excavation of a trench that is 3 feet wide and 3.5 feet deep but would occur in previous disturbed area of the current location of this waterline.

### **NEW WATER STORAGE TANK**

The Town currently only has one storage tank to serve the system. In the event that this tank is offline for repairs or maintenance (which could take weeks), the Midway system would be without fire protection and the Downtown area would have greatly reduced fire protection. A new storage tank will allow the system to continue functioning in the event the existing storage tank is down. After examining several locations, the recommendation in the PER will include a 150,000-gallon ground steel storage tank in Midway to serve as a redundant tank to the entire water system. Construction will include 4,000 square feet of land disturbance to a depth of 6 - 8 feet with no tree removal required. The area around the tank will be returned to original grade.

### **ADDITIONAL PROJECT COMPONENTS**

In addition to the work identified as alternatives in the PER, the Town is also planning to include the following improvements as part of the overall project:

- Installation of a new PRV at the Church Street location to provide better turnover in the 6-inch line connecting the Midway and Downtown pressure zones. The construction of this portion of the project will include the excavation of 10 feet by 12 feet to a depth of 8 feet for the vault which will then be returned to grade.
- Possible line replacement in the vicinity of low-flow hydrants if field testing indicates this is needed. Construction would include trenching 3 feet wide to a depth of 3.5 feet and may include locations not specified on the map but would be in previously disturbed areas.
- Replacement of several hydrants and the addition of a new hydrant. The construction for the replacements will not require any excavation; for the new hydrant a 3 feet by 4 feet excavation will be required to 4 feet deep.

The potential for erosion for both the water system improvements will be controlled through the development and implementation of an erosion and sediment control plan. Since the area of construction activities will exceed 1 acre, a storm water construction permit will be obtained from the County prior to the initiation of construction activities. If any streams are located along the final project route(s), the appropriate permits, if needed, will be obtained prior to construction. In addition, no wetland areas were identified in the proposed project areas based on a review of the National Wetlands Inventory map. Wetlands will be avoided as part of the final project location determination or appropriate permits will be obtained for any temporary impacts to wetlands.

We request that your office review the proposed project for any issues that may occur in the project area. Please provide any recommendations you may have to mitigate or avoid any impacts. We would appreciate a response at your earliest opportunity. If you need any further information or wish to discuss the project further, please contact Amanda Marsh at 540-552-5548 or by e-mail at [amarsh@chacompanies.com](mailto:amarsh@chacompanies.com). We appreciate your assistance in this matter.

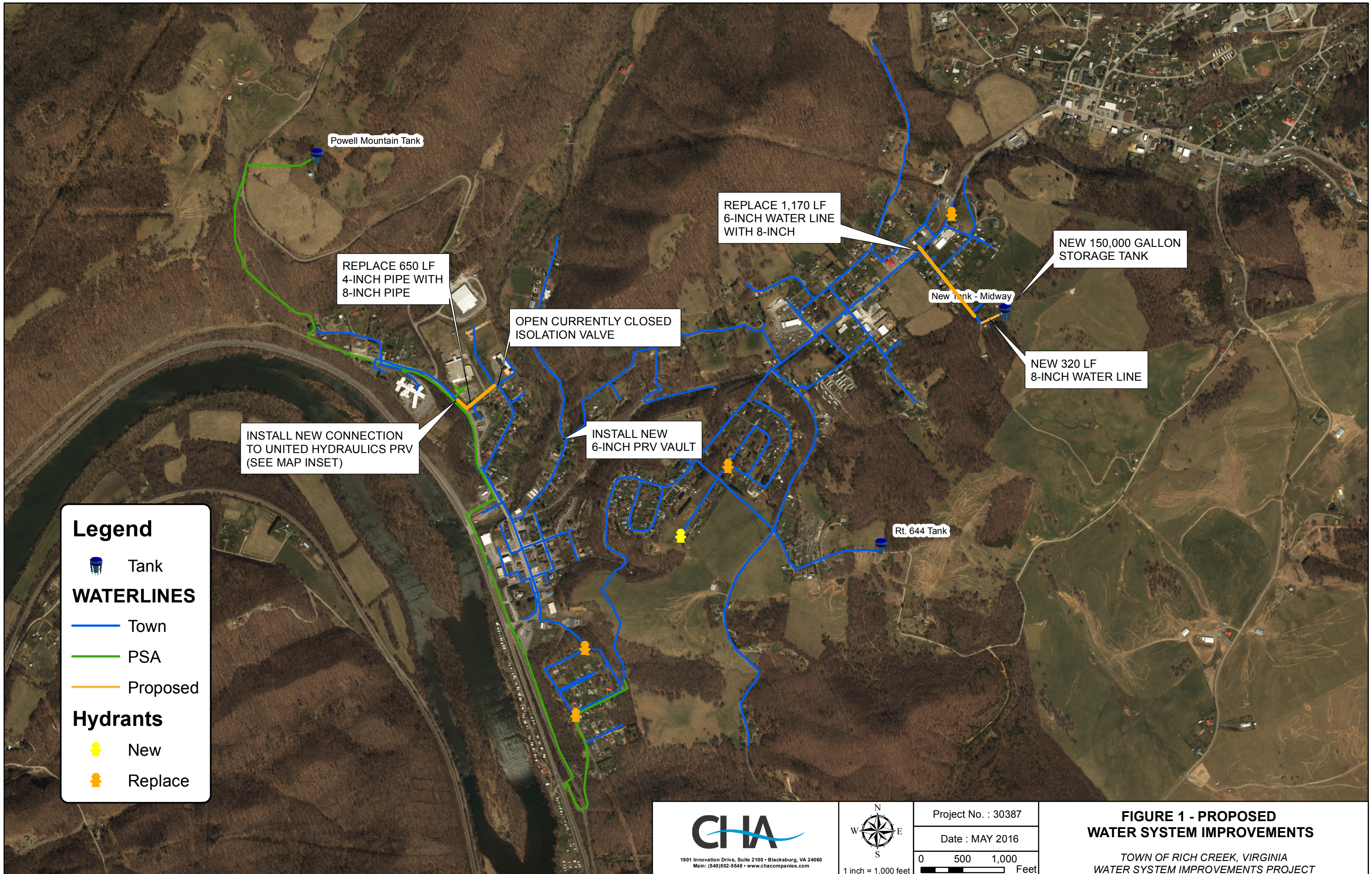
Sincerely,









R. Lawrence Hoffman  
Vice President

RLH/lhl  
Enclosures






**Legend**

-  Tank
- WATERLINES**
-  Town
-  PSA
-  Proposed
- Hydrants**
-  New
-  Replace

**CHIA**

1901 Innovation Drive, Suite 2100 • Blacksburg, VA 24060  
 Main: (540)552-5548 • www.chiacompanies.com

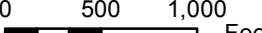


1 inch = 1,000 feet

Project No. : 30387

Date : MAY 2016

0 500 1,000 Feet



**FIGURE 1 - PROPOSED WATER SYSTEM IMPROVEMENTS**

TOWN OF RICH CREEK, VIRGINIA  
 WATER SYSTEM IMPROVEMENTS PROJECT





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

**N R V R C . O R G**

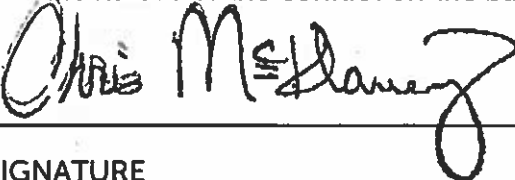
April 18, 2016

**TO:** Chris McKlarney, County Administrator  
**FROM:** Kevin R. Byrd, Executive Director  
**RE:** Commonwealth Intergovernmental Review  
**PROJECT NAME:** Environmental Assessment for Town of Rich Creek Water System Improvements VA160526-02500400071  
**SUBMITTED BY:** CHA

Please be advised this office has received from CHA a copy of the environmental assessment review for the referenced project. In accordance with Commonwealth Intergovernmental Review Process requirements, a copy of the environmental impact review is enclosed for your review and comments. If you wish to make comments or require further information, please indicate below and return to the Commission office via mail or email ([jphillips@nrvc.org](mailto:jphillips@nrvc.org)) prior to **June 15, 2016**.

**CHECK ONE**

- This agency finds no conflict between this project and its plans, policies and goals.
- This agency wishes to make the following comments. (Use back of this form or additional sheets for comments.)
- This agency presently provides or plans to provide services, which will conflict with or be duplicated by this project and therefore requests a conference. (Briefly state the nature of the conflict on the back of this form.)



SIGNATURE

04/15/16

DATE

Strengthening the Region through Collaboration

**Counties**

Floyd | Giles  
Montgomery | Pulaski

**City**

Radford

**Towns**

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

**Universities**

Virginia Tech  
Radford University



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

[NRVRC.ORG](http://NRVRC.ORG)

## COMMONWEALTH INTERGOVERNMENTAL REVIEW MEMORANDUM

TO: NRVRC Board Members

FROM: Kevin R. Byrd, Executive Director

AGENDA ITEM: III. Intergovernmental Review Process, C. Environmental Project Review, Item # 2

---

CIRP Review

June 16, 2016

---

PROJECT: **Reissuance of VPDES Permit No. VA0000523; Lhoist North America of Virginia, Inc. -Kimballton VA160531-02700400071**

SUBMITTED BY: Department of Environmental Quality

PROJECT DESCRIPTION: The Department of Environmental Quality is requesting comments on the public notice.

PROJECT SENT FOR REVIEW TO: Commission Board Members and Giles County

---

Strengthening the Region through Collaboration

---

### Counties

Floyd | Giles  
Montgomery | Pulaski

### City

Radford

### Towns

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

### Universities

Virginia Tech  
Radford University



# COMMONWEALTH of VIRGINIA

Molly Joseph Ward  
Secretary of Natural Resources

**Lynchburg Office**  
7705 Timberlake Road  
Lynchburg, Virginia 24502  
(434) 582-5120  
Fax (434) 582-5125

DEPARTMENT OF ENVIRONMENTAL QUALITY  
Blue Ridge Regional Office  
[www.deq.virginia.gov](http://www.deq.virginia.gov)

David K. Paylor  
Director

Robert J. Weld  
Regional Director

**Roanoke Office** 3019  
Peters Creek Road  
Roanoke, Virginia 24019  
(540) 562-6700 Fax  
(540) 562-6725

May 26, 2016

Mr. Kevin R. Byrd, Executive Director  
New River Valley Planning District (PDC-4)  
6580 Valley Center Drive, Suite 124  
Radford, Virginia 24141

RE: Reissuance of VPDES Permit No. **VA0000523; Lhoist North America of Virginia, Inc. - Kimballton**

Dear Mr. Sullivan:

Section 62.1-44.15:01 of the Code of Virginia requires DEQ to notify localities particularly affected when a permit action is pending. This letter transmits a copy of the public notice for a proposed permit action for your review. Public notice of this proposed action is also being published in a local newspaper. That publication will establish a 30-day public comment period for this proposal. If you wish to comment on this proposed action, please respond to me at:

Virginia DEQ  
Blue Ridge Regional Office  
7705 Timberlake Rd.  
Lynchburg, VA 24502

If no response is received within the 30-day public notice period, it will be assumed that you have no objections to the proposed action. If you have any questions, please contact me at (434) 582-6204.

Sincerely,

A handwritten signature in black ink, appearing to be 'Kirk A. Batsel'.

Kirk A. Batsel  
Water Permit Writer

Enclosure: Permit Public Notice



Public Notice – Environmental Permit

**PURPOSE OF NOTICE:** To seek public comment on a draft permit from the Department of Environmental Quality that will allow the release of treated wastewater into a water body in Giles County, Virginia.

**FIRST PUBLIC NOTICE ISSUE DATE: (TO BE SUPPLIED BY PAPER)**

**PUBLIC COMMENT PERIOD:** (30 days from 1<sup>st</sup> publish)

**PERMIT NAME:** Virginia Pollutant Discharge Elimination System Permit – Wastewater, issued by DEQ, under the authority of the State Water Control Board

**APPLICANT NAME, ADDRESS AND PERMIT NUMBER:** Mr. Joseph R. Ferrell, P. E. – Plant Manager, Lhoist North America of Virginia, Inc., 2093 Big Stony Creek Road, Ripplemead, Virginia, 24150, VA0000523.

**FACILITY NAME AND LOCATION:** Lhoist North America of Virginia, Inc.; 2093 Big Stony Creek Road, Ripplemead, Virginia, 24150

**PROJECT DESCRIPTION:** Lhoist North America of Virginia, Inc. has applied for reissuance of the VPDES permit for the Lhoist North America of Virginia, Inc. - Ripplemead Plant. The applicant proposes to discharge at a rate of 27.366 Million Gallons per Day into a water body. The facility proposes to continue the release the wastewater into Big Stony Creek, in Giles County, in the New River watershed. A watershed is the land area drained by a river and its incoming streams. The permit will limit the following pollutants to amounts that protect water quality: pH, temperature, dissolved oxygen, solids, oil & grease, toxicity, and metals.

**HOW TO COMMENT:** DEQ accepts comments by e-mail, fax or postal mail. All comments must be in writing and be received by DEQ during the comment period. Written comments must include: 1) The names, mailing addresses and telephone numbers of the person commenting and of all people represented by the citizen. 2) If a public hearing is requested, the reason for holding a hearing, including associated concerns. 3) A brief, informal statement regarding the extent of the interest of the person commenting, including how the operation of the facility or activity affects the citizen. DEQ may hold a public hearing, including another comment period, if public response is significant and there are substantial, disputed issues relevant to the proposed permit. The public may review the draft permit and application at the DEQ office named below.

**CONTACT FOR PUBLIC COMMENTS, DOCUMENT REQUESTS AND ADDITIONAL INFORMATION:**

Kirk A. Batsel; Blue Ridge Regional Office, 7705 Timberlake Road, Lynchburg, Virginia 24502; Phone: (434) 582-5120; E-mail: [kirk.batsel@deq.virginia.gov](mailto:kirk.batsel@deq.virginia.gov); Fax: (434) 582-5125



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

N R V R C . O R G

**June 17, 2016**

## **Executive Director's Report**

### **Economic Development:**

- Virginia Main Street program is hosting their Downtowns Intersection conference July 11-13 in Staunton. The NRV has access to complimentary registrations plus lodging (travel and meals not included) due to our work with the LEAD program and ReNew the New expansion. Several communities are sending representatives including Pulaski County, the towns of Christiansburg, Narrows, Pulaski, and Pearisburg, Pulaski Chamber of Commerce, and Regional Commission staff.

### **Transportation:**

- The NRV Passenger Rail project received positive news with the inclusion of a Rail Modeling Study in the Commonwealth Transportation Board budget. The study is scheduled to take place in FY19 (July 2018-June 2019). The NRV Passenger Rail Steering Committee is meeting June 17<sup>th</sup> to receive a presentation from their lobbyist David Bailey and set plans for a legislative reception on August 16<sup>th</sup>. More information forthcoming on the reception.
- Communities considering submitting transportation projects for 2016 House Bill 2 prioritization should begin working on applications. The Commission staff can assist, please let me know if there is a need. VDOT will more than likely not accept projects in 2017 as they will shift to a two-year application cycle.

### **Regional:**

- NRV Mayors and County Chairs bi-annual meeting is scheduled for June 20<sup>th</sup>.
- ReNew the New Steering Committee will hold a scouting meeting on the river July 28<sup>th</sup> to prepare for the August 27<sup>th</sup> clean up event. The LEAD program will provide up to \$9,000 in funding for the first year event expenses. Sponsorship funds and/or in-kind donations have been received from Backcountry.com, NRV Chapter of Trout Unlimited and VA Dept. of Environmental Quality.
- POWER grant applications are taking shape in Giles County for three boat launches and a cluster development project around unmanned systems/IT/Advanced Manufacturing.

### **Commission:**

- Items authorized for surplus at the May meeting are on GovDeals.com and bidding closes 6/17. All items are anticipated to meet the minimum reserve.
- The Executive Committee authorized moving funds from operating account to open a 13-month CD with First Bank and Trust receiving 1.5% interest.
- The Commission was asked by statewide partners to serve as lead applicant/fiscal agent for an Agritourism Economic Impact Study for Virginia. This is a direct result of previous staff performance on grant management with the funding agency.
- For information purposes, behind the Director's Report is our annual Audit Engagement Letter from Robinson, Farmer and Cox Associates.



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

[NRVRC.ORG](http://NRVRC.ORG)

## MEMORANDUM

**To: Regional Commission Board Members**  
**From: Kevin Byrd, Executive Director**  
**Date: June 17, 2016**  
**Re: Smart Beginnings New River Valley Transition**

---

Smart Beginnings New River Valley is a coalition of business, nonprofit and governmental leaders in the New River Valley working for wise public investments in the infrastructure for early childhood development. They are in the process of transitioning their organization from the Virginia Tech Institute of Policy and Governance and they are considering the Regional Commission as an option to serve as the lead entity and provide fiscal agent support in their next steps. Attached to this memo is a report prepared by a consulting firm on behalf of the Virginia Early Childhood Foundation to help advise Smart Beginnings NRV on approaches for transition. The report provides an overview of the organization, comments from stakeholder interviews and a series of recommendations. A delegation of representatives from Smart Beginnings NRV will be in attendance at the June Commission meeting to provide a presentation on their organization and begin a conversation regarding the Commission's potential role. Commission members are encouraged to bring questions/items for discussion to help determine whether this will be an appropriate fit for both entities going forward. The following individuals are anticipated to attend the Commission meeting to represent Smart Beginnings NRV Board of Directors and their transition team:

Jessica Wirgau, Community Foundation of the NRV (President)  
Kristi Snyder, Rainbow Riders Childcare Centers (Past President)  
John Neel, Gay and Neel, Inc/The Learning Ladder Child Development Center  
Jay Johnson, Union First Market Bank  
David Moore, Virginia Tech-current staff for SBNRV (unavailable to attend, assisting in transition)

For more information about Smart Beginnings NRV please visit [www.smartbeginningsnrv.org](http://www.smartbeginningsnrv.org)

---

Strengthening the Region through Collaboration

### Counties

Floyd | Giles  
Montgomery | Pulaski

### City

Radford

### Towns

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

### Universities

Virginia Tech  
Radford University

# **Smart Beginnings New River Valley: Assessment and Recommendations for Transition**

**May 2016**

Prepared by Communitas Consulting  
for the Virginia Early Childhood Foundation



*[This page intentionally left blank.]*

**Table of Contents**

Executive Summary..... 1

    Impact..... 1

    Focus ..... 1

    Fiscal Home ..... 2

    Governance..... 2

    Transition Process ..... 2

**Introduction..... 4**

**Findings and Recommendations ..... 4**

    1. Communication of Impact ..... 4

        Perceptions of Smart Beginnings NRV’s Impact..... 4

    2. Future Priorities and Action ..... 6

        Community Needs ..... 6

        Smart Beginnings NRV Leadership in the Community ..... 6

    3. Lead Organization and Fiscal Agent ..... 7

    4. Governance and Funding..... 10

    5. Structure and Transition..... 13

        Director ..... 13

        Legal Structure ..... 13

        Timing..... 14

**Conclusion ..... 15**

**Acknowledgements ..... 15**

**List of Appendices**

Appendix A: Questions for Discussion.....A-1

Appendix B: Sample Executive Director Job Description .....B-1



*[This page intentionally left blank.]*

## Executive Summary

With the transition of its executive director anticipated in June 2016, Smart Beginnings New River Valley (Smart Beginnings NRV) is at a turning point. Smart Beginnings NRV board members and Smart Beginnings' lead organization, the Virginia Early Childhood Foundation (which is responsible for managing the Smart Beginnings model and establishing its direction), are using this opportunity to envision the organization's next phase and engage current and new participants in their work.

In April 2015, VECF contracted with Communitas Consulting to conduct twelve interviews with key regional investors and supporters of early childhood development and assess community readiness and interest in forming a re-energized Smart Beginnings NRV. The findings and recommendations are presented in five areas: impact, focus, fiscal home, governance, and transition process.

### Impact

Smart Beginnings NRV is credited by most interviewees as having raised awareness about the importance of early childhood development and its centrality to children's healthy brain development, adequate preparation for school, and the economic vitality of the region. At the same time, over half of the interviewees stated that Smart Beginnings NRV's impact was unclear. Smart Beginnings NRV has not consistently promoted the Smart Beginnings brand and fundamental purpose, nor has it measured and shared the results of its activities and investments. Capturing and communicating the impact of its collective work is an important step toward increased sustainability.

Recommendation 1: Create, track, and communicate results that capture and convey the value of Smart Beginnings NRV's coordinating and system change role.

### Focus

A shared agenda is essential for a coalition with public and private partners and many moving parts. While all interviewees agreed that Smart Beginnings NRV has been helpful to the region, there was not consensus among board members or community stakeholders on Smart Beginnings NRV's key priorities and strategic direction. For the future work of Smart Beginnings NRV, the priorities that received the greatest support among interviewees aligned with VECF core principles and included (1) leadership and capacity building—i.e., convening, raising public awareness, advocacy, and bringing together the sectors—(2) data driven decision making—i.e., tracking needs, outcomes, and value—(3) mitigating risk early—i.e., preventive health care, wrap around support—and (4) supported and supportive families—i.e., empowered and engaged families.

Recommendation 2: As part of the transition, identify three priority issues for Smart Beginnings NRV to champion for the next two years, and confirm Smart Beginnings

NRV's specific role in advancing policy that supports the healthy development of young children.

### Fiscal Home

It is anticipated that in July 2016 Virginia Tech will cease to serve as the fiscal agent and physical home for Smart Beginnings NRV. During the interviews, respondents were asked for their preferences for a fiscal agent and sponsor. A majority (7) identified the New River Valley Regional Commission (NRVRC, <http://nrvrc.org>) as a top choice. They cited benefits including its regional focus (consistent with Smart Beginnings' focus), the reputation and influence of its executive director, and access to senior government leadership from having all counties represented on its board. Several identified its link to the economic vitality of the region as a positive association for Smart Beginnings NRV.

Recommendation 3: Take steps to house Smart Beginnings NRV within the New River Valley Regional Commission beginning in July 2016.

### Governance

From the perspectives of those interviewed, since its inception in 2009, the Smart Beginnings NRV board of directors has played more of an advisory and support role to the organization than the fundraising or emissary role more typical of nonprofit boards. Members of the board have worked with Smart Beginnings NRV to apply for and draw down new funding for regional services, identify and respond to community needs, raise awareness of the importance of early childhood, and advocate for quality child care and healthy outcomes for children. These are all valuable and central roles to a successful Smart Beginnings initiative and reflect a generous contribution of time and talent. Yet these talents can be better harnessed in a different structure. To more fully engage the community in Smart Beginnings' work, sustain the organization financially, and provide governance and accountability, two separate governing and managing bodies are needed.

Recommendation 4: Create a Leadership Council of high-level leaders who will advocate and fundraise for Smart Beginnings NRV to replace the current board of directors' structure. Create a Management Committee with highly engaged and committed members of the current board that report to the Leadership Council.

### Transition Process

To continue the community support for Smart Beginnings and launch a renewed organization, a group of recognized and capable volunteer leaders is needed for an interim period. A transition team of individuals who can guide the organization during the period of the executive director's exit in June for several months until it can select, recruit, and appoint a new Leadership Council and director will help continue momentum. Creating a transition team will allow the current Smart Beginnings Executive Committee to immediately move forward on the recommendations that are adopted.

Recommendation 5: Establish a transition team to communicate and advocate for the value of a re-energized Smart Beginnings NRV, recruit a permanent group of Leadership Council members, confirm a fiscal home and organizational structure, and select a new director through an open and competitive search.

Based on the input of the individuals interviewed, there continues to be a compelling need for Smart Beginnings NRV to improve health, education, and social outcomes for children and their families. Much of this will depend on the transition team's ability to recruit an influential Leadership Council to champion the work and to select a director who will continue to build a trusted network of providers who have more impact together than on their own. Coupled with a structure that facilitates more visibility and accountability, better internal and external communication, and a shared vision of success, Smart Beginnings NRV can transition to a more sustainable model in its next phase of development.

## Introduction

With the transition of its executive director anticipated in June 2016, Smart Beginnings New River Valley (NRV) is at a turning point. Smart Beginnings NRV board members and its parent organization—the Virginia Early Childhood Foundation (VECF)—are using this opportunity to envision the organization’s next phase and engage current and new participants in their work.

In April 2016, VECF leadership contracted with a consultant to conduct interviews with key regional investors and supporters of early childhood development to assess community readiness and interest in forming a re-energized Smart Beginnings NRV.

The interview questions were intended to assess (1) the level of interest and engagement in supporting young children in the region, (2) the appropriate role and need for a Smart Beginnings in the New River Valley, and (3) a vision for a viable and more financially sustainable organization. Interviewees shared their thoughts about the organization’s value, regional priorities, and how best to shape the next phase of development for Smart Beginnings NRV.

This report summarizes the findings and provides VECF and the Smart Beginnings NRV executive committee with five recommendations to strengthen and solidify the organization.

## Findings and Recommendations

Communitas Consulting developed a set of interview questions which were reviewed by VECF and Smart Beginnings NRV’s Executive Committee and sent in advance to twelve individuals. The individuals were selected by Smart Beginnings NRV’s leadership and VECF to represent lead investors in early childhood system reform from the public, nonprofit, business, and higher education sectors in the region with substantive knowledge of the field and the local environment.

### 1. Communication of Impact

#### *Perceptions of Smart Beginnings NRV’s Impact*

Smart Beginnings NRV is credited by most interviewees as having raised awareness about the importance of early childhood development and its centrality to children’s healthy brain development, adequate preparation for school, and the economic vitality of the region. Interviewees pointed to concrete changes that have occurred since 2009—when the Smart Beginnings NRV office was established at Virginia Tech—such as the expansion of Early Head Start and Virginia Preschool Initiative classrooms, a greater awareness and activism around quality child care, and increased knowledge about community needs and resources. Most interviewees could name at least one result they believed Smart Beginnings NRV had championed, generally projects with which the interviewees had been

personally involved. Further, the Smart Beginnings NRV coordinator is considered a hub of information, informed and engaged in regional projects, and helpful in bringing new financial resources to the table through grant writing. Several interviewees described Smart Beginnings as a trusted partner.

Despite near universal acknowledgement that Smart Beginnings NRV has raised awareness about the issues regionally, over half of the interviewees stated that the impact of the organization was unclear. Seven of the twelve interviewees noted that Smart Beginnings NRV has struggled to define its work and has not consistently communicated to the public, the private sector, and interested stakeholders. Several respondents felt that funders and the public placed a greater value on programs providing direct services to children and families rather than Smart Beginnings' coordinating and convening role. Smart Beginnings' affiliates generally play a role in improving public and private early care systems broadly (influencing decision making processes, policies, and resources) and enhancing services. What came across from the interviews is that Smart Beginnings NRV has not deliberately and consistently promoted the Smart Beginnings brand, its fundamental purpose, or the specific impact of its staff and leadership activities and investments. Establishing a clear statement of impact, with deliberate methods and metrics to communicating value is an important transition step.

*"They haven't found ways to sustain communication and connection.... We had a great business event and we don't hear from them until six months or a year...what's happening in between?" – Stakeholder Interviewee*

Statewide, Smart Beginnings affiliates are coalitions that aim to improve the school readiness of young children by building a system or network. The model emphasizes convening public and private partners to assess gaps, coordinate services, support effective investments, increase public awareness, collect and share data on emerging needs, and provide technical assistance and training to expand quality child care and evidence-based programs. Yet in New River Valley, this role has not been clearly understood, measured, or valued consistently, even though many individuals have contributed and taken advantage of its efforts. In an understated way, Smart Beginnings New River Valley has guided change, serving as a catalyst, incubator, and matchmaker, yet is known by a relatively small circle of providers and leaders who work closely with the organization.

*"Smart Beginnings functions well as a clearinghouse, keeping track of the entire region, and it keeps us from operating in silos.... Smart Beginnings has helped Radford get a center up and running and assisted ABCS at Virginia Tech...Smart Beginnings convenes meetings, rides hard, and sticks with it..." - Stakeholder Interviewee*



Recommendation 1: Create, track, and communicate concrete results that capture and convey the value of Smart Beginnings NRV's coordinating and system change role.

#### Action Steps:

Create a communications plan that intentionally builds relationships and increases awareness and reputation in the region. To accompany the plan, develop a measurement system that tracks annual indicators such as:

- the amount of new public and private dollars and in-kind support leveraged into the region by Smart Beginnings NRV,
- the growth in the number of quality pre-K and child care slots,
- the number of policy recommendations advanced at the county and state level,
- the growth in media coverage of effective practices, and
- the use of Smart Beginnings data for successful grant applications in the region.

## 2. Future Priorities and Action

### *Community Needs*

Several interviewees emphasized the importance of reaching young parents with quality services and the difficulty of doing so in a rural area where, for example, residents value informal child care over structured child care programs delivering school readiness services. High rates of substance abuse and poverty in the New River Valley present particular problems for meeting the needs of the region's children. Interviewees indicated that (1) high rates of substance abuse among parents, (2) concerns about prenatal substance abuse, and (3) children of users arriving at school with developmental delays and a need for "socialization" were all areas of need. Additionally, (4) high levels of poverty, (5) the need for affordable quality child care, and (6) a lack of child care facility options for working families all present areas of need in the New River Valley.

*"We have to get to kids earlier. If we can get into the family, we cut the likelihood of foster care and of parents using drugs. All these other things are great, but we have to reach the families first." – Stakeholder Interviewee*

### *Smart Beginnings NRV Leadership in the Community*

The current Smart Beginnings NRV leadership and stakeholders interviewed unanimously agree on the value of investing in early childhood development. Yet they are not in sync regarding the roles that they value most for the future Smart Beginnings NRV office. Respondents tended to either value Smart Beginnings' convening and leadership role or believe that the organization should focus more intensively on bringing in new resources for high need families and kids directly before emphasizing more planning and coordinating. Interviewees identified the following as the top roles that Smart Beginnings NRV should emphasize:

- leadership and capacity building—i.e., convening, raising public awareness, and bringing together the sectors;
- data driven decision making—i.e., tracking needs, outcomes, and value;
- mitigating risk early—i.e., preventive health care, wrap around support; and
- supported and supportive families—i.e., empowered and engaged families.

Several respondents talked about the importance of Smart Beginnings taking on a policy and advocacy role as a regional leader. This meant different things to different people. For one individual, it meant creating a bridge between the local and state departments of social services and departments of education around early child education; for another it meant advocacy at the state level for significantly greater early education dollars and increased quality assurance in child care for young children. For others, it meant focusing increased attention and resources on prevention—helping reach families through home visiting and parent education. While all agreed that Smart Beginnings NRV has been helpful to the region, there was not consensus among board members or community stakeholders on the organization’s key priorities and strategic direction. As part of its transition, Smart Beginnings NRV should identify three priority issues to champion for the next two years, confirming Smart Beginnings NRV’s specific role in advancing policy that supports the healthy development of young children.

Recommendation 2: Using a data driven process, identify three priority issues for Smart Beginnings NRV to champion for the next two years, beginning in July 1, 2016. Define Smart Beginnings NRV’s specific role in advancing policy and advocating for greater resources for young children.

<b>Action Step:</b>
With time and resources, Smart Beginnings NRV would ideally conduct a community needs assessment and develop a three-year strategic plan to define its areas of focus and regional role. However, understanding that resources and time are scarce, the staff and new leadership can analyze existing data and engage in a more compressed strategic exercise with the new Leadership Council to set priority goals and strategies for the next two years. These goals can align with the VECF framework, while taking into context the needs of the region, such as high levels of substance abuse in families with young children, and the desire for greater policy advocacy among stakeholders.

### 3. Lead Organization and Fiscal Agent

As background, for most lead organizations within the VECF Smart Beginnings statewide network, the organization’s leadership views the role of a fiscal agent as a service to the community and offers support as an in-kind contribution to Smart Beginnings.<sup>1</sup> For example, Virginia Tech provided the Smart Beginnings NRV coordinator with an office, supplies, postage, copying, and parking. The university’s indirect cost was waived, saving Smart Beginnings approximately \$15,750 in FY16 as compared to other grant-funded projects at VT.

The Smart Beginnings expectations for a fiscal sponsor anticipate the following attributes and commitments, and any new home will require negotiation for the best fit:

- “Vision and mission aligns with Smart Beginnings
- “Capacity and will to support collaborative resource development
- “Leadership is actively engaged in planning and implementation of local early childhood initiatives
- “Organizational staff structure available to support and supervise Smart Beginnings staff
- “Capacity to provide in-kind support to Smart Beginnings in the form of office space, internet, and phone service
- “Viewed as a credible and neutral supporter of community development
- “Capacity and interest in supporting collaborative and public awareness/communication
- “Governed by diverse cross-sector senior leadership with capacity to influence community change
- “Understanding and commitment to a system approach to impacting community conditions
- “Supports Smart Beginnings as convener of the local early childhood system, not as a program or service provider
- “Experience and demonstrated capacity to meet the responsibilities of a lead organization/fiscal agent as outlined in the VECF Letter of Agreement and Conditions and Assurances.
- “Commitment and/or vested interest in the success and sustainability of Smart Beginnings.”<sup>ii</sup>

At the time of this report, the Smart Beginnings NRV board of directors understood that, upon the executive director’s transition, Virginia Tech would no longer serve as the fiscal agent and physical home for Smart Beginnings NRV. During the interviews, respondents were asked for their preferences for a fiscal agent and sponsor. The New River Valley Regional Commission (NRVRC, <http://nrvrc.org>) was identified as a top choice by seven respondents for a home; Virginia Tech and the United Way of Montgomery, Radford and Floyd (<http://www.unitedwaynrvalley.org>) were each suggested by two respondents. In interviews, the executive directors of both the New River Valley Regional Commission and United Way of Montgomery, Radford, and Floyd expressed interest in playing a fiscal agent role. The Community Foundation of New River Valley was suggested by three respondents; however, four others noted a potential conflict of interest with fundraising. The rest of the section examines individual potential fiscal agents in further detail.

**NRVRC:** The fiscal home with greatest interest among interviewees was the NRVRC, due to its regional focus being consistent with Smart Beginnings, the reputation and influence of

its executive director, and the access it provides to senior government leadership from all counties on its board. Several identified its link to the economic vitality of the region as a positive association for Smart Beginnings NRV.

*“Kevin Byrd is respected by all business, the education sector, and...you automatically reach the government players.... This would bring a vote of confidence. Above all, this is an economic development issue.” – Stakeholder Interviewee*

In particular, the Executive Director for the NRVRC, Kevin Byrd, noted the alignment of the goals of Smart Beginnings with the region’s Livability Initiative and suggested that the groundwork had been laid for a link between early childhood and economic development.<sup>iii</sup> The Livability Initiative includes a strategy to “Support Children and Youth Reaching their Full Potential” to reach the broader goal of a “healthy community,” and Smart Beginnings is identified as one of the vehicles for making this happen. Byrd described Smart Beginnings as “well positioned in alignment with our direction to provide regional capacity communities and not a hard sell,” and noted that the leadership would have more time for advocacy if NRVRC were to provide back office support.

The organizational mission, regional footprint, and method of governing of the NRVRC fits well with VECF’s list of Smart Beginnings’ expectations. Yet to be determined is the extent to which NRVRC leadership is able to provide services in-kind. Regarding space, the NRVRC executive director noted that, while they currently have limited space within their suite, office availability may change with staff growth, and they would be charged rent for additional space in the building. Their board would more than likely need financial support for serving as the fiscal agent. Yet the executive director was prepared to make a presentation to his board to surround the needs of the program and ways the Regional Commission may be able to assist in re-launching Smart Beginnings NRV.

A concern raised by two respondents is that, if housed at NRVRC, Smart Beginnings might skew its activities toward more planning or business engagement, and risk diminishing its focus on children and families. In interviews with the two United Way leaders, both noted that the role of Smart Beginnings was in keeping with their key impact areas and direction.

**United Way:** The Executive Director of United Way of Montgomery, Radford and Floyd expressed willingness to serve as a fiscal agent, as they have for other organizations within their region, and expressed her desire to be more involved in Smart Beginnings NRV’s work.

In addition, an interview was conducted with the Vice President for Impact of United Way Roanoke Valley (<http://www.uwrv.org>), where the Smart Beginnings Greater Roanoke office is housed. What was striking was the extent to which this Smart Beginnings Greater Roanoke is fully integrated into the United Way’s operations, message, and approach. This kind of alignment with Smart Beginnings is highly desirable from a statewide perspective, and may be worth considering as an option should Smart Beginnings NRV seek to expand its footprint and merge with Roanoke at a later date.

In the short term, the Vice President of United Way Roanoke Valley expressed willingness to be helpful during the transition and continue to collaborate on shared services and projects. She noted the organization was in the process of rolling out a new strategic plan, and while it wasn't unprecedented to work beyond their service area, they generally stayed within their United Way geographic area of Roanoke Valley. Thus the timing for considering such a merger was not optimal.

Several respondents expressed concern that United Way at Radford might not have the capacity to provide substantial administrative, fiscal and resource development support needed for Smart Beginnings, and was not perceived as strongly connected to the business and government community.

**Institutions of Higher Education:** The potential for linking Smart Beginnings to a larger region came up in two of the interviews, and was associated with the projected growth of Virginia Tech. The university is estimating increases in its number of undergraduates, graduate students, and faculty, and anticipates that the demand for child care will grow both for faculty and for related service and operational staff. Three respondents also mentioned new leadership at Radford University as having potential to contribute to a more coordinated civic and human services role in the larger region, and encouraged Smart Beginnings NRV to engage more with Radford.

[Recommendation 3:](#) Take steps to house Smart Beginnings NRV within the New River Valley Regional Commission beginning in July 2016.

<b>Action Steps:</b>
<p>Working with the NRVRC executive director, identify viable in-kind commitments. Develop a case for support to align the NRVRC and Smart Beginnings NRV missions and for NRVRC to become a lead supporter/fiscal agent of Smart Beginnings. If approved, plan for transition and re-launch of the new direction.</p> <p>If not approved, explore the possibilities of a merger with Smart Beginnings Greater Roanoke before approaching United Way of Radford, Floyd, and Montgomery counties.</p>

#### 4. Governance and Funding

Across the Commonwealth the most successful Smart Beginnings coalitions operate with a diverse portfolio of public and private funds, and are housed within an organization where the leadership actively promotes their work. They have directors and boards who take a leadership role in fundraising as well as outreach.

Smart Beginnings offices that grow over time tend to use the initial three years of the trajectory of supporting funds from VECF to establish an organizational foundation while building a capacity to fundraise and create new partnerships.

*"I like the idea of the 'super board'—4 or 5 of the right people to say yes and make it a priority. Link them to a management committee and have some level of*

*integration...Focus on major policy and the big picture, and present them with the opportunity to invest and make a difference.” – Stakeholder Interviewee*

From the perspectives of those interviewed, the Smart Beginnings NRV board of directors has played more of an advisory and support role to the organization than the fundraising or emissary role more typical of nonprofit boards. Members of the board have worked with Smart Beginnings NRV to apply for and draw down new funding for regional services, identify and respond to community needs, raise awareness of the importance of early childhood, and advocate for quality child care and healthy outcomes for children. These are all valuable and central roles to a successful Smart Beginnings and reflect a generous contribution of time and talent. Yet these talents can be better harnessed in a different structure. To more fully engage the community in Smart Beginnings’ work, sustain the organization financially, and provide governance and accountability, two separate governing and managing bodies are needed.

While the board has done some fundraising since 2009, it has not been a mainstay of their work. Four board members interviewed stated explicitly that they did not sign up to be a fundraising board. The majority of the interviewees believed there was potential for greater private sector investment in the region, with several citing that the board didn’t have the momentum or follow through to keep up on resource development. The reality for Smart Beginnings NRV today is that the only remaining funds they have for the next two years are the \$100,000 provided through the VECF.<sup>iv</sup>

The cost of providing support for the future systems building and coordination role of Smart Beginnings NRV is estimated to be approximately \$100,000 annually. Investing in basic operation costs is a way to help multiple public and private organizations within the network be more effective and does not need to compete with direct service requests. StriveTogether, an intermediary organization for a nationally recognized cradle-to-career collective impact effort, makes a strong case for funding a backbone agency, such as Smart Beginnings NRV, and also cites the importance of engaging stakeholders in valuing and supporting this role.

- *“investing in programs alone has not led to the desired population-level impact.”*
- *“investment in the basic core staffing and related costs is remarkably small compared to the amount of existing resources that can be influenced. “*
- *“the efficiencies...will be realized by being more disciplined in using data across similar partners far outweigh the investment in the backbone function.”<sup>v</sup>*

To more fully engage the community in Smart Beginnings NRV’s work, sustain the organization financially, and provide governance and accountability, two separate governing and managing committees are needed.

- A Leadership Council constituted of high-level influential and active leaders who will help raise funds, be strong advocates for the newly-defined priorities of Smart Beginnings, and be accountable for achieving the goals. The current board of directors cannot serve in that capacity without a significant change in job



descriptions and additional commitment of time. This Leadership Council may have committees to oversee the operations of Smart Beginnings NRV, such as resource development, finance, and human resources.

- A Management Committee that reports to the Leadership Council and is comprised of the executives and leaders who are drivers and partners in advancing a regional plan to improve school readiness. This Management Committee would institutionalize the informal coordination that is now taking place and help achieve specific regional goals. This Management Committee would have standing committees on system change and service enhancement, such as outreach and information sharing. As priority issues and projects are identified (such as a literacy initiative), the Management Committee can establish ad-hoc work groups to help plan, advance, track, and measure the impact of the work. The Smart Beginnings NRV director would coordinate these groups and ensure cross-communication.

Smart Beginnings NRV staff would ensure that each committee has the support or leadership they need to be successful, facilitate communication, and guide committees to reach their adopted goals. They would nurture and support these committees, helping them address pressing problems for the region. This structural model has been effectively implemented to achieve collective impact efforts across the country.<sup>vi</sup>

*“[Fundraising] is not easy unless you have the right people asking. There is significant untapped potential once they understand the desired outcomes.” – Stakeholder Interviewee*

In addition to adding a fundraising capacity, this type of structure would elicit broader and sustained participation in Smart Beginnings’ work. It would drive ownership of shared regional goals, moving Smart Beginnings’ reputation beyond the current executive director to a more structured network of investors and participants continuously communicating with a shared agenda. A local model for the Leadership Council that was referred to by three respondents may be the Blacksburg Partnership—“an economic development partnership between town government, Virginia Tech, and the local business community.”

**Recommendation 4:** Create a Leadership Council of high-level leaders who will advocate and fundraise for Smart Beginnings NRV to replace the current Board of Directors structure. Create a Management Committee with engaged and committed members of the community that report to the Leadership Council.

**Action Steps:**

- Create job descriptions for the Leadership Council, Management Committee, and Ad Hoc Work Groups.
- Identify high-level Leadership Council members from Virginia Tech, Radford University, the business community, one or more school superintendents or county government leaders, the NRVRC executive director, and a representative of the Management Committee to serve in this role.

## 5. Structure and Transition

To implement these recommendations, Smart Beginnings NRV will benefit from a short-term Transition Committee of community leaders, a competitive process to select the new director, and an organizational structure that allows for growth.

### *Director*

Smart Beginnings NRV's director has become the face of Smart Beginnings in the region, and he is widely respected. He is known as knowledgeable, a connector, an advocate, and influential in improving the region's resources for young children. This presents a challenge in transitioning from a "founder" type figure to a new director. To transition from a start up office to one with more permanence and community support, Smart Beginnings NRV needs to be equated with a broader group of champions, in addition to the current director.

When asked to describe the optimum skills for a new director of Smart Beginnings NRV, the skills and knowledge most often mentioned by interviewees were that the individual be a strong communicator and advocate, a passionate champion to develop confidence, an experienced fundraiser, and a good story teller. Others mentioned experience building systems with an understanding of early childhood resources.

Smart Beginnings NRV will benefit from having a director who is skilled in resource development—writing grants, soliciting individual and corporate gifts, and working with boards—and a leadership council that—among its governance, strategic guidance, and oversight responsibilities—sees itself as opening doors and raising funds for the organization.

### *Legal Structure*

Currently there is an executive director of Smart Beginnings NRV and a board of directors. The "executive director" title generally conveys having executive authority over a non-profit organization with a legally independent board of directors and autonomy from a parent organization—in this case, Virginia Tech. However, it appears that the Smart Beginnings NRV organization does not have legal status as a separate non-profit, and instead uses the nonprofit affiliation of Virginia Tech to receive grants, file taxes, and

otherwise meet legal nonprofit requirements. In practice, Virginia Tech has functioned as a fiscal agent only, with Smart Beginnings NRV operating more as an independent office of Virginia Tech than as a separate 501(c)3 organization. Smart Beginnings NRV's board of directors has acted in an advisory capacity without a clear connection to the Virginia Tech board of directors, and without full fiscal responsibility for the organization.

Smart Beginnings NRV's current structure raises at least two questions to be addressed during this next phase: (1) Does the Transition Team for Smart Beginnings NRV want to establish a separate non-profit or LLC status as part of the transition to a new fiscal home? (2) Until this decision is made, should the position be advertised as a director or coordinator rather than an executive director? These are legal and practical questions that may require outside advice, and are important considerations in designing a sustainable and clear structure for Smart Beginnings NRV.

### *Timing*

To continue the community support for Smart Beginnings and launch a renewed organization, a group of recognized and capable volunteer leaders is needed for an interim period. A transition team of individuals who can guide the organization for several months—from the current executive director's exit in June until it can select, recruit, and appoint a new Leadership Council and director—will help continue momentum and rebuild confidence. Creating a transition team will allow the current Smart Beginnings executive committee to immediately move on the adopted recommendations.

The transition team's tasks can include: (1) developing a communication plan for sharing news of the transition and "refresh" of Smart Beginnings NRV; (2) identifying and recruiting new Leadership Council members (with the hope that several of the transition team members will choose to continue); (3) identifying the new fiscal home and legal organizational structure for Smart Beginnings NRV; and (4) conducting a competitive search and hiring a new director). (See Appendix B for Sample Job Description.)

**Recommendation 5:** Establish a transition team to communicate and advocate for the value of a re-energized Smart Beginnings NRV, recruit a permanent group of Leadership Council members, confirm a fiscal home and organizational structure, and select a new director through an open and competitive search.

#### **Action Steps:**

- Identify members of a transition team for a July 2016 start-up.
- Hire a full-time director with skills and knowledge in communication, relationship building, fundraising, performance management, and an understanding of the New River Valley region and the early childhood development field.
- Orient the new leader and transition team members in the core principles of Smart Beginnings, the role of each office, and available statewide resources.

## Conclusion

Based on the input of the individuals interviewed, there continues to be a compelling need for Smart Beginnings New River Valley and potential for a collective effort to have even greater impact in its next phase of development. Achieving the desired impact will depend on the transition team's ability to recruit an influential Leadership Council to champion the work and to select a staff leader who will continue to build a trusted network of providers who have more impact together than on their own. Coupled with a structure that facilitates more visibility and accountability, better internal and external communication, and a shared vision of success, Smart Beginnings New River Valley can transition to a sustainable and even more impactful model.

## Acknowledgements

The Virginia Early Childhood Foundation and Communitas Consulting are grateful to the twelve individuals who gave generously of their time and expertise during these interviews, and to the Smart Beginnings New River Valley Board Members for supporting the study and sharing names for interviews.

### Interviewees\*

- Anthony Akers,\* Assistant County Administrator, Pulaski County
- Kevin Byrd, Executive Director, New River Valley Regional Commission
- Kymn Davidson-Hamley, Executive Director, United Way of Montgomery, Floyd, and Radford
- John Dooley, Chief Executive Officer, Virginia Tech Foundation
- Anne Goette, Giles Early Education Project
- Rob Graham,\* Superintendent of Schools, Radford
- Marty Holliday, Director of Workforce Investment Board
- David Moore, Coordinator, Smart Beginnings New River Valley
- Terry Smusz,\* CEO, New River Community Action, Inc.
- Kristi Snyder,\* Rainbow Riders Child Care Center
- Abby Verdillo, Vice President, Community Impact, United Way Roanoke Valley
- Delegate Joseph Yost,\* Pearisburg Virginia

\*Smart Beginnings NRV Board Members

---

<sup>i</sup> Lead Organization/Fiscal Agent Structure, Virginia Early Childhood Foundation Policy Guidance, 2016.

<sup>ii</sup> *Ibid.*

<sup>iii</sup> “A three-year regional planning process to help citizens build a collective vision for our future in areas such as housing, transportation, agriculture and food systems, land use, energy, cultural heritage and more.” (Livability In Action, January 2015, 1, at <https://www.cfnrv.org/images/page/LivabilityPublication3.pdf>.)

<sup>iv</sup> Email from David Moore to Dora Butler, April 15, 2016.

<sup>v</sup> **Funding for Backbone Functions in Collective Impact Efforts, StriveTogether, 2014.**

<sup>vi</sup> In 2012, in a study of five effective multi-agency coalitions, two consultants from Wellspring Consulting found a variant of this structure in the coalitions with most staying power. They recommend the following organizational approach:

1. “An *executive council* of influential community leaders can deploy human or financial resources, and keeps track of the big picture. It makes sure the alliance focuses on the right areas, monitors progress toward goals, and ensures financial sustainability; it also helps build broad-based support.
2. “A *leadership team*, the hub of the alliance, usually includes point people from each of the key organizations in the alliance. The leadership team determines overall goals and takes responsibility for making sure the alliance accomplishes what it sets out to accomplish. It also invites organizations whose central priorities are in line with the alliance’s goals and are willing to contribute human and financial resources, ensuring that all participants will do their part.

“*Program management teams*—made up of managers from key organizations in the alliance—are responsible for one of several broad programs. Each team designs and oversees a set of related *projects* that together will accomplish the program’s goals. These *projects* ... must have agreed-upon start dates, end dates, and deliverables, as well as measurable outcomes that demonstrate the project’s success.” (Source: “How to Organize Alliances of Multiple Organizations: Part 1 and 2: A governance structure for large networks of organizations seeking to achieve collective impact.” Christopher Keevil & John Martin, *Stanford Social Innovations Review*, March 12 & 14, 2012)

In the Smart Beginnings NRV model, the Leadership Council would serve as the “executive council,” the “Management Committee” would serve as the “leadership team”, and issue-focused work groups would serve as the “project management teams.”

**Appendix A:  
Questions for Discussion**

Smart Beginnings New River Valley  
Communitas Consulting, April 2016

1. Please tell me how you first became involved in or familiar with Smart Beginnings NRV, and your relationship with the current Smart Beginnings (SB) NRV initiative.
2. Smart Beginnings affiliates are coalitions that aim to improve the school readiness of young children by building a system or network. This happens not by directly providing services, but by convening public and private partners to assess gaps, coordinate services, support effective investments, increase public awareness, collect and share data on emerging needs, and provide technical assistance and training to expand quality child care and evidence-based programs. To what extent do you view Smart Beginnings NRV as having played this system-changing role in the region?
3. What you see as the strengths of the SB NRV effort to date? What has been its greatest impact, in your opinion?
4. Where do you see need for improvement?
5. In what two ways has the regional landscape for early childhood development and school readiness changed since SBNRV was established in 2009?
6. Are other organizations in the region serving a system-building role like Smart Beginnings, and, if so, in what areas are they active?
7. Where do you see the greatest gaps and community needs in the region when it comes to helping children prepare for school?
  - Please consider this question both from a policy vantage point (leadership, advocacy) as well as direct services (child care, health access.)
8. Regarding the roles that a Smart Beginnings affiliate can play in a region; which of the following areas are highest priority for you, and why:
  - a. Leadership and capacity (convening and building cross-sector public-private collaboration, public awareness)
  - b. Data driven decision making (tracking, communicating value, improving)
  - c. High quality early learning (quality assurance and efficiency)
  - d. Supported and supportive families (empowered and engaged families)
  - e. Mitigating risk early (preventative health care, wrap around support)
  - f. Other?



9. Do you see a role for Smart Beginnings in advancing any one or more of these areas?  
Please be specific.
10. Do you see potential for ways for your organization to work more closely or collaborate with Smart Beginnings in the future?
11. Would you be willing to be involved in the next phase of Smart Beginning NRV as an investor or participant? To what extent?
12. What opportunities and barriers do you foresee with ensuring the financial viability of SB NRV?
13. Where would you recommend that the SB NRV effort be housed, and why?
14. Any additional thoughts you would like to share?

Thank you for your time.

## Appendix B: Sample Executive Director Job Description



### EXECUTIVE DIRECTOR JOB DESCRIPTION

Smart Beginnings Greater Richmond is a leader in advocacy, communication and capacity building for school readiness. Smart Beginnings, the regional affiliate of the Virginia Early Childhood Foundation, exists to unite parents, service providers and funders to ensure that every child has the best chance to succeed in school and in life.

#### **Executive Director Overview:**

The Executive Director serves as a leader, steward and capacity builder for advancing school readiness in the Greater Richmond Region through forging public and private partnerships that: build capacity for increasing school readiness at regional and local levels; harness best practices; maximize resources and gain efficiencies; and secure outcomes-driven investments so that every child is prepared for school, laying the foundation for workforce and life success.

The Executive Director is responsible for establishing the long-term strategic direction of the organization and leading the team in implementing the organization's priorities in pursuit of its mission. The Executive Director reports directly to the Board of Directors through its Chair. The Executive Director leads a small staff focused on advocacy, community engagement, capacity building, fund development and communications.

#### **Capabilities and Background:**

- **A capacity builder focused on creating effective networks and regional accountability**
  - Seek out, foster and sustain relationships that yield new learning that supports innovation.
  - Coordinate public/private partnerships in the area of early childhood and its ties to the pipeline from school to work.
  - Foster a regional culture of trust, transparency and shared accountability for documented outcomes that are driven by efficient and effective use of community resources.
  - Demonstrate ability to ensure public accountability as well as measure and improve outcomes related to regional goals and strategies.
  
- **A creator and mobilizer of partnerships and collaborations that strengthen the pipeline of birth to workforce**
  - Engage and unite regional stakeholders, planning commissions, economic and workforce development, chamber of commerce, employers, institutes of higher education, United Way and other service organizations, school division representatives, parents and other essential community partners to recognize the importance of high quality early childhood experiences and the impact of these experiences on school readiness and the future workforce, and to support implementation.
  
- **A strategic leader with both long-term vision and the ability to build an organization**
  - Effectively work with board members, community leaders, senior managers and others to develop and articulate a clear vision for the future of the organization.

- Build big picture and shorter-term concrete activities: helping to develop specific action plans for short-term activities while simultaneously developing a long-term plan, developing strategic plans, and driving the implementation of initiatives to support all plans.
- Able to manage change by allocating financial, personnel and other resources to ensure long-term sustainability.
- **An enthusiastic and successful fundraiser**
  - Coordinate collaborative resource development to support strategic and adequate financing of regional strategies.
  - Educate and cultivate regional investment in school readiness.
  - Develop, lead and support fundraising efforts; including, establishing and maintaining beneficial relationships with major donors, corporate leaders, foundations and community partners.
- **An exceptional communicator, motivator and leader of people**
  - Facilitate - and listen - guided discussions and apply what he/she hears to help a group identify potential concrete action steps.
  - Work with groups or communities to use data to guide decision-making, build focus and set measurable short and long-term targets.
  - Attract, develop, engage and retain a high quality team of staff and volunteer leadership.
  - Serve as a persuasive presenter and public speaker, develop and implement communication efforts, and build enthusiasm among a variety of constituencies.
  - Commit to uphold high ethical standards and promote sound business practices.

**Education and Experience Required:**

- An undergraduate degree in a related field or comparable work experience.
- 10 to 15 years of relevant experience, with at least 5 in leadership or management positions (executive leadership preferred)

**Duties and Responsibilities of the Executive Director:**

- **Cross-Sector Partnerships and Collaboration**
  - Engage and inform regional business, economic, and workforce development leaders as key stakeholders. Create and support regional leadership capacity to set targets and guide progress for the regional Smart Beginnings effort.
  - Identify, convene and coordinate a group of cross-sector leaders with capacity to influence regional policy, programmatic, and community barriers to school readiness.
- **Regional Focus**
  - Coordinate regional asset/gap analysis of the current status of school readiness.
  - Under the auspices of an established group of cross-sector regional leaders, facilitate development of a comprehensive and integrated school readiness system improvement plan that includes strategies for building community commitment to and investment in early childhood, supporting healthy childhood development, strengthening families and assuring availability of quality early care and education, including professional development for school readiness service providers, and strategic linkages to business, economic, and workforce development.
  - Manage implementation and reporting for regional projects funded by grants to Smart Beginnings.
- **Strategic Management**
  - Lead a process for developing a strategic plan.
  - Develop, manage and evaluate annual business, financial and operational plans, with performance targets, that are aligned with the organization's strategic plan and annual budget.
- **Fund Development:**

- Responsible for all aspects of resource development in all of its facets - individual, corporate, foundation, government and community partnerships – pursuing diverse funding sources, setting goals and raising funds to support and exceed the organization’s budget.
- Ensures that the staff and volunteers are aligned and work collaboratively to optimize fund development efforts; including leveraging the Board of Directors.
  
- **Community Engagement**
  - Increase the visibility and awareness of the organization, its initiatives and opportunities.
  - Continually assess the organization’s role in the community and establish the organization as a thought leader on school readiness.
  
- **Organizational Leadership:**
  - Provide executive oversight of all internal functions; including but not limited to, community engagement, human resources, financial management and planning, operations, external relations and development to maintain and enhance the organizational efficiency and effectiveness.
  
- **Board & Committee Relations:**
  - Work collaboratively with the Board of Directors to set strategic goals, establish policies, and enhance human and financial resources to assure continued growth and success of the organization.
  - Support board leadership in establishing the focus, structure and direction of the Board of Directors, by participating in Board meetings and providing reports and other information in a timely manner.
  - Ensure that all Board committees are effectively staffed and supported to meet their objectives.



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

N R V R C . O R G

## MEMORANDUM

**To: Regional Commission Board Members**

**From: Patrick O'Brien, Regional Planner**

**Date: June 17, 2016**

**Re: Comprehensive Economic Development Strategy (CEDS)- Project Package and Report**

---

The 2016-17 update of the Comprehensive Economic Development Strategy is nearly complete. Attached is the final draft of the 2016-17 New River Valley CEDS document. This includes the previously reviewed project package, project ranking criteria, and goals and objectives. The introductory narrative includes data and information about the region to bring perspective and set a baseline for future updates.

Major changes to this year's CEDS include an update to the regional SWOT analysis (page 13) and the addition of several projects to the project package table (page 29). Project additions include:

- Modify regional workforce project (#3) to reflect workforce board's ongoing 'sector strategies' project
- Modify regional small business project (#4) to include reinstatement of New River Valley Small Business Development Center
- New project to develop joint economic development strategies with neighboring regions in anticipation of GO Virginia regional economic development initiatives
- New project to develop pilot internship/apprenticeship/on-the-job training program
- New project to provide technical assistance services to supplier firms of regional manufacturers
- New or revised projects for Christiansburg, Floyd County, Giles County, Rich Creek, Pearisburg, Narrows, Pembroke and Radford.
- Updates to regional transportation projects (multiple)

The Commission will need to take action adopting the CEDS in order for staff to submit the document to the Economic Development Administration prior to the June 30, 2016 deadline. The next step in the CEDS update process is to create the public-friendly 'consumer' version of the CEDS, and related on-line CEDS content.

Staff will be present at the June 23, 2016 to answer any questions about the CEDS document, and the CEDS update process for the upcoming year.

Strengthening the Region through Collaboration

---

### Counties

Floyd | Giles  
Montgomery | Pulaski  
City  
Radford

### Towns

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

### Universities

Virginia Tech  
Radford University



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

N R V R C . O R G

## MEMORANDUM

**To: Regional Commission Board Members**

**From: Patrick O'Brien, Regional Planner**

**Date: June 17, 2016**

**Re: Comprehensive Economic Development Strategy (CEDS)- Project Package and Report**

---

The 2016-17 update of the Comprehensive Economic Development Strategy is nearly complete. Attached is the final draft of the 2016-17 New River Valley CEDS document. This includes the previously reviewed project package, project ranking criteria, and goals and objectives. The introductory narrative includes data and information about the region to bring perspective and set a baseline for future updates.

Major changes to this year's CEDS include an update to the regional SWOT analysis (page 13) and the addition of several projects to the project package table (page 29). Project additions include:

- Modify regional workforce project (#3) to reflect workforce board's ongoing 'sector strategies' project
- Modify regional small business project (#4) to include reinstatement of New River Valley Small Business Development Center
- New project to develop joint economic development strategies with neighboring regions in anticipation of GO Virginia regional economic development initiatives
- New project to develop pilot internship/apprenticeship/on-the-job training program
- New project to provide technical assistance services to supplier firms of regional manufacturers
- New or revised projects for Christiansburg, Floyd County, Giles County, Rich Creek, Pearisburg, Narrows, Pembroke and Radford.
- Updates to regional transportation projects (multiple)

The Commission will need to take action adopting the CEDS in order for staff to submit the document to the Economic Development Administration prior to the June 30, 2016 deadline. The next step in the CEDS update process is to create the public-friendly 'consumer' version of the CEDS, and related on-line CEDS content.

Staff will be present at the June 23, 2016 to answer any questions about the CEDS document, and the CEDS update process for the upcoming year.

Strengthening the Region through Collaboration

---

### Counties

Floyd | Giles  
Montgomery | Pulaski  
City  
Radford

### Towns

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

### Universities

Virginia Tech  
Radford University





# NEW RIVER VALLEY COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY 2016



## Table of Contents

Chapter 1: NEW RIVER VALLEY OVERVIEW .....	2
Chapter 2: PRIORITIES, GOALS, AND OBJECTIVES.....	17
Chapter 3: ANNUAL PROJECT PACKAGE REPORT .....	22
Chapter 4: PROJECT EVALUATION FOR 2015-16.....	28
Chapter 5: IMPLEMENTATION AND RESILIENCY.....	43
Appendix .....	45

# Chapter 1: NEW RIVER VALLEY OVERVIEW

## 1.1 INTRODUCTION

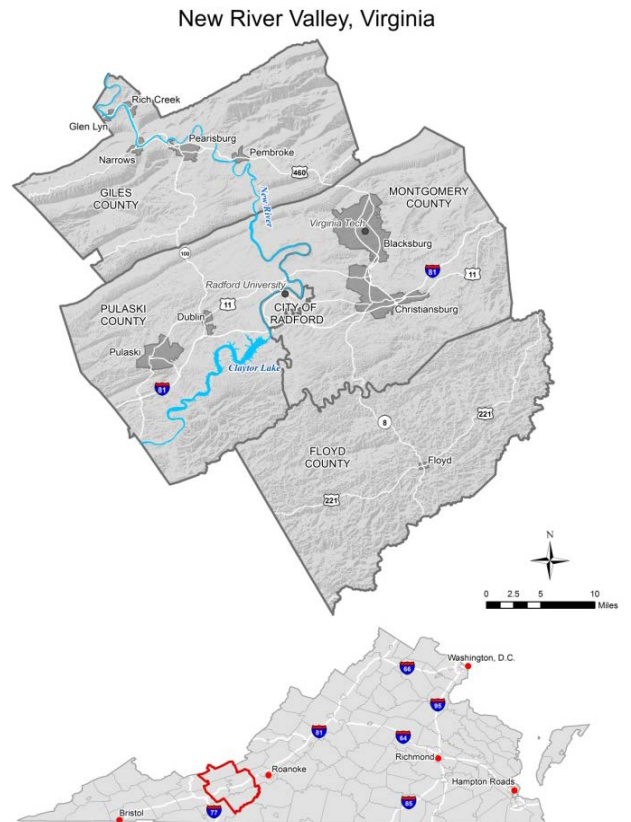
The New River Valley region consists of the counties of Floyd, Giles, Montgomery, Pulaski, and the City of Radford in southwest Virginia. The counties are home to ten incorporated towns, and a total regional population of 178,350 as of the 2010 census. Two major transportation routes pass through the region, Interstate 81 and US Route 460. Major employers include Virginia Tech, Radford University, Volvo Trucks North America, and Celanese.

The region is growing from a manufacturing and agrarian focused economy into a more balanced, diversified economy. The region has seen gains in sectors such as information technology, healthcare and biomedical, business and financial services, energy, and agricultural businesses. This transition has created the need for training in these growing sectors. Career pathway development is an important part of this transition to a more modernized economy.

The New River Valley Livability Initiative, a regional planning effort undertaken in 2010-13, identified four major themes to focus regional development efforts, reflect the regional characteristics that New River Valley residents value most. These themes are:

1. Enhancing Living and Working Environments
2. Preserving Rural Heritage and Community Character
3. Making the Business Environment Productive and Resilient
4. Building Healthy Communities

Each of these themes has a direct effect on economic development, and these themes are incorporated into the New River Valley's Comprehensive Economic Development Strategy. The region has seen success domestically and internationally in bringing in new businesses. These successes are celebrated, but the need to create homegrown startups needs to improve to strengthen the resiliency of the regional economy. The CEDS serves as a vision on how to



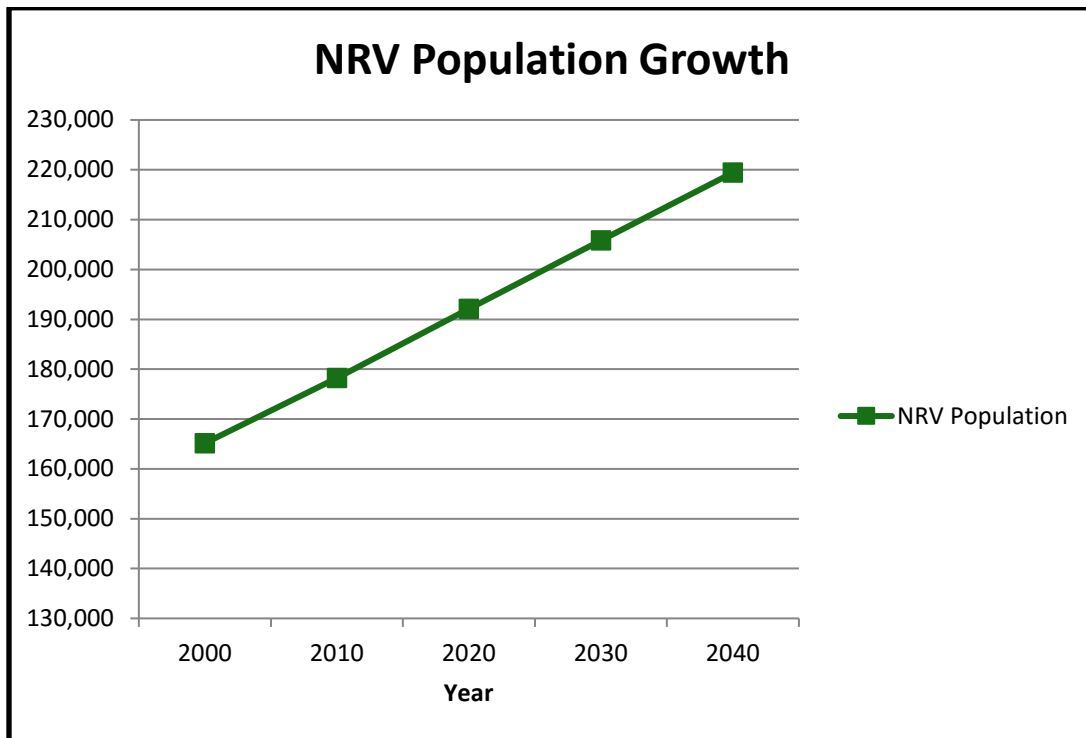
reach the potential for the regional economy, bolstering the success of businesses within the New River Valley while improving the prosperity of its people.

## 1.2 DEMOGRAPHIC PROFILE

### Population

The New River Valley had an estimated population of 182,991 in 2015, a 2.7% increase since the 2010 Census<sup>1</sup>. Population projections predict continued, steady growth to a 2040 population of 219,420, a 23% increase over a 30 year period. The City of Radford and Montgomery County have high percentages of student populations from Radford University and Virginia Tech, with a total student population of approximately 40,000 between the two universities. The universities produce nearly 10,000 new graduates within the region each year.

Figure 1: New River Valley Projected Population Growth



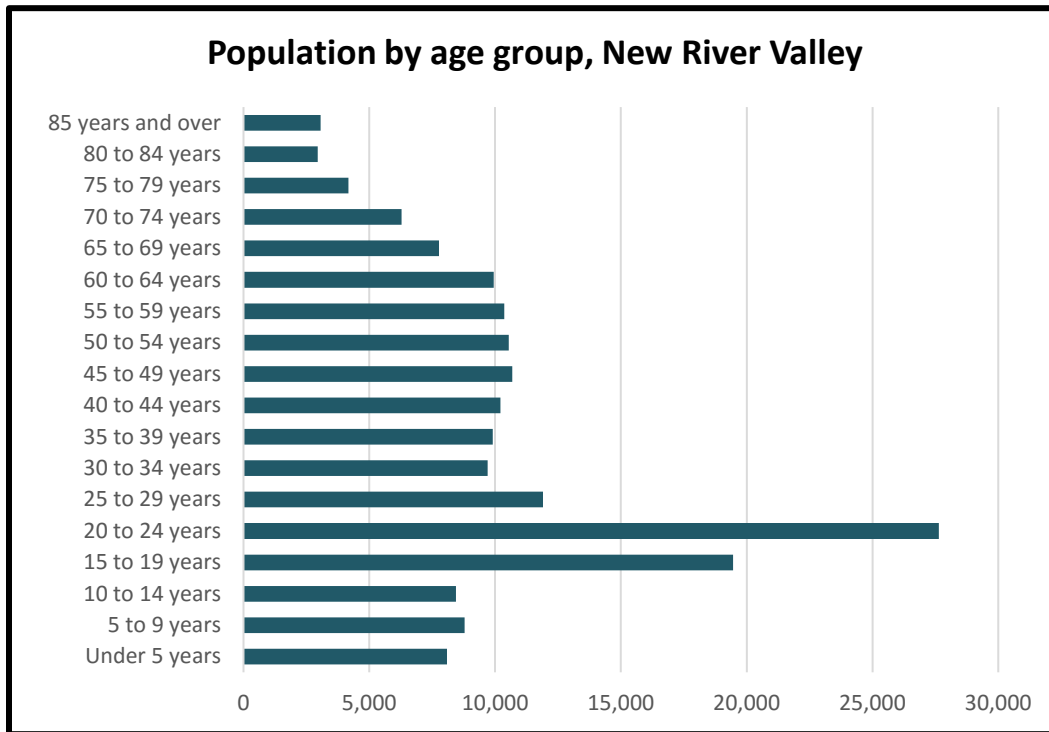
Virginia Employment Commission, U.S. Census Bureau

### Age

The median age within the New River Valley is 32.8, well below the state average of 37.6. The region's large population of college students is the major contributor to the youthful population, with 15-19 year olds and 20-24 year olds as the two largest age groups. Figure 2 (next page) shows the regional population in each age group.

<sup>1</sup> July 1, 2015 Population Estimates for Virginia and its Counties and Cities, Weldon Cooper Center for Public Service Demographics Research Group

**Figure 2: NRV Population by Age**

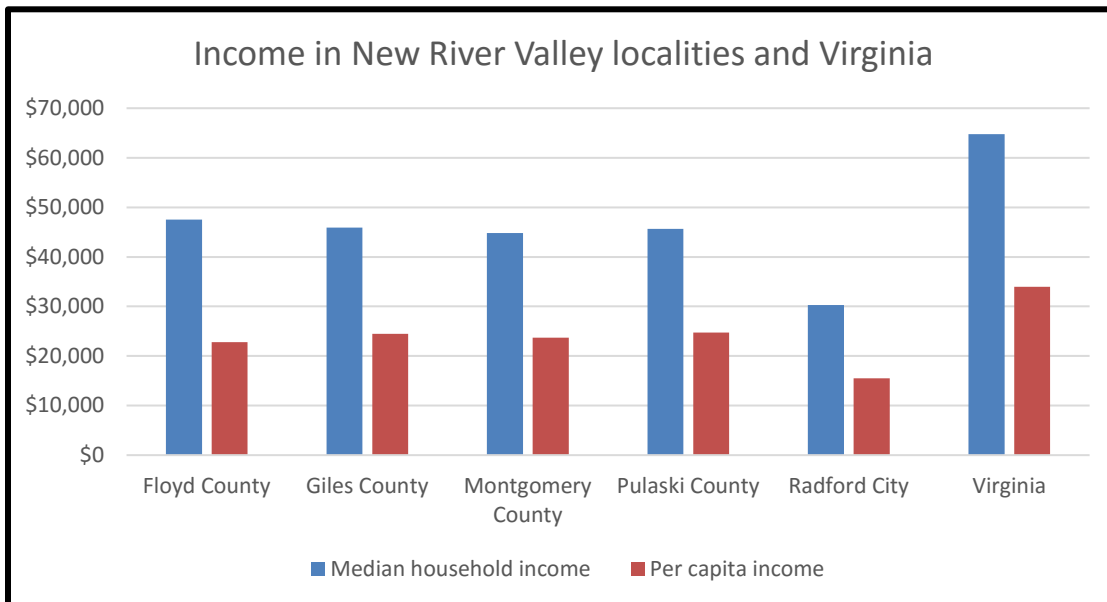


American Community Survey 5-Year Data, 2010-2014

**Income**

The median household income in the New River Valley is \$44,564, and per capita income is \$23,135. New River Valley incomes are below the Virginia average, but have increased in recent years. Income levels within the New River Valley vary by locality, as shown in in Figure 3 below.

**Figure 3: Median Household and Per Capita Income by Locality**



American Community Survey 5-Year Data, 2010-2014

### 1.3 EMPLOYMENT

The total labor force in the New River Valley in 2014 is an estimated 88,255 workers<sup>2</sup>. Approximately 70% of New River Valley workers live and work in the region, and 30% commute to jobs outside the region, with Roanoke as the most common destination<sup>3</sup>.

New River Valley businesses employed approximately 66,700 workers in 2015, an increase of 4% over the past five years. Government is the largest employer, which includes the nearly 10,000 employees of the region's public universities. Manufacturing is the second largest sector, followed by retail trade and health care (see Table 1 below).

**Table 1: Employment by Industry Sector, New River Valley**

Industry sector	2015 Jobs	2011 - 2015 % Change	2015 average earnings
Crop and Animal Production	333	13%	\$30,466
Mining, Quarrying, and Oil and Gas Extraction	93	27%	\$58,236
Utilities	120	(12%)	\$91,558
Construction	2,099	(15%)	\$38,542
Manufacturing	11,733	11%	\$55,169
Wholesale Trade	771	(10%)	\$46,700
Retail Trade	8,268	3%	\$22,260
Transportation and Warehousing	1,258	27%	\$33,247
Information	613	14%	\$52,841
Finance and Insurance	957	(8%)	\$46,209
Real Estate and Rental and Leasing	1,133	33%	\$36,305
Professional, Scientific, and Technical Services	2,856	3%	\$60,398
Management of Companies and Enterprises	193	(52%)	\$67,617
Administrative and Support and Waste Management	2,727	8%	\$25,478
Educational Services	393	(1%)	\$40,442
Health Care and Social Assistance	6,667	9%	\$38,826
Arts, Entertainment, and Recreation	562	0%	\$12,273
Accommodation and Food Services	6,948	9%	\$14,001
Other Services (except Public Administration)	1,626	(1%)	\$28,296
Government	17,379	(1%)	\$44,066
<b>TOTAL</b>	<b>66,742</b>	<b>4%</b>	<b>\$38,666</b>

Source: EMSI Class of Worker Dataset 2016.2

The New River/Mount Rogers Workforce Investment Board partnered with the Virginia Tech Office of Economic Development to develop a Skills-Gap Analysis for the region. Both soft skill and technical skill gaps were evaluated. For the region, soft skill needs include: good

<sup>2</sup> American Community Survey 5-Year Data, 2010-2014

<sup>3</sup> US Census Bureau, LEHD On the Map tool, 2014



attendance, critical and analytical thinking, communication, and problem solving. Technical skill needs include: electrical/electronics, engineering, general maintenance, welding, and customer service and sales.

**CLUSTER ANALYSIS**

The New River Valley Regional Commission worked with the Southern Rural Development Center (SRDC) at Mississippi State University to complete a cluster analysis of the New River Valley. According to the Economic Development Administration, economic clusters are geographic concentrations of interconnected industries and supportive organizations that make regions uniquely competitive for jobs and private investment. To perform the analysis, the SRDC researched employment concentrations within economic sectors throughout the region while measuring the job growth or loss within the specified cluster. The following table highlights employment in major clusters in the New River Valley as defined in the study.

**Table 2: NRV Employment by Sector**

INDUSTRY SECTOR	2012 Jobs	2022 Jobs Projected	Difference	2022 NRV Job Growth/Loss
Business & Financial	7,237	9,671	2,434	33.60%
Healthcare	4,663	5,990	1,327	28.50%
Energy	5,297	5,843	546	10.30%
IT Telecomm and Software	4,168	4,598	430	10.30%
Biomedical – R&D	696	840	144	20.60%
Agribusiness	720	692	-28	-3.90%
Arts, Entertainment, Recreation	2,561	3,151	590	23.00%
Electrical Equipment Manufacturing	2,281	2,108	-173	-7.60%
Defense	2,086	2,278	192	9.20%
Advanced Materials	3,977	3,351	-626	-15.70%
Transportation Equipment Mfg.	2,747	1,762	-985	-35.90%

*Southern Rural Development Center, NRV Cluster Analysis 2012*

*\*Retail and university/college employment not reflected in chart.*

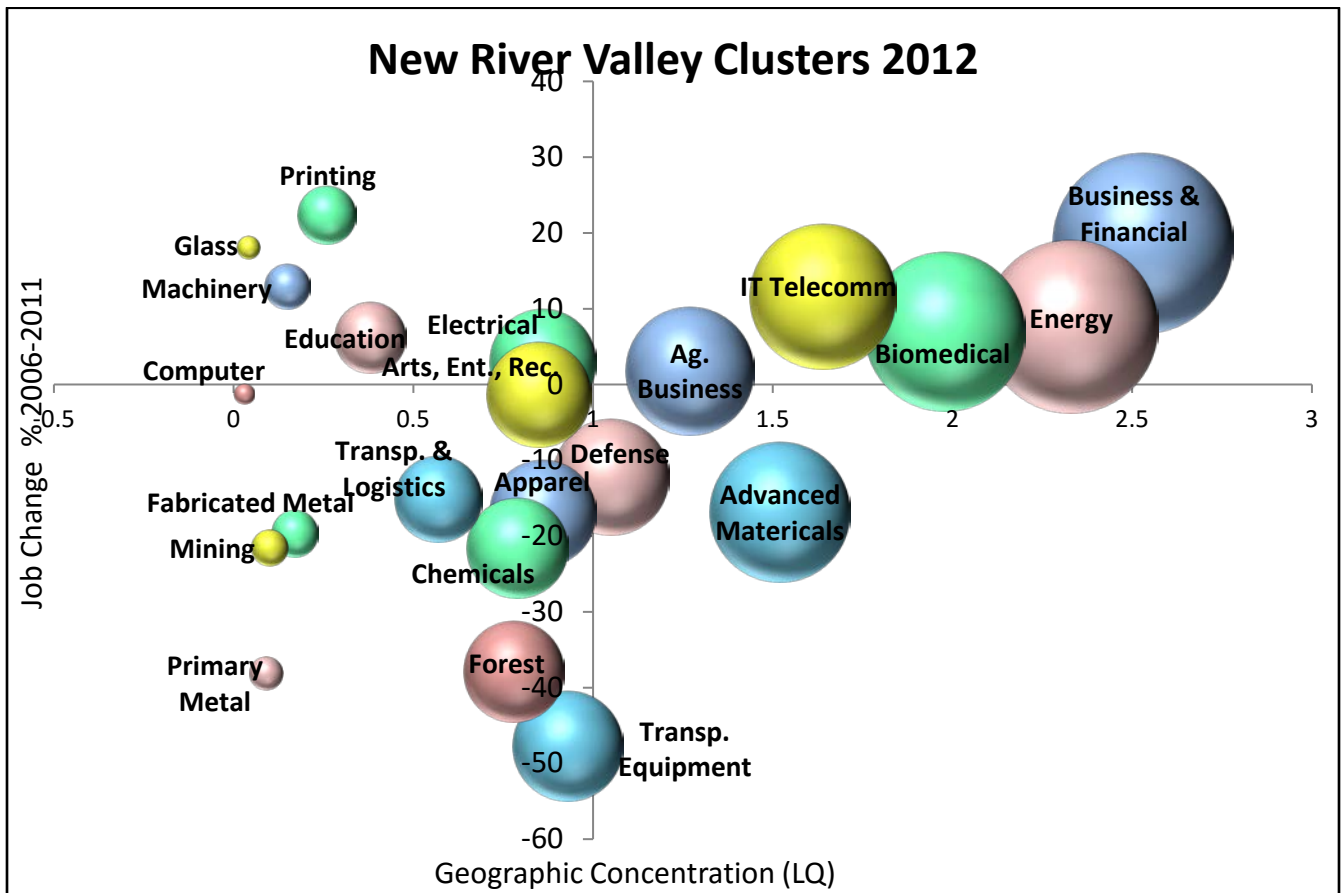
As part of this analysis, pre- and post-recession time periods were evaluated to demonstrate the strengths and weaknesses of clusters within the region. The figure on the following page identifies the relative strength of clusters based on their geographic concentration in the region and the growth in regional jobs. The size of the circle represents the current number of jobs.

Figure 4 shows economic sectors divided into quadrants. Those in the top right quadrant are considered to be the strongest in the region with strong job growth and a geographic concentration in that sector. The cluster chart shows five economic sectors that are growing in

specialization and employment: 1) Business and Financial Services; 2) Energy; 3) Biomedical; 4) Information Technology and Telecommunications; and 5) Agribusiness. In cluster theory, the top right quadrant, or 'stars', highlights the standout industries that define the region's economy that also have potential to keep growing in specialization and bring additional employment.

The top left quadrant shows 'emerging' clusters that lack geographic concentration, but can grow into the 'star' category due to high job growth. These 'emerging' clusters need strategies focused on developing the workforce and entrepreneurial assistance. The bottom right quadrant shows sectors that still have geographic concentration but are losing that concentration due to job losses. These sectors need special attention if there is to be potential for long-term success in that sector. Finally, the lower left quadrant shows economic sectors that do not have geographic concentration and have lost jobs. Generally speaking, these sectors lack competitiveness unless new industries can be attracted to the region and bolster that sector.

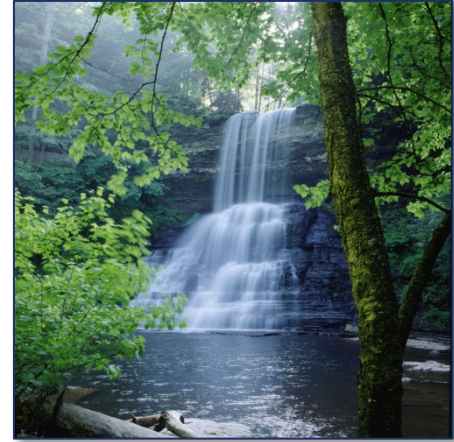
**Figure 4: Employment growth and concentration of regional clusters in the New River Valley**



This analysis serves as a guide for future strategy development with regards to workforce training, entrepreneurial development and resource allocation. Further, it provides a base for discussion and development of future strategies.

## 1.4 ENVIRONMENT AND NATURAL RESOURCES

The natural assets contained within the New River Valley are an important part of the region's character as well as the ability to generate tourism, a growing sector for southwest Virginia. The New River is an important natural feature and generates the name for the region. Mountains are an equally important natural feature for the region.



*Cascade Falls, Credit: Virginia Tech*

The New River Valley falls within three distinct physiographic provinces: the Blue Ridge

Province (Floyd County), the Valley and Ridge Province (Pulaski County, Montgomery County, most of Giles County, and the City of Radford), and the Appalachian Plateau (in a small part of Giles County). Each province has very different geological characteristics. Giles, Pulaski, and Montgomery Counties are mainly located in the Valley and Ridge Province which is characterized by sedimentary rocks such as limestone, shale, sandstone and dolomites (i.e., karst). Historically, limestone has been mined for agriculture use and sandstone for building purposes. Floyd County is located in the Blue Ridge Province, which is characterized by metamorphic rocks such as gneiss and schist. Metamorphic rocks are harder rocks and have been mined for use in road construction.

All counties in the New River Valley are quite similar with regards to type of land class. The majority of land within the region is considered timberland. It covers 68% of all land within the New River Valley. The only county in the region with a different forestry profile would be Giles where 76% of the total area is considered forest land, a significant amount of which is in the Jefferson National Forest<sup>4</sup>.

The average elevation of the NRV is about 2,500 feet. Elevations range from 1,470 feet above mean sea level at Glen Lyn to 4,348 feet at Bald Knob on Salt Pond Mountain in Giles County. Mountain Lake, also located on Salt Pond Mountain, is one of two natural lakes in Virginia and is reportedly the highest natural lake east of the Rocky Mountains. The New River runs through the Counties of Pulaski, Montgomery, and Giles, and the City of Radford, thus giving the region

---

<sup>4</sup> New River Valley Hazard Mitigation Plan, 2011

its name. Little River, Peak Creek, Big Walker Creek, and Dodd’s Creek are a few of the tributaries of the New River. A small portion of eastern Montgomery and Floyd Counties are in the Roanoke River basin, while a small portion of Giles County and the Craig Creek watershed in Montgomery County drain into the James River<sup>5</sup>.

Typical fall foliage peak color is October 10-20 in the Southwestern Mountain Climate Region. Following is a chart from the Virginia Tourism Corporation detailing the climate of the region.

**Table 3: Virginia Southwestern Mountain Climate Region**

	<b>January Average</b>	<b>July Average</b>	<b>Annual Average</b>
<b>Temperature</b>	24-44 (F)	60-85 (F)	
<b>Precipitation</b>	4.04 inches	4.73 inches	47.33 inches

*Virginia Tourism Corporation, Southeast Regional Climate Center*

**Appalachian Trail**

Fifty miles of the Appalachian Trail span Giles County and connects to nearly 2,200 miles of the trail extending from Georgia to Maine.

**Blue Ridge Parkway**

The Blue Ridge Parkway, spanning 469 miles total, travels through eastern and southern Floyd County. The Blue Ridge Parkway is famous for its scenic drives and brings tourists to the region.



*Blue Ridge Parkway, Credit: Lydeana Martin*

**National Forest**

**Jefferson National Forest:**

The Jefferson National Forest traverses the New River Valley and is home to Pandapas Pond, featuring a trail network for recreation users.

<sup>5</sup> New River Valley Hazard Mitigation Plan, 2011

## **State Parks**

### **Claytor Lake State Park:**

The New River Valley is home to Claytor Lake State Park, the only state park in the region. Claytor Lake. Claytor Lake has a full service marina and provides options for fishing, swimming, and camping.



*Claytor Lake Dam, Credit: Peter Huber*

### **New River Trail State Park:**

The New River Trail stretches 57 miles along an abandoned railroad corridor.

## **Other Natural Features**

- Buffalo Mountain Natural Area Preserve
- Mountain Lake
- War Spur and Wind Rock Trails
- Radford Riverway
- Dora Trail
- Gatewood Park Campground and Reservoir
- Bottom Creek Gorge
- Falls Ridge Preserve
- Huckleberry Trail
- Rock Castle Gorge National Recreation Trail
- Cascades Recreation Area



*Huckleberry Trail*

## 1.5 INFRASTRUCTURE

The following information on infrastructure was gathered as part of the New River Valley Livability Initiative and can be found in the 2013 report entitled, *Livability in the New River Valley: From Vision to Action*.

### **CELL PHONE SERVICE PROVIDERS CURRENTLY AVAILABLE**

- nTelos
- Sprint/Centel-Virginia
- U.S. Cellular
- Verizon- Virginia/Verizon South
- AT&T
- Citizens Telephone Cooperative
- Pembroke Telephone Cooperative

*Virginia Economic Development Partnership: NRV Community Profile.*

- The region now has broadband access along major regional corridors, around universities, and within larger jurisdictions.
- Some rural areas with sparse populations and mountainous topography still have limited access and low-speed/bandwidth which limits opportunities for full engagement in the information economy.

### **ROADS**

- I-81 and US 460 are critical corridors for truck freight movement within the region and throughout the Commonwealth. 40-60% of truck traffic traveling along I-81 neither has an origin or destination in Virginia (9,000 – 13,400 trucks each day).
- Employers and major employment centers are served through road infrastructure mainly through interstate or state route access. Large employers not located along major roads or in more urbanized areas have selected locations based on proximity to natural resources or other valued amenities.

### **WATER AND SEWER**

- New River Valley towns and the City of Radford are served by public water and sewer. Wells and septic systems serve the needs of residents who are not currently on public water and sewer.
- Floyd has limited ground water resources which also limits water intensive economic opportunities.



## **GAS**

- Natural gas is supplied by ATMOS Energy in more populated areas of Radford, Blacksburg, Christiansburg, Dublin, Pulaski, and Fairlawn. Roanoke Gas services eastern Montgomery County. No gas service is provided in Floyd County. Unlike electricity, industrial, institutional and other large users dominate use with about 65% of natural gas consumption in the region. Natural gas prices have declined since 2008 due to increases in domestic production.
- Columbia Gas of Virginia has provided service to Giles County since the 1960s. Columbia Gas is headquartered in Chesterfield, Virginia and is the third-largest gas utility in the Commonwealth of Virginia. \**Columbia Gas of Virginia Company Profile*

## **CLEAN ENERGY**

- Development of clean energy options in the region may play a role in attracting new businesses to the region. For example The Sierra Nevada Brewery was considering Christiansburg as a potential site but settled on Asheville, North Carolina, in part because North Carolina's "focus on green technologies played a role in luring the business to invest \$107.5 million into its new brewery there." \**Mountain Express, 2013.*

## **RAIL**

- Norfolk Southern's Heartland and Crescent Corridors intersect just East of Radford. Both corridors are of national significance for freight movement.
- Freight rail serves Pulaski, Giles, and Montgomery Counties as well as the City of Radford. Rail is a major asset to manufacturing and other industries within the region.
- Currently, no passenger rail services exist within the New River Valley. Nearby Roanoke will begin service in 2017, and New River Valley stakeholders are working to extend service to a proposed station in Christiansburg.

## **INTERMODAL TRANSPORT**

- Intermodal freight transport involves the transportation of freight using multiple modes of transportation (rail, ship and truck) without any handling of the freight itself when changing modes. This method reduces cargo handling, improves security, reduces damage and allows freight to be transported faster and reduces costs and emissions.
- There is an intermodal transfer facility currently being proposed in Elliston as a part of the Heartland Corridor improvement plan. The completion of the facility would have effects on both the rail and roadway network within the NRV and surrounding regions. Truck freight primarily utilizes I-81, US 460, US 11, US 221, VA 100, VA 8, VA 42 and VA 61. I-81 is one of the primary truck freight corridors on the eastern seaboard.

## **AIRPORTS**

- There are two general aviation facilities located in the New River Valley: the Virginia Tech-Montgomery Executive Airport in Blacksburg and the New River Valley Airport just north of Dublin in Pulaski County. The NRV Airport is currently a registered foreign trade zone and international port of entry. The nearest major commercial passenger airport is Roanoke Regional Airport approximately ten miles east of the region.

## **1.6 SWOT ANALYSIS**

The New River Valley's CEDS Committee discusses regional strengths, weaknesses, opportunities, and threats within the region periodically during their meetings. In 2016, the CEDS Committee provided extensive updates to the SWOT analysis based on recent developments, and revised the SWOT analysis from previous years accordingly.

### **Strengths**

- Interstate 81 and 77 Accessibility
- Middle mile broadband fiber network is strong and expanding both speed and access
- New River is a recreation asset, and ample source of water/power
- Clean air/water
- Low cost of living and high quality of life
- Access to range of healthcare options
- Available, affordable industrial space/land
- Virginia Tech (especially applied research and support for innovation)
- Radford University
- Access to local foods/agriculture
- Manufacturing workforce and strong work ethic of residents generally
- Multiple airports (private)
- K-12 system is relatively strong and is growing options for students
- Music, arts, sports, and cultural events attract visitors and promote the region
- Engaged community organizations
- Engaged, collaborative business community
- Foreign Trade Zone
- Natural beauty and outdoor recreation assets
- Recreation opportunities
- Temperate climate
- Growing economic diversity and strong base of large, stable employers
- Low utility costs and tax rates
- New River Community College
- VT Corporate Research Center
- NRV Economic Development Alliance
- Southwest Virginia 'brands' (Crooked Road)
- Elected officials
- Strong track record for collaboration among region's business and gov't.

### **Weaknesses**

- Loss of historic buildings from blight
- Lack access to capital for start-ups
- Few entrepreneurial leaders
- Low population, lack critical mass
- Workforce skills not matching available jobs
- Few 'high-end' amenities (hotels, restaurants, etc.)
- Lack of affordable child-care options
- Lack of coordination and resources at regional level for many marketing efforts
- Few 'shovel-ready' large (50+ ac.) industrial sites
- Brain drain – losing young talent and families
- Lack of diverse energy sources
- Deteriorating housing in some areas
- Struggle to define regional identity
- Poverty
- Drug abuse issues in some communities

(SWOT Analysis continued)

**Opportunities**

- Public engagement
- Proximity to large east coast population centers
- K-12 and higher education partnerships with businesses
- Strong support for entrepreneurship development, and growing network for mentoring and support
- Growing momentum to define regional 'brand' for both internal and external marketing
- Downtown revitalization is gaining momentum in most towns
- 'Reshoring' and international investment in manufacturing
- Growing interest in incorporating work experience components into educational programs
- Interregional collaboration
- Economic gardening
- Seed and venture funding are growing
- Growing collaboration/partnership with nearby regions (especially Roanoke and 'Southwest Virginia')
- Strong support for preservation/promotion of natural resources
- Strong support for a growing array of youth development programs in communities, but need to 'regionalize'
- Businesses in similar sectors are uniting to support each other and address common needs

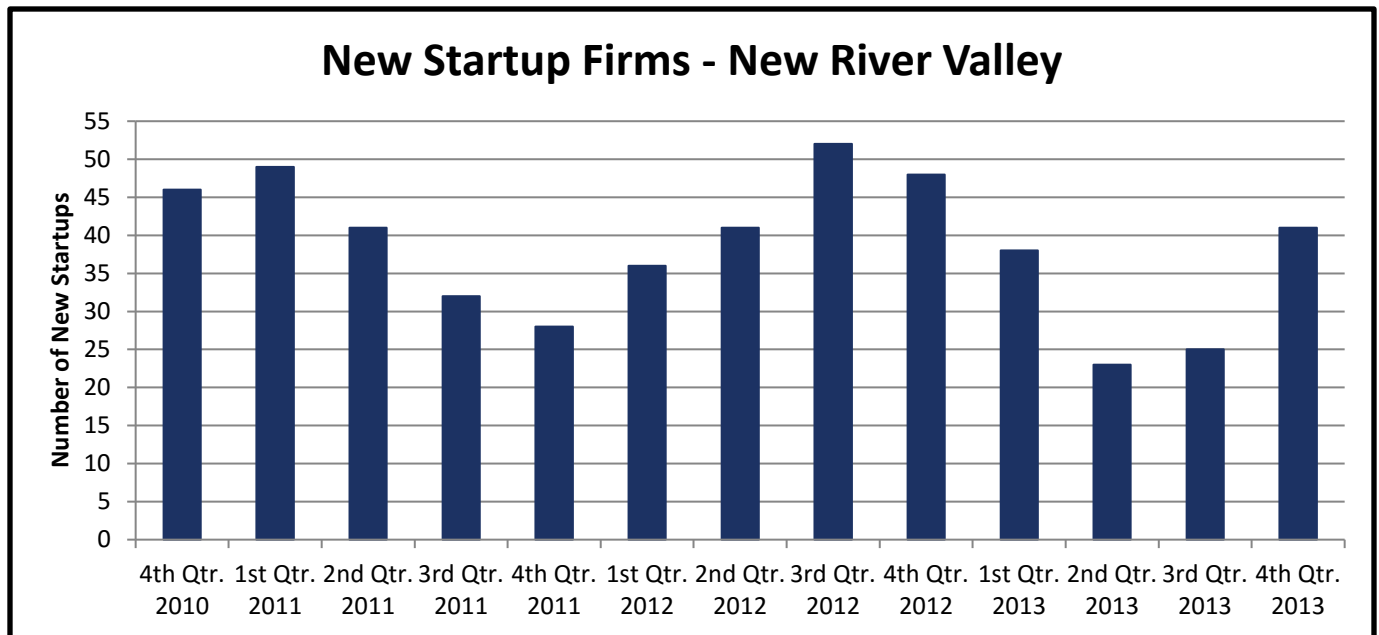
**Threats**

- Lack of influence at the state level
- Competition with other regions for talented youth and college graduates (brain drain)
- Lesser opportunities/resources in rural areas of region vs. urban areas
- Increasing congestion/worsening commutes on key routes (esp. I-81)
- Worsening substance abuse and related social/economic issues
- Unequal civic engagement/access to regional opportunities among citizens
- State/federal regulations can increase cost of doing business
- Uncertainty about regional 'brand' identify (perception as 'hillbilly' region)
- Aging building stock needs maintenance/replacement
- Aging of skilled workers with insufficient pipeline of young workers with right skills to replace them
- Shortage of affordable housing and 'aging in place' options in some areas
- Fast or uncontrolled growth may threaten natural resources or quality of life
- Online competition can threaten local retailers and other businesses

## 1.7 ENTREPRENEURSHIP AND RESOURCES

Entrepreneurial development is important to the overall health of the economy as small business drives job growth. Following is a chart detailing new startups within the New River Valley over the past four years.

Figure 5: New Business Startups



New River Valley startup companies have options in each locality for small business services, which are listed below. The urban areas within the Blacksburg-Christiansburg-Radford metro area are more robust, as is expected with a greater population density and two universities.

### Regional

- Radford Small Business Development Center
- New River Valley Business Center
- VT KnowledgeWorks
- Roanoke-Blacksburg Technology Council
- 460 Angels
- Virginia Cooperative Extension
- Virginia Community Capital

### State

- Virginia Department of Business Assistance

### Local

- Economic Development Authority of Floyd County
- Montgomery-Blacksburg-Christiansburg (MBC) Development Corporation Revolving Loan Fund
- TechPad
- Beans and Rice (Radford/Pulaski)

### Interregional

- Roanoke SCORE

A complete description of each small business service is included in the appendix. Unfortunately, the Radford Small Business Development Center, the local branch of the US Small Business Administration SBDC network, is closing in June 2016. A liaison from the nearby Roanoke SBDC will serve the New River Valley in the interim, but CEDS stakeholders are exploring options to reinstate the Center, and otherwise coordinate small business services in the region.

## 1.8 PUBLIC PARTICIPATION

The following are public outreach activities during the development of the Comprehensive Economic Development Strategy alongside the New River Valley Livability Initiative.

- Kickoff Summit: 150 participants at Claytor Lake State Park.
- Working Groups: Economic development working group collaborated with the CEDS Committee to develop goals, objectives, and strategies.
- Community Priority Survey: 660 participants responded to develop regional priorities.
- NRV Tomorrow Survey: 750 participants responded to rank values, projects, and policies within the region.
- BUILT NRV Game: 249 participants discussed concerns, possibilities, and value within individual communities.
- New River Valley Regional Commission Board of Directors: Hosts monthly public meetings where CEDS updates are reviewed. The final 2016 CEDS was presented on June 23, 2016.



*BUILT NRV Game*

## Chapter 2: PRIORITIES, GOALS, AND OBJECTIVES

The New River Valley Regional Commission (serving as Economic Development District) leads the continuous planning process for economic development in Virginia's New River Valley. The NRVRC works closely with localities and several regional groups that take key roles in pursuing economic development projects and funding to advance the quality of life in the New River Valley. The most recent five-year update to the CEDS in 2014 revised the region's CEDS goals and objectives to reflect recent economic trends. The seven priority areas have been identified by public outreach, the CEDS Committee, NRVPC Commissioners, and through research on best practices. The priority areas include: 1) Support Small Business and Entrepreneurial Development; 2) Preparation and Continued Support of Qualified Workforce; 3) Available Land, Quality Infrastructure, and Affordable Housing; 4) Attracting New Business to the Region; 5) Regional Marketing/Awareness to Promote the New River Valley; 6) Preserve Natural and Historic Areas; and, 7) Business Friendly Governance and Representation.

### Priority 1: Support Small Business and Entrepreneurial Development

**Goal:** Establish an environment that fosters the growth of existing businesses and supports entrepreneurs from startup stage through maturation.

**Objective 1:** Optimize existing resources for entrepreneurs and small businesses and promote collaboration between these resources.

**Objective 2:** Increase the number of jobs created through entrepreneurial start-ups and expansions in the New River Valley.

#### ***Business Assistance and Entrepreneurial Support Key Strategies***

- 1) Promote cooperation between the Radford Small Business Development Center, VT KnowledgeWorks, New River Community College, etc.
- 2) Create new and support existing financing opportunities for business/industry expansion, including venture capital.
- 3) Encourage the use of locally developed technology and intellectual property in manufacturing and other industries.
- 4) Organize creative financing programs and improve entrepreneurs' access to capital.



*Virginia Tech Corporate Research Center*



- 5) Increase small business support services through provision of community e-commerce space as well as trainings (social media, computer, etc.).
- 6) Link local industries with technology and research capabilities of Virginia Tech, Radford University, and New River Community College.

## **Priority 2: Preparation and Continued Support of Qualified Workforce**

**Goal: Prepare the New River Valley workforce for present and future employment in growing employment sectors.**

**Objective 1: Train and re-train workers for higher skills and productivity in the modern economy.**

**Objective 2: Improve the industry/education interface at all levels.**

### ***Preparation and Continuation of Qualified Workforce Key Strategies***

- 1) Utilize the Community College or the One-stop Centers to assist businesses seeking trained employees or training of employees requiring enhanced skills.
- 2) To establish partnerships between industry/business and all levels of education by implementing an integrated workforce curriculum that provides students with more "real world" learning opportunities
- 3) Expand existing and explore new opportunities for business training and professional development programs.
- 4) Create a Youth Entrepreneurial Center for business and civic development and practice.
- 5) Integrate workforce education and training to meet the needs of the region's strongest economic clusters and where there are skills gaps.

## **Priority 3: Available Land, Quality Infrastructure, and Affordable Housing**

**Goal: Maintain existing and deploy additional infrastructure to meet the needs of businesses and residents.**

**Objective 1: Create an affordable, accessible and interlinked public transportation network that connects population centers with major employment centers.**

**Objective 2: Strengthen the economic position of downtown commercial districts.**



*Route 114 Bridge Completed 2014*

**Objective 3: Improve the region's telecommunication network to attract new firms, assist existing firms, and educate citizens.**

**Objective 4: Increase the energy efficiency of industrial and commercial buildings.**

***Quality Infrastructure Key Strategies***

- 1) Coordinate and maximize the use of existing public and private transportation resources focused on employment mobility.
- 2) Seek diversification and mixed use redevelopment of downtown commercial districts.
- 3) Deploy last mile fiber optics using wired and wireless technologies throughout the region to serve businesses and residents.
- 4) Create utility standards for service providers to follow and coordinate public digging to minimize costs and disturbances.
- 5) Seek creative and cooperative regional financing strategies for major infrastructure needs.
- 6) Ensure adequate public utilities are in place for businesses and residents.
- 7) Coordinate and adopt creative approaches to encourage the creation of affordable housing for all age groups.
- 8) Use public schools, colleges and universities to expand education, training, and research around clean energy.
- 9) Encourage energy efficiency through education programs that detail cost, return on investment, and feasibility.

**Priority 4: Attracting New Business to the Region**

**Goal: Attract new industries that will complement the region's economy, strengthen inter-industry linkages, and utilize the region's labor force.**

**Objective 1: Develop and strengthen the role of international trade and commerce in the economy of the New River Valley.**

**Objective 2: Increase the region's supply of ready and available industrial and other economic development properties.**

***Attracting New Business Key Strategies***

- 1) Seek firms with an international focus to utilize the strategic assets of the New River Valley International Airport, Foreign Trade Zone and Commerce Park.

- 2) Recruit outside firms seeking a trained and skilled labor force, low utility costs, high quality industrial space, and convenient highway access.
- 3) Recruit outside firms that currently have significant supplier relationships with New River Valley companies.
- 4) Develop regional properties tailored to the needs of targeted industry sectors.

## **Priority 5: Regional Marketing/Awareness to Promote the New River Valley**

**Goal: Expand the regional identity and brand to increase the marketability of the region for businesses and tourists.**

**Objective 1: Improve the region's ability to market itself and respond to the needs of new industrial, research, and technological prospects.**

**Objective 2: Realize the region's tourism development potential and ability to market itself as a culturally and naturally unique tourism destination.**

### ***Regional Marketing/Awareness Key Strategies***

- 1) Expand multi-regional marketing campaigns involving the New River Valley Economic Development Alliance, and similar organizations throughout Western Virginia.
- 2) Study the feasibility of a Destination Marketing Organization or Convention and Visitors Bureau and develop implementation strategies.
- 3) Participate in, support, and encourage southwestern Virginia initiatives such as 'Round the Mountain, Crooked Road, and Heartwood Center.
- 4) Identify, develop, and package the region's inventory of historical assets and arts and cultural activities, natural features, and events to support external marketing.



*Explorenewrivervalley.com Regional Tourism Website*

## **Priority 6: Preserve Natural and Historic Areas**

**Goal: Preserve the natural and historic assets within the region to protect the character and quality of the regional environment.**

**Objective 1: Manage the impacts of existing and future land uses in order to preserve the character and quality of the regional environment.**

**Objective 2: Increase the development and support of local family farms.**

### ***Preserve Natural and Historic Areas Key Strategies***

- 1) Develop educational, networking and mentoring programs to support and encourage the continuation of family farms; including farmers markets and regional aggregation facilities.
- 2) Implement “Farms to School” programs, which would widen the market for locally grown produce and products.
- 3) Utilize tourism assets as a way to preserve open spaces, historic sites and key natural attractions.
- 4) Improve land use planning and practices to preserve the region's rural character.

### **Priority 7: Business Friendly Governance and Representation**

**Goal: Promote a business friendly environment through governments cooperating with businesses at the local level and advocating for them at the state and federal levels.**

**Objective 1: Bring a voice to the policy table on behalf of the region.**

**Objective 2: Ensure the safety of the region's citizens.**

### ***Governance Key Strategies***

- 1) Seek representation on State Commissions and Committees.
- 2) Provide input to State from regional economic development organizations and planning districts.
- 3) Support police, fire, and medical (emergency and non-emergency) operations throughout the region.
- 4) Provide youth programs and support.



*Gathering of NRV Local Elected Officials*

## Chapter 3: ANNUAL PROJECT PACKAGE REPORT

### 3.1 CEDS Project Evaluation Criteria - Reviewed February-April 2015

As stated in the Organization and Management section of this report, the CEDS Committee and the NRVRC Board members reviewed and updated the project evaluation criteria. These criteria reflect CEDS goals and objectives, and are used to rank projects that localities submit for inclusion in the CEDS.

#### PROJECT TYPE (Points)

##### Priority Level 1 (8)

- Water and sewer utilities
- Employment Creation/Retention  
-Technology and Industrial
- Entrepreneurial/Small Business Assistance
- Transportation Planning
- Regional/Local School & Educational  
Facilities & Programs
- Passenger Rail
- Housing Production
- Technology Career Development Facilities/  
Programs
- Tourism (esp. agri-tourism)
- Marketing/Promotion of Assets
- Value-Added Local Food
- Mixed Use Development
- Central Business District Revitalization
- Broadband network improvements

##### Priority Level 2 (6)

- Primary/Arterial Roads & Transportation  
Maintenance
- Facilities for Protected Populations
- Neighborhood improvement projects
- Employment Creation/Retention-commercial
- Natural gas and energy infrastructure
- Rehabilitation of Aging Housing Stock
- Green Building Projects
- Protection of Natural/Cultural Resources/Assets
- Regional Coordination of Public  
Transportation Connections
- Clean Energy Projects
- Airport Service
- Drainage/Flood Control
- Senior Care Facilities

##### Priority Level 3 (4)

- Secondary Roads
- Community Centers/Recreation
- Other Economic Development
- Homeownership Programs

##### Priority Level 4 (2)

- Other Housing
- Other Community Facilities
- Other Community Services Facilities
- Community Development Programs
- Drought Management

“Neighborhood improvement projects” includes sidewalks, solid waste/garbage, debris removal, street lighting, recreation, police/fire protection, and other neighborhood specific needs.

“Other community facilities” include day care facilities, community centers, health clinics, hospitals, and skill-building facilities for youth and the unemployed.

## OTHER CRITERIA

While “project type” links the project criteria to the CEDS Goals and Strategies, there are other important factors in ranking individual projects. These factors are represented in the following criteria:

**Investment relationship to regional economy and quality job creation:** The projects receive addition points for the strength of their relationship to the economy of the Planning District, and the strategies to improve it, as described in the previous sections.

1. Expected job creation- the projects receive additional points if they are expected to result in quality jobs for regional residents, with points assigned as follows:

Points

- 5 Proposed investment directly supports high skill/high wage jobs.
- 3 Proposed investment results in an environment to support high skill/high wage jobs
- 3 Proposed investment supports skills upgrade/career advancement for in-demand jobs
- 2 Proposed investment results in entry-level jobs that are accessible to the long-term unemployed, youth, or others with barriers to employment (e.g., offender re-entry)
- 1 Proposed investment results in jobs with wages at or above the regional average

2. Relation to regional economic clusters: Economic clusters reflect competitiveness of a regional economic sector versus national trends and job growth.

Points

- 8 Project Relates to High Job Growth, High Geographic Concentration Clusters
- 6 Project Relates to High Job Growth, Lower Geographic Concentration Clusters
- 4 Project Relates to Job Loss, High Geographic Concentration Clusters

3. Regional Impact: The impact of a project is in relation to the number of jurisdictions participating or impacted in reference to services and money invested.

Points

- 8 Region-wide or multi-region impact (i.e., affecting neighboring EDDs)
- 4 Four to Five Jurisdictions (Towns or Counties/Cities) Participating or Impacted
- 2 Two to Three Jurisdictions Participating or Impacted
- 1 One Jurisdiction Participating or Impacted



**Investment relationship to EDA priorities and requirements:** The projects receive additional points to the extent that they align with EDA policies regarding economic distress and national priorities, which may help the project qualify for EDA funding.

- 1. Per Capita Income: The projects receive additional points if the areas they affect have lower than average per capita income levels (average of all jurisdiction affected).**

Points

- 3 If less than or equal to 60% of State per capita income
- 2 If 61 - 74% of State per capita income
- 1 If 75 - 99% of State per capita income

- 2. Unemployment Rate: The projects receive additional points if the areas they affect have higher than average unemployment rates (average of all jurisdiction affected).**

Points

- 3 If 10% or more above State average
- 2 If 5 - 10% above State average
- 1 If 1 – 5% above State average

- 3. Relative Jurisdictional Stress: A composite index prepared by the Commission on Local Government to compare the relative strengths of the jurisdictions in the State.**

Points

- 2 High stress
- 1 Above average stress

- 4. Directly Correlates to EDA Investment Priorities (as described in EDA request for grant proposals)**

- A. Collaborative Regional Innovation
- B. Public/Private Partnerships
- C. National Strategic Priorities 1 point/priority
- D. Global Competitiveness
- E. Environmentally-Sustainable Development
- F. Economically Distressed and Underserved Communities

**Project support and feasibility:** The project receives additional points if it demonstrates commitment by local partners and identifies financial or other resources that increase the likelihood of project success.

**1. Relationship to Private Investments: Capital investments from private sources relate to the significance of the project.**

Points

- 5 More than 50% Private Investment
- 3 25-49% Private Investment
- 2 Private Investment below 25%

**2. Relationship to Previous Investment**

Points

- 2 New Service or Facility; Expansion of Service from an Existing Service
- 1 Replacement of Existing Service or Facility

**3. Readiness to Initiate Project**

Points

- 5 Jurisdictional Commitment and Final Plans and Specifications-Application Filed
- 4 Jurisdictional Commitment Preliminary Plans and Specifications-Pre-application Filed
- 2 Jurisdictional Commitment, but no Plans and Specifications-Desired Project
- 1 No Jurisdictional Commitment, but Preliminary Plans and Specifications- Pre-application/Application

**4. Utility/Infrastructure Availability (Maximum 6 points)**

- A. Public Water
- B. Sanitary Sewer and Storm Water Treatment
- C. Electricity 1 point/utility
- D. Telephone/Broadband
- E. Natural Gas
- F. All Season Road
- G. Rail Access

## **5. Public Private Partnership**

Points

- 5 Extensive commitment by multiple public and multiple private partners for project
- 2 Support from at least one public and at least one private stakeholder

**Relationship to other regional initiatives and goals-** Projects receive additional points if they demonstrate that they achieve the goals and strategies of other regional plans and priorities.

### **1. Relationship to “Green” Practices**

Points

- 5 Project directly creates “green” jobs
- 4 Project implements “green practices” with certification
- 2 Project implements “green practices”
- 1 Project results in recycling or reuse

### **2. Relationship to Natural Resources**

Points

- 5 Project sets aside land for conservation
- 3 Project compliments natural assets
- 2 Project is a detriment to natural resources

### **3. Relationship to international trade and investment**

Points

- 3 Project supports development of international markets for products of regional businesses
- 2 Project supports efforts to attract investment by foreign owned firms to locate in the region

### **4. Relationship to arts, culture, history, regional heritage**

Points

- 3 Project supports the development of arts/culture related business opportunities
- 2 Project supports the preservation/promotion of regional cultural heritage assets

In addition to the above criteria, all of the projects are reviewed for relationships to regional markets in order to maximize the return on taxpayer investment. Proposed projects are proactive trying to anticipate the economic changes in the region and continue to diversify the economy.

### 3.2 Evaluating Projects

Projects from the 2014 Project package as well as new project ideas are evaluated and ranked using the above criteria. Several criteria are based directly on current economic data, listed in Tables 1, 2 and 3 below.

**Table 4: Per Capita Income**

Jurisdiction	2014 per capita income	As a percent of VA	2014 Population Estimate
Floyd County	\$22,805	67.2%	15,581
Giles County	\$24,485	72.1%	16,786
Montgomery County	\$23,727	69.9%	97,369
Pulaski County	\$24,722	72.8%	34,312
City of Radford	\$15,509	45.8%	17,403
New River Valley	\$23,135	68.1%	181,747
Virginia	\$33,958	100%	8,328,098

Source: 2010-2014 American Community Survey 5 Year Estimates, 2015 Population Estimates

**Table 5: Unemployment Rate**

Jurisdiction	Percent
Floyd County	3.2%
Giles County	4.3%
Montgomery County	3.1%
Pulaski County	4.7%
City of Radford	5.0%
New River Valley	3.6%
Virginia	3.5%

Source: Virginia Workforce Connection, April 2016

**Table 6: Fiscal Stress Scores by Locality**

Jurisdiction	Fiscal Stress
Floyd County	Below Average
Giles County	Above Average
Montgomery County	Above Average
Pulaski County	Above Average
City of Radford	High

Source: Virginia Commission on Local Governments, 2014

## **Chapter 4: PROJECT EVALUATION FOR 2016 – 2017**

The 2016-17 Annual Project Package represented the priority projects for the region as of June 2016. The Project Package table on the following pages lists the projects as submitted by locality, and includes both ongoing projects identified in previous year's CEDS, as well as the new projects identified during this year's CEDS process. The table includes the estimated project costs and funding sources listed if they are known, as well as identifies a responsible agency to carry out the project.

The projects are ranked according to desirability on the scale described in Chapter 3, and project status is updated annually. Projects are evaluated based on the following descriptions.

### **Planning**

Planning is the general term used to indicate ongoing development of a project. This may include:

- Holding project meetings
- Studies including feasibility studies
- Engineering and architectural reports
- Completion of required forms, permits, processes
- Any other activity indicating pursuit of the project

### **Funding**

The formal funding request from Federal agencies is often a two step process which begins with a pre-application. If the project is viewed favorably, the sponsoring agency is invited to submit an application. A project is considered "Funded" following award notification when grant agreements are complete.

### **Completed**

A construction project is considered completed when the construction is entirely finished. A program (non-construction) is considered completed when it is implemented.

## New River Valley Annual Project Package 2016-17

Area	Description	Fed. \$	State \$	Local \$	Total Funding	Const. Date	Responsible Agency
NRV	<b>Preparation of New Graded Building Site at NRV Commerce Park</b> A site to accommodate a graded building pad of a building footprint of 20 to 75 acres.	\$990,000	\$885,000	\$125,000	\$2,000,000	2018	Virginia's First Regional Industrial Facilities Authority
NRV	<b>Development of Broadband Infrastructure and Internet Availability</b> Explore options for higher bandwidth to the end user. Develop wifi availability in downtown areas. Assess feasibility of wireless towers to allow internet service to rural areas with no service. Tower placement studies and streamlining of the zoning process. Implement recommendations of studies in local jurisdictions (Blacksburg, Pulaski)				\$8,000,000	2017	Private Enterprises and NRV Localities, NRV Network Wireless Authority
NRV	<b>Implement 'sector strategies' focus for workforce development programs to meet needs in target industry sectors</b> Develop relationships between regional businesses and education, economic development, and related stakeholder organizations to provide services that ensure success of these industries in the region. Enhance intergrated 'career pathways' workforce curriculum to develop workforce skills that address needs of targeted industry sectors, especially manufacturing, IT, and healthcare.		\$200,000	\$50,000	\$250,000	2018	WDB, Education Providers
NRV	<b>Coordinate NRV entrepreneur and small business development network</b> Convene regional revolving loan fund operators, small business counseling services, and other entrepreneur promotion programs. Develop new collaborative projects. Convene regional stakeholders to reinstate NRV office of SBA Small Business Development Center	\$1,000,000		\$1,000,000 (private)	\$2,000,000	2018	NRVRC, local economic development agencies, small business service providers
NRV	<b>Promote and coordinate the development of a New River Valley passenger rail station</b> Continue to research viability of extending Washington DC Amtrak service to a station in the NRV. Coordinate state and private stakeholders to pursue development of this service by 2020.				\$500,000	2020	NRV Localities, State Agencies, Public/Private Railroad Companies, NRVRC



## New River Valley Annual Project Package 2016-17

Area	Description	Fed. \$	State \$	Local \$	Total Funding	Const. Date	Responsible Agency
NRV	<b>Implement recommendations of New River Valley agribusiness/agritourism strategic planning process</b> Identify and pursue projects based on the findings of the 2014-15 regional plan developed by the NRVRC.	\$25,000		\$25,000	\$50,000	2014	New River Valley Development Corporation
NRV	<b>Coordinate Regional Destination Marketing Organizations (DMO) and Marketing of the Arts and other regional assets</b> Explore options to increase coordination of regional DMOs and tourism promotion initiatives, and support for the network of artisans, venues and other resources to promote New River Valley assets to visitors.			\$50,000	\$50,000	2016	NRV Localities, Tourism Offices
NRV	<b>Research potential for Center of Excellence related to unmanned systems development and aerospace manufacturing capabilities in the region</b> Develop commercialization of technologies related to automated vehicles, especially the aerial vehicles research of the MAAP at Virginia Tech. Recruit aerospace supplier firms to the region to develop a manufacturing cluster.				\$5,000,000	2015-ongoing	Public universities, economic development organizations, business in target sectors
NRV	<b>Develop shared CEDS goals and economic development initiatives with neighboring regions and EDDs</b> Coordinate with neighboring regions to align CEDS and economic development projects in conjunction with state efforts to regionalize economic development incentive funding		\$50,000	\$50,000	\$100,000	2017	NRVRC, neighboring EDDs
NRV	<b>Develop pilot internship/apprenticeship program for target industry sectors</b> Develop work study, internship placement, on-the-job training, and similar arrangements between businesses and education providers to help local students develop on-the-job skills for careers in local industries		\$100,000	\$100,000	\$200,000	2018	WDB, Education Providers, local economic developers
Giles County	<b>Giles Multi-tenant Business Facility</b> A facility located in the Wheatland Eco Park.				\$2,000,000	2014	Giles County IDA
Radford	<b>City-owned industrial park land improvements</b> Engineering and planning projects to acquire land in Radford industrial park, and upgrade for use by tenants.				\$6,000,000		Radford City government
NRV	<b>Expand financial resources available to small businesses</b> Recapitalize or expand existing local and regional small business loan funds. Develop referral system for small business assistance providers to direct clients to banks, loan funds, etc. with capital available for small business development.			\$25,000	\$25,000	2017	NRVRC, NRV Development Corporation, local economic developers

## New River Valley Annual Project Package 2016-17

Area	Description	Fed. \$	State \$	Local \$	Total Funding	Const. Date	Responsible Agency
NRV	<b>Extension of Rail to Commerce Park</b> Rail siding extension from Norfolk Southern mainline about 3,500 feet to the Commerce Park boundary and 3,500 feet to a potential building site.	\$2,300,000	\$750,000	\$1,210,000	\$4,600,000	2018	Virginia's First, Industrial Facilities Authority
NRV	<b>Provide technical assistance services to supply chain firms of regional manufacturers</b> Engage university experts and industrial consultants to provide product testing/prototyping, market analysis, process improvement, and other technical assistance services to support the competitiveness of suppliers to large regional manufacturers		\$50,000	\$50,000	\$100,000	2017	
NRV	<b>Small Business Development (Green/Nano/Bio) Program</b> Develop educational program through the community college and university that support the development and/or recruitment of small businesses/industries in the green, nano and/or bio technology fields.	\$500,000		\$500,000	\$1,000,000	2017	Universities, NRCC, School Divisions
NRV	<b>Develop 'data dashboard' of regional economic and community health indicators</b> Compile data from Federal and local sources to track the performance of the regional economy on selected CEDS and Livability Initiative goals. Develop user-friendly online platform to make the information easily accessible.				\$100,000	2017	NRVRC, state agencies, economic and workforce development organizations
Floyd County	<b>Phase II Floyd Innovation Center</b>	\$1,000,000	\$1,000,000	\$200,000	\$2,200,000	2017	Floyd County EDA
Montgomery County	<b>Development of Route 177 Corporate Park</b>	\$15 M	\$4 M	\$1M	\$20M	TBD	Montgomery County EDA
NRV	<b>Regional Food Aggregating/Processing Center</b> Value-added processing center for local produce and potentially local milk. The facility would serve as aggregator for larger buyers, as well as provide co-packing facilities and a commercial kitchen. Current or proposed projects in Floyd County and Montgomery County (Prices Fork)	\$1,000,000	\$500,000	\$500,000	\$200,000	2018	Floyd County, Sustain Floyd, Montgomery County, NRVRC
Montgomery County	<b>Rt. 114 Widening</b> From Christiansburg Town limits to Radford Army Ammunition Plant	\$50M	\$12.6M		\$63M	2018	VDOT, Montgomery County
NRV	<b>Increase modern building stock through retrofits and new construction</b> Modernize existing building stock through new construction or through retrofits to meet the needs of 21st century businesses.					2018	NRV Economic Development Alliance, local ED authorities

## New River Valley Annual Project Package 2016-17

Area	Description	Fed. \$	State \$	Local \$	Total Funding	Const. Date	Responsible Agency
Floyd County	<b>Jacksonville Center E-Commerce Project (Floyd Co)</b> Establishment of an e-commerce catalog of crafts and products.	\$75,000	\$75,000	\$10,000	\$160,000	2016	Jacksonville Center, Inc.
NRV	<b>Support Farms to School program throughout the region</b> Create education opportunities for students and support a supply of fresh foods from local farmers.				\$20,000	2014-2014	
NRV	<b>Creation of Utility Standards</b> Create utility standards for service providers to follow while coordinating digging between localities and service providers to install conduits or other uses						
NRV	<b>Connectivity of Trails, Regional Trail System</b> Interconnect various local, state and federal trails to create a continuous network in southwest Virginia.	\$400,000		\$400,000	\$800,000	2014	Trail Operators
NRV	<b>Interstate-81 Interchange Improvements</b> Exits 89, 94, 98, 105, and 114.				TBD	2014-2020	VDOT
NRV	<b>Route 100 Widening between Pulaski County and Giles County</b>				TBD	2014-2020	VDOT
Pulaski Town	<b>Town of Pulaski Business Park Expansion</b> The acquisition and site preparation of greenspace for industrial growth.	\$1,000,000		\$1,000,000	\$2,000,000	2015	EDA, Town of Pulaski
NRV	<b>Support Public Private Partnerships for Agriculture Infrastructure Needs</b>					2014	
Pulaski County	<b>Shell Building-Industrial Park</b> Construction of a shell building at the New River Valley Commerce Park	\$750,000	\$750,000		\$1,500,000	2014	Pulaski County
Pulaski Town	<b>Acquisition/development of industrial sites (greenfields)</b>					2018	Town of Pulaski
Rich Creek	<b>Rich Creek Downtown Enhancement Project</b> Ensure the stability and success of downtown Rich Creek.		\$1M	\$250,000	\$1,250,000	2014	Rich Creek Town
Floyd County	<b>Phase II Development of Floyd Regional Commerce Center</b> Grade lots 1 and 2.	\$1,000,000		\$500,000	\$1,500,000	2014	Floyd County, Floyd County EDA
NRV	<b>Create Regional Revolving Loan Fund for Energy Audits and Retrofits</b> Fund for New River Valley businesses and residents.						
NRV	<b>Regional Conference/Civic Center</b> Determine feasibility and appropriate site, engineering and architectural plans for regional conference center.	\$7,000,000		\$8,000,000	\$15,000,000	2016	Virginia's First and Partners
Pulaski Town	<b>Brownfields Redevelopment</b> Redevelopment of existing industry and housing.	\$500,000		\$500,000	\$1,000,000	2014	Pulaski Town and EPA

## New River Valley Annual Project Package 2016-17

Area	Description	Fed. \$	State \$	Local \$	Total Funding	Const. Date	Responsible Agency
Pulaski County	<b>Exit 101 Interchange Improvements and Connector Route 11</b> Provide interstate access to the proposed Veteran's Cemetery and Route 11 with an urban 3 lane typical on 4 lane right of way.	\$2M	\$1M		\$16.5M	2020	Virginia's First/Army
NRV	<b>Develop a Slaughterhouse or Regional Meat Processing Plant for Meat Processing and Production</b> Develop facility to support local farmers					2014-15	Rural Development-
NRV	<b>Support Carpooling Efforts/Initiatives throughout the New River Valley</b> Support the expansion and marketing of Ride Solutions while exploring potential for carpooling app						
NRV	<b>Create a Network of Growers and Producers in the Region</b> Link New River Valley farmers markets to increase profitability.						
NRV	<b>Intermodal Transportation Center</b> Further explore the possibility of developing an intermodal transportation site on under-utilized US Army property near Dublin, Virginia.	\$4,000,000		\$4,000,000	\$8,000,000	2014	VA's First/US Army
NRV	<b>Centralize Marketing of Energy Efficiency Options</b> Create a "one stop shop" where people can evaluate typical "payback" on upgrades, find a qualified energy auditor/retrofitter, navigate various financing options.						
Blacksburg	<b>Huckleberry Trail Extension</b> Assist in the construction of the Huckleberry Trail extension from Prices Fork to Glade Road. Grading, site amenities, and surfacing are needed.			\$100,000	\$100,000	2014	Town of Blacksburg
NRV	<b>Develop Region-Wide Bike Paths, Walking</b> Used as both a tourism asset and an alternative/green method of transportation.	\$5,000,000		\$5,000,000	\$10,000,000	2014	NRVPDC, Localities
NRV	<b>Access to Capital</b> Host workshops to educate businesses on capital access opportunities in the region, i.e. 460 Angels						
NRV	<b>Network of Manufacturing Companies</b> Corporate roundtable headed by NRV Economic Development Alliance.	\$500,000	\$250,000	\$250,000	\$1,000,000	2014	NRVPDC
NRV	<b>Tap into Additional Networks and Professional Organizations</b> Research and encourage "continuing ed" requirements or periodic recertification so that the workforce can build their skill sets around emerging economic sectors.					2014	WIB, Local Businesses

## New River Valley Annual Project Package 2016-17

Area	Description	Fed. \$	State \$	Local \$	Total Funding	Const. Date	Responsible Agency
Floyd County	<b>Blue Ridge Center for Chinese Medicine</b> Expand the Appalachian Medicinal Herb program to include more farmers and move toward scalable processing and sales of medicinal herbs.	\$1,000,000	\$1,000,000	\$250,000	\$2,250,000	2016	Blue Ridge Center for Chinese Medicine
Floyd County	<b>Value-Chain Enhancement Program</b> This program would provide assessment and assistance for agricultural and forestry businesses in Floyd County from production to processing, marketing and sales, including the possible collaborative marketing opportunities including branding, agri-tourism, and shared e-commerce. The program, if funded, will also assess additional processing equipment/facility needs locally and options for meeting those needs.		\$75,000	\$10,000	\$85,000	2016	Floyd County, Economic Development Authority of Floyd County, Floyd County Tourism
Floyd County	<b>Developing Lots 4 and 8 at the Floyd Regional Commerce Center</b> Engineering and site work to get these sites "shovel ready" for business.	\$200,000	\$400,000	\$100,000	\$700,000	2016	Floyd County, Economic Development Authority of Floyd County
NRV	<b>Implement K-12 Curriculum on Organic Food Production</b>				\$50,000	2014	
NRV	<b>Tap into Additional Networks and Professional Organizations</b> Research and encourage "continuing ed" requirements or periodic recertification so that the workforce can build their skill sets around emerging economic sectors.					2014	WIB, Local Businesses
NRV	<b>Implement K-12 Curriculum on Organic Food Production</b>				\$50,000	2014	
Christiansburg	<b>Truman Wilson Land Park Development</b> Does not include Connector Route				\$29,000,000	2018-2028?	Christiansburg
NRV	<b>Promote Civil War Historical Sites</b> To promote civil war historical sites throughout the NRV.					2014	Southwest Virginia Cultural Heritage Foundation
NRV	<b>Study Data from Various Wind/Solar Demonstration Projects around the NRV</b> Evaluate effectiveness of wind and solar projects to inform potential future projects.						

## New River Valley Annual Project Package 2016-17

Area	Description	Fed. \$	State \$	Local \$	Total Funding	Const. Date	Responsible Agency
NRV	<b>Conduct Farming Visioning with Agriculture Stakeholders, Farm Bureau and Extension</b>						
Floyd County	<b>Marketing Floyd County Regional Commerce Center</b> As a locality that already has advanced telecommunications infrastructure, access to higher education opportunities, available and affordable workforce, and available industrial space, Floyd County is seeking funding to create a model of promotion for Southwest Virginia.			\$50,000	\$50,000	2014	Floyd County
Giles County	<b>Public Transportation</b> Connections to Blacksburg, Virginia Tech, and other major employment centers. Specific projects in local transit plans and 2016 Regional Transit Study.	\$1,600,000		\$400,000	\$2,000,000	2014	Giles County
Montgomery County	<b>Expansion of Falling Branch Industrial Park</b> Water, sewer, roads, and grading improvements	\$19,500,000	\$5,200,000	\$1,300,000	\$26,000,000	2015	Montgomery County EDA
Floyd County	<b>Route 8 Improvements</b> Road Improvements on Route 8 between I-81 and Floyd Town		\$1,500,000		\$1,500,000	2014	VDOT
Pulaski Town	<b>Route 99 Retail Corridor Improvements</b> Implement recommendations of 2013 feasibility study					2020	Town of Pulaski, Pulaski County, VDOT
Montgomery County	<b>Shawsville Area Route 11/460 access management improvements</b> Implement recommendations of 2012 corridor study					2020	VDOT, Montgomery County
Christiansburg	<b>Interchange ramp at Route 460 Bypass and N. Franklin Street</b> Connection of east bound 460 Bypass to west bound Business 460		\$2,081,907	\$42,488	\$2,124,395	2017-2022	VDOT, Christiansburg
Christiansburg	<b>I-81/Route 8 (Exit 114) Interchange Reconstruction</b> Not in draft SYIP	\$61,147,001			\$61,147,001	2023	VDOT, Christiansburg
<b>Narrows</b>	<b>Upgrades and improvements at Mill Creek Nature Park</b>					2015	Town of Narrows
NRV	<b>Incorporate "Green" Training into Secondary and Post-secondary Vocational Construction Programs</b> Change current curriculum in Construction Trades to include "retro fitting" remodeling for energy efficiency in homes.				\$500,000	2014	CTE Directors, Community College Workforce Departments



## New River Valley Annual Project Package 2016-17

Area	Description	Fed. \$	State \$	Local \$	Total Funding	Const. Date	Responsible Agency
NRV	<b>Develop and Implement a Program to Support Small Family Farms</b> Using "Cultivating Success" Farm Mentoring Project as a model. This will also include a revolving loan fund for farm start-ups and networking between local farmers and buyers.					2014	
Pulaski Town	<b>Downtown/Main Street Renewal projects</b>					2018	Town of Pulaski
Pulaski Town	<b>Broadband expansion in downtown area</b>					2018	Town of Pulaski
Floyd County	<b>Floyd County Technical Skills Center</b> For youth and adults, this workforce center would include a Mechatronics Program and other certificate programs for high school students and adults. Mechatronics includes mechanics, electronics, and computer and control engineering.	\$ 1,000,000	\$1,000,000	\$200,000	\$2,200,000	2017	Floyd County Public Schools and Floyd County
Floyd County	<b>Floyd County EDA Revolving Loan Fund</b> Expand revolving loan pool as all funds currently loaned out due to high demand.	\$100,000	\$100,000		\$200,000	2016	Economic Development Authority of Floyd County
Giles County	<b>Hoges Chapel Water Tank Replacement Project</b> Replacement of 40 year old water tank and 23,000 feet of 10 inch water line		\$2,600,000		\$2,600,000	2014	Giles County
Glen Lyn	<b>Glen Lyn Regional Wastewater Facility</b> To combine wastewater from Rich Creek and Glen Lyn into a single operation. The Towns will undertake the project.				\$3,000,000	2014	Glen Lyn
Christiansburg	<b>Farmers' Market Structures</b> New permanent structures				\$250,000	2017	Christiansburg
Pearisburg	<b>Pearisburg Farmers Market</b> – Development of a permanent structure to house the new Farmers Market. This is to include restrooms, kitchen facility, and entertainment venue.	\$160,000		\$40,000	\$200,000	2017	Town of Pearisburg
<b>Narrows</b>	<b>Upgrades/improvements to Lurich Road ballfields</b>				\$1,100,000		Town of Narrows
NRV	<b>Implement the National Energy Education Development (NEED) Program in Regional K-12 Schools</b> Energy education in our schools.				\$100,000	2014	

## New River Valley Annual Project Package 2016-17

Area	Description	Fed. \$	State \$	Local \$	Total Funding	Const. Date	Responsible Agency
Pulaski County	<b>New River Trail Extension</b>				\$5,000,000		VDOT, Pulaski County
Pulaski Town	<b>Public safety facility</b>					2018	Town of Pulaski
Pulaski Town	<b>Implement Gatewood Park Master Plan</b>					2018	Town of Pulaski
Floyd County	<b>Floyd County Innovation Program</b> Business develop/plan competition.		\$60,000	\$10,000	\$70,000	2016	Economic Development Authority of Floyd County
Giles County	<b>Eggleston Boat Ramp/River Access</b> (Continued Development of New River Water Trail)	\$130,000	\$40,000	\$30,000	\$200,000	2016-17	Giles County
Giles County	<b>Shumate Falls Boat Ramp/River Access</b> (Continued development of New River Water Trail)	\$130,000	\$40,000	\$30,000	\$200,000	2016-17	Giles County
Giles County	<b>Stateline Boat Ramp/River Access</b> (Continued development of New River Water Trail)	\$130,000	\$40,000	\$30,000	\$2,000,000	2016-17	Giles County
Narrows	<b>Downtown improvements for tourism</b> Façade and infrastructure improvements to encourage visitors and business development		\$400,000	\$400,000	800,000	2018	Narrows, Giles County, NRVRC
Pearisburg	<b>Pearisburg Wastewater Treatment Plant UVA Project</b> – Replace chlorine gas disinfection with UVA disinfection to eliminate safety concern with current treatment method.			\$150,000	\$150,000	2018	Town of Pearisburg
Pearisburg	<b>Old Town Shop Property Redevelopment</b> – Adaptive reuse of former public works building and property.					2018	Town of Pearisburg
Pembroke	<b>Downtown improvements for tourism</b> Façade and infrastructure improvements to encourage visitors and business development		\$400,000	\$400,000	800,000	2018	Pembroke, Giles County, NRVRC
Floyd County	<b>Science Technology Engineering and Math (STEM) Program for 8th-12th graders</b>				\$300,000	2014	Floyd County Public Schools
Floyd County/Floyd Town	<b>Affordable Housing Implementation</b> Construction and rehabilitation of affordable housing within Floyd County and Town.	\$340,000			\$340,000	2014-15	Floyd County, Floyd Town, and HOME

## New River Valley Annual Project Package 2016-17

Area	Description	Fed. \$	State \$	Local \$	Total Funding	Const. Date	Responsible Agency
NRV	<b>Support "Communities in Schools" Program</b> Connect community resources with schools to help students achieve success.						
Christiansburg	<b>Farmers' Market Structures</b> New permanent structures				\$250,000	2017	Christiansburg
NRV	<b>Creation of a Fund to Remove Derelict Structures</b> Tax advantages to remove structures alongside an education program on "how to"						
NRV	<b>Support Co-Working Spaces for Businesses</b> Utilization of underused facilities						
Pulaski County	<b>Pulaski County Dispatch/Communications</b> To upgrade Pulaski County's dispatch/communications system.				\$1,600,000	2014	Pulaski County
Christiansburg	<b>Phase III of the Downtown Enhancement Project</b> N. Franklin Street – new sidewalks, planting, paving.		\$1,280,000	\$320,000	\$1,600,000	2017	Town of Christiansburg
Pulaski Town	<b>Dora Hwy Neighborhood Revitalization</b> This neighborhood project grant is under consideration by the Department of Housing and Community Development; Comprehensive community project-sewer, water, street, new housing infill.				\$3,000,000	2014	Town of Pulaski, DHCD, CHP
Christiansburg	<b>Christiansburg Institute</b> Cultural Experience, Cultural Learning Curriculum, Oral History, and Site preservation.	\$1,500,000		\$1,500,000	\$3,000,000	2014	Christiansburg Institute
Dublin	<b>Dublin Fire Department Expansion</b> To add two bays.	\$750,000			\$750,000	2014	Dublin Town/Pulaski County
Pulaski County	<b>New Facility, Sheriff's Department</b> New Sheriff's Department facility for Pulaski County.				\$900,000	2014	Pulaski County - Sheriff
Pulaski County	<b>Snowville Fire Department</b> Fire Station replacement	\$1,680,000		\$420,000	\$2,100,000	2014	Pulaski County
Pulaski Town	<b>Calfee Park Renovations (Pulaski Town)</b> Improvements to bring the facility up to baseball standards. Visitor dugouts, dressing rooms, and infrastructure improvements are needed.	\$1,000,000			\$1,000,000	2018	Pulaski Town
NRV	<b>Create Formal Regional Leadership Organization</b> Create formal leadership organization, hold community awareness workshop, and establish certified leadership development program.				\$20,000	2014	Leadership Organizations

## New River Valley Annual Project Package 2016-17

Area	Description	Fed. \$	State \$	Local \$	Total Funding	Const. Date	Responsible Agency
Radford	<b>High Meadows Development (Radford)</b> Improve the water system to include line work and a water tank.			\$806,000	\$806,000	2014	Radford
Floyd Town	<b>Floyd Town Trails Program (final phase)</b> New and upgraded sidewalks within the town.	\$240,000		\$60,000	\$300,000	2014	Floyd Town
Montgomery County	<b>Route 8 Widening Project</b> Widening Route 8 from the Montgomery and Floyd County line to the Town of Christiansburg.	\$60,000,000	\$15,000,000		\$75,000,000	TBD	VDOT
Narrows	<b>Replace Existing Water Lines and Collection System Piping and Upgrade Wastewater Plant</b> The Town went online with the Giles County Public Service Authority and in response to the increased cost of purchasing water from the GCPA, the Town has invested millions in improvements to their system to bring water loss down. Existing collection system piping is leaking and/or broken.				\$2,300,000		Town of Narrows
Pulaski Town	<b>Intensifying Blight Elimination Program</b> The Town was awarded an EPA Brownfields Grant application in 2010.	\$200,000			\$200,000	2014	Town of Pulaski, EPA
Pulaski Town	<b>Rt. 99 Water/Sewer Extension</b> Extend water and sewer lines to Exit 94, to encourage commercial development.	\$1,500,000			\$1,500,000	2014	Town of Pulaski, Pulaski County
Radford	<b>Radford Village Water Line Replacement</b> 3,225 linear feet of 6" main water line would be replaced with an 8" service throughout the Radford Village residential area improving service reliability and water flow to forty homes.				\$117,500	2014	City of Radford
Radford	<b>Wildwood Park Entrance</b> Improve the Park entrance with parking facilities, a kiosk, pergola, new gate, and interpretive exhibits.	\$100,000		\$50,000	\$150,000	2014	Radford
Floyd County	<b>Trails for Floyd (pedestrian, biking, and hiking)</b> Extension of trail corridors from the town to the county as outlined in the comprehensive plan.	\$2,500,000		\$2,500,000	\$5,000,000	2014	Floyd County
Christiansburg	<b>Phase IID, Huckleberry Trail Extension</b> Extension of the existing Huckleberry Trail from the present terminus to Christiansburg High School		\$320,000	\$80,000	\$400,000	2017	Montgomery County and Town of Christiansburg

## New River Valley Annual Project Package 2016-17

Area	Description	Fed. \$	State \$	Local \$	Total Funding	Const. Date	Responsible Agency
Floyd County	<b>Groundwater and surface monitoring to help identify groundwater resources and calculate carrying capacity.</b> Map recharge areas and other important water resource areas. To identify groundwater resources and calculate carrying capacity. Recharge areas and other important water resource areas would be mapped.	\$250,000			\$250,000	2014	Floyd County
<b>Narrows</b>	<b>Replace existing collection system piping and upgrade wastewater plan</b>			\$2,500,000	\$2,500,000		Town of Narrows
Pulaski Town	<b>Public Safety Facility</b> A modern centralized facility located out of the flood plain and away from rail tracks.	\$5,000,000			\$5,000,000	2015	Town of Pulaski
Giles County	<b>Eggleston Water Extension Phase 2 (Giles Co)</b> Extend water service to 160 residencies.	\$1,400,000			\$1,400,000	2014	Giles County
Giles County	<b>Route 635 Water Extension (Giles Co)</b> Provide public water to approximately 150 residents in the Big Stoney Community of Giles County.	\$2,000,000	\$1,000,000		\$3,000,000	2014	Giles County
Glen Lyn	<b>Glen Lyn Park</b> Modern bathhouse, wastewater hook ups, information center, and open-air theater. Water and sewer to each campsite at the park. Also a new location for a boat ramp and sidewalk connecting the Park to the Municipal Building.				\$800,000	2015	Glen Lyn
Pulaski County	<b>Skyview Subdivision/Fairgrounds Area Sewer (Pulaski Co)</b> Provide sewer to NRV Fairgrounds & 148 residences.	\$500,000			\$500,000	2014	Pulaski County
Pulaski County	<b>Newbern Area Enhancements</b> Creation of Wilderness Road Exhibit and other area enhancements.		\$53,387	\$21,613	\$75,000	2014	Pulaski County
Radford	<b>University Drive Bridge</b> Improvements and repairs needed to the 25 year old University Drive Bridge which includes deck repairs, waterproofing, painting, fencing, and sidewalk repairs and corrosion maintenance.				\$531,000	2014-15	Radford
Christiansburg	<b>Quin W. Stuart Blvd. Traffic Signal</b> Revenue Sharing Project with \$200,000 Private Funds		\$411,000	\$211,000	\$811,000	2017	VDOT, Christiansburg
Christiansburg	<b>Falling Branch Road Intersection/Traffic Signal</b> Revenue Sharing Project with \$150,000 Private Funds		\$413,000	\$263,000	\$826,000	2017	VDOT, Christiansburg

## New River Valley Annual Project Package 2016-17

Area	Description	Fed. \$	State \$	Local \$	Total Funding	Const. Date	Responsible Agency
Christiansburg	<b>N. Franklin Street - Cambria Street Intersection and N. Franklin Street Corridor Highway Project</b> Being included in the Six-Year Improvement Program		\$8,319,743	\$169,791	\$8,489,534	2017-2022	VDOT, Christiansburg
Christiansburg	<b>N. Franklin St. - Peppers Ferry Road Connector Route Phase I</b> Not in draft SYIP		\$9,803,920	\$200,080	\$10,004,000	2023	VDOT, Christiansburg
Christiansburg	<b>N. Franklin St. - Peppers Ferry Road Connector Route Phase II</b> Not in draft SYIP		\$9,153,200	\$186,800	\$9,340,000	2025	VDOT, Christiansburg
Floyd County	<b>Floyd County Health and Human Services Complex</b> One-stop-shop in Floyd that would enable citizens to access needed services				\$2,000,000	2015	Floyd County
Floyd County	<b>Engineering Studies on Extending Water and Sewer to areas of Floyd Co.</b> Determine priority areas for extension of public water and sewer, and begin extending system. Need to protect recharge and well-head areas.	\$1,200,000	\$200,000	\$100,000	\$1,500,000	2017	Floyd County
Floyd County	<b>Improving Access to the Floyd Regional Commerce Center from Route 8</b> Remove sharp turns to improve truck access.	\$400,000	\$400,000		\$800,000	2017	Floyd County, Economic Development Authority of Floyd County, VDOT
NRV	<b>Youth Planning Council</b> Involve youth in discussing community development issues across the region.	\$10,000		\$10,000	\$20,000	2014	NRVPDC
Pearisburg	<b>Community Center Renovation of Old School for Community Center Including New Electrical, Mechanical and Plumbing</b>	\$2,000,000				2020	Town of Pearisburg
Pulaski County	<b>Indoor Recreation - Wellness Center</b> Indoor Recreation-Wellness Center for the citizens of Pulaski County.			\$7,000,000	\$7,000,000	2014	Pulaski County-Recreation
Floyd County	<b>Trail Around Floyd Commerce Center</b> To develop a walking trail around the new Commerce Center in Floyd.	\$200,000		\$200,000	\$400,000	2014	Floyd County
Christiansburg	<b>Public Works Complex</b> Moving current complex out of the floodplain	\$10,000,000			\$10,000,000	2020	Christiansburg
Christiansburg	<b>Upgrade of Waste Water Plant</b> Upgrade waste water plant to accommodate 8 million gallons per day			\$10,000,000	\$10,000,000	2017	Christiansburg
Christiansburg	<b>Emergency Services Station</b> New Roanoke Street substation			\$4,000,000	\$4,000,000	2020	Christiansburg



## New River Valley Annual Project Package 2016-17

Area	Description	Fed. \$	State \$	Local \$	Total Funding	Const. Date	Responsible Agency
Giles County	<b>Clendennin Water Extension (Giles Co)</b> Provide public water to approximately 50 residents in the Clendennin community of Giles County.	\$2,000,000			\$2,000,000	2014	Giles County
Montgomery County	<b>Route 177 Water and Sewer Improvements</b>	\$4,800,000	\$1,200,000		\$6,000,000	2014	PSA
Pulaski Town	<b>Enhance Bob White Boulevard and East Main Street Intersection</b>						
Radford	<b>Amphitheater</b> Planning, design & construction, 200 seats & stage			\$1,500,000	\$1,500,000	2018	City of Radford
Floyd Town	<b>Lineberry Memorial Park Development</b> Design and construction of stage for performances.	\$725,000		\$725,000	\$1,500,000	2014	Floyd Town
Giles County	<b>Ingram Village Sewer (Giles Co)</b> Put in sewer lines.	\$750,000		\$1,250,000	\$2,000,000	2015	Giles County
Pulaski Town	<b>Sewer Collection/Pump Station Improvements</b> Infrastructure improvements at Stations 4A and 4B		\$1,500,000	\$500,000	\$2,000,000	2014	Town of Pulaski, Peppers' Ferry Regional Wastewater Treatment Authority
Pulaski Town	<b>Water Filtration Plant Improvements</b> Modernatization of the current water filtration plant.	\$500,000		\$500,000	\$1,000,000	2014	Town of Pulaski
Radford	<b>Third Avenue Parking Lot</b> The public parking lot located adjacent to Grove Avenue and Third Avenue would be improved to include a stormwater system, paving, landscaping, traditional light poles and hanging baskets. This project is needed to improve the lot's aesthetic appeal.				\$250,000	2014	City of Radford
Pulaski Town	<b>Bicycle Lane and Trail Improvements</b> Improving bike accessibility for critical pathways throughout the Town.		\$750,000	\$250,000	\$1,000,000	2015	Town of Pulaski
Floyd County/Town	<b>Floyd Public Transit</b> Study viability of public transit in county/town		\$20,000	\$5,000	\$25,000	2014	Floyd County/Town

## Chapter 5: IMPLEMENTATION AND RESILIENCY

Projects with the highest rankings will have the highest impacts on the economic resiliency of the New River Valley. Highlights from the top projects include new business attraction, broadband infrastructure, workforce development, renewable energy options, access to capital for small businesses, and tourism and marketing. As these and other projects come to fruition, sustainable jobs will be created within a growing New River Valley.

The effects of offshoring have been felt strongly within the New River Valley over the past three decades, but new sectors are growing and becoming stronger. The Comprehensive Economic Development Strategy for the New River Valley is intended to serve as a guide for future economic development. Evaluating the effectiveness of the CEDS on the economy can be summed up using key indicators identified in the New River Valley Livability Initiative, and by the CEDS Committee in the 2015 and 2016 meeting cycles.

- Employment by sector
- Average wage by sector
- Per capita income
- Unemployment rate
- New business starts
- # and value of small business loans
- Net job growth/growth among new businesses
- Adult literacy rate
- High-school graduates pursuing advanced training
- Graduation rates (high-school, associates, bachelor, and graduate degree)
- Technical school graduates employed in field
- Tourism expenditures
- Capital inflows/outflows especially capital to small business

The CEDS can communicate the values of a region. As mentioned previously, values within the New River Valley include:

1. Enhancing Living and Working Environments
2. Preserving Rural Heritage and Community Character
3. Making the Business Environment Productive and Resilient
4. Building Healthy Communities

As these values are cultivated with guidance from the CEDS, the regional economy can continue to grow. Recent successes in bringing in new companies, both domestic and international, have helped to continue building prosperity. Work needs to be done to cultivate and grow businesses using entrepreneurs who already reside within the region. Identifying leaders to carry out the vision is an important part in this process. Moving forward, the New River Valley aims to grow the economic sectors that are already strong, turn emerging sectors into economic engines, and strengthen sectors that have been staples within the region for decades. This will lead to a healthy and resilient economy, built to last and increase the prosperity for everyone that calls the New River Valley home.

**Appendix I**  
**Minutes of the Comprehensive Economic Development Strategy Committee and**  
**Minutes of the New River Valley Planning District Commission**

## **Notes from CEDS Committee Meeting 12-18-15**

Committee members present: Peter Anderson, Eric Bucey, Gary Forget, Marty Holliday, Mack Hilton, Charlie Jewell, Susan Kidd, Michael Miller, Kevin Reeder, Gary Reedy, Rick Weaver, John White

NRVRC staff: Kevin Byrd, Patrick O'Brien

The New River Valley CEDS Committee met for the first meeting of the 2016 CEDS update process. The meeting began with a review of the CEDS process and brief discussion of CEDS projects that have seen developments over the past year (powerpoint attached). A brief description of these projects appears on page 2.

The committee spent the remainder of the meeting discussing the SWOT analysis component of the CEDS, which was last updated during the 2011 CEDS process. The members broke into two groups to discuss how conditions in the region have changed over the past five years, and the updates to the CEDS document that may be necessary to reflect current regional strengths, weaknesses, opportunities and threats more accurately.

The existing SWOT analysis component of the CEDS is shown on page 3 for reference. Pages 4-6 provide a summary of the SWOT components that the CEDS committee discussed during the meeting. Page 7 provides an updated version of the SWOT based on the input from the CEDS committee.

**Brief description of CEDS projects with activity in the past year:**

**New River Valley Passenger Rail Station-** NRVRC has conducted research on demand analysis and potential station locations. Final report to be completed in January.

**Support for agriculture/agribusiness/agritourism-** Several community-specific projects to develop shared commercial kitchens and networks of growers to support local farmers. NRVRC and regional partners completed regional agribusiness strategic plan- available soon on NRVRC website (contact me if you would like a copy now).

**Unmanned systems ‘center of excellence’-** Regional economic developers, universities, and unmanned systems businesses meeting regularly to work toward shared interests and brand the region as a hub for unmanned systems technology development.

**Improved broadband infrastructure/accessibility** Multiple projects including pilot projects in Blacksburg for ‘last mile’ development and potential to expand for projects to reach rural areas.

**Downtown redevelopment/revitalization-** Continued investment and planning in many towns around the region, including Blacksburg, Pulaski, Pembroke and Narrows.

**Support for entrepreneurship/small business development-** Regional business plan competitions and associated small business skills training in Floyd and Pulaski. Potential to expand these programs to other localities in the upcoming year. (Info on the Pulaski program at:

[http://www.roanoke.com/news/local/pulaski\\_county/pulaski-s-beans-and-rice-to-administer-investment-grant/article\\_b96ffb13-a437-52fd-af0c-68c2dac5d40d.html](http://www.roanoke.com/news/local/pulaski_county/pulaski-s-beans-and-rice-to-administer-investment-grant/article_b96ffb13-a437-52fd-af0c-68c2dac5d40d.html) )

**Develop an integrated workforce curriculum-** NR-MR Workforce Development Board beginning ‘sector strategy’ project to engage regional businesses in process of identifying the training programs they need to get the skilled workforce that is necessary for their industry.

In addition, several committee members brought information about new or growing programs that are important to regional economic development efforts:

The ‘**Community in Schools**’ counseling and referral program for K-12 students in Floyd and Pulaski to access resources- Roanoke Times article available at:

[http://www.roanoke.com/news/education/floyd\\_county/pulaski-and-floyd-county-schools-partner-for-new-program/article\\_9cee6a43-fcd7-57df-8e7e-71b20af4c47f.html](http://www.roanoke.com/news/education/floyd_county/pulaski-and-floyd-county-schools-partner-for-new-program/article_9cee6a43-fcd7-57df-8e7e-71b20af4c47f.html)

**ACCE (Access to Community College Education)** program to provide free tuition to Giles County high school students who meet certain requirements- flier attached below.

WVTF radio story about **advanced manufacturing** career opportunities and efforts to train the next generation of workers in our region. Available at: <http://wvtf.org/post/not-your-grandparents-factory>



## 1.6 SWOT ANALYSIS (existing SWOT from previous CEDS document)

### **Strengths**

- Interstate-81 Transport Accessibility
- Middle mile broadband fiber network
- Water resources
- New River
- Clean air
- High quality of life
- Access to range of healthcare options
- Geographic proximity to large east coast population centers
- Available industrial space/land
- Low taxes
- Virginia Tech
- Radford University
- Access to local foods/agriculture
- Appalachian Trail and Mountains
- Music, arts, and cultural resources
- Engaged community organizations
- Foreign Trade Zone
- Natural resources/beauty
- Recreation opportunities
- Blue Ridge Parkway
- Temperate climate
- Economic diversity
- Low utility costs
- New River Community College
- VT Corporate Research Center
- NRV Economic Development Alliance
- Southwest Virginia tourism – i.e. Crooked Road
- Elected officials

### **Weaknesses**

- Communities still affected by offshoring leading to deteriorating downtowns
- Loss of historic buildings from blight
- Downtown vibrancy
- Lack access to capital for start-ups
- Few entrepreneurial leaders
- Low population, lack critical mass
- Workforce skills not matching available jobs
- Low performing K-12 system
- Brain drain – losing young talent and families
- Lack of diverse energy sources
- Deteriorating housing in some areas
- Lack of racial/ethnic diversity
- Struggle to define regional identity
- Poverty
- Drug issues in some communities
- Marketing assets – tourism

### **Opportunities**

- Public engagement
- K-12 partnerships with businesses
- Entrepreneurship mentoring
- Define competitive advantages
- Job shadowing/Apprenticeships
- Interregional collaboration
- Economic gardening
- Seed and venture funding

### **Threats**

- Lack of influence at the state level
- Brain drain
- Rural/urban inequity or opportunity
- Current political climate – polarization
- Age of industrial building stock
- Age of residential building stock

### **Notes from CEDS committee discussion on current SWOT analysis factors, 12-18-15**

#### **Strengths:**

Keep from previous version (specifically mentioned during meeting):

- Need to add the Governor's School and K-12/CC dual enrollment opportunities as a strength

- Need to move K-12 system from weakness to strength, and consider replacing with a weakness about the undeserved poor perception of the school systems
- Virginia Tech (applied research opportunities, ACC events/visitors, technology commercialization, technical assistance/support to local manufacturers)
- Radford University
- New River Community College
- Quality of life (outdoors/recreation, low cost of living, easy commutes)
- I-81 (and I-77) corridor provides easy access to east coast metros
- Tradition of successful regional collaboration among local gov'ts and PPPs
- Middle mile fiber network
- Available, affordable land for industrial development
- Relatively low tax rates
- Access to range of health care options
- New River (water/power resources and natural beauty/recreation asset)
- Natural beauty/recreation assets

Add new item or move/remove old (proposed):

- Strong expansion of broadband network speed and penetration
- Strong support for natural resource preservation/promotion
- Strong support for youth development/education/scholarship programs (e.g., Communities in Schools, ACCE)
- Strong base of large, stable employers (universities, manufacturers, gov't orgs)
- Engaged, collaborative community of existing businesses (civic engagement, chambers, etc.)
- Increasingly diverse economy with businesses from many new sectors
- Multiple NRV airports (Blacksburg, NRV Airport)
- Relationships with Roanoke ED organizations/initiatives (Carilion, RBTC)
- Strong manufacturing workforce with good soft skills
- Southwest Virginia people/culture
- Growing opportunities for small business and entrepreneurs
- Growing opportunities for innovation and business growth
- Tourism assets (outdoor recreation, cultural attractions, events)

### **Weaknesses:**

Keep from previous version (specifically mentioned during meeting):

- Lack of diverse energy sources
- Deteriorating housing stock in some areas
- Lack of access to capital for start-ups

- Poverty
- Drug abuse
- Brain drain
- Few entrepreneurial leaders
- 'Blighted historic structures' is still a weakness, but need to include as an opportunity as well

Add new item or move/remove old (proposed):

- Add 'access to affordable child care'
- Add 'very few large (50+ acre) 'shovel-ready' industrial sites'
- Need to move K-12 system from weakness to strength, and consider replacing with a weakness about the undeserved poor perception of the school systems
- Remove 'offshoring leading to deteriorating downtowns'- consider with replacing with strength about economic diversification and 'reshoring' as communities receive investment by international firms
- Remove 'racial/ethnic diversity' as a weakness
- Lack of 'high end' amenities (restaurants/hotels, etc.) to offer to prospective clients and potential business attraction targets
- Absence of training programs in certain fields (e.g., culinary, mechatronics)

### **Opportunities:**

Keep from previous version (specifically mentioned during meeting):

- Keep 'K-12 partnerships with businesses' and add 'higher education partnerships with businesses'
- Modify 'job shadowing/apprenticeships' to a broader 'work experience opportunities for students'
- Keep 'economic gardening'

Add new item or move/remove old (proposed):

- "New River Valley" can become a strong 'brand' for regional marketing efforts
- 'Blighted historic structures' is a weakness, but need to add 'restoring blighted historic structures to revitalize downtown areas' as an opportunity
- Small business 'pitch competitions' help provide business development services to entrepreneurs
- 'Reshoring' of manufacturing jobs and/or investment by foreign firms
- Regionalizing K-12 programs (dual enrollment, ACCE, STEM offerings, etc.)
- Regional collaboration among businesses (RBTC, NRV-EDA, unmanned systems, etc.)

### **Threats:**

Keep from previous version (specifically mentioned during meeting):

- Keep 'brain drain' and add 'shortage of young skilled workers to replace retirees'
- Lack of influence/attention from state-level agencies/officials
- Unequal opportunity for residents in rural vs urban areas (uneven distribution of poverty and aging residents creating divides)
- Aging industrial, commercial and residential building stock means many options are obsolete or inappropriate needed uses (aging in place, small business development, etc.)

Add new item or move/remove old (proposed):

- Worsening congestion and decreased reliability of Interstate 81
- Too much growth too quickly may affect rural character and quality of life
- Worsening substance abuse issues creates social and health problems
- Lack of civic engagement and low awareness of regional resources among some residents
- Lack of coherent regional identity and 'brand' to showcase region to outsiders (risk of perception as 'hillbilly' region)
- Gaps in worker skill sets for current and future industries' growth- educational institutions need to be flexible to adapt to changing skills training needs
- Competition from other regions to attract skilled workers
- Generational differences in technology aptitudes, cultural norms (youth 'soft skills' often lacking for current jobs/civic engagement)
- Shortage of affordable housing in certain areas
- Shortage of 'aging in place' options for older residents
- School systems losing ground by international standards
- Online competition for retail stores and local businesses
- Increasing costs of environmental and other regulations may hamper development efforts

Decreasing commercial air travel options

## 1.6 SWOT ANALYSIS (existing SWOT from previous CEDS document)

### Strengths

- Interstate 81 and 77 Accessibility
- Middle mile broadband fiber network is strong and expanding both speed and access
- New River is a recreation asset, and ample source of water/power
- Clean air/water
- Low cost of living and high quality of life
- Access to range of healthcare options
- Available, affordable industrial space/land
- Virginia Tech (especially applied research and support for innovation)
- Radford University
- Access to local foods/agriculture
- 
- Manufacturing workforce and strong work ethic of residents generally
- Multiple airports (private)
- Music, arts, sports, and cultural events/resources attract visitors and promote the region
- Engaged community organizations
- Engaged, collaborative business community
- Foreign Trade Zone
- Natural beauty and outdoor recreation assets
- Recreation opportunities
- Temperate climate
- Growing economic diversity and strong base of large, stable employers
- Low utility costs and tax rates
- New River Community College
- VT Corporate Research Center
- NRV Economic Development Alliance
- Southwest Virginia tourism – i.e. Crooked Road
- Elected officials
- Strong track record for collaboration among region’s business and gov’t.
- K-12 system is relatively strong and is growing options for students

### Weaknesses

- Loss of historic buildings from blight
- Lack access to capital for start-ups
- Few entrepreneurial leaders
- Low population, lack critical mass
- Workforce skills not matching available jobs
- Few ‘high-end’ amenities (hotels, restaurants, etc.)
- Lack of affordable child-care options
- Few ‘shovel-ready’ large (50+ ac.) industrial sites
- Brain drain – losing young talent and families
- Lack of diverse energy sources
- Deteriorating housing in some areas
- Struggle to define regional identity
- Poverty
- Drug abuse issues in some communities
- Lack of coordination and resources at regional level for many marketing efforts

### Opportunities

- Public engagement
- Proximity to large east coast population centers
- K-12 and higher education partnerships with businesses
- Growing interest in incorporating work experience components into educational programs
- Interregional collaboration
- Economic gardening
- Seed and venture funding are growing

- Strong support for entrepreneurship development, and growing network for mentoring and support
- Growing momentum to define regional 'brand' for both internal and external marketing
- Downtown revitalization is gaining momentum in most towns
- 'Reshoring' and international investment in manufacturing
- Growing collaboration/partnership with nearby regions (especially Roanoke and 'Southwest Virginia')
- Strong support for preservation/promotion of natural resources
- Strong support for a growing array of youth development programs in communities, but need to 'regionalize'
- Businesses in similar sectors are uniting to support each other and address common needs

### **Threats**

- Lack of influence at the state level
- Competition with other regions for talented youth and college graduates (brain drain)
- Lesser opportunities/resources in rural areas of region vs. urban areas
- Increasing congestion/worsening commutes on key routes (esp. I-81)
- Worsening substance abuse and related social/economic issues
- Unequal civic engagement/access to regional opportunities among citizens
- State/federal regulations can increase cost of doing business
- Uncertainty about regional 'brand' identify (perception as 'hillbilly' region)
- Aging building stock needs maintenance/replacement
- Aging of skilled workers with insufficient pipeline of young workers with right skills to replace them
- Shortage of affordable housing and 'aging in place' options in some areas
- Fast or uncontrolled growth may threaten natural resources or quality of life
- Online competition can threaten local retailers and other businesses



## Notes from CEDS Committee Meeting 3-18-16

Committee members present: Jim Flowers, Mack Hilton, Tommy Loflin, Jim Loux, Michael Miller, Gary Reedy, John White

NRVRC staff: Kevin Byrd, James Jones, Patrick O'Brien

James Jones, a VT senior interning with the NRVRC, provided a demonstration of the Tableau web-based data visualization software that the NRVRC is using to develop a user-friendly, web-based **data dashboard platform** to make regional demographic, economic and community health data more accessible and understandable. The draft 'demo' versions of the dashboards are available online at: <https://public.tableau.com/profile/nrvrc#!/>.

The dashboard will be hosted on the NRVRC website to provide a central location for the regional statistical data compiled in the 'New River Valley Regional Data Book' publication (prior version at: <http://nrvrc.org/publications/>), and a variety of topic-specific regional 'data dashboards' that highlight a collection of indicators of regional community and economic health. This includes data tracking for issues of importance in the NRV Livability planning initiative (<http://www.nrvlivability.org/>), and an economic development dashboard that tracks data trends related to the NRV CEDS goals and strategies. Examples of similar data dashboard projects in Virginia in Region 2000 (<http://www.region2000dashboard.org/>) and Southside (<http://www.sovaconomy.com/>).

The CEDS committee discussed important economic trend data and indicators of progress on CEDS strategies to include:

- Economic data regarding regionally important industry sectors, such as amount/proportion of 'exports' from the region (i.e., which sectors are bringing new money into the region by selling products elsewhere)
- Workforce data on top occupations by # of jobs, growth, wages, etc.
- Firm opening and closings, firms by number of employees
- Amount, sources, and recipients of investment capital for business creation/venture development
- Location, speed, price and competition options for broadband/fiber service around the region
- Business creation/destruction, and stability of jobs by sector (some information at [www.youreconomy.org](http://www.youreconomy.org)).
- Information about entry-level jobs in target sectors, to allow low-skill or long-term unemployed residents to begin careers in the local economy
- Information about international trade or foreign direct investment in the region

The CEDS committee spent the remainder of the meeting discussing the existing CEDS project list to provide updates and revisions, and discussed ideas for new projects for the upcoming year based on current economic trends. Projects discussed include:

- May be an opportunity to obtain funding for the top CEDS project (prepare **graded site at NRV Commerce Park**) this year through the upcoming GO Virginia or EDA POWER grant programs
- Modify **broadband infrastructure** project to incorporate ongoing activities, including existing Montgomery County pilot projects and broadband components in Pulaski comprehensive plans
- Modify **workforce consortium** and **manufacturer's roundtable** project to reflect ongoing work of workforce development board to develop a '**sector strategies**' approach to meeting workforce needs of regional businesses, focusing on advanced manufacturing sector
- Add project to include **apprenticeship/internship programs** for above
- Modify **regional loan fund** project to incorporate coordination among existing funds, and developing network of a variety of sources of capital for regional businesses. May be an opportunity to develop application for additional loan funds this year. (Will follow up with Tommy Loflin, Brad DeNardo, VCC, existing local loan fund managers)
- Add project about support for upcoming **regional outdoor recreation projects** such as ReNew the New and SWVA POWER project to develop New River resources and Outdoor Expo.
- Add project for next year to develop a '**joint chapter**' to appear in the **NRV CEDS, and the CEDS of neighboring regions** that are grouped with us under the GO Virginia initiative, or others as appropriate
- Remove **Southgate Parkway** project (already underway)
- **Rocky Knob Interpretive Center** is underway
- **NRV Airport Taxiway** is underway
- Consider removing project regarding **extending rail to commerce park** (may not be realistic)
- Modify **regional food aggregating center** project to reflect ongoing/upcoming work at Prices Fork Elementary
- Add a project to provide **technical assistance services to local firms that are suppliers to the regions large manufacturing facilities** (e.g., Volvo), helping them to identify opportunities to diversify their product lines and sell to other sectors so that they are better able to weather downturns at the OEMs
- Support for projects to **regionalize entrepreneurship activities**, building on the recent interest in business plan competitions and the successful development of these programs in many NRV localities (business plan competitions in Floyd and Pulaski, K-12 entrepreneurship programs in Pulaski, ongoing activities of VTKnowledgeworks to expand offerings beyond VT)

Local governments will submit their project ideas by the end of April.

## Notes from CEDS Committee Meeting 6-8-16

Committee members present: Mack Hilton, Marty Holliday, Tommy Loflin, Jim Loux, Michael Miller, Gary Reedy, John White

NRVRC staff: James Jones, Patrick O'Brien

James Jones, a VT senior interning with the NRVRC, provided a demonstration of the Tableau web-based data visualization software that the NRVRC is using to develop a user-friendly, web-based **data dashboard platform** to make regional demographic, economic and community health data more accessible and understandable. The draft 'demo' versions of the dashboards are available online at: <https://public.tableau.com/profile/nrvrcdatapoint#/>. James shared a new dashboard based on the Tableau dashboard by the Virginia Department of Health, which display a variety of economic and community health 'opportunity index' visualizations. These are available at: <https://www.vdh.virginia.gov/omhhe/hoi/dashboards>. NRVRC will incorporate these dashboards into those hosted on our website.

The CEDS committee reviewed important economic trend data and indicators of progress on CEDS strategies, as discussed at the previous CEDS meeting. The group discussed sources and particular metrics of interest, to include:

- Economic data regarding regionally important industry sectors, such as amount/proportion of 'exports' from the region (i.e., which sectors are bringing new money into the region by selling products elsewhere)
- Workforce data on top occupations by # of jobs, growth, wages, etc.—**will incorporate the 'quarterly reports' that the workforce board has contracted with Virginia Tech Office of Economic Development to produce- each provides updates on basic workforce statistics, as well as a highlight of a particular industry sector or occupation that is important to the region.**
- Firm opening and closings, firms by number of employees
- Amount, sources, and recipients of investment capital for business creation/venture development
- Location, speed, price and competition options for broadband/fiber service around the region—**will incorporate the state-level survey on internet availability and consumer demand, as well as similar surveys from Pulaski County, and existing maps/analysis of broadband penetration from Citizens, and from the NRVRC's current Blacksburg broadband study**
- Business creation/destruction, and stability of jobs by sector (some information at [www.youreconomy.org](http://www.youreconomy.org) ).
- Information about entry-level jobs in target sectors, to allow low-skill or long-term unemployed residents to begin careers in the local economy
- Information about international trade or foreign direct investment in the region
- **Suggestion to track amount of grant funding by locality to track success of local governments in winning funding to achieve CEDS goals**
- **Add a metric to track airport usage from the airports' monthly reports**
- **Add a metric to track tourism expenditures (VTC data)**

Marty Holliday provided an update on the New River-Mount Rogers Workforce Development Board's 'sector strategies' initiative. This process involves ongoing meetings of businesses in targeted sectors, along with workforce development, education and economic development stakeholders, to discuss common issues and needs, and develop strategies to address these needs. Although the focus is on the needs for skilled workers and education/training programs, the groups also provide a forum to address other issues that may be of interest to the businesses, and bring together the network of service providers who may be able to address these needs.

Full implementation of the sector strategies approach will require the WDB to hire additional staff to serve as a liaison to businesses and coordinate participation and follow-up on issues that businesses identify. The WDB is awaiting funding to be able to hire this staff, with several grant applications pending. In the short term, the WDB plans to use funding from the state for 'layoff aversion' to do some of the initial work to identify appropriate businesses by sector, and engage them to participate with workforce system stakeholders to discuss their needs and strategies to address them.

The group reviewed the projects submitted by localities for inclusion in the CEDS project list, and reviewed the list of items discussed at the previous meetings. The group agreed that an important addition is a project to explore the options to reinstate a New River Valley chapter of the US Small Business Administration's Small Business Development Centers. The existing center at Radford University is closing in June 2016 due to funding issues, and the NRV will be served in the interim by a liaison from the Roanoke SBDC. The group discussed the need to reinstate this asset locally, since driving to Roanoke is inconvenient for small business owners. The group discussed rebranding the new center as the 'New River Valley' SBDC (was the Radford SBDC), and to engage banks and other stakeholders who may be able to help meet the funding match requirements for the program. The group discussed similar current efforts to coordinate small business development and entrepreneurship support services, and create a client management and referral system so local service providers can direct clients to partners with appropriate resources.

Patrick discussed plans for the CEDS process in the upcoming year, including efforts to launch the data dashboard, and a new 'county profile' one-pager that will accompany the 'consumer version' of the CEDS, and will feature select economic and demographic statistics about each county. He shared an example from the Asheville, NC CEDS. Major CEDS projects that the NRV will pursue this year include the small business/entrepreneurship coordination project, and an effort to increase the capital available through the region's small business loan funds, which are reaching capacity.

# NEW RIVER VALLEY REGIONAL COMMISSION

## Minutes of the Commission Meeting

held on

April 28, 2016

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

### I. CALL TO ORDER

**PRESENT:** Mr. J. **Carpenter**, Radford University, Vice-Chair; Mr. L. **Law**, Giles County, Treasurer; Mr. C. **Bopp**, Pulaski County; Mr. G. **East**, Town of Pulaski; Mr. T. **Garrett**, Town of Narrows; Mr. F. **Gerald**, Floyd County; Dr. H. **Harvey**, City of Radford; Mr. M. **Harvey**, Montgomery County; Ms. S. **Journell**, Town of Pearisburg; Ms. H. **Lesko**, Town of Blacksburg; Mr. M. **Maslaney**, Floyd County; Mr. R. **McCoy**, Giles County; Ms. C. **Newcomb**, Town of Blacksburg; Mr. M. **Patton**, Town of Floyd; Mr. H. **Showalter**, Town of Christiansburg; Mr. J. **Soileau**, Virginia Tech; Mr. M. **Sutphin**, Town of Blacksburg; Mr. M. **Turk**, City of Radford, and Dr. D. **Warren**, Pulaski County.

**ABSENT:** Mr. L. **Clevinger**, Town of Pulaski; Mr. W. **Kantsios**, Town of Rich Creek; Ms. A. **Perkins**, Montgomery County; Mr. K. **Sullivan**, Chair, Virginia Tech; and Mr. S. **Weaver**, Town of Christiansburg.

Staff Attendees: Kevin Byrd, Janet McNew, Patrick O'Brien, Jennifer Wilsie, Michael Gottfredson and Julie Phillips.

### II. CONSENT AGENDA

- A. Approval of Minutes for March  
Mr. Carpenter called for approval of the consent agenda item if there were no questions or changes.

Motion: Mr. Patton moved for the approval of the minutes. Mr. McCoy seconded the motion.

Action: Motion carried, one abstention; Mr. Gerald.

- B. Approval of Treasurer's Report for March  
Mr. Carpenter called for approval of the consent agenda item if there were no questions or changes.

Motion: Mr. Law moved for the approval of the Treasurer's Report. Ms. Lesko seconded the motion.

Action: Motion carried unanimously.

### **III. COMMONWEALTH INTERGOVERNMENTAL REVIEW PROCESS**

- A. Projects (Signed-off by the staff)

1. Eggleston Water Extension CDBG Application

- B. Regular Project Review

1. Virginia Tech – Rector Field House Renovations

Mr. Carpenter called for approval of the regular project review.

Motion: Mr. Bopp moved for the approval of the environmental review. Ms. Newcomb seconded the motion.

Action: Motion carried unanimously

- C. Environmental Project Review

1. Defense Environmental Restoration Program (Arsenal groundwater monitoring)

Mr. Carpenter called for approval of the environmental review.

Motion: Mr. Patton moved for the approval of the environmental review. Mr. Garrett seconded the motion.

Action: Motion carried unanimously

2. FY2016 Nonpoint Source Implementation Grant Application (DEQ)

Mr. Carpenter called for approval of the environmental review.

Motion: Mr. Harvey moved for the approval of the environmental review. Mr. Bopp seconded the motion.

Action: Motion carried unanimously

### **IV. PUBLIC ADDRESS**

None.

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

Mr. Carpenter reported the Radford University College of Business and Economics was dedicated to President Penelope Kyle on April 22nd. He also shared President Kyle was honored to receive the Citizen of the Valley award from the Regional Commission. Saturday May 7<sup>th</sup> will be Radford University's commencement ceremony and July 1<sup>st</sup> Dr. Brian Hemphill will become the new President of Radford University. Mr. Harvey reported the ReNew the New luncheon was well attended and had coverage from several local media outlets. Mr. Garrett announced April 30<sup>th</sup> will be kid's fishing day in the Town of Narrows. Ms. Lesko reported she attended a fundraiser for the Women's Resource Center and was very impressed with the support for the event. She also shared ICAT day at Virginia Tech is scheduled for May 2<sup>nd</sup> at the Moss Center for the Arts and it will be a showcase of student projects.

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

Mr. Carpenter reported Mr. Sullivan had a prior commitment that would delay his arrival; however, he sent his appointments for the nominating committee for FY17 officers. The bylaws call for the chair, treasurer and a commissioner at-large to comprise the nominating committee. The Committee will be; Mr. Sullivan as Chair, Mr. Law as Treasurer, and Mr. Clevinger as Member-at-Large.

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

Mr. Byrd provided a summary report in the Commission agenda packet. Mr. Byrd reported the Commission is partnering with Beans and Rice to evaluate the region's entrepreneurial ecosystem and engage partners to identify strategies to support entrepreneurial activity. Mr. Byrd explained the Commission and project team was recently awarded \$500,000 from the Appalachian Regional Commission for a portion of the Prices Fork School Reuse project and explained the team also submitted a grant application to the Department of Housing and Community Development-Vibrant Communities Initiative for additional funding. The 2016 General Assembly approved legislation for GO Virginia to establish Regional Councils. State funding for projects was not approved in 2016 and will be reviewed in the 2017 session. Mr. Byrd explained the National Association of Development Organizations (NADO) selected the NRV Passenger Rail Study for an Excellence in Rural Transportation Award. Mr. Byrd reported the annual Local Government Planning Commissioner Training was attended by over 40 people representing Planning Commissions,



Board of Supervisors, Town Councils and staff. Lastly, Mr. Byrd noted staff is researching cloud-based file server options following a recent IT glitch.

## **VIII. OLD BUSINESS**

### **A. Annual Dinner Event Update**

Mr. Byrd reported the annual dinner will be held May 11<sup>th</sup> at the Draper Mercantile. He noted the planning is going well and reminded the Commission to RSVP if they have not done so already.

## **IX. NEW BUSINESS**

### **A. Comprehensive Economic Development Strategy (CEDS) 2016 Update**

Patrick O'Brien gave an overview of the Comprehensive Economic Development Strategy (CEDS). He explained the goals, objectives, strategies, and the project ranking criteria. He gave examples of the projects already on the ground, such as the Route 460/Southgate Drive interchange project, commercial kitchens in local projects (Floyd, Prices Fork), downtown redevelopment projects in several localities, New River Resource Authority landfill methane project, and the development of a regional data dashboard.

### **B. POWER Program Overview**

Mr. Byrd explained the POWER program (Partnerships for Opportunity and Workforce and Economic Revitalization) a multi-agency initiative that targets federal resources to help communities and regions that have been affected by job losses in coal mining, coal power plant operations, and coal-related supply chain industries due to the changing economics of America's energy production. Mr. Byrd defined the process for submitting an application and explained Giles County has been awarded planning funds to develop a River Center Action Plan which will help connect the five towns to the river users. Lastly, Mr. Byrd explained the next steps for the river center planning process as well as a potential Cluster Development study for Unmanned Systems/IT/Advanced Manufacturing through the POWER program.

### **C. Dispense Surplus Property**

Mr. Byrd explained the Commission's oldest fleet vehicle recently experienced a flat tire due to dry rot and other tires are presenting the same condition. The vehicle has over 142,000 miles. Based on the miles driven, it does not seem worthwhile to invest money

into this vehicle. Over the next several months the Commission staff will review mileage logs to determine whether a third vehicle is needed in the fleet.

The Commission owns two hydraulic hand pumps which were purchased for a tire shredder program that no longer operates. He explained if the Commission moves forward to surplus the property the staff will work with GovDeals.com to make them available for purchase.

Motion: Mr. Bopp moved to approve dispensing the surplus property. Ms. Newcomb seconded the motion.

Action: Motion carried unanimously.

The meeting was adjourned at 7:10 pm.

---

Kevin Sullivan, Chair

New River Valley Regional Commission

**Appendix II**  
**CEDS Committee Membership,**  
**NRV Livability Initiative Economic Development Working Group,**  
**and**  
**PDC Membership**

**New River Valley**  
**Comprehensive Economic Development Strategy Committee**  
**CEDS-FY16**

<b>Name</b>	<b>Principal Business Location</b>	<b>Career Field</b>
<b>Diane Akers</b>	Town of Blacksburg	Economic Development
<b>Peter Anderson</b>	Pulaski County	Education
<b>Kamala Bauers</b>	Floyd County	Real Estate Development
<b>Eric Bucey</b>	Pulaski County	Small business development
<b>Anthony Byrd</b>	City of Radford	Small Business Development
<b>Basil Edwards</b>	City of Radford	Local Government Staff
<b>Jonathan Everett</b>	Town of Christiansburg	Finance/Young Professionals
<b>Jim Flowers</b>	Virginia Tech	Incubator Manager
<b>Gary Forget</b>	Town of Dublin	Manufacturing
<b>Mack Hilton</b>	City of Radford	Retired Dentist
<b>Marty Holliday</b>	New River Valley WDB	Workforce Development Board
<b>Charlie Jewell</b>	City of Radford	Economic Development
<b>Susan Kidd</b>	Town of Narrows	Local Government Staff
<b>Tommy Loflin</b>	Town of Christiansburg	Finance
<b>Jim Loux</b>	Pulaski County	Exporting Business
<b>Michael Miller</b>	Montgomery County	University Licensing
<b>Rebecca Phillips</b>	Pulaski Town (NRV)	Education (Governor's School)
<b>Shaun Rai</b>	Town of Christiansburg	Community Development Finance
<b>Kevin Reeder</b>	Pulaski County (Fairlawn)	Finance
<b>Gary Reedy</b>	Floyd County	Telecommunications
<b>Mark Rowh</b>	Pulaski County	Education
<b>Henry Showalter</b>	Town of Christiansburg	Finance, Virginia Tech
<b>Michael Solomon</b>	Pulaski County	Economic Development
<b>Rick Weaver</b>	Montgomery County	Education
<b>John White</b>	Town of Pulaski	Local Government Staff
<b>Peggy White</b>	Pulaski County	Chamber of Commerce
<b>Jonathan Whitt</b>	Town of Blacksburg	Small business development

**FY 2015-2016**  
**New River Valley Planning District Commission Members**  
**Chair – Mr. Kevin Sullivan**  
**Vice-Chair – Mr. Joe Carpenter**  
**Treasurer – Mr. Leon Law**  
**At-Large – Mr. Charles Bopp**  
**Past-Chair – Mr. Michael Patton**

<u>Floyd County:</u>	Mr. Fred Gerald* 994 Sutphin Rd., NW Willis, VA 24380	Mr. Michael Maslaney PO Box 908 Floyd, VA 24091	<u>Town of Floyd:</u> Mr. Mike Patton* 123 Wilson Street Floyd, VA 24091
<u>Giles County:</u>	Mr. Richard McCoy* 505 Tyler Avenue Pearisburg, VA 24134	Mr. Leon Law 1809 Cascades Drive Pembroke, VA 24136	<u>Town of Narrows:</u> Mr. Thomas Garrett* 105 Bridge Street Narrows, VA 24124
	<u>Town of Pearisburg:</u> Ms. Susie Journell* 412 N. Dennis St. Pearisburg, VA 24134	<u>Town of Rich Creek:</u> Mr. William Kantsios* 936 Greenbriar Drive Rich Creek, VA 24147	
<u>Montgomery County:</u>	Ms. Annette Perkins* 1407 Valley View Drive Blacksburg, VA 24060	Mr. Michael Harvey 803 Willard Drive Blacksburg, VA 24060	
<u>Pulaski County:</u>	Mr. Doug Warren 4540 Shelburne Road Radford, VA 24141	Mr. Charles Bopp* PO Box 1402 Pulaski, VA 24301	
<u>City of Radford:</u>	Mr. D. Michael Turk* 1405 Madison St Radford, VA 24141	Dr. Helen Harvey 701 Berkley St. Radford, VA 24141	
<u>Town of Blacksburg:</u>	Ms. Cecile Newcomb* 203 Turner St NE Apt. 1 Blacksburg VA 24060	Ms. Holly Lesko 1708 Westover Drive Blacksburg, VA 24060	Mr. Michael Sutphin * 611 Progress Street Blacksburg, VA 24060
<u>Town of Christiansburg:</u>	Mr. Scott Weaver 965 Cardinal Drive Christiansburg, VA 24073	Mr. Henry Showalter* 455 Overhill Road Christiansburg, VA 24073	
<u>Town of Pulaski</u>	Mr. Greg East* 517 North Madison Ave. Pulaski, VA 24301	Mr. Larry Clevinger 1128 Well Street Pulaski, VA 24301	
<u>Radford University:</u>	Mr. Joe Carpenter Martin Hall 0323 Radford, VA 24141		
<u>Virginia Tech:</u>	Mr. Jason Soileau VA Tech Blacksburg, VA 24061	Mr. Kevin Sullivan 2103 Chestnut Drive Blacksburg, VA 24060	<b>* = Elected Official</b>

### Appendix III

#### **Regional Business Services and Entrepreneurial Services**

*Radford Small Business Development Center*

701 Tyler Avenue #231

Radford University

Radford, VA. 24142

Phone: 540-831-6056

Contact: Anthony Byrd, Director

-Services:

- Business planning assistance
- Loan packaging assistance
- Sources of business financing
- Marketing assistance
- Census, economic and business data
- Financial Analysis
- Small business training workshops
- Business Consulting

Website: [www.radford.edu/content/cobe/sbdc-web.html](http://www.radford.edu/content/cobe/sbdc-web.html)

*New River Valley Business Center*

6580 Valley Center Drive

Radford, VA 24141

Phone: 540-633-6731

-Services: Small business start-up industrial and office space with shared meeting rooms, a copy room, at a flat rental rate (utilities included).

Website: [www.nrvdc.org/nrvbc.html](http://www.nrvdc.org/nrvbc.html)

*New River Valley Development Corporation Revolving Loan Fund*

6580 Valley Center Drive, Suite 302

Radford, VA 24141

Phone: 540-633-6730

-Services: Low interest micro-loans for small businesses located within the New River Valley.

Website: [www.nrvdc.org/dcfinance.html](http://www.nrvdc.org/dcfinance.html)

*VT KnowledgeWorks*

2200 Kraft Drive, Suite 1000

Blacksburg, VA 24060

540-443-9100

-Services: PLAN program components help market-worthy ventures organize, formulate strategy, and obtain outside investment. LAUNCH components help get the business up and running. GROW offerings emphasize strategic support for ongoing growth, continuing intra-preneurship, and professional development for the corporate leader.

Website: [www.vtknowledgeworks.com/](http://www.vtknowledgeworks.com/)

*Roanoke Blacksburg Technology Council*

2200 Kraft Drive, Suite 1400

Blacksburg, VA 24060

Phone: 540-443-9232

-Services: Networking and peer learning for technology companies, and talent promotion.

Website: [www.thetechnologycouncil.com/](http://www.thetechnologycouncil.com/)

*460 Angels*

-Services: Funding and coaching of early stage hi-tech entrepreneurs.

Website: [www.460angels.com/index.html](http://www.460angels.com/index.html)

*Virginia Cooperative Extension*

101 Hutcheson Hall (0402)

Virginia Tech

Blacksburg, VA 24061

Phone: 540-231-5299

-Services: Overall farm business technical assistance.

Website: [www.ext.vt.edu/](http://www.ext.vt.edu/)

*Virginia Community Capital*

930 Cambria Street, N.E.

Christiansburg, VA 24073

540-260-3126

-Services: CDFI offering small business lending and advisory services.

Website: [www.vacommunitycapital.org/](http://www.vacommunitycapital.org/)

**Floyd County Business Services**

*Economic Development Authority of Floyd County*

“5 and 10 Loan Program”

Qualifiers: Located in Floyd County, 9 or fewer employees, create/retain one job

-Services: Low interest loans at 5 and 10 year terms

Website: [www.floydcova.org/business/floyd5and10.shtml](http://www.floydcova.org/business/floyd5and10.shtml)

**Giles County Business Services**

*Giles Business Incubator*

211 Main Street

Narrows, VA 24124

Phone: 540-726-7119

-Services: Flexible space for small business start-ups.



## **Montgomery County Business Services**

*Montgomery-Blacksburg-Christiansburg (MBC) Development Corporation Revolving Loan Fund*

755 Roanoke Street, Suite 2H  
Christiansburg, VA 24073-3184  
Phone: (540) 382-5732

-Services: Micro Solutions small business lending and training program for entrepreneurs.

Website: [www.yesmontgomeryva.org/content/115/161/171/441.aspx](http://www.yesmontgomeryva.org/content/115/161/171/441.aspx)

*TechPad*

432 North Main Street, Suite 200 (above PK's Restaurant)  
Blacksburg, Virginia, 24060

-Services: Technology focused coworking and hacker community.

Website: [www.techpad.org/](http://www.techpad.org/)

## **Pulaski County Business Services**

*Beans and Rice*

246 North Washington  
Suite B  
Pulaski, VA 24301  
Phone: 540-980-4111

-Services

Website: [www.beansandrice.org/](http://www.beansandrice.org/)

## **City of Radford Business Services**

*Beans and Rice*

1608 West Main Street  
Radford, Virginia 24141  
Phone: 540-633-6270

-Services: Micro Solutions small business lending and training program for entrepreneurs.

Website: [www.beansandrice.org/](http://www.beansandrice.org/)

## State and Inter-regional

### *Virginia Department of Business Assistance*

-Services: Loan guaranties, loan loss insurance, Business One Stop, small business workshops.

Website: [vdba.virginia.gov/starting\\_business.shtml](http://vdba.virginia.gov/starting_business.shtml)

### *People, Inc.*

1173 West Main St.

Abingdon, VA 24210

276-623-2931

-Services: Business counseling, business training workshops, entrepreneur support network/referrals, and numerous small business loan funds, including Ninth District Development Fund, SBA Micro Loan Fund, and others. Serves communities in southwest Virginia, including New River Valley.

Website: <http://www.peopleinc.net>

### *Virginia Small Business Financing Authority*

1220 Bank Street, 3<sup>rd</sup> Floor

Richmond, VA 23219

Phone: 804-371-8254

-Services: support bank lending to small businesses by providing cash collateral, subordinate companion loans, guaranties, loan loss reserves.

Website: <http://www.vabankers.org/VSBFA>

### *Roanoke SCORE*

105 Franklin Rd SW, Suite 150

Roanoke VA 24011

Phone: 540-857-2834

-Services: Entrepreneur education, workshops, and events.

Website: [roanoke.score.org/](http://roanoke.score.org/)



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

[NRVRC.ORG](http://NRVRC.ORG)

## MEMORANDUM

**To: Regional Commission Board Members**

**From: Kevin R. Byrd, Executive Director**

**Date: June 17, 2016**

**Re: Commission Officers for FY17**

---

The Nominating Committee met in May and discussed officer positions for FY16. At the May Commission meeting the Nominating Committee recommended the slate of officers identified below. The slate of officers was accepted by the Commission during the May meeting. The Commission will need to vote on the slate at the June meeting.

Chair, Mr. Joe Carpenter, Radford University  
Vice-Chair, Mr. Michael Harvey, Montgomery County  
Treasurer, Mr. Leon Law, Giles County  
At-Large, Mr. Charles Bopp, Pulaski County  
Past Chair, Mr. Kevin Sullivan, Virginia Tech

The Commission bylaws prescribe annual terms of office; however, officers may serve consecutive terms at the will of the Commission.

---

Strengthening the Region through Collaboration

---

### Counties

Floyd | Giles  
Montgomery | Pulaski

### City

Radford

### Towns

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

### Universities

Virginia Tech  
Radford University



## Agenda

September 22, 2016

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

- I. **CALL TO ORDER**
- II. **CONSENT AGENDA**
  - A. Approval of Minutes for August
  - B. [Approval of Treasurer's Report for July and August](#)
- III. **COMMONWEALTH INTERGOVERNMENTAL REVIEW PROCESS**
  - A. Projects (Signed-off by the staff)
    1. FY2017 Drinking Water State Revolving Fund Program- Safe Drinking Water Act
  - B. Regular Project Review  
None
  - C. Environmental Project Review
    1. [Pulaski County Sewer Improvements Project](#)
    2. [Montgomery County Water Improvements Project](#)
- IV. **PUBLIC ADDRESS**
- V. **REVIEW OF MUTUAL CONCERNS AND COMMISSIONERS' REPORTS**
- VI. **CHAIR'S REPORT**
- VII. [EXECUTIVE DIRECTOR'S REPORT](#) (enclosed)
- VIII. **OLD BUSINESS**
- IX. **NEW BUSINESS**
  - A. Jefferson National Forest Management Overview  
Presentation by Dan McKeague, District Ranger  
Commission Discussion
  - B. [ReNew the New Debrief](#)  
Presentation by Michael Gottfredson, Regional Planner  
Commission Discussion
  - C. [FY16 CEDS Consumer Version](#)  
Commission Discussion
  - D. FY16 Annual Report (hardcopy included in mailing)  
Commission Discussion

All meeting materials posted on the Commission website [www.nrvrc.org](http://www.nrvrc.org)

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



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

[NRVRC.ORG](http://NRVRC.ORG)

## MEMORANDUM

**To:** NRVRC Board Members  
**From:** Janet McNew, Finance Director  
**Date:** September 13, 2016  
**Re:** July 2016 and August 2016 Financial Statements

---

The July and August 2016 Agencywide Revenue and Expenditure Reports and Balance Sheets are enclosed for your review.

The Agencywide Revenue and Expense report compares actual year to date receipts and expenses to the FY16-17 budget adopted by the Commission at the May 26, 2016 meeting. The financial operations of the agency are somewhat fluid as projects may be added and modified throughout the year.

As of month end August 2016 (16.67% of the fiscal year), overall year to date revenues are 22.76% and expenses are 16.24% of budget. Salary and Fringe, the two largest expense line items, stand at 16.86% and 16.59%, respectively.

Two expense lines, *Insurance* and *Capital Outlay*, exceed anticipated budget. The *Insurance* overage (\$264) is due to premium adjustment after Worker Comp payroll audits. The *Capital Outlay* budget line is exclusive to the operations of the New River/Mount Rogers Workforce Development Area. The overage (\$5,584) is due to the purchase of computers for two additional regional roving labs under their recently awarded Rapid Response funds. Workforce expenses are 100% reimbursable and previously authorized by the state.

---

Strengthening the Region through Collaboration

---

### Counties

Floyd | Giles  
Montgomery | Pulaski

### City

Radford

### Towns

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

### Universities

Virginia Tech  
Radford University

**New River Valley Regional Commission**  
**Agencywide Revenue and Expenditures - July 2016**

With Indirect Detail

<b>FY16-17 Budget</b>					<b>(8.3% of FY)</b>
<b>Adopted 5/26/16</b>		<b>July 2016</b>	<b>YTD</b>	<b>Under/Over</b>	<b>% Budget</b>
<b>Anticipated Revenues</b>					
ARC	69,019.50	17,400.75	17,400.75	51,618.75	25.21%
ARC-Prices Fork	20,000.00	0.00	0.00	20,000.00	0.00%
LOCAL ASSESSMENT	226,656.87	212,285.71	212,285.71	14,371.16	93.66%
DHCD	75,971.00	0.00	0.00	75,971.00	0.00%
DHCD-Bldg Coll Communities	25,000.00	0.00	0.00	25,000.00	0.00%
DHCD-Prices Fork	30,000.00	0.00	0.00	30,000.00	0.00%
EDA	70,000.00	0.00	0.00	70,000.00	0.00%
GO Virginia	25,000.00	0.00	0.00	25,000.00	0.00%
WIB Fiscal Agent	60,000.00	0.00	0.00	60,000.00	0.00%
WIA Program Funds	536,400.81	36,264.26	36,264.26	500,136.55	6.76%
VDOT	58,000.00	0.00	0.00	58,000.00	0.00%
VDOT - Rocky Knob Project	110,000.00	0.00	0.00	110,000.00	0.00%
Floyd Co	6,750.00	0.00	0.00	6,750.00	0.00%
Floyd Town	1,250.00	428.16	428.16	821.84	34.25%
Giles County	55,000.00	286.29	286.29	54,713.71	0.52%
Narrows Town	11,200.00	0.00	0.00	11,200.00	0.00%
Rich Creek Town	9,000.00	457.63	457.63	8,542.37	5.08%
Montgomery County	24,000.00	2,267.57	2,267.57	21,732.43	9.45%
Blacksburg Town	13,000.00	1,083.33	1,083.33	11,916.67	8.33%
Pulaski County	23,000.00	1,294.49	1,294.49	21,705.51	5.63%
Pulaski Town	5,000.00	371.87	371.87	4,628.13	7.44%
Pulaski Co Sewerage Auth.	2,000.00	0.00	0.00	2,000.00	0.00%
Virginia's First	25,000.00	2,083.33	2,083.33	22,916.67	8.33%
Blacksburg/Christiansburg MPO	45,000.00	0.00	0.00	45,000.00	0.00%
RV-ARC RideSolutions	33,680.00	0.00	0.00	33,680.00	0.00%
Dept of Environmental Quality	6,750.00	0.00	0.00	6,750.00	0.00%
VA Dept of Emergency Management	45,000.00	0.00	0.00	45,000.00	0.00%
Southwest Virginia SWMA	2,000.00	0.00	0.00	2,000.00	0.00%
New River Health District	25,000.00	0.00	0.00	25,000.00	0.00%
Blacksburg Partnership (BBurg Broadband)	10,000.00	0.00	0.00	10,000.00	0.00%
ReNew the New	10,000.00	12,500.00	12,500.00	-2,500.00	125.00%
Statewide Agtourism Partners	0.00	12,000.00	12,000.00	-12,000.00	0.00%
<b>Revenues</b>	<b>1,658,678.18</b>	<b>298,723.39</b>	<b>298,723.39</b>	<b>1,359,954.79</b>	<b>18.01%</b>
<b>Expenses</b>					
Salaries	884,215.00	72,396.71	72,396.71	811,818.29	8.19%
Fringe Benefits	269,382.00	22,217.18	22,217.18	247,164.82	8.25%
Travel	64,800.00	2,976.84	2,976.84	61,823.16	4.59%
Office Space	64,354.00	4,158.09	4,158.09	60,195.91	6.46%
Telephone/Communications	14,175.00	1,607.19	1,607.19	12,567.81	11.34%
Office Supplies	25,715.00	867.46	867.46	24,847.54	3.37%
Postage	3,617.00	56.59	56.59	3,560.41	1.56%
Printing	10,750.00	0.00	0.00	10,750.00	0.00%
Copies & Copier Maintenance	6,400.00	247.80	247.80	6,152.20	3.87%
Media Ad	4,500.00	0.00	0.00	4,500.00	0.00%
Equipment Rent	5,719.00	476.71	476.71	5,242.29	8.34%
Vehicle Maintenance	2,000.00	0.00	0.00	2,000.00	0.00%
Vehicle Fuel	3,000.00	71.40	71.40	2,928.60	2.38%
Dues/Publications	12,681.00	1,709.00	1,709.00	10,972.00	13.48%
Training	6,025.00	455.00	455.00	5,570.00	7.55%
Insurance	4,100.00	4,240.00	4,240.00	-140.00	103.41%
Meeting Expense	11,800.00	67.21	67.21	11,732.79	0.57%
Capital Outlay (Vehicle/Equipment)	5,000.00	0.00	0.00	5,000.00	0.00%
Contractual Services	170,361.00	5,792.27	5,792.27	164,568.73	3.40%
Audit Fee	8,300.00	0.00	0.00	8,300.00	0.00%
Miscellaneous	78,072.00	297.57	297.57	77,774.43	0.38%
<b>Expenses</b>	<b>1,654,966.00</b>	<b>117,637.02</b>	<b>117,637.02</b>	<b>1,537,328.98</b>	<b>7.11%</b>
<b>Agency Balance</b>	<b>3,712.18</b>	<b>181,086.37</b>	<b>181,086.37</b>		

**New River Valley Regional Commission**  
**Balance Sheet**  
**Period From : 07/01/16 to 7/31/16**

**Assets:**

Operating Account	474,262.34
Reserve Funds - Certificate of Deposit	100,000.00
Reserve Funds - MMA	84,645.46
Accounts Receivable	364,880.10
<b>Total Assets:</b>	<b><u><u>\$1,023,787.90</u></u></b>

**Liabilities:**

Accounts Payable	5,840.71
Accrued Annual Leave	63,031.88
Accrued Unemployment	19,816.46
<b>Total Liabilities:</b>	<b><u><u>\$88,689.05</u></u></b>

**Projects**

Net Projects	1,808.15
Current Year Unrestricted	195,473.71
Unrestricted Net Assets	738,767.07
<b>Total Projects</b>	<b><u><u>\$936,048.93</u></u></b>

**Total Liabilities and Projects** **\$1,024,737.98**

**Net Difference to be Reconciled** **-\$950.08**

**Total Adjustment** **-\$950.08**

**Unreconciled Balance** **\$0.00**



**New River Valley Regional Commission**  
**Agencywide Revenue and Expenditures - August 2016**

With Indirect Detail

<b>FY16-17 Budget</b>		<b>(16.67% of FY)</b>			
<b>Adopted 5/26/16</b>		<b>August 2016</b>	<b>YTD</b>	<b>Under/Over</b>	<b>% Budget</b>
<b>Anticipated Revenues</b>					
ARC	69,019.50	0.00	17,400.75	51,618.75	25.21%
ARC-Prices Fork	20,000.00	0.00	0.00	20,000.00	0.00%
LOCAL ASSESSMENT	226,656.87	0.00	212,285.71	14,371.16	93.66%
DHCD	75,971.00	0.00	0.00	75,971.00	0.00%
DHCD-Bldg Coll Communities	25,000.00	0.00	0.00	25,000.00	0.00%
DHCD-Prices Fork	30,000.00	0.00	0.00	30,000.00	0.00%
EDA	70,000.00	0.00	0.00	70,000.00	0.00%
GO Virginia	25,000.00	0.00	0.00	25,000.00	0.00%
WIB Fiscal Agent	60,000.00	20,000.00	20,000.00	40,000.00	33.33%
WIA Program Funds	536,400.81	48,882.08	85,146.34	451,254.47	15.87%
VDOT	58,000.00	0.00	0.00	58,000.00	0.00%
VDOT - Rocky Knob Project	110,000.00	0.00	0.00	110,000.00	0.00%
Floyd Co	6,750.00	0.00	0.00	6,750.00	0.00%
Floyd Town	1,250.00	389.07	817.23	432.77	65.38%
Giles County	55,000.00	929.78	1,216.07	53,783.93	2.21%
Narrows Town	11,200.00	0.00	0.00	11,200.00	0.00%
Rich Creek Town	9,000.00	250.77	708.40	8,291.60	7.87%
Montgomery County	24,000.00	2,042.99	4,310.56	19,689.44	17.96%
Blacksburg Town	13,000.00	1,083.33	2,166.66	10,833.34	16.67%
Pulaski County	23,000.00	2,460.99	3,755.48	19,244.52	16.33%
Pulaski Town	5,000.00	594.42	966.29	4,033.71	19.33%
Pulaski Co Sewerage Auth.	2,000.00	0.00	0.00	2,000.00	0.00%
Virginia's First	25,000.00	2,083.33	4,166.66	20,833.34	16.67%
Blacksburg/Christiansburg MPO	45,000.00	0.00	0.00	45,000.00	0.00%
RV-ARC RideSolutions	33,680.00	0.00	0.00	33,680.00	0.00%
Dept of Environmental Quality	6,750.00	0.00	0.00	6,750.00	0.00%
VA Dept of Emergency Management	45,000.00	0.00	0.00	45,000.00	0.00%
Southwest Virginia SWMA	2,000.00	0.00	0.00	2,000.00	0.00%
New River Health District	25,000.00	0.00	0.00	25,000.00	0.00%
Blacksburg Partnership (BBurg Broadband)	10,000.00	0.00	0.00	10,000.00	0.00%
ReNew the New	10,000.00	0.00	12,500.00	-2,500.00	125.00%
Statewide Agtourism Partners	0.00	0.00	12,000.00	-12,000.00	0.00%
<b>Revenues</b>	<b>1,658,678.18</b>	<b>78,716.76</b>	<b>377,440.15</b>	<b>1,281,238.03</b>	<b>22.76%</b>
<b>Expenses</b>					
Salaries	884,215.00	76,644.15	149,040.86	735,174.14	16.86%
Fringe Benefits	269,382.00	22,481.81	44,698.99	224,683.01	16.59%
Travel	64,800.00	2,969.60	5,946.44	58,853.56	9.18%
Office Space	64,354.00	4,158.09	8,316.18	56,037.82	12.92%
Telephone/Communications	14,175.00	2,523.73	4,130.92	10,044.08	29.14%
Office Supplies	25,715.00	3,298.22	4,165.68	21,549.32	16.20%
Postage	3,617.00	468.99	525.58	3,091.42	14.53%
Printing	10,750.00	0.00	0.00	10,750.00	0.00%
Copies & Copier Maintenance	6,400.00	559.70	807.50	5,592.50	12.62%
Media Ad	4,500.00	0.00	0.00	4,500.00	0.00%
Equipment Rent	5,719.00	476.71	953.42	4,765.58	16.67%
Vehicle Maintenance	2,000.00	0.00	0.00	2,000.00	0.00%
Vehicle Fuel	3,000.00	130.75	202.15	2,797.85	6.74%
Dues/Publications	12,681.00	0.00	1,709.00	10,972.00	13.48%
Training	6,025.00	0.00	455.00	5,570.00	7.55%
Insurance	4,100.00	124.00	4,364.00	-264.00	106.44%
Meeting Expense	11,800.00	1,079.58	1,146.79	10,653.21	9.72%
Capital Outlay (Vehicle/Equipment)	5,000.00	10,584.19	10,584.19	-5,584.19	211.68%
Contractual Services	170,361.00	22,400.65	28,192.92	142,168.08	16.55%
Audit Fee	8,300.00	0.00	0.00	8,300.00	0.00%
Miscellaneous	78,072.00	3,256.38	3,553.95	74,518.05	4.55%
<b>Expenses</b>	<b>1,654,966.00</b>	<b>151,156.55</b>	<b>268,793.57</b>	<b>1,386,172.43</b>	<b>16.24%</b>
<b>Agency Balance</b>	<b>3,712.18</b>	<b>-72,439.79</b>	<b>108,646.58</b>		

**New River Valley Regional Commission  
Balance Sheet  
Period From : 07/01/16 to 8/31/16**

**Assets:**

Operating Account	641,855.22
Reserve Funds - Certificate of Deposit	100,000.00
Reserve Funds - MMA	84,645.46
Accounts Receivable	130,474.99
<b>Total Assets:</b>	<b><u><u>956,975.67</u></u></b>

**Liabilities:**

Accounts Payable	10,828.11
Accrued Annual Leave	63,031.88
Accrued Unemployment	19,852.30
Expense Reimbursement	110.00
<b>Total Liabilities:</b>	<b><u><u>93,822.29</u></u></b>

**Projects**

Net Projects	-51,267.11
Current Year Unrestricted	176,109.17
Unrestricted Net Assets	738,767.07
<b>Total Projects</b>	<b><u><u>863,609.13</u></u></b>

<b>Total Liabilities and Projects</b>	<b><u><u>957,431.42</u></u></b>
---------------------------------------	---------------------------------

<b>Net Difference to be Reconciled</b>	<b><u><u>-\$455.75</u></u></b>
--	--------------------------------

<b>Total Adjustment</b>	<b><u><u>-\$455.75</u></u></b>
-------------------------	--------------------------------

<b>Unreconciled Balance</b>	<b><u><u>\$0.00</u></u></b>
-----------------------------	-----------------------------



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

N R V R C . O R G

## COMMONWEALTH INTERGOVERNMENTAL REVIEW MEMORANDUM

TO: Regional Commission Board Members  
FROM: Kevin R. Byrd, Executive Director  
AGENDA ITEM: III. Intergovernmental Review Process, C. Environmental Project Review, Item #1

---

CIRP Review

September 15, 2016

---

PROJECT: **Pulaski County Sewer Improvements Project**  
**VA160913-00200400155**

SUBMITTED BY: Anderson & Associates

PROJECT DESCRIPTION: Pulaski County is planning to expand portions of sewer service to currently unserved residents. Anderson & Associates is requesting comments to be included in the environmental review.

PROJECT SENT FOR REVIEW TO: Commission Board Members

STAFF COMMENT: The staff has reviewed the appropriate plans (Land Use, Water Quality Management, Regional Solid Waste Management, Vision 2020, and the Economic Development plans) and finds that this project does not conflict with the plans or regional policies and goals.

---

Strengthening the Region through Collaboration

---

### Counties

Floyd | Giles  
Montgomery | Pulaski  
City  
Radford

### Towns

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

### Universities

Virginia Tech  
Radford University

---

Mr. Byrd,

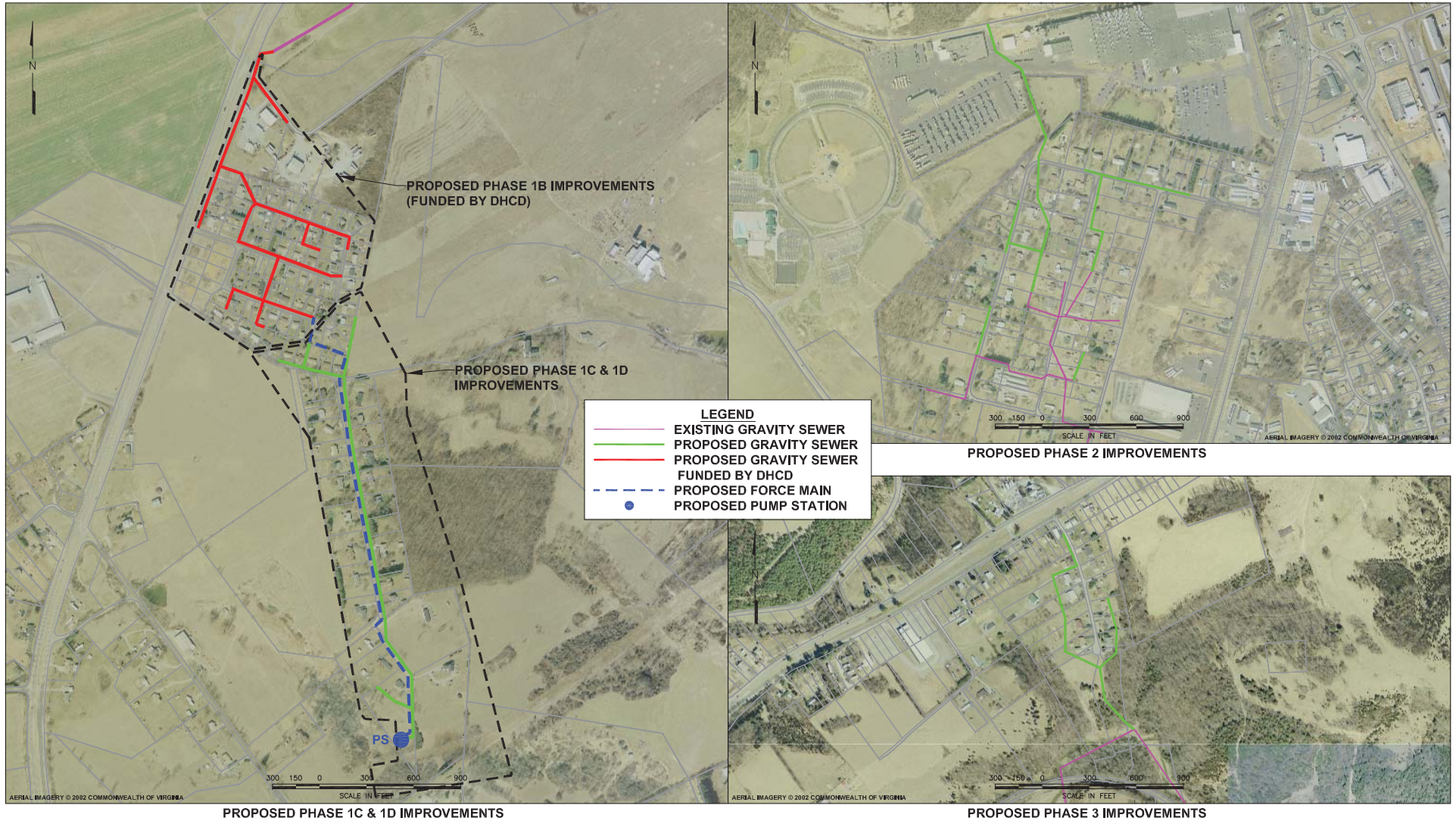
Our client, the Pulaski County, is planning to expand portions of sewer service to currently unserved residents. This project includes three locations in Dublin and Radford, Virginia, see attached exhibit. The proposed improvements are anticipated to add 79 new customers to the wastewater collection system and cost approximately \$1,287,699.

Pulaski County retained Anderson & Associates, Inc. to prepare an ER for the purpose of evaluating the alternatives based on the potential impacts to natural and cultural resources that will be submitted to U.S. Department of Agriculture Rural Utilities Service as funding application. In order to complete this document, we are requesting an A-95 review and CIRP memorandum of support.

Please email ([kmetz@andassoc.com](mailto:kmetz@andassoc.com)<mailto:kmetz@andassoc.com>) or call ([540-552-5592](tel:540-552-5592)) me if you should have any questions. Thank you in advance for your prompt attention to this request.

Nicole Kmetz  
Environmental Scientist  
Anderson & Associates  
[540-552-5592](tel:540-552-5592)  
[kmetz@andassoc.com](mailto:kmetz@andassoc.com)<mailto:kmetz@andassoc.com>

# PULASKI COUNTY COMMUNITY SEWERS PER



**MAP 11 - PROPOSED SANITARY SEWER IMPROVEMENTS  
MARCH 8, 2013**





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

[NRVRC.ORG](http://NRVRC.ORG)

## COMMONWEALTH INTERGOVERNMENTAL REVIEW MEMORANDUM

TO: Regional Commission Board Members  
FROM: Kevin R. Byrd, Executive Director  
AGENDA ITEM: III. Intergovernmental Review Process, C. Environmental Project Review, Item #2

---

CIRP Review

September 15, 2016

---

PROJECT: **Montgomery County Water Improvements Project  
VA160913-00300400121**

SUBMITTED BY: Anderson & Associates

PROJECT DESCRIPTION: Montgomery County is planning to expand portions of water service to currently unserved residents. Anderson & Associates is requesting comments to be included in the environmental review.

PROJECT SENT FOR REVIEW TO: Commission Board Members

STAFF COMMENT: The staff has reviewed the appropriate plans (Land Use, Water Quality Management, Regional Solid Waste Management, Vision 2020, and the Economic Development plans) and finds that this project does not conflict with the plans or regional policies and goals.

---

Strengthening the Region through Collaboration

---

### Counties

Floyd | Giles  
Montgomery | Pulaski  
City  
Radford

### Towns

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

### Universities

Virginia Tech  
Radford University

Mr. Byrd,

Our client, Montgomery County, is planning to expand portions of sewer service to currently unserved residents. The proposed project area is located in the western half of Montgomery County and includes the water systems that serve the communities of Plum Creek, Bethel, Riner, and Woodview. The topography of the proposed alignments is generally described as following secondary highways. Elevations of the existing water system's service area range from approximately 1,800 feet in Plum Creek to approximately 2,300 feet in Bethel. Montgomery County currently operates four independent water systems serving the Plum Creek, Bethel, Riner, and the Woodview communities. This project proposes approximately 44,700 feet of new line to connect the Montgomery County systems. Montgomery County retained Anderson & Associates, Inc. to prepare an ER for the purpose of evaluating the alternatives based on the potential impacts to natural and cultural resources that will be submitted to U.S. Department of Agriculture Rural Utilities Service as funding application. In order to complete this document, we are requesting an A-95 review and CIRP memorandum of support.

Please email ([kmetz@andassoc.com](mailto:kmetz@andassoc.com)<mailto:kmetz@andassoc.com>) or call ([540-552-5592](tel:540-552-5592)) me if you should have any questions. Thank you in advance for your prompt attention to this request.

Nicole Kmetz  
Environmental Scientist  
Anderson & Associates  
[540-552-5592](tel:540-552-5592)







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

N R V R C . O R G

**September 22, 2016**

## **Executive Director's Report**

### **Economic Development:**

- The GO Virginia workgroup met on September 7<sup>th</sup> and included the following business. The Statewide Board is fully appointed and their first meeting will be October 12<sup>th</sup>. The proposed map will mostly remain intact aside from a potential adjustment to a region in the greater Fredericksburg area. The workgroup also discussed how to decide the convening entity to help establish the Regional Councils. It was suggested after the Statewide Board meets in October, those interested in being conveners submit a 'letter of intent'. The board will make the decision on which entity will serve as the lead. I met on 9/13 with my counterparts in Roanoke and Lynchburg to discuss submitting a joint letter of intent for the three PDC Executive Directors to serve as conveners for the new regional council.
- The Town of Pulaski recently selected the Commission to serve as grant administrator for their downtown revitalization planning grant. Commission staff met with Town staff and Hill Studio leadership to negotiate the scope of services and timeline for deliverables.
- Giles County kicked-off their planning grant project on 9/2 that will support Pearisburg, Rich Creek and Glen Lyn to conduct similar visioning exercises to Pembroke and Narrows. A management team kick-off is scheduled for 9/22.

### **Transportation:**

- The NRVMPPO Policy Board accepted Task Orders for the Commission to conduct three studies in the coming year. These will include bus stop studies for both Radford Transit and Pulaski Area Transit along with a Freight Mobility Study update. The Commission will use a portion of VDOT Rural Transportation Planning Funds to support the Pulaski Area Transit study since most of their service area is outside of the NRVMPPO geography.

### **Regional:**

- Following the Commission's action last month to serve as fiscal agent and host agency for Smart Beginnings NRV, Commission staff participated on a conference call with the VA Early Childhood Foundation (VECF) to update them on the transition. An in-person meeting is scheduled to review the draft contract on 9/21.
- A ReNew the New debrief meeting is scheduled for 9/20 to review 2016 event logistics and discuss the approach for 2017.
- The annual Virginia Outdoors Plan update regional meeting will be held on 9/27 at 10:00am at the NRV Business Center.
- A Census Data Training workshop will be hosted by the Commission on 9/28 at 9:00am at the NRV Business Center.

### **Commission:**

- An all-day staff retreat is scheduled for 9/29 at Mountain Lake to review and update progress on the internal strategic efforts of the agency.



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

[NRVRC.ORG](http://NRVRC.ORG)

## MEMORANDUM

**To:** NRVRC Board Members  
**From:** Michael Gottfredson, Regional Planner  
**Date:** September 12, 2016  
**Re:** Regional New River Clean-Up Event

---

On August 27, 2016, leaders from the New River Valley, representing Floyd, Giles, Montgomery, and Pulaski Counties, and the City of Radford, led a river clean-up event in Radford, VA. Over 450 volunteers representing Virginia Tech and Radford University student groups, local businesses, river advocacy groups, and the general public attended the event, with over 4 tons of trash being removed from the New River, and several hundred tires.

Volunteers paddled canoes donated by local outfitters and the Boy Scouts of America to clean up a 10-mile stretch of the New River between the I-81 Bridge south of Radford to the Peppers Ferry Bridge in Pulaski County. The event was supported by public safety and public service employees from the surrounding localities and administrative staff. A land crew also picked up trash at Wildwood Park, in Radford.

This river clean-up event represents the expansion of successful clean-up efforts in Giles County, led by the ReNew the New Committee. Over the past 14 years, this Committee has established a record of success due to the support of Giles County. The County has supplied administration, personnel, and operations costs for these clean-up events every year. Sponsors have also played a key role in providing donations, supplies, equipment, and personnel.

The New River Valley Regional Commission facilitated this regional river clean-up event. The Regional Commission identified ReNew's successful model, and saw an opportunity for its expansion into other parts of the region. The Regional Commission was also able to leverage funds from state and federal grants to support the advancement of this project. The Leaders in Economic Alliance Development (LEAD) project facilitated initial conversations between County and City administrators and staff, and also donated over \$7,000.00 in supplies for the project. A Watershed Roundtable Support Grant from the Virginia Department of Environmental Quality was also used, in part, to support Regional Commission staff time in the facilitation and organization of the project.

The steering committee will meet on September 20<sup>th</sup> to discuss the desired approach to future clean-up events in the region going forward. Staff will provide an overview presentation on ReNew the New at the September Commission meeting.

Strengthening the Region through Collaboration

---

### Counties

Floyd | Giles  
Montgomery | Pulaski

### City

Radford

### Towns

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

### Universities

Virginia Tech  
Radford University





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

[NRVRC.ORG](http://NRVRC.ORG)

## MEMORANDUM

**To:** NRVRC Commissioners

**From:** Patrick O'Brien, Regional Planner

**Date:** September 15, 2016

**Re:** Comprehensive Economic Development Strategy 2016 – Consumer Version

---

New River Valley Regional Commission staff completed the 2016 annual update of the region's Comprehensive Economic Development Strategy (CEDS) in June. This year we received significant contributions from the Comprehensive Economic Development Strategy committee and local governments. We truly appreciate the help and support provided to identify projects in the region.

Upon completion and submission of the CEDS in June to the Economic Development Administration, Commission staff created a CEDS Consumer Version in an effort to clearly communicate the priority goals and projects for the region. Included in this packet is a copy of the CEDS 2016 Consumer Version for your review and use. If you would like more copies for distribution to local officials or otherwise, please contact the Commission office.

---

Strengthening the Region through Collaboration

---

### Counties

Floyd | Giles  
Montgomery | Pulaski

### City

Radford

### Towns

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

### Universities

Virginia Tech  
Radford University



# NEW RIVER VALLEY ECONOMIC HIGHLIGHTS

Jobs by industry sector in the New River Valley			
Industry Sector	Average employment, 2015	Percent change, 2006-15	Average weekly wage, 2015
Educational services, including public schools/universities	14,946	10.3%	\$945
Manufacturing	11,854	-15.5%	\$1,062
Retail trade	8,309	5.4%	\$432
Health care and social assistance	7,748	20.1%	\$743
Accommodation and food service	6,980	17.5%	\$273
Professional, Scientific and Technical Services	2,947	19.7%	\$1,182
Administrative and support services	2,887	-0.7%	\$495
Construction	2,275	-34.0%	\$740
Public administration	2,143	2.1%	\$814
Transportation/warehousing and wholesale trade	1,688	16.6%	\$686
Other services' (mechanics, hairdressers, etc.)	1,667	-8.6%	\$557
Real estate and rental and leasing	1,143	50.4%	\$704
Arts, entertainment, and recreation	1,012	20.5%	\$273
Finance and insurance	952	-16.1%	\$868
Wholesale trade	789	-37.3%	\$904
Information	722	-3.5%	\$956
All other sectors	1,014	-27.8%	\$997
Total, all sectors	69,065	1.3%	\$763

Source: Bureau of Labor Statistics, Quarterly Census of Employment and Wages

Unemployment and income in the New River Valley			
	Unemployment rate, 2015 average	Per capita personal income, 2014	PCPI as % of United States (\$46,049)
Floyd County	4.0%	\$33,330	72.4%
Giles County	5.1%	\$34,874	75.7%
Montgomery County	4.3%	\$31,569*	68.6%
Pulaski County	5.0%	\$34,747	75.5%
Radford City	5.6%	\$31,569*	68.6%
New River Valley	4.6%	\$32,625	70.8%
Virginia	4.4%	\$50,345	109.3%

Source: Virginia Employment Commission, and Bureau of Economic Analysis, Per Capita Personal Income by County

\*BEA reports a combined PCPI figure for Montgomery County and Radford City



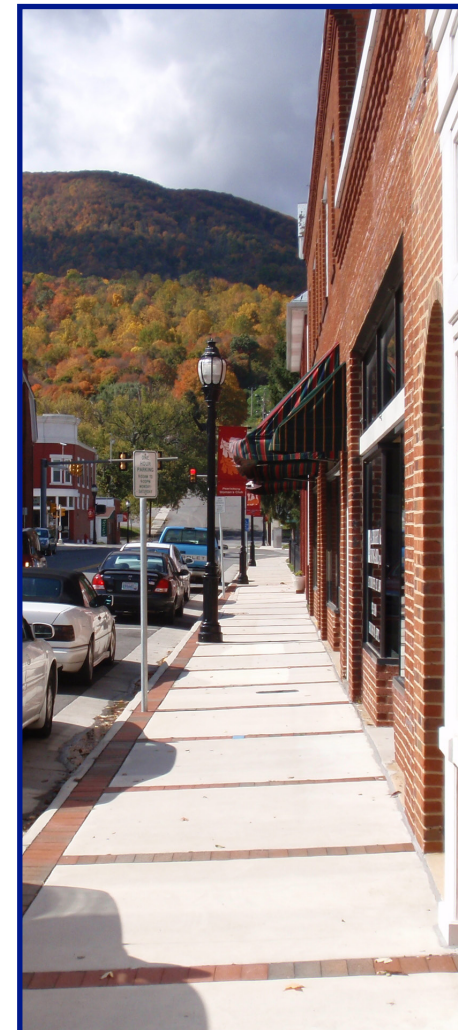
Virginia Tech Corporate Research Center: Virginia Tech is a Top 30 Public Research University according to the National Science Foundation.

Population estimates for the New River Valley		
	Population estimate, 2015	Change 2010-2015
Floyd County	15,430	1.0%
Giles County	17,179	-0.6%
Montgomery County	98,121	4.0%
Pulaski County	34,841	-0.1%
Radford City	17,420	6.2%
New River Valley	182,991	2.7%

Source: Weldon Cooper Center, July 1, 2015 Population Estimates for Virginia and its Counties and Cities



Employees assembling truck cabs at the Volvo plant in Dublin.



## New River Valley Comprehensive Economic Development Strategy 2016 At-A-Glance





# WHAT IS THE CEDS?

CEDS stands for Comprehensive Economic Development Strategy (CEDS). A CEDS is a regional strategy which reflects local economic development needs and priorities and recommends a regional approach to economic development. A CEDS is required to qualify for assistance from the U.S. Economic Development Administration (EDA).

The full report contains an economic overview of the New River Valley; including a brief history, current trends, and up-to-date data on the region. Goals and objectives are designated based on this evaluation and projects are identified by a Comprehensive Economic Development Strategy Committee, made up of a majority of private sector participants as well as public sector representatives. Projects included in the CEDS qualify for funding from the EDA. Some familiar projects with EDA funding are Virginia Tech's Corporate Research Center, NRV Commerce Park Water and Sewer project, and the Carilion Giles Memorial Hospital.

## NRV PRIORITY AREAS

**1: Support small business and entrepreneurial development.** Optimize existing resources for entrepreneurs and small businesses and promote collaboration between these resources. Increase the number of jobs created through entrepreneurial start-ups and expansions in the New River Valley.

**2: Preparation and Continued Support of Qualified Workforce.** Train and re-train workers for higher skills and productivity in the modern economy. Improve the industry/education interface at all levels.

**3: Available Land, Quality Infrastructure, and Affordable Housing.** Create an affordable, accessible and interlinked public transportation network that connects population centers with major employment centers. Strengthen the economic position of downtown commercial districts. Improve the region's telecommunication network to attract new firms, assist existing firms, and educate citizens. Increase the energy efficiency of industrial and commercial buildings.

**4: Attracting New Business to the Region.** Develop and strengthen the role of international trade and commerce in the economy of the New River Valley. Increase the region's supply of ready and available industrial and other economic development properties.

**5: Regional Marketing/Awareness to Promote the New River Valley.** Improve the region's ability to market itself and respond to the needs of new industrial, research, and technological prospects. Realize the region's tourism development potential and ability to market itself as a culturally and naturally unique tourism destination.

**6: Preserve Natural and Historic Areas.** Manage the impacts of existing and future land uses in order to preserve the character and quality of the regional environment. Increase the development and support of local family farms.

**7: Business Friendly Governance and Representation.** Promote a business friendly environment through governments cooperating with businesses at the local level and advocating for them at the state and federal levels. Bring a voice to the policy table on behalf of the region. Ensure the safety of the region's citizens.



### Implement 'sector strategies' focus for workforce development programs to meet needs in target industry sectors

The New River-Mount Rogers Workforce Development Board and surrounding Southwest Virginia workforce boards have received state Rapid Response funding to establish industry-focused sector partnerships that align workforce system resources to support common needs of the region's major employers.



**Coordinate NRV entrepreneur and small business development network** The NRVRC is participating in several local business plan competitions, entrepreneurship education workshops, and regional efforts to coordinate support services for small businesses and entrepreneurs in the New River Valley.



**Creation of a Regional Destination Marketing Organization (DMO) and Marketing of the Arts and other regional assets** The NRVRC is working with local tourism staff to identify regional models for collaboration, and identify opportunities for improved coordination of initiatives to promote the New River Valley as a tourism destination.

# TOP 10 PROJECTS FOR 2016-2017

## New River Valley Comprehensive Economic Development Strategy- 2016-17 Plan Update

Area	Project description	Estimated cost	Responsible partners
NRV	Preparation of New Graded Building Site at NRV Commerce Park. A site to accommodate a graded building pad of a building footprint of 20 to 75 acres.	\$6-8 Million +	Virginia's First Regional Industrial Facilities Authority
NRV	Development of Broadband Infrastructure and Internet Availability. Explore options for higher bandwidth to the end user. Develop wifi availability in downtown areas. Assess feasibility of wireless towers to allow internet service to rural areas with no service. Tower placement studies and streamlining of the zoning process. Implement recommendations of studies in local jurisdictions (Blacksburg, Pulaski)	\$6-8 Million +	Private Enterprises and NRV Localities, NRV Network Wireless Authority
NRV	Implement 'sector strategies' focus for workforce development programs to meet needs in target industry sectors. Develop relationships between regional businesses and education, economic development, and related stakeholder organizations to provide services that ensure success of these industries in the region. Enhance intergrated 'career pathways' workforce curriculum to develop workforce skills that address needs of targeted industry sectors, especially manufacturing, IT, and healthcare.	\$500,000+	WIB, Education Providers
NRV	Coordinate NRV entrepreneur and small business development network. Convene regional revolving loan fund operators, small business counseling services, and other entrepreneur promotion programs. Develop new collaborative projects. Convene regional stakeholders to reinstate NRV office of SBA Small Business Development Center	\$200,000+	Local economic developers, colleges, universities, businesses, development service providers
NRV	Develop shared CEDS goals and economic development initiatives with neighboring regions and EDDs. Coordinate with neighboring regions to align CEDS and economic development projects in conjunction with GO Virginia efforts to regionalize economic development incentive funding.	\$100,000	NRVRC, economic developers, businesses, neighboring PDCs
NRV	Implement recommendations of New River Valley agribusiness/ agri-tourism strategic planning process. Identify and pursue projects based on the findings of the 2014-15 regional plan developed by the NRVRC.	\$200,000+	New River Valley Development Corporation
NRV	Creation of a Regional Destination Marketing Organization (DMO) and Marketing of the Arts and other regional assets. Explore options to increase coordination of regional DMOs and tourism promotion initiatives, and support for the network of artisans, venues and other resources to promote New River Valley assets to visitors.	\$200,000+	NRV Localities, Tourism Offices
NRV	Research potential for Center of Excellence related to unmanned systems development and aerospace manufacturing capabilities in the region. Develop commercialization of technologies related to automated vehicles, especially the aerial vehicles research of the MAAP at Virginia Tech. Recruit aerospace supplier firms to the region to develop a manufacturing cluster.	\$200,000+	Public universities, economic development organizations, business in target sectors
NRV	Promote and coordinate the development of a New River Valley passenger rail station. Continue to research viability of extending Washington DC Amtrak service to a station in the NRV. Coordinate state and private stakeholders to pursue development of this service by 2020.	\$200,000+	NRV Localities, State Agencies, Public/Private Railroad Companies, NRVRC
NRV	Develop pilot internship/apprenticeship program for target industry sectors. Develop work study, internship placement, on-the-job training, and similar arrangements between businesses and education providers to help local students develop on-the-job skills for careers in local industries.	\$200,000+	WDB, Education Providers, local economic developers



## Agenda

August 25, 2016

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

- I. **CALL TO ORDER**
- II. **CONSENT AGENDA**
  - A. Approval of Minutes for June
  - B. **Approval of Treasurer's Report for June (July Treasurer's Report will be in the September packet)**
- III. **COMMONWEALTH INTERGOVERNMENTAL REVIEW PROCESS**
  - A. Projects (Signed-off by the staff)  
None
  - B. Regular Project Review  
None
  - C. Environmental Project Review  
None
- IV. **PUBLIC ADDRESS**
- V. **REVIEW OF MUTUAL CONCERNS AND COMMISSIONERS' REPORTS**
- VI. **CHAIR'S REPORT**
- VII. **EXECUTIVE DIRECTOR'S REPORT**
- VIII. **OLD BUSINESS**
- IX. **NEW BUSINESS**
  - A. **Smart Beginnings New River Valley Transition**  
Presentation by Delegation  
Commission Action Needed
  - B. **FY 17 Regional Commission Work Program**  
Commission Action Needed
  - C. **NRV Data Dashboard**  
Presentation by James Jones, Regional Planner  
Commission Discussion

All meeting materials posted on the Commission website [www.nrvrc.org](http://www.nrvrc.org)

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





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

[NRVRC.ORG](http://NRVRC.ORG)

## MEMORANDUM

**To: NRVRC Board Members**  
**From: Janet McNew, Finance Director**  
**Date: July 20, 2016**  
**Re: June 2016 Financial Statements**

---

June 2016 year to date Agencywide Revenue and Expenditures and Balance Sheet are enclosed for your review. Final year end reports will be available once the audit (August 10-12) and fiscal year-end closeout is complete.

The Agencywide Revenue and Expense report compares actual year to date receipts and expenses to the FY15-16 budget adopted by the Commission at the June 25, 2015 meeting.

As of month end June 2016 (100% of the fiscal year), overall year to date revenues are 102.61% and expenses are 95.51% of budget. Salary and Fringe, the two largest expense line items, stand at 104.49% and 104.14%, respectively. Salary and Fringe costs were expected to exceed FY16 adopted budget primarily due to the addition of Workforce staff. The Workforce expenses are 100% reimbursable and previously authorized by the state, so there will be no budget impact.

As previously reported, several expense line items exceed anticipated budget. Overages in Copies/Copier Maintenance, Vehicle Maintenance, Training, and Audit not covered by current year revenue will be covered by funds in the operating account. The operating account has funds available since the past seven years funds were contributed beyond current year expenses resulting in growth of the operating account.

Overages in Telephone/Communications, Dues/Publications, Meeting Expense, and Capital Outlay lines are related to the operations of Workforce and will be reimbursed 100%.

A couple of balance sheet notes. Deferred Revenue (funds received in June for FY17) includes payment for local assessment and the Statewide Agritourism project. Net project balance is revenue that will be recognized in FY17 for projects rolling forward to new year including; ARC, Blacksburg Broadband, and ReNew the New. The FY16 adopted budget anticipated \$32,649 in reserve funds to balance the budget. Actual reserves needed was only \$13,975.

---

Strengthening the Region through Collaboration

---

### Counties

Floyd | Giles  
Montgomery | Pulaski

### City

Radford

### Towns

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

### Universities

Virginia Tech  
Radford University

**New River Valley Regional Commission**  
**Agencywide Revenue and Expenditures - June 2016**

With Indirect Detail

FY15-16 Budget Adopted 6/25/15	June 2016	YTD	Under/Over	(100% of FY) % Budget	
<b>Anticipated Revenues</b>					
ARC	68,436.00	0.00	69,019.50	-583.50	100.85%
ARC - Tech Hire	0.00	0.00	5,000.00	-5,000.00	0.00%
LOCAL ASSESSMENT	226,952.81	0.00	226,952.67	0.14	100.00%
DHCD	75,971.00	0.00	75,971.00	0.00	100.00%
DHCD - Building Collaborative Communit	0.00	1,182.36	1,182.36	-1,182.36	0.00%
EDA	70,000.00	0.00	70,000.00	0.00	100.00%
WIB Fiscal Agent	60,000.00	0.00	60,000.00	0.00	100.00%
WIA Program Funds	518,379.00	55,547.46	531,526.77	-13,147.77	102.54%
VDOT	58,000.00	8,637.89	58,000.00	0.00	100.00%
VDOT - Rocky Knob Project	120,500.00	20,526.67	87,317.08	33,182.92	72.46%
Floyd Co	7,500.00	444.28	7,282.04	217.96	97.09%
Floyd Town	0.00	878.54	1,127.48	-1,127.48	0.00%
Giles County	5,000.00	27,842.85	30,842.85	-25,842.85	616.86%
Narrows Town	40,000.00	6,811.08	9,811.08	30,188.92	24.53%
Rich Creek Town	12,500.00	505.50	3,644.00	8,856.00	29.15%
Montgomery County	37,942.12	1,687.48	33,667.68	4,274.44	88.73%
Blacksburg Town	15,000.00	3,750.00	17,500.00	-2,500.00	116.67%
Pulaski County	33,300.31	3,598.69	24,528.21	8,772.10	73.66%
Pulaski Town	10,000.00	572.80	7,572.80	2,427.20	75.73%
Pulaski Co Sewerage Auth.	2,000.00	500.00	2,000.00	0.00	100.00%
Virginia Tech	12,923.00	0.00	15,760.51	-2,837.51	121.96%
Miscellaneous Income	0.00	33.43	1,585.16	-1,585.16	0.00%
Recovered Cost	0.00	0.00	413.72	-413.72	0.00%
Gain on Sale of Assets	0.00	1,387.50	1,387.50	-1,387.50	0.00%
Virginia's First	25,000.00	2,083.37	25,000.00	0.00	100.00%
Blacksburg/Christiansburg MPO	55,000.00	0.00	58,199.46	-3,199.46	105.82%
Pembroke	0.00	690.50	690.50	-690.50	0.00%
RV-ARC RideSolutions	33,680.00	6,111.47	33,680.00	0.00	100.00%
VDEM	2,150.00	6,642.93	6,642.93	-6,642.93	308.97%
Southwest Virginia SWMA	2,000.00	0.00	0.00	2,150.00	0.00%
New River Health District	25,000.00	0.00	2,000.00	0.00	8.00%
Friends of SWVA	2,500.00	10,119.85	25,000.00	0.00	1000.00%
Blacksburg Partnership (BBurg Broadband)	5,000.00	0.00	2,500.00	0.00	50.00%
Beans and Rice, Inc.	0.00	0.00	5,000.00	0.00	0.00%
ReNew the New	0.00	1,309.21	1,309.21	-1,309.21	0.00%
Deferred Revenue (BBurg Broadband)	30,000.00	3,000.00	3,000.00	-3,000.00	10.00%
Unprogrammed ARC	24,936.00	0.00	34,440.25	-4,440.25	138.11%
<b>Revenues</b>	<b>1,579,670.24</b>	<b>163,863.86</b>	<b>1,539,554.76</b>	<b>15,179.48</b>	<b>102.61%</b>
<b>Expenses</b>					
Salaries	802,152.00	73,273.45	838,176.24	-36,024.24	104.49%
Fringe Benefits	269,609.00	23,515.56	280,768.28	-11,159.28	104.14%
Travel	61,193.00	3,775.45	48,591.97	12,601.03	79.41%
Office Space	64,254.00	13,672.56	62,798.07	1,455.93	97.73%
Telephone/Communications	14,405.00	1,244.57	16,768.70	-2,363.70	116.41%
Office Supplies	26,815.00	7,777.68	30,175.33	-3,360.33	112.53%
Postage	3,050.00	25.44	2,468.87	581.13	80.95%
Printing	3,850.00	48.04	3,535.90	314.10	91.84%
Copies & Copier Maintenance	3,400.00	161.60	3,650.93	-250.93	107.38%
Media Ad	1,900.00	0.00	1,357.62	542.38	71.45%
Equipment Rent	7,500.00	476.71	5,619.97	1,880.03	74.93%
Vehicle Maintenance	750.00	0.00	2,658.53	-1,908.53	354.47%
Vehicle Fuel	3,000.00	111.40	1,580.71	1,419.29	52.69%
Dues/Publications	11,325.00	35.00	11,626.00	-301.00	102.66%
Training	2,025.00	300.00	2,787.00	-762.00	137.63%
Insurance	4,300.00	0.00	4,017.00	283.00	93.42%
Meeting Expense	11,875.00	814.31	14,445.64	-2,570.64	121.65%
Capital Outlay (Vehicle/Equipment)	5,000.00	0.00	11,680.35	-6,680.35	233.61%
Contractual Services	230,695.00	5,195.45	147,909.24	82,785.76	64.11%
Audit Fee	7,750.00	0.00	8,000.00	-250.00	103.23%
Miscellaneous	77,472.00	5,870.86	41,345.04	36,126.96	53.37%
<b>Expenses</b>	<b>1,612,320.00</b>	<b>136,298.08</b>	<b>1,539,961.39</b>	<b>72,358.61</b>	<b>95.51%</b>
<b>Agency Balance</b>	<b>-32,649.76</b>	<b>27,565.78</b>	<b>-406.63</b>		

**New River Valley Regional Commission**  
**Balance Sheet**  
**Period From : 07/01/15 to 6/30/16**  
*Preliminary FY16 Year End*

**Assets:**

Operating Account	452,710.28
Reserve Funds - Certificate of Deposit	100,000.00
Reserve Funds - MMA	84,645.46
Accounts Receivable	209,842.09
<b>Total Assets:</b>	<b><u><u>\$847,197.83</u></u></b>

**Liabilities:**

Accounts Payable	2,840.82
Accrued Annual Leave	55,268.36
Accrued Unemployment	19,772.80
Prepaid Liability	-380.00
Deferred Revenue	6,870.00
Expense Reimbursement	99.80
<b>Total Liabilities:</b>	<b><u><u>\$84,471.78</u></u></b>

**Projects**

Net Projects	16,195.46
Current Year Unrestricted	18,674.14
Unrestricted Net Assets	720,092.94
<b>Total Projects</b>	<b><u><u>\$754,962.54</u></u></b>
<b>Total Liabilities and Projects</b>	<b><u><u>\$839,434.32</u></u></b>
<b>Net Difference to be Reconciled</b>	<b><u><u>\$7,763.51</u></u></b>
<b>Total Adjustment</b>	<b><u><u>\$7,763.51</u></u></b>
<b>Unreconciled Balance</b>	<b><u><u>\$0.00</u></u></b>



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

N R V R C . O R G

**August 25, 2016**

## **Executive Director's Report**

### **Economic Development:**

- Governor McAuliffe announced the GO Virginia state-level board on August 12<sup>th</sup>. Members from the western part of the state include Nancy Agee, Carilion Clinic-CEO, and Haywood Fralin with Medical Facilities of America. A workgroup was established to develop the program guidelines led by the Dept. of Housing and Community Development. Our state association, VAPDC, has a seat at the table. The first meeting was held August 15<sup>th</sup> and focused on Regional Council geography. The current map draft includes NRV in a region with Roanoke and Lynchburg. A public comment period will be available.
- Pembroke and Narrows held downtown revitalization design workshops with Hill Studio on August 9-10. Both communities had strong participation with exciting visions taking shape.
- Giles County recently received notification of planning grant funds to support Pearisburg, Rich Creek and Glen Lyn to conduct similar visioning exercises to Pembroke and Narrows.

### **Transportation:**

- The NRV Passenger Rail project hosted a legislative reception on August 16<sup>th</sup> at Radford University. The event was well attended by local, state and federal elected officials. One key take-away includes working to advance funding for the Rail Control Modeling Study in the current six-year improvement plan scheduled for FY19 to FY17 or FY18.
- Transportation projects for 2016 seeking House Bill 2 prioritization, now called Smart Scale, are due September 30.

### **Regional:**

- ReNew the New regional river clean-up is making final preparations for the event on August 27<sup>th</sup>. All volunteer spaces on the water are full. This equates to 300 people in 150 canoes! Volunteers are still being accepted for on-land clean-up activities.
- A POWER grant application is being submitted for Giles County to include three boat launches and funds for a multi-purpose River Center. Commission staff is working on a cluster development project around Unmanned Systems/IT/Advanced Manufacturing to foster internships between local industry and higher education along with marketing content for the NRV Economic Development Alliance. This project is designed to support Pulaski and Giles Counties, both POWER eligible, and will have regional impact.

### **Commission:**

- Audit was completed on August 10-11. Final report will most likely be available in September. Board Chair, Joe Carpenter, and Treasurer, Leon Law, met with Corbin Stone, our auditor, to get acquainted with financial operations. Board involvement with the audit process is very much appreciated.
- Attached is a letter Commission staff received from Craig Meadows, Montgomery County Administrator, recognizing efforts on the NRV Passenger Rail project.

# MONTGOMERY COUNTY

F. CRAIG MEADOWS, COUNTY ADMINISTRATOR  
OFFICE OF COUNTY ADMINISTRATION  
MONTGOMERY COUNTY • VIRGINIA



755 ROANOKE ST, SUITE 2E • CHRISTIANSBURG, VA 24073  
PHONE: 540.382.6954 • FAX: 540.382.6943  
WWW.MONTGOMERYCOUNTYVA.GOV

August 12, 2016

RECEIVED

AUG 17 2016

NRVRC

Kevin Byrd, Executive Director  
New River Valley Regional Commission  
6580 Valley Center Drive, Box 21  
Radford, VA 24141

Re: NRV Passenger Rail Study

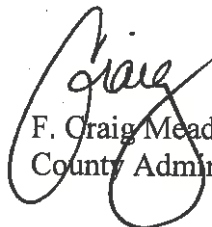
Dear Kevin:

Congratulations to you and the New River Valley Regional Commission staff for being chosen to receive a 2016 Excellence in Regional Transportation Planning Award for the New River Valley Passenger Rail Study. The dedication and hard work that you and your staff put into this project was no small task.

This is a great example of how regional jurisdictions can work together for the benefit of all communities in the New River Valley.

Congratulations on a job well done!

Sincerely,

  
F. Craig Meadows  
County Administrator

*Way to go, Kevin  
and staff !!*

FCM/jk



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

N R V R C . O R G

## MEMORANDUM

**To: Regional Commission Board Members**

**From: Kevin R. Byrd, Executive Director**

**Date: August 18, 2016**

**Re: Smart Beginnings NRV Transition**

---

Attached to this memo is information from the Smart Beginnings Transition Team as a follow up to the June Commission meeting presentation. The transition team has spent a considerable amount of time and energy developing these materials over the past two months. As a recap, the transition team is seeking an entity to serve as fiscal agent and host agency by way of entering into a contract with Virginia Early Childhood Foundation (VECF). The Commission's responsibility would include staffing the program (projected to be part-time), handle administrative and financial functions, and through staffing deliver on expectations identified by VECF. These expectations include 1) fostering a network of early childhood stakeholders based on the Smart Beginnings Model and Core Principles, 2) provide key functions (administrative, planning, managerial, etc) to support school readiness initiatives, 3) identify a leader to act as point of contact with VECF (staff), 4) develop and annually document Smart Beginnings leadership structure and composition, 5) prepare Smart Beginnings strategic plan for the service area, and 6) submission of an annual report of activities and regular financial oversight of the regional program.

The financial materials attached identify grant funds from VECF in the amount of \$50,000 for two fiscal years. In order to secure these funds, local match must be provided. Local match may consist of in-kind and/or cash. The Commission staff has identified \$4,000 of in-kind services available through Executive Director management time of 15 hours, plus approximately 20 hours of Finance Director's time throughout the course of the year. The remaining local match needed is \$7,250, which could be off-set with additional in-kind expenses or cash to be identified.

Should the Commission Board decided to take on the program, the additional local match and the ability to withdraw from the VECF contract at some point in the future should the Commission deem necessary, are key points. The local match scenario as identified in the financial projections appear attainable. Throughout this transition the VECF has demonstrated a strong willingness to support a functioning model with attention to unique situations in each region of the Commonwealth. Given the information secured over the past several months, the program appears to be a fit for the Commission opening up a new program area and within the capacity of the agency.

### Strengthening the Region through Collaboration

#### Counties

Floyd | Giles  
Montgomery | Pulaski  
**City**  
Radford

#### Towns

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

#### Universities

Virginia Tech  
Radford University

To: New River Valley Regional Commission  
From: Smart Beginnings New River Valley Transition Team  
Date: August 16, 2016  
Re: Opportunity for Partnership

Smart Beginnings New River Valley (NRV) Transition Team began meeting in May to plan for the future direction of the local organization. The Virginia Early Childhood Foundation commissioned a consultant to assess the community's perception and needs surrounding the work of Smart Beginnings. These findings have influenced the Transition Committee's priorities and actions.

A key finding was for Smart Beginnings NRV to change fiscal agents from Virginia Tech to another local NRV-wide, community-based organization. We believe that the Regional Commission is an ideal match. Smart Beginnings' focus is on building local infrastructure to strengthen the early childhood system so that every child enters Kindergarten healthy and ready to learn. We envision a vibrant and prosperous NRV where children and families thrive. This aligns well with the mission of the Regional Commission.

After presenting about Smart Beginnings to the Regional Commission Board in June, the Transition Team has continued to meet as a group and by committee to address several questions that were posed. This work includes:

- an updated job description for board members (attached)
- budget (attached)
- fundraising plan (attached)
- board development (on-going)

The fundraising plan identifies a strategy to build financial stability for Smart Beginnings each quarter. It includes potential governmental partnership opportunities, in addition to individual and corporate donors. Development of the board and employing a community-oriented staff member as well as appropriate marketing and advertising of the Smart Beginnings organization will be critical in meeting these goals.

The Transition Team looks forward to continued conversations that could align these efforts to impact young children, their families, and the economic vitality in the NRV.



**Smart Beginnings NRV  
Projected Income/Expense Budget**

	FY 16-17	FY 17-18	FY 18-19
<b>INCOME</b>			
VECF	\$ 50,000	\$ 50,000	
VECF carry over 15-16	\$ 17,185		
Min Match (Cash Raised)	\$ 7,250	\$ 7,250	
Min Match (In-Kind NRVRC)	\$ 4,000	\$ 4,000	\$ 4,000
Additional Resource Development	\$ 9,750	\$ 12,750	\$ 25,000
Net income carry over		\$ 33,883	\$ 55,073
<b>TOTAL INCOME</b>	<b>\$ 88,185</b>	<b>\$ 107,883</b>	<b>\$ 84,073</b>
<b>EXPENSES</b>			
Salary	\$ 30,000	\$ 30,900	\$ 31,825
Fringe benefits	\$ 1,500	\$ 1,545	\$ 1,591
In-kind admin oversight NRVRC	\$ 4,000	\$ 4,000	\$ 4,000
Rent	\$ 2,052	\$ 2,115	\$ 2,180
Office costs	\$ 3,000	\$ 500	\$ 500
Travel	\$ 4,000	\$ 4,000	\$ 4,000
Meeting expenses	\$ 1,200	\$ 1,200	\$ 1,200
Hosting/website/email	\$ 1,550	\$ 1,550	\$ 1,550
Reading hour	\$ 5,000	\$ 5,000	\$ 5,000
Contractual services	\$ 2,000	\$ 2,000	\$ 2,000
<b>TOTAL EXPENSES</b>	<b>\$ 54,302</b>	<b>\$ 52,810</b>	<b>\$ 53,846</b>
<b>NET</b>	<b>\$ 33,883</b>	<b>\$ 55,073</b>	<b>\$ 30,227</b>

# Job Description

## Board of Directors Member



<b>COALITION MISSION</b>	Enriching the lives of young children and families by innovating for progress, collaborating for effectiveness, and advocating for investment.
<b>COALITION VISION</b>	A vibrant and prosperous NRV where children and families can thrive.
<b>BOARD OF DIRECTORS PURPOSE</b>	To lead the work of Smart Beginnings NRV by raising funds and monitoring finances, advocating for wise public investments in early childhood, developing and approving policies for operations, advising programs, and evaluating overall performance
<b>TERM</b>	3-Years
<b>QUALITIES</b>	<ol style="list-style-type: none"> <li><b>LEADERSHIP:</b> The ability to lead people and organizations into uncharted territory</li> <li><b>INTEREST:</b> Interest in the welfare of young children and in leading systems change in the area of early childhood development</li> <li><b>CREATIVITY:</b> The ability to imagine new possibilities for a better system for early childhood development</li> <li><b>CONNECTIONS:</b> The ability to link Smart Beginnings NRV with key organizations and community leaders</li> <li><b>REPRESENTATION:</b> The ability to represent a voice for a selected stakeholder group</li> </ol>
<b>RESPONSIBILITIES</b>	<ol style="list-style-type: none"> <li><b>FUNDRAISING:</b> Participate with the rest of the board members in obtaining future rounds of VECF grants, matching funds required by those grants and other resources needed by the coalition</li> <li><b>ADVOCACY:</b> Advocate for wise public investments in early childhood development infrastructure and public and private policies that improve the system for early childhood development</li> <li><b>COMMUNICATION:</b> Communicate with the public and stakeholder groups about Smart Beginnings NRV through individual and/or small group presentations</li> <li><b>DECISION-MAKING:</b> Develop and approve policies, goals, objectives, action plans and timelines for the coalition</li> <li><b>LEARNING:</b> Learn about the coalition and its initiatives by familiarizing yourself with the coalition’s vision, mission, goals, objectives, policies, and programs and seek information on research, best practices, and emerging developments in early childhood development</li> <li><b>COORDINATION:</b> Coordinate Smart Beginnings NRV activities with other groups or organizations that you may represent</li> <li><b>COUNCIL AND COMMITTEE WORK:</b> Participate in the work of the Board and any committees to which you are assigned</li> <li><b>OVERSIGHT:</b> Oversee the work of project staff and the organization’s finances, programs and overall performance</li> </ol>
<b>MEETINGS</b>	<ul style="list-style-type: none"> <li>4 board meetings per year plus an bi-annual retreat</li> <li>committee meetings as assigned (usually quarterly or bi-monthly)</li> </ul>
<b>EXPECTATIONS</b>	<ol style="list-style-type: none"> <li><b>TIME COMMITMENT:</b> 2 to 4 hours per month</li> <li><b>PARTICIPATION:</b> Routinely attend scheduled board, council and committee meetings.</li> <li><b>AWARENESS:</b> Review materials prior to meeting and keep up with events and developments of importance to Smart Beginnings NRV</li> <li><b>OBJECTIVITY:</b> Disclose any conflict of interest or perceived conflict of interest and recuse yourself from decisions that affect any program in which you have a direct interest</li> </ol>

**Smart Beginnings New River Valley  
Development Plan  
FY 16-17**

	<b>\$17,000</b>	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>
Corporate	\$8500	\$1000	\$2000	\$2500	\$3000
Grants/Governmental	\$5000	\$500	\$1000	\$1500	\$2000
Individual	\$3500	\$500	\$750	\$1000	\$1250

1<sup>st</sup> Quarter                      \$2000

- Identify and recruit board members
- Hire part-time director
- Develop advocacy strategy
- Identify potential governmental partnership opportunities
- Identify and visit two (2) corporations
- Identify and visit five (5) individuals

2<sup>nd</sup> Quarter                      \$3750

- Begin presentations to community organizations (e.g. Town Councils, Rotary, Kiwanis, etc.)
- Begin creating potential donor list
- Create and send end-of-year mailing to potential donors
- Identify potential governmental partnership opportunities
- Identify and visit four (4) corporations
- Identify and visit eight (8) individuals

3<sup>rd</sup> Quarter                      \$5000

- Continue presentations to community organizations (e.g. Town Councils, Rotary, Kiwanis, etc.)
- Create potential donor list
- Identify potential governmental partnership opportunities
- Identify and visit five (5) corporations
- Identify and visit ten (10) individuals

4<sup>th</sup> Quarter                      \$6250

- Review progress and adapt fundraising plan as needed
- Continue presentations to community organizations (e.g. Town Councils, Rotary, Kiwanis, etc.)
- Identify potential governmental partnership opportunities
- Identify and visit six (6) corporations
- Identify and visit thirteen (13) individuals

*Enriching the lives of young children and families by innovating for progress, collaborating for effectiveness, and advocating for investment.*

**Smart Beginnings New River Valley  
Development Plan  
FY 17-18**

	<b>\$20,000</b>	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>
Corporate	\$10000	\$2500	\$2500	\$2500	\$2500
Grants/Governmental	\$6000	\$1500	\$1500	\$1500	\$1500
Individual	\$4000	\$1000	\$1000	\$1000	\$1000

1<sup>st</sup> Quarter                      \$5000

- Continue presentations to community organizations (e.g. Town Councils, Rotary, Kiwanis, etc.)
- Review and adapt advocacy strategy
- Identify potential grants and governmental partnership opportunities
- Visit with five (5) corporations
- Visit with ten (10) individuals

2<sup>nd</sup> Quarter                      \$5000

- Continue presentations to community organizations (e.g. Town Councils, Rotary, Kiwanis, etc.)
- Review and update potential donor list
- Create and send end-of-year mailing to potential donors
- Identify potential grants and governmental partnership opportunities
- Visit with five (5) corporations
- Visit with ten (10) individuals

3<sup>rd</sup> Quarter                      \$5000

- Continue presentations to community organizations (e.g. Town Councils, Rotary, Kiwanis, etc.)
- Identify potential grants and governmental partnership opportunities
- Visit with five (5) corporations
- Visit with ten (10) individuals

4<sup>th</sup> Quarter                      \$5000

- Review progress and adapt fundraising plan as needed
- Continue presentations to community organizations (e.g. Town Councils, Rotary, Kiwanis, etc.)
- Identify potential grants and governmental partnership opportunities
- Visit with five (5) corporations
- Visit with ten (10) individuals

**Smart Beginnings New River Valley  
Development Plan  
FY 18-19**

	<b>\$25,000</b>	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>
Corporate	\$12500	\$2500	\$3000	\$3500	\$3500
Grants/Governmental	\$7500	\$1500	\$2000	\$2000	\$2000
Individual	\$5000	\$1250	\$1250	\$1250	\$1250

1<sup>st</sup> Quarter                      \$5250

- Continue presentations to community organizations (e.g. Town Councils, Rotary, Kiwanis, etc.)
- Review and adapt advocacy strategy
- Identify potential grants and governmental partnership opportunities
- Visit with five (5) corporations
- Visit with thirteen (13) individuals

2<sup>nd</sup> Quarter                      \$6250

- Continue presentations to community organizations (e.g. Town Councils, Rotary, Kiwanis, etc.)
- Review and update potential donor list
- Create and send end-of-year mailing to potential donors
- Identify potential grants and governmental partnership opportunities
- Visit with six (6) corporations
- Visit with thirteen (13) individuals

3<sup>rd</sup> Quarter                      \$6750

- Continue presentations to community organizations (e.g. Town Councils, Rotary, Kiwanis, etc.)
- Identify potential grants and governmental partnership opportunities
- Visit with seven (7) corporations
- Visit with thirteen (13) individuals

4<sup>th</sup> Quarter                      \$6750

- Review progress and adapt fundraising plan as needed
- Continue presentations to community organizations (e.g. Town Councils, Rotary, Kiwanis, etc.)
- Identify potential grants and governmental partnership opportunities
- Visit with seven (7) corporations
- Visit with thirteen (13) individuals

**MEMORANDUM**

**To: Regional Commission Board Members**  
**From: Elijah Sharp, Director of Planning and Programs**  
**Date: August 17, 2016**  
**Re: FY17 Annual Work Program**

The FY17 Annual Work Program is the foundation for achieving the objectives and strategies of the New River Valley Regional Commission. The program documents a comprehensive list of projects that will be undertaken by Commission Staff July 1, 2016 – June 30, 2017. This year the program contains nearly 40 projects.

The program is organized to feature multijurisdictional, local, and administrative projects.



Multijurisdictional projects include New River watershed facilitation, health, freight, building collaborative communities, and hazard mitigation. Local projects include planning for job creation in coal reliant communities, local food/food access, parks, bus stop safety and accessibility, stormwater outfalls, and local comprehensive plans. Administrative projects include working with the Workforce Investment Board, Pulaski County Sewage Authority, and Statewide Agritourism. The intent of the work program is to provide the most benefit in the region with the least direct cost to local members.

The Commission strives to maximize limited staff and resources by developing a comprehensive work plan that is based on current needs and priorities of the region. The program for FY17 totals more than \$1.7M.

Staff will be available at the August Commission meeting to answer any questions you may have.

Strengthening the Region through Collaboration

**Counties**

Floyd | Giles  
 Montgomery | Pulaski

**City**

Radford

**Towns**

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

**Universities**

Virginia Tech  
 Radford University



# FY17 Annual Work Program



**NRVRC**  
new river valley regional commission



# NEW RIVER VALLEY REGIONAL COMMISSION SUMMARY WORK PROGRAM FISCAL YEAR JULY 2016 - JUNE 2017

## OVERVIEW

The Annual Work Program is the foundation for achieving the objectives and strategies of the New River Valley Regional Commission. The Commission strives to maximize its limited staff and resources by developing a comprehensive work plan that is based on current needs and priorities of the region.

This FY17 program is a compilation of projects presented by Council members, including Managers and Administrators, local partners, and regional organizations and staff. The intent is to obtain the most benefit from the least direct cost to our local government members. Requests not included in this year's work program are added to a list of potential projects for future work programs. Program tasks are grouped into six primary categories: Economic Development, Transportation, Housing, Natural Resources, Community Development, and Local Government Assistance.

The program is revised annually and may be amended as deemed necessary by the member local governments.

## New River Valley Regional Commission Staff

### Executive Director

Kevin Byrd, AICP

### Administrative Staff

Janet McNew, Director of Finance and Personnel

Julie Phillips, Office Manager

### Planning Staff

Elijah Sharp, Director of Planning & Programs

Patrick Burton, AICP, Senior Planner

Patrick O'Brien, Regional Planner II

Christy Straight, Regional Planner II

Jennifer Wilsie, AICP, Regional Planner II

Michael Gottfredson, Regional Planner

James Jones, Regional Planner

Zach Swick, Data Systems Manager

Stephen Price, GIS Intern

### Notes:

AICP      American Institute of Certified Planners

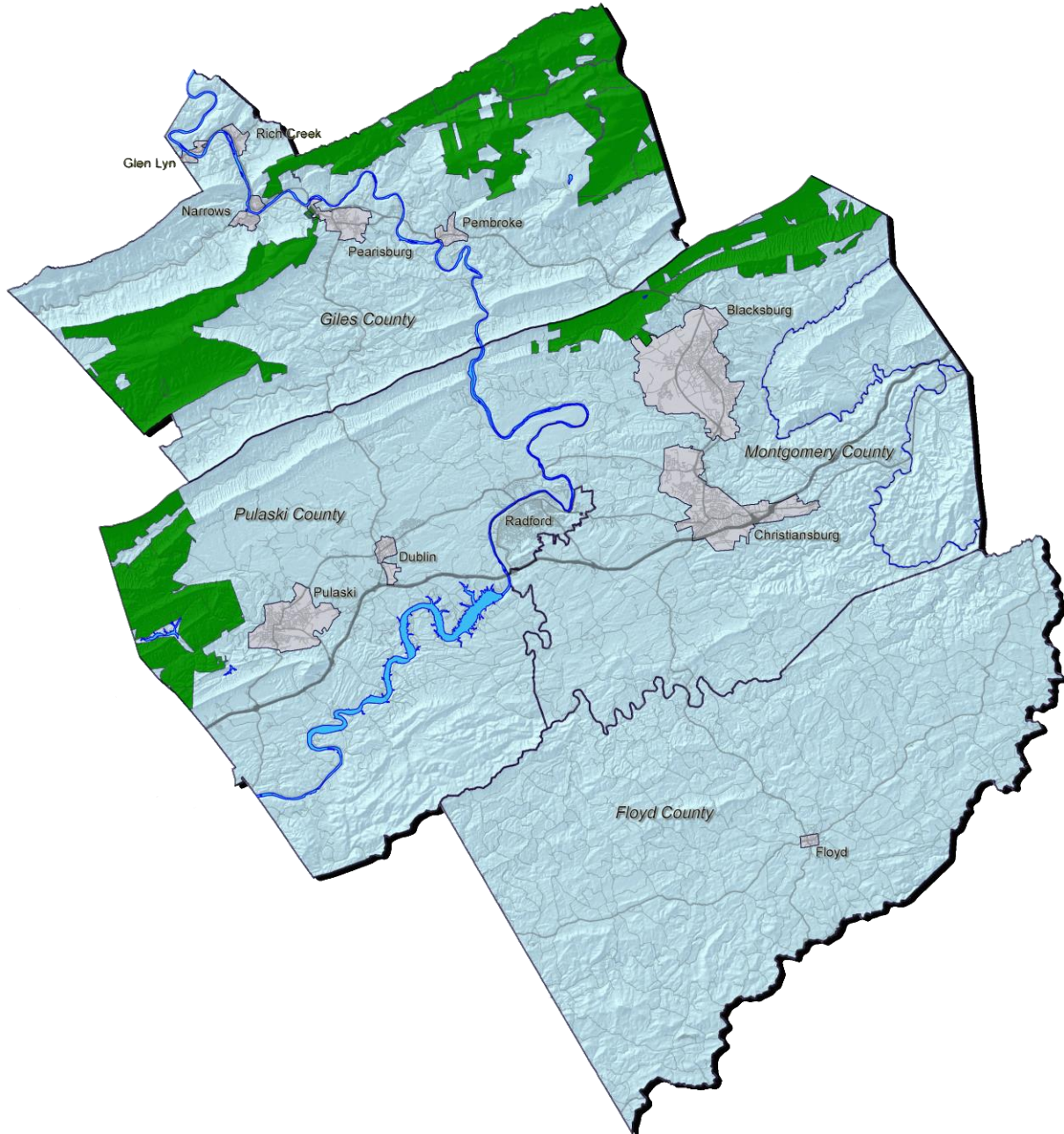
**FY 2016-2017**  
**New River Valley Regional Commission Members**  
**Chair – Mr. Joe Carpenter**  
**Vice-Chair – Mr. Michael Harvey**  
**Treasurer – Mr. Leon Law**  
**At-Large – Mr. Charles Bopp**  
**Past-Chair – Mr. Kevin Sullivan**

<u>Floyd County:</u>	Mr. Fred Gerald* 994 Sutphin Rd., NW Willis, VA 24380	Mr. Michael Maslaney PO Box 908 Floyd, VA 24091	<u>Town of Floyd:</u> Mr. Mike Patton* 123 Wilson Street Floyd, VA 24091
<u>Giles County:</u>	Mr. Richard McCoy* 505 Tyler Avenue Pearisburg, VA 24134	Mr. Leon Law 1809 Cascades Drive Pembroke, VA 24136	<u>Town of Narrows:</u> Mr. Thomas Garrett* 105 Bridge Street Narrows, VA 24124
	<u>Town of Pearisburg:</u> Ms. Susie Journell* 412 N. Dennis St. Pearisburg, VA 24134	<u>Town of Rich Creek:</u> Mr. William Kantsios* 936 Greenbriar Drive Rich Creek, VA 24147	
<u>Montgomery County:</u>	Ms. Annette Perkins* 1407 Valley View Drive Blacksburg, VA 24060	Mr. Michael Harvey 803 Willard Drive Blacksburg, VA 24060	
<u>Pulaski County:</u>	Mr. Doug Warren 4540 Shelburne Road Radford, VA 24141	Mr. Charles Bopp* PO Box 1402 Pulaski, VA 24301	
<u>City of Radford:</u>	Mr. D. Michael Turk* 1405 Madison St Radford, VA 24141	Dr. Helen Harvey 701 Berkley St. Radford, VA 24141	
<u>Town of Blacksburg:</u>	Ms. Cecile Newcomb* 203 Turner St NE Apt. 1 Blacksburg VA 24060	Ms. Holly Lesko 1708 Westover Drive Blacksburg, VA 24060	
<u>Town of Christiansburg:</u>	Mr. Hil Johnson 140 Brilliant Drive, N. W. Christiansburg, VA 24073	Mr. Henry Showalter* 455 Overhill Road Christiansburg, VA 24073	Mr. Harry Collins * 450 Tower Road Christiansburg, VA 24073
<u>Town of Pulaski</u>	Mr. Greg East* 517 North Madison Ave. Pulaski, VA 24301	Mr. Larry Clevinger 1128 Well Street Pulaski, VA 24301	
<u>Radford University:</u>	Mr. Joe Carpenter Martin Hall 0323 Radford, VA 24141		
<u>Virginia Tech:</u>	Mr. Jason Soileau VA Tech Blacksburg, VA 24061	Mr. Kevin Sullivan 2103 Chestnut Drive Blacksburg, VA 24060	<b>* = Elected Official</b>

## ACRONYM DESCRIPTIONS

AICP	American Institute of Certified Planners
ARC	Appalachian Regional Commission
CEDS	Comprehensive Economic Development Strategy
DEQ	Department of Environmental Quality
DGIF	Department of Game and Inland Fisheries
DHCD	Department of Housing & Community Development
EDA	Economic Development Administration
EDD	Economic Development District
GIS	Geographic Information System
HUD	Department of Housing & Urban Development
LPA	Local Planning Assistance
L RTP	Long Range Transportation Plan
MPO	Metropolitan Planning Organization
MSA	Metropolitan Statistical Area
NRV	New River Valley
PCSA	Pulaski County Sewerage Authority
RC	Regional Commission
RU	Radford University
SRTS	Safe Routes to School
TE	Transportation Enhancement
VAPDC	Virginia Association of Planning District Commissions
VDEM	Virginia Department of Emergency Management
V DOT	Virginia Department of Transportation
VDRPT	Virginia Department of Rail & Public Transportation
VT	Virginia Tech
VTRANS	Virginia Statewide Long-Range Transportation Plan

## NEW RIVER VALLEY REGION



### BACKGROUND

In September 1969, the New River Valley Regional Commission was organized by its member jurisdictions - Floyd, Giles, Montgomery and Pulaski Counties, the City of Radford, and the Towns of Blacksburg, Christiansburg, and Pulaski - and accepted the charge of the general provisions of the Virginia Area Development Act which authorized the creation of the Commission.

The 1995 General Assembly amended and reenacted '15.1-1400 et al. The reenacted Bill is entitled the "*Regional Cooperation Act*". The Act added governmental cooperation to purposes of the Commission. The Commission's overall goals are based in the provisions of the Regional Cooperation Act. The 1997 General Assembly re-codified the Act as 15.2-4200 et al.

## FY 2016-2017 WORK PROGRAM CATEGORIES

PROGRAM NUMBER	PROJECT TITLE
<i>Multijurisdictional Projects</i>	
303157	NRV Commerce Park/VA First
303537	New River Health District GIS Mapping
303746	Beans and Rice (BEE)
304017	VDOT Rural Transportation Program
305017	Ride Solutions
306017	EDA/CEDS
308017	HOME
310085	Blacksburg Broadband
310176	New River Watershed Facilitation
310186	Building Collaborative Communities
310207	MPO Freight Study
310237	Hazard Mitigation Plan Update
	NRV Outdoor Expo
<i>Local Projects</i>	
302146	Prices Fork Future Growth Facilitation
302156	Montgomery County MS4 Stormwater Outfall Mapping
302176	Town of Floyd Park Master Plan
302196	Town of Pulaski Zoning Ordinance Update
302206/302207	Giles County Comprehensive Plan Update
302216	Rich Creek Comprehensive Plan Update
302227	Pulaski Area Transit Bus Stop Study – NRVMPPO
302237	Radford Transit Bus Stop Study – NRVMPPO
302247	Pulaski County Parks and Recreation Plan
303193	Rocky Knob
303567	Pulaski County Adult Day Care
303577	Rich Creek Phase IIIB Grant Application
310024	Auburn Safe Routes to School
310034	Belview Safe Routes to School
310146	Narrows/Pembroke CDBG Planning Grant
310156	Rich Creek Downtown Transportation Alternatives Phase III
310166	Giles County River Action Plan (POWER)
310217	Prices Fork Grant Administration (VCI)
310227	Prices Fork Grant Administration (ARC)
310247	Floyd County Ag-Work
<i>Administrative</i>	
303227	WIA Fiscal Agent
303357	SVSWMA Admin Support
303557	Pulaski County Sewage Authority
310267	Statewide Agritourism Fiscal Agent

**NRV Commerce Park/VA First  
Code: 303157**

**PROJECT DESCRIPTION**

As of this fiscal year, Virginia's First and the NRV Commerce Park are combined into one code of the Commission work plan. With an anticipated restructuring of the organization expected in this fiscal year, budgeting by Virginia's First has led to a request to provide services under one contract price.

Virginia's First is the regional industrial facility authority formed to cooperatively develop economic projects with regional impact. The NRV Commerce Park is a participation committee/project of Virginia's First. The Commerce Park is an approximately 1,000 acre economic development site adjacent to the New River Valley Airport. Owners of the park include 7 member localities of the Commission and 4 additional localities adjacent to the region. The Commission provides administrative and finance support to the authority and for the NRV Commerce Park at the direction of a part-time executive director. The project's activity includes quarterly financial reporting, accounts payable and receivable, annual meeting support, document management, coordinating and/or responding to information requests from the public and authority member representatives, property management (especially, tenant leases and monitoring of site conditions), preparation of marketing and proposal information for prospects, and other tasks as directed by the executive director and committee members.

**PROJECT SCHEDULE & DELIVERABLES**

Project duration: July 2016 – June 2017

First Quarter Deliverables (July 2016 – September 2016):

- Quarterly meeting
- Monthly accounting/bill pay
- Quarterly Treasurer's report

Second Quarter Deliverables (October 2016 – December 2016):

- Quarterly meeting
- Monthly accounting/bill pay
- Quarterly Treasurer's report
- Website updating
- Lease renewals
- Board member documentation

Third Quarter Deliverables (January 2017 – March 2017):

- Quarterly meeting
- Monthly accounting/bill pay
- Quarterly Treasurer's report
- Lease renewals
- Board member documentation

Fourth Quarter Deliverables (April 2017 – June 2017):

- Quarterly meeting
- Quarterly Treasurer's report
- Monthly accounting/bill pay
- Annual member shares and dues invoicing

*Localities/Partners Served:* Giles, Montgomery, and Pulaski Counties, City of Radford; Towns of Christiansburg, Dublin, Pearisburg, Pulaski; Other partners: City of Roanoke, Roanoke, Wythe, Bland, and Craig Counties

*Project Leader:* Christy Straight, Regional Planner II

*Funding Source and Estimated Hours:* Virginia's First, 650 hours

## **New River Health District GIS Mapping**

### **Code: 303537**

#### **PROJECT DESCRIPTION**

The Purpose of this work element is to establish a GIS partnership with the New River Health District. The Commission and Health District recognize the capabilities of using GIS to convey technical information visually, catalog historical data, and analyze information. The concept and popularity of GIS is growing – the Health District and the Commission can provide GIS services on a broader platform by sharing financial resources to deliver services.

#### **PROJECT SCHEDULE & DELIVERABLES**

Project duration: July 2014 – Indefinitely

First Quarter Deliverables (July 2016 – September 2016):

- Meet with NRHD staff to develop a FY17 Plan of Work
- NRHD and Commission staff review of Well and Septic Database
- Develop an interactive New River Health Improvement Plan for Well Being
- Submit Quarterly Progress Report and Reimbursement Request

Second Quarter Deliverables (October 2016 – December 2016):

- Continue data processing, management, and mapping
- Revise Well and Septic Database
- Update Rabies Incident Database
- Overlay case locations with high-priority zip code data
- Prepare conceptual scenarios for food facilities staff assignments
- Submit Quarterly Progress Report and Reimbursement Report

Third Quarter Deliverables (January 2016 – March 2016):

- Continue data processing, management, and mapping
- Analyze travel time of NRHD customers to regional facilities
- Facilitate meetings with regional partners to explore new GIS deliverables
- Submit Quarterly Progress Report and Reimbursement Request

Fourth Quarter Deliverables (April 2016 – June 2016):

- Continue data processing, management, and mapping Facilitate meeting to discuss GIS partnership
- Evaluate Microsoft Surface Pro's compatibility with in-house GIS technologies
- Submit Quarterly Progress Report and Reimbursement Request

*Localities/Partners Served:* New River Health District (Virginia Department of Health)

*Project Leader:* Elijah Sharp, Director of Planning & Programs

*Funding Source and Estimated Hours:* NRHD, local match, 640 hours



**Beans and Rice – Building Entrepreneurial Economies (BEE)**  
**Code: 303746**

**PROJECT DESCRIPTION**

The Build Entrepreneurial Economies project is exploring existing entrepreneurial and small business development support resources in the New River Valley, and identifying strategies to improve coordination among local, regional, and state organizations that provide these services to small business in the New River Valley. Beans and Rice and NRVRC are interviewing regional economic development professionals, and staff and clients of organizations that provide small business development and entrepreneurship support programs, to identify the most pressing needs of entrepreneurs trying to start or grow their businesses in the New River Valley, and assess the effectiveness of existing or prospective programs that can help to address these issues.

**PROJECT SCHEDULE & DELIVERABLES**

Project duration: May 2016 – September 2016

First Quarter Deliverables (July 2016 – September 2016):

- Synthesize notes from focus groups
- Develop final report of analysis and recommendations
- Provide an overview of final report findings and review with stakeholders

Second Quarter Deliverables (October 2016 – December 2016):

- None

Third Quarter Deliverables (January 2017 – March 2017):

- None

Fourth Quarter Deliverables (April 2017 – June 2017):

- None

*Localities/Partners Served:* New River Valley Region

*Project Leader:* Patrick O'Brien, Regional Planner II

*Funding Source and Estimated Hours:* Beans and Rice, 30 hours

**VDOT Rural Transportation Program**  
**Regional Technical Transportation Planning Assistance & Core Program Requirements**  
**Code: 304017**

**PROJECT DESCRIPTION**

The Purpose of this work element is to support transportation technical planning activities, grant writing and supporting documentation development, and staff time to fulfill statewide planning and policy efforts. In addition, the Commission facilitates regional participation and consensus building on transportation-related issues through a continuing, comprehensive, and coordinated planning process. The Commission provides staff assistance to prepare agendas, presentation materials, and maintains supporting websites for two standing committees: 1) Transportation Technical Advisory Committee, and 2) Regional Transit Coordinating Council.

**PROJECT SCHEDULE & DELIVERABLES**

Project duration: July 2016 – June 2017

First Quarter Deliverables (July 2016 – September 2016):

- Launch Trail Counter(s) and prepare activity reports for participating localities
- Develop Smart Scale Priorities
- Coordinate Multi-Regions Bicycle/Pedestrian Social (NRV and Roanoke Valley Alleghany regions)
- Attend and participate in local, regional, and statewide transportation related meetings
- Submit Quarterly Progress Report and Reimbursement Report

Second Quarter Deliverables (October 2016 – December 2016):

- Submit transportation project proposals (Smart Scale, Transportation Alternatives, Rural Rustic Roads, Access Roads, Recreational Access, etc.)
- Launch local and/or regional technical assistance project
- Staff assistance/develop materials for 2 TAC and 1 RTCC meetings
- Coordinate Commonwealth Transportation Board Representative Meeting
- Attend and participate in local, regional, and statewide transportation related meetings
- Submit Quarterly Progress Report and Reimbursement Report

Third Quarter Deliverables (January 2017 – March 2017):

- Attend transportation related conferences and professional development workshops
- Retrieve local input and develop draft report(s) for technical assistance project
- Staff assistance/develop materials for 1 TAC and 1 RTCC meetings
- Attend and participate in local, regional, and statewide transportation related meetings
- Submit Quarterly Progress Report and Reimbursement Report

Fourth Quarter Deliverables (April 2017 – June 2017):

- Present outcomes to participating stakeholders, local councils/supervisors, and public
- Release and share technical assistance project outcomes as needed
- Review data as requested by VDOT throughout the fiscal year pertaining to: VTrans, functional classification, Virginia's Surface Transportation Plan, Park and Ride Lots Inventory/Study, bicycle and pedestrian planning, and freight planning.
- Staff assistance/develop materials for 1 TAC meeting
- Attend and participate in local, regional, and statewide transportation related meetings
- Submit Quarterly Progress Report and Reimbursement Report

*Localities Served:* NRV Region (non-urbanized areas), NRVMPPO, VDOT, and DRPT

*Project Leader:* Elijah Sharp, Director of Planning & Programs

*Funding Source and Estimated Hours:* VDOT, local match, 1,370 hours

**RIDE Solutions**  
**Code: 305017**

**PROJECT DESCRIPTION**

RIDE Solutions is a multi-regional program to provide ridesharing and alternative transportation modes to the residents of the New River Valley. The Roanoke Valley-Alleghany Regional Commission and Region 2000 LGC are partners in execution of the program at the multi-region level. The Commission is responsible for executing the program in the New River Valley. The goal of the program is to reduce the number of trips taken in the region, particularly commuter trips and provide a resource transportation alternatives available in the NRV. For this region, the program focuses more on reaching commuters, particularly through their employers, and employers in their own right with information and technical assistance to invest in more sustainable and affordable transportation decision-making.

**PROJECT SCHEDULE & DELIVERABLES**

Project duration: July 2016 – June 2017

First Quarter Deliverables (July 2016 – September 2016):

- Montgomery Chamber expo
- Contact 12-15 Workplace Partner Program prospects
- Prepare and release Quarterly report to NRV stakeholders
- Develop website and social media content - min 2/month such as website features, blog posts, Facebook/Twitter to boost website traffic and cross-posting with NRV web presence through partners.

Second Quarter Deliverables (October 2015 – December 2015):

- Pulaski Chamber expo participation
- Contact 12-15 Workplace Partner Program prospects
- Develop website and social media content - min 2/month such as website features, blog posts, Facebook/Twitter to boost website traffic and cross-posting with NRV web presence through partners.
- Prepare and release Quarterly report to NRV stakeholders

Third Quarter Deliverables (January 2016 – March 2016):

- Begin Bike Month and Clean Commute Challenge event planning
- DRPT application assistance (work program draft, budget revisions – if any)
- Contact 12-15 Workplace Partner Program prospects
- Develop website and social media content - min 2/month such as website features, blog posts, Facebook/Twitter to boost website traffic and cross-posting with NRV web presence through partners.
- Prepare and release Quarterly report to NRV stakeholders

Fourth Quarter Deliverables (April 2016 – June 2016):

- Fix Fest Blacksburg
- Bike Month events, as determined in third quarter
- MOU renewal with RVARC, finalize work plan for next fiscal year
- Contact 12-15 Workplace Partner Program prospects
- Develop website and social media content - min 2/month such as website features, blog posts, Facebook/Twitter to boost website traffic and cross-posting with NRV web presence through partners.
- Prepare and release Quarterly report to NRV stakeholders
- Quarterly report to NRV stakeholders

*Localities/Partners Served:* NRV Region

*Project Leader:* Christy Straight, Regional Planner II

*Funding Source and Estimated Hours:* DRPT, local match, 780 hours

**Economic Development Administration (EDA)**  
**CEDS 2016/Economic Development District**  
**Code: 306017**

**PROJECT DESCRIPTION**

The EDA Economic Development District project includes a variety of tasks related to the functions of the NRVRC as an 'Economic Development District' as designated by the US Economic Development Administration. As the regional EDD, the NRVRC receives support to perform the annual update to the regional Comprehensive Economic Development Strategy planning document that aligns with EDA-supported funding projects. In addition the EDA project provides support to undertake a variety of regional economic development projects as outlined in the CEDS, and as identified by other regional partner organizations. The EDA project provides staff time to support projects in the areas of economic development finance and entrepreneurship, data collection and analysis, and regional activities in support of economic development, workforce development, and other related fields.

**PROJECT SCHEDULE & DELIVERABLES**

Project duration: July 2016-June 2017

First Quarter Deliverables (July 2016 – September 2016):

- Prepare consumer version of 2016 CEDS document (results of 2015-16 planning process)
- Reconvene CEDS committee in early fall
- Collect data for CEDS outcomes tracking metrics and online data display of CEDS content
- Provide economic development technical assistance on request of local government partners

Second Quarter Deliverables (October 2016 – December 2016):

- Update content of CEDS document, including economic data and report sections
- Conduct 2+ CEDS committee meetings for 2016-17 update process
- Collect data for CEDS outcomes tracking metrics and online data display of CEDS content
- Provide economic development technical assistance on request of local government partners

Third Quarter Deliverables (January 2017 – March 2017):

- Update content of CEDS document, including results of CEDS committee process
- Conduct 2+ CEDS committee meetings for 2016-17 update process
- Launch pilot version of CEDS outcomes tracking metrics and online data display/website
- Provide economic development technical assistance on request of local government partners

Fourth Quarter Deliverables (April 2017 – June 2017):

- Meetings with public health agencies and research team on project goals and progress
- Store/update database at NRVRC
- Produce custom data analysis and presentation materials for public health audiences

*Localities/Partners Served:* New River Valley

*Project Leader:* Patrick O'Brien, Regional Planner II

*Funding Source and Estimated Hours:* EDA, local match, 2,250 hours

**HOME**  
**NRV HOME Consortium**  
**Code: 308017**

**PROJECT DESCRIPTION**

The HOME Program, established in 1990 by the Department of Housing and Urban Development (HUD), is the largest Federal block grant to State and local governments designed exclusively to create affordable housing for low to moderate-income households.

Funds are eligible for activities such as homeowner rehabilitation, new construction of single family or multi-family homes, acquisition of property, and demolition of substandard housing as well as architectural fees, feasibility studies, homebuyer's counseling, and other finance-related costs.

**PROJECT SCHEDULE & DELIVERABLES**

Project duration: July 2016 – June 2017

First Quarter Deliverables (July 2016 – September 2016):

- Maintain project files in compliance with HUD regulations
- Attend bi-weekly staff meetings
- Participate in quarterly HOME Board meetings
- Assist in project development as needed

Second Quarter Deliverables (October 2016 – December 2016):

- Maintain project files in compliance with HUD regulations
- Attend bi-weekly staff meetings
- Participate in quarterly HOME Board meetings
- Assist in project development as needed
- Conduct any on-site monitoring visits
- Complete annual rental monitoring

Third Quarter Deliverables (January 2017 – March 2017):

- Maintain project files in compliance with HUD regulations
- Attend bi-weekly staff meetings
- Participate in quarterly HOME Board meetings
- Assist in project development as needed

Fourth Quarter Deliverables (April 2017 – June 2017):

- Maintain project files in compliance with HUD regulations
- Attend bi-weekly staff meetings
- Participate in quarterly HOME Board meetings
- Assist in project development as needed

*Localities/Partners Served:* NRV Region

*Project Leader:* Jennifer Wilsie, Regional Planner II

*Funding Source and Estimated Hours:* HUD, 310 hours

**Blacksburg Broadband**  
**Code: 310085**

**PROJECT DESCRIPTION**

Blacksburg Broadband is a \$75,000 project to facilitate deployment of open, competitively priced, manageable, sustainable and scalable high bandwidth internet capabilities (minimum of 10 mbps) to businesses and residential neighborhoods, and public and private institutions in an initial pilot community. The goal is to develop a proof-of concept, using Blacksburg as the initial pilot, and then replicating that throughout the region for all who wish to participate.

**PROJECT SCHEDULE & DELIVERABLES**

Project duration: July 2017 – June 2018

First Quarter Deliverables (July 2016 – September 2016):

- Provide staffing support as dictated by project and determined by steering committee
- Research potential funding sources
- Identify potential commercial and residential sites for partnering to launch a pilot gigabit service
- Prepare resident and business broadband survey and launch in September
- Continue work on Town broadband readiness documentation

Second Quarter Deliverables (October 2016 – December 2016):

- Provide staffing support as dictated by project and determined by steering committee
- Research potential funding sources
- Evaluate results of broadband survey
- Draft a dig-once policy

Third Quarter Deliverables (January 2017 – March 2017):

- Provide staffing support as dictated by project and determined by steering committee
- Work with potential partners on implementation investment program

Fourth Quarter Deliverables (April 2017 – June 2017):

- Provide staffing support as dictated by project and determined by Authority

*Localities/Partners Served:* Town of Blacksburg, Virginia Tech, local stakeholders – Roanoke Blacksburg Technology Council and Blacksburg Partnership

*Project Leader:* Christy Straight, Regional Planner II

*Funding Source and Estimated Hours:* Town of Blacksburg, Virginia Tech, Blacksburg Partnership, 230 hours

**New River Watershed Facilitation  
Code: 310176**

**PROJECT DESCRIPTION**

The Purpose of this work element is two-fold: 1) implementation of an action-based environmental stewardship program for the New River; and 2) the reestablishment of the New River Watershed Roundtable as the structure for future coordination and leadership for the New River.

**PROJECT SCHEDULE & DELIVERABLES**

Project duration: April 2016 – June 2017

First Quarter Deliverables (July 2016 – September 2016):

- Coordinate and facilitate local stakeholder meetings
- Coordinate a Community Outreach Meeting
- Attend partner watershed roundtable meeting
- Regional Clean-up Event
- Prepare a white paper
- Regional Clean-up Event debrief meeting
- Coordinate and facilitate Watershed Roundtable meeting(s)
- Meet with DEQ Project Manager (as required)
- Submit Quarterly Report and Reimbursement Request

Second Quarter Deliverables (October 2016 – December 2016):

- Present study results as needed to regional stakeholders
- Coordinate and facilitate Watershed Roundtable meeting(s)
- Meet with DEQ Project Manager (as required)
- Submit Quarterly Report and Reimbursement Request

Third Quarter Deliverables (January 2017 – March 2017):

- none

Fourth Quarter Deliverables (April 2017 – June 2017):

- none

*Localities/Partners Served:* NRV Region, DEQ, DGIF, DHCD, USDA Rural Development, Appalachian Power, Backcountry.com, Friends of Claytor Lake, Friends of Peak Creek, local outfitters, NRV Trout Unlimited, the ReNew the New Committee, and student organizations from Virginia Tech and Radford University.

*Project Leader:* Michael Gottfredson, Regional Planner

*Funding Source and Estimated Hours:* DEQ, 235 hours



## **Building Collaborative Communities**

**Code: 310186**

### **Project Description**

The purpose of this work element is to create a regional tourism roadmap for economic development that unifies regional priorities and actions for collaborative implementation. This project involves research on various methods of collaboration, both in person and in website form. Research will be conducted on the various forms of tourism collaboration, i.e. informal, cost/shared staff, regional DMO, and convention visitor's bureau. Regional collaborative projects and joint marketing opportunities will be identified after DMO input and research conducted by the Regional Commission. Stakeholders will be identified and education strategies will be developed and presented as needed. Under the guidance of the Executive Director, a draft regional tourism plan will be created to enhance the New River Valley as a prominent visitor destination. A final report will be created and available on the Commission's website for guidance purposes.

### **Project Schedule & Deliverables**

Project duration: May 2016 – June 2017

First Quarter Deliverables (July 2016 – September 2016):

- Conduct DMO interviews
- Collaboration site will be identified and utilized as project website
- Research on models of tourism collaboration will be completed and documented
- Joint marketing opportunities and regional collaborative projects identified
- Update project website to reflect latest content
- Submit quarterly report and reimbursement content

Second Quarter Deliverables (October 2016 – December 2016):

- Identification of stakeholders
- A draft regional plan will begin
- Model of tourism collaboration identified
- Present study results to regional stakeholders as needed
- Update project website to reflect latest content

Third Quarter Deliverables (January 2017 – March 2017):

- A strategy for stakeholder education will be completed
- Draft regional plan completed
- Update project website to reflect latest content
- Present study results to regional stakeholders as needed

Fourth Quarter Deliverables (April 2017 – June 2017):

- Final Draft of regional plan complete
- Strategies of regional plan implemented
- Update project website to reflect latest content
- Present study results to regional stakeholders as needed

*Localities/Partners Served:* New River Valley Region

*Project Leader:* James Jones, Regional Planner

*Funding Source and Estimated Hours:* DHCD, NRVRC, 570 hours

## **NRVMPO Freight Study Update**

### **Code: 310207**

#### **PROJECT DESCRIPTION**

The purpose of this work element is to comprehensively review and update the 2009 MPO Freight Study. In addition to examining the existing freight transportation system (rail, air, and trucking) particular emphasis will be placed on developing strategies to proactively address future goods movement. The plan outcomes will include the identification of a primary freight network and specific operational enhancements.

#### **PROJECT SCHEDULE & DELIVERABLES**

Project duration: July 2016 – June 2018

First Quarter Deliverables (July 2015 – September 2015):

- Retrieve VDOT and USDOT freight data
- Compile and review existing plans, studies, data
- Establish a working committee
- Develop and distribute a freight survey
- Coordinate and facilitate working committee meeting(s)
- Submit Quarterly Report and Reimbursement Request

Second Quarter Deliverables (October 2015 – December 2015):

- Examine statewide and national examples
- Launch online freight survey and conduct in-person and/or phone surveys with companies
- Coordinate and facilitate working committee meeting(s)
- Submit Quarterly Report and Reimbursement Request

Third Quarter Deliverables (January 2016 – March 2016):

- Develop draft existing multimodal freight analysis, utilizing VDOT and USDOT data
- Collect and compile relevant information for freight network critical areas.
- Coordinate and facilitate working committee meeting(s)
- Submit Quarterly Report and Reimbursement Request

Fourth Quarter Deliverables (April 2016 – June 2016):

- Close survey and compile results
- Coordinate and facilitate working committee meeting(s)
- Submit Quarterly Report and Reimbursement Request

*Localities/Partners Served:* NRV region

*Project Leader:* Elijah Sharp, Director of Planning and Programs

*Funding Source and Estimated Hours:* NRVMPO, VDOT, 500+ hours

## **Hazard Mitigation Plan Update**

### **Code: 310237**

#### **PROJECT DESCRIPTION**

The purpose of this work element is to ensure that the NRV's areas of vulnerability are identified and evaluated with respect to threats presented and proposed opportunities for mitigation. Natural as well as man-made hazards continue to expose the majority of residential and commercial developments to potential harm's way – with an increasing threat for severe economic and social consequences if a major disaster or catastrophic event would occur.

#### **PROJECT SCHEDULE & DELIVERABLES**

Project duration: January 2015 – December 2015

First Quarter Deliverables (January 2015 – March 2015):

- Establish a stakeholder committee
- Review specific hazards and identify key stakeholder participation
- Data collection (other studies, plans, etc.)
- Review previous plan progress and identify new opportunities
- Coordinate and facilitate working committee meeting(s)
- Submit Quarterly Report and Reimbursement Request

Second Quarter Deliverables (April 2015 – June 2015):

- Identify and profile all regional hazards, community assets, and assess risks/vulnerability
- Develop a draft plan narrative and supporting mapping, submit for locality review
- Coordinate and facilitate working committee meeting(s)
- Submit Quarterly Report and Reimbursement Request

Third Quarter Deliverables (July 2015 – September 2015):

- Identify regional goals and local mitigation strategies
- Identify and analyze mitigation actions, and assess available capabilities
- Public involvement
- Develop a draft plan
- Coordinate and facilitate working committee meeting(s)
- Submit Quarterly Report and Reimbursement Request

Fourth Quarter Deliverables (October 2015 – December 2015):

- Plan review by localities, VDEM, and FEMA
- Revise document as needed
- Final review/approval – formal adoption by localities
- Monitor and evaluate mitigation actions (ongoing)
- Coordinate and facilitate working committee meeting(s)
- Submit Quarterly Report and Reimbursement Request

*Localities/Partners Served:* NRV Region

*Project Leader:* Christy Straight, Regional Planner II

*Funding Source and Estimated Hours:* ARC, local match, 1,300 hours

## **NRV Outdoor Expo Code:**

### **PROJECT DESCRIPTION:**

The purpose of this work element is to bring excitement and awareness of the spectacular outdoor recreation opportunities in Southwest Virginia. The expo is organized around 8 outdoor recreation anchors throughout Southwest Virginia that are supported by local networks of other outdoor recreation assets. This project required regional collaboration that stretches beyond just the New River Valley and will be an opportunity for regional economic development. One of the main purposes of this project is to bring together regional organizations, businesses, and community members to network and connect in order to strengthen Southwest Virginia overall.

### **PROJECT SCHEDULE & DELIVERABLES**

Project duration: July 2016 – June 2017

First Quarter Deliverables (July 2016 – September 2016)

- Begin sponsorship, vendor, volunteer outreach
- Identify event activities

Second Quarter Deliverables (October 2016 – December 2016)

- Event title sponsor identified
- Follow up with vendor agreements
- Submit application for MLP grant

Third Quarter Deliverables (January 2017 – March 2017)

- Invoice vendor agreements
- Print material
- Send health department documents to vendors

Fourth Quarter Deliverables (April 2017 – June 2017)

- Conduct expo
- Follow up surveys
- Create summary of event

*Localities/Partners Served:* NRV, Roanoke, and Lynchburg Regions

*Project leader:* James Jones, Regional Planner

*Funding Source and Estimated Hours:* Go Virginia, 570 hours

**Prices Fork Growth Facilitation  
Code: 302146**

**PROJECT DESCRIPTION**

The purpose of this work element is to coordinate and facilitate a dialogue about the future of the Price Fork Village area between Montgomery County, the Town of Blacksburg, Virginia Tech and applicable agencies (ie- NRVMPPO). Particular emphasis will be given towards presenting and understanding as a group the most current information regarding transportation, land use, and public infrastructure needs. Roundtable discussion will be facilitated through a series of four separate meetings, each focused on a specific topic.

**PROJECT SCHEDULE & DELIVERABLES**

Project duration: August 2016 – Dec 2016

First Quarter Deliverables (July 2016 – September 2016):

- Execute Task Order Agreement
- Identify local stakeholder participation/working group
- Compile and review existing plans, studies, and data.
- Session 1: Overview of Planning Approach and Land Use Review
- Session 2: Transportation
- Coordinate and facilitate working committee meeting(s)
- Submit Monthly Report(s) and Reimbursement Request(s)

Second Quarter Deliverables (October 2015 – December 2015):

- Session 3: Infrastructure
- Session 4: Wrap-up Briefing
- Develop a summary report and present to County staff for review/approval
- Amend materials based on County staff comments/suggestions
- Coordinate and facilitate working committee meeting(s)
- Submit Monthly Report(s) and Reimbursement Request(s)

Third Quarter Deliverables (January 2016 – March 2016):

- Present materials as needed to County stakeholders

Fourth Quarter Deliverables (April 2016 – June 2016):

- none

*Localities/Partners Served:* Montgomery County, Town of Blacksburg, VT, NRVMPPO

*Project Leader:* Elijah Sharp, Director of Planning and Programs

*Funding Source and Estimated Hours:* ARC, local match, 230 hours

## **Montgomery County MS4 Stormwater Outfall Mapping**

**Code: 302156**

### **PROJECT DESCRIPTION**

The purpose of this work element is to develop and maintain a stormwater outfall database for use with GIS mapping systems, as required by the MS4 General Permit (9VAC25-890-40). The Commission will utilize the County's Virtual Private Network (VPN) to access the LDO software records and will review hard copy records to document outfalls in major and minor subdivision plans. The location of all MS4 outfalls will be assigned a unique identifier, the estimated acreage served, the name of the receiving surface water, a note whether the receiving water is listed as impaired, and the name of any applicable TMDL(s). The database will only apply to the "Urbanized" MS4 areas within the County, unless the County requests to expand the scope of this task order.

### **PROJECT SCHEDULE & DELIVERABLES**

Project duration: January 2016 – December 2016

First Quarter Deliverables (July 2016 – September 2016):

- Establish methods for county to access, view, and export outfall data
- Coordinate and facilitate working committee meeting(s)
- Submit Monthly Report(s) and Reimbursement Request(s)

Second Quarter Deliverables (October 2016 – December 2016):

- Transfer storm sewer outfall database to County
- Develop a User's Guide that provides step-by-step instructions to enter, export, view, and access storm sewer outfall database.
- Coordinate and facilitate working committee meeting(s)
- Submit Monthly Report(s) and Reimbursement Request(s)

Third Quarter Deliverables (January 2016 – March 2016):

- Submit Final Monthly Report and Reimbursement Request

Fourth Quarter Deliverables (April 2016 – June 2016):

- none

*Localities/Partners Served:* Montgomery County

*Project Leader:* Elijah Sharp, Director of Planning and Programs

*Funding Source and Estimated Hours:* ARC, local match, 630 hours

## **Town of Floyd Park Master Plan Code: 302176**

### **PROJECT DESCRIPTION**

The purpose of this work element is to develop a Master Plan for the Warren G. Lineberry Memorial Park. Through a planning process the Park Committee will identify existing characteristics of the property, update/develop a concept plan, and identify strategies for implementation.

### **PROJECT SCHEDULE & DELIVERABLES**

Project duration: May 2016 – December 2016

First Quarter Deliverables (July 2016 – September 2016):

- Prioritize specific goals and strategies that identify potential partners, timeline, and funding sources
- Prepare general cost estimates based on Park Committee input
- Prepare conceptual plan(s) for site development
- Review/approve conceptual plan
- Public meeting: receive feedback on the conceptual plan and prioritization
- Revise conceptual plan based on feedback
- Coordinate and facilitate working committee meeting(s)
- Submit Monthly Report(s) and Reimbursement Request(s)

Second Quarter Deliverables (October 2016 – December 2016):

- Compile updated Master Plan
- Formal review/approval from Park Committee
- Finalize draft and present Master Plan to Town Council
- Present plan to other groups as requested
- Coordinate and facilitate working committee meeting(s)
- Submit Monthly Report(s) and Reimbursement Request(s)

Third Quarter Deliverables (January 2016 – March 2016):

- Submit Final Monthly Report and Reimbursement Request

Fourth Quarter Deliverables (April 2016 – June 2016):

- none

*Localities/Partners Served:* Town of Floyd

*Project Leader:* Elijah Sharp, Director of Planning and Programs

*Funding Source and Estimated Hours:* ARC, local match, 50 hours



## **Town of Pulaski Zoning Ordinance Update**

### **Code: 302196**

#### **PROJECT DESCRIPTION**

The purpose of this work element is to assist the Town Planning Commission and staff in updating the zoning ordinance. The primary focus of this update will focus on improving industrial zoning sections.

#### **PROJECT SCHEDULE & DELIVERABLES**

Project duration: June 2016 – December 2016

First Quarter Deliverables (July 2016 – September 2016):

- Review/discuss ordinance with Town staff and identify priorities
- Identify model language using other ordinances of peer localities and develop draft materials for priority areas
- Engage the Planning Commission to seek broad input to framework ordinance changes, zoning district statements of intent, and review of draft language
- Coordinate and facilitate working committee meeting(s)
- Submit Monthly Report(s) and Reimbursement Request(s)

Second Quarter Deliverables (October 2016 – December 2016):

- Provide information sharing/input opportunities with Planning Commission
- Identify/incorporate Code of Virginia Changes
- Develop draft revised ordinance text and review with Town staff and Planning Commission
- Finalize draft Ordinance update
- Coordinate and facilitate working committee meeting(s)
- Submit Monthly Report(s) and Reimbursement Request(s)

Third Quarter Deliverables (January 2016 – March 2016):

- Submit Final Monthly Report and Reimbursement Request

Fourth Quarter Deliverables (April 2016 – June 2016):

- none

*Localities/Partners Served:* Town of Pulaski

*Project Leader:* Patrick Burton, Senior Planner

*Funding Source and Estimated Hours:* ARC, local match, 195 hours

## **Giles County Comprehensive Plan Update**

### **Code: 302206/302207**

#### **PROJECT DESCRIPTION**

The purpose of this work element is to assist Giles County in updating the County's Comprehensive Plan. A Comprehensive Plan is to be reviewed every 5 years – to guide the development of a locality which will best promote the health, safety, and general welfare of local citizens. The update will examine transportation, general development, housing, land use, and current mapping.

#### **PROJECT SCHEDULE & DELIVERABLES**

Project duration: July 2016 – June 2017

First Quarter Deliverables (July 2016 – September 2016):

- Coordinate with County staff to identify needs, priorities, and areas for focus
- Develop updated demographic, economic, indicator and trend data for conveying existing conditions
- Compile data summary and share with Planning Commission
- Begin drafting goals and objectives
- Coordinate and facilitate working committee meeting(s)
- Submit Monthly Report(s) and Reimbursement Request(s)

Second Quarter Deliverables (October 2016 – December 2016):

- Finalize format/approach and hold community meetings
- Summarize community meeting input and share with Planning Commission
- Amend draft materials as needed
- Coordinate and facilitate working committee meeting(s)
- Submit Monthly Report(s) and Reimbursement Request(s)

Third Quarter Deliverables (January 2016 – March 2016):

- Complete development of draft plan document
- Planning Commission and County staff review/approve draft plan
- Present plan to County Board of Supervisors
- Coordinate and facilitate working committee meeting(s)
- Submit Monthly Report(s) and Reimbursement Request(s)

Fourth Quarter Deliverables (April 2016 – June 2016):

- Finalize public review draft document
- Identify tentative schedule for public review, public hearing, recommendation, and adoption
- Modify/finalize document per public review and hearing comments
- Submit Final Monthly Report and Reimbursement Request

*Localities/Partners Served:* Giles County

*Project Leader:* Patrick Burton, Senior Planner

*Funding Source and Estimated Hours:* ARC, local match, 450 hours

## **Town of Rich Creek Comprehensive Plan Update**

### **Code: 302206/302207**

#### **PROJECT DESCRIPTION**

The purpose of this work element is to assist the Town of Rich Creek in updating the Town's Comprehensive Plan. A Comprehensive Plan is to be reviewed every 5 years – to guide the development of a locality which will best promote the health, safety, and general welfare of local citizens. The update will examine transportation, general development, housing, land use, and current mapping.

#### **PROJECT SCHEDULE & DELIVERABLES**

Project duration: July 2016 – June 2017

First Quarter Deliverables (July 2016 – September 2016):

- Review existing plans and studies
- Identify specific sections of the plan that may need attention
- Hold kick-off meeting with key Town staff and establish a Working Committee
- Collect and analyze data, and develop draft materials
- Develop draft plan materials
- Coordinate and facilitate working committee meeting(s)
- Submit Monthly Report(s) and Reimbursement Request(s)

Second Quarter Deliverables (October 2016 – December 2016):

- Review draft plan materials
- Conduct public outreach for draft plan review
- Hold a public hearing
- Present plan to Planning Commission for review and recommendation to Town Council
- Present draft plan to Town Council
- Coordinate and facilitate working committee meeting(s)
- Submit Monthly Report(s) and Reimbursement Request(s)

Third Quarter Deliverables (January 2016 – March 2016):

- Submit Final Monthly Report and Reimbursement Request

Fourth Quarter Deliverables (April 2016 – June 2016):

- none

*Localities/Partners Served:* Town of Rich Creek

*Project Leader:* Michael Gottfredson, Regional Planner

*Funding Source and Estimated Hours:* ARC, local match, 130 hours

**Pulaski Area Transit Bus Stop Study - NRVMPPO**  
**Code: 302227**

**PROJECT DESCRIPTION**

The purpose of this work element is to utilize a data-driven prioritization tool to guide the efficient allocation of resources to bus stop improvements within the Pulaski Area Transit service area. The process will be led by a Technical Committee composed of representatives from Pulaski Area Transit, the Town of Pulaski, New River Community College, and the MPO. Prioritization criteria will be used to evaluate and rank up to 40 existing bus stops identified, by the Technical Committee. Detailed recommendations will be developed for ten “high priority” bus stops. The study will also include recommendations for key transit corridors and the Pulaski Area Transit system as a whole.

**PROJECT SCHEDULE & DELIVERABLES**

Project duration: May 2016 – December 2016

First Quarter Deliverables (July 2016 – September 2016):

- none

Second Quarter Deliverables (October 2016 – December 2016):

- none

Third Quarter Deliverables (January 2016 – March 2016):

- Establish a technical committee
- Compile and review existing plans, studies, and data
- Identify priority bus stop locations
- Coordinate a field visit to document the existing conditions of each bus stop
- Examine statewide and national examples
- Coordinate and facilitate working committee meeting(s)
- Submit Quarterly Report and Reimbursement Request

Fourth Quarter Deliverables (April 2016 – June 2016):

- Apply data prioritization criteria and identify preliminary site ranking
- Public meeting: review preliminary study findings and provide comment
- Draft bus stop safety and accessibility study
- Review approval from technical committee
- Present plan to MPO Technical Advisory Committee
- Present plan to other groups as needed
- Coordinate and facilitate working committee meeting(s)
- Submit Quarterly Report and Reimbursement Request

*Localities/Partners Served:* Pulaski County, Montgomery County, City of Radford, Town of Christiansburg

*Project Leader:* Patrick Burton, Senior Planner

*Funding Source and Estimated Hours:* ARC, NRVMPPO, VDOT, 650+ hours

**Radford Transit Bus Stop Study - NRVMPPO**  
**Code: 302237**

**PROJECT DESCRIPTION**

The purpose of this work element is to utilize a data-driven prioritization tool to guide the efficient allocation of resources to bus stop improvements within the Radford Area Transit service area. The process will be led by a Technical Committee composed of representatives from Radford Transit, the City of Radford, Radford University, and the MPO. Prioritization criteria will be used to evaluate and rank up to 40 existing bus stops identified, by the Technical Committee. Detailed recommendations will be developed for ten “high priority” bus stops. The study will also include recommendations for key transit corridors and the Pulaski Area Transit system as a whole.

**PROJECT SCHEDULE & DELIVERABLES**

Project duration: May 2016 – December 2016

First Quarter Deliverables (July 2016 – September 2016):

- none

Second Quarter Deliverables (October 2016 – December 2016):

- none

Third Quarter Deliverables (January 2016 – March 2016):

- Establish a technical committee
- Compile and review existing plans, studies, and data
- Identify priority bus stop locations
- Coordinate a field visit to document the existing conditions of each bus stop
- Examine statewide and national examples
- Coordinate and facilitate working committee meeting(s)
- Submit Quarterly Report and Reimbursement Request

Fourth Quarter Deliverables (April 2016 – June 2016):

- Apply data prioritization criteria and identify preliminary site ranking
- Public meeting: review preliminary study findings and provide comment
- Draft bus stop safety and accessibility study
- Review approval from technical committee
- Present plan to MPO Technical Advisory Committee
- Present plan to other groups as needed
- Coordinate and facilitate working committee meeting(s)
- Submit Quarterly Report and Reimbursement Request

*Localities/Partners Served:* Pulaski County, Montgomery County, City of Radford, Town of Christiansburg

*Project Leader:* Patrick Burton, Senior Planner

*Funding Source and Estimated Hours:* ARC, NRVMPPO, 650+ hours

**Pulaski County Parks and Recreation Master Plan**  
**Code: 302247**

**PROJECT DESCRIPTION**

The purpose of this work element is to develop short-term and long-term strategies for county owned/operated parks and recreational programs. The County currently owns and operates Randolph Park that features opportunities for swimming, walking, baseball, basketball, Frisbee golf, picnic tables and shelters for rent. In addition, the County's Recreation Department offers numerous youth sports programs.

**PROJECT SCHEDULE & DELIVERABLES**

Project duration: January 2017 – December 2017

First Quarter Deliverables (July 2016 – September 2016):

- none

Second Quarter Deliverables (October 2016 – December 2016):

- none

Third Quarter Deliverables (January 2016 – March 2016):

- Meet with key County staff to discuss scope of work, project timeline, and specific project objectives
- Coordinate and facilitate a project kick-off meeting with Master Plan Committee
- Begin inventory of all recreational facilities and programs (to include county, towns, and state parks)
- Prepare an inventory of all recreational facilities within the County, perform field visits, collect photos, and prepare descriptions
- Coordinate and facilitate working committee meeting(s)
- Submit Monthly Report(s) and Reimbursement Request(s)

Fourth Quarter Deliverables (April 2016 – June 2016):

- Research national and state standards for recreation facilities/programs by population
- Prepare analysis of facilities/programs compared to national and state standards
- Research branding and signage programs for consistency/identification purposes
- Develop a draft public survey
- Apply data prioritization criteria and identify preliminary site ranking
- Coordinate and facilitate working committee meeting(s)
- Submit Monthly Report(s) and Reimbursement Request(s)

*Localities/Partners Served:* Pulaski County

*Project Leader:* Elijah Sharp, Director of Planning and Programs

*Funding Source and Estimated Hours:* ARC, local match, 320 hours

**Rocky Knob  
Code: 303193**

**PROJECT DESCRIPTION**

The mission of Blue Ridge Heritage, Inc., which is the non-profit delivering the Rocky Knob project, is to promote education and economic development through place-based programs related to the natural and cultural heritage of the Blue Ridge Region of Southwestern Virginia. The project is a joint effort between Floyd County and Patrick County. The non-profit received federal funding in 2008 to construct a visitor's/educational center along the Blue Ridge Parkway. The Commission serves as the grant administrator for the federal funds while the Virginia Department of Transportation monitors the grant activity through their Locally Administered Projects program. Recently, Blue Ridge Heritage utilized grant funds to purchase property to locate the visitor/education center and is currently working with land development professionals on site design for construction purposes.

**PROJECT SCHEDULE & DELIVERABLES**

Project duration: February 2009 – Unknown

First Quarter Deliverables (July 2016 – September 2016):

- Advise Blue Ridge Heritage, Inc. (BRH) Board of Directors regarding grant management protocol
- Submit quarterly reports to VDOT updating project activities
- Submit payment requests to VDOT for reimbursement on project activities
- Advise BRH Board of Directors on final site design protocol

Second Quarter Deliverables (October 2016 – December 2016):

- Advise Blue Ridge Heritage, Inc. (BRH) Board of Directors regarding grant management protocol
- Submit quarterly reports to VDOT updating project activities
- Submit payment requests to VDOT for reimbursement on project activities
- Advise BRH Board members procurement process for construction of site improvements

Third Quarter Deliverables (January 2017 – March 2017):

- Advise Blue Ridge Heritage, Inc. (BRH) Board of Directors regarding grant management protocol
- Submit quarterly reports to VDOT updating project activities
- Submit payment requests to VDOT for reimbursement on project activities
- Review and monitor procurement process for construction of site improvements

Fourth Quarter Deliverables (April 2017 – June 2017):

- Advise Blue Ridge Heritage, Inc. (BRH) Board of Directors regarding grant management protocol
- Submit quarterly reports to VDOT updating project activities
- Submit payment requests to VDOT for reimbursement on project activities
- Conduct Davis Bacon Wage Compliance on construction of site improvements

*Localities/Partners Served:* Floyd County

*Project Leader:* Kevin Byrd, Executive Director

*Funding Source and Estimated Hours:* VDOT, National Park Service, other State funds, 50 hours



**Pulaski Adult Day Services & Fall Prevention Center**  
**Code: 303567**

**PROJECT DESCRIPTION**

The Pulaski Adult Day Services and Fall Prevention Center will provide a day center for elderly or disabled adults as well as a medical clinic targeted specifically at fall prevention. An elderly or disabled individual can attend the center up to five days a week to allow the family member or caregiver the ability to work, run errands, or just have a break. Adult Day Services will provide positive social, mental, and physical stimulation; assistance with daily tasks such as feeding and toileting; and general supervision. Medication administration is also a large component of the services provided.

The Fall Prevention Center will address the problem of falls in older adults by providing comprehensive fall risk assessments, including history of falls and disease; balance and gait assessment; medication assessment; vision and hearing assessment; home hazard assessment; muscle-strengthening classes, and ongoing follow-up.

**PROJECT SCHEDULE & DELIVERABLES**

Project duration: July 2016 – June 2017

First Quarter Deliverables (July 2016 – September 2016):

- Facilitate monthly management team meetings
- Maintain project budget
- Facilitate signing of change order requests
- Submit quarterly Draw Down request
- Complete Project Construction
- Conduct Labor Standards compliance and review
- Furnish and equip building

Second Quarter Deliverables (October 2016 – December 2016):

- Facilitate monthly management team meetings
- Maintain project budget
- Submit quarterly draw down request
- Monitor achievement of beneficiary goals
- Prepare for Grand Opening of facility

Third Quarter Deliverables (January 2017 – March 2017):

- Facilitate monthly management team meetings
- Maintain project budget
- Submit quarterly draw down request
- Monitor achievement of beneficiary goals
- Prepare for Final Compliance Review

Fourth Quarter Deliverables (April 2017 – June 2017):

- Monitor achievement of beneficiary goals
- Submit Final Draw
- Complete Final Compliance Review and administrative closeout

*Localities/Partners Served:* Pulaski County

*Project Leader:* Jennifer Wilsie, Regional Planner II

*Funding Source and Estimated Hours:* DHCD, 360 hours

**Rich Creek Downtown Phase IIIB Grant Application**  
**Code: 303577**

**PROJECT DESCRIPTION**

Assist the Town of Rich Creek to apply for VDOT grant to continue downtown enhancement projects. Grant will go towards upgrading sidewalks and visibility, providing handicapped access to businesses, providing additional parking with enhance visibility, upgrading utilities, and improving overall aesthetics.

**PROJECT SCHEDULE & DELIVERABLES**

Project duration: July 2016 – December 2016

First Quarter Deliverables (July 2016 – September 2016):

- Determine project eligibility and identify project limits
- Determine project constructability and proximity to historical, educational, and activity centers
- Obtain photos of existing conditions
- Document project readiness, local contributions/match, and any foreseen conflicts/obstacles

Second Quarter Deliverables (October 2016 – December 2016):

- Prepare information for meeting with Commonwealth Transportation Board representative
- Draft grant application narrative and documentation
- Prepare grant application online
- Provide grant application to the Town for review
- Provide technical assistance as needed

Third Quarter Deliverables (January 2016 – March 2016):

- Submit Final Monthly Report and Reimbursement Request

Fourth Quarter Deliverables (April 2016 – June 2016):

- none

*Localities/Partners Served:* Town of Rich Creek

*Project Leader:* Michael Gottfredson, Regional Planner

*Funding Source and Estimated Hours:* VDOT, local match, 35 hours

**Auburn Campus SRTS Contract Administration**  
**Code: 310024**

**PROJECT DESCRIPTION**

The Purpose of this work element is to assist Montgomery County with the contract administration aspects of the Virginia Safe Routes to School Infrastructure Grant. Over the course of two years, PDC staff will prepare and submit reimbursement requests, facilitate stakeholder meetings, coordinate environmental reviews, and ensure that construction meets Davis-Bacon prevailing wage requirements.

**PROJECT SCHEDULE & DELIVERABLES**

Project duration: September 2013 – December 2017

First Quarter Deliverables (July 2016 – September 2016):

- Serve as primary point-of-contact for project administration on behalf of the County
- Prepare and submit monthly reimbursement requests
- Prepare quarterly project status reports

Second Quarter Deliverables (October 2016 – December 2016):

- Serve as primary point-of-contact for project administration on behalf of the County
- Prepare and submit monthly reimbursement requests
- Prepare quarterly project status reports

Third Quarter Deliverables (January 2017 – March 2017):

- Serve as primary point-of-contact for project administration on behalf of the County
- Assist County with procurement of construction services
- Provide Davis-Bacon compliance support to the County during construction
- Prepare and submit monthly reimbursement requests
- Prepare quarterly project status reports

Fourth Quarter Deliverables (April 2017 – June 2017):

- Serve as primary point-of-contact for project administration on behalf of the County
- Provide Davis-Bacon compliance support to the County during construction
- Prepare and submit monthly reimbursement requests
- Prepare quarterly project status reports

*Localities/Partners Served:* Montgomery County

*Project Leader:* Christy Straight, Regional Planner II

*Funding Source and Estimated Hours:* VASRTS, 110 hours

**Belview Campus SRTS Contract Administration**  
**Code: 310034**

**PROJECT DESCRIPTION**

The Purpose of this work element is to assist Montgomery County with the contract administration aspects of the Virginia Safe Routes to School Infrastructure Grant. Over the next two years, PDC staff will prepare and submit reimbursement requests, facilitate stakeholder meetings, coordinate environmental reviews, and ensure that construction meets Davis-Bacon prevailing wage requirements.

**PROJECT SCHEDULE & DELIVERABLES**

Project duration: September 2013 – December 2017

First Quarter Deliverables (July 2016 – September 2016):

- Serve as primary point-of-contact for project administration on behalf of the County
- Prepare and submit monthly reimbursement requests
- Prepare quarterly project status reports

Second Quarter Deliverables (October 2016 – December 2016):

- Serve as primary point-of-contact for project administration on behalf of the County
- Prepare and submit monthly reimbursement requests
- Prepare quarterly project status reports

Third Quarter Deliverables (January 2017 – March 2017):

- Serve as primary point-of-contact for project administration on behalf of the County
- Assist County with procurement of construction services
- Provide Davis-Bacon compliance support to the County during construction
- Prepare and submit monthly reimbursement requests
- Prepare quarterly project status reports

Fourth Quarter Deliverables (April 2017 – June 2017):

- Serve as primary point-of-contact for project administration on behalf of the County
- Provide Davis-Bacon compliance support to the County during construction
- Prepare and submit monthly reimbursement requests
- Prepare quarterly project status reports

*Localities/Partners Served:* Montgomery County

*Project Leader:* Christy Straight, Regional Planner II

*Funding Source and Estimated Hours:* VASRTS, 110 hours

**Narrows/Pembroke CDBG Planning Grant**  
**Code: 310146**

**PROJECT DESCRIPTION**

The Narrows/Pembroke CDBG Planning Grant project develops a business district revitalization plan for each of these towns in Giles County, focused on improvements to downtown areas and areas near the tourist attractions of the New River and Appalachian Trail and other natural assets. The planning process involves the Virginia Department of Housing and Community Development (DHCD), the NRVRC, Giles County, and business, government, and citizen representatives from the towns of Pembroke and Narrows. When the planning process is complete, the towns will pursue additional CDBG funding to undertake the infrastructure improvements and other investments the revitalization plan identifies, and encourage business development in their downtown business district regions.

**PROJECT SCHEDULE & DELIVERABLES**

Project duration: July 2015- March 2017

First Quarter Deliverables (July 2016 – September 2016):

- Finalize economic restructuring plan and draft recommendations for small business development plan
- Coordinate development of master planning document with Hill Studio and town staff
- Coordinate management team meetings and project administration

Second Quarter Deliverables (October 2016 – December 2016):

- Complete final drafts of all project deliverables to DHCD, including master planning document, economic restructuring plan, and small business development plan
- Coordinate management team meetings and project administration

Third Quarter Deliverables (January 2017 – March 2017):

- Develop and submit application for DHCD Community Improvement Grant funding for both towns to implement physical improvement projects and

Fourth Quarter Deliverables (April 2017 – June 2017):

- None

*Localities/Partners Served:* Towns of Narrows and Pembroke

*Project Leader:* Patrick O'Brien, Regional Planner II

*Funding Source and Estimated Hours:* DHCD, local match, 125 hours

**Rich Creek Downtown TA Phase III Grant Administration**  
**Code: 310166**

**PROJECT DESCRIPTION**

The purpose of this work element is to assist the Town with the grant administration of Phase III of their VDOT MAP-21 Transportation Alternatives grant.

**PROJECT SCHEDULE & DELIVERABLES**

Project duration: July 2016 – December 2016

First Quarter Deliverables (July 2016 – September 2016):

- Perform Davis-Bacon documentation (as required)
- Collect and compile data for cost reimbursement(s)
- Serve as the primary interface between the Town and VDOT pertaining to grant administration
- Coordinate and attend meetings (as needed)
- Prepare and submit monthly reimbursement requests
- Prepare quarterly project status reports

Second Quarter Deliverables (October 2016 – December 2016):

- Perform Davis-Bacon documentation (as required)
- Collect and compile data for cost reimbursement(s)
- Serve as the primary interface between the Town and VDOT pertaining to grant administration
- Coordinate and attend meetings (as needed)
- Prepare and submit monthly reimbursement requests
- Prepare quarterly project status reports

Third Quarter Deliverables (January 2016 – March 2016):

- Perform Davis-Bacon documentation (as required)
- Collect and compile data for cost reimbursement(s)
- Serve as the primary interface between the Town and VDOT pertaining to grant administration
- Coordinate and attend meetings (as needed)
- Prepare and submit monthly reimbursement requests
- Prepare quarterly project status reports

Fourth Quarter Deliverables (April 2016 – June 2016):

- Perform Davis-Bacon documentation (as required)
- Collect and compile data for cost reimbursement(s)
- Serve as the primary interface between the Town and VDOT pertaining to grant administration
- Coordinate and attend meetings (as needed)
- Prepare and submit monthly reimbursement requests
- Prepare quarterly project status reports

*Localities/Partners Served:* Town of Rich Creek

*Project Leader:* Michael Gottfredson, Regional Planner

*Funding Source and Estimated Hours:* VDOT, local match, 125 hours

## **Giles County River Action Plan (POWER)**

**Code: 310166**

### **PROJECT DESCRIPTION**

The purpose of this work element is to build on the Southwest Virginia region's on-going initiatives to develop its tourism and recreation clusters, while also providing training for entrepreneurship and emerging in-demand occupations. As a component of the RESOURCE-FULL Consortium, local partners in Giles County and the towns of Glen Lyn, Narrows, Pearisburg, Pembroke, and Rich Creek will develop strategies for integrating the New River into local community and economic development plans.

### **PROJECT SCHEDULE & DELIVERABLES**

Project duration: January 2016 – December 2016

First Quarter Deliverables (July 2016 – September 2016):

- Establish a project management team
- Compile and review existing plans, studies, and data
- Collect and document case studies illustrating best practices in outdoor economies
- Coordinate and facilitate a roundtable discussion(s) with River Experts
- Identify and map potential opportunity areas (river center outposts)
- Coordinate a field visit to document existing conditions of each planning area
- Utilize economic modeling software to determine potential labor market of outdoor recreation, household expenditures, and economic impacts
- Coordinate and facilitate working committee meeting(s)
- Submit Monthly Report(s) and Reimbursement Request(s)

Second Quarter Deliverables (October 2016 – December 2016):

- Coordinate visioning meetings with stakeholders in each town
- Perform SWOT analysis to inform planning area characteristics
- Conduct user experience interviews to better understand expenditures, travel patterns, and gaps observed by visitors
- Coordinate and facilitate working committee meeting(s)
- Submit Monthly Report(s) and Reimbursement Request(s)

Third Quarter Deliverables (January 2016 – March 2016):

- Review community input and develop specific goals and strategies that outline potential partners, timeline, and funding sources
- Prepare analysis of funding mechanisms for linking tourism revenue to workforce programs
- Prepare conceptual plans for infrastructure and programs in each priority planning area
- Coordinate and facilitate working committee meeting(s)
- Submit Quarterly Report and Reimbursement Request

Fourth Quarter Deliverables (April 2016 – June 2016):

- Advertise for sub-consultant work (engineering, branding/marketing, etc.)
- Develop a River Center Action Plan
- Present plan and other primary work outcomes to the County Board of Supervisors
- Coordinate and facilitate working committee meeting(s)
- Submit Monthly Report(s) and Reimbursement Request(s)

*Localities/Partners Served:* Giles County

*Project Leader:* Elijah Sharp, Director of Planning and Programs

*Funding Source and Estimated Hours:* POWER Fund, local match, 400+ hours



**Prices Fork Grant(s) Administration**  
**Code: 310217/310227**

**PROJECT DESCRIPTION**

The purpose of this work element is to provide grant administration for Vibrant Communities Initiative and Appalachian Regional Commission funds towards the comprehensive rehabilitation of the former Prices Fork Elementary School in Montgomery County to create (1) the Old School Food Center, which will provide innovative economic development opportunities for new or expanding local food-based entrepreneurs through the creation of a commercial incubator kitchen, farm-to-table restaurant, retail market, craft brewery and business competition with support services, and, (2) 16 new apartments with a mix of affordable and market rate units.

**PROJECT SCHEDULE & DELIVERABLES**

Project duration: July 2016 – June 2017

First Quarter Deliverables (July 2016 – September 2016):

- Meetings with Leadership Team to discuss progress/deliverables
- Submit AFID application for planning funds for kitchen design and business plan development
- Facilitate weekly conference calls with DHCD
- Complete Pre-Contract activities prior to contract execution
- Execute contract with DHCD

Second Quarter Deliverables (October 2016 – December 2016):

- Meetings with Leadership Team to discuss progress/deliverables
- Submit remittance requests as necessary
- Draft Developer agreement between Taylor Hollow Companies and Montgomery County
- Assist with drafting other third-party agreements (Taylor Hollow Companies, Beans and Rice, Inc., etc.)
- Assist with identifying design firm for Food Center
- Begin Design

Third Quarter Deliverables (January 2017 – March 2017):

- Meetings with Leadership Team to discuss progress/deliverables
- Submit remittance requests as necessary
- Complete Design
- Begin Construction Documents
- Site plan submitted to Montgomery County for approval

Fourth Quarter Deliverables (April 2017 – June 2017):

- Meetings with Leadership Team to discuss progress/deliverables
- Submit remittance requests as necessary
- Begin Construction
- Manage Labor Compliance requirements

*Localities/Partners Served:* Montgomery County

*Project Leader:* Jennifer Wilsie, Regional Planner II

*Funding Source and Estimated Hours:* ARC, VCI, local match, 1,100+ hours

**Floyd County Ag-Work  
Code: 310247**

**PROJECT DESCRIPTION**

The purpose of this work element is to provide grant administration and serve as the project lead for Floyd County's 2016 Combined BEE/AFID planning grant. The project is intended to support local assets, link them and capitalize on them to help Ag-Forestry businesses have greater sales, income and more employees. The combination of grant sources will enable County partners to develop tools that educate, serve and promote local Ag-businesses. In addition, provide training on product pricing, energy efficiency, and production.

**PROJECT SCHEDULE & DELIVERABLES**

Project duration: October 2016 – July 2017

First Quarter Deliverables (July 2016 – September 2016):

- none

Second Quarter Deliverables (October 2016 – December 2016):

- Coordinate and facilitate working committee meeting(s)
- Submit Monthly Report(s) and Reimbursement Request(s)

Third Quarter Deliverables (January 2017 – March 2017):

- Coordinate and facilitate working committee meeting(s)
- Submit Monthly Report(s) and Reimbursement Request(s)

Fourth Quarter Deliverables (April 2017 – June 2017):

- Coordinate and facilitate working committee meeting(s)
- Submit Monthly Report(s) and Reimbursement Request(s)

*Localities/Partners Served:* Floyd County

*Project Leader:* Patrick Burton, Senior Planner

*Funding Source and Estimated Hours:* VDAC AFID, local match, 130 hours

## **NATIONAL, STATE AND LOCAL COLLABORATIVE EFFORTS**

Staff will promote and assist with regional planning initiatives by participating in the following national, state, and regional organizations.

### National

- National Association of Development Organizations Board
- Southeastern Regional Directors Institute Board
- Development District Association of Appalachia and Network Appalachia

### State

- American Planning Association, Virginia Chapter: New River Valley -Roanoke Section
- Virginia Rural Planning Caucus
- Virginia Association of Planning District Commissions
- Virginia Association of Zoning Officials
- Virginia Citizens Planning Education Association of Virginia Board of Directors
- Virginia Department of Conservation and Recreation, Recreational Trails Advisory Committee
- Virginia Department of Rail and Public Transportation, Park and Ride Study
- Virginia Department of Transportation, Smart Scale, VTrans, Multimodal Transportation Plan
- Virginia Tourism Statewide Plan
- State Water Supply Plan
- Virginia Geologic Mapping Advisory Committee

### Regional

- NRV Mayors and Chairs
- Transit Coordinating Council
- Tourism Website Coordination
- I-81 Corridor Coalition
- Local Government Managers Meetings
- Chief Elected Officials Meetings
- Transportation Technical Advisory Committee
- Regional Transit Coordinating Council
- Regional Stormwater Technical Committee
- NRVMPPO Policy Board
- NRVMPPO Technical Advisory Committee



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

[NRVRC.ORG](http://NRVRC.ORG)

## MEMORANDUM

**To: Regional Commission Board Members**

**From: James Jones, Regional Planner**

**Date: August 16, 2016**

**Re: New River Valley Data Dashboard**

---

The New River Valley Data Dashboard was publicly released on August 15<sup>th</sup>, 2016 and can be viewed at <http://nrvc.org/datadashboard/>. Since 1969 the Regional Commission has provided data to the region in the form of the Regional Data Book. The original data book was made available in print form and most recently as an electronic PDF document. There were numerous data points collected and presented within this data book. The Commission is now going to be presenting many of the same data points, but in an online, interactive platform.

The NRV Data Dashboard is an interactive data resource that will change the way local governments, grant writers, non-profit organizations and citizens access data. This will be a resource that helps with program design and community decision making, as well as facilitate with grant writing applications. This dashboard makes regional economic, health, housing, education, transportation, and workforce data not only more accessible but also easier to interpret. This will help New River Valley citizens stay informed and stay up to date on various aspects of their region.

The Commission partnered with the Community Foundation of the New River Valley to develop a Livability Initiative Data Dashboard that will include data specific to the indicators from the initiative. This dashboard is available at <http://nrvlivability.org/livability-in-action/livabilitydatadashboard> and will be a useful tool in tracking the progress of the initiative, along with being a tool for the non-profits the Foundation supports. The Commission also partnered with the New River Health District to track some of the measures found within the New River Valley Community Health Improvement Plan (NRV CHIP). The Commission is in the process of creating and maintaining a website for NRV CHIP. This site will be similar to the Livability Initiative and NRV Data Dashboard in terms of tracking progress and providing the public with data.

Staff will be present at the August 25<sup>th</sup>, 2016 Commission Meeting to provide an overview presentation and answer any questions regarding the NRV Data Dashboard.

---

Strengthening the Region through Collaboration

### Counties

Floyd | Giles  
Montgomery | Pulaski

### City

Radford

### Towns

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

### Universities

Virginia Tech  
Radford University



## Agenda

October 27, 2016

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

- I. **CALL TO ORDER**
- II. **CONSENT AGENDA**
  - A. Approval of Minutes for September
  - B. [Approval of Treasurer's Report for September](#)
- III. **COMMONWEALTH INTERGOVERNMENTAL REVIEW PROCESS**
  - A. Projects (Signed-off by the staff)
    - None
  - B. Regular Project Review
    - None
  - C. Environmental Project Review
    - 1. [Mountain Valley Pipeline Draft Environmental Impact Statement Review](#)
    - 2. [Virginia Tech O'Shaughnessy Hall expansion](#)
- IV. **PUBLIC ADDRESS**
- V. **REVIEW OF MUTUAL CONCERNS AND COMMISSIONERS' REPORTS**
- VI. **CHAIR'S REPORT**
- VII. [EXECUTIVE DIRECTOR'S REPORT](#)
- VIII. **OLD BUSINESS**
- IX. **NEW BUSINESS**
  - A. [Prices Fork Elementary School Reuse Project \(Housing + Local Food\)](#)
    - Presentation by Jennifer Wilsie, Regional Planner II
    - Commission Discussion
  - B. [FY18 Per Capita Assessment Rate \(Commission Dues\)](#)
    - Commission Action
  - C. Set November Commission Meeting Date
    - Commission Action

All meeting materials posted on the Commission website [www.nrvrc.org](http://www.nrvrc.org)

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



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

[NRVRC.ORG](http://NRVRC.ORG)

## MEMORANDUM

**To: NRVRC Board Members**  
**From: Janet McNew, Finance Director**  
**Date: October 12, 2016**  
**Re: September 2016 Financial Statements**

---

The September 2016 Agencywide Revenue and Expenditure Reports and Balance Sheets are enclosed for your review.

The Agencywide Revenue and Expense report compares actual year to date receipts and expenses to the FY16-17 budget adopted by the Commission at the May 26, 2016 meeting. The financial operations of the agency are somewhat fluid as projects may be added and modified throughout the year.

As of month end September 2016 (25.0% of the fiscal year), overall year to date revenues are 32.59% and expenses are 23.58% of budget. Salary and Fringe, the two largest expense line items, stand at 25.27% and 24.91%, respectively.

As previously reported, two expense lines, *Insurance* and *Capital Outlay*, exceed anticipated budget. The *Insurance* overage (\$264) is due to premium adjustment after Worker Comp payroll audits. The Capital Outlay budget line is exclusive to the operations of the New River/Mount Rogers Workforce Development Area. The overage (\$5,584) is due to the purchase of computers for two additional regional roving labs under their recently awarded Rapid Response funds. Workforce expenses are 100% reimbursable and previously authorized by the state.

---

Strengthening the Region through Collaboration

### Counties

Floyd | Giles  
Montgomery | Pulaski  
City  
Radford

### Towns

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

### Universities

Virginia Tech  
Radford University

**New River Valley Regional Commission**  
**Agencywide Revenue and Expenditures - September 2016**

With Indirect Detail

<b>FY16-17 Budget</b>		<b>(25.0% of FY)</b>			
<b>Adopted 5/26/16</b>		<b>September 2016</b>	<b>YTD</b>	<b>Under/Over</b>	<b>% Budget</b>
<b>Anticipated Revenues</b>					
ARC	69,019.50	0.00	17,400.75	51,618.75	25.21%
ARC-Prices Fork	20,000.00	0.00	0.00	20,000.00	0.00%
LOCAL ASSESSMENT	226,656.87	0.00	212,285.71	14,371.16	93.66%
DHCD	75,971.00	18,992.00	18,992.00	56,979.00	25.00%
DHCD-Bldg Coll Communities	25,000.00	0.00	0.00	25,000.00	0.00%
DHCD-Prices Fork	30,000.00	0.00	0.00	30,000.00	0.00%
EDA	70,000.00	17,500.00	17,500.00	52,500.00	25.00%
GO Virginia	25,000.00	0.00	0.00	25,000.00	0.00%
WIB Fiscal Agent	60,000.00	0.00	20,000.00	40,000.00	33.33%
WIA Program Funds	536,400.81	46,758.88	131,905.22	404,495.59	24.59%
VDOT	58,000.00	18,805.92	18,805.92	39,194.08	32.42%
VDOT - Rocky Knob Project	110,000.00	6,337.24	6,337.24	103,662.76	0.00%
Floyd Co	6,750.00	0.00	0.00	6,750.00	0.00%
Floyd Town	1,250.00	312.94	1,130.17	119.83	90.41%
Giles County	55,000.00	11,944.46	13,160.53	41,839.47	23.93%
Narrows Town	11,200.00	0.00	0.00	11,200.00	0.00%
Rich Creek Town	9,000.00	1,031.51	1,739.91	7,260.09	19.33%
Montgomery County	24,000.00	1,443.41	5,753.97	18,246.03	23.97%
Blacksburg Town	13,000.00	1,083.33	3,249.99	9,750.01	25.00%
Pulaski County	23,000.00	2,036.38	5,791.86	17,208.14	25.18%
Pulaski Town	5,000.00	648.54	1,614.83	3,385.17	32.30%
Pulaski Co Sewerage Auth.	2,000.00	500.00	500.00	1,500.00	0.00%
Recovered Cost	0.00	93.61	93.61	-93.61	0.00%
Virginia's First	25,000.00	2,083.33	6,249.99	18,750.01	25.00%
Blacksburg/Christiansburg MPO	45,000.00	0.00	0.00	45,000.00	0.00%
RV-ARC RideSolutions	33,680.00	8,302.02	8,302.02	25,377.98	24.65%
Dept of Environmental Quality	6,750.00	4,176.12	4,176.12	2,573.88	61.87%
VA Dept of Emergency Management	45,000.00	7,554.98	7,554.98	37,445.02	0.00%
Southwest Virginia SWMA	2,000.00	1,000.00	1,000.00	1,000.00	50.00%
New River Health District	25,000.00	10,094.66	10,094.66	14,905.34	40.38%
Friends of Southwest Virginia	0.00	2,500.00	2,500.00	-2,500.00	0.00%
Blacksburg Partnership (BBurg Broadband)	10,000.00	0.00	0.00	10,000.00	0.00%
ReNew the New	10,000.00	0.00	12,500.00	-2,500.00	125.00%
Statewide Agtourism Partners	0.00	0.00	12,000.00	-12,000.00	0.00%
<b>Revenues</b>	<b>1,658,678.18</b>	<b>163,199.33</b>	<b>540,639.48</b>	<b>1,118,038.70</b>	<b>32.59%</b>
<b>Expenses</b>					
Salaries	884,215.00	74,380.02	223,420.88	660,794.12	25.27%
Fringe Benefits	269,382.00	22,396.94	67,095.93	202,286.07	24.91%
Travel	64,800.00	3,854.05	9,800.49	54,999.51	15.12%
Office Space	64,354.00	4,158.09	12,474.27	51,879.73	19.38%
Telephone/Communications	14,175.00	1,415.06	5,545.98	8,629.02	39.13%
Office Supplies	25,715.00	543.43	4,709.11	21,005.89	18.31%
Postage	3,617.00	56.59	582.17	3,034.83	16.10%
Printing	10,750.00	3,147.36	3,147.36	7,602.64	29.28%
Copies & Copier Maintenance	6,400.00	121.15	928.65	5,471.35	14.51%
Media Ad	4,500.00	0.00	0.00	4,500.00	0.00%
Equipment Rent	5,719.00	476.71	1,430.13	4,288.87	25.01%
Vehicle Maintenance	2,000.00	0.00	0.00	2,000.00	0.00%
Vehicle Fuel	3,000.00	101.70	303.85	2,696.15	10.13%
Dues/Publications	12,681.00	2,330.00	4,039.00	8,642.00	31.85%
Training	6,025.00	0.00	455.00	5,570.00	7.55%
Insurance	4,100.00	0.00	4,364.00	-264.00	106.44%
Meeting Expense	11,800.00	953.76	2,100.55	9,699.45	17.80%
Capital Outlay (Vehicle/Equipment)	5,000.00	36.38	10,620.57	-5,620.57	212.41%
Contractual Services	170,361.00	-2,448.80	25,744.12	144,616.88	15.11%
Audit Fee	8,300.00	0.00	0.00	8,300.00	0.00%
Miscellaneous	78,072.00	9,869.77	13,423.72	64,648.28	17.19%
<b>Expenses</b>	<b>1,654,966.00</b>	<b>121,392.21</b>	<b>390,185.78</b>	<b>1,264,780.22</b>	<b>23.58%</b>
<b>Agency Balance</b>	<b>3,712.18</b>	<b>41,807.12</b>	<b>150,453.70</b>		



**New River Valley Regional Commission**  
**Balance Sheet**  
**Period From : 07/01/16 to 9/30/16**

**Assets:**

Operating Account	549,373.66
Reserve Funds - Certificate of Deposit	100,000.00
Reserve Funds - MMA	84,645.46
Accounts Receivable	269,106.27
<b>Total Assets:</b>	<b><u><u>1,003,125.39</u></u></b>

**Liabilities:**

Accounts Payable	16,548.38
Accrued Annual Leave	63,031.88
Accrued Unemployment	19,869.34
<b>Total Liabilities:</b>	<b><u><u>99,449.60</u></u></b>

**Projects**

Net Projects	7,420.81
Current Year Unrestricted	159,228.42
Unrestricted Net Assets	738,767.07
<b>Total Projects</b>	<b><u><u>905,416.30</u></u></b>

**Total Liabilities and Projects** **1,004,865.90**

**Net Difference to be Reconciled** **-\$1,740.51**

**Total Adjustment** **-\$1,740.51**

**Unreconciled Balance** **\$0.00**



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

N R V R C . O R G

## MEMORANDUM

**To:** NRVRC Board Members

**From:** Kevin R. Byrd, Executive Director

**Date:** October 20, 2016

**Re:** Mountain Valley Pipeline Draft Environmental Impact Statement Review

At the May 28, 2015 Regional Commission meeting the board provided comments in anticipation of a draft Environmental Impact Statement being developed for the Mountain Valley Pipeline project. The comments were submitted on June 3, 2015. Since that time, a draft Environmental Impact Statement was developed and recently released for public comment. The document is available at [www.deq.virginia.gov/files/oeir](http://www.deq.virginia.gov/files/oeir) in the FERC folder. The Regional Commission recently received a request for Intergovernmental Review on this item with comments due by November 8, 2016. The Regional Commission's role in this review process is not to weigh-in on whether or not the project should be constructed, but rather, does the project conflict with any regional plans, projects or goals. Also, the Regional Commission can provide comments directed toward impacts that may need further studying.

The Mountain Valley Pipeline project is being managed by the Federal Energy Regulatory Commission (FERC) through the environmental process. The National Environmental Policy Act (NEPA) gives states the ability to provide input to federal agencies, FERC in this case, on such projects. The Virginia Department of Environmental Quality (DEQ) acts as the state's "coordinating agency", meaning it gathers comments from other state agencies and submits those, along with its own comments, to FERC. It is important to recognize, the comments are only suggestions, and it is up to FERC to decide which, if any, will be incorporated into the environmental impact statement.

Utilizing the Regional Commission's comments from May, 2015 as a starting point for this review, below are a list of items in the original comments followed by references where the draft environmental impact study accounts for those considerations.

- Visual impact from primary roadways (pages 4-258, 4-347; appendix S)
- Stream crossings and the impact to Tom's Creek headwaters (pages 2-40, 4-52, 4-112, 4-179, 4-475)
- Impact to the Appalachian Trail (pages 1-15, 3-46, 4-278, 4-379)
- Clear cut, or right of way, through forested areas should be as narrow as possible given the pipe size is 42", the 100' right of way clearing is a substantial impact (ES-7, ES-14, 1-12, 2-38, 3-18)
- Noise abatement from any compression stations (3-47, 3-78, 4-163, 4-243)

Strengthening the Region through Collaboration

### Counties

Floyd | Giles  
Montgomery | Pulaski

### City

Radford

### Towns

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

### Universities

Virginia Tech  
Radford University

- Impact to groundwater and karst topography (ES-4, 1-20, 4-20, 4-34, 4-48, 4-69, 4-78)
- Impacts to all wildlife, not only those identified on threatened and endangered species list (ES-3, 3-89, 4-152)
- Air quality and water quality impacts due to particles emitted from compression stations (ES-11, 4-386, 4-510, 5-11)
- Impact to homes within 200 feet of the pipeline (1-28, 2-28, 3-18, 4-113, 4-216, 4-245)
- Impact to steep topography (ES-3, ES-14, 2-49, 3-46, 4-41, 4-137, 5-1)
- Access for residents during construction (2-47, 4-497, appendix H)
- Line monitoring for leaks and other safety concerns (ES-12, 2-41, 4-79, 4-391, 4-459, 4-460)
- Pipe manufacturer location (no specific manufacturer was identified, although numerous citations to manufacturers studies and datasheets were included)
- Opportunities for connections to deliver natural gas to residents (1-1, 2-26, 2-57, 3-16)

Based upon review of the draft Environmental Impact Statement, all items aside from the location of the pipe manufacturer are addressed within the report.



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

[NRVRC.ORG](http://NRVRC.ORG)

## COMMONWEALTH INTERGOVERNMENTAL REVIEW MEMORANDUM

TO: NRVRC Board Members

FROM: Kevin R. Byrd, Executive Director

AGENDA ITEM: III. Intergovernmental Review Process, C. Environmental Project Review, Item #2

---

CIRP Review

October 20, 2016

---

PROJECT: **VA Tech O'Shaughnessy Hall**  
**DEQ #16-210S**

SUBMITTED BY: Virginia Tech

PROJECT DESCRIPTION: Virginia Tech is planning to expand and renovate the facilities associated with the existing O-Shaughnessy Hall to establish the building as a residential college (living/learning facility) on campus. The Department of Environmental Quality is requesting comments on the environmental impact review.

PROJECT SENT FOR REVIEW TO: The Town of Blacksburg and Commission Board Members

STAFF COMMENT: The staff has reviewed the appropriate plans (Land Use, Water Quality Management, Regional Solid Waste Management, Vision 2020, and the Economic Development plans) and finds that this project does not conflict with the plans or regional policies and goals.

Strengthening the Region through Collaboration

---

### Counties

Floyd | Giles  
Montgomery | Pulaski  
City  
Radford

### Towns

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

### Universities

Virginia Tech  
Radford University

## 1.0 PROJECT IDENTIFICATION AND DESCRIPTION

### 1.1 Introduction

Virginia Tech (VT) desires to expand and renovate the facilities associated with the existing O-Shaughnessy Hall to establish the building as a residential college (living/learning facility) on campus. Renovations are anticipated to include a stair tower addition, improvements to the courtyard between O'Shaughnessy Hall and Johnson Hall, a new collaborative patio space, and a connection to the pedestrian paths west of the building. Draper Aden Associates (DAA) was contracted to complete the required Environmental Impact Report (EIR).

As referenced in a feasibility study completed in early 2016 by Moseley Architects, a financing plan to support the proposed project has been developed and the proposed action fits within the intent of the current 2012 Housing and Residence Life Plan for Virginia Tech. A feasibility study was completed in March 2016 and additional efforts such as architectural design, geotechnical investigation, and site planning and engineering design have been completed or are underway. In accordance with the Code of Virginia §10.1-1188, Virginia Tech as a state-supported institution of higher learning is required to submit an EIR for all major state projects greater than \$500,000; this EIR is intended to address that requirement for this project. The total project budget exceeds \$500,000.

To complete the EIR, standard environmental records, tribal records, physical setting sources including topographic maps, geologic maps, soil maps, wetland and floodplain maps, and prior site reports were identified and reviewed. A site reconnaissance was conducted for a visual inspection of the site exterior on July 21, 2016. Information was retrieved from a number of sources identified in Section 8.0. Regulatory agencies were contacted, as needed, to conduct a project review relative to environmental sources for inclusion in this EIR. Additional regulatory agency input is awaited and may be received during the Virginia Department of Environmental Quality's (VDEQ) review of the EIR.

This report was prepared and formatted following the guidance provided in VDEQ's *Procedure Manual for Environmental Impact Reviews of Major State Facilities* dated July 2013.

## **1.2 Background**

O'Shaughnessy Hall is currently a 7-story dormitory style co-ed residence hall built in 1969 and is home to approximately 350 Virginia Tech students. The O'Shaughnessy Hall site is occupied by greenspace, pedestrian walkways, and the existing building. O'Shaughnessy Hall is bound by two green spaces: the larger President's quad to the west and a more intimate courtyard space to the east. These two outdoor spaces differ in scale and function. The President's quad provides a large, multi-purpose space that is highly utilized; the primary entry to O'Shaughnessy Hall fronts this quad space. The courtyard on the east side of the building lies between O'Shaughnessy and Johnson Halls. It is considered an under-utilized space that mostly provides access to secondary entries to these buildings.

Figure 1, Site Topography Map, identifies the topographic relief of the site and vicinity. Figure 2, Site Detail Map, illustrates the existing site conditions on an aerial photograph. Site photographs of exterior spaces from July 2016 are included in Appendix A.

## **1.3 Proposed Facility**

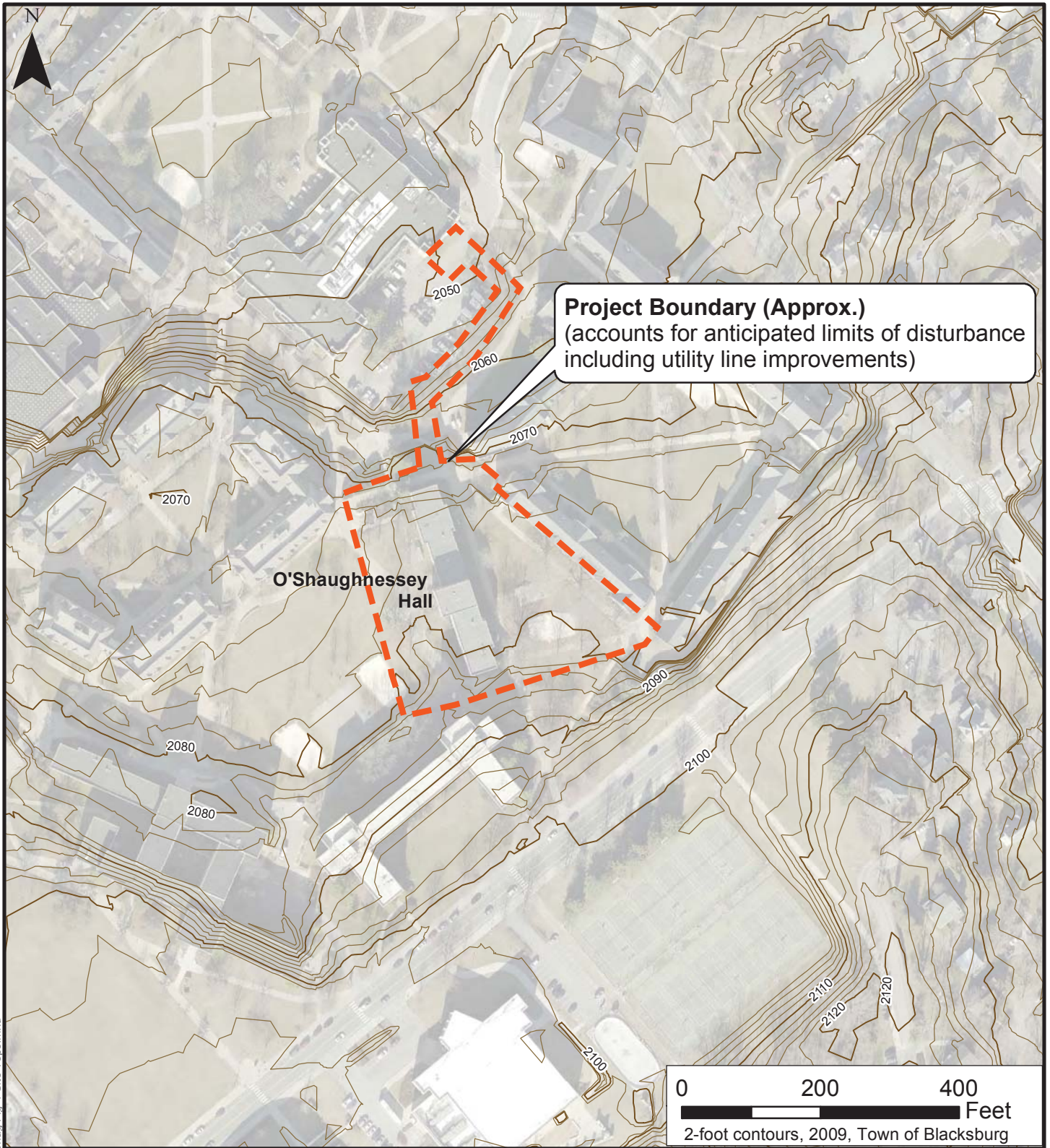
Redevelopment plans include moderate renovations to the building's exterior, a redesign of the courtyard space between O'Shaughnessy Hall and Johnson Hall, and interior renovation for the residential college conversion. Specifically renovations are anticipated to include a stair tower addition, improvements to the courtyard between O'Shaughnessy Hall and Johnson Hall, a new collaborative patio space, and a connection to the pedestrian paths west of the building. The project is in the early design phase, however, representative draft concept models and plans have been generated and are included in Appendix A. Project alternatives are discussed in Section 4.0. The proposed expansion and courtyard improvements are within previously developed areas of the site.

## **1.4 Need for the Proposed Action**

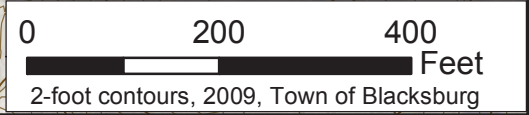
The residential college idea is envisioned as an interactive community of scholars and faculty. O'Shaughnessy Hall remains part of the campus' previous design wherein the academic and residential life experiences were developed as independent of one another. However, institutions have come to appreciate the value of integrating the two experiences, particularly with respect to improved learning outcomes. Evidence supporting the success of residential college style living

on campus exists from similar efforts implemented at the University's East and West Ambler Johnston Halls including: a reduction in incidents of student misconduct, increase in racial and ethnic diversity of residents, and heightened student and faculty engagement within the residential setting. Therefore, Virginia Tech desires to implement such changes into this facility with the goal of achieving similar positive impacts as observed in Ambler Johnston Halls.





Path: P:\B16300B\B16300B-01\GIS\OShaq Fig-1 Site Topo.mxd



**Site Topography**

O'Shaughnessey Hall Improvements  
Virginia Tech  
Blacksburg, Virginia

SCALE 1" = 200'

PLAN NO. B16300B-01E



**Draper Aden Associates**  
Engineering • Surveying • Environmental Services

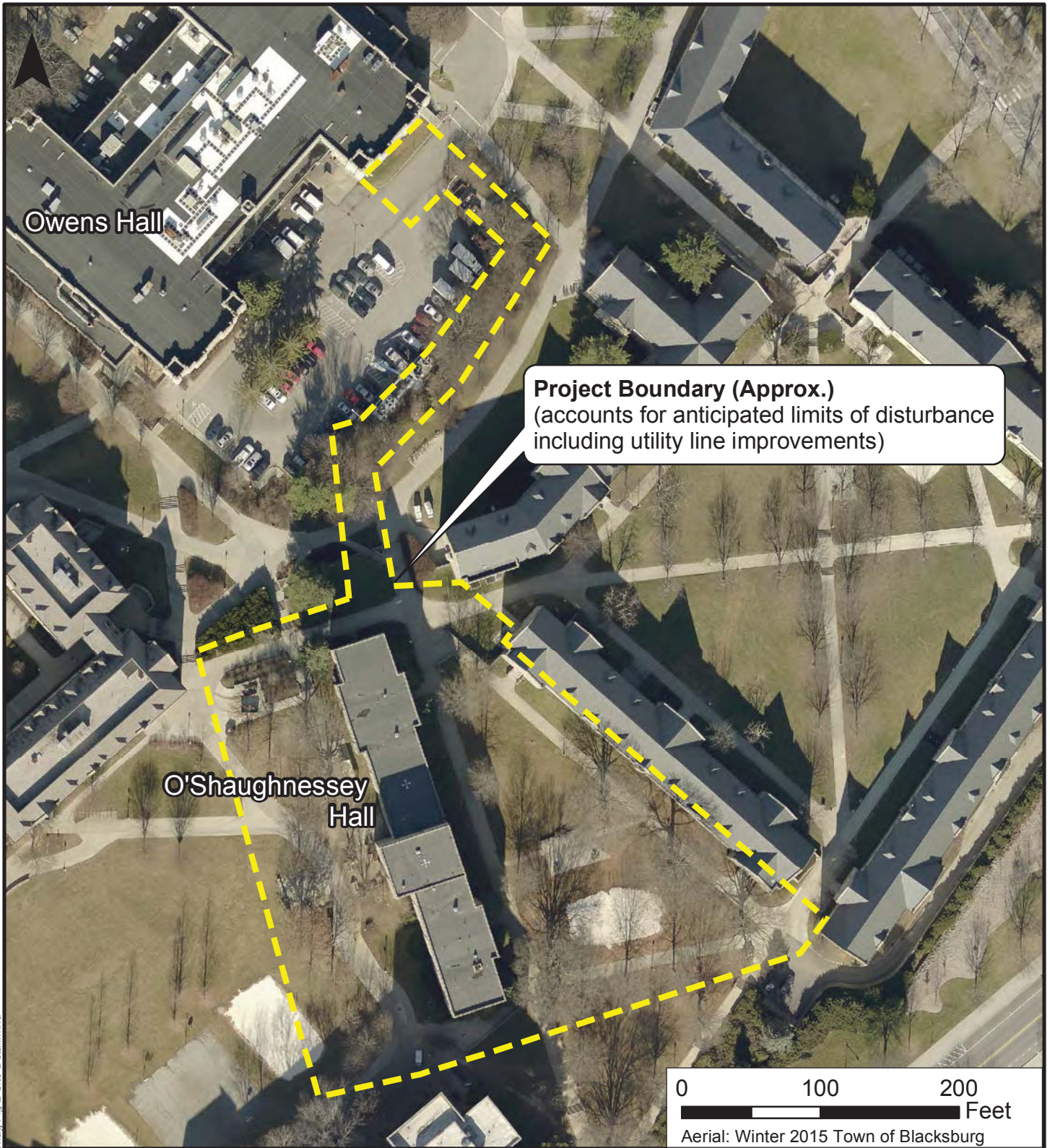
2206 South Main Street  
Blacksburg, VA 24060  
540-552-0444 Fax: 540-552-0291

Richmond, VA  
Charlottesville, VA  
Hampton Roads, VA  
Coats, NC

DESIGNED RS  
DRAWN WMD  
CHECKED SN  
DATE 10-12-16

**FIGURE**  
**1**





**Site Detail**

O'Shaughnessey Hall Improvements  
Virginia Tech  
Blacksburg, Virginia

SCALE 1" = 100'

PLAN NO. B16300B-01E



**Draper Aden Associates**

Engineering ♦ Surveying ♦ Environmental Services

2206 South Main Street  
Blacksburg, VA 24060  
540-552-0444 Fax: 540-552-0291

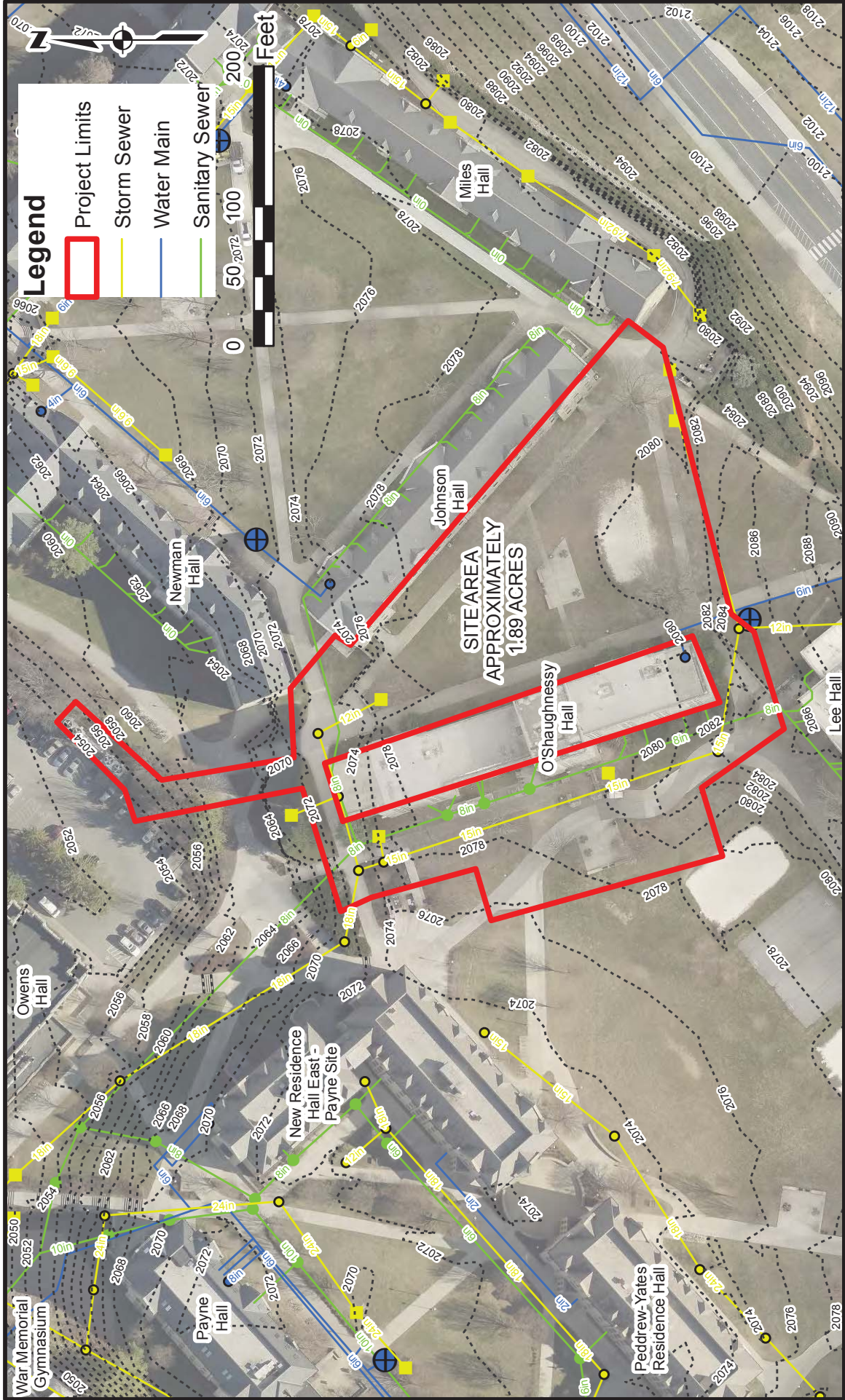
Richmond, VA  
Charlottesville, VA  
Hampton Roads, VA  
Coats, NC

DESIGNED	RS
DRAWN	WMD
CHECKED	SN
DATE	10-12-16

**FIGURE**

**2**





# O'Shaughnessy Hall - Residential College Feasibility Study



**Draper Aden Associates**  
 Engineering • Surveying • Environmental Services  
 2206 South Main Street  
 Blacksburg, VA 24060  
 540-552-0444 Fax: 540-552-0291

Richmond, VA  
 Charlottesville, VA  
 Hampton Roads, VA  
 Coats, NC

DESIGNED: DAA  
 DRAWN: AJH  
 CHECKED: CAH  
 DATE: 3/15/2016

SCALE: 1" = 100'  
 B16300B-01P

FIGURE  
 1



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

N R V R C . O R G

**October 27, 2016**

## **Executive Director's Report**

### **Economic Development:**

- The GO Virginia Statewide board held their first meeting in early October. Dubby Wynne was elected Chair and Ben Davenport Vice-Chair. The board voted to send the proposed map (developed by VAPDC) out for a 30-day public comment period opening October 17<sup>th</sup>. The board will meet again on December 5<sup>th</sup> and will take action on the map at that time. Guidelines for establishing Regional Councils are also anticipated on the December agenda. The guidelines will help in communicating the vision and purpose of Regional Councils.
- The Commission recently purchased a license for JobsEQ, an economic data tool, that will help provide great insight for a variety of purposes such as our communities working on downtown projects and our economic development partners that need data for prospects.
- In partnership with the towns of Blacksburg and Christiansburg, Montgomery County and the Montgomery County Chamber of Commerce, the Commission launched a broadband user survey on October 20<sup>th</sup>. The survey will be open into December with the intent to collect as much user demand information possible. The data will be shared with internet service providers with the hope of increasing service and/or bandwidth in areas of need.

### **Transportation:**

- Staff is coordinating transit provider meetings between workforce development and Virginia Employment Commission due to a potential office relocation for VEC services in Radford.

### **Regional:**

- A ReNew the New debrief meeting in September yielded a positive discussion about the approach to a regional event for 2017. The concept will be centralized registration, then decentralized clean-up activities so all four counties and the city can host activities.
- A Census Data Training workshop will be hosted by the Commission on 10/28 at 9:00am at the NRV Business Center.
- The SWVA Outdoor Expo will be held April 22<sup>nd</sup> in Bisset Park. Commission staff is the lead coordinating entity as a joint tourism project. Focus is currently on soliciting sponsorships and vendors.

### **Commission:**

- We held our annual staff retreat at the end of September. We started by reviewing successes of our internal committees (communications, technology, capacity building) over the past year. Hats off to staff for making great strides! We spent the majority of our time developing focus areas for FY17. I'll overview those at the Commission meeting.
- Last year I was elected to serve as Secretary of NADO, our national association representing over 300 regional development organizations in the US. Earlier this month we held our annual training conference and I was elected to serve as Treasurer. It is a five-year cycle working up to serve as President in 2020.





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

[NRVRC.ORG](http://NRVRC.ORG)

## MEMORANDUM

**To:** NRVRC Board Members  
**From:** Jennifer Wilsie, Regional Planner II  
**Date:** October 20, 2016  
**Re:** Old Prices Fork School Revitalization Project

---

The Commission has been assisting on a project that involves the historic revitalization of the former Prices Fork Elementary School in Montgomery County into 32 new rental housing units and the creation of the Old School Food Center, which will offer economic development opportunities to new or expanding local food-based entrepreneurs through the creation of a commercial incubator kitchen, farm-to-table restaurant, retail market, craft brewery, and business competition with support services.

The planning process began in early 2014 after developer, Taylor Hollow Construction's, RFP proposal for reuse of the site was accepted by Montgomery County. From its inception, the project has been guided by a multi-agency Leadership Team comprised of public and private partners. An impressive total of 21 non-profits, organizations, businesses and local governments have lent their support to the effort and pledged their time and resources toward ongoing implementation. In addition, and of critical importance to the success of the project, is the role of Montgomery County in the project. Upon accepting Taylor Hollow's development proposal, Montgomery County became an active partner in the project, working with the developer to rezone the site and sell the parcel for less than appraised value. The County also became a member of the Leadership Team, and when last minute changes occurred in the applicant eligibility guidelines for a \$2.5M pilot grant, the County willingly transitioned into the applicant role for the project.

In general, the project has three main phases:

- 1) Conversion of the former classrooms into 16 rental housing units for persons 55 and older, which is currently under construction. Ten of the units will be reserved for low-to-moderate income households and six units rented at market rate;
- 2) Conversion of the former kindergarten room and cafeteria/auditorium space into the Old School Food Center ; and
- 3) Construction of 16 new rental apartments for all ages. Ten of the units will be reserved for low-to-moderate income households and six units rented at market rate.

Funding for all project components totals over **\$7.8M** from public and private sources.

Staff will present more information on the project at the October Commission meeting and will be available to answer any questions you may have.

---

### Strengthening the Region through Collaboration

#### Counties

Floyd | Giles  
Montgomery | Pulaski

#### City

Radford

#### Towns

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

#### Universities

Virginia Tech  
Radford University



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

N R V R C . O R G

## MEMORANDUM

**To: NRVRC Board Members**  
**From: Kevin R. Byrd, Executive Director**  
**Date: October 20, 2016**  
**Re: FY18 Per Capita Assessment Rate (Commission Dues)**

---

Each year the New River Valley Regional Commission sets the per capita assessment rate that is charged to members of the Commission. The per capita assessment serves as the financial foundation of the agency. This funding is critical to the agency and is typically leveraged at a rate of 10:1. The assessment foundation helps generate an overall budget of approximately \$1.7 million for the agency which is reflected by services returned to members of the Commission.

The current assessment rate is \$1.29 per capita based on 2010 Census figures. Last October, the Commission decided to use the 2015 population estimates from the Census for the FY18 assessment rather than waiting until 2020 for updated population figures. This approach provides for smaller adjustments rather than a large adjustment that may come with a 10-year population factor. The FY18 proposed rate of \$1.29 is unchanged from FY17 for two reasons. First, the Commission typically adjusts the rate every two years and last year the rate was changed from \$1.27 to \$1.29, so this is a year not to adjust. Second, the assessment using 2015 population figures represents a net positive to the Commission, so no adjustment is needed at this time.

The per capita assessment as proposed for FY18 generates \$231,183.48 for the Commission to use as matching funds for programs. The programs that require match are VDOT's rural transportation planning (\$14,500), Economic Development Administration – Economic Development District funds (\$70,000), Appalachian Regional Commission (\$68,000), Ride Solutions (car pool matching program) (\$9,261) and to cover match for projects that arise during the year. The per capita assessment is considered unrestricted funds and allows the Commission to provide match for the programs identified above, support office operation, as well as technology and training needs of staff, and creates the opportunity for new programs in the region if all unrestricted funds are not programmed.

The attached table illustrates the assessment rate for FY18 utilizing the 2015 population figures and shows the adjustment, by member, for FY17 compared to FY18. It is important to note; the Commission removes town populations from the counties. Also, university membership is calculated based on the on-campus residents and their population is removed from the host locality. This approach avoids a double assessment for town residents as well as student populations.

### Strengthening the Region through Collaboration

---

#### Counties

Floyd | Giles  
Montgomery | Pulaski  
City  
Radford

#### Towns

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

#### Universities

Virginia Tech  
Radford University

**New River Valley Regional Commission  
Per Capita Assessment Rate FY18**

	<b>Assessed Population 2015*</b>	<b>FY17 (2010 pop)</b>	<b>FY18 Proposed** (2015 pop est.)</b>	<b>Change from FY17 to FY18</b>
		1.29	1.29	
Floyd County	15,211	\$19,161.66	\$19,622.19	\$460.53
Town of Floyd	439	\$548.25	\$566.31	\$18.06
Giles County	11,329	\$15,089.13	\$14,614.41	-\$474.72
Pearisburg	2,678	\$3,593.94	\$3,454.62	-\$139.32
Narrows	1,953	\$2,617.41	\$2,519.37	-\$98.04
Rich Creek	748	\$998.46	\$964.92	-\$33.54
Pulaski County	22,908	\$29,995.08	\$29,551.32	-\$443.76
Town of Pulaski	8,890	\$11,720.94	\$11,468.10	-\$252.84
Montgomery County	31,495	\$39,642.99	\$40,628.55	\$985.56
Blacksburg	35,215	\$43,611.03	\$45,427.35	\$1,816.32
Christiansburg	21,943	\$27,142.89	\$28,306.47	\$1,163.58
City of Radford	14,453	\$17,296.32	\$18,644.37	\$1,348.05
Radford University	2,950	\$3,870.00	\$3,805.50	-\$64.50
Virginia Tech	9,000	\$11,368.77	\$11,610.00	\$241.23
<b>Total Assessed Pop</b>	<b>179,212</b>	<b>\$226,656.87</b>	<b>\$231,183.48</b>	<b>\$4,526.61</b>

\*2015 population estimates based on Census.gov

\*\*FY18 assessment is based on 2015 Census.gov population estimates

Rate to remain same from FY17 to FY18

Town populations are removed from County populations

University populations are based on the on-campus residents and removed from host locality population





## Agenda

November 17, 2016

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

- I. **CALL TO ORDER**
- II. **CONSENT AGENDA**
  - A. Approval of Minutes for October
  - B. [Approval of Treasurer's Report for October](#)
- III. **COMMONWEALTH INTERGOVERNMENTAL REVIEW PROCESS**
  - A. Projects (Signed-off by the staff)
    - None
  - B. Regular Project Review
    - None
  - C. Environmental Project Review
    - None
- IV. **PUBLIC ADDRESS**
- V. **REVIEW OF MUTUAL CONCERNS AND COMMISSIONERS' REPORTS**
- VI. **CHAIR'S REPORT**
- VII. **[EXECUTIVE DIRECTOR'S REPORT](#)**
- VIII. **OLD BUSINESS**
- IX. **NEW BUSINESS**
  - A. [Personnel Manual Update to Comply with Fair Labor Standards Act](#)  
Overview by Kevin Byrd, Executive Director  
Commission Action
  - B. [Regional Commission Financial Operations Overview](#)  
Presentation by Kevin Byrd, Executive Director and Janet McNew,  
Director of Finance and Personnel  
Commission Discussion
  - C. [FY16 Audit Report](#)  
Commission Action
  - D. [Comprehensive Economic Development Strategy Committee](#)  
Commission Action
  - E. December Meeting Cancelled. Next Meeting January 26<sup>th</sup>.

All meeting materials posted on the Commission website [www.nrvrc.org](http://www.nrvrc.org)

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



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

[NRVRC.ORG](http://NRVRC.ORG)

## MEMORANDUM

**To:** NRVRC Board Members  
**From:** Janet McNew, Finance Director  
**Date:** November 9, 2016  
**Re:** October 2016 Financial Statements

---

The October 2016 Agencywide Revenue and Expenditure Report and Balance Sheet are enclosed for your review.

The Agencywide Revenue and Expense report compares actual year to date receipts and expenses to the FY16-17 budget adopted by the Commission at the May 26, 2016 meeting. The financial operations of the agency are somewhat fluid as projects may be added and modified throughout the year.

As of month end October 2016 (33.3% of the fiscal year), overall year to date revenues are 38.14% and expenses are 31.98% of budget. Salary and Fringe, the two largest expense line items, stand at 33.85% and 33.18%, respectively.

As previously reported, two expense lines, *Insurance* and *Capital Outlay*, exceed anticipated budget. The *Insurance* overage (\$264) is due to premium adjustment after Worker Comp payroll audits. The Capital Outlay budget line is exclusive to the operations of the New River/Mount Rogers Workforce Development Area. The overage, currently \$5,620, is due primarily to the purchase of computers for two additional regional roving labs under recently awarded Rapid Response funds. Workforce expenses are 100% reimbursable and previously authorized by the state.

---

Strengthening the Region through Collaboration

### Counties

Floyd | Giles  
Montgomery | Pulaski

### City

Radford

### Towns

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

### Universities

Virginia Tech  
Radford University

**New River Valley Regional Commission**  
**Agencywide Revenue and Expenditures - October 2016**

With Indirect Detail

<b>FY16-17 Budget</b>		<b>(33.3% of FY)</b>			
<b>Adopted 5/26/16</b>	<b>October 2016</b>	<b>YTD</b>	<b>Under/Over</b>	<b>% Budget</b>	
<b>Anticipated Revenues</b>					
ARC	69,019.50	17,400.75	34,801.50	34,218.00	50.42%
ARC-Prices Fork	20,000.00	0.00	0.00	20,000.00	0.00%
LOCAL ASSESSMENT	226,656.87	0.00	212,285.71	14,371.16	93.66%
DHCD	75,971.00	18,993.00	37,985.00	37,986.00	50.00%
DHCD-Bldg Coll Communities	25,000.00	0.00	0.00	25,000.00	0.00%
DHCD-Prices Fork	30,000.00	0.00	0.00	30,000.00	0.00%
EDA	70,000.00	0.00	17,500.00	52,500.00	25.00%
GO Virginia	25,000.00	0.00	0.00	25,000.00	0.00%
WIB Fiscal Agent	60,000.00	7,529.97	27,529.97	32,470.03	45.88%
WIA Program Funds	536,400.81	31,069.51	162,974.73	373,426.08	30.38%
VDOT	58,000.00	0.00	18,805.92	39,194.08	32.42%
VDOT - Rocky Knob Project	110,000.00	0.00	6,337.24	103,662.76	0.00%
Floyd Co	6,750.00	0.00	0.00	6,750.00	0.00%
Floyd Town	1,250.00	242.35	1,372.52	-122.52	109.80%
Giles County	55,000.00	1,111.02	14,271.55	40,728.45	25.95%
Narrows Town	11,200.00	3,088.92	3,088.92	8,111.08	27.58%
Rich Creek Town	9,000.00	3,114.40	4,854.31	4,145.69	53.94%
Montgomery County	24,000.00	1,535.88	7,289.85	16,710.15	30.37%
Blacksburg Town	13,000.00	1,083.33	4,333.32	8,666.68	33.33%
Pulaski County	23,000.00	1,772.46	7,564.32	15,435.68	32.89%
Pulaski Town	5,000.00	682.73	2,297.56	2,702.44	45.95%
Pulaski Co Sewerage Auth.	2,000.00	0.00	500.00	1,500.00	0.00%
Recovered Cost	0.00	78.84	172.45	-172.45	0.00%
Virginia's First	25,000.00	2,083.33	8,333.32	16,666.68	33.33%
Blacksburg/Christiansburg MPO	45,000.00	0.00	0.00	45,000.00	0.00%
RV-ARC RideSolutions	33,680.00	0.00	8,302.02	25,377.98	24.65%
Dept of Environmental Quality	6,750.00	0.00	4,176.12	2,573.88	61.87%
VA Dept of Emergency Management	45,000.00	0.00	7,554.98	37,445.02	0.00%
Southwest Virginia SWMA	2,000.00	0.00	1,000.00	1,000.00	50.00%
New River Health District	25,000.00	0.00	10,094.66	14,905.34	40.38%
Friends of Southwest Virginia	0.00	0.00	2,500.00	-2,500.00	0.00%
Blacksburg Partnership (BBurg Broadband)	10,000.00	0.00	0.00	10,000.00	0.00%
Beansand Rice, Inc	0.00	2,190.79	2,190.79	-2,190.79	0.00%
ReNew the New	10,000.00	0.00	12,500.00	-2,500.00	125.00%
Statewide Agtourism Partners	0.00	0.00	12,000.00	-12,000.00	0.00%
<b>Revenues</b>	<b>1,658,678.18</b>	<b>91,977.28</b>	<b>632,616.76</b>	<b>1,026,061.42</b>	<b>38.14%</b>
<b>Expenses</b>					
Salaries	884,215.00	75,881.43	299,302.31	584,912.69	33.85%
Fringe Benefits	269,382.00	22,283.17	89,379.10	180,002.90	33.18%
Travel	64,800.00	5,244.34	15,044.83	49,755.17	23.22%
Office Space	64,354.00	4,158.09	16,632.36	47,721.64	25.85%
Telephone/Communications	14,175.00	1,218.84	6,764.82	7,410.18	47.72%
Office Supplies	25,715.00	12,738.82	17,447.93	8,267.07	67.85%
Postage	3,617.00	478.99	1,061.16	2,555.84	29.34%
Printing	10,750.00	291.08	3,438.44	7,311.56	31.99%
Copies & Copier Maintenance	6,400.00	210.52	1,139.17	5,260.83	17.80%
Media Ad	4,500.00	0.00	0.00	4,500.00	0.00%
Equipment Rent	5,719.00	476.71	1,906.84	3,812.16	33.34%
Vehicle Maintenance	2,000.00	32.99	32.99	1,967.01	1.65%
Vehicle Fuel	3,000.00	79.67	383.52	2,616.48	12.78%
Dues/Publications	12,681.00	0.00	4,039.00	8,642.00	31.85%
Training	6,025.00	800.00	1,255.00	4,770.00	20.83%
Insurance	4,100.00	0.00	4,364.00	-264.00	106.44%
Meeting Expense	11,800.00	646.96	2,747.51	9,052.49	23.28%
Capital Outlay (Vehicle/Equipment)	5,000.00	0.00	10,620.57	-5,620.57	212.41%
Contractual Services	170,361.00	12,083.85	37,827.97	132,533.03	22.20%
Audit Fee	8,300.00	0.00	0.00	8,300.00	0.00%
Miscellaneous	78,072.00	2,395.96	15,819.68	62,252.32	20.26%
<b>Expenses</b>	<b>1,654,966.00</b>	<b>139,021.42</b>	<b>529,207.20</b>	<b>1,125,758.80</b>	<b>31.98%</b>
<b>Agency Balance</b>	<b>3,712.18</b>	<b>-47,044.14</b>	<b>103,409.56</b>		

**New River Valley Regional Commission**  
**Balance Sheet**  
**Period From : 07/01/16 to 10/31/16**

**Assets:**

Operating Account	506,349.82
Reserve Funds - Certificate of Deposit	100,000.00
Reserve Funds - MMA	84,645.46
Accounts Receivable	255,076.68
<b>Total Assets:</b>	<b><u><u>946,071.96</u></u></b>

**Liabilities:**

Accounts Payable	5,050.34
Accrued Annual Leave	63,031.88
Accrued Unemployment	19,869.88
<b>Total Liabilities:</b>	<b><u><u>87,952.10</u></u></b>

**Projects**

Net Projects	-47,971.65
Current Year Unrestricted	167,576.75
Unrestricted Net Assets	738,767.07
<b>Total Projects</b>	<b><u><u>858,372.17</u></u></b>
<b>Total Liabilities and Projects</b>	<b><u><u>946,324.27</u></u></b>

<b>Net Difference to be Reconciled</b>	<b><u><u>-\$252.31</u></u></b>
<b>Total Adjustment</b>	<b><u><u>-\$252.31</u></u></b>

<b>Unreconciled Balance</b>	<b><u><u>\$0.00</u></u></b>
-----------------------------	-----------------------------



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

N R V R C . O R G

**November 17, 2016**

## **Executive Director's Report**

### **Economic Development:**

- The GO Virginia Statewide board will meet on December 5<sup>th</sup> and take action on the map and guidelines to establish a Regional Council. Once the guidelines are in place, regions can begin their work to organize. The first substantial deadline will be mid-February to submit a Notice of Intent to Organize, which needs to include Regional Council membership, leadership positions, identification of the support organization(s), process used to identify council members and the industry sectors represented. I am working closely with my counterparts in Roanoke and Lynchburg to initiate Regional Council formation promptly following adoption of the guidelines. The first opportunity to get Regional Council certification will take place at the March 12<sup>th</sup> GO Va statewide board meeting, if proper submittal is made by mid-February. Between March and June 30<sup>th</sup> the Regional Council will need to develop and adopt an Economic Diversification Plan and gap analysis. This will position the Regional Council to access funding July 1 for per capita and statewide competitive pots of funds, provided the General Assembly appropriates the funding in the upcoming session.
- The broadband survey in Montgomery County, Blacksburg and Christiansburg is nearing 1,200 responses since launching the end of September.

### **Transportation:**

- Staff is continuing to support NRV Passenger Rail 2020 in exploring ways to advance the Rail Traffic Control Study funds currently budgeted for FY19 into FY18.

### **Regional:**

- The next Mayors and Board of Supervisor's Chairs regional meeting will take place December 2<sup>nd</sup> at Noon. The Regional Commission Board Chair facilitates this meeting twice annually.
- A New River Watershed Roundtable meeting will be held on December 2<sup>nd</sup> at 10:00-11:30 am in the New River Room at the NRV Business Center. This meeting will focus on lessons learned from successful roundtables across Virginia.
- The NRV Hazard Mitigation Plan 5-year update is underway in collaboration with local governments and agency partners across the region. A project website can be visited at the following link <http://nrvc.org/hazardmitigation/#home>
- Ken Vittum, Town Manager for Pearisburg since 1988, will be retiring at the end of December. Todd Meredith will fill the position.

### **Commission:**

- Staff is busy progressing items from our retreat in late September. I am impressed with the level of engagement and commitment everyone on staff is applying to continuously advance the organization. Steps are being taken to further develop our internal culture, understand our economic development niche, along with tools for project management and data services.



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

N R V R C . O R G

## MEMORANDUM

**To:** NRVRC Board Members  
**From:** Kevin R. Byrd, Executive Director  
**Date:** November 10, 2016  
**Re:** Personnel Manual Update

---

The Regional Commission must take action to update the Personnel Manual in order to comply with changes made to the Federal Fair Labor Standards Act (FLSA), commonly referred to as the Overtime Rule, which will take effect December 1, 2016. Attached is a full copy of the Personnel Manual with track changes included so you can observe the proposed changes. Staff took the opportunity to review the entire manual and worked with the Executive Committee the past two months during the process. Also, the manual was reviewed and commented on by one of our insurers, the Virginia Municipal League (VML). They offer personnel manual review as a service to their members and you will find VML in the track change comments in several sections of the document.

Principle changes to the document include the following:

- Addition of a Whistleblower Policy – Section 2.5
- Definition of Exempt and Non-Exempt Employees – Section 3.3 (Pertains to FLSA)
- Performance Evaluations, more descriptive process – Section 3.7.1
- Overtime, defining Compensatory Leave in lieu of overtime pay – Section 4.6 (Pertains to FLSA)
- Compensatory Leave, defining authorization and use – Section 6.4 (Pertains to FLSA)
- Military Leave, removing content and referencing Uniformed Services Employment and Reemployment Rights Act – Section 6.6
- Appearance, moving some content from Personnel Manual into Operations Manual – Section 7.2
- Freedom of Information Act, moving some content from Personnel Manual into Operations Manual – Section 8.5
- Pay Plan and Position Descriptions, update and moving to Attachment so updates do not require full manual update – Section-Attachments.

Please review the Personnel Manual and contact me with any questions or comments prior the meeting. This will enable staff to be prepared to address any items ahead of time in order to facilitate adoption on November 17<sup>th</sup>.

---

Strengthening the Region through Collaboration

### Counties

Floyd | Giles  
Montgomery | Pulaski

### City

Radford

### Towns

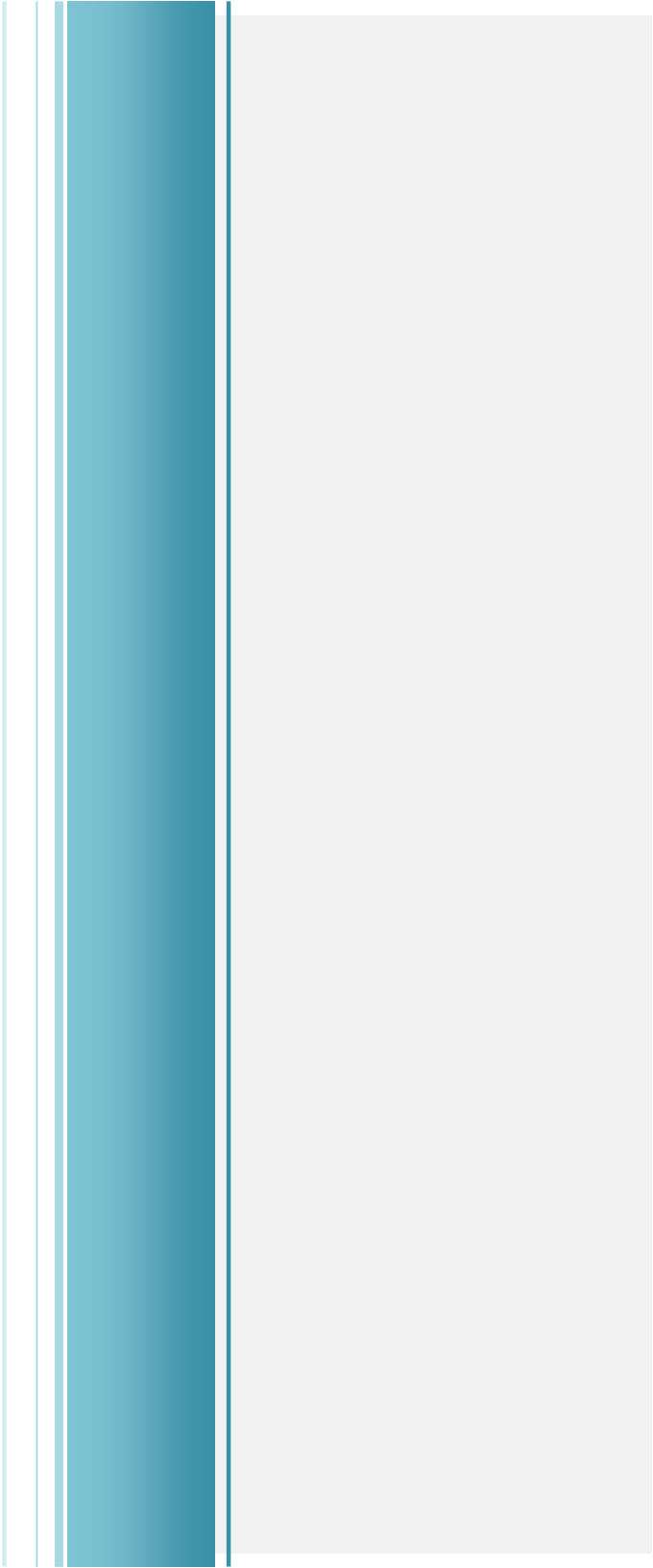
Blacksburg | Christiansburg  
Floyd | Narrows | Pearisburg  
Pulaski | Rich Creek

### Universities

Virginia Tech  
Radford University

# PERSONNEL MANUAL

NEW RIVER VALLEY REGIONAL COMMISSION





## CONTENTS

<b>1 ORGANIZATION &amp; ADMINISTRATION .....</b>	<b>1-1</b>
1.1 Purpose and Scope.....	1-1
1.2 Adoption .....	1-1
1.3 Maintenance & Modification of Provisions .....	1-1
<b>2 WORKPLACE POLICIES .....</b>	<b>2-2</b>
2.1 Equal Employment Opportunity Policy.....	2-2
2.2 Disability Accommodation .....	2-2
2.3 Religious Accommodation .....	2-2
2.4 No Harassment/No Discrimination Policy .....	2-3
2.5 Whistleblower Policy .....	2-4
2.6 Retaliation.....	2-4
2.7 Open Door Policy .....	2-5
2.8 Alcohol and Drug Free Workplace Policy.....	2-5
2.9 Tobacco Free Workplace Policy .....	2-7
2.10 Workplace Violence .....	2-7
<b>3 EMPLOYMENT .....</b>	<b>3-9</b>
3.1 General Employment Policy.....	3-9
3.2 Job Descriptions .....	3-9
3.3 Employment Categories.....	3-9
3.4 Appointment Authority.....	3-10
3.4.1 Board of Commissioners .....	3-10
3.4.2 Executive Director .....	3-10
3.4.3 Recruitment and Selection .....	3-10
3.5 Hiring Process.....	3-11
3.6 Initial Employment Period .....	3-11
3.6.1 Initial Employment Period Benefits.....	3-11
3.6.2 Dismissal During the Initial Employment Period.....	3-12
3.6.3 Nepotism .....	3-12
3.7 Administrative Actions.....	3-12
3.7.1 Performance Evaluations .....	3-12
3.7.2 Promotion.....	3-13
3.7.3 Discipline/Demotion.....	3-13
3.7.4 Grievance & Appeal.....	3-13
3.7.5 Reduction in Staff .....	3-16

3.7.6	Resignation .....	3-16
3.7.7	Termination/Dismissal .....	3-16
<b>4</b>	<b>COMPENSATION.....</b>	<b>4-18</b>
4.1	General Pay Policy.....	4-18
4.2	Payroll Deductions .....	4-18
4.3	General Pay Plan .....	4-18
4.4	Promotion .....	4-18
4.5	Demotion .....	4-19
4.6	Overtime .....	4-19
4.7	Performance Recognition .....	4-19
<b>5</b>	<b>BENEFITS .....</b>	<b>5-20</b>
5.1	Benefits Program Overview .....	5-20
5.2	Group Health.....	5-20
5.3	Workers' Compensation Insurance .....	5-20
5.4	Unemployment Insurance .....	5-20
5.5	Short Term/Long Term Disability .....	5-21
5.6	Virginia Retirement System .....	5-21
5.7	Educational Aid .....	5-21
5.8	Professional Memberships .....	5-21
<b>6</b>	<b>PAID TIME OFF &amp; OTHER ABSENCES.....</b>	<b>6-23</b>
6.1	Leave Program .....	6-23
6.2	Holiday Leave .....	6-23
6.3	Paid Time Off.....	6-24
6.4	Compensatory Leave .....	6-25
6.5	Civil Leave.....	6-26
6.6	Military Leave.....	6-26
6.7	Community Volunteer Time.....	6-27
6.8	Administrative Leave .....	6-27
6.9	Leave of Absence .....	6-27
<b>7</b>	<b>PROCEDURES AND GUIDELINES .....</b>	<b>7-28</b>
7.1	Attendance and Punctuality .....	7-28
7.2	Appearance .....	7-28
7.3	Professional Employee Etiquette.....	7-29
7.4	Conflict of Interest .....	7-29
7.5	Secondary Employment .....	7-30
7.6	Political Activity.....	7-30
7.7	Credit Card .....	7-30

7.8	Travel.....	7-31
7.8.1	Travel Planning .....	7-32
7.8.2	Lodging .....	7-32
7.8.3	Transportation.....	7-32
7.8.4	Meals and Incidental Travel .....	7-33
7.8.5	Reporting.....	7-33
7.9	Vehicle Authorization & Use.....	7-33
7.10	Intellectual Property Policy.....	7-33
7.11	Data Use & Management .....	7-34
<b>8</b>	<b>COMMUNICATIONS.....</b>	<b>8-35</b>
8.1	General Communication Policy.....	8-35
8.2	Electronic Resources.....	8-35
8.2.1	Software Code of Ethics .....	8-36
8.3	Electronic Security .....	8-36
8.3.1	Virus Protection.....	8-37
8.4	Communications Issued as a Commission Employee .....	8-37
8.4.1	Employee Responsibility .....	8-37
8.4.2	Public Statements.....	8-37
8.4.3	Maintenance of Correspondence.....	8-38
8.4.4	Social Media .....	8-38
8.5	Freedom of Information Act (FOIA) .....	8-39
<b>9</b>	<b>INTERPRETATION OF REGULATIONS .....</b>	<b>9-42</b>
9.1	Procedure for Clarification.....	9-42
9.2	Severable Clause .....	9-42
9.3	Repeal of Conflicting Regulations .....	9-42

**ATTACHMENTS**

Workers' Compensation Administrative Procedures

The Uniformed Services Employment and Re-Employment Rights Act of 1994

Commission Position Descriptions

[General Pay Plan](#)

# 1 ORGANIZATION & ADMINISTRATION

## 1.1 PURPOSE AND SCOPE

This manual is intended to serve as a source of information for employees of the New River Valley Regional Commission. Not all of the Commission's policies and procedures are set forth in this Manual. If further information or advice about topics covered in this manual is needed, please contact your supervisor or the Director of Finance and Personnel.

This document contains policies and procedures which do not create contractual rights and should not be interpreted to constitute binding contractual obligations. The Commission Board of Directors reserves the right to modify, amend, or rescind the provisions of this manual.

Employees have the responsibility to keep themselves informed of the contents of this manual and any future updates.

This manual applies to all employees of the New River Valley Regional Commission. This document is not intended to alter the employment-at-will relationship in any way.

## 1.2 ADOPTION

This document serves as the Personnel Manual of the New River Valley Regional Commission and was adopted on **June 26, 2014**, by the Commission Board of Directors. It is subject to subsequent amendments as necessary.

This manual supersedes any existing personnel policies and procedures in effect prior to the date of publication of this manual.

## 1.3 MAINTENANCE & MODIFICATION OF PROVISIONS

This manual may be changed or amended only by the New River Valley Regional Commission Board of Directors. The manual will be reviewed on an annual basis for necessary modifications. Such reviews may be conducted by a committee appointed by the Executive Director. Resulting recommendations will be reported to the Commission Board of Directors for consideration.

## 2 WORKPLACE POLICIES

The policies included in this chapter cover a wide range of workplace issues and behavior. The failure to include a specific instance, item or example in these policies does not relieve employees of the responsibility to undertake and to conduct Commission business in a professional manner at all times.

### 2.1 EQUAL EMPLOYMENT OPPORTUNITY POLICY

The New River Valley Regional Commission shall promote and afford equal treatment and service to all citizens and will assure that all applicants are given equal employment opportunity without regard to race, religion, creed, color, national origin, age, sex, marital status, sexual orientation, military veteran status, or the presence of any sensory, mental, or physical disability, or pregnancy. The Commission shall operate within the principles of equal employment guidelines set forth in Federal, State and local laws and regulations.

**Commented [SQ1]:** VML – specify pregnancy and add to list (based on recent lawsuit against UPS)

All activities relating to employment including recruitment, testing, selection, promotion, training and termination shall be conducted in a nondiscriminatory manner.

The New River Valley Regional Commission will cooperate fully with all organizations to promote fair practices and equal employment opportunity.

### 2.2 DISABILITY ACCOMMODATION

In accordance with the Americans with Disabilities Act, the Commission provides equal employment opportunities to qualified individuals with disabilities. Reasonable accommodations will be provided to a qualified employee or applicant with a disability when that employee or applicant requests an accommodation with appropriate documentation of a disability. All requests for accommodation will be fully reviewed. A request for an accommodation will be denied if the accommodation is not shown to be effective, places an undue burden on the Commission, or if the employee poses a direct threat to the health and safety of himself/herself or others.

### 2.3 RELIGIOUS ACCOMMODATION

The Commission will attempt to make reasonable accommodations for employee observance of religious holidays and sincerely held religious beliefs unless doing so would cause an undue hardship on Commission operations. If a religious accommodation is desired, an employee is required to make the request in writing to his or her supervisor as far in advance as possible.

## 2.4 NO HARASSMENT/NO DISCRIMINATION POLICY

The Commission will not tolerate any form of harassment or discrimination. In accordance with Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, our No Harassment/No Discrimination Policy prohibits harassment, discrimination or intimidation of others based on age, sex, color, race, creed, religion, national origin, ethnicity, disability, or the presence of any sensory, mental, or physical disability, pregnancy, or political affiliation, marital status, sexual orientation, military veteran status, status in any other group protected by federal or local law or for any other reason.

Harassment is a form of discrimination and violates this policy. Harassment includes, but is not limited to, remarks, jokes, written materials, symbols, paraphernalia, clothing or other verbal or physical conduct which may intimidate, ridicule, demean, or belittle a person because of their age, sex, color, race, creed, religion, national origin, ethnicity, disability, or the presence of any sensory, mental, or physical disability, or pregnancy, or political affiliation, marital status, military veteran status, or status in another group protected by federal, state or local law.

Sexual harassment includes, but is not limited to, the following: unwelcome sexual advances; requests for sexual favors; other verbal or physical conduct of a sexual nature; and behavior, remarks, jokes or innuendos that intimidate, ridicule, demean or belittle a person on the basis of their gender, regardless of whether the remarks are sexually provocative or suggestive of sexual acts.

Harassment occurs when:

- Submission to and/or tolerance of the unwelcome conduct is explicitly or implicitly made a term or condition of a person's employment.
- Submission to, tolerance of, and/or rejection of the unwelcome conduct is a basis for employment decisions.
- The unwelcome conduct substantially interferes with a person's work performance and creates an intimidating, hostile, or offensive work environment.

Each employee has the responsibility to bring any form of harassment or discrimination to the attention of his or her supervisor, the Director of Finance and Personnel, or the Executive Director.

All employees are responsible for helping assure that we avoid harassment and discrimination in the workplace. If an employee experiences any problem of this sort, becomes aware of any other employee experiencing a problem of this sort, or has knowledge of any form of harassment or discrimination, sexual or otherwise, the employee must immediately report it to a supervisor, the Director of Finance and Personnel, or the Executive Director.



All claims of harassment or discrimination will be investigated thoroughly and promptly without consequence to the employee experiencing or reporting the conduct. The Commission will endeavor to keep complaints, investigations, and resolutions confidential to the extent possible; however, the obligation to investigate complaints cannot be compromised. The employee who brought the complaint will be provided information on the outcome of the investigation within the limits of confidentiality. A non-employee who subjects an employee to harassment in the workplace will be informed of the Commission's policy and appropriate actions will be taken to protect the employee from future harassing conduct.

## **2.5 WHISTLEBLOWER POLICY**

A whistleblower as defined by this policy is an employee of the Commission who reports an activity that he/she considers to be illegal or dishonest. The Commission prohibits fraudulent practices by any of its board members, officers, employees, or volunteers. The whistleblower is not responsible for investigating the activity or determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact his/her immediate supervisor or the Board Chair. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

Whistleblower protections are provided in two important areas: confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. The Commission will not retaliate against a whistleblower.

All reports of illegal and dishonest activities will be promptly submitted to their immediate supervisor or Board Chair who is responsible for investigating and coordinating corrective action.

### **2.5.2.6 RETALIATION**

Retaliation is illegal and contrary to the policy of the Commission. Employees who bring complaints of discrimination or who identify potential violations, witnesses interviewed during the investigation, and others who may have opposed discriminatory conduct are protected from retaliatory acts.

If an employee believes that he or she is being retaliated against, a written or verbal report shall be immediately made to the Executive Director. Those who are found to be acting in a retaliatory manner will be disciplined for such conduct.

## 2-62.7 OPEN DOOR POLICY

Commission management recognizes that employees may have suggestions for improving the workplace, as well as complaints about the workplace. The most satisfactory solution to a job-related problem or concern is usually reached through a prompt discussion between an employee and the Executive Director or immediate his or her supervisor. Suggestions and/or complaints should be discussed with a supervisor.

While the opportunity to communicate employee views exists, not every concern can be resolved to the satisfaction of all parties. Even so, Commission management believes that open communication is essential to a successful work environment and all employees should feel free to raise issues of concern without fear of reprisal.

## 2-72.8 ALCOHOL AND DRUG FREE WORKPLACE POLICY

The Commission has a vital interest in maintaining a safe, healthy and efficient working environment. Being under the influence of drugs, controlled substances, or alcohol on the job poses serious safety and health risks to the user and to those who work or come in contact with the user in the workplace. Accordingly, the use, sale, purchase, manufacture, distribution, dispensing, possession or being under the influence of illegal drugs, controlled substances, or alcohol in the workplace (i.e., Commission premises) poses unacceptable risks for safe, healthy and efficient operations and will be grounds for immediate discipline up to and including termination of employment.

The Commission further expresses its intent, through this policy, to comply with federal, state and local rules, regulations and/or laws that relate to the maintenance of a workplace free from illegal drugs, controlled substances, and alcohol.

### **Definitions**

**Alcohol:** Any beverage that contains ethyl alcohol (ethanol), including, but not limited to, beer, wine and distilled spirits.

**Controlled substance:** A drug or chemical whose manufacture, possession, or use is regulated by the government. Controlled substances are substances that are the subject of legislative control. Controlled substances may include illegal drugs and prescription medications.

**Commission premises:** The Commission offices and surrounding area, including parking lots, meeting rooms, and storage areas. The term also includes all Commission owned vehicles and includes all other premises or facilities visited by employees in the course of their employment.

**Illegal drug:** Any drug which is not legally obtainable; any drug which is legally obtainable, but has not been legally obtained; any prescribed drug not legally obtained, not being used for the prescribed purpose or by the prescribed person or not being used in the prescribed dosage or

manner; and any drug being used for a purpose not in accordance with bona fide medical therapy. Examples include, but are not limited to: marijuana, hashish, cocaine, heroin, methamphetamine, phencyclidine (PCP), barbiturates and so-called designer or look-alike drugs.

Reasonable suspicion: A belief based on objective facts sufficient to lead a prudent person to conclude that a particular employee is under the influence of alcohol or drugs. Reasonable suspicion must be directed at a specific person and must be based upon specific and articulable facts and the logical inferences and deductions that can be drawn from those facts. Reasonable suspicion may be based upon things such as: observable phenomena – such as the direct observation of the possession or use of a drug or alcohol or the direct observation of physical symptoms of being under the influence of a drug or alcohol such as slurred speech, unsteady gait; a pattern or unusual or abnormal conduct or erratic behavior; information provided by a reliable and credible source; work-related accidents and deviations from safe working practices.

#### Employee Responsibilities

- No employee shall unlawfully manufacture, distribute, dispense, possess, or use any controlled substance, medication, or alcohol.
- Any employee convicted under a criminal drug statute for a violation occurring in the workplace shall notify the Executive Director within five days after each conviction.
- No employee shall consume or be impaired by alcoholic beverages immediately before work, during work hours, or while at work during breaks or lunches.
- ~~Employees attending social functions where alcohol is served shall not be eligible to claim time as worked if consuming alcohol. Regardless of whether time is claimed as work, all employees should always represent the Commission with responsibility and professionalism regardless of whether he or she is claiming time as worked or not.~~
- No employee shall represent the Commission in an official capacity while impaired by alcohol, illegal drugs, controlled substances, or medication.
- No employee, using medication that may impair performance, shall operate a motor vehicle or engage in safety sensitive functions while on duty for the Commission.
- If an employee is using a prescription or non-prescription medication that may impair performance of duties, the employee shall report that fact to his or her supervisor.
- An employee who has reason to believe that the performance of another employee is impaired by alcohol, illegal drugs, controlled substances, and/or medication shall immediately notify the Executive Director, ~~or the~~ Director of Finance and Personnel, or immediate supervisor.
- Be aware of the Commission's Alcohol and Drug-Free Workplace Policy.

**Commented [SQ2]:** VML: Non-exempt employees required to attend function must be paid. Recommends removing bullet point

- Seek assistance for alcohol, drug abuse, or related problems through a program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.

### **Disciplinary Action**

Any employee violating any of the provisions of this policy, including testing positive for illegal drugs, controlled substances, and/or alcohol, will be subject to disciplinary measures up to and including termination of employment.

### **Drug and Alcohol Testing**

In order to achieve a drug and alcohol-free workplace, an employee may be required to participate in alcohol and controlled substances testing in the event that there is reasonable suspicion to believe that an employee is in an impaired state during working hours. Drug and alcohol testing will be administered by an outside professional certified to conduct such testing.

As a condition for return to duty after testing positive for controlled substances or alcohol, a follow up negative drug and alcohol test ~~may~~ will be required.

### **2-82.9 TOBACCO FREE WORKPLACE POLICY**

Because the Commission recognizes the hazards caused by exposure to environmental tobacco smoke, it shall be the policy of the Commission to provide a tobacco free environment for all employees and visitors. This policy covers the smoking of any tobacco product and the use of oral tobacco products, and it applies to employees and non-employee visitors of the Commission. In addition to tobacco products, the Commission offices and all Commission property shall be e-cigarette free.

### **2-92.10 WORKPLACE VIOLENCE**

The Commission recognizes that violence in the workplace is a growing problem nationwide necessitating a firm, considered response by employers. The costs of workplace violence are great, both in human and financial terms.

It is the goal of the Commission to have a workplace free from acts or threats of violence and to effectively respond in the event that such acts or threats of violence do occur.

Workplace violence is any intentional conduct that is sufficiently severe, offensive or intimidating to cause an individual to reasonably fear for his or her personal safety or the safety of his or her family, friends and/or property such that employment conditions are altered or a hostile, abusive or intimidating work environment is created for one or several employees.

Workplace violence does not refer to occasional comments of a socially acceptable nature. Such comments may include references to legitimate sporting activities, popular entertainment or current events. Rather, it refers to behavior that is personally offensive, threatening or intimidating.

The prohibition against threats and acts as described above applies to all persons involved in the operation of the Commission. Workplace violence should be reported immediately to the Executive Director or immediate supervisor ~~through the grievance procedure found in Section 3.7.4~~ or in the case of an emergency should be reported to the police.

**Commented [SQ3]:** VML: remove reference to reporting thru grievance.

## 3 EMPLOYMENT

### 3.1 GENERAL EMPLOYMENT POLICY

All employees, whether in initial employment period status or not, are always employees at will. At-will means the organization does not offer, guarantee, contract, or promise employment for any specific length of time. Employees have the right to leave at any time and the Commission has the right to terminate the employment relationship at any time, with or without cause.

### 3.2 JOB DESCRIPTIONS

The job description includes essential functions of work, a list of typical tasks, and experience requirements for the position. Full job descriptions are included in the Attachment Section, **Commission Position Descriptions**. In general, the list below outlines the role of Commission Staff:

- A. Executive Director: oversees agency-wide programs and activities, administers policies and procedures, and is accountable to the Commissioners' in all personnel matters. The Executive Director is responsible for the recruitment, selection, compensation and dismissal of all employees. The Executive Director serves at the pleasure of the Commission.
- B. Finance Staff: assists the Executive Director with financial aspects of the Commission, including: recording transactions, processing expenditures, reviewing contracts, collecting payments, and annual audit. The Finance Staff also manages Commission property.
- C. Planning and Programs Staff: assists the Executive Director with professional services. Primary disciplines include: economic development, transportation, housing, community development, and natural resources. The Planning and Programs Staff also provide GIS and website development/management services.

### 3.3 EMPLOYMENT CATEGORIES

All employees at the time of hiring shall be designated as full-time employees, part-time employees, or temporary employees. Employees will also be designated as exempt, non-exempt, salaried or hourly, salary or hourly.

- A. Full-time Employee: an individual hired ~~on either a salary or wage basis~~ for an established position for an indefinite term and is expected to work a minimum of 37.5 hours a week.

- B. Part-time Employee: an individual hired ~~on either salary or wage basis~~ for an established position for an indefinite term, and is expected to work an established period of time that is less than 30 hours per week.
- C. Initial Employment Period Employee: an individual hired ~~on either a salary or wage basis~~ and has worked for the Commission for less than six (6) months.
- D. Temporary Employee: an individual hired on a term basis (e.g. day, week, period of months, or on a project basis).

~~All employees at the time of hiring shall be designated as either exempt or non-exempt.~~

- A. Exempt Employee: an employee who occupies a position which is exempt (not eligible) from the overtime provisions of the Fair Labor Standards Act (FLSA). Exemptions only apply to employees who meet the salary and duties tests set forth by the FLSA. Full-time, part-time, and temporary employees may be exempt. Although not required by FLSA, exempt employees of the Commission may be eligible to receive compensatory leave at time and one-half, for all hours worked over 40 hours in a single workweek. Overtime (compensatory leave) must be approved by the Executive Director or immediate supervisor prior to being worked.
- B. Non-Exempt Employee: an individual who ~~receives hourly wages, and~~ is subject to FLSA ~~wage hourly laws and who is entitled to receive overtime pay or compensatory leave (i.e. overtime provisions of the Fair Standards Act).~~ Full-time, part-time, and temporary employees may be non-exempt. Employees working more than 40 hours are entitled to compensatory leave at time and one-half, for all hours worked over 40 hours in a single workweek. Overtime (compensatory leave) must be approved by the Executive Director or immediate supervisor prior to being worked.

Commented [SQ4]: Salaried employees can be non-exempt

### 3.4 APPOINTMENT AUTHORITY

#### 3.4.1 BOARD OF COMMISSIONERS

The Commission reserves the right to appoint the Executive Director, the Commission Attorney, a Certified Public Accountant, professional consultants; and may assign appropriate duties and compensation as required. These appointments serve at the pleasure of the Commission.

#### 3.4.2 EXECUTIVE DIRECTOR

The Executive Director shall publicize vacancies to be filled, encourage qualified Commission employees to apply for upward classification, and seek new applicants.

#### 3.4.3 RECRUITMENT AND SELECTION

All positions shall be open to all individuals who meet the minimum requirements for the position. The recruitment objective is to obtain well-qualified applicants for all vacancies and



selection shall be based on the best-qualified person available at the salary offered for the particular position.

First consideration will be given to current employees who desire to fill an open position, if the current employee is qualified for the position and if the placement best serves the needs of the Commission. The Executive Director may carry out open competition to fill any vacancy.

Employment decisions shall be handled in a manner consistent with the Virginia Conflicts of Interest Act (See § 2.2-3100).

### 3.5 ~~APPLICATION HIRING PROCESS~~

All applicants for employment must submit an appropriate resume, complete an employment application, and be interviewed prior to being selected for employment.

The Executive Director has the responsibility for the final selection of Commission employees. Employment will be confirmed in writing, setting forth the salary, defining applicable benefits, identifying the date of employment, and describing any other special terms relative to the position. ~~Orientation. All new employees will be scheduled for general orientation. To begin, the new employee will meet with the Benefits Administrator who will provide the employee with a job description, information on employee benefits, and other pertinent new hire information. In addition, the Benefits Administrator will have the new employee complete the necessary Federal and State tax forms. All new employees are also required to provide documents establishing their identity and authorization to work in the United States. A list of approved documents is available on Form I-9 (Employment Eligibility Verification). All new employees shall be required to serve an Initial Employment Period as defined in this chapter.~~

**Commented [SQ5]:** VML: Not usually seen in PM (operations: employment letter, etc.)

**Commented [ES6]:** To be included in the Operations Manual

### 3.6 INITIAL EMPLOYMENT PERIOD

All regular full-time and part-time employees go through an Initial Employment Period of six (6) months. The work and conduct of an employee during the first six (6) months of the original employment or re-employment is considered a working test period termed an Initial Employment Period. ~~During the Initial Employment Period, an employee is terminable with or without cause.~~ Upon successful completion of the Initial Employment Period, the employee will become a regular employee. ~~Temporary employees are at-will employees for the duration of their employment and do not serve an Initial Employment Period.~~

**Commented [SQ7]:** VML: suggest statement removed. Employee terminable anytime not just during IEP. Statement could be twisted and misconstrued.

#### 3.6.1 INITIAL EMPLOYMENT PERIOD BENEFITS

A new regular, full-time employee serving an Initial Employment Period accrues from date of employment, benefit to which he or she is entitled as herein set forth; including Paid Time Off (PTO) at the prescribed rates, and all other benefits such as health insurance, and the VRS retirement plan will become effective. ~~Initial Employment Period Performance Evaluation~~

At the end of the Initial Employment Period, the Executive Director and/or immediate supervisor will conduct an employee evaluation. ~~Provided the employee's job performance is satisfactory at the end of the Initial Employment Period, the employee will at will employment in the Commission's employment as a full-time or part-time employee.~~

Commented [SQ8]: Implies permanent

### 3.6.2 DISMISSAL DURING THE INITIAL EMPLOYMENT PERIOD

The new employee may be discharged at any time during the Initial Employment Period if the Executive Director concludes that the new employee is not progressing or is performing unsatisfactorily. Additionally, employment may be terminated at will, with or without cause, and without prior notice within the Initial Employment Period. An employee may be dismissed with no right of grievance except where discrimination or retaliation is claimed. Employees with charges of discrimination or retaliation have the right to appeal through the grievance procedure described in Section 3.7.4.

### 3.6.3 NEPOTISM

It shall be the policy of the Commission not to place immediate family members within the same department or in a supervisor-subordinate relationship. The immediate family shall include: spouse, children, stepchildren, brother, sister, parents, guardians, mother-in-law, father-in-law, grandparents, aunts, uncles, nephews, nieces or any other person residing in the household.

## 3.7 ADMINISTRATIVE ACTIONS

### 3.7.1 PERFORMANCE EVALUATIONS

The work of each employee will be evaluated at least annually by their immediate supervisor. The supervisor will meet with the employee to discuss the year's performance. A written report of the appraisal will be prepared with a copy provided to the employee being appraised and a copy for the personnel files. The employee's supervisor shall discuss the performance evaluation report with the employee before the evaluation is made part of the employee's permanent record. Each evaluated employee must sign the evaluation report, which indicates that the employee is aware of the rating given, and that the evaluation has been discussed with the employee's supervisor.

The employee may, should the employee desire, enter any comments on the evaluation report.

Each employee shall have his/her performance evaluated in the following periods:

- a) A new employee shall be evaluated prior to the completion of the 6-month initial employment period.
- b) Evaluations should be done annually to coincide with the organization's budget process.
- c) The Executive Director may also request a special performance evaluation be completed whenever significant change occurs in the performance of the employee.~~if the~~

Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

~~employee believes that the report is unfair or incorrect, he or she may prepare comments to be attached to the supervisor's appraisal report.~~

### 3.7.2 PROMOTION

Based on Annual Performance Evaluations, an employee may be promoted and assigned to the appropriate pay grade at the beginning of the Fiscal Year. In exceptional circumstances, an employee's pay may be increased, outside of the annual review period, for meritorious service or enhanced responsibilities. Pay increases are not automatic or guaranteed.

### 3.7.3 DISCIPLINE/DEMOTION

An employee may be suspended with or without pay for disciplinary reasons by the Executive Director, for a period that does not exceed ten (10) working days. Alternatively, the employee may be demoted on a base salary not to exceed a ten (10) percent reduction. If an employee again becomes subject to disciplinary action within twelve (12) months, the Executive Director may dismiss the employee. A copy of the Personnel Action stating the reasons for suspension, demotion or dismissal and the period of such punishment shall be given to the employee immediately following the Executive Director's decision. The following are examples of cause for disciplinary action, but are not restrictive as to justifications:

- Neglect of duty
- Insubordination, including deliberate disobedience of a proper reasonable instruction
- Use of intoxicating beverages while on duty
- Discourtesy to the public
- Habitual tardiness, unauthorized or excessive absence, or abuse of paid time off, or failure to give proper notice of absence
- Falsification of records
- Improper outside activities as described in this manual
- Competency to perform the required duties with up to date skills
- Unsatisfactory performance
- Careless workmanship

### 3.7.4 GRIEVANCE & APPEAL

The purpose of this procedure is to provide a prompt, fair, and orderly method for the resolution of employee grievances initiated by eligible employees of the Commission. The Commission specifically intends that no discrimination or reprisals shall be brought against any employee who uses this procedure to resolve a grievance.

- A. Definition of Grievance: A grievance is a complaint of dispute by an employee relating to their employment, including but not necessarily limited to:

- a. Disciplinary actions, including: demotions, suspensions, or dismissals – provided that such dismissal is a result from formal discipline or unsatisfactory job performance.
  - b. The application of personnel policies, procedures, rules, and regulations, and the application of ordinances and statues.
  - c. Discrimination on the basis of race, color, creed, religion, political affiliation, age, disability, pregnancy, national origin, or sex.
- B. Commission Rights and Prerogatives: complaints involving the following management rights and prerogatives are not grievable:
- a. Establishment and revision of wages or salaries, position classification, or general benefits.
  - b. Work activity accepted by the employee as a condition of employment, or work activity which may reasonably be expected to be part of the job content.
  - c. The contents of the personnel rules and regulations unless otherwise conflicts with Federal or State Law.
  - d. The methods, means, and personnel by which work activities are to be carried on, including but not limited to:
    - i. The provision of equipment, tools, and facilities necessary to accomplish tasks.
    - ii. The scheduling and distribution of manpower/personnel resources.
    - iii. Training and career development.
  - e. The hiring, promotion, transfer, assignment, and retention of employees in positions within the Commission’s service.
  - f. Failure to promote except where the employee can show that established promotional policies or procedures were not followed or applied fairly.
  - g. Direction and evaluation of the work of Commission employees.
  - h. Termination, layoff, demotion, or suspension from duties because of lack of work, reduction in force, or job abolition.
- C. Coverage of Personnel: except as noted below, all non-initial employment period full-time and part-time employees are eligible to file grievances under this procedure. The following are the exceptions:
- a. Commission Board Members

- b. Officials and employees who serve at the will or pleasure of an appointing authority.
- c. Temporary or employees within the Initial Employment Period

D. Grievance Procedure:

Step 1: An employee who believes they have a grievance shall discuss the grievance informally with their immediate supervisor or Director of Finance and Personnel within twenty (20) calendar days of the incident occurrence.

Step 2: The immediate supervisor or Director of Finance and Personnel shall communicate a response, either orally or in writing, to the grievant within ten (10) calendar days.

Step 3: If a satisfactory resolution is not achieved within ten (10) calendar days, the employee may reduce the grievance to writing and submit directly to the Executive Director, who shall investigate the matter with the assistance of other appropriate officials.

Step 4: Within ten (10) calendar days of receipt of the grievance, the Executive Director shall meet with the grievant to discuss the complaint. The grievant may have a representative of choice present at this meeting. All efforts possible shall be made by all parties to find a suitable solution to the complaint and take whatever corrective actions are necessary to prevent a recurrence of the grievance.

Step 5: If all preceding efforts fail to provide a satisfactory solution to the employee or employees' grievance, the employee or employees may within two (2) working days request in writing a meeting with the members of the Executive Committee. It shall be the responsibility of the Executive Director to notify the members of the Executive Committee of the requested meeting, its purpose and to provide each member of the Committee written statements by the employee or employees involved in the grievance and the supervisory personnel concerned with the matter.

Step 6: A meeting of the Executive Committee will be held within ten (10) calendar days per receipt of the written request from the employee or employees, to consider solutions to the grievance. The employee or employees may have a representative of choice present at this meeting. The decision of the Executive Committee on the grievance shall be final.

Step 7: The decision on grievability may be appealed to the Circuit Court. The grievant shall notify the Executive Director of such appeal by filing a notice of appeal with the Executive Director within ten (10) calendar days after the grievant received the Executive Committee's decision. Within ten (10) calendar days after the filing of

the notice of appeal, the Executive Director shall transmit to the Clerk of the Circuit Court a copy of the Executive Committee's decision on the Commission's grievability procedure, a copy of the notice of appeal, a copy of the grievance record, and copies of all exhibits. A list of evidence furnished to the Court shall also be furnished to the grievant. The appeal will be heard by the Court as provided by law. The employee shall be responsible for their own legal expenses.

### 3.7.5 REDUCTION IN STAFF

An employee may be laid off when the position is abolished, or when there is a lack of funds or lack of work. So far as possible, employees with the shortest terms of service in the same rank and category should be laid off first. The skills needed to perform Commission duties will establish priority. Prior to such termination of employment, an employee shall receive at least ten (10) working days' notice, either by memorandum or by a copy of the Personnel Action, stating the reasons. Longer notice is desirable if possible.

### 3.7.6 RESIGNATION

An employee who intends to resign shall notify the Executive Director in writing at least ten (10) working days prior to the last day of work. An employee who resigns without sufficient notice is subject to having the separation designated as unsatisfactory service unless there is valid reason for not being able to give sufficient notice. Longer notice is desirable if possible.

### 3.7.7 TERMINATION/DISMISSAL

Prior to termination of employment, an employee shall receive ~~at least (10) working days'~~ notice; either by memorandum or by copy of the Personnel Action, stating the reasons; unless, in the judgment of the Executive Director, the violation is so flagrant as to render such notice inappropriate. An employee to whom notice is given may be directed to take remaining PTO leave. In the case of theft or serious destruction of official property, charge or conviction of a felony, an employee may be dismissed without previous warning or notice. ~~Part-time and temporary~~ Employees may be dismissed for cause ~~with or~~ without previous warning or notice. The following examples are of performance ~~or actions~~ which ~~may lead to corrective action up to and including termination:~~ ~~disqualifies an employee from rendering satisfactory service:~~

- Neglect of duty;
- Absence without leave, or failure to give proper notice of absence, to the detriment of the Commission;
- Incompetence or unwillingness to render satisfactory service, as shown by service, or as shown by service ratings below the satisfactory standard provided by these rules, or otherwise, to the satisfaction of the appointing authority;
- Mental or physical disability, in the absence of the eligibility for retirement;
- Use or possession of intoxicating beverages or controlled drugs while on duty;

Commented [SQ9]: VML: All employees

- Conduct unbecoming an employee of the Commission such as to bring the Commission into disrepute, as by failure to pay, or make reasonable revision for the payment of, just debts;
- Willful violation of any of these rules;
- Conviction of any criminal act involving moral turpitude;
- Negligent or willful damage to public property or waste of public supplies or equipment;
- Use of bribery or political pressure to secure appointment advantages, or to have their opinion prevail;
- Material falsification of application.
- Improper outside activities as described in this manual
- Competency to perform the required duties with up to date skills
- Unsatisfactory performance
- Careless workmanship

The removal of an employee for partisan, racial, or religious consideration will be considered a violation of these rules.



## 4 COMPENSATION

### 4.1 GENERAL PAY POLICY

Under the authority of the Virginia Area Development Act of 1969 and subsequent adopted Charter and Bylaws of the New River Valley Regional Commission, the Commission hereby established a General Pay Plan for the employees of the Commission. Every employee shall receive a salary or stated hourly compensation. Specific salaries and hourly compensation for each employee shall be determined by the Executive Director.

In general, all employees are paid semi-monthly on the 15<sup>th</sup> and last working day of each month. If the regular payday falls on a weekend or company-recognized holiday, then employees will be paid on the work day before the regular payday. All employees are paid by electronic deposit.

### 4.2 PAYROLL DEDUCTIONS

The Commission is authorized to make certain mandatory deductions from employee paychecks as required and permitted by law. The standard deductions are Social Security and Medicare, also referred to as FICA, and State and Federal taxes and contributions to the Virginia Retirement System and any contributions that may be required for health insurance coverage.

Additional deductions include those mandated by court action or voluntary deductions authorized by the employee.

State and Federal tax withholdings are determined by information provided by the employee on form W-4. Employees are required to advise the Director of Finance and Personnel of changes in tax exemptions, marital status and home address.

### 4.3 GENERAL PAY PLAN

All employees of the Commission, excluding the Executive Director, shall be appointed, promoted, and advanced in accordance with the General Pay Plan ~~below~~. The most current pay plan is included as an attachment to this manual.~~In general, initial employment is entry level for each position; however, based upon experience and qualifications of the applicant, an employee may be hired at above entry level salary range.~~

**Commented [SQ10]:** VML: Okay included. If updated frequently, may want to remove & reference

### 4.4 PROMOTION

The Executive Director has discretion to promote employees within the organization. When an employee is promoted, their salary shall be ~~adjusted~~ increased to the ~~minimum rate for the appropriate pay grade~~ higher class, but not less than the pay received for the position held at the time of promotion.

## 4.5 DEMOTION

As a method of discipline, an employee may be demoted on a base salary not to exceed a ten (10) percent reduction.

## 4.6 OVERTIME

The Commission offers Compensatory Leave in lieu of Overtime pay for non-exempt Employees with prior authorization and may authorize Compensatory Leave for exempt employees as well. Non-exempt employees shall not work more than 40 hours in a work week unless authorized beforehand. If authorized, Commission Employees may earn Compensatory Leave of an hour and one-half for all hours worked over 40 hours in a workweek. Compensatory leave must be documented between the employee and the Executive Director or immediate supervisor. No compensatory leave can be taken before it is accrued. Paid Time Off, Holiday Leave, or other leave pay does not count towards hours worked for the purpose of determining Overtime.

### 4.6.7 PERFORMANCE RECOGNITION

The Commission promotes excellence in its workforce. There are currently no automatic merit or award pay increases. In exceptional circumstances the Executive Director may grant an award to Commission employees. The Executive Director has discretion, within the limitations of a budget approved by the Commission and based on the employee's contributions to the agency, to award pay increases, paid time off, bonuses, or certificates and other forms of recognition.

## 5 BENEFITS

### 5.1 BENEFITS PROGRAM OVERVIEW

This chapter contains a general description of the current employee benefits program offered by the Commission. The benefits program is subject to change on an annual basis.

Detailed information regarding benefits is provided in the new hire orientation packet and is also available from the benefits administrator. To the extent any of the information contained in this manual is inconsistent with official plan documents, the provisions of the official documents will govern in all cases.

### 5.2 GROUP HEALTH

The Commission is a member of The Local Choice, a Health Benefits Program created by the General Assembly in 1989 to provide health coverage to local governments and political subdivisions. The benefits package includes medical, dental, prescription drug, vision and behavioral health coverage. Please refer to the plan's benefits summary, given at orientation and available from the benefits administrator, for coverage details.

All full-time employees are eligible to participate in The Local Choice program. Coverage is effective the first day of the month following hire date, if other than the first. For example;

Hire date is October 1, coverage begins October 1

Hire date is October 15, coverage begins November 1

Additional information is available from the benefits administrator and by contacting The Local Choice.

### 5.3 WORKERS' COMPENSATION INSURANCE

Workers' Compensation Insurance provides benefits for an employee in the event of certain occupational illnesses, injuries, or death.

An employee must immediately report all job-related injuries or illnesses to their supervisor, regardless of severity. All employees, with the exception of Commission Board Members are covered by Workers' Compensation Insurance.

For additional information and guidance, please refer to **Workers' Compensation Administrative Procedures** in the Attachment Section.

### 5.4 UNEMPLOYMENT INSURANCE

The Commission contributes to an unemployment compensation fund for terminated employees who are eligible to apply for unemployment compensation through the Virginia

Employment Commission (VEC). The VEC determines compensation eligibility on an individual basis.

### 5.5 SHORT TERM/LONG TERM DISABILITY

The Commission provides short term and long term disability coverage for all full-time employees. This coverage offers income protection in the event an employee is unable to perform job duties due to a non-work related disability. Work related claims are processed in conjunction with Workers' Compensation Insurance.

### 5.6 VIRGINIA RETIREMENT SYSTEM

The Commission participates in the Virginia Retirement System (VRS) through the Commonwealth of Virginia. Membership in VRS is a condition of employment for all regular full-time employees.

VRS provides a monthly payment to members when they retire and for as long as the member lives. Retirement benefits are determined by a calculation using salary, years of membership, and age at retirement. Employees contribute a portion of compensation each month to VRS through pre-tax salary reduction. Additionally, the Commission makes contributions to VRS on behalf of each employee.

Additional information is available from the benefits administration office and by contacting VRS directly.

### 5.7 EDUCATIONAL AID

It is the position of the Commission to encourage employees to obtain training designed to develop the employee's value to the organization and to prepare individual employees for professional advancement.

The Executive Director may authorize Commission payments for professional development as needed to raise staff competence levels in specific work areas, provided funds are available in the Commission budget. The cost of training and related expenses undertaken at the direction of the Executive Director shall be paid in full by the Commission. For training requested by an employee, the employee may receive reimbursement of tuition costs if (1) the training was approved in advance by the Executive Director and (2) the employee shows successful completion of the course.

### 5.8 PROFESSIONAL MEMBERSHIPS

Fees for those organizations in which employee membership may be required by the Executive Director will be paid by the Commission. At the request of the employee, and discretion of the Executive Director, the Commission may reimburse all or a portion of his/her membership fee

in a work-oriented professional society, providing such fees fall within the Commission's approved budget. No fees will be paid for new employees except those coming due and payable upon or after employment as approved by the Executive Director. All publications and materials received in connection with the employee's membership will remain the property of the employee.

## 6 PAID TIME OFF & OTHER ABSENCES

### 6.1 LEAVE PROGRAM

This chapter describes the Commission's paid time off and holiday leave programs and addresses other work absence situations. An absence without authorized leave during required working hours shall be treated as an absence without pay. Employees who are absent without approved leave are subject to disciplinary action.

### 6.2 HOLIDAY LEAVE

The Commission observes certain days throughout the year as holidays. Full time employees are granted holiday leave with pay for observed holidays. The following holidays are authorized to be observed each year and any additional days approved by the Governor of Virginia.

<b>New Year's Day</b>	January 1st
<b>Lee-Jackson Day</b>	Third Friday in January
<b>Martin Luther King Day</b>	Third Monday in January
<b>Presidents Day</b>	Third Monday in February
<b>Good Friday or Easter Monday</b>	Varies each year
<b>Memorial Day</b>	Last Monday in May
<b>Independence Day</b>	July 4th
<b>Labor Day</b>	First Monday in September
<b>Columbus Day</b>	Second Monday in October
<b>Election Day</b>	Second Tuesday in November
<b>Veterans Day</b>	November 11th
<b>Thanksgiving Day</b>	Fourth Thursday in November
<b>Christmas Day</b>	December 25 <sup>th</sup>

Whenever an official holiday falls on Saturday, the preceding Friday will be observed as a holiday; if it falls on Sunday, the following Monday will be observed as a holiday.

Any employee desiring to work on an approved holiday and scheduling the day off at a later date may do so with prior approval by the Executive Director or immediate supervisor.

Holidays falling within a period of scheduled paid time off will be charged to holiday leave.

Holiday leave cannot be taken before it is earned. Earned, unused holiday leave does not carry forward at the end of the fiscal year; however, earned holiday leave not taken is paid at termination.

### 6.3 PAID TIME OFF

In addition to holiday leave, the Commission's Paid Time Off (PTO) program allows you more flexibility to use your paid time away from your job to meet personal needs. Full-time employees receive PTO that may be used for vacation, illness, personal business, time off to care for dependents, [bereavement](#), or other uses as approved by the Executive Director. PTO may also be used to satisfy the short-term disability elimination period, to supplement short-term disability benefits not paid at 100%, and approved bereavement leave.

Full-time employees receive PTO based on continuous length of service. For the purpose of accruing PTO, a new employee shall be considered to have earned PTO upon completion of the first full pay period.

PTO accrues and is posted to the employee's record each pay period according to the following schedule:

Years of Service	Hours Accrued per Month	Hours Accrued Annually	Maximum Accrual & Year-end Carry-over
0-5 years (less than 60 months)	11.50	138 hours (18.4 days)	225 hours (30 days)
6-10 years (61-120 months)	13.50	162 hours (21.6 days)	225 hours (30 days)
10 plus years (121 plus months)	15.50	186 hours (24.8 days)	225 hours (30 days)

Changes in PTO accrual rates shall be made the month following the anniversary date.

PTO will accrue when an employee is on active pay status. Absences with pay do not affect PTO accrual. An employee shall not accrue PTO when in a non-pay status, i.e. administrative leave of absence, suspension or while out of work due to a workers' compensation injury/illness.

#### **Requesting PTO**

PTO should be scheduled so the on-going work effort and deadlines are not disrupted. Employees will not be permitted to take PTO before it is earned. Employees are encouraged to utilize the PTO benefit during the year in which it is accumulated. PTO is allowed on a half-hour basis.

All requests for PTO must be submitted in advance, except in cases of illness or emergency, and approved by the Executive Director.



### **Accumulation of PTO in Excess of Maximum Allowable**

In exceptional cases, upon the approval of the Executive Director, an employee who has accumulated more than their allowable unused PTO at the end of the fiscal year, and who has not been allowed to take PTO due to the critical condition of the work program, shall be allowed to carry over to the following year such time off in excess of the maximum carry over, with the provision that this excess leave be used within the first two months of the new fiscal year.

### **Disposition of Accumulated PTO at Separation**

A full-time employee leaving the Commission's service is entitled to payment, at the current rate of pay, for earned PTO up to the maximum accrual. Payment of accumulated PTO or other termination pay may be withheld whenever an employee leaving the Commission fails to return issued Commission property or is otherwise indebted to the Commission.

In the event of death, payment will be made to the employee's beneficiary or estate.

Payment of accumulated PTO will not be made to employees who are terminated for the violation of company policies and/or regulations, to employees who resign without appropriate notice as described Section 3.7.6 of this manual.

### **6.4 BEREAVEMENT LEAVE**

### **6.4 COMPENSATORY LEAVE**

Compensatory leave is an authorized absence for both non-exempt and exempt employees on an hour and one-half for all hours worked over 40 hours in a workweek, when the work was required and approved by the Executive Director or immediate supervisor. For purposes of calculating overtime, the workweek is defined as the period from Sunday through Saturday. Paid Time Off, Holiday Leave, or other leave pay does not count towards hours worked for the purpose of determining Compensatory Leave.

Failure to get approval in advance may result in compensatory leave not being approved. Compensatory leave must be documented between the employee and the Executive Director or immediate supervisor. Compensatory Leave must be used prior to using PTO. No compensatory leave can be taken before it is approved and earned.

The maximum amount of Compensatory leave that can be accrued is 40 hours. Compensatory leave is paid at termination for non-exempt employees only.

Exempt employees who are required to work beyond normal work hours or on weekends and holidays may be given compensatory time off at the discretion of the Executive Director or immediate supervisor; however, it is not required by the FLSA.

**Commented [ES11]:** Incorporated in to PTO

**Commented [SQ12]:** Review - make general i.e. Exempt employees are not paid overtime or earn comp time except in extenuating circumstance...NON-EXEMPT Not Addressed....

## 6.5 CIVIL LEAVE

### Jury Duty Leave

The Commission authorizes jury duty leave for an employee who shall serve as a member of any jury without loss of pay and without charge against any leave credits. To be granted jury leave, an employee first must present the summons to appear to the Executive Director to be copied for the employee's personnel file.

If, after reporting for jury duty, it is determined services are not required and the employee is dismissed, the employee is required to return to work as time permits.

### Witness Duty Leave

Any employee who shall be subpoenaed to appear in any court action, in which the Commission is involved, directly or indirectly, shall be permitted to be absent from duty, as required by the subpoena, without loss of pay and without charge against paid leave. An employee may use available PTO to be compensated for absences when summoned for court appearances not involving the Commission.

## 6.6 MILITARY LEAVE

~~Military Leave of Absence will be granted in accordance with the Uniformed Services Employment and Reemployment Rights Act. This time off will be unpaid unless the employee elects to use accrued Paid Time Off. Any question concerning rights and obligations with respect to military leave should be directed to the Executive Director. An employee who is a member of a reserve force of the United States or of the Commonwealth of Virginia and who is ordered by the appropriate authorities to attend a training program or who is called into emergency active duty for the purpose of aiding civil authority under the supervision of the United States or the Commonwealth of Virginia shall be granted a maximum of 15 days with pay per military reserve year (October 1 – September 30) for such activity. The Commission will pay the employee the difference between his/her regular salary and the pay received for military duty. Military leave is in addition to leave otherwise allowable.~~

~~An employee who leaves the employ of the Commission to join the military forces of the United States during the time of war or other declared national emergency or who is called to service in the Virginia Militia by order of the Governor shall be granted a military leave of absence without pay commencing on the first business day following the last day of active employment with the Commission. An employee on extended military leave without pay will retain earned PTO, but shall not accrue PTO during the absence. The employee on such leave is entitled to be restored to the position he or she vacated, provided the employee makes application to the Commission not later than 90 days after the date of honorable discharge or separation under honorable conditions. Job restoration is further conditioned on the position still existing and~~

~~the employee being physically and mentally capable of performing the work of the vacated position.~~

~~An employee entering active military duty shall have his/her job status protected in full compliance with Federal and State requirements.~~ For more information, refer to **Uniformed Services Employment and Re-employment Rights Act of 1994** located in the Attachment Section.

## 6.7 COMMUNITY VOLUNTEER TIME

The Commission may approve a specified amount of time each year for Commission employees to be engaged in community volunteering, should an employee elect to participate. The Commission values commitment to communities within the region and strives to set the example for community leadership. Time given to the Community Volunteer program shall occur within the service area of the Commission and must be pre-approved by the Executive Director.

## 6.8 ADMINISTRATIVE LEAVE

The Commission does not provide paid time off for leave that is not specifically defined in this manual. Examples of leave that are not eligible include, but are not limited to: inclement weather, maternity, paternity, etc.

Administrative leave may be authorized by the Executive Director in certain instances to cover absences when an employee is not required to be at work such as fulfillment of jury duty obligation and office closure due to inclement weather or emergencies.

## 6.9 LEAVE OF ABSENCE

Leave without pay, as used in this section, is an approved absence from duty in a non-pay status. The Executive Director may approve a leave of absence when deemed in the best interest of the Commission and employee. Requests for leaves of absence are to be submitted in writing to the Executive Director. An employee shall not be granted leave without pay before consuming all accumulated PTO. An employee does not accrue PTO while on leave without pay.

The decision to approve or disapprove a leave of absence without pay is based on the circumstances, the length of time requested, the employee's job performance, attendance and punctuality record, the effect the employee's absence will have on the work of the Commission, and the expectation the employee will return to work when the leave period expires. In certain circumstances, the Executive Director may require reimbursement of health insurance premiums.

No leave of absence will be granted in situations where the overall performance of the Commission and its ability to serve its local governments will be irreparably damaged.

## 7 PROCEDURES AND GUIDELINES

### 7.1 ATTENDANCE AND PUNCTUALITY

Employees are hired to perform an important function as part of a team. As with any group effort, it takes cooperation and commitment from everyone to operate effectively. Dependability, attendance, punctuality, and a commitment to do the job right are essential at all times. As such, employees are expected at work on all scheduled workdays and during all scheduled work hours and to report to work on time. Good attendance is something that is expected from all employees and is an important responsibility – both to the Commission and to co-workers.

The Commission's office hours are 8:30 a.m. to 5:00 p.m., each day Monday through Friday. The normal work hours of Commission employees shall be the same as the office hours; however, the Commission recognizes Core Office Hours from 9:00 a.m. to 4:00 p.m. All employees are expected to be in the office during Core Office Hours except for outside meetings or other approved leave. Arrival or departure from work on either end of the Core Office Hours is authorized without prior approval from the Executive Director. In the event that hours worked are less than 37.5, employees will be required to utilize leave in order to receive compensation for missed time.

It is understood that there may be times when an employee's tardiness or absence cannot be avoided. When an employee knows they are going to be late or absent, they should notify the Commission office prior to 9:00 a.m. An employee who fails to contact the office may be subject to disciplinary action.

Telecommuting or working at home is not permitted unless approved by the Executive Director. ~~In the case of inclement weather or a personal emergency, telecommuting may be an approved option.~~

### 7.2 APPEARANCE

Personal appearance, cleanliness, and neatness are vitally important to one's job and relationships with others. Common sense and consideration for others must be exercised in matters of personal hygiene. Employees are expected to dress in a professional manner whether in the office or working out in the field. ~~The following rules should be adhered to whether in the office or performing fieldwork:~~

~~Shirts & Tops – Shirts and tops for both men and women should be modest and cover the chest, stomach and shoulders. T-shirts and athletic or workout clothing should not be worn. Tops that are transparent and expose skin or undergarments should be avoided. Therefore, no sweatshirts, halter tops, tank tops, or see-through or low-cut blouses/dresses.~~

~~Pants & Skirts — Pants and skirts should be professional and modest as well. Items that are not permitted are: sweatpants, miniskirts and shorts of any kind. Jeans are only permitted on casual Fridays and clean up days.~~

~~Shoes — Conservative loafers or lace ups, dress boots, flats, and dress heels are acceptable for work. No flip flops or sandals. Dress sandals are acceptable for women.~~

~~Hats/ headwear are not allowed except for religious and/or medical purposes.~~

~~Casual days, as designated by the Executive Director, are allowed to be a more relaxed day; however, a professional atmosphere should always be maintained. While the dress policy says casual, it does not mean unprofessional.~~

Commented [ES13]: Moved to Operations Manual

If necessary, questions of proper attire and hygiene will be addressed by the Executive Director or immediate supervisor whose decision will be final.

### 7.3 PROFESSIONAL EMPLOYEE ETIQUETTE

In order to assure orderly operations and provide the best possible work environment, the Commission expects employees to follow certain office procedures. As part of professional employee etiquette, all Commission employees shall:

- Treat all individuals, including subordinates, fellow employees, and management alike, and those whom they serve, with respect, courtesy and tact. ~~regardless of age, race, color, religion, sex, national origin, marital status, disability, or sexual orientation.~~
- Comply with rules and regulations governing hours of work, absences, use of leave.
- Comply with a proper order of an authorized supervisor.
- Dress appropriately in accordance with adopted procedures. ~~in Section 7.2.~~
- Telephone calls, visitors, and mail which are personal in nature should be handled by employees out of the office and during non-working hours.
- Cell phones shall be turned off or set to silent or vibrate mode during working hours.
- Adhere to the Commission vehicle procedures ~~in Section 7.10.~~
- The Commission's resources shall not be used to solicit business opportunities for personal gain. The Commission's no solicitation rule applies equally to electronic resources.

### 7.4 CONFLICT OF INTEREST

No employee of the Commission shall engage in any financial or other interest which might negatively impact the performance of their duties.

Employees shall not, without proper authorization, disclose confidential information concerning the Commission.

Employees shall not accept any gift or favor from a citizen, corporation, or firm that is intended to influence their decision or discharge of their duties. Business dealings with other organizations or companies should not result in personal gains for any party. "Personal gains" are defined as bribes, product bonuses, special fringe benefits, unusual price breaks, and other windfalls that will benefit either party.

Employees shall not represent private interests before the interests of the Commission, unless they are ~~is~~ doing so as a member of a civic organization or is speaking on an issue of general public interest.

Employees shall inform the Commission of potential conflicts consistent with the Virginia Conflicts of Interest Act (See § 2.2-3100).

### 7.5 SECONDARY EMPLOYMENT

In order to minimize the potential for conflict of interest, the Commission discourages secondary employment. Any employee seeking secondary employment shall obtain approval from the Executive Director prior to accepting a position outside of Commission employment. It should be known that the employment with the Commission is primary. In the event the secondary employment interferes with the employee's performance, attendance or ability to do their job, the employee may be asked to discontinue dual employment.

Employees who have secondary employment at the time of hire must have approval of the Executive Director to continue the secondary employment.

### 7.6 POLITICAL ACTIVITY

Commission employees shall not engage in any political activities or advocate for any candidate during working hours or at any time on Commission property. Employees are prohibited from engaging in political activities while performing their public duties and from using Commission time, supplies or equipment in any political activity.

Employees have exactly the same right as any other citizen to join political organizations and participate in political activities, as long as they maintain a clear separation between their official responsibilities and their political affiliations. Nothing in this section shall be construed to prevent Commission employees from voting with complete freedom in any election. Any violation of this policy must be reported to the Executive Director. Violation of any provision of this section shall be deemed sufficient cause for disciplinary action.

### 7.7 CREDIT CARD

Employees may be issued a Commission credit card for required agency travel or other purchases.

Commission credit card cannot be used to obtain cash advances, bank checks, traveler's checks, electronic cash transfers, or for personal expenses. Misuses of the card will result in cancellation of the card and withdrawal of credit card privileges. If the card is used for an employee's personal expenses, the employer reserves the right to recover these monies from the employee cardholder.

Cards are issued in the name of the individual and the Commission. The employee is responsible for the security of the card. Lost or stolen cards must be reported immediately to the credit card company and the Finance Director.

Commission credit card expenditures must be reconciled and submitted with original receipts to the Executive Director.

[Office Supplies](#)

Commented [ES14]: Moved to Operations Manual

## 7.8 TRAVEL

The Commission accommodates individuals traveling on official business, as approved by the Executive Director. When planning for travel, economy, prudence, and necessity are of primary concern. The use of Commission resources to accommodate personal comfort, convenience, and taste is not permitted. Employees are encouraged to seek ways to reduce travel costs – expenses must be reasonable and necessary as described in this manual.

Travel expenses, whether using the Commission credit card, or out of pocket costs, must be reconciled and submitted with original itemized receipts to the Executive Director. The Commission provides the following resources to assist with travel:

- Vehicles
- Credit Cards
- Gas Cards
- [Reimbursement for eligible expenses](#)
- [Participation in a rental car program](#)

Expenses NOT eligible for reimbursement include, but are not limited to:

- Lost, stolen, or damaged personal property
- Alcoholic beverages
- Clothing
- Movies charged to hotel bills
- Expenses related to the personal negligence of the traveler, such as: fines
- Entertainment expenses
- Expenses for non-Commission employees



### 7.8.1 TRAVEL PLANNING

Travelers must prepare an estimate of the total cost of any proposed overnight travel. Total cost estimates should include: lodging, mileage, airfare, registration or other course fees, and meals. The Executive Director must authorize all trips prior to travel.

### 7.8.2 LODGING

Lodging is an eligible expense for Commission employees traveling overnight on official business. Each employee is allowed to have their own room. The Commission recognizes lodging accommodations vary depending on the destination, but all expenditures must be necessary and reasonable. As a political subdivision, the Commission is eligible for the "Government Rate;" which creates additional eligible lodging choices. Primary responsibility for ensuring the reasonableness of lodging costs rests with the Executive Director.

In general, travelers are required to seek accommodations consistent with the **Commission's Travel Table** or the **Commonwealth of Virginia Travel Policy**. Eligible lodging costs are limited to the actual expenses incurred up to the guideline amount, plus hotel taxes and surcharges. Expenses in excess of the Commission's Travel Table will not be reimbursed, unless approved in advance, by the Executive Director.

Travelers who do not plan with careful consideration to these guidelines will bear the additional expense personally.

### 7.8.3 TRANSPORTATION

Transportation costs are eligible expenses for Commission employees traveling on official business. Depending on availability and reasonableness, Commission-owned vehicles should be utilized for all business travel. Prior to operating a Commission-owned vehicle, an employee must be pre-authorized as an acceptable driver by management. See Section 7.10

When a Commission-owned vehicle is not available or if travel costs would be more reasonable, ~~an employees may elect to use the rental car program or are permitted to use~~ their personally owned vehicle, whichever is most economical. The reimbursement rate for personally-owned vehicles is included in the Commission's Travel Table. Employees electing to use their personal vehicle as a matter of convenience, without prior approval from the Executive Director, will not be reimbursed for mileage.

Commission-owned vehicles should not be used for commuting purposes, except where the commute is connected to a departure or return trip on official business.

For trips greater than 200 miles, employees are expected to evaluate the costs of public air, vehicle rental, bus/transit, shuttle/taxi, and train. Total travel costs should not exceed the most economical mode (example: vehicle mileage may not exceed the most economical public air transport fare). Travel routing shall be measured by the most direct and practicable route.

#### 7.8.4 MEALS AND INCIDENTAL TRAVEL

Generally, meals and certain incidental travel costs are eligible expenses for Commission employees traveling overnight or outside Commission offices on official business. Standard meal and incidental reimbursement guidelines (including all related taxes and tips) are provided in the Commission's Travel Table.

Business meals, in general, should involve an overnight stay to qualify for reimbursement. However, business meals are eligible if: approved by the Executive Director, involves substantive and bona fide business discussions, list by name all persons involved in the meal or the number in a group conference, and include the original itemized receipt.

#### 7.8.5 REPORTING

Employees are responsible for reporting travel expenses and properly documenting the usage of Commission-owned resources. In addition to preparing appropriate Commission reports, the employee is responsible for reporting and adhering to grant funding agencies travel policies.

Travelers should always use prudent judgment and remember that all travel expenses are open to the public and must be able to sustain the test of public view.

### 7.9 VEHICLE AUTHORIZATION & USE

Use of a Commission-owned vehicle, or using a personal vehicle while on Commission business, is subject to certain requirements.

Employees must be pre-authorized as an acceptable driver before operating a Commission vehicle. The driver must have a valid driver's license and complete a driver questionnaire acknowledging the Commission's right to request the driver's motor vehicle record.

Commission vehicles are to be used for Commission business purposes only.

#### **Use of Personal Vehicle**

Employees who operate personal vehicles for Commission business are required to carry at least the minimum liability coverage, as required by the Commonwealth of Virginia on their personal vehicle. Employee's personal insurance will be responsible for paying claims resulting from accidents when the employee uses their personal vehicle for Commission business.

### 7.10 INTELLECTUAL PROPERTY POLICY

All works created by employees and non-employees such as consultants and independent contractors, who create works on behalf of the Commission in the course of employment duties and constitutes work for hire under US law, shall become property of the Commission unless a written agreement exists to the contrary.

## 7.11 DATA USE & MANAGEMENT

The value of data as an agency-wide resource is increased through its widespread and appropriate use. The value of data is diminished through misuse, misinterpretation, or unnecessary restrictions to its access. For these reasons, all Commission employees have permission to access regional data.

Employees are expected to access regional data only in their conduct of Commission business, to only access the data needed to perform their jobs, to respect the confidentiality and privacy of individuals whose records they may access, and to observe any ethical restrictions. In addition, employees should abide by applicable laws or policies with respect to access, use, or disclosure of information. Employees should not disclose data to others except as required by their job responsibilities, use data for their own or others' personal gain or profit, or access data to satisfy personal curiosity.

Much of the material produced by the Commission is considered available to the public through the Freedom of Information Act (FOIA); however, if an employee wishes to use such information for personal or other activities outside of their work for the Commission, they must notify the Executive Director that they wish to do so and specifically request permission to use the information. Any member of the public requesting documents from the Commission should file a request under the FOIA policy established by the Commission. See Section 8.5.

## 8 COMMUNICATIONS

### 8.1 GENERAL COMMUNICATION POLICY

This policy generally describes our guidelines with regard to representing the Commission and the use of the Commission's communication resources.

Employees should use the Commission's resources with the understanding that these are provided for the benefit of the Commission's business. Accordingly, employees should use these resources to further the Commission's ability to conduct its business and represent the Commission in a manner that is consistent with performance of their duties and responsibilities. Employees should never use the Commission's resources for personal use in a manner that interferes with work or any responsibilities to customers. Additionally, all employees are responsible for ensuring that they use the Commission's resources and represent the Commission in an effective, ethical and lawful manner.

### 8.2 ELECTRONIC RESOURCES

These guidelines apply to all electronic resources owned and/or provided by the Commission including, but not limited to, computers, servers, phones, fax, printers, and internet access. Sending, saving, accessing, or viewing offensive material is prohibited. Messages stored and/or transmitted by the Commission's electronic resources, including the computer, voicemail, email, or the telephone system, must not contain content that may reasonably be considered offensive to any employee. Offensive material includes, but is not limited to, sexual comments, jokes or images, racial slurs, gender specific comments, or any comments, jokes or images that would offend someone on the basis of his or her race, color, sex, age, national origin or ancestry, disability, or any other category protected by federal, state or local law. Likewise, any use of the Internet, email, or any other electronic resource to harass or discriminate is unlawful and strictly prohibited by the Commission. Violators may be subject to administrative action (See Section 3.7), up to and including discharge.

Unless otherwise noted, all software on the Internet should be considered copyrighted work. Therefore, employees are prohibited from downloading software and/or modifying any such files without permission from the copyright holder.

Loss, damages, or theft of Commission property should be reported to an immediate supervisor at once. Negligence in the care and use of the Commission's property is grounds for administrative action.

Upon termination of employment, the employee must return all Commission property, in his or her possession or control.

### 8.2.1 SOFTWARE CODE OF ETHICS

Employees may not duplicate any licenses, software or related documentation for use either on the Commission's premises or elsewhere unless the Commission is expressly authorized to do so by agreement with the licensor. Unauthorized duplication of software may subject users and/or the Commission to both civil and criminal penalties under the United States Copyright Act. Employees may not give software to anyone outside the agency including contractors, customers, or others. Employees may use software on local area networks or on multiple machines only in accordance with applicable license agreements. Employees may not download software from the Internet and install it on their PCs without prior authorization from the Executive Director.

The Commission reserves the right to audit any PC or laptop to determine what software is installed on the local drive(s).

### 8.3 ELECTRONIC SECURITY

All computers and the data stored on them are and remain at all times the property of the Commission. As such, all messages created, sent or retrieved over the Internet or the Commission's electronic mail systems are the property of the Commission, and should be considered Commission information. The Commission reserves the right to retrieve and read any message composed, sent or received using the Commission's electronic resources, including all computer equipment and the electronic mail system.

Employees should be aware that, even when a message is deleted or erased, it is still possible to recreate the message; therefore, ultimate privacy of a message cannot be ensured to anyone. Accordingly, Internet and electronic mail messages are not private. Furthermore, all communications including text and images can be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver. Moreover, duplicates of e-mail transmitted through a personal, web-based e-mail account using Commission equipment could be stored on that equipment; likewise, information regarding Internet sites that an employee has accessed may also be stored.

Each employee is issued a user-id/password combination to be used for that employee's workstation or laptop. The Commission maintains a master list of passwords and maintains the right to logon to any Commission issued equipment at any time without the consent of the employee.

### 8.3.1 VIRUS PROTECTION

To prevent computer viruses from being transmitted through the system, employees are not authorized to download any software from the Internet onto their computer or any drive in that computer.

The Commission maintains virus protection software on all network servers. The software monitors the file system and quarantines viruses found on Commission computers.

Employees are encouraged to exercise caution in downloading materials from unsecured sites.

## 8.4 COMMUNICATIONS ISSUED AS A COMMISSION EMPLOYEE

### 8.4.1 EMPLOYEE RESPONSIBILITY

Each employee is responsible for the content of all text, audio or images that they place or send using the Commission's resources as well as any statements they make while representing the Commission. All communications you send should identify you as the sender. Messages should not be transmitted under an assumed name. Employees or other users may not attempt to obscure the origin of any message. Employees who wish to express personal opinions on the Internet should use personal email accounts and addresses on their own time.

The Commission maintains the right to screen all inbound and outbound email content. Employees should not use Commission resources (including the telephone) for personal communications.

### 8.4.2 PUBLIC STATEMENTS

The following rules provide guidance for the granting of public fact and Commission policy and positions. Non-compliance will be considered sufficient grounds for administrative action (See Section 3.7).

#### ***Work Related Statements***

Commission employees are authorized to make public statements of fact regarding projects within their areas of expertise. Any such statement shall be made based upon the best judgment of the individual employee. The Executive Director shall be kept informed of requests and subject matter of such public statements.

#### ***Policy Statements***

No press conferences, statements, releases, interviews, or other official communication of Commission policy shall be made or granted by any employee without prior knowledge and approval of the Executive Director. Any statement or correspondence involving Commission policy or position will not be released without the approval of the Executive Director.

### 8.4.3 MAINTENANCE OF CORRESPONDENCE

As a Commission employee, your project information is subject to the Freedom of Information Act (FOIA). This includes email and other written correspondence. Paper and electronic correspondence essential to the project should be maintained during the project term. Essential files should be saved on a CD with the printed report in the permanent files. For projects that do not include a final report submitted to the permanent files, correspondence should be saved as long as funding agency or other governing requirements direct. The Commission encourages staff to maintain an organized archive of emails to facilitate responses to any FOIA requests the Commission may receive.

### 8.4.4 SOCIAL MEDIA

When participating in social networking, you are representing both yourself personally and the Commission. The Commission believes social networking is a very valuable tool and advocates the responsible involvement of all the Commission employees in this space. While this online collaboration is encouraged, the following policy sets forth guidelines for appropriate online conduct to avoid the misuse of this communication medium.

#### **Policy Guidelines**

If you are posting to personal networking sites and are speaking about job related content or about the Commission, identify yourself as a Commission employee and use a disclaimer and make it clear that these views are not reflective of the views of the Commission. *“The opinions expressed on this site are my own and do not necessarily represent the views of the Commission.”*

Do not post any financial, confidential, sensitive or proprietary information about the Commission or any of our clients and candidates.

Speak respectfully about our current, former and potential customers, partners, employees and competitors. Do not engage in name-calling or behavior that will reflect negatively on you or the Commission’s reputations. The same guidelines hold true for the Commission vendors and business partners.

~~Beware of comments that could reflect poorly on you and the Commission. Social media sites are not the forum for venting personal complaints about supervisors, co-workers, or the Commission.~~

As a Commission employee, be aware that you are responsible for the content you post and that information remains in cyberspace forever.

Use privacy settings when appropriate. Remember, the internet is immediate and nothing posted is ever truly private nor does it expire.

Commented [SQ15]: VML: This statement should be removed.



If you see unfavorable opinions, negative comments or criticism about yourself or the Commission, do not try to have the post removed or send a written reply that will escalate the situation. Forward this information to the Executive Director.

Many sites like Facebook and Twitter blur the lines between business and personal. Keep this in mind and make sure to have a balance of information that shows both your professional and personal sides. And always balance negative with positive comments.

Be respectful of others. Think of what you say online in the same way as statements you might make to the media, or emails you might send to people you do not know. Stick to the facts, try to give accurate information and correct mistakes right away.

Do not post obscenities, slurs or personal attacks that can damage both your reputation as well as the Commission's.

When posting to social media sites, be knowledgeable, interesting, honest, and add value. The Commission's outstanding reputation and brand is a direct result of our employees and their commitment to uphold our core values of Integrity, Dedication, Teamwork and Excellence.

Do not infringe on copyrights or trademarks. Do not use images without permission and remember to cite where you saw information if it's not your own thoughts.

Be aware that you are not anonymous when you make online comments. Information on your networking profiles is published in a very public place. Even if you post anonymously or under a pseudonym, your identity can still be revealed.

~~The Commission may monitor content on the web and reserves the right to remove posts that violate this policy.~~

Users who violate the policy may be subject to administrative action, up to and including termination of employment. If you have any questions about this policy or a specific posting out on the web, please contact the Executive Director.

## 8.5 FREEDOM OF INFORMATION ACT (FOIA) ~~POLICY~~

### ~~ADMINISTRATIVE POLICY~~

The Virginia Freedom of Information Act guarantees citizens of the Commonwealth and representatives of the news media access to public records held by public bodies, public officials and public employees. The Commission is a public entity and must comply with FOIA for items pertaining to Virginia State Code and/or the Commission's Operations Manual.

~~A public record is any writing or recording regardless of whether it is a paper record, an electronic file, an audio or video recording, or any other format that is prepared or owned by, or in the possession of a public body or its officers, employees or agents in the transaction of~~

public business. All public records are presumed to be open, and may only be withheld if a specific, statutory exemption or other law applies to those records.

The purpose of FOIA is to promote an increased awareness by all persons of governmental activities. In furthering this policy, FOIA requires that the law be interpreted liberally, in favor of access, and that any exemption allowing public records to be withheld must be interpreted narrowly.

For any request made pursuant to the Virginia Freedom of Information Act, a response is required within five working days. (The first workday of the request is considered the first working day after the request is received.) Prompt attention is critical.

FOIA permits the Commission to ask the requester to provide his or her name and legal address. FOIA does not require that requests be in writing and requesters do not need to specifically state that records are being requested under FOIA. However, from a practical perspective, it is often helpful to both the Commission and the person requesting information to put the request in writing. This allows the Commission to document the request and obtain a clear statement of what records are requested, so that there is no misunderstanding over a verbal request.

#### **8.5.1—RESPONDING TO FOIA REQUESTS**

Employees receiving a FOIA request shall refer the request immediately to the Executive Director. Within five (5) working days the Executive Director will make one of the following responses:

- Provide all of the items requested immediately, if readily available, or provide the items within five working days of the request, if they can be made available within that time.
- Provide some of the items requested. Consult with legal counsel prior to withholding any documents. Upon the Executive Director's approval, respond to the requester in writing, within five working days of the request, citing the Virginia State Code section authorizing the withholding, and enclosing a copy of the Code section.
- Withhold all of the items requested. Upon the Executive Director's approval, following legal consultation, respond to the requester in writing, within five working days of the request, citing the Virginia State Code section authorizing the withholding and enclosing a copy of the Code section.
- If needed, invoke seven additional working days. If the request cannot be reasonably met within five working days, respond to the requester in writing within five working days, invoking an additional seven working days to respond to the request, then respond, within the additional seven working days, as described above.

In regards to charging fees for requested information:

~~The Commission's policy is not to charge for minor document requests (small number of copies with little to no research required) and for records estimated to cost \$50 or less.~~

~~The requester may be required to pay the actual costs of searching, accessing, duplicating and supplying the records for requests estimated to cost \$50 or more.~~

~~For requests estimated to cost \$200 or more, a deposit may be required in advance not to exceed the amount of the advance determination (Virginia Code Section 2.2-3704 H), before the request will be processed. Staff shall notify the requester in writing of this requirement, within five working days of the request.~~

~~If requested by the requester, all charges for searching, accessing, duplicating, and supplying the requested records shall be estimated in advance. Costs may be calculated at the actual cost, if known, or estimated. Refer to Operations Manual for cost of providing documents.~~

~~These regulations apply to all (non-exempt) documents in their original or existing format. The Commission is not required to create or compile information that does not already exist, or to provide it in a format in which it does not already exist.~~

~~Exemptions shall be exercised (records shall be withheld) for certain documents such as medical and mental health records, personnel and scholastic records, legal counsel, and security or emergency information such as vulnerability assessments or response plans. Exemptions may be exercised (records may be withheld) for other types of documents and records, in accordance with Virginia Code § 2.2-3705.1 (1-12), § 2.2-3705.2 (2-6), § 2.2-3705.4 (1) and § 2.2-3705.5 (1) and § 2.2-3705.6 (10).~~

~~Commission employees are encouraged to post frequently requested documents or information to the Commission's web site ([www.nrvpdc.org](http://www.nrvpdc.org)) and direct requesters to that resource, if appropriate. The penalties for willfully and knowingly violating the Freedom of Information Act are \$250 (first violation) and \$1,000 (subsequent violations).~~

~~The **Freedom of Information Advisory Council** is available to answer any questions about FOIA. The Council may be contacted by e-mail at [foiacouncil@leg.state.va.us](mailto:foiacouncil@leg.state.va.us), or (804) 225-3056 or 1-866-448-4100. The FOIA Council also has a website with useful information about FOIA, including advisory opinions written by the Council: <http://dls.state.va.us/foiacouncil.htm>.~~

Commented [ES16]: Moved to Operations Manual

## **9 INTERPRETATION OF REGULATIONS**

### **9.1 PROCEDURE FOR CLARIFICATION**

If questions arise concerning clarification of provisions in this manual, please contact your supervisor or the Director of Finance and Personnel. Matters of interpretation shall go to the Executive Director for determination.

### **9.2 SEVERABLE CLAUSE**

If a provision of this manual is found to be invalid or unenforceable as a result of court ruling or legislative action, the remaining provisions will remain in effect. Such a finding shall not affect the validity of the manual as a whole.

### **9.3 REPEAL OF CONFLICTING REGULATIONS**

Much of the information contained in this manual is drawn from relevant laws, regulations, and policies. Should there be a conflict between any statement, fact or figure presented here, and the current laws, regulations and policies, the latter takes precedence.

# ATTACHMENTS

## **WORKERS' COMPENSATION ADMINISTRATIVE PROCEDURES**

### **Workers' Compensation Policy**

Our first responsibility is the prevention of occupational injuries and illnesses. Despite our best efforts, injuries and illnesses do sometimes occur. Workers' Compensation Insurance provides benefits for an employee in the event of certain occupational illnesses, injuries, or death.

### **Reporting**

Employees are required to immediately report, in writing, all workplace injuries, conditions or illnesses, to their supervisor or the Executive Director. All incidents shall be reported no matter how insignificant and regardless if medical treatment is necessary. The employee should retain a copy of the written notice given to the supervisor or Executive Director. If the supervisor or Executive Director is not available, report must be made to the Benefits Administrator. Late reporting by the employee can result in delayed or denied workers' compensation benefits.

The Executive Director or Benefits Administrator shall immediately complete an accident report and submit this report to its workers' compensation provider, VML Insurance. Delays in reporting can jeopardize the employees' rights under the workers' compensation law and subject the Commission to penalties, which can be assessed by the Virginia Workers' Compensation Commission. All accident reports shall be submitted to the workers' compensation provider within 24 hours of the notification of a work related injury or illness.

### **Panel of Physicians**

The Commission's insurance provider has developed an approved Panel of Physicians for treating workers' compensation injuries and illnesses. The supervisor shall, immediately upon notification of a work related injury or illness, provide the employee with a copy of the Panel of Physicians. The employee shall sign and date an acknowledgement of receipt of the Panel of Physicians and the supervisor shall witness the employee's signature. The Panel of Physicians shall be offered to the employee, regardless if the employee intends to receive medical attention. The supervisor shall provide the employee with a copy of the signed Panel.

Treatment by a physician or medical facility outside of the approved Panel of Physicians will be at the employee's expense. However, in the event of an emergency the employee may seek treatment at the closest emergency facility. Once the emergency treatment is completed a panel physician must be chosen for follow up care.

A copy of the Panel of Physicians is posted in the office workroom.

### **Medical Treatment**

An employee shall not utilize health insurance for situations believed to be work related, unless the claim is denied by the workers' compensation carrier.

### **Wage Loss Benefits**

An employee is not entitled to lost wage compensation for the first seven days of incapacity resulting from a work related disability. The Virginia Workers' Compensation Law includes weekends/holidays in this count, and these days do not need to be consecutive.

The employee will be given the option of using earned leave for up to seven days. If the employee chooses not to use earned leave this will be excused leave without pay. It is the employee's responsibility to notify his supervisor regarding how he/she would like to charge the first seven days missed. If a designation is not made, the period missed from work will not be compensated by the employer.

If the absence is longer than seven days, the employee will receive compensation benefits from VML Insurance Programs in accordance with the provisions of the Virginia Workers' Compensation Act.

If an employee is out of work over twenty-one days for a covered injury/illness, which disability is authorized by a panel physician, the employee will receive from VML Insurance Programs, compensation for the first seven days. The employee may turn this payment over to, or reimburse the Commission for the amount of compensation awarded to the employee for the first seven days of absence and the Commission shall reinstate the employees' earned leave. Because workers' compensation benefits are not taxable, the Commission shall make a taxable adjustment on this pay.

Injured employees do not continue to accrue paid leave while out of work due to a workers' compensation injury/illness.

Temporary and part-time employees who are not eligible for paid leave and employees who have no earned leave available will not receive pay for the first seven days missed from work unless the employees absence is greater than twenty-one days under the conditions described above.

Earned leave cannot be used concurrently with workers' compensation benefits.

While receiving workers' compensation benefits, any voluntary deductions are the responsibility of the employee.

**Return to Work – Light / Modified Duty:**

The Commission shall make every effort to provide light/modified duty for employees with temporary restrictions resulting from a work-related disability. All light/modified assignments will be within the employee's medical capability and will adhere to the treating physician's recommendations. The light/modified assignment may or may not be in the same occupation, department, pay scale, hours, etc. as the employee was performing prior to the work-related injury or illness.

If an employee refuses a light/modified assignment that has been approved by their treating physician and is within their capabilities, his/her workers' compensation benefits will be jeopardized.



## THE UNIFORMED SERVICES EMPLOYMENT AND RE-EMPLOYMENT RIGHTS ACT OF 1994

The Uniformed Services Employment and Re-Employment Rights Act of 1994 (USERRA) applies to all employers in the public and private sectors, including Federal employers. The Act protects all members of the uniformed services from discrimination in employment regardless of whether their uniformed service was in the past, present, or future (intent to join). The discrimination provisions of USERRA, set forth in section 4311, address problems regarding initial employment, reemployment, retention in employment, promotion, or any other benefit of employment.

Any person re-employed after military service is entitled to all seniority and other rights and benefits, including medical insurance coverage, which would have been available if the employment had not been interrupted by military service. The veteran re-employment rights are effective unless the cumulative length of the current absence plus any previous absences exceed five (5) years.

USERRA requires that service members provide advance written or verbal notice to their employers for all military duty unless giving notice is impossible, unreasonable, or precluded by military necessity. Upon return from military duty, the period an individual has to make application for reemployment or report back to work is based on the time spent on military duty. For service of 30 days or less, the service member must report back to work at the beginning of the next regularly scheduled work period on the first full day after release from service. For service of 31 – 180 days, the service member must submit an application for re-employment within 14 days of release from service. For service of 181 days or more, an application for re-employment must be submitted within 90 days of release from service.

Re-employment of a person is excused if an employer's circumstances have changed so much that re-employment of the person would be impossible or unreasonable. Employers are excused from making efforts to qualify returning service members, or from accommodating those with disabilities incurred during service, when doing so would be of such difficulty or expense as to cause "undue hardship." Re-employment is not required where the position left to enter the service was for a brief and non-recurrent period and which could not reasonably be expected to continue indefinitely or for a significant period. The employer has the burden of proving (not simply asserting) the impossibility or unreasonableness, undue hardship, or the brief, non-recurrent nature of the employment.

An employer may not use the lack of documentation at the time the individual requests return as a basis for delaying or denying reinstatement. If the documentation received later shows that the individual is not eligible for protection under USERRA, the person may be terminated at that point. An employer has the right to require a person who is absent for a period of service of 31 days or more to provide documentation showing that: 1) the application was timely, 2) the 5-year service limit was not exceeded, and 3) the separation from service was not under circumstances specified in section 4304 of USERRA.

The following are some of the major requirements of USERRA, but is not meant to be all inclusive:

Health Benefit Coverage - on return from service, health insurance coverage must be reinstated without any waiting period or exclusions for preexisting conditions, other than waiting periods or exclusions that would have applied even if there had been no absence for uniformed service.

Pay - a person re-employed is entitled to the rate of pay he or she would have attained, with reasonable certainty, if continuously employed during the period of service. The term "pay" is not limited to the wages received. It includes all elements of compensation such as drawing accounts, bonuses, and shift premiums. It includes hourly rate, piece rate, salaries, and commissions. USERRA does not require an employer to pay an employee while performing uniformed service; however, an employer is free to do so if desired.

Promotions - unless it is impossible or unreasonable, an employer is generally required to allow a returning service member to make up a test for promotion that was missed while he or she was absent. If the re-employed employee is successful on the makeup exam, and there is a reasonable certainty that, given the results of the exam, that re-employed employee would have been promoted during the time he or she was in military service, then the re-employed employee's promotion must be made effective as of the date it would have occurred had the employment not been interrupted by military service. If it is reasonably certain that an employee would have received a promotion during his or her absence for service and the employee requires further qualification for the position as a result of the military leave, the employer must make reasonable efforts to qualify the person. USERRA provides that returning service members are re-employed in the job that they would have attained had they not been absent for military service (a.k.a. "escalator position") with the same seniority, status and pay, as well as other rights and benefits determined by seniority.

Raises - a returning service member is entitled to all general pay raises that he or she would have received with reasonable certainty but for the absence for service in the uniformed services.

Vacation - USERRA requires an employer to allow an individual to use earned vacation credits while absent for service, providing that usage is at the employee's request. An employer may not require the use of vacation for a service absence, unless the absence coincides with a period, such as a plant shutdown, when ALL employees are required to take vacation.

## COMMISSION POSITION DESCRIPTIONS

### Commission Board Member Roles and Responsibilities

The Commission Board is comprised of one elected official from each member locality and one appointed representative from each member with a population over 3,500. An additional “floating” elected official is appointed to the Commission for a two year term that rotates throughout the region.

The New River Valley ~~Regional Planning District~~ Commission members include: the Counties of Floyd, Giles, Montgomery, and Pulaski; the City of Radford; the Towns of Blacksburg, Christiansburg, Floyd, Narrows, Pearisburg, Pulaski, and Rich Creek; and Radford University and Virginia Tech.

Regular meetings are held on the fourth Thursday of every month at 6:00 p. m. Commission Board members that choose to receive compensation are paid for each meeting attended.

Duties of Commission Board Members:

- Regular attendance at monthly meetings. If an absence is anticipated, please notify the Commission Office Manager;
- Voting on Board motions and resolutions;
- Representing issues, needs and perspectives as the appointee of a member as applicable and appropriate;
- Staying up-to-date on Commission issues, primarily (a) as represented in the monthly agenda packet prepared by staff prior to each Commission meeting and (b) with respect to direct services performed for the member;
- Consistent communication with and reporting to the governing body of the member regarding Commission issues, regional initiatives and activities;
- Assisting in advocating for local and regional issues and projects throughout the year; and
- Participating on committees of the Commission as appointed by the Chair of the Commission and/or as volunteered.

A Board Orientation with the Executive Director is scheduled for all new appointees, preferably prior to the appointees’ first Commission meeting.

**Executive Director**

(Reserved to the discretion of the Commission)

## Deputy Executive Director Designation

### General Statement of Duties

In addition to a current position, an employee may be designated by the Executive Director to serve as the Deputy Executive Director. Under the general supervision of the Executive Director, perform complex professional and responsible managerial and administrative work in planning, organizing, and executing the day-to-day operational and administrative activities of the agency. Provides daily guidance and direction to assigned staff for effective project management and delivery; acts in the absence of the Executive Director. Designation of Deputy Executive Director is not considered an additional position. The duties associated with this designation should account for up to 20%-30% of time in administration.

### Essential Functions

Assists the Executive Director in planning, organizing and directing programs and operations in collaboration with the management team, including supervising the Commission's annual work program and assuring that programs and projects are on schedule, in compliance, and performed successfully; provides management guidance and facilitates problem solving.

Serves an active role in budget preparation and administration alongside the Executive Director and Director of Finance and Personnel; monitors and controls annual work program expenditures within the approved budget and advises the Executive Director on agency needs.

Participates in building, enhancing and maintaining strong and effective relationships with Commission members and local, state and federal officials, funding agencies, and private sector and civic leaders; represents the Commission with other regional officials and groups.

Provides day-to-day leadership and guidance to staff in fulfilling their responsibilities, and provides mentoring for new employees of the Commission.

Supervises subordinate staff in establishing and maintaining technology systems, web sites, software and hardware, and other relevant equipment as needed to successfully execute the annual work program.

Collaborates extensively with the Director of Finance and Personnel to prepare and maintain reports on operations and programs; makes recommendations for adjustments and/or improvements.

Monitors the work of employees and ensures compliance with policies, procedures and local, state and federal law; handles sensitive personnel matters, evaluates employee performance, and maintains proper records;

Supervises and participates in various special projects, team projects, etc.

Works with public and private groups to identify potential projects and sources of funding;

Acts in the absence of the Executive Director with the exception of final personnel decisions, financial authorizations, or otherwise limited by the Executive Director.

Performs other duties as assigned;

Required Knowledge, Skills and Abilities

Considerable knowledge of the principles and practices of intergovernmental relations and regionalism. Substantial knowledge of modern and effective supervisory principles and practices including leadership, communications, conflict resolution, hiring, discipline, performance evaluation and establishing a climate of performance excellence. Extensive knowledge of Commission programs. Ability to exercise sound judgment and discretion in decision making. Capability of expressing ideas effectively in oral and written forms and to make effective public presentations.

Education and Experience

Any combination of education and experience equivalent to graduation from an accredited college or university with a BA/BS degree with a minimum of five years of relevant experience and three years of supervisory experience. Master's degree and AICP certification preferred.

## **Director of Finance and Personnel**

### General Statement of Duties

Under the general supervision of the Executive Director with considerable latitude for exercising independent judgment, responsible for performing fiscal and personnel management by maintaining a comprehensive computerized accounting system, preparing budgets, payroll and financial reports for management and grant funding sources, budgetary forecasting, and other financial and personnel activities associated with multi-funded grants.

### Essential Functions

Responsible for grants management including examination, approval and recording of transactions;

Assists the Executive Director in budget development, revisions and monitoring of monthly expenditures;

Responsible for assuring compliance with contract requirements;

Responsible for reviewing, classifying vouchers for all payment from the computerized accounting system determining availability and legality of funds and the retention of required documentation to support disbursements;

Responsible for preparation of all required monthly, quarterly and annual financial reports for all commission programs;

Assists Executive Director in all aspects of personnel administration including maintenance of personnel files, updating employee handbook, job descriptions, and compliance with federal and state employment laws;

Prepares annual audit schedules for approval by the independent auditing firm;

Prepares annual cost allocation plan;

Prepares individual financial reports and provides other financial information requested by the Executive Director, Commission members, staff and the public;

Assists the Executive Director in preparation of the annual Comprehensive Work Program;

Responsible for the annual update of the Disaster Recovery Plan;

Responsible for the annual update of the Financial Operations Manual;

Attends monthly Commission meetings and prepares minutes of the meeting as a public record for the agency;

Represents the Commission at various meetings in a professional manner;

Performs other duties as assigned.



#### Required Knowledge, Skills and Abilities

Comprehensive knowledge of general laws and administrative policies governing municipal financial practices and procedures; comprehensive knowledge of principles and practices of accounting and budgeting in government; ability to evaluate complex financial systems and efficiently formulate and install accounting methods, procedures, forms and records; ability to prepare informative financial reports, ability to plan, organize, direct and evaluate work. Ability to formulate long range fiscal planning. Strong written and oral communication skills. Ability to establish and maintain effective and cordial working relationships with professional colleagues, government officials, subordinates, representatives of other agencies and the general public.

#### Physical effort, dexterity, visual acuity, hearing, and speaking

The physical exertion requirements of this job are classified as sedentary work. In general, lifting or carrying tasks are not in excess of 10 pounds. A certain amount of walking and standing is often necessary to carry out job duties. The job requires normal visual acuity, depth perception and field of vision. Individuals must be able to speak clearly in person and over the phone.

#### Education and Experience

A bachelor's degree in accounting, business administration or related field with five years of progressively responsible experience in maintaining a computerized accounting system for multi-funded programs. Experience in use of spreadsheet and data base management software programs.

#### Continuing Education

Dedication and willingness to continue education through attendance of conferences, participation in professional associations; and/or completion of courses, certificates, seminars, or distance learning modules is encouraged.

## Office Manager

### General Statement of Duties

The Office Manager performs professional, administrative and complex clerical work for general agency administration; provides technical bookkeeping support for external agencies; and provides assistance to the Director of Finance and Personnel.

### Essential Functions

Responsible for grants management including examination, approval and recording of transactions;

Responsible for day-to-day office operations and staffing of reception area in a professional and welcoming manner;

Provide technical bookkeeping support for external agencies;

Serves as recording secretary to the Commission, including the gathering, assembly, and preparation of agenda materials, the taking and transcribing of meeting minutes for public record;

Answers public information requests pertaining to the Commission and its programs;

Serves in special administrative roles, such as Intergovernmental Review Coordinator;

Oversees maintenance of the agency's mail lists;

Researches various information sources and prepares reports as requested by agency staff;

Serves as office supply and office equipment manager including procurement of necessary office supplies from vendors;

Serves as liaison working with building management;

Set up and coordinate meetings, conferences and meeting room reservations;

Coordinate and maintain records for Commission vehicles;

File and retrieve organizational documents, records and reports;

Represents the Commission at various meetings in a professional manner;

Performs other duties as assigned.

### Required Knowledge, Skills and Abilities

Comprehensive knowledge of the principles, practices and techniques of business administration. Thorough knowledge of office management practices, procedures and the application of computer technology, word processing and bookkeeping. Ability to maintain financial records and track complex public funded programs. Ability to transcribe and prepare accurate minutes of meetings. Ability to follow complex oral and written directions. Ability to work independently and with a team. Strong oral and written communication skills. Ability to establish and maintain effective and cordial working relationships with professional colleagues, government officials, representatives of other agencies and the general public.

Physical effort, dexterity, visual acuity, hearing, and speaking

The physical exertion requirements of this job are classified as sedentary work. In general, lifting or carrying tasks are not in excess of 10 pounds. A certain amount of walking and standing is often necessary to carry out job duties. The job requires normal visual acuity, depth perception and field of vision. Individuals must be able to speak clearly in person and over the phone.

Education and Experience

Education equivalent to graduation from high school, supplemented by business school or college training in business and computer courses. College degree preferred. A minimum of three years' experience working in the public or government sector preferred. Experience using QuickBooks.

Continuing Education

Dedication and willingness to continue education through attendance of conferences, participation in professional associations; and/or completion of courses, certificates, seminars, or distance learning modules is encouraged.

## **Director of Planning and Programs**

### General Statement of Duties

Under the general supervision of the Executive Director, performs in a leadership role assisting with project management to ensure appropriate workflow for Commission staff. Manages the Commission's annual work program, assists with developing and managing project budgets and the agency wide budget. Provides guidance and direction to staff when needed, or as requested, for effective project management. Responsible for managing at least one major work program element at the Commission such as transportation, local government assistance, economic development, housing, grant administration or another significant program.

### Essential Functions

Responsible for preparing the Commission's annual work program;

Prepare project budgets in collaboration with staff assigned to the project;

Routinely measure and document progress of the annual work program and specific projects throughout the fiscal year against the project budgets;

Participate in the agency wide budgeting process alongside the Executive Director and Director of Finance;

Provides mentoring for new employees of the Commission;

Facilitates project management meetings that enable staff to learn from each other and be informed of significant project developments or milestones as they impact across the agency;

Represents the Commission at various meetings in a professional manner;

Performs and manages complex and sensitive professional planning projects, research and analysis;

Manages complex planning studies, development applications, and reviews consultant proposals;

Monitors and ensures compliance with local, state, and federal laws;

Attends substantial number of evening and weekend meetings;

Performs other duties as assigned.

### Required Knowledge, Skills and Abilities

Extensive knowledge of project management, budgeting, and effective working relationships with local, state, and federal funding entities. Demonstrates and instills a teamwork approach with project management. Willingness to research, collaborate and implement new agency initiatives as defined by the Executive Director. Ability to establish and maintain effective and cordial working relationships with professional colleagues, government officials, subordinates, representatives of other agencies and the general public.

Physical effort, dexterity, visual acuity, hearing, and speaking

The physical exertion requirements of this job are classified as sedentary work. In general, lifting or carrying tasks are not in excess of 10 pounds. A certain amount of walking and standing is often necessary to carry out job duties. The job requires normal visual acuity, depth perception and field of vision. Individuals must be able to speak clearly in person and over the phone.

Education and Experience

Any combination of education and experience equivalent to graduation from an accredited college or university with a BA/BS degree with a minimum of four years of relevant experience, or; Master's Degree with a minimum of two years' experience.

Continuing Education

Dedication and willingness to continue education through attendance of conferences, participation in professional associations; and/or completion of courses, certificates, seminars, or distance learning modules is encouraged.

## Senior Planner

### General Statement of Duties

The Senior Planner position requires advanced professional planning experience of high complexity and variety. Some functions are similar to those of the Planner II level, though the Senior Planner will often lead projects or have significant roles in larger, more complex planning assignments. Planners at this level exercise greater independence and judgment and receive general supervision from the Executive Director.

### Essential Functions

Performs advanced professional work related to variety of planning assignments;

Manages complex planning studies, development applications, and reviews consultant proposals;

Reviews and processes complex comprehensive plan amendments, rezonings, annexations, site plans, and plats;

Develops project budgets, verifies contract expenditures, and compliance;

Conducts research and prepares statistical reports on land use, physical, social, and economic issues;

Provides professional planning assistance to member communities on various projects;

Develops professional plans, studies, and analysis on a regional basis;

Performs field inspections to gather data relevant to the development review process and/or to verify that development projects comply with approved plans;

Schedules and conducts meetings with advisory boards and elected officials;

Presents reports and other findings to staff, working groups, and appointed and elected boards;

Attends substantial number of evening meetings;

Supervises more junior planners within the organization;

Performs other duties as assigned.

### Required Knowledge, Skills and Abilities

Extensive knowledge of the philosophies, principals, practices, and techniques of planning. Well-developed knowledge of one or more planning discipline, ability to perform research and data collection, and work independently. Excellent written communication skills for preparing and presenting planning reports and projects. Excellent interpersonal skills for facilitating relationships with elected/appointed officials or other decision-makers. Ability to work on several projects or issues simultaneously and effectively meet firm deadlines.

Physical effort, dexterity, visual acuity, hearing, and speaking

The physical exertion requirements of this job are classified as sedentary work. In general, lifting or carrying tasks are not in excess of 10 pounds. A certain amount of walking and standing is often necessary to carry out job duties. The job requires normal visual acuity, depth perception and field of vision. Individuals must be able to speak clearly in person and over the phone.

Education and Experience

Any combination of education and experience equivalent to graduation from an accredited college or university with a BA/BS degree with a minimum of four years of relevant experience, or; Master's Degree with a minimum of two years' experience.

Continuing Education

Dedication and willingness to continue education through attendance of conferences, participation in professional associations; and/or completion of courses, certificates, seminars, or distance learning modules is encouraged.



## **Regional Planner II**

### General Statement of Duties

The Regional Planner II position requires professional planning work of a more complex nature and demonstrated project management skills. The position is characterized by increasingly specialized knowledge of the planning field and a more elevated level of required duties and responsibilities compared with the Planner I. The Planner II is expected to possess in-depth knowledge within one or more planning specialties such as economic development, comprehensive planning, transportation planning, housing or environmental planning. Although Senior Planners and supervisors closely review work of the Planner II, planners at this level receive somewhat less immediate supervision when compared to the Planner I.

### Essential Functions

Assists with updates and maintenance of comprehensive plans;  
Conducts extensive research in specific or general project areas;  
Writes and presents formal and technical reports, working papers, and correspondence;  
Develops long range plans for communities;  
Develops strategies that are consistent with community goals;  
Evaluates community problems, issues, and opportunities;  
Writes, or assists in writing, a variety of ordinances and regulations;  
Responsible for initiating and leading planning studies, publications, and facilitating meetings;  
Attends substantial number of evening meetings;  
Performs other duties as assigned.

### Required Knowledge, Skills and Abilities

Well-developed knowledge of planning principles, methodology, and practices. In-depth knowledge of one or more planning specialization. Creative problem-solving skills to gather relevant information and analyze data. Effective written and verbal communication skills. Ability to work independently or in a team environment as needed. Strong project management ability demonstrated.

### Physical effort, dexterity, visual acuity, hearing, and speaking

The physical exertion requirements of this job are classified as sedentary work. In general, lifting or carrying tasks are not in excess of 10 pounds. A certain amount of walking and standing is often necessary to carry out job duties. The job requires normal visual acuity, depth perception and field of vision. Individuals must be able to speak clearly in person and over the phone.

Education and Experience

Any combination of education and experience equivalent to graduation from an accredited college or university with a BA/BS degree with a minimum of two years of relevant experience or a Master's Degree.

Continuing Education

Dedication and willingness to continue education through attendance of conferences, participation in professional associations; and/or completion of courses, certificates, seminars, or distance learning modules is encouraged.

## **Regional Planner I**

### General Statement of Duties

The Regional Planner I position requires professional planning work. The position is characterized by knowledge of the planning field and involves professional-level duties and judgment. The Planner I is expected to possess knowledge within one or more planning specialties such as economic development, comprehensive planning, transportation planning, housing or environmental planning. This entry-level position requires considerable immediate supervision from more experienced planners.

### Essential Functions

Develops planning studies and reports;

Prepares or assists with the preparation of professional plans, reports, and studies;

Presents or assists with the presentation of Commission work to local stakeholder groups and decision-making boards;

Conducts extensive research in specific or general project areas;

Facilitates technical committee and working group meetings;

Attends evening meetings as needed;

Performs other duties as assigned.

### Required Knowledge, Skills and Abilities

Knowledge of planning principles, methodology, and practices. In-depth knowledge of one or more planning specialization. Creative problem-solving skills to gather relevant information and analyze data. Effective written and verbal communication skills. Ability to work independently or in a team environment as needed.

### Physical effort, dexterity, visual acuity, hearing, and speaking

The physical exertion requirements of this job are classified as sedentary work. In general, lifting or carrying tasks are not in excess of 10 pounds. A certain amount of walking and standing is often necessary to carry out job duties. The job requires normal visual acuity, depth perception and field of vision. Individuals must be able to speak clearly in person and over the phone.

### Education and Experience

Any combination of education and experience equivalent to graduation from an accredited college or university with a BA/BS degree; a Master's Degree is preferred.

### Continuing Education

Dedication and willingness to continue education through attendance of conferences, participation in professional associations; and/or completion of courses, certificates, seminars, or distance learning modules is encouraged.

## **Data Systems Manager**

### General Statement of Duties

The Data Systems Manager performs complex technical computer data functions by collecting, cataloging and analyzing digital demographic and spatial data using multiple information technologies. Manages the Geographic Information System and the Commission's role as a State Data Center Affiliate. Responsible for maintaining the Commission's computer hardware and software. GIS Technicians at this level exercise greater independence and judgment and receive general supervision.

### Essential Functions

Manages multiple work elements from the Commission's work program;

Provides data, maps and other information to citizens, businesses and local officials;

Creates a variety of maps for external data requests, internal projects and reports using ESRI Inc software;

Produces tables and graphs from Census, state, local and other data sources;

Imports and exports databases in MS Excel, MS Access, dBase and ASCII;

Edits existing spatial data;

Downloads spatial data from the Internet and converts to different formats and datum as needed;

Prepares reports, articles and publications;

Makes presentations at meetings or workshops;

Attends applicable conferences relating to GIS technology;

Participates with professional associations;

Organizes, documents and backs up data files, GIS and other digital data in a Windows environment;

Evaluates and procures all software and computer hardware for the Commission;

Oversees the Commission's computer technology including the web page, internet access, email accounts, data backup system, and systems maintenance;

Provides computer training to staff as needed;

Represents the Commission at various meetings in a professional manner;

Represents the Commission at local or state GIS meetings or focus groups;

Performs other duties as assigned.

### Required Knowledge, Skills and Abilities

Extensive Knowledge of Geographic Information System hardware and software components; application of GIS to local and regional projects, basic GIS data analysis functions. Understanding of different projections and datum of spatial data, ability to perform GIS analysis and mapping in AutoCAD, ArcGIS or similar mapping/GIS software. Strong familiarity with Census and similar demographic data. Ability to create and maintain Internet web sites, ability to work with digital data in spreadsheets and database programs. Basic knowledge of computer maintenance and repair; ability to prioritize multiple work tasks and respond promptly to work tasks. Strong written and oral communication skills. Ability to establish and maintain effective and cordial working relationships with professional colleagues, government officials, subordinates, representatives of other agencies and the general public.

### Physical effort, dexterity, visual acuity, hearing, and speaking

The physical exertion requirements of this job are classified as sedentary work. In general, lifting or carrying tasks are not in excess of 10 pounds. A certain amount of walking and standing is often necessary to carry out job duties. The job requires normal visual acuity, depth perception and field of vision. Individuals must be able to speak clearly in person and over the phone.

### Education and Experience

Any combination of education and experience equivalent to graduation from an accredited college or university with a BA/BS in Geography, Computer Science or Information Systems with a minimum of four years of relevant experience, or; Master's Degree in Geography, Computer Science or Information Systems with a minimum of two years' experience.

### Continuing Education

Dedication and willingness to continue education through attendance of conferences, participation in professional associations; and/or completion of courses, certificates, seminars, or distance learning modules is encouraged.

## GIS Technician II/I

### General Statement of Duties

The GIS Technician supports Commission staff mapping and data needs. Primary duties include: gathering, analyzing, digitizing, and cataloging data to support programs within the Commission, applying technical skills in the geographic information system (GIS) environment, and utilizing mapping resources to illustrate complex information. GIS Technicians at this level receive general supervision.

### Essential Functions

Gathers relevant spatial data;

Conducts studies for the region's geographic, economic, and environmental features using GIS software;

Performs GIS-related activities including basic map creation, database management, and spatial analysis;

Imports and exports databases in MS Excel, MS Access, dbase, and ASCII;

Prepares reports and presentations;

Performs other duties as assigned.

### Required Knowledge, Skills and Abilities

Knowledge of Geographic Information System (GIS) technologies and techniques. Usage GIS software, such as ArcView, ArcEdit, ArcInfo, and ArcGIS Online. Conducts analysis of spatial data and is familiar with digitizing and data manipulation procedures. Familiar with using Census and similar demographic data, utilizing Photoshop and other software which enhances final mapping products. Strong written and communication skills. The ability to establish and maintain effective and cordial relationships with colleagues, subordinates, representatives of other agencies, and the general public.

### Physical effort, dexterity, visual acuity, hearing, and speaking

The physical exertion requirements of this job are classified as sedentary work. In general, lifting or carrying tasks are not in excess of 10 pounds. A certain amount of walking and standing is often necessary to carry out job duties. The job requires normal visual acuity, depth perception and field of vision. Individuals must be able to speak clearly in person and over the phone.

### Education and Experience

Any combination of education and experience equivalent to graduation from an accredited college or university with a BA/BS in Geography, Computer Science or Information Systems, with a minimum of two years of relevant experience.

### Continuing Education

Dedication and willingness to continue education through attendance of conferences, participation in professional associations; and/or completion of courses, certificates, seminars, or distance learning modules is encouraged.

**General Pay Plan**

Updated September 2016

In general, initial employment is entry level for each position; however, based upon experience and qualifications of the applicant, an employee may be hired at above entry level salary range.

<b>New River Valley PDC General Pay Plan</b>		
<u>Classification</u>	<u>Grade</u>	<u>Salary Range</u>
<u>Executive Director</u>	<u>G-10</u>	<u>(Commission Discretion)</u>
<u>Deputy Executive Director Designation</u>	<u>G-9</u>	<u>\$65,000 - \$90,000</u>
<u>Director of Finance</u>	<u>G-8</u>	<u>\$50,000 - \$75,000</u>
<u>Director of Planning &amp; Programs</u>	<u>G-8</u>	<u>\$50,000 - \$75,000</u>
<u>Senior Planner/Program Manager</u>	<u>G-7</u>	<u>\$50,000 - \$70,000</u>
<u>Planning Engineer</u>	<u>G-7</u>	<u>\$50,000 - \$70,000</u>
<u>Data Systems Manager</u>	<u>G-6</u>	<u>\$40,000 - \$65,000</u>
<u>Regional Planner II</u>	<u>G-6</u>	<u>\$40,000 - \$65,000</u>
<u>Regional Planner I</u>	<u>G-5</u>	<u>\$35,000 - \$50,000</u>
<u>Cartographer/GIS Technician II</u>	<u>G-5</u>	<u>\$35,000 - \$50,000</u>
<u>Office Manager</u>	<u>G-5</u>	<u>\$35,000 - \$45,000</u>
<u>Secretary/Administrative</u>	<u>G-4</u>	<u>\$27,000 - \$40,000</u>
<u>Graphics/GIS Technician I</u>	<u>G-4</u>	<u>\$27,000 - \$40,000</u>
<u>Temporary Employee/Part-time (Hourly)</u>	<u>G-1</u>	<u>\$10.00 - \$30.00</u>
<u>Commissioner</u>	<u>G-0</u>	<u>\$54.50/meeting</u>

Note: In the event an employee has been assigned to a grade which does not match their present salary, a salary adjustment shall be made to bring the inequity into balance. In no case shall a salary adjustment result in a decrease in salary unless the employee is demoted.



**Personnel Manual Receipt/Abide Acknowledgement Form**

I acknowledge that I have received a copy of the New River Valley Regional Commission’s Personnel Manual.

I understand it is my responsibility to read, familiarize myself with the content, and understand and abide by the matters set forth in this Personnel Manual. I agree that if there is any policy or provision in the manual that I do not understand, I will seek clarification from Commission management.

This manual, approved by the Commission Board of Directors on **June 26, 2014**, supersedes all prior publications. The Commission reserves the right to modify, amend, or rescind the provisions of this manual.

I understand that no statement contained in this manual creates any guarantee of continued employment or creates any obligation, contractual or otherwise, on the part of the New River Valley Regional Commission.

I understand the New River Valley Regional Commission is an “at will” employer and as such employment with the Commission is not for a fixed term or definite period and may be terminated at the will of either party, with or without cause, and without prior notice.

I understand and acknowledge that the New River Valley Regional Commission has the right, without prior notice, to modify, amend, or terminate policies, practices, benefit plans, and other institutional programs within the limits and requirements imposed by law.

Please sign and date receipt and return to Benefits Administration office.

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_



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

[NRVRC.ORG](http://NRVRC.ORG)

## MEMORANDUM

**To:** NRVRC Board Members  
**From:** Kevin R. Byrd, Executive Director  
**Date:** November 10, 2016  
**Re:** Regional Commission Financial Operations Overview

---

At the November 17<sup>th</sup> Regional Commission meeting Janet McNew, Director of Finance and Personnel, and I will provide a presentation on the Commission's financial operations. As a member on the Regional Commission board, one of your primary duties is financial oversight of the agency. Staff receives questions time to time from board members on finances and we want to ensure you have a solid understanding of this aspect of the organization. During the presentation we will overview approach to budgeting, financial documents in the monthly board packet, fiscal agent role for Workforce Development, bookkeeping services for external organizations, two to five-year outlook on finances and member's return on investment.

If you have any topics you would like for us to cover in the presentation not listed above, please let me know so we can include.

---

Strengthening the Region through Collaboration

---

### Counties

Floyd | Giles  
Montgomery | Pulaski

### City

Radford

### Towns

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

### Universities

Virginia Tech  
Radford University



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

[NRVRC.ORG](http://NRVRC.ORG)

## MEMORANDUM

**To:** Regional Commission Board Members

**From:** Kevin R. Byrd, Executive Director

**Date:** November 10, 2016

**Re:** FY16 Audit Report

---

Enclosed is the FY16 audit prepared by Corbin Stone, a Certified Public Accountant, with Robinson, Farmer, Cox Associates based in Blacksburg. Mr. Stone and his staff were on-site in August to conduct the FY16 audit and provided the attached cover letter and financial report for the Commission Board of Directors to review. The audit report finds all Commission programs were in compliance and did not identify any deficiencies in internal control over compliance that the auditor would consider to be material weaknesses.

---

Strengthening the Region through Collaboration

### Counties

Floyd | Giles  
Montgomery | Pulaski

### City

Radford

### Towns

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

### Universities

Virginia Tech  
Radford University

# ROBINSON, FARMER, COX ASSOCIATES

CERTIFIED PUBLIC ACCOUNTANTS

A PROFESSIONAL LIMITED LIABILITY COMPANY

August 31, 2016

To the Members of the Board of Directors  
New River Valley Regional Commission

We have audited the financial statements of the New River Valley Regional Commission for the year ended June 30, 2016. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards (and, if applicable, *Government Auditing Standards* and the Uniform Guidance), as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated May 27, 2016. Professional standards also require that we communicate to you the following information related to our audit.

## Significant Audit Findings

### *Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the New River Valley Regional Commission are described in Note 1 to the financial statements. As described in Note 12 to the financial statements, in 2016, the New River Valley Regional Commission adopted new accounting guidance, Governmental Accounting Standards Board Statement No. 82. We noted no transactions entered into by the New River Valley Regional Commission during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the financial statements was:

Management's estimate of the pension liability is based on calculations provided by the Virginia Retirement System (VRS). We evaluated the key factors and assumptions used to develop the retirement liability in determining that it is reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

### *Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

### *Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements for presentation in the financial statements. A listing of our recommended audit adjustments is attached hereto.

### *Disagreements with Management*

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

### *Management Representations*

We have requested certain representations from management that are included in the management representation letter dated August 31, 2016.

### *Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the New River Valley Regional Commission's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

### *Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the New River Valley Regional Commission's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

### Other Matters

We applied certain limited procedures to the budgetary comparison schedule and the schedules related to pension and OPEB funding, as presented in the financial report, which is required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the pension and OPEB funding schedules and do not express an opinion or provide any assurance on this RSI. The budgetary comparison schedule has been subjected to the auditing procedures applied in the audit of the basic financial statements and we have issued an in relation opinion on same.

We were engaged to report on the schedule of federal expenditures, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

### Restriction on Use

This information is intended solely for the information and use of the Board of Directors and management of the New River Valley Regional Commission and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

*Robinson, Turner, Co. Associates*

August 31, 2016

**NEW RIVER VALLEY REGIONAL COMMISSION**

**FINANCIAL REPORT**

**FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

---

NEW RIVER VALLEY REGIONAL COMMISSION  
 FINANCIAL REPORT  
 FOR THE FISCAL YEAR ENDED JUNE 30, 2016

---

TABLE OF CONTENTS

---

**FINANCIAL SECTION**

---

	<u>Exhibit</u>	<u>Page</u>
Independent Auditors' Report .....		1-3
<b>Basic Financial Statements:</b>		
Government-Wide Financial Statements:		
Statement of Net Position .....	1	4
Statement of Activities .....	2	5
Fund Financial Statements:		
Balance Sheet - Governmental Funds .....	3	6
Reconciliation of the Balance Sheet of Governmental Funds to the Statement Of Net Position .....	4	7
Statement of Revenues, Expenditures and Changes in Fund Balances - Governmental Funds .....	5	8
Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances of Governmental Funds to the Statement of Activities .....	6	9
Notes to the Financial Statements .....		10-39
<b>Required Supplementary Information:</b>		
Schedule of Revenues, Expenditures and Changes in Fund Balances - Budget and Actual: General Fund .....	7	40-41
Schedule of OPEB Funding Progress .....	8	42
Schedule of Components of and Changes in Net Pension Liability/Asset and Related Ratios .....	9	43
Schedule of Employer Contributions - Pension Plan .....	10	44
Notes to Required Supplementary Information .....	11	45

---

**COMPLIANCE SECTION**

---

Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i> .....		46-47
Independent Auditors' Report on Compliance for Each Major Program and on Internal Control over Compliance Required by Uniform Guidance .....		48-49
Schedule of Expenditures of Federal Awards .....		50
Schedule of Findings and Questioned Costs .....		51-52

---

## FINANCIAL SECTION

---



# ROBINSON, FARMER, COX ASSOCIATES

A PROFESSIONAL LIMITED LIABILITY COMPANY

CERTIFIED PUBLIC ACCOUNTANTS

---

## Independent Auditors' Report

---

To the Members of the Board  
New River Valley Regional Commission  
Radford, Virginia

### Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and each major fund of the New River Valley Regional Commission, as of and for the year ended June 30, 2016, and the related notes to the financial statements, which collectively comprise the Commission's basic financial statements as listed in the table of contents.

#### *Management's Responsibility for the Financial Statements*

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

#### *Auditors' Responsibility*

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the *Specifications for Audits of Authorities, Boards, and Commissions*, issued by the Auditor of Public Accounts of the Commonwealth of Virginia. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

## *Opinions*

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the New River Valley Regional Commission, as of June 30, 2016, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## *Change in Accounting Principle*

As described in Note 12 to the financial statements, in 2016, the Commission adopted new accounting guidance, GASB Statement No. 82 Pension Issues - an amendment of GASB Statements No. 67, No. 68, and No. 73. Our opinion is not modified with respect to this matter.

## *Other Matters*

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the budgetary comparison information and schedules related to pension and OPEB funding on pages 40-41 and 42-45 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The budgetary comparison information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

Management has omitted management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

## *Other Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the New River Valley Regional Commission's basic financial statements. The schedule of expenditures of federal awards is presented for purposes of additional analysis as required by Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, and is also not a required part of the basic financial statements.

*Other Information (continued)*

The schedule of expenditures of federal awards is the responsibility of management and was derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the basic financial statements as a whole.

**Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated August 31, 2016, on our consideration of the New River Valley Regional Commission's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering New River Valley Regional Commission's internal control over financial reporting and compliance.

*Robinson, Farmer, Cox Associates*

Blacksburg, Virginia  
August 31, 2016

## Basic Financial Statements

NEW RIVER VALLEY REGIONAL COMMISSION  
Statement of Net Position  
June 30, 2016

		Governmental Activities
<b>ASSETS</b>		
Cash and cash equivalents	\$	641,091
Accounts receivable		209,842
Due from other governmental units		437,512
Net pension asset		156,435
Capital assets (net of accumulated depreciation):		
Vehicles		3,393
Total assets	\$	1,448,273
<b>DEFERRED OUTFLOWS OF RESOURCES</b>		
Pension contributions subsequent to measurement date	\$	47,681
<b>LIABILITIES</b>		
Accounts payable	\$	443,424
Accrued unemployment liability		16,402
Unearned revenue		6,870
Noncurrent liabilities:		
Due within one year		50,891
Due in more than one year		122,352
Total liabilities	\$	639,939
<b>DEFERRED INFLOWS OF RESOURCES</b>		
Items related to measurement of net pension liability	\$	183,212
<b>NET POSITION</b>		
Investment in capital assets	\$	3,393
Restricted		16,219
Unrestricted		653,191
Total net position	\$	672,803

The notes to the financial statements are an integral part of this statement.

NEW RIVER VALLEY REGIONAL COMMISSION  
Statement of Activities  
For the Year Ended June 30, 2016

Functions/Programs	Program Revenues			Net (Expense) Revenue and Changes in Net Position
	Expenses	Charges for Services	Operating Grants and Contributions	
Primary Government:				
Governmental activities:				
Health and welfare	\$ 2,532,838	\$ -	2,532,838	\$ -
Community development	1,402,302	937,264	598,903	133,865
Total governmental activities	\$ 3,935,140	\$ 937,264	\$ 3,131,741	\$ 133,865
General revenues:				
Miscellaneous				\$ 3,386
Total general revenues				\$ 3,386
Change in net position				\$ 137,251
Net position - beginning				535,552
Net position - ending				\$ 672,803

The notes to the financial statements are an integral part of this statement.

NEW RIVER VALLEY REGIONAL COMMISSION  
Balance Sheet  
Governmental Funds  
At June 30, 2016

ASSETS	General Fund	WIA Fund	Total
Cash and cash equivalents	\$ 637,355	\$ 3,736	\$ 641,091
Accounts receivable	209,842	-	209,842
Due from other governmental units	-	437,512	437,512
	<u>          </u>	<u>          </u>	<u>          </u>
Total assets	\$ <u>847,197</u>	\$ <u>441,248</u>	\$ <u>1,288,445</u>
LIABILITIES AND FUND BALANCE			
Accounts payable	\$ 2,199	\$ 441,225	\$ 443,424
Accrued unemployment liability	16,402	-	16,402
Unearned revenue	6,870	-	6,870
	<u>          </u>	<u>          </u>	<u>          </u>
Total liabilities	\$ <u>25,471</u>	\$ <u>441,225</u>	\$ <u>466,696</u>
Fund balance:			
Restricted:			
Workforce Investment Act	\$ -	\$ 23	\$ 23
ARC Funding	2,972	-	2,972
Blacksburg Broadband	10,224	-	10,224
Renew the New	3,000	-	3,000
Unassigned	805,530	-	805,530
Total fund balance	\$ <u>821,726</u>	\$ <u>23</u>	\$ <u>821,749</u>
	<u>          </u>	<u>          </u>	<u>          </u>
Total liabilities and fund balance	\$ <u>847,197</u>	\$ <u>441,248</u>	\$ <u>1,288,445</u>

The accompanying notes to financial statements are an integral part of this statement.

NEW RIVER VALLEY REGIONAL COMMISSION  
 Reconciliation of the Balance Sheet of Governmental Funds  
 To the Statement of Net Position  
 June 30, 2016

---

Amounts reported for governmental activities in the statement of net position are different because:

Total fund balances per Exhibit 3 - Balance Sheet	\$	821,749
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds.		
Vehicles		3,393
The net pension asset is not an available resource and, therefore, is not reported in the funds.		156,435
Other long-term assets are not available to pay for current-period expenditures and, therefore, are deferred in the funds.		
Items related to measurement of net pension asset/liability		(183,212)
Pension contributions subsequent to the measurement date will be a increase in/reduction to the net pension asset/liability in the next fiscal year and, therefore, are not reported in the funds.		47,681
Long-term liabilities are not due and payable in the current period and therefore are not reported in the funds.		
Compensated absences	\$	(67,854)
Net OPEB obligation		(105,389)
		(173,243)
Net position of governmental activities	\$	672,803

The notes to the financial statements are an integral part of this statement.



NEW RIVER VALLEY REGIONAL COMMISSION  
Statement of Revenues, Expenditures and Changes in Fund Balances  
Governmental Funds  
For the Year Ended June 30, 2016

Revenues:	General Fund	WIA Fund	Total
Charges for services	\$ 937,264	\$ -	\$ 937,264
Contributions from localities	226,953	-	226,953
Miscellaneous revenue	3,386	-	3,386
Intergovernmental	<u>371,950</u>	<u>2,532,838</u>	<u>2,904,788</u>
 Total revenues	 \$ <u>1,539,553</u>	 \$ <u>2,532,838</u>	 \$ <u>4,072,391</u>
 Expenditures:			
Community Development:			
Personnel	\$ 830,412	\$ -	\$ 830,412
Fringe benefits	280,768	-	280,768
Office rent	62,798	-	62,798
Telephone	16,729	-	16,729
Office supplies	29,967	-	29,967
Postage	2,453	-	2,453
Printing	3,536	-	3,536
Advertising	1,310	-	1,310
Travel	50,170	-	50,170
Equipment maintenance and rent	11,733	-	11,733
Dues and publications	11,626	-	11,626
Training	2,787	-	2,787
Meeting expense	14,437	-	14,437
Insurance	4,017	-	4,017
Capital outlay	10,313	-	10,313
Contractual services	147,909	-	147,909
Audit fee	8,000	-	8,000
Miscellaneous	38,907	-	38,907
Health and Welfare:			
Administrative grant costs	-	257,917	257,917
Program grant costs	<u>-</u>	<u>2,274,921</u>	<u>2,274,921</u>
 Total expenditures	 \$ <u>1,527,872</u>	 \$ <u>2,532,838</u>	 \$ <u>4,060,710</u>
 Excess (deficiency) of revenues over (under) expenditures	 \$ 11,681	 \$ -	 \$ 11,681
 Fund balance, beginning of year	 <u>810,045</u>	 <u>23</u>	 <u>810,068</u>
 Fund balance, end of year	 <u>\$ 821,726</u>	 <u>\$ 23</u>	 <u>\$ 821,749</u>

The accompanying notes to financial statements are an integral part of this statement.

NEW RIVER VALLEY REGIONAL COMMISSION  
 Reconciliation of Statement of Revenues,  
 Expenditures, and Changes in Fund Balances of Governmental Funds  
 To the Statement of Activities  
 For the Year Ended June 30, 2016

---

Amounts reported for governmental activities in the statement of activities are different because:

Net change in fund balances - total governmental funds	\$	11,681
Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which depreciation exceeded capital outlays in the current period.		
Depreciation expense		(3,392)
Revenues in the statement of activities that do not provide current financial resources are not reported as revenues in the funds.		
(Increase) decrease in deferred inflows related to the measurement of the net pension asset/liability		(58,208)
Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore are not reported as expenditures in governmental funds.		
Changes in compensated absences	\$	(8,358)
Changes in net OPEB obligation		(15,187)
Changes in net pension asset/liability		208,249
Changes in deferred outflows related to pension payments subsequent to the measurement date		2,466
		187,170
Change in net position of governmental activities	\$	137,251

The notes to the financial statements are an integral part of this statement.

NEW RIVER VALLEY REGIONAL COMMISSION

NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2016

---

**Note 1-Summary of Significant Accounting Policies:**

The financial statements of the New River Valley Regional Commission (the Commission) conform to generally accepted accounting principles (GAAP) applicable to governmental units promulgated by the Governmental Accounting Standards Board (GASB). The following is a summary of the more significant policies:

A. **Financial Reporting Entity**

The New River Valley Regional Commission was formed pursuant Title 15.2, Chapter 42 of the *Code of Virginia, (1950) as amended*, to encourage and facilitate local government cooperation and state-local cooperation in addressing on a regional basis problems of greater than local significance. Functional areas in which the Commission may assist participating jurisdictions include, but are not limited to: (i) economic and physical infrastructure development; (ii) solid waste, water supply and other environmental management; (iii) transportation; (iv) criminal justice; (v) emergency management; (vi) human services; and (vii) recreation. The Commission was formed to serve the towns of Blacksburg, Christiansburg, Floyd, Narrows, Pearisburg, Pulaski and Rich Creek; the counties of Floyd, Giles, Montgomery and Pulaski; and the City of Radford.

The New River Valley Regional Commission's financial statements include the accounts of all the Commission's operations. The criteria for including organizations as component units within the Commission's reporting entity, as set forth in Section 2100 of GASB's Codification of Governmental Accounting and Financial Reporting Standards, include whether:

- the organization is legally separate (can sue and be sued in their own name)
- the Commission holds the corporate powers of the organization
- the Commission appoints a voting majority of the organization's board
- the Commission is able to impose its will on the organization
- the organization has the potential to impose a financial benefit/burden on the Commission
- there is fiscal dependency by the organization on the Commission

Based on the aforementioned criteria, the Commission has no component units.

B. **Government-wide and fund financial statements**

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the nonfiduciary activities of the Commission (primary government). For the most part, the effect of interfund activity has been removed from these statements. Exceptions to this general rule are other charges between the Commission's functions. Elimination of these charges would distort the direct costs and program revenues reported for the various functions concerned.

NEW RIVER VALLEY REGIONAL COMMISSION  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2016 (CONTINUED)

---

**Note 1-Summary of Significant Accounting Policies: (continued)**

**B. Government-wide and fund financial statements (continued)**

The Statement of Net Position is designed to display financial position of the primary government (governmental and business-type activities). Governments will report all capital assets in the government-wide Statement of Net Position and will report depreciation expense, the cost of "using up" capital assets, in the Statement of Activities. The net position of a government will be broken down into three categories - 1) net investment in capital assets; 2) restricted; and 3) unrestricted.

The government-wide Statement of Activities reports expenses and revenues in a format that focuses on the cost of each of the government's functions. The expense of individual functions is compared to the revenues generated directly by the functions (for instance, through user charges or intergovernmental grants).

The Statement of Activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or segment. *Program revenues* include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Other items not properly included among program revenues are reported instead as *general revenues*.

Major individual governmental funds are reported as separate columns in the fund financial statements.

**C. Measurement focus, basis of accounting, and financial statement presentation**

The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be *available* when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the commission considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

Intergovernmental revenues, consisting primarily of federal, state and other grants for the purpose of funding specific expenditures, are recognized when earned or at the time of the specific expenditure. Revenues from general-purpose grants are recognized in the period to which the grant applies. All other revenue items are considered to be measurable and available only when the government receives cash.

NEW RIVER VALLEY REGIONAL COMMISSION  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2016 (CONTINUED)

---

**Note 1-Summary of Significant Accounting Policies: (continued)**

C. Measurement focus, basis of accounting, and financial statement presentation (continued)

*The Commission reports the following major governmental funds:*

The General Fund is the Commission's primary operating fund. It accounts for and reports all financial resources of the Commission, except those required to be accounted for in other funds.

The Workforce Investment Act Fund (WIA) accounts for and reports the deposit and expenditure of grant proceeds under the Workforce Investment Act programs.

D. Assets, liabilities, deferred outflows/inflows of resources, and net position/fund balance

1. *Cash and Cash Equivalents*

The Commission's cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition.

2. *Receivables and payables*

Activity between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as "due to/from other funds" (i.e., the current portion of interfund loans). All other outstanding balances between funds are reported as or "advances to/from other funds" (i.e., the noncurrent portion of interfund loans).

Advances between funds, as reported in the fund financial statements, are offset by a fund balance reserve account in applicable governmental funds to indicate that they are not available for appropriation and are not expendable available financial resources.

3. *Allowance for Uncollectible Accounts*

Accounts receivable are stated at book value utilizing the direct write-off method for uncollectible accounts. Uncollected balances have not been significant and no allowance for uncollectible accounts has been recorded.

4. *Use of Estimates*

The preparation of financial statements in conformity with U.S. generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

NEW RIVER VALLEY REGIONAL COMMISSION  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2016 (CONTINUED)

---

**Note 1-Summary of Significant Accounting Policies: (continued)**

D. Assets, liabilities, deferred outflows/inflows of resources, and net position/fund balance (continued)

5. *Capital assets*

Capital assets, which include property, plant, and equipment, are reported in the governmental activities column in the government-wide financial statements. Capital assets are defined by the Commission as assets with an initial, individual cost of more than \$5,000 (amount not rounded) and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated acquisition value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend the asset's life are not capitalized. Major outlays for capital assets and improvements are capitalized as projects are constructed. Property, plant, and equipment of the Commission are depreciated using the straight line method over the following estimated useful lives:

<u>Assets</u>	<u>Years</u>
Computer and related equipment	3-5
Furniture and fixtures	10
Vehicles	5

6. *Deferred Outflows/Inflows of Resources*

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. The Commission only has one item that qualifies for reporting in this category. It is comprised of certain items related to the measurement of the net pension asset/liability. It is comprised of contributions to the pension plan made during the current year and subsequent to the net pension asset/liability measurement date, which will be recognized as a reduction of the net pension asset/liability next fiscal year. For more detailed information on these items, reference the pension note.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The Commission has one type of item that qualifies for reporting in this category. Certain items related to the measurement of the net pension asset/liability are reported as deferred inflows of resources. These include differences between expected and actual experience, change in assumptions, and the net difference between projected and actual earnings on pension plan investments. For more detailed information on these items, reference the pension note.

NEW RIVER VALLEY REGIONAL COMMISSION  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2016 (CONTINUED)

---

**Note 1-Summary of Significant Accounting Policies: (continued)**

D. Assets, liabilities, deferred outflows/inflows of resources, and net position/fund balance (continued)

7. *Compensated Absences*

Vested or accumulated vacation leave that is expected to be liquidated with expendable available financial resources is reported as an expenditure and a fund liability of the governmental fund that will pay it. The Commission accrues salary-related payments associated with the payment of compensated absences. All vacation pay is accrued when incurred in the government-wide financial statements.

8. *Pensions*

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Commission's Retirement Plan and the additions to/deductions from the Commission's Retirement Plan's net fiduciary position have been determined on the same basis as they were reported by the Virginia Retirement System (VRS). For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

9. *Long-term obligations*

In the government-wide financial statements, long-term obligations are reported as liabilities in the statement of net position. In the fund financial statements, the face amount of debt issued is reported as other financing sources in the statement of revenues, expenditures and changes in fund balance and is not presented as a liability in the balance sheet.

10. *Fund equity*

The Commission reports Fund balance in accordance with provisions of GASB Statement 54, *Fund Balance Reporting and Governmental Fund Type Definitions*. The following classifications describe the relative strength of the spending constraints placed on the purposes for which resources can be used:

- Nonspendable fund balance - amounts that are not in spendable form (such as inventory and prepaids) or are required to be maintained intact (corpus of a permanent fund);
- Restricted fund balance - amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation;
- Committed fund balance - amounts constrained to specific purposes by a government itself, using its highest level of decision-making authority; to be reported as committed, amounts cannot be used for any other purpose unless the government takes the same highest level action to remove or change the constraint;
- Assigned fund balance - amounts a government intends to use for a specific purpose; intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority;

NEW RIVER VALLEY REGIONAL COMMISSION  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2016 (CONTINUED)

---

**Note 1-Summary of Significant Accounting Policies: (continued)**

D. Assets, liabilities, deferred outflows/inflows of resources, and net position/fund balance (continued)

10. *Fund equity (continued)*

- Unassigned fund balance - amounts that are available for any purpose; positive amounts are only reported in the general fund.

When fund balance resources are available for a specific purpose in more than one classification, it is the Commission's policy to use the most restrictive funds first in the following order: restricted, committed, assigned, and unassigned as they are needed.

The Commission establishes (and modifies or rescinds) fund balance commitments by passage of a resolution. This is typically done through adoption and amendment of the budget. A fund balance commitment is further indicated in the budget document as a designation or commitment of the fund (such as for special incentives). Assigned fund balance is established by the Board of Directors through adoption or amendment of the budget as intended for specific purpose (such as the purchase of capital assets, construction, debt service, or for other purposes).

11. *Net Position*

Net position is the difference between assets and deferred outflows of resources and liabilities and deferred inflows of resources. Net position is divided into three components:

- Net investment in capital assets—consist of the historical cost of capital assets less accumulated depreciation and less any debt that remains outstanding that was used to finance those assets plus deferred outflows of resources less deferred inflows of resources related to those assets.
- Restricted—consist of assets that are restricted by the Commission's creditors (for example, through debt covenants), by the state enabling legislation (through restrictions on shared revenues), by grantors (both federal and state), and by other contributors.
- Unrestricted—all other net position is reported in this category.

12. *Net Position Flow Assumption*

Sometimes the Authority will fund outlays for a particular purpose from both restricted (e.g. restricted bond and grant proceeds) and unrestricted resources. In order to calculate the amounts to report as restricted - net position and unrestricted - net position in the financial statements, a flow assumption must be made about the order in which the resources are considered to be applied. It is the Commission's policy to consider restricted - net position to have been depleted before unrestricted - net position is applied.



NEW RIVER VALLEY REGIONAL COMMISSION  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2016 (CONTINUED)

**Note 2-Deposits and Investments:**

**Deposits:** Deposits with banks are covered by the Federal Deposit Insurance Corporation (FDIC) and collateralized in accordance with the Virginia Security for Public Deposits Act (the "Act"), Section 2.2-4400 et. seq. of the Code of Virginia. Under the Act, banks and savings institutions holding public deposits in excess of the amount insured by the FDIC must pledge collateral to the Commonwealth of Virginia Treasury Board. Financial Institutions may choose between two collateralization methodologies and depending upon that choice, will pledge collateral that ranges in the amounts from 50% to 130% of excess deposits. Accordingly, all deposits are considered fully collateralized.

**Investments:** Statutes authorize local governments and other public bodies to invest in obligations of the United States or agencies thereof, obligations of the Commonwealth of Virginia or political subdivisions thereof, obligations of the International Bank for Reconstruction and Development (World Bank), the Asian Development Bank, the African Development Bank, "prime quality" commercial paper and certain corporate notes, banker's acceptances, repurchase agreements, and the State Treasurer's Local Government Investment Pool (LGIP). As of June 30, 2016 and for the year then ended the Commission did not have any investments.

**Note 3-Due from Other Governmental Units:**

The following amount represents payments due from other governmental units at year end:

	Amount Due
Due from Federal Government:	
U.S Department of Labor	
Pass through the Commonwealth of Virginia:	
Virginia Community College System	
Workforce Investment Act	\$ 437,512

**Note 4-Long-Term Obligations:**

The following is a summary of long-term obligation transactions of the Commission for the year ended June 30, 2016.

	Balance July 1, 2015	Increases	Decreases	Balance June 30, 2016	Amount Due Within One Year
Net OPEB Obligation	\$ 90,202	\$ 15,187	\$ -	\$ 105,389	\$ -
Compensated Absences	59,496	52,980	(44,622)	67,854	50,891
Total	\$ 149,698	\$ 68,167	\$ (44,622)	\$ 173,243	\$ 50,891

NEW RIVER VALLEY REGIONAL COMMISSION  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2016 (CONTINUED)

---

**Note 5-Capital Assets:**

Capital asset activity for the year ended June 30, 2016 was as follows:

	Beginning Balance	Increases	Decreases	Ending Balance
Capital assets, being depreciated:				
Vehicles	\$ 49,383	\$ -	\$ (17,962)	\$ 31,421
Accumulated depreciation:				
Vehicles	\$ (42,598)	\$ (3,392)	\$ 17,962	\$ (28,028)
Total capital assets, net	\$ 6,785	\$ (3,392)	\$ -	\$ 3,393

All depreciation expense was charged to the Community Development function in the Statement of Activities.

*The remainder of the page left blank intentionally.*

NEW RIVER VALLEY REGIONAL COMMISSION  
 NOTES TO THE FINANCIAL STATEMENTS  
 JUNE 30, 2016 (CONTINUED)

**Note 6-Pension Plan:**

*Plan Description*

All full-time, salaried employees of the New River Valley Regional Commission are automatically covered by the VRS Retirement Plan upon employment. This is an agent multiple-employer plan administered by the Virginia Retirement System (the System) along with plans for other employer groups in the Commonwealth of Virginia. Members earn one month of service credit for each month they are employed and for which they and their employer pays contributions to VRS. Members are eligible to purchase prior service, based on specific criteria as defined in the Code of Virginia, as amended. Eligible prior service that may be purchased includes prior public service, active military service, certain periods of leave, and previously refunded service.

The System administers three different benefit structures for covered employees - Plan 1, Plan 2, and, Hybrid. Each of these benefit structures has a different eligibility criteria. The specific information for each plan and the eligibility for covered groups within each plan are set out in the table below:

RETIREMENT PLAN PROVISIONS		
PLAN 1	PLAN 2	HYBRID RETIREMENT PLAN
<p><b>About Plan 1</b>            Plan 1 is a defined benefit plan. The retirement benefit is based on a member's age, creditable service and average final compensation at retirement using a formula. Employees are eligible for Plan 1 if their membership date is before July 1, 2010, and they were vested as of January 1, 2013.</p>	<p><b>About Plan 2</b>            Plan 2 is a defined benefit plan. The retirement benefit is based on a member's age, creditable service and average final compensation at retirement using a formula. Employees are eligible for Plan 2 if their membership date is on or after July 1, 2010, or their membership date is before July 1, 2010, and they were not vested as of January 1, 2013.</p>	<p><b>About the Hybrid Retirement Plan</b>            The Hybrid Retirement Plan combines the features of a defined benefit plan and a defined contribution plan. Most members hired on or after January 1, 2014 are in this plan, as well as Plan 1 and Plan 2 members who were eligible and opted into the plan during a special election window. (see "Eligible Members")</p> <ul style="list-style-type: none"> <li>• The defined benefit is based on a member's age, creditable service and average final compensation at retirement using a formula.</li> <li>• The benefit from the defined contribution component of the plan depends on the member and employer contributions made to the plan and the investment performance of those contributions.</li> </ul>

NEW RIVER VALLEY REGIONAL COMMISSION  
 NOTES TO THE FINANCIAL STATEMENTS  
 JUNE 30, 2016 (CONTINUED)

**Note 6-Pension Plan:** (continued)

*Plan Description (continued)*

RETIREMENT PLAN PROVISIONS (CONTINUED)		
PLAN 1	PLAN 2	HYBRID RETIREMENT PLAN
		<ul style="list-style-type: none"> <li>• In addition to the monthly benefit payment payable from the defined benefit plan at retirement, a member may start receiving distributions from the balance in the defined contribution account, reflecting the contributions, investment gains or losses, and any required fees.</li> </ul>
<p><b>Eligible Members</b>            Employees are in Plan 1 if their membership date is before July 1, 2010, and they were vested as of January 1, 2013.</p> <p><b>Hybrid Opt-In Election</b>            VRS non-hazardous duty covered Plan 1 members were allowed to make an irrevocable decision to opt into the Hybrid Retirement Plan during a special election window held January 1 through April 30, 2014.</p> <p>The Hybrid Retirement Plan's effective date for eligible Plan 1 members who opted in was July 1, 2014.</p> <p>If eligible deferred members returned to work during the election window, they were also eligible to opt into the Hybrid Retirement Plan.</p>	<p><b>Eligible Members</b>            Employees are in Plan 2 if their membership date is on or after July 1, 2010, or their membership date is before July 1, 2010, and they were not vested as of January 1, 2013.</p> <p><b>Hybrid Opt-In Election</b>            Eligible Plan 2 members were allowed to make an irrevocable decision to opt into the Hybrid Retirement Plan during a special election window held January 1 through April 30, 2014.</p> <p>The Hybrid Retirement Plan's effective date for eligible Plan 2 members who opted in was July 1, 2014.</p> <p>If eligible deferred members returned to work during the election window, they were also eligible to opt into the Hybrid Retirement Plan.</p>	<p><b>Eligible Members</b>            Employees are in the Hybrid Retirement Plan if their membership date is on or after January 1, 2014. This includes:</p> <ul style="list-style-type: none"> <li>• Political subdivision employees*</li> <li>• Members in Plan 1 or Plan 2 who elected to opt into the plan during the election window held January 1-April 30, 2014; the plan's effective date for opt-in members was July 1, 2014.</li> </ul> <p><b>*Non-Eligible Members</b>            Some employees are not eligible to participate in the Hybrid Retirement Plan. They include:</p> <ul style="list-style-type: none"> <li>• Political subdivision employees who are covered by enhanced benefits for hazardous duty employees.</li> </ul>

NEW RIVER VALLEY REGIONAL COMMISSION  
 NOTES TO THE FINANCIAL STATEMENTS  
 JUNE 30, 2016 (CONTINUED)

**Note 6-Pension Plan:** (continued)

*Plan Description (continued)*

RETIREMENT PLAN PROVISIONS (CONTINUED)		
PLAN 1	PLAN 2	HYBRID RETIREMENT PLAN
<p><b>Hybrid Opt-In Election (Cont.)</b>            Members who were eligible for an optional retirement plan (ORP) and had prior service under Plan 1 were not eligible to elect the Hybrid Retirement Plan and remain as Plan 1 or ORP.</p>	<p><b>Hybrid Opt-In Election (Cont.)</b>            Members who were eligible for an optional retirement plan (ORP) and have prior service under Plan 2 were not eligible to elect the Hybrid Retirement Plan and remain as Plan 2 or ORP.</p>	<p><b>*Non-Eligible Members (Cont.)</b>            Those employees eligible for an optional retirement plan (ORP) must elect the ORP plan or the Hybrid Retirement Plan. If these members have prior service under Plan 1 or Plan 2, they are not eligible to elect the Hybrid Retirement Plan and must select Plan 1 or Plan 2 (as applicable) or ORP.</p>
<p><b>Retirement Contributions</b>            Employees contribute 5% of their compensation each month to their member contribution account through a pre-tax salary reduction. Some political subdivisions elected to phase in the required 5% member contribution but all employees will be paying the full 5% by July 1, 2016. Member contributions are tax-deferred until they are withdrawn as part of a retirement benefit or as a refund. The employer makes a separate actuarially determined contribution to VRS for all covered employees. VRS invests both member and employer contributions to provide funding for the future benefit payment.</p>	<p><b>Retirement Contributions</b>            Employees contribute 5% of their compensation each month to their member contribution account through a pre-tax salary reduction. Some political subdivisions elected to phase in the required 5% member contribution but all employees will be paying the full 5% by July 1, 2016.</p>	<p><b>Retirement Contributions</b>            A member's retirement benefit is funded through mandatory and voluntary contributions made by the member and the employer to both the defined benefit and the defined contribution components of the plan. Mandatory contributions are based on a percentage of the employee's creditable compensation and are required from both the member and the employer. Additionally, members may choose to make voluntary contributions to the defined contribution component of the plan, and the employer is required to match those voluntary contributions according to specified percentages.</p>

NEW RIVER VALLEY REGIONAL COMMISSION  
 NOTES TO THE FINANCIAL STATEMENTS  
 JUNE 30, 2016 (CONTINUED)

**Note 6-Pension Plan:** (continued)

*Plan Description (continued)*

RETIREMENT PLAN PROVISIONS (CONTINUED)		
PLAN 1	PLAN 2	HYBRID RETIREMENT PLAN
<p><b>Creditable Service</b>            Creditable service includes active service. Members earn creditable service for each month they are employed in a covered position. It also may include credit for prior service the member has purchased or additional creditable service the member was granted. A member's total creditable service is one of the factors used to determine their eligibility for retirement and to calculate their retirement benefit. It also may count toward eligibility for the health insurance credit in retirement, if the employer offers the health insurance credit.</p>	<p><b>Creditable Service</b>            Same as Plan 1.</p>	<p><b>Creditable Service</b>  <u><b>Defined Benefit Component:</b></u>            Under the defined benefit component of the plan, creditable service includes active service. Members earn creditable service for each month they are employed in a covered position. It also may include credit for prior service the member has purchased or additional creditable service the member was granted. A member's total creditable service is one of the factors used to determine their eligibility for retirement and to calculate their retirement benefit. It also may count toward eligibility for the health insurance credit in retirement, if the employer offers the health insurance credit.</p> <p><u><b>Defined Contributions Component:</b></u>            Under the defined contribution component, creditable service is used to determine vesting for the employer contribution portion of the plan.</p>

NEW RIVER VALLEY REGIONAL COMMISSION  
 NOTES TO THE FINANCIAL STATEMENTS  
 JUNE 30, 2016 (CONTINUED)

**Note 6-Pension Plan:** (continued)

*Plan Description (continued)*

RETIREMENT PLAN PROVISIONS (CONTINUED)		
PLAN 1	PLAN 2	HYBRID RETIREMENT PLAN
<p><b>Vesting</b>                      Vesting is the minimum length of service a member needs to qualify for a future retirement benefit. Members become vested when they have at least five years (60 months) of creditable service. Vesting means members are eligible to qualify for retirement if they meet the age and service requirements for their plan. Members also must be vested to receive a full refund of their member contribution account balance if they leave employment and request a refund.</p> <p>Members are always 100% vested in the contributions that they make.</p>	<p><b>Vesting</b>                      Same as Plan 1.</p>	<p><b>Vesting</b>  <u><b>Defined Benefit Component:</b></u>                      Defined benefit vesting is the minimum length of service a member needs to qualify for a future retirement benefit. Members are vested under the defined benefit component of the Hybrid Retirement Plan when they reach five years (60 months) of creditable service. Plan 1 or Plan 2 members with at least five years (60 months) of creditable service who opted into the Hybrid Retirement Plan remain vested in the defined benefit component.</p> <p><u><b>Defined Contributions Component:</b></u>                      Defined contribution vesting refers to the minimum length of service a member needs to be eligible to withdraw the employer contributions from the defined contribution component of the plan.</p> <p>Members are always 100% vested in the contributions that they make.</p>

NEW RIVER VALLEY REGIONAL COMMISSION  
 NOTES TO THE FINANCIAL STATEMENTS  
 JUNE 30, 2016 (CONTINUED)

**Note 6-Pension Plan:** (continued)

*Plan Description (continued)*

RETIREMENT PLAN PROVISIONS (CONTINUED)		
PLAN 1	PLAN 2	HYBRID RETIREMENT PLAN
<p>Vesting (Cont.)</p>	<p>Vesting (Cont.)</p>	<p>Vesting (Cont.)  <u>Defined Contributions Component:</u> (Cont.)            Upon retirement or leaving covered employment, a member is eligible to withdraw a percentage of employer contributions to the defined contribution component of the plan, based on service.</p> <ul style="list-style-type: none"> <li>• After two years, a member is 50% vested and may withdraw 50% of employer contributions.</li> <li>• After three years, a member is 75% vested and may withdraw 75% of employer contributions.</li> <li>• After four or more years, a member is 100% vested and may withdraw 100% of employer contributions.</li> </ul> <p>Distribution is not required by law until age 70½.</p>
<p><b>Calculating the Benefit</b>            The Basic Benefit is calculated based on a formula using the member's average final compensation, a retirement multiplier and total service credit at retirement. It is one of the benefit payout options available to a member at retirement.</p>	<p><b>Calculating the Benefit</b>            See definition under Plan 1.</p>	<p><b>Calculating the Benefit</b>  <u>Defined Benefit Component:</u>            See definition under Plan 1</p>



NEW RIVER VALLEY REGIONAL COMMISSION  
 NOTES TO THE FINANCIAL STATEMENTS  
 JUNE 30, 2016 (CONTINUED)

**Note 6-Pension Plan:** (continued)

*Plan Description (continued)*

RETIREMENT PLAN PROVISIONS (CONTINUED)		
PLAN 1	PLAN 2	HYBRID RETIREMENT PLAN
<p><b>Calculating the Benefit (Cont.)</b>            An early retirement reduction factor is applied to the Basic Benefit if the member retires with a reduced retirement benefit or selects a benefit payout option other than the Basic Benefit.</p>	<p><b>Calculating the Benefit (Cont.)</b></p>	<p><b>Calculating the Benefit (Cont.)</b>  <u><b>Defined Contribution Component:</b></u>            The benefit is based on contributions made by the member and any matching contributions made by the employer, plus net investment earnings on those contributions.</p>
<p><b>Average Final Compensation</b>            A member's average final compensation is the average of the 36 consecutive months of highest compensation as a covered employee.</p>	<p><b>Average Final Compensation</b>            A member's average final compensation is the average of their 60 consecutive months of highest compensation as a covered employee.</p>	<p><b>Average Final Compensation</b>            Same as Plan 2. It is used in the retirement formula for the defined benefit component of the plan.</p>
<p><b>Service Retirement Multiplier</b>  <b>VRS:</b> The retirement multiplier is a factor used in the formula to determine a final retirement benefit. The retirement multiplier for non-hazardous duty members is 1.70%.</p> <p><b>Sheriffs and regional jail superintendents:</b> The retirement multiplier for sheriffs and regional jail superintendents is 1.85%.</p> <p><b>Political subdivision hazardous duty employees:</b> The retirement multiplier of eligible political subdivision hazardous duty employees other than sheriffs and regional jail superintendents is 1.70% or 1.85% as elected by the employer.</p>	<p><b>Service Retirement Multiplier</b>  <b>VRS:</b> Same as Plan 1 for service earned, purchased or granted prior to January 1, 2013. For non-hazardous duty members the retirement multiplier is 1.65% for creditable service earned, purchased or granted on or after January 1, 2013.</p> <p><b>Sheriffs and regional jail superintendents:</b> Same as Plan 1.</p> <p><b>Political subdivision hazardous duty employees:</b> Same as Plan 1.</p>	<p><b>Service Retirement Multiplier</b>  <u><b>Defined Benefit Component:</b></u>  <b>VRS:</b> The retirement multiplier for the defined benefit component is 1.00%.</p> <p>For members who opted into the Hybrid Retirement Plan from Plan 1 or Plan 2, the applicable multipliers for those plans will be used to calculate the retirement benefit for service credited in those plans.</p> <p><b>Sheriffs and regional jail superintendents:</b> Not applicable.</p> <p><b>Political subdivision hazardous duty employees:</b> Not applicable.</p> <p><b>Defined Contribution Component:</b>            Not applicable.</p>

NEW RIVER VALLEY REGIONAL COMMISSION  
 NOTES TO THE FINANCIAL STATEMENTS  
 JUNE 30, 2016 (CONTINUED)

**Note 6-Pension Plan:** (continued)

*Plan Description (continued)*

RETIREMENT PLAN PROVISIONS (CONTINUED)		
PLAN 1	PLAN 2	HYBRID RETIREMENT PLAN
<p>Normal Retirement Age            VRS: Age 65.</p> <p>Political subdivisions hazardous duty employees: Age 60.</p>	<p>Normal Retirement Age            VRS: Normal Social Security retirement age.</p> <p>Political subdivisions hazardous duty employees: Same as Plan 1.</p>	<p>Normal Retirement Age  <u>Defined Benefit Component:</u>            VRS: Same as Plan 2.</p> <p>Political subdivisions hazardous duty employees: Not applicable.</p> <p><u>Defined Contribution Component:</u>            Members are eligible to receive distributions upon leaving employment, subject to restrictions.</p>
<p>Earliest Unreduced Retirement Eligibility            VRS: Age 65 with at least five years (60 months) of creditable service or at age 50 with at least 30 years of creditable service.</p> <p>Political subdivisions hazardous duty employees: Age 60 with at least five years of creditable service or age 50 with at least 25 years of creditable service.</p>	<p>Earliest Unreduced Retirement Eligibility            VRS: Normal Social Security retirement age with at least five years (60 months) of creditable service or when their age and service equal 90.</p> <p>Political subdivisions hazardous duty employees: Same as Plan 1.</p>	<p>Earliest Unreduced Retirement Eligibility  <u>Defined Benefit Component:</u>            VRS: Normal Social Security retirement age and have at least five years (60 months) of creditable service or when their age and service equal 90.</p> <p>Political subdivisions hazardous duty employees: Not applicable.</p> <p><u>Defined Contribution Component:</u>            Members are eligible to receive distributions upon leaving employment, subject to restrictions.</p>
<p>Earliest Reduced Retirement Eligibility            VRS: Age 55 with at least five years (60 months) of creditable service or age 50 with at least 10 years of creditable service.</p>	<p>Earliest Reduced Retirement Eligibility            VRS: Age 60 with at least five years (60 months) of creditable service.</p>	<p>Earliest Reduced Retirement Eligibility  <u>Defined Benefit Component:</u>            VRS: Members may retire with a reduced benefit as early as age 60 with at least five years (60 months) of creditable service.</p>

NEW RIVER VALLEY REGIONAL COMMISSION  
 NOTES TO THE FINANCIAL STATEMENTS  
 JUNE 30, 2016 (CONTINUED)

**Note 6-Pension Plan:** (continued)

*Plan Description (continued)*

RETIREMENT PLAN PROVISIONS (CONTINUED)		
PLAN 1	PLAN 2	HYBRID RETIREMENT PLAN
<p><b>Earliest Reduced Retirement Eligibility (Cont.)</b></p> <p>Political subdivisions hazardous duty employees: 50 with at least five years of creditable service.</p>	<p><b>Earliest Reduced Retirement Eligibility (Cont.)</b></p> <p>Political subdivisions hazardous duty employees: Same as Plan 1.</p>	<p><b>Earliest Reduced Retirement Eligibility (Cont.)</b></p> <p>Political subdivisions hazardous duty employees: Not applicable.</p> <p><u>Defined Contribution Component:</u> Members are eligible to receive distributions upon leaving employment, subject to restrictions.</p>
<p><b>Cost-of-Living Adjustment (COLA) in Retirement</b> The Cost-of-Living Adjustment (COLA) matches the first 3% increase in the Consumer Price Index for all Urban Consumers (CPI-U) and half of any additional increase (up to 4%) up to a maximum COLA of 5%.</p> <p><u>Eligibility:</u> For members who retire with an unreduced benefit or with a reduced benefit with at least 20 years of creditable service, the COLA will go into effect on July 1 after one full calendar year from the retirement date.</p> <p>For members who retire with a reduced benefit and who have less than 20 years of creditable service, the COLA will go into effect on July 1 after one calendar year following the unreduced retirement eligibility date.</p>	<p><b>Cost-of-Living Adjustment (COLA) in Retirement</b> The Cost-of-Living Adjustment (COLA) matches the first 2% increase in the CPI-U and half of any additional increase (up to 2%), for a maximum COLA of 3%.</p> <p><u>Eligibility:</u> Same as Plan 1</p>	<p><b>Cost-of-Living Adjustment (COLA) in Retirement</b> <u>Defined Benefit Component:</u> Same as Plan 2.</p> <p><u>Defined Contribution Component:</u> Not applicable.</p> <p><u>Eligibility:</u> Same as Plan 1 and Plan 2.</p>

NEW RIVER VALLEY REGIONAL COMMISSION  
 NOTES TO THE FINANCIAL STATEMENTS  
 JUNE 30, 2016 (CONTINUED)

**Note 6-Pension Plan:** (continued)

*Plan Description (continued)*

RETIREMENT PLAN PROVISIONS (CONTINUED)		
PLAN 1	PLAN 2	HYBRID RETIREMENT PLAN
<p>Cost-of-Living Adjustment (COLA) in Retirement (Cont.)</p> <p><u>Exceptions to COLA Effective Dates:</u>            The COLA is effective July 1 following one full calendar year (January 1 to December 31) under any of the following circumstances:</p> <ul style="list-style-type: none"> <li>• The member is within five years of qualifying for an unreduced retirement benefit as of January 1, 2013.</li> <li>• The member retires on disability.</li> <li>• The member retires directly from short-term or long-term disability under the Virginia Sickness and Disability Program (VSDP).</li> <li>• The member is involuntarily separated from employment for causes other than job performance or misconduct and is eligible to retire under the Workforce Transition Act or the Transitional Benefits Program.</li> <li>• The member dies in service and the member's survivor or beneficiary is eligible for a monthly death-in-service benefit. The COLA will go into effect on July 1 following one full calendar year (January 1 to December 31) from the date the monthly benefit begins.</li> </ul>	<p>Cost-of-Living Adjustment (COLA) in Retirement (Cont.)</p> <p><u>Exceptions to COLA Effective Dates:</u>            Same as Plan 1</p>	<p>Cost-of-Living Adjustment (COLA) in Retirement (Cont.)</p> <p><u>Exceptions to COLA Effective Dates:</u>            Same as Plan 1 and Plan 2.</p>

NEW RIVER VALLEY REGIONAL COMMISSION  
 NOTES TO THE FINANCIAL STATEMENTS  
 JUNE 30, 2016 (CONTINUED)

**Note 6-Pension Plan:** (continued)

*Plan Description (continued)*

RETIREMENT PLAN PROVISIONS (CONTINUED)		
PLAN 1	PLAN 2	HYBRID RETIREMENT PLAN
<p><b>Disability Coverage</b>            Members who are eligible to be considered for disability retirement and retire on disability, the retirement multiplier is 1.7% on all service, regardless of when it was earned, purchased or granted.</p> <p>VSDP members are subject to a one-year waiting period before becoming eligible for non-work-related disability benefits.</p>	<p><b>Disability Coverage</b>            Members who are eligible to be considered for disability retirement and retire on disability, the retirement multiplier is 1.65% on all service, regardless of when it was earned, purchased or granted.</p> <p>VSDP members are subject to a one-year waiting period before becoming eligible for non-work related disability benefits.</p>	<p><b>Disability Coverage</b>            Employees of political subdivisions (including Plan 1 and Plan 2 opt-ins) participate in the Virginia Local Disability Program (VLDP) unless their local governing body provides an employer-paid comparable program for its members.</p> <p>Hybrid members (including Plan 1 and Plan 2 opt-ins) covered under VLDP are subject to a one-year waiting period before becoming eligible for non-work-related disability benefits.</p>
<p><b>Purchase of Prior Service</b>            Members may be eligible to purchase service from previous public employment, active duty military service, an eligible period of leave or VRS refunded service as creditable service in their plan. Prior creditable service counts toward vesting, eligibility for retirement and the health insurance credit. Only active members are eligible to purchase prior service. When buying service, members must purchase their most recent period of service first. Members also may be eligible to purchase periods of leave without pay.</p>	<p><b>Purchase of Prior Service</b>            Same as Plan 1.</p>	<p><b>Purchase of Prior Service</b>  <u><b>Defined Benefit Component:</b></u>            Same as Plan 1, with the following exceptions:</p> <ul style="list-style-type: none"> <li>• Hybrid Retirement Plan members are ineligible for ported service.</li> <li>• The cost for purchasing refunded service is the highest of 4% of creditable compensation or average final compensation.</li> <li>• Plan members have one year from their date of hire or return from leave to purchase all but refunded prior service at approximate normal cost. After that one-year period, the rate for most categories of service will change to actuarial cost.</li> </ul> <p><u><b>Defined Contribution Component:</b></u>            Not applicable.</p>

NEW RIVER VALLEY REGIONAL COMMISSION  
 NOTES TO THE FINANCIAL STATEMENTS  
 JUNE 30, 2016 (CONTINUED)

---

**Note 6-Pension Plan:** (continued)

*Plan Description (continued)*

The system issues a publicly available comprehensive annual financial report (CAFR) that includes financial statements and required supplementary information for the plans administered by VRS. A copy of the most recent report may be obtained from the VRS website at <http://www.varetire.org/Pdf/Publications/2015-annual-report-pdf>, or by writing to the System's Chief Financial Officer at P.O. Box 2500, Richmond, VA 23218-2500.

*Employees Covered by Benefit Terms*

As of the June 30, 2014 actuarial valuation, the following employees were covered by the benefit terms of the pension plan:

	<u>Number</u>
Inactive members or their beneficiaries currently receiving benefits	9
Inactive members:	
Vested inactive members	7
Non-vested inactive members	8
Inactive members active elsewhere in VRS	13
Total inactive members	37
Active members	11
Total covered employees	48

*Contributions*

The contribution requirement for active employees is governed by §51.1-145 of the Code of Virginia, as amended, but may be impacted as a result of funding options provided to political subdivisions by the Virginia General Assembly. Employees are required to contribute 5.00% of their compensation toward their retirement. Prior to July 1, 2012, all or part of the 5.00% member contribution may have been assumed by the employer. Beginning July 1, 2012 new employees were required to pay the 5% member contribution. In addition, for existing employees, employers were required to begin making the employee pay the 5.00% member contribution. This could be phased in over a period of up to 5 years and the employer is required to provide a salary increase equal to the amount of the increase in the employee-paid member contribution.

The New River Valley Regional Commission's contractually required contribution rate for the year ended June 30, 2016 was 6.6% of covered employee compensation. This rate was based on an actuarially determined rate from an actuarial valuation as of June 30, 2013.

This rate, when combined with employee contributions, was expected to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. Contributions to the pension plan from the New River Valley Regional Commission were \$47,681 and \$45,215 for the years ended June 30, 2016 and June 30, 2015, respectively.

NEW RIVER VALLEY REGIONAL COMMISSION  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2016 (CONTINUED)

---

**Note 6-Pension Plan:** (continued)

*Net Pension Liability*

The New River Valley Regional Commission's net pension liability was measured as of June 30, 2015. The total pension liability used to calculate the net pension liability was determined by an actuarial valuation performed as of June 30, 2014, using updated actuarial assumptions, applied to all periods included in the measurement and rolled forward to the measurement date of June 30, 2015.

*Actuarial Assumptions - General Employees*

The total pension liability for General Employees in the New River Valley Regional Commission's Retirement Plan was based on an actuarial valuation as of June 30, 2014, using the Entry Age Normal actuarial cost method and the following assumptions, applied to all periods included in the measurement and rolled forward to the measurement date of June 30, 2015.

Inflation	2.5%
Salary increases, including inflation	3.5% - 5.35%
Investment rate of return	7.0%, net of pension plan investment expense, including inflation*

\* Administrative expenses as a percent of the market value of assets for the last experience study were found to be approximately 0.06% of the market assets for all of the VRS plans. This would provide an assumed investment return rate for GASB purposes of slightly more than the assumed 7.0%. However, since the difference was minimal, and a more conservative 7.0% investment return assumption provided a projected plan net position that exceeded the projected benefit payments, the long-term expected rate of return on investments was assumed to be 7.0% to simplify preparation of pension liabilities.

Mortality rates: 14% of deaths are assumed to be service related

Largest 10 - Non-LEOS:

Pre-Retirement:

RP-2000 Employee Mortality Table Projected with Scale AA to 2020 with males set forward 4 years and females set back 2 years

Post-Retirement:

RP-2000 Combined Mortality Table Projected with Scale AA to 2020 with males set forward 1 year

Post-Disablement:

RP-2000 Disability Life Mortality Table Projected to 2020 with males set back 3 years and no provision for future mortality improvement

All Others (Non 10 Largest) - Non-LEOS:

Pre-Retirement:

RP-2000 Employee Mortality Table Projected with Scale AA to 2020 with males set forward 4 years and females set back 2 years

NEW RIVER VALLEY REGIONAL COMMISSION  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2016 (CONTINUED)

---

Note 6-Pension Plan: (continued)

*Actuarial Assumptions - General Employees (continued)*

Post-Retirement:

RP-2000 Combined Mortality Table Projected with Scale AA to 2020 with males set forward 1 year

Post-Disablement:

RP-2000 Disability Life Mortality Table Projected to 2020 with males set back 3 years and no provision for future mortality improvement

The actuarial assumptions used in the June 30, 2014 valuation were based on the results of an actuarial experience study for the period from July 1, 2008 through June 30, 2012. Changes to the actuarial assumptions as a result of the experience study are as follows:

Largest 10 - Non-LEOS:

- Update mortality table
- Decrease in rates of service retirement
- Decrease in rates of disability retirement
- Reduce rates of salary increase by 0.25% per year

All Others (Non 10 Largest) - Non-LEOS:

- Update mortality table
- Decrease in rates of service retirement
- Decrease in rates of disability retirement
- Reduce rates of salary increase by 0.25% per year

*The remainder of the page left blank intentionally.*



NEW RIVER VALLEY REGIONAL COMMISSION  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2016 (CONTINUED)

**Note 6-Pension Plan:** (continued)

*Long-Term Expected Rate of Return*

The long-term expected rate of return on pension System investments was determined using a log-normal distribution analysis in which best-estimate ranges of expected future real rates of return (expected returns, net of pension System investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target asset allocation and best estimate of arithmetic real rates of return for each major asset class are summarized in the following table:

<u>Asset Class (Strategy)</u>	<u>Target Allocation</u>	<u>Arithmetic Long-Term Expected Rate of Return</u>	<u>Weighted Average Long-Term Expected Rate of Return</u>
U.S. Equity	19.50%	6.46%	1.26%
Developed Non U.S. Equity	16.50%	6.28%	1.04%
Emerging Market Equity	6.00%	10.00%	0.60%
Fixed Income	15.00%	0.09%	0.01%
Emerging Debt	3.00%	3.51%	0.11%
Rate Sensitive Credit	4.50%	3.51%	0.16%
Non Rate Sensitive Credit	4.50%	5.00%	0.23%
Convertibles	3.00%	4.81%	0.14%
Public Real Estate	2.25%	6.12%	0.14%
Private Real Estate	12.75%	7.10%	0.91%
Private Equity	12.00%	10.41%	1.25%
Cash	1.00%	-1.50%	-0.02%
Total	<u>100.00%</u>		<u>5.83%</u>
		Inflation	<u>2.50%</u>
		*Expected arithmetic nominal return	<u>8.33%</u>

\* Using stochastic projection results provides an expected range of real rates of return over various time horizons. Looking at one year results produces an expected real return of 8.33% but also has a high standard deviation, which means there is high volatility. Over larger time horizons the volatility declines significantly and provides a median return of 7.44%, including expected inflation of 2.50%.

NEW RIVER VALLEY REGIONAL COMMISSION  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2016 (CONTINUED)

**Note 6-Pension Plan:** (continued)

*Discount Rate*

The discount rate used to measure the total pension liability was 7.00%. The projection of cash flows used to determine the discount rate assumed that System member contributions will be made per the VRS Statutes and the employer contributions will be made in accordance with the VRS funding policy at rates equal to the difference between actuarially determined contribution rates adopted by the VRS Board of Trustees and the member rate. Through the fiscal year ending June 30, 2018, the rate contributed by the employer for the New River Valley Regional Commission Retirement Plan will be subject to the portion of the VRS Board-certified rates that are funded by the Virginia General Assembly. From July 1, 2018 on, participating employers are assumed to contribute 100% of the actuarially determined contribution rates. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore the long-term expected rate of return was applied to all periods of projected benefit payments to determine the total pension liability (asset).

*Changes in Net Pension Liability (Asset)*

	Increase (Decrease)		
	Total Pension Liability (a)	Plan Fiduciary Net Position (b)	Net Pension Liability(Asset) (a) - (b)
Balances at June 30, 2014	\$ 2,097,125	\$ 2,045,311	\$ 51,814
Changes for the year:			
Service cost	\$ 58,178	\$ -	\$ 58,178
Interest	144,082	-	144,082
Differences between expected and actual experience	(238,023)	-	(238,023)
Contributions - employer	-	45,215	(45,215)
Contributions - employee	-	33,981	(33,981)
Net investment income	-	94,586	(94,586)
Benefit payments, including refunds of employee contributions	(77,634)	(77,634)	-
Administrative expenses	-	(1,274)	1,274
Other changes	-	(22)	22
Net changes	\$ (113,397)	\$ 94,852	\$ (208,249)
Balances at June 30, 2015	\$ 1,983,728	\$ 2,140,163	\$ (156,435)

NEW RIVER VALLEY REGIONAL COMMISSION  
 NOTES TO THE FINANCIAL STATEMENTS  
 JUNE 30, 2016 (CONTINUED)

**Note 6-Pension Plan:** (continued)

*Sensitivity of the Net Pension Liability (Asset) to Changes in the Discount Rate*

The following presents the net pension liability (asset) of the New River Valley Regional Commission using the discount rate of 7.00%, as well as what the New River Valley Regional Commission's net pension liability (asset) would be if it were calculated using a discount rate that is one percentage point lower (6.00%) or one percentage point higher (8.00%) than the current rate:

	Rate		
	(6.00%)	(7.00%)	(8.00%)
New River Valley Regional Commission			
Net Pension Liability (Asset)	125,362	(156,435)	(385,442)

*Pension Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions*

For the year ended June 30, 2016, the New River Valley Regional Commission recognized pension expense of \$(104,826). At June 30, 2016, the New River Valley Regional Commission reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ -	\$ 128,335
Net difference between projected and actual earnings on pension plan investments	-	54,877
Employer contributions subsequent to the measurement date	47,681	-
Total	\$ 47,681	\$ 183,212

NEW RIVER VALLEY REGIONAL COMMISSION  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2016 (CONTINUED)

---

**Note 6-Pension Plan:** (continued)

*Pension Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions (Continued)*

\$47,681 reported as deferred outflows of resources related to pensions resulting from the New River Valley Regional Commission's contributions subsequent to the measurement date will be recognized as an addition of the Net Pension Asset in the fiscal year ended June 30, 2017. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense in future reporting periods as follows:

<u>Year ended June 30</u>		
2017	\$	(131,220)
2018		(40,179)
2019		(21,532)
2020		9,719
2021		-
Thereafter		-
Total		<u>(183,212)</u>

**Note 7-Risk Management:**

The Commission is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Commission participates with other government entities in a public entity risk pool for their coverage of public officials and liability insurance with the Virginia Municipal Liability Pool. Each member of this risk pool jointly and severally agrees to assume, pay and discharge any liability. The Commission pays the Virginia Municipal Group contributions and assessments based upon classifications and rates into a designated cash reserve fund out of which expenses of the pool, claims and awards are to be paid. In the event of a loss, deficit, or depletion of all available excess insurance, the pool may assess all members in the proportion in which the premium of each bears to the total premiums of all members in the year in which such deficit occurs. The Commission carries insurance coverage for all other risk of loss. Settled claims have not exceeded coverage in the current or prior two fiscal years.

**Note 8-Compensated Absences:**

Commission employees earn vacation leave each month at a scheduled rate in accordance with years of service. Accumulated unpaid vacation is accrued when incurred. At June 30, 2016 the liability for accrued vacation pay totaled \$67,854.

NEW RIVER VALLEY REGIONAL COMMISSION  
 NOTES TO THE FINANCIAL STATEMENTS  
 JUNE 30, 2016 (CONTINUED)

**Note 9-Other Postemployment Benefits - Health Insurance:**

The Commission recognizes the cost of retiree health benefits during the period of active employment, while the benefits are being earned, and discloses the unfunded actuarial accrued liability (UAAL) in order to accurately account for the total future cost of post-employment benefits and the financial impact on the Commission. As the Commission has less than 100 employees and is not required to have an actuarial valuation performed, the alternative measurement method was utilized to determine the amounts that follow.

A. Plan Description

The Commission allows retirees to participate in health insurance programs offered by the Commission. To participate, a retiree must have reached age 55 and completed at least 5 years of full-time service with the Commission. Retirees are required to contribute 100% of their health insurance premiums to the Commission. The retirees' health insurance rates are not age adjusted; rather the retirees pay the same premium as active employees.

B. Funding Policy

The contribution requirements of the plan members and the Commission are established and may be amended by the Commission. The Commission currently pays for post-retirement health care benefits on a pay-as-you-go basis. Retirees are responsible for the payment of 100% of the health care insurance rates shown below:

Participants	Monthly Premium
Employee	\$ 607.00
Employee / Spouse	1,123.00
Family	1,639.00

C. Annual OPEB Cost and Net OPEB Obligation

The Commission is required to compute the annual required contribution of the employer (ARC), an amount actuarially determined in accordance with the parameters of GASB Statement 45. The ARC represents a level of funding that, if paid on an ongoing basis, is projected to cover normal costs each year and amortize any unfunded actuarial liabilities (or funding excess) over a period not to exceed thirty years. The following table shows the components of the Commission's annual OPEB costs for the year, the amount actually contributed to the plan, and the changes in the net OPEB obligations:

Annual required contribution (ARC)	\$ 22,924
Interest on net OPEB obligation	3,608
Adjustment to annual required contribution	(11,345)
Annual OPEB cost (expense)	\$ 15,187
Contributions made	-
Increase in net OPEB obligation	\$ 15,187
Net OPEB obligation - beginning of year	90,202
Net OPEB obligation - end of year	\$ 105,389

NEW RIVER VALLEY REGIONAL COMMISSION  
 NOTES TO THE FINANCIAL STATEMENTS  
 JUNE 30, 2016 (CONTINUED)

---

**Note 9-Other Postemployment Benefits - Health Insurance: (continued)**

C. Annual OPEB Cost and Net OPEB Obligation (continued)

The Commission's annual OPEB cost, the percentage of annual OPEB cost contributed to the plan, and the net OPEB obligation for 2016 and the two preceding years were as follows:

Fiscal Year Ended	Annual OPEB Cost	Percentage of ARC Contributed	Net OPEB Obligation
6/30/2014	\$ 9,726	28.93%	\$ 103,198
6/30/2015	(4,895)	-60.42%	90,202
6/30/2016	15,187	0.00%	105,389

D. Funded Status and Funding Progress

The funded status of the Plan as of June 30, 2016, the most recent valuation date was as follows:

Actuarial accrued liability (AAL)	\$ 105,389
Actuarial value of plan assets	\$ -
Unfunded actuarial accrued liability (UAAL)	\$ 105,389
Funded ratio (actuarial value of plan assets/AAL)	0.00%
Covered payroll (active plan members)	\$ 749,202
UAAL as a percentage of covered payroll	14.07%

Actuarial valuations of an ongoing plan involve estimates of the value of reported amounts and assumptions about the probability of occurrence of events far in the future. Examples include assumptions about future employment, mortality, and inflation. Amounts determined regarding the funded status of the plan and the annual required contributions of the employer are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future. The schedule of funding progress, presented as required supplementary information following the notes to the financial statements, will present multiyear trend information, as it becomes available, about whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liabilities for benefits.

*The remainder of this page left blank intentionally.*

NEW RIVER VALLEY REGIONAL COMMISSION  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2016 (CONTINUED)

---

**Note 9-Other Postemployment Benefits - Health Insurance:** (continued)

E. Actuarial Methods and Assumptions

Projections of benefits for financial reporting purposes are based on the substantive plan and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the employer and plan members to that point. The actuarial methods and assumptions used include techniques that are designed to reduce the effects of short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations. In the June 30, 2016 actuarial valuation, the entry age actuarial cost method was used. Under this method, future benefits are projected and the present value of such benefits is allocated from date of hire to date of eligibility. The actuarial assumptions for the Commission include:

	<u>Assumptions</u>
Amortization period	30 years
Investment rate of return	4%
Payroll growth	3.00%
Age adjustment factor	1.8
Healthcare costs trend rate	5.3% to 5.6%

The UAAL is being amortized as a level percentage of payroll over the remaining amortization period, which at June 30, 2016, was 30 years. Amortizations are open ended in that they begin anew at each valuation date.

**Note 10-Litigation:**

At June 30, 2016, there were no matters of litigation involving the Commission which would materially affect the Commission's financial position should any court decision on pending matters not be favorable to the Commission.

**Note 11-Allocation of Indirect Costs:**

The Commission has entered into various agreements to assist the management of various projects and grants. The Commission charges for direct costs incurred plus a portion of indirect costs. Indirect costs are allocated on the ratio of the individual project's personnel services, including fringe benefits, to total personnel, including fringe benefits.

NEW RIVER VALLEY REGIONAL COMMISSION  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2016 (CONTINUED)

---

**Note 12-Adoption of Accounting Principles:**

The Commission implemented provisions of Governmental Accounting Standard Board (GASB) Statement number 73 during the fiscal year. The requirements of this Statement extend the approach to accounting and financial reporting established in Statement 68 to all pensions, with modifications as necessary to reflect that for accounting and financial reporting purposes, any assets accumulated for pensions that are provided through pension plans that are not administered through trusts that meet the criteria specified in Statement 68 should not be considered pension plan assets. It also requires that information similar to that required by Statement 68 be included in notes to financial statements and required supplementary information by all similarly situated employers and non-employer contributing entities. Furthermore, the Statement clarifies the application of certain provisions of GASB Statements 67 and 68.



## Required Supplementary Information

## NEW RIVER VALLEY REGIONAL COMMISSION

Schedule of Revenues, Expenditures and Changes in Fund Balances -- General Fund  
Budget and Actual  
For the Year Ended June 30, 2016

	Original Budget	Final Budget	Actual	Variance Favorable (Unfavorable)
Revenues:				
Revenue from local sources:				
Charges for services	\$ 934,874	\$ 934,874	\$ 937,264	\$ 2,390
Contributions from localities	226,953	226,953	226,953	-
Miscellaneous revenue	-	-	3,386	3,386
Total revenue from local sources	<u>\$ 1,161,827</u>	<u>\$ 1,161,827</u>	<u>\$ 1,167,603</u>	<u>\$ 5,776</u>
Intergovernmental:				
Revenue from the Commonwealth:				
Categorical aid:				
DHCD grants (administrative)	\$ 75,971	\$ 75,971	\$ 75,971	-
Conservation grant	-	-	6,643	6,643
Virginia Department of Transportation	35,700	35,700	17,463	(18,237)
Total revenue from the Commonwealth	<u>\$ 111,671</u>	<u>\$ 111,671</u>	<u>\$ 100,077</u>	<u>\$ (11,594)</u>
Revenue from the federal government:				
Categorical aid:				
ARC grant	\$ 68,436	\$ 68,436	\$ 74,019	\$ 5,583
Federal Department of Transportation	142,800	142,800	127,854	(14,946)
EDA grant	70,000	70,000	70,000	-
Total revenue from the federal government	<u>\$ 281,236</u>	<u>\$ 281,236</u>	<u>\$ 271,873</u>	<u>\$ (9,363)</u>
Total revenues	<u><u>\$ 1,554,734</u></u>	<u><u>\$ 1,554,734</u></u>	<u><u>\$ 1,539,553</u></u>	<u><u>\$ (15,181)</u></u>

NEW RIVER VALLEY REGIONAL COMMISSION

Schedule of Revenues, Expenditures and Changes in Fund Balances -- General Fund  
Budget and Actual  
For the Year Ended June 30, 2016

	Original Budget	Final Budget	Actual	Variance Favorable (Unfavorable)
Expenditures:				
Community Development:				
Personnel	\$ 802,152	\$ 802,152	\$ 830,412	\$ (28,260)
Fringe benefits	269,609	269,609	280,768	(11,159)
Office rent	64,254	64,254	62,798	1,456
Telephone	14,405	14,405	16,729	(2,324)
Office supplies	26,815	26,815	29,967	(3,152)
Postage	3,050	3,050	2,453	597
Printing	3,850	3,850	3,536	314
Advertising	1,900	1,900	1,310	590
Travel	64,193	64,193	50,170	14,023
Equipment maintenance and rent	11,650	11,650	11,733	(83)
Dues and publications	11,325	11,325	11,626	(301)
Training	2,025	2,025	2,787	(762)
Meeting expense	11,875	11,875	14,437	(2,562)
Insurance	4,300	4,300	4,017	283
Capital outlay	5,000	5,000	10,313	(5,313)
Contractual services	230,695	230,695	147,909	82,786
Audit fee	7,750	7,750	8,000	(250)
Miscellaneous	77,472	77,472	38,907	38,565
Total expenditures	<u>\$ 1,612,320</u>	<u>\$ 1,612,320</u>	<u>\$ 1,527,872</u>	<u>\$ 84,448</u>
Excess (deficiency) of revenues over (under) expenditures	<u>\$ (57,586)</u>	<u>\$ (57,586)</u>	<u>\$ 11,681</u>	<u>\$ 69,267</u>
Net change in fund balance	\$ (57,586)	\$ (57,586)	\$ 11,681	\$ 69,267
Fund balance, beginning of year	<u>57,586</u>	<u>57,586</u>	<u>810,045</u>	<u>752,459</u>
Fund balance, end of year	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 821,726</u></u>	<u><u>\$ 821,726</u></u>

NEW RIVER VALLEY REGIONAL COMMISSION  
 Schedule of OPEB Funding Progress  
 As of June 30, 2016

OPEB Healthcare Plan:

Actuarial Valuation Date (1)	Actuarial Value of Assets (2)	Actuarial Accrued Liability (AAL) (3)	Unfunded AAL (UAAL) (3) - (2) (4)	Funded Ratio Assets as % of AAL (2) / (3) (5)	Annual Covered Payroll (6)	UAAL as a % of Covered Payroll (4) / (6) (7)
6/30/2016	\$ -	\$ 105,389	\$ 105,389	0%	\$ 749,202	14.07%
6/30/2015	-	90,202	90,202	0%	702,092	12.85%
6/30/2013	-	99,166	99,166	0%	729,072	13.60%

NEW RIVER VALLEY REGIONAL COMMISSION  
Schedule of Components of and Changes in Net Pension Liability/Asset and Related Ratios  
For the Year Ended June 30, 2016

	2015	2014
<b>Total pension liability</b>		
Service cost	\$ 58,178	\$ 73,896
Interest	144,082	134,557
Differences between expected and actual experience	(238,023)	-
Benefit payments, including refunds of employee contributions	(77,634)	(67,136)
<b>Net change in total pension liability</b>	<b>\$ (113,397)</b>	<b>\$ 141,317</b>
<b>Total pension liability - beginning</b>	<b>2,097,125</b>	<b>1,955,808</b>
<b>Total pension liability - ending (a)</b>	<b>\$ 1,983,728</b>	<b>\$ 2,097,125</b>
<b>Plan fiduciary net position</b>		
Contributions - employer	\$ 45,215	\$ 43,157
Contributions - employee	33,981	31,093
Net investment income	94,586	279,654
Benefit payments, including refunds of employee contributions	(77,634)	(67,136)
Administrative expense	(1,274)	(1,486)
Other	(22)	15
<b>Net change in plan fiduciary net position</b>	<b>\$ 94,852</b>	<b>\$ 285,297</b>
<b>Plan fiduciary net position - beginning</b>	<b>2,045,311</b>	<b>1,760,014</b>
<b>Plan fiduciary net position - ending (b)</b>	<b>\$ 2,140,163</b>	<b>\$ 2,045,311</b>
Political subdivision's net pension liability (asset) - ending (a) - (b)	\$ (156,435)	\$ 51,814
Plan fiduciary net position as a percentage of the total pension asset	107.89%	97.53%
Covered payroll	\$ 702,092	\$ 621,860
Political subdivision's net pension asset as a percentage of covered payroll	22.28%	-8.33%

Schedule is intended to show information for 10 years. Information prior to the 2014 valuation is not available. However, additional years will be included as they become available.

NEW RIVER VALLEY REGIONAL COMMISSION  
 Schedule of Employer Contributions - Pension Plan  
 For the Year Ended June 30, 2016

Date	Contractually Required Contribution (1)	Contributions in Relation to Contractually Required Contribution (2)	Contribution Deficiency (Excess) (3)	Employer's Covered Payroll (4)	Contributions as a % of Covered Payroll (5)
2016	\$ 47,681	\$ 47,681	\$ -	\$ 749,202	6.36%
2015	45,215	45,215	-	702,092	6.44%
2014	43,157	43,157	-	621,860	6.94%
2013	52,783	52,783	-	760,566	6.94%
2012	6,930	6,930	-	699,991	0.99%
2011	6,261	6,261	-	632,395	0.99%
2010	22,299	22,299	-	571,770	3.90%
2009	24,132	24,132	-	618,771	3.90%
2008	16,009	16,009	-	606,396	2.64%
2007	17,190	17,190	-	651,144	2.64%

NEW RIVER VALLEY REGIONAL COMMISSION  
Notes to Required Supplementary Information  
For the Year Ended June 30, 2016

---

**WIA Fund Budget:**

The WIA Fund is not legally required to adopt a budget, thus eliminating the requirement to present budgetary comparison information.

**Pension Plan:**

In 2015, Covered Employee Payroll (as defined by GASB 68) included the total payroll for employees covered under the pension plan whether that payroll is subject to pension coverage or not. This definition was modified in GASB Statement No. 82 and now is the payroll on which contributions to a pension plan are based. The ratios presented use the same measure.

Changes of benefit terms - There have been no actuarially material changes to the System benefit provisions since the prior actuarial valuation. The 2014 valuation includes Hybrid Retirement Plan members for the first time. The hybrid plan applies to most new employees hired on or after January 1, 2014 and not covered by enhanced hazardous duty benefits. Because this was a new benefit and the number of participants was relatively small, the impact on the liabilities as of the measurement date of June 30, 2015 are not material.

**Changes of assumptions** – The following changes in actuarial assumptions were made effective June 30, 2013 based on the most recent experience study of the System for the four-year period ending June 30, 2012:

**Largest 10 - Non-LEOS:**

- Update mortality table
- Decrease in rates of service retirement
- Decrease in rates of disability retirement
- Reduce rates of salary increase by 0.25% per year

**All Others (Non 10 Largest) - Non-LEOS:**

- Update mortality table
- Decrease in rates of service retirement
- Decrease in rates of disability retirement
- Reduce rates of salary increase by 0.25% per year

---

## COMPLIANCE SECTION

---



# ROBINSON, FARMER, COX ASSOCIATES

A PROFESSIONAL LIMITED LIABILITY COMPANY

CERTIFIED PUBLIC ACCOUNTANTS

---

## Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*

---

To the Members of the Board  
New River Valley Regional Commission  
Radford, Virginia

We have audited, in accordance with the auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the *Specifications for Audits of Authorities, Boards and Commissions*, issued by the Auditor of Public Accounts of the Commonwealth of Virginia, the financial statements of the governmental activities and each major fund of New River Valley Regional Commission as of and for the year ended June 30, 2016, and the related notes to the financial statements, which collectively comprise New River Valley Regional Commission's basic financial statements and have issued our report thereon dated August 31, 2016.

### Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered New River Valley Regional Commission's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of New River Valley Regional Commission's internal control. Accordingly, we do not express an opinion on the effectiveness of New River Valley Regional Commission's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as described in the accompanying schedule of findings and questioned costs, we identified certain deficiencies in internal control that we consider to be material weaknesses.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. We consider the deficiencies described in the accompanying schedule of findings and questioned costs to be material weaknesses. [2016-001]

## Compliance and Other Matters

As part of obtaining reasonable assurance about whether New River Valley Regional Commission's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

## New River Valley Regional Commission's Response to Findings

New River Valley Regional Commission's response to the findings identified in our audit is described in the accompanying schedule of findings and questioned costs. New River Valley Regional Commission's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

## Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Robinson, Fauner, Cox Associates*

Blacksburg, Virginia  
August 31, 2016

# ROBINSON, FARMER, COX ASSOCIATES

A PROFESSIONAL LIMITED LIABILITY COMPANY

CERTIFIED PUBLIC ACCOUNTANTS

## Independent Auditors' Report on Compliance For Each Major Program and on Internal Control over Compliance Required by the Uniform Guidance

To the Members of the Board  
New River Valley Regional Commission  
Radford, Virginia

### Report on Compliance for Each Major Federal Program

We have audited the New River Valley Regional Commission's compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of the New River Valley Regional Commission's major federal programs for the year ended June 30, 2016. New River Valley Regional Commission's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

#### *Management's Responsibility*

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

#### *Auditors' Responsibility*

Our responsibility is to express an opinion on compliance for each of the New River Valley Regional Commission's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the New River Valley Regional Commission's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the New River Valley Regional Commission's compliance.

#### *Opinion on Each Major Federal Program*

In our opinion, the New River Valley Regional Commission complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2016.

## Report on Internal Control over Compliance

Management of the New River Valley Regional Commission is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the New River Valley Regional Commission's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the New River Valley Regional Commission's internal control over compliance.

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

*Robinson, Farmer, Co. Associates*

Blacksburg, Virginia  
August 31, 2016

NEW RIVER VALLEY REGIONAL COMMISSION

Schedule of Expenditures of Federal Awards  
For the Year Ended June 30, 2016

Federal Grantor/ Pass-through Grantor/ Program or Cluster Title	Federal CFDA Number	Pass-through Entity Identifying Number	Federal Expenditures
Department of Labor:			
Pass-through payments from:			
Commonwealth of Virginia - Virginia Community College System:			
County of Pulaski, Virginia:			
Workforce Investment Act (Cluster)			
WIA/WIOA Adult Program	17.258	Not available	\$ 750,390
WIA/WIOA Dislocated Worker Formula Grants	17.278	Not available	643,859
WIA/WIOA Youth Activities	17.259	Not available	931,199
WIOA National Dislocated Worker Grants/ WIA National Emergency Grants	17.277	Not available	15,855
Employment Service/Wagner-Peyser Funded Activities	17.207	Not available	<u>191,535</u>
Total Workforce Investment Act (Cluster)			<u>\$ 2,532,838</u>
Appalachian Regional Commission:			
Direct Payments:			
Appalachian Local Development District Assistance	23.009	Not applicable	<u>\$ 74,019</u>
Department of Transportation			
Pass-through payments from:			
Virginia Department of Transportation			
Highway Planning and Construction	20.205	N/A	<u>\$ 127,854</u>
Department of Commerce:			
Direct Payments:			
Economic Development - Support for Planning Organizations	11.302	Not applicable	<u>\$ 70,000</u>
Total Department of Commerce			<u>\$ 70,000</u>
Total Expenditures of Federal Awards			<u><u>\$ 2,804,711</u></u>

See accompanying notes to schedule of expenditures of federal awards.

Notes to Schedule of Expenditures of Federal Awards

Note A-Basis of Presentation

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal grant activity of the New River Valley Regional Commission under programs of the federal government for the year ended June 30, 2016. The information in the Schedule is presented in accordance with the requirements of the Office of Management and Budgets Uniform Guidance. Because the Schedule presents only a selected portion of the operations of the New River Valley Regional Commission, it is not intended to and does not present the financial position, changes in net position, or cash flows of the New River Valley Regional Commission.

Note B-Summary of Significant Accounting Policies

(1) Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in OMB Circular A-87, *Cost Principles for State, Local, and Indian Tribal Governments*, wherein certain types of expenditures are not allowed or are limited as to reimbursement.

(2) Pass-through entity indentifying numbers are presented where available.

Note C-Relationship to the Financial Statements:

Intergovernmental federal revenues per the basic financial statements:	
General Fund	\$ 260,273
WIA Fund	<u>2,532,838</u>
Total	<u><u>\$ 2,793,111</u></u>

NEW RIVER VALLEY REGIONAL COMMISSION

Schedule of Findings and Questioned Costs  
For the Year Ended June 30, 2016

---

Section I - Summary of Auditors' Results

Financial Statements

Type of auditors' report issued:	Unmodified
Internal control over financial reporting:	
Material weakness(es) identified?	Yes
Significant deficiency(ies) identified ?	None reported
Noncompliance material to financial statements noted?	No

Federal Awards

Internal control over major programs:	
Material weakness(es) identified?	No
Significant deficiency(ies) identified ?	None reported
Type of auditors' report issued on compliance for major programs:	Unmodified
Any audit findings disclosed that are required to be reported in accordance with 2 CFR section 200.516 (a)?	No

Identification of major programs:

CFDA #	Name of Federal Program or Cluster
17.258	WIA/WIOA - Adult Program
17.259	WIA/WIOA - Youth Activities
17.278	WIA/WIOA - Dislocated Worker Formula Grants

Dollar threshold used to distinguish between Type A and Type B programs	\$750,000
Auditee qualified as low-risk auditee?	No

NEW RIVER VALLEY REGIONAL COMMISSION

Schedule of Findings and Questioned Costs  
For the Year Ended June 30, 2016

---

Section II - Financial Statement Findings

2016-001

Criteria: Per Statement on Auditing Standards 115, an auditee should have sufficient expertise in the selection and application of accounting principles used in the preparation of the annual financial report.

Condition: The auditee does not possess sufficient expertise in the selection and application of accounting principles to ensure the annual financial report meets all applicable standards promulgated by Generally Accepted Accounting Standards (GAAS) and the Governmental Accounting Standards Board (GASB).

Effect: There is more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the entity's internal controls over financial reporting.

Cause: The auditee is small and does not have staff with significant experience in preparing financial statements in accordance with current reporting standards. As such, the auditee relies on the auditor for technical advice related to same.

Recommendation: The auditor recommends that the auditee review audit adjustments annually and replicate same in future periods to the extent possible. It is noted that the auditee has made great strides in posting year end adjustments and is gaining a good understanding of the year end audit process.

Management's  
Response

To comply with Standard 115, we would be required to hire staff and/or consultants with expertise in the preparation of financial statements using standards referred to above. The additional cost required exceeds any identified benefits. As such, management will continue to review year end audit entries and will work toward preparing financials statements in accordance with current reporting standards in future periods.

Section III - Federal Award Findings and Questioned Costs

There are no federal award findings and questioned costs to report.

Section IV - Status of Prior Audit Findings

Finding 2015-001 from fiscal year 2015 is recurring in fiscal year 2016 as 2016-001.



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

N R V R C . O R G

## MEMORANDUM

**To:** NRVRC Commissioners

**From:** Patrick O'Brien, Regional Planner

**Date:** November 10, 2016

**Re:** 2016-17 EDA CEDS Update- Committee Members

---

Each year the New River Valley Regional Commission reviews and updates the region's Comprehensive Economic Development Strategy (CEDS). The purpose of the CEDS is to continue federal and local partnerships to address economic development in the region. The CEDS also serves to document the planning efforts to identify economic development needs in the region, which is required for grant applications to the US Department of Commerce, Economic Development Administration and the Appalachian Regional Commission.

The Commission is designated as an Economic Development District (EDD) and is required to engage a CEDS Committee of regional representatives from public and private sector organizations and businesses, who assist in developing the updates to the CEDS document. The current members of the CEDS committee have been very supportive, with good attendance at the three committee meetings last year, and those unable to attend participating through email review of CEDS documents.

Attached is the proposed CEDS Committee list for the 2016-17 update for your review. Anthony Byrd, Kevin Reeder, and Jonathan Whitt have left their positions this year, and have been removed from the list. Scott Tate, Assistant Director of the Virginia Tech Office of Economic Development, has been added this year. Staff is seeking Commissioner input on other individuals that may be appropriate to invite to join the CEDS committee, and provide their expertise on regional economic development issues.

---

Strengthening the Region through Collaboration

### Counties

Floyd | Giles  
Montgomery | Pulaski

### City

Radford

### Towns

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

### Universities

Virginia Tech  
Radford University



**New River Valley**  
**Comprehensive Economic Development Strategy Committee**  
**CEDS-FY16**

<b>Name</b>	<b>Principal Business Location</b>	<b>Career Field</b>
<b>Diane Akers</b>	Town of Blacksburg	Economic Development
<b>Peter Anderson</b>	Pulaski County	Education
<b>Kamala Bauers</b>	Floyd County	Real Estate Development
<b>Eric Bucey</b>	Pulaski County	Small business development
<b>Basil Edwards</b>	City of Radford	Local Government Staff
<b>Jonathan Everett</b>	Town of Christiansburg	Finance/Young Professionals
<b>Jim Flowers</b>	Virginia Tech	Incubator Manager
<b>Gary Forget</b>	Town of Dublin	Manufacturing
<b>Mack Hilton</b>	City of Radford	Retired Dentist
<b>Marty Holliday</b>	New River Valley WDB	Workforce Development Board
<b>Charlie Jewell</b>	City of Radford	Economic Development
<b>Susan Kidd</b>	Town of Narrows	Local Government Staff
<b>Tommy Loflin</b>	Town of Christiansburg	Finance
<b>Jim Loux</b>	Pulaski County	Exporting Business
<b>Michael Miller</b>	Montgomery County	University Licensing
<b>Rebecca Phillips</b>	Pulaski Town (NRV)	Education (Governor's School)
<b>Shaun Rai</b>	Town of Christiansburg	Community Development Finance
<b>Gary Reedy</b>	Floyd County	Telecommunications
<b>Mark Rowh</b>	Pulaski County	Education
<b>Henry Showalter</b>	Town of Christiansburg	Finance, Virginia Tech
<b>Michael Solomon</b>	Pulaski County	Economic Development
<b>Scott Tate</b>	Virginia Tech	Economic development
<b>Rick Weaver</b>	Montgomery County	Education
<b>John White</b>	Town of Pulaski	Local Government Staff
<b>Peggy White</b>	Pulaski County	Chamber of Commerce