



Agenda
April 22, 2021
6:00 p.m.— Hybrid Meeting via Zoom/In-person

- I. **CALL TO ORDER**
- II. **ELECTRONIC MEETING PARTICIPATION – Commission Action (attached)**
- III. **CONSENT AGENDA**
 - A. Approval of Minutes for March
 - B. **Approval of Treasurer’s Reports for March**
- IV. **COMMONWEALTH INTERGOVERNMENTAL REVIEW PROCESS**
 - A. Projects (Signed-off by the staff)
 - None
 - B. Regular Project Review
 - None
 - C. Environmental Project Review
 - None
- V. **PUBLIC ADDRESS**
- VI. **CHAIR’S REPORT**
- VII. **EXECUTIVE DIRECTOR’S REPORT**
- VIII. **REVIEW OF MUTUAL CONCERNS AND COMMISSIONERS’ REPORTS**
- IX. **OLD BUSINESS**
- X. **NEW BUSINESS**
 - A. **FY22 VDOT Rural Transportation Work Program**
Presentation: Elijah Sharp, Deputy Executive Director
Commission Action
 - B. **Engage NRV, an online public engagement tool for projects**
Presentation: Christy Straight, Senior Planner
Commission Discussion
 - C. **FY21 Budget Amendment**
Commission Action
 - D. **Appointment of FY22 Nominating Committee**
Board Chair Appointment
 - E. **Next meeting May 27, 2021**

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

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



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

N R V R C . O R G

MEMORANDUM

To: NRVRC Board Members

From: Kevin R. Byrd, Executive Director

Date: April 15, 2021

Re: Participation in NRVRC meetings through Electronic Communication Means Policy

When the Governor has declared a state of emergency in accordance with section 44-146.17 of the Code of Virginia, it may become necessary for the NRV Regional Commission to meet by electronic means as outlined in Section 2.2-3708.2 of the Code of Virginia as amended. In such cases, the following procedure shall be followed:

1. The NRV Regional Commission will give notice to the public or common interest community association members using the best available method given the nature of the emergency, which notice shall be given contemporaneously with the notice provided to members of the NRV Regional Commission.
2. The NRV Regional Commission will make arrangements for public access or common interest community association members access to such meeting through electronic means including, to the extent practicable, videoconferencing technology. If the means of communication allows, provide the public or common interest community association members with an opportunity to comment
3. The NRV Regional Commission will otherwise comply with the provisions of § 2.2-3708.2 of the Code of Virginia. The nature of the emergency, the fact that the meeting was held by electronic communication means, and the type of electronic communication means by which the meeting was held shall be stated in the minutes of the NRV Regional Commission meeting.

Strengthening the Region through Collaboration

Counties

Floyd | Giles
Montgomery | Pulaski
City
Radford

Towns

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

Higher Education

Virginia Tech
Radford University
New River Community College



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NRVRC.ORG

MEMORANDUM

To: NRVRC Board Members
From: Jessica Barrett, Finance Director
Date: April 14, 2021
Re: March 2021 Financial Statements

The March 2021 Agencywide Revenue and Expenditure Report and Balance Sheet are enclosed for your review. Financial reports are reviewed by the Executive Committee prior to inclusion in the meeting packet.

The Agencywide Revenue and Expense report compares actual year to date receipts and expenses to the FY20-21 budget adopted by the Commission at the June 25, 2020 meeting. The financial operations of the agency are somewhat fluid and projects, added and modified throughout the year, along with the high volume of Workforce program activities, impact the adopted budget. To provide clarity, Commission and Workforce Development Board activities are separated on the agencywide report.

As of month-end March 2021 (75% of the fiscal year), Commission year to date revenues are 66.65% and expenses are 68.63% of adopted budget. The two largest budget expense lines, Salary and Fringe, are ahead of budget at 84.56% and 86.03%, respectively. This is due to additional staff being hired to support the Business Continuity Team. Revenue is secure to cover these expenses.

Looking at the balance sheet, Accounts Receivable is \$584,060. Of this total, Workforce receivables are \$293,282 (50%) and current. The Executive Committee reviews all aged receivables over 60 days and no receivables are deemed uncollectible. Net Projects (\$54,546) represents project expenses, primarily benchmark projects, that cannot be invoiced yet and posted to receivables.

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New River Valley Regional Commission
Balance Sheet
3/31/2021

Assets:

Operating Account	93,297
Certificate of Deposit	106,717
Money Market Account	84,774
Accounts Receivable	584,060
Accounts Receivable - Advanced Expenses	18,020
Prepaid Item	1,986
Total Assets:	888,854

Liabilities:

Accounts Payable	64,911
Accrued Annual Leave	89,535
Accrued Unemployment	24,953
Expense Reimbursement	608
Total Liabilities:	180,008

Projects:
(Equity Accounts)

Net Projects	(54,546)
Current Year Unrestricted	17,595
Unrestricted Net Assets	733,452
Total Projects (Equity)	696,501
Total Liabilities and Projects	876,509
Net Difference to be Reconciled	12,344
Total Adjustments to Post*	12,344
Unreconciled Balance (after adjustment)	0

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

**New River Valley Regional Commission
Revenue and Expenditures - March 2021**

FY20-21 Budget Adopted 6/25/2020		March 2021	YTD	Under/Over	(75% of FY) % Budget
NRVRC Anticipated Revenues					
ARC	68,666	34,334	68,668	(2)	100.00%
ARC - New River Water Trail Expansion	0	1,638	1,638	(1,638)	0.00%
ARC - James Hardy Construction	15,000	0	0	15,000	0.00%
Local Assessment	235,826	0	223,618	12,208	94.82%
DHCD - Administrative Grant	75,971	0	56,978	18,993	75.00%
DRPT RIDE Solutions NRV	77,160	13,515	47,887	29,273	62.06%
EDA	70,000	17,500	52,500	17,500	75.00%
EDA COVID19 CARES Act	225,000	52,789	98,644	126,356	43.84%
GO Virginia	150,000	100,000	100,000	50,000	66.67%
POWER 2021	20,000	0	0	20,000	0.00%
Workforce Fiscal Agent	65,000	0	55,000	10,000	84.62%
Workforce Pathways Fiscal Agent	50,000	25,000	50,000	0	100.00%
Workforce RSVP Fiscal Agent	0	0	25,000	(25,000)	0.00%
VDOT	58,000	9,420	41,570	16,431	71.67%
VDOT - Rocky Knob Project	70,000	888	1,724	68,276	2.46%
Floyd County	111,000	15,000	74,277	36,723	66.92%
Floyd Town	0	0	3,338	(3,338)	0.00%
Floyd Co EDA	0	0	20,500	(20,500)	0.00%
Giles County	0	0	38,808	(38,808)	0.00%
Narrows Town	13,000	0	1,263	11,737	9.71%
Pearisburg Town	5,000	0	0	5,000	0.00%
Montgomery County	53,000	4,677	56,232	(3,232)	106.10%
Blacksburg Town	14,000	1,167	10,500	3,500	75.00%
Christiansburg Town	25,000	0	0	25,000	0.00%
Pulaski County	0	1,545	44,846	(44,846)	0.00%
Pulaski Town	32,167	4,750	19,077	13,090	59.31%
Radford City	27,500	12,500	49,500	(22,000)	180.00%
Miscellaneous (Meetings/Interest/Recovered Costs)	0	7	331	(331)	0.00%
Virginia's First RIFA	27,500	2,292	20,625	6,875	75.00%
Virginia's First - NRV Commerce Park Grading	14,000	267	11,676	2,324	83.40%
NRV MPO	33,500	0	32,856	644	98.08%
CDBG COVID19	8,500	0	0	8,500	0.00%
CDBG Business Continuity	250,000	0	0	250,000	0.00%
Dept of Environmental Quality	5,250	3,262	9,443	(4,193)	179.87%
Southwest Virginia SWMA	2,000	0	2,000	0	100.00%
Virginia Recycling Association	4,000	0	8,167	(4,167)	204.17%
Downtown Christiansburg, Inc.	1,500	0	3,250	(1,750)	216.67%
New River Health District	10,000	0	0	10,000	0.00%
New River Valley Development Corporation	21,700	0	9,042	12,658	41.67%
Friends of SWVA	0	3,515	3,515	(3,515)	0.00%
Local Match (unprogrammed ARC)	24,916	0	0	24,916	0.00%
Sub Total Revenues	1,864,156	304,065	1,242,470	621,686	66.65%
Expenses					
Salaries	869,513	94,996	735,281	134,232	84.56%
Fringe Benefits	222,602	23,870	191,514	31,088	86.03%
Travel	33,211	113	799	32,412	2.40%
Office Space	49,968	4,164	37,476	12,492	75.00%
Communications	11,401	2,049	15,098	(3,697)	132.43%
Office Supplies	101,034	3,375	70,786	30,248	70.06%
Postage	2,126	19	1,163	963	54.71%
Printing	4,500	0	4,549	(49)	101.08%
Copier Usage/Maintenance	2,000	37	426	1,574	21.32%
Outreach/Media Adv	9,533	5,000	10,521	(988)	110.36%
Equipment Rent/Copier	4,219	223	2,395	1,824	56.76%
Fleet Vehicles	8,024	69	2,082	5,942	25.95%
Dues/Publications	16,835	0	17,462	(627)	103.72%
Training/Staff Development	10,845	55	5,248	5,597	48.39%
Insurance	3,605	288	2,609	996	72.37%
Meeting Costs	11,125	107	1,258	9,867	11.31%
Contractual Services	457,484	8,352	61,833	395,651	13.52%
Professional Services Audit/Legal	4,540	0	4,493	48	98.95%
Miscellaneous/Fees	4,700	414	3,810	890	81.06%
Reimbursed Expenses	0	88,574	110,525	(110,525)	0.00%
Unassigned Expenses	36,891	0	0	0	0.00%
Sub Total Expenses	1,864,156	231,704	1,279,326	547,939	68.63%
NRVRC Balance	0	72,360	(36,856)		

**New River/Mount Rogers Workforce Development Board
Revenue and Expenditures - March 2021**

NR/MR WDB Anticipated Revenues		March 2021	YTD	Under/Over	(75% of FY) % Budget
Workforce Development Area	2,657,549	112,074	1,049,635	1,607,914	39.50%
Sub Total Revenues	2,657,549	112,074	1,049,635	1,607,914	
Expenses					
Salaries	375,020	41,417	356,953	18,067	95.18%
Fringe Benefits	112,036	10,177	94,177	17,859	84.06%
Travel	20,000	1,036	7,990	12,010	39.95%
Office Space	44,100	4,145	36,762	7,338	83.36%
Communications	6,000	1,271	11,346	(5,346)	189.10%
Office Supplies	4,000	1,744	58,951	(54,951)	1473.79%
Postage	250	0	22	228	8.86%
Printing	1,000	21	295	705	29.49%
Outreach/Media Adv	9,000	4,075	9,269	(269)	102.99%
Equipment Rent/Copier	1,700	78	761	939	44.76%
Dues/Publications	3,500	680	3,848	(348)	109.94%
Training/Staff Development	4,500	0	4,020	480	89.33%
Insurance	2,500	0	2,806	(306)	112.24%
Meeting Costs	7,000	900	2,723	4,277	38.90%
Contractual Services	2,027,289	46,630	449,904	1,577,385	22.19%
Professional Services Audit/Legal	10,200	180	6,720	3,480	65.88%
Miscellaneous/Fees	29,454	(313)	1,535	27,919	5.21%
Workforce Grants Admin	0	33	1,552	(1,552)	0.00%
Sub Total Expenses	2,657,549	112,074	1,049,635	1,607,914	39.50%
NR/MR WDB Balance	0	0	0		
Total Agency R&E					
Anticipated Revenue	4,521,705	416,139	2,292,105	50.69%	
Anticipated Expense	4,521,705	343,779	2,328,961	51.51%	
Balance	0	72,360	(36,856)		



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N R V R C . O R G

April 16, 2021

Executive Director's Report

Economic Development:

- Federal guidance for use of American Rescue Plan funding is anticipated to be released on April 26th. Funding should be dispersed to counties on or about May 11th. Towns and cities will likely receive funding a few weeks after the counties because it will move through the state whereas counties will be able to access a federal portal.

Transportation:

- The Valley to Valley Trail planning project will release a public survey in May. The VDOT contractor is currently working with the Salem District office on the survey content.

Natural Resources:

- The New River Watershed Roundtable will be meeting on April 21st 10:30-12:00. The group will meet in a hybrid format for the first time in over a year at the NRV Business Center.
- Nicole Hersch was successful in securing grant funding for a Plant Southwest Virginia Native plant program. The project will involve a partnership with the nonprofit Live, Work, Eat, Grow, Inc to establish a plant propagation area at a community garden managed by the organization. A guidebook on native plants will be developed and produced for distribution in the region.

Regional:

- The Business Continuity Team (BCT) continues to schedule vaccine appointments on behalf of the New River Health District. The automated vaccine appointment scheduling system has been utilized extensively over the past month to help schedule clinics hosted by the Task Force and local pharmacy partners.
- The website, www.nrvroadtowellness.com, is the primary source for COVID vaccine information in the region. It is updated daily with vaccine clinic information.
- A press release will be issued in the next week promoting completion of the Regional + Local Housing Study. A regional Zoom presentation on the study, available to anyone to participate, is being hosted by the NRV Livability Initiative partnership with the Community Foundation of the NRV. The meeting is scheduled for April 27th at 9:00am. Register at this link ([online registration](#)).
- The regional Housing Resource Guide was recently updated and deployed as an interactive online tool. The update was funded by local governments pooling CARES Act funds. A presentation on use of the tool will be held on May 25th at 9:00am. Register at this link ([online registration](#)).

Commission:

- Kathleen Armstrong was recently hired as a Regional Planner II and will start on May 17th. She has an undergraduate degree in education from Appalachian State and a masters degree in landscape architecture from North Carolina State University with a background in experiential education focused on the natural environment.
- The Berkley Group, LLC was contracted last month to prepare a Wage and Compensation Study update for Commission employees.
- We are in the final steps of procuring a contractor to update the Commission's website.



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NRVRC.ORG

MEMORANDUM

To: Regional Commission Board Members
From: Elijah Sharp, Deputy Executive Director
Date: April 16, 2021
Re: FY22 Transportation Planning Work Program

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

The FY22 Regional Commission Rural Transportation Work Program will have a total project budget of \$72,500. Key program deliverables will include:

- Valley to Valley Trail Study: connecting the New River Trail to the Roanoke Greenway System
- Regional Bike, Ped, Paddle Plan: updating the 2011 Bikeway, Walkway, Blueway Plan
- Southern Pulaski County Secondary Roads Study
- Coordinating and hosting the Multi-Regions Bike/Ped Social
- Coordinating local meetings with our Commonwealth Transportation Board Representative
- Trail Counter Program

The NRV Rural Transportation Technical Advisory Committee reviewed and contributed to the program via email during the month of April 2020. If you have questions about the work program, please contact me at esharp@nrvc.org or call (540) 639-9313.

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NRVRC
new river valley regional commission

FY22 Transportation Planning Work Program

April 22, 2021

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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. 505 (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-2022 each planning district commission / regional commission that has rural area will receive \$58,000 from VDOT's Rural Transportation Planning Assistance Program. The corresponding 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. The arrangement of all such funds involves the development of a scope of work, approval and other coordination in the Transportation & Mobility Planning Division's (TMPD) 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. 505, State Planning and Research.

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) representatives participate in the development of the work program, which must be approved/endorsed by the Commission. For FY-2022 the Commission proposes to utilize the SPR funds to undertake activities in the two general areas: Program Administration and Program Activities.

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:

SPR Funds	(80%)	\$4,000.00
RC Funds	(20%)	\$1,000.00
Total Budgeted Expenditure for Program Activities:		\$5,000.00

Program Activities

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

Work Elements:

- (a) **(\$2,500) 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 meetings (Spring and Summer)
- Prepare meeting agendas and presentation materials
- Coordinate a multi-regions alternative transportation social (Summer)
- 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 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 an annual meeting (Fall)
- 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) **(\$35,000) 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.

Task 1: Regional Bike, Ped, Paddle Plan Update

Products: Update the 2011 Bikeway, Walkway, Blueway Plan.

Benchmarks/Milestones (throughout year):

- Collect remaining GIS shapefile data from local partners
- Facilitate 1-on-1 meetings with each community to update content
- Create a new publication quality plan (online and hardcopy)
- Obtain resolutions from participating local governments

Task 2: Southern Pulaski County Secondary Roads Study

Products: Partner with VDOT and staff at Pulaski County to identify safety improvements and segment deficiencies, south of Claytor Lake/New River.

Benchmarks/Milestones (throughout year):

- Data collection and analysis
- Site visits and photo documentation
- Create a publication quality report (available electronically)
- Present findings to District and Residency staff

Task 3: NRV Cycling Guide & Trail Counter Program

Products: Maintain supporting program websites.

Benchmarks/Milestones (throughout year):

- Update cycling routes, route descriptions, cue sheets, and 3D mapping
- Purchase new trail counting equipment
- Install trail counters, retrieve data, and prepare trail usage reports

- (c) **(\$15,000) Project Implementation, Grant-Writing Assistance & Professional Development**

Products: Assist local applicants to prepare transportation related grant funding applications. Additional assistance will be offered depending on staff availability.

Benchmarks/Milestones (throughout year):

- Schedule a meeting with CTB representative(s) prior to grant deadlines
- Develop supporting docs for up to three transportation grant applications
- Submit Commission projects through the SMART Portal
- Attend Conferences/Professional Development

(d) (\$15,000) 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):

- Participate in VTrans webinars and SMART Scale regional meetings.
- Participate in meetings with VDOT staff regarding Title VI and Environmental Justice compliance.
- Participate in the Fall Transportation meeting and provide display to serve as outreach to the region’s citizens.
- Participate in any additional outreach meetings that may arise and provide/review data as requested by VDOT throughout the fiscal year.
- Participate with the MPOs and VDOT on meeting performance measure goals.
- Provide VDOT’s Transportation Mobility and Planning Division – Central Office and DRPT with an annual Ride Solutions reports and updated TDM Plans when submitted to DRPT.
- Help identify high-growth areas (UDAs, future growth areas). VDOT will continue developing arterial management plans, which take into consideration future growth. Our first priority though will be to develop recommendations to address current safety and congestion issues.
- Assist in the development of project pipeline studies (recommendation development, public involvement).
- Update Commission webpage with current transportation studies and other pertinent transportation related information.

New River Valley Regional Projects Budget:

SPR Funds	(80%)	\$54,000.00
RC Funds	(20%)	\$13,500.00
Total Budgeted Expenditure for Program Activities:		\$67,500.00

**Budget Summary
FY 2022 Work Program**

Tasks	VDOT (SPR) 80%	RC (Match) 20%	Total 100%
<u>Program Administration</u>			
a) Financial management, reporting, & general program costs	\$4,000	\$1,000	\$5,000
Total Budgeted Expenditure for Program Administration	<i>\$4,000</i>	<i>\$1,000</i>	<i>\$5,000</i>
<u>Program Activities</u>			
a) Regional Transportation Leadership	\$2,000	\$500	\$2,500
b) Regional Technical Assistance	\$28,000	\$7,000	\$35,000
c) Project Implementation, Grant-Writing, Professional Dev.	\$12,000	\$3,000	\$15,000
d) Statewide Projects and Core Program Requirements	\$12,000	\$3,000	\$15,000
Total Budgeted Expenditure for Program Activities	<i>\$54,000</i>	<i>\$13,500</i>	<i>\$67,500</i>
Total Budgeted Expenditure for Program Administration and Program Activities	\$58,000	\$14,500	\$72,500

***New River Valley
Regional Commission***

April 22, 2021

Resolution of support for FY 2022 Transportation Planning Work Program

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

WHEREAS, the proposed FY 2022 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 2021-2022 fiscal year.

THEREFORE, BE IT RESOLVED by the New River Valley Regional Commission that this Commission adopts and supports the FY 2022 Transportation Planning Work Program - Rural Planning Organization Staff Budget.

Adopted this 22nd day of April 2021

Michael Maslaney, Chair



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

NRVRC.ORG

MEMORANDUM

To: NRVRC Board Members
From: Christy Straight, Senior Planner
Date: April 14, 2021
Re: Launch of Online Public Engagement at EngageNRV.org

At the April Commission meeting, the board will hear a presentation on the Commission's new virtual community engagement platform, Engage NRV. This past year has presented challenges to engaging with the public on projects that aid and advance the region. With social and physical distancing in mind, the Commission has developed an accelerated online collaboration tool allowing communities to interact with projects that mean the most to them. The platform offers more than simple surveys and comment submission forms. Through the variety of feedback and dialogue tools available for each project, we can invite diverse community voices to the decision-making process and add value to the services provided to member governments.

Regional and local projects with a public involvement component will have their own page on the platform. The Town of Pulaski's comprehensive plan update and planning for Radford's eastern downtown revitalization will be the first projects to take advantage of this collaboration tool. The platform will become more powerful with more users over time. To kickstart this process, the Commission is sponsoring a "Smile with Your Eyes" photo contest to encourage users to register and post a masked selfie; votes from other users will determine the winner of a gift card to a local business of their choice.

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MEMORANDUM

To: NRVRC Commissioners
From: Kevin R. Byrd, Executive Director
Date: April 16, 2021
Re: FY21 Budget Amendment

At the March Commission meeting I shared there would be an amended budget for the Commission to consider adopting at the April meeting. After working on this item with staff and consulting with our auditor, Corbin Stone, we decided to hold-off on presenting an amended budget this month for FY21.

The initial reason for the budget amendment was to address salaries and fringe being ahead of budget schedule. Salaries and fringe are ahead of schedule in-part due to two staff members being added to support the Business Continuity Team that were not in the budget adopted by the Commission in June. Current year revenue is available for these positions, which enabled adding them to the program.

Upon further review, salary and fringe is also ahead of budget schedule because less leave time is being taken as a result of the pandemic. The formula we have used over the past eight-plus years to project leave use is not consistent with what we are observing three quarters into this fiscal year; however, additional leave may be taken in the final quarter which could help adjust the salary/fringe expense rate. Further, there will be a four-week vacancy of a regional planner position which will also decrease the salary/fringe expense rate.

We will review the April and May financial reports early each month to determine whether a budget amendment should be provided prior to the June board meeting.