

NEW RIVER VALLEY PLANNING DISTRICT COMMISSION
AGENDA

January 23, 2014

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 REPORTS FOR NOVEMBER AND DECEMBER
- III. COMMONWEALTH INTERGOVERNMENTAL REVIEW PROCESS
 - A. Projects (Signed-off by the staff)
 - 1. New River Valley Senior Services: Vehicle Purchase
 - 2. New River Valley Community Services: Vehicle Purchase
 - B. Regular Project Review
 - None
 - C. Environmental Project Review
 - 1. Virginia Tech Environmental Impact Review: Indoor Practice Facility
- IV. PUBLIC ADDRESS
- V. REVIEW OF MUTUAL CONCERNS AND COMMISSIONERS' REPORTS
- VI. EXECUTIVE COMMITTEE’S REPORT
- VII. EXECUTIVE DIRECTOR’S REPORT (enclosed)
- VIII. OLD BUSINESS
 - A. Commission Annual Dinner Meeting
- IX. NEW BUSINESS
 - A. Review Key Legislative Items (VML and VACO Legislative Priorities Enclosed)
 - Commission Discussion
- X. REGIONAL FOCUS
 - A. New River Trail State Park presentation – Sam Sweeney, NRTSP Manager
- XI. CHAIR’S REPORT

All meeting materials posted on PDC website www.nrvpdc.org

New River Valley Planning District Commission
Treasurer's Report
Expenditures as of November 30, 2013

Expense Category	Budget adopted May 2013	Previous Total	November Expenditures	YTD Expenditures	Budget Balance	% Budget Expended
Salaries	619,568.00	210,367.00	54,036.97	264,403.97	355,164.03	42.68%
Fringe Benefits	203,506.00	82,483.62	7,386.57	89,870.21	113,635.79	44.16%
Travel	67,970.00	12,598.28	2,676.08	15,274.36	52,695.64	22.47%
Office Space	27,647.00	7,721.20	1,795.30	9,516.50	18,130.50	34.42%
Telephone/Communications	5,980.00	1,548.11	414.61	1,962.72	4,017.28	32.82%
Office Supplies	9,376.00	644.56	2,535.90	3,180.46	6,195.54	33.92%
Postage	500.00	90.57	36.55	127.12	372.88	25.42%
Printing	620.00	-	-	-	620.00	0.00%
Copies & Copier Maintenance	1,500.00	803.02	381.58	1,184.60	315.40	78.97%
Media Ad	1,625.00	-	-	-	1,625.00	0.00%
Equipment Rent	1,500.00	616.20	123.24	739.44	760.56	49.30%
Vehicle Fuel	2,400.00	1,207.67	242.50	1,450.17	949.83	60.42%
Dues/Publications	5,745.00	1,274.00	-	1,274.00	4,471.00	22.18%
Training	1,000.00	502.00	150.00	652.00	348.00	65.20%
Insurance	500.00	5,005.00	1,001.00	6,006.00	(5,506.00)	1201.20%
Meeting Expense	7,233.00	1,320.00	183.04	1,503.04	5,729.96	20.78%
Capital Outlay (Vehicle/Equip)	5,000.00	2,114.48	-	2,114.48	2,885.52	42.29%
Contractual Services	505,711.00	153,661.60	59,298.44	212,960.04	292,750.96	42.11%
Audit Fee	2,500.00	-	2,500.00	2,500.00	-	100.00%
Miscellaneous	45,500.00	2,723.31	593.22	3,316.53	42,183.47	7.29%
M & G Costs	125,403.00	39,236.80	7,799.40	47,036.20	78,366.80	37.51%
Common Costs	111,081.00	36,266.28	10,711.36	46,977.64	64,103.36	42.29%
	1,751,865.00	560,183.70	151,865.76	712,049.48	1,039,815.52	40.65%

New River Valley Planning District Commission
Treasurer's Report
Expenditures as of December 31, 2013

Expense Category	Budget adopted May 2013	Previous Total	December Expenditures	YTD Expenditures	Budget Balance	% Budget Expended
Salaries	619,568.00	264,403.97	51,424.96	315,828.93	303,739.07	50.98%
Fringe Benefits	203,506.00	89,870.21	17,744.95	107,615.16	95,890.84	52.88%
Travel	67,970.00	15,274.36	2,609.90	17,884.26	50,085.74	26.31%
Office Space	27,647.00	9,516.50	2,335.30	11,851.80	15,795.20	42.87%
Telephone/Communications	5,980.00	1,962.72	580.97	2,543.69	3,436.31	42.54%
Office Supplies	9,376.00	3,180.46	2,692.56	5,873.02	3,502.98	62.64%
Postage	500.00	127.12	27.27	154.39	345.61	30.88%
Printing	620.00	-	-	-	620.00	0.00%
Copies & Copier Maintenance	1,500.00	1,184.60	-	1,184.60	315.40	78.97%
Media Ad	1,625.00	-	-	-	1,625.00	0.00%
Equipment Rent	1,500.00	739.44	123.24	862.68	637.32	57.51%
Vehicle Fuel	2,400.00	1,450.17	209.94	1,660.11	739.89	69.17%
Dues/Publications	5,745.00	1,274.00	490.00	1,764.00	3,981.00	30.70%
Training	1,000.00	652.00	450.00	1,102.00	(102.00)	110.20%
Insurance	500.00	6,006.00	-	6,006.00	(5,506.00)	1201.20%
Meeting Expense	7,233.00	1,503.04	348.54	1,851.58	5,381.42	25.60%
Capital Outlay (Vehicle/Equip)	5,000.00	2,114.48	-	2,114.48	2,885.52	42.29%
Contractual Services	505,711.00	212,960.04	46,037.39	258,997.43	246,713.57	51.21%
Audit Fee	2,500.00	2,500.00	-	2,500.00	-	100.00%
Miscellaneous	45,500.00	3,316.53	122.10	3,438.63	42,061.37	7.56%
M & G Costs	125,403.00	47,036.20	7,671.48	54,707.68	70,695.32	43.63%
Common Costs	92,031.00	46,977.64	5,902.82	52,880.46	39,150.54	57.46%
	1,732,815.00	712,049.48	138,771.42	850,820.90	881,994.10	49.10%

Counties

Floyd • Giles • Montgomery • Pulaski

City

Radford

Towns

Blacksburg • Christiansburg • Floyd •

Narrows • Pearisburg • Pulaski • Rich Creek

Universities

Virginia Tech • Radford University

New River Valley Planning District Commission



Kevin R. Byrd, AICP
Executive Director

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Fax (540) 831-6093
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Visit: www.nrvpdc.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

January 15, 2014

PROJECT: **Indoor Practice Facility**
ENV14-005S

SUBMITTED BY: Department of Environmental Quality

PROJECT

DESCRIPTION: Virginia Polytechnic Institute and State University has proposed construction of an indoor practice facility. The Department of Environmental Quality is requesting comments on environmental impact report.

PROJECT SENT

FOR REVIEW TO: F. Craig Meadows, Montgomery County and Marc Verniel, Town of Blacksburg.

STAFF

COMMENT: The staff has reviewed the request and forwarded to Montgomery County and the Town of Blacksburg for comment.

I. **PROJECT IDENTIFICATION AND DESCRIPTION**

A. **Background**

Anderson and Associates (A&A) is assisting SportsPLAN Studio (Project Architect) and Virginia Tech's University Design and Construction Department (Sponsoring Agency) with the proposed construction of the Indoor Practice Facility on a portion of the existing football practice fields on the Virginia Tech campus in Blacksburg, Virginia (see Figures 1&2). The proposed project structure will house a practice field for use by the Virginia Tech Athletics Department, specifically the football team. The structure is proposed to be 92,000 SF with a maximum height of 100 feet. This project also proposes improvements to the surrounding areas such as drive aisles, sidewalks, and landscaping, as well as the rerouting of existing underground utilities.

The proposed facility is sponsored by Virginia Tech, and the project contact is:

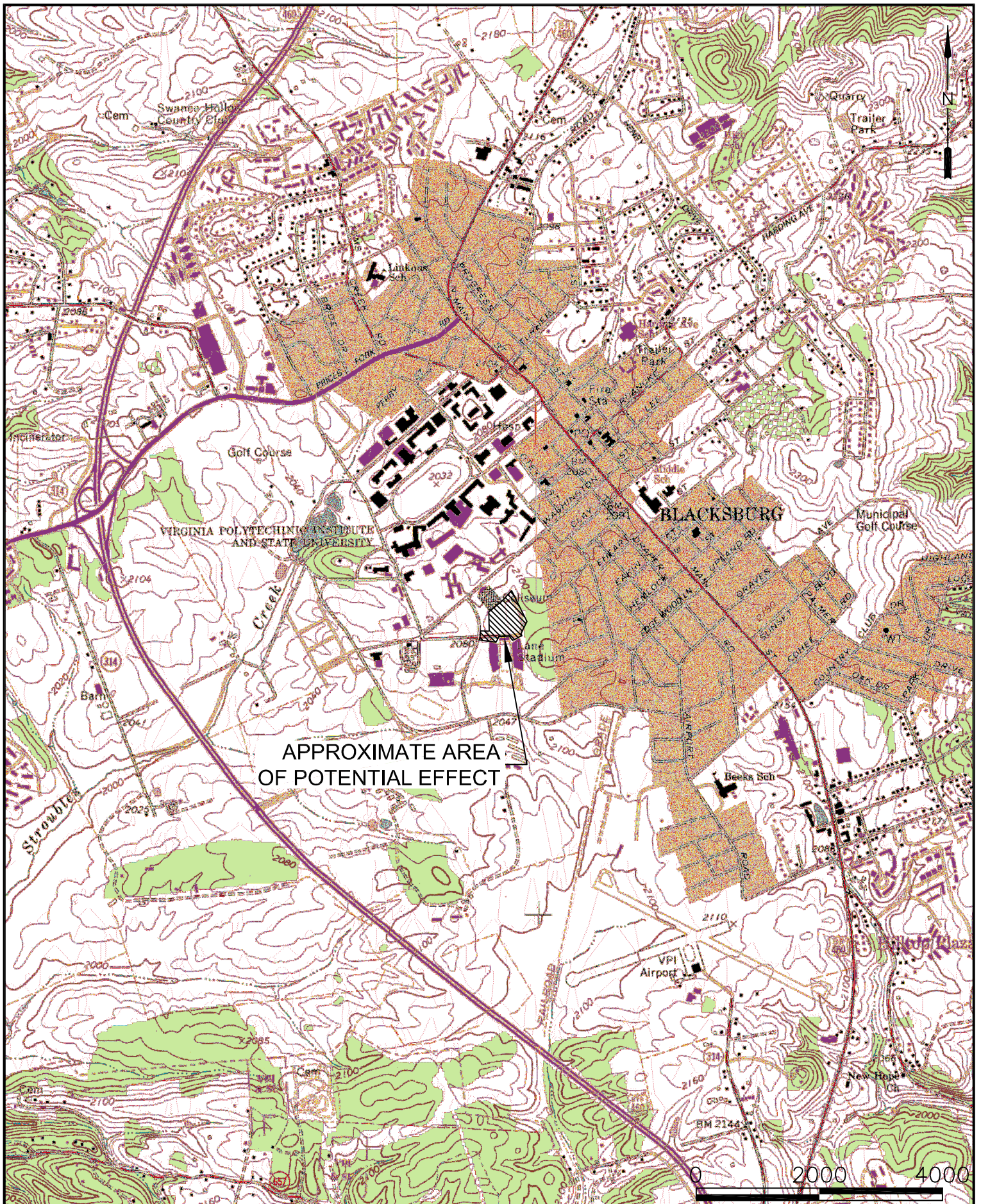
David Chinn, Capital Project Manager
University Design and Construction
Sterrett Facilities Complex, Suite 90
Virginia Tech
230 Sterrett Drive
Blacksburg, VA 24061
Office: (540) 231-2269
E-mail: dwc@vt.edu

The anticipated project start date is April 2014 with the goal to complete construction by Spring 2015. The anticipated project construction cost is approximately \$12,000,000 - \$15,000,000.

Project Title: Virginia Tech Indoor Practice Facility
Agency Code: 208
Project # - 29618

B. **Proposed Facility**

Virginia Tech's University Design and Construction Department proposes the construction of an indoor practice facility on the Virginia Tech campus. The building is to be located on the present site of the northeast football practice field between Lane Stadium and the Jamerson Athletic Center. The 92,000 SF building will house a 120 yard artificial turf football field and associated fitness and storage rooms. The building exterior will be the traditional Hokie Stone as is featured on the majority of the buildings on the Virginia Tech campus.

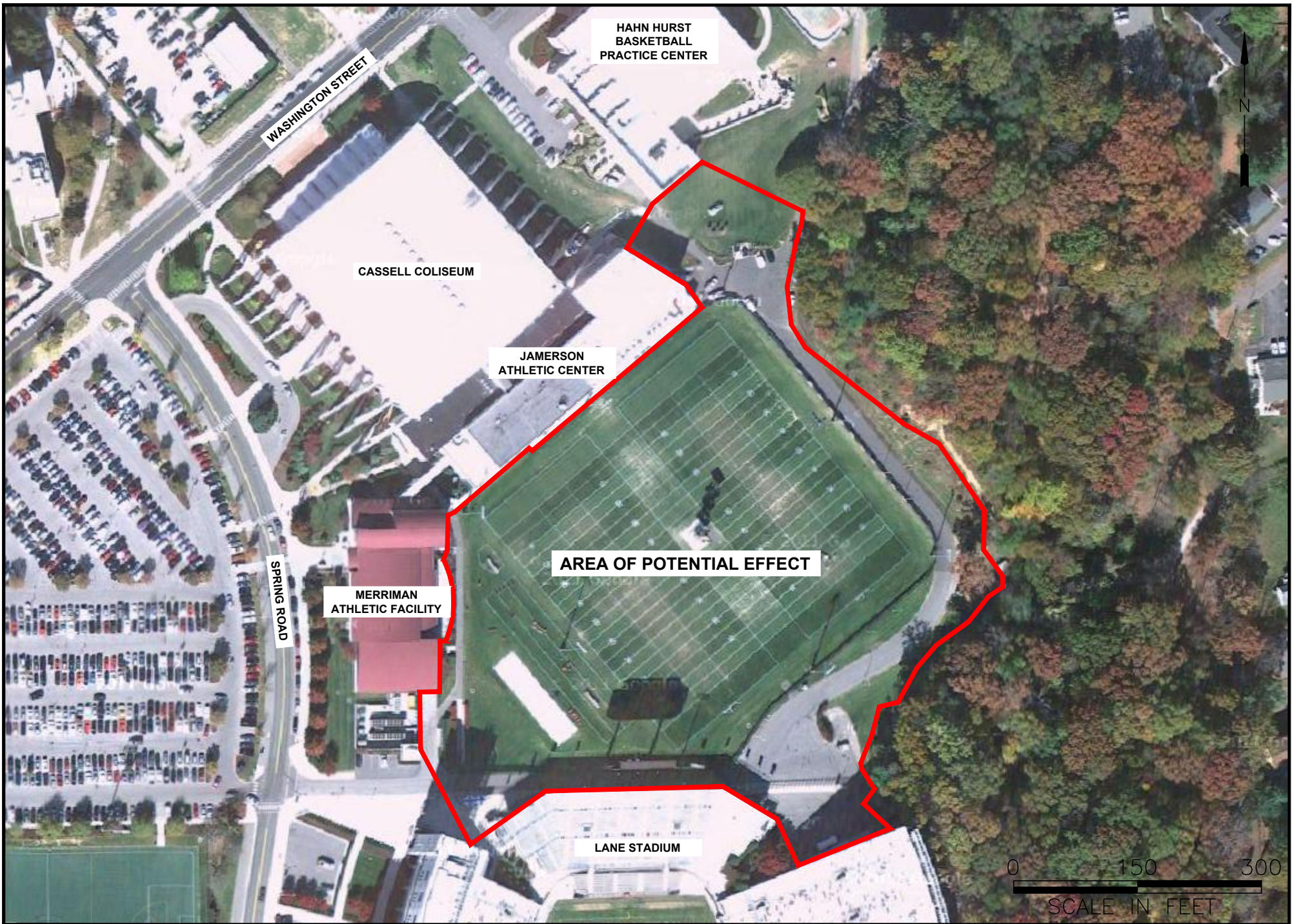


APPROXIMATE AREA
OF POTENTIAL EFFECT

SOURCE: 1965 USGS BLACKSBURG, VIRGINIA QUADRANGLE PHOTOREVISED 1983

SCALE IN FEET

	ANDERSON & ASSOCIATES, INC. Professional Design Services www.andassoc.com 100 Ardmore St. Blacksburg, Va. 24060 540-652-6592	DATE : 28 OCT 13 DESIGNED: SVC DRAWN : SVC CHECKED: RKB QA / QC :	REVISIONS: Virginia Tech Indoor Practice Facility Blacksburg, Virginia	FIGURE 1: VICINITY MAP	DOCUMENT NO. 29618 - 001 SHEET 1 OF 1
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January 23, 2014

Executive Director's Report

Transportation:

- The NRV Passenger Rail Committee held their first meeting on December 13, 2013. There were over 20 people in attendance with representatives from the private sector as well as local government elected officials and staff, and university leadership. The bulk of discussion focused on the need to conduct a study demonstrating the demand for passenger rail service beyond Roanoke. The committee requested the Commission develop a framework for such a study that could be reviewed by the committee and vetted with VDOT and the Department of Rail and Public Transit. Commission staff is working on the study framework and will submit it to the NRVMPD for consideration of funding for their next fiscal year activities.
- The Roanoke MPO launched an intermodal study for the Elliston project late in 2013. The NRVPCD was recently invited to participate on the study committee so the region could be informed of study developments. The consultant for the project, AECOM, is coordinating stakeholder input sessions in January and February. Input sessions include economic developers, planners, shippers, distributors and others who may use freight rail service.

Regional:

- The New River Valley Livability Initiative Final Report and sub-reports for Housing and Energy are nearly complete. All three reports are scheduled for completion at the end of January. Once finalized, reports will be sent off for printing. Hard copies will be distributed to all local governments and partners in late February or March.
- The second annual Dialogue on Race will take place on January 25th from 10:00 to 2:00 at the Blacksburg Community Center. Lunch will be provided. Admission is free. RSVP to Wornie Reed (wornie@vt.edu) or 231-6107 by January 20th.
- The Appalachian Spring project will host a strategic planning input session in Abingdon on February 12th. This session is oriented toward the agencies that manage natural resource assets within the 19 county region. Private sector companies that rely on the assets for their businesses will be invited as well as local government managers. This discussion will focus on capital needs within the region. A second planning session will be coordinated soon for DMOs to discuss marketing the outdoor recreation assets.

PDC:

- The VAPDC Winter Conference is scheduled for February 6-7 in Richmond. It will coincide with the annual VML/VACO Legislative Day. The Commission will reimburse travel expenses for Commissioners. Registration opened on 1/15 and an email was sent with registration information.
- Commission staff is in preliminary discussion with the Workforce Investment Board and two counties in the region to serve as a grant applicant/administrator for a Department of Labor grant, Youth Career Connects. The program, if funded, would support private sector partnerships with public K-12 programs to expose youth to skills and career opportunities in the region. This type of partnership was identified as a key program of need in the NRV Livability Initiative.

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MEMORANDUM

To: NRVPC Commissioners
From: Kevin R. Byrd, Executive Director
Date: January 15, 2014
Re: Commission Annual Dinner Meeting

At the November 21, 2013 Commission meeting it was decided to hold the postponed Commission Annual Dinner Meeting on March 12, 2014 at Radford University. Since the November meeting, the space is confirmed, the program is taking shape and invitations are being prepared. Invitations will be sent to all local government elected officials, their chief administrative officials, as well as state and federal elected officials representing the region. Further, each local government Planning Commission Chairperson will be invited to attend. Including guests of the invitees, this invitation list is approximately 200 people.

Following the November Commission meeting staff began soliciting nominations for the proposed awards program. Notification of the award nomination timeframe was emailed to all Commissioners and Local Government Managers in November and again in December. Staff also advertised the nomination timeframe on social media (facebook and twitter). The nominations closed on January 10th. During an Executive Committee meeting held on January 14th, the committee discussed considering opening the floor for award nominations at the January 23rd meeting recognizing the holiday conflicts and some with limited access to the online nomination form. If nominations from the floor are entertained by the Commission at the January 23rd meeting, please be prepared to share information about the nominee for commission members to consider. If possible, a short write up may aid in the discussion. If a nomination was submitted via the surveymonkey online nomination form it is not necessary to bring materials for those nominees. Copies of previously submitted nominations will be made available at the meeting.

In brief, the 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 for the betterment of the region.

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

Friend of the Valley – Someone that lives outside of the New River Valley and has made significant contributions to the betterment of the region.

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MEMORANDUM

To: NRVPC Commissioners
From: Kevin R. Byrd, Executive Director
Date: January 15, 2014
Re: 2014 Key Legislative Items

At the January 23rd Commission meeting there will be a discussion on key legislative issues in the 2014 General Assembly session. Attached to this memo are legislative priorities for both the Virginia Municipal League (VML) and the Virginia Association of Counties (VACO). There will be time at the Commission meeting to discuss key legislative priorities for communities in the region. This is also an opportunity to inform other Commissioners about legislation they may have an interest in tracking during the session.

VML 2014 Legislative Program

Legislative positions approved by the VML membership at the annual business meeting held Oct. 15, 2013.

Transportation funding

Urban highways are essential to moving goods and people. Cities, towns and counties that own and maintain their roads should receive the same level of financial support as state-maintained roads. Unless that happens, Virginia will be left with a disjointed statewide system that will adversely affect commerce, commuting and quality of life. To accomplish this, the 2014 General Assembly should:

1. Immediately revise the current formula for new construction adopted in 2012 that excludes money for urban roads until 2017. A revised formula should ensure that these local governments begin receiving a fair share of the construction money being generated by new transportation funding legislation adopted by the 2013 General Assembly (HB 2313). Given that urban localities have received no construction funds since 2010, implementing a revised formula immediately is crucial to building much-needed road improvements.
2. Revise the definition of "state primary system of highways" to include those primary roads within the urban system. Doing so will guarantee that all primary roads in Virginia receive the same level of funding for maintenance and repair.

State budget and local revenues

The member local governments of the Virginia Municipal League hold the following principles on state budget issues.

The Governor and General Assembly should not:

1. Further restrict local revenue authority or sources without providing alternative revenue authority and sustainable revenue sources. This includes, without limitation, the BPOL and M&T taxes.

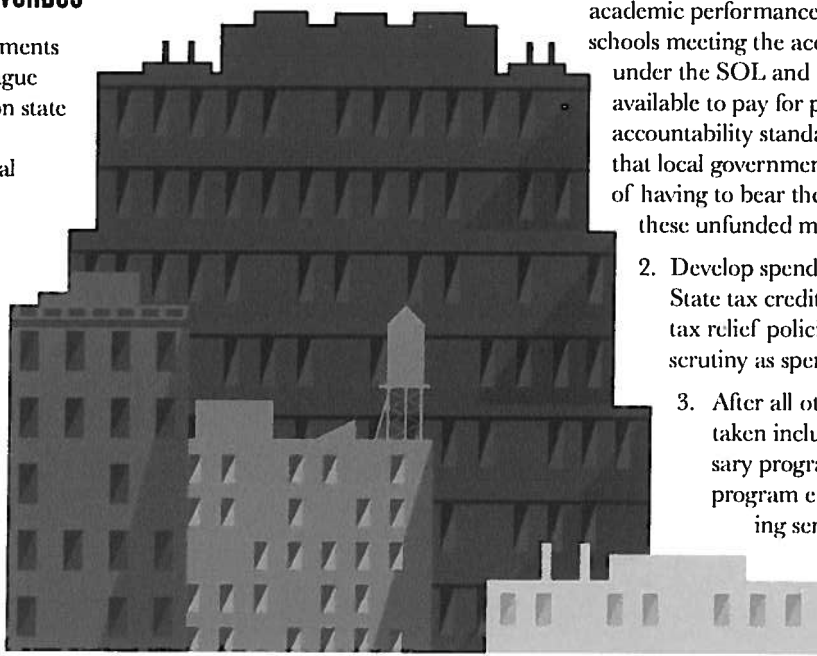
2. Confiscate or re-direct local general funds and special funds to the state treasury.
3. Impose new funding requirements or expand existing ones on services delivered by local governments.
4. Shift state funding responsibilities onto local governments, including law enforcement and public safety activities.
5. Impose state fees, taxes or surcharges on local government services.
6. Place additional administrative burdens on local governments.

The Governor and General Assembly should:

1. Immediately examine state requirements and service expansions to determine those that can be suspended or modified to alleviate some of the financial burden on state and local taxpayers.

Here are two specific examples of what the state needs to do:

- Critique the Standards of Accreditation and Standards of Learning to determine which standards impose costs on local governments that are not recognized in state funding formulas. In particular, changes adopted since 2009 to SOAs and SOLs should be examined as state funding on a per-pupil basis is now below 2009 levels.
 - Re-examine those Standards of Quality that the Board of Education has adopted, but that the General Assembly has not funded. These standards reflect prevailing practices necessary to improve children's academic performance. Their academic performance is crucial to students and schools meeting the accountability standards under the SOL and SOA. If funding is not available to pay for prevailing practices, the accountability standards should be adjusted so that local governments are not in the position of having to bear the entire burden of meeting these unfunded mandates.
2. Develop spending and revenue priorities. State tax credits, tax deductions and tax relief policies must receive the same scrutiny as spending programs.
 3. After all other actions have been taken including eliminating unnecessary programs, achieving greater program efficiencies, and streamlining service delivery, the state



has the obligation to look at ways to increase revenues in order to meet its constitutional and statutory obligations to Virginia citizens.

4. Local government representatives should be included on any “blue ribbon” commission or other body established by the state that has as its purpose changes to local revenue authority or governance.

Education funding

A strong public school system is essential to economic development and prosperity. The state must be a reliable funding partner in accordance with the Virginia Constitution and state statutes. The Standards of Quality should recognize the resources, including positions, required for a high-quality public education system. VML opposes changes in methodology and changes in the division of financial responsibility that result in a shift of funding responsibility from the state to localities. As an example, VML opposes the elimination or decrease of state funding for state-mandated benefits for school employees.

Further, VML opposes policies that lower state contributions but do nothing to address the cost of meeting the requirements of the Standards of Accreditation and Standards of Learning. The State Board of Education should identify areas within the Standards of Quality and other educational requirements, such as mandates for expenditures in the area of student health services that can be modified or eliminated in order to provide localities with greater flexibility in their use of scarce education funds.

VML supports a study by the Joint Legislative Audit and Review Commission to determine how the SOQ may be revised and adequately funded to meet the requirements contained in the Standards of Learning and Standards of Accreditation. VML also supports implementation of JLARC recommendations to promote 3rd grade reading performance.

State takeover of persistently low-performing schools

The impact of failing schools is threefold: 1) students are deprived of their right to a quality education; 2) taxpayer dollars are wasted, and 3) an inadequate education system hinders economic development. Any solution, however, must comply with the state Constitution and must be effective. The current approach embodied under the Opportunity Educational Institution (OEI) may not meet the constitutional test as evidenced by an impending lawsuit and by remarks by the Virginia Attorney General. It is also

based on a model that has produced, at best, questionable results in other states.

VML offers to be a part of the solution to improving the performance of troubled and failing schools. Any solution must include the state’s providing sufficient funding to meet its constitutional obligations to education, must be rooted in the Constitution and must involve the local community. The JLARC report on options for improving low-performing schools will be released in June 2014 and should provide guidance to proven and effective solutions.

In the meantime, VML supports efforts to delay the implementation of any legislation on the issue, including the OEI, until the constitutional, financial and related issues are resolved.

Water quality funding

Virginia’s local governments face mounting costs for water quality improvements for sewage treatment plants, urban stormwater, combined sewer overflows (CSOs), and sanitary sewer overflows (SSOs). In response to federal and state legislation, regulation and policies, VML urges the federal government and the Commonwealth to provide adequate funding for these water quality improvements.

First day introduction for bills with local fiscal impact

VML supports reinserting the requirement for first day introduction of bills with a local fiscal impact in the procedural resolution that governs the conduct of the General Assembly session. Possible language is as follows:

“Local fiscal impact bill” shall mean, in accordance with § 30-19.03, any bill that mandates a county, city, or town to incur an additional net expenditure or a net reduction of revenues. The first-day introduction deadline shall not apply to any local fiscal impact bill whose only impact is to create a misdemeanor or increase or decrease a penalty to a misdemeanor.

Reforms to the Comprehensive Services Act for At-Risk Youth and Families

State administrative funding to local governments for the Comprehensive Services Act for At-Risk Youth and Families (CSA) program should be increased to meet the increased costs of program administration.

The Office of Comprehensive Services (OCS) and the State Executive Council (SEC) should come under the Virginia Administrative Process Act to ensure consistency of rule making and ability for meaningful public input.

State shift of FAMIS administrative responsibility to localities

Any shift in administrative responsibility for the FAMIS program must be accompanied by sufficient state funding to offset the increased costs to local governments.

Workers' Compensation medical costs in Virginia

Virginia should adopt Medicare-based fee schedules for setting medical provider fees in workers' compensation cases, instead of the prevailing community rate standard now used. This will make providing workers' compensation coverage more affordable and will adequately protect the financial interests of the medical providers of Virginia.

Town/county police powers and building code enforcement

Police powers

The Code of Virginia should be amended to clarify the relationship of the exercise of powers by a town and the county in which it sits. The law must make it clear that county-wide powers apply in or as to the town only until the town council adopts an ordinance regulating the same topic; that in the appropriate case, local county powers do not apply in or as to towns in the county unless the town so ordains; and that each county is protected from the obligation to exercise county powers solely in or as to towns in the county.

Building code issues

Because all town residents are also county citizens and taxpayers, the county building department should enforce within the towns all parts of the building code that apply to the areas outside the towns, unless the town has created a building department. However, if the county has adopted Part III of the building code, the Virginia Maintenance Code, it should be enforced by the county only in towns that have agreed to apply Part III in the town. If the county has not adopted the Virginia Maintenance Code, it should not be required to enforce those provisions in towns. The code should facilitate cooperation between towns and the county in which they sit for building and property maintenance code enforcement.

Liability for teacher retirement plan

The unfunded liability associated with the teacher retirement plan should be a shared responsibility of the state and local government. VML supports legislation that would

provide for the Virginia Department of Education to pay its share of retirement costs directly to the Virginia Retirement System in order to facilitate the sharing of these liabilities.

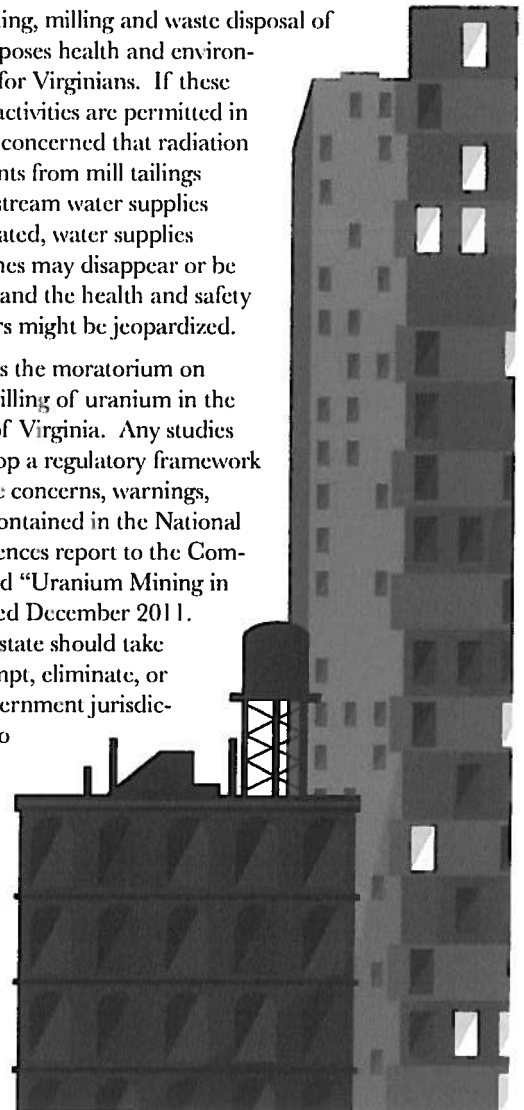
Hydraulic fracturing petroleum extraction

Advances in technology for the extraction of natural gas known as "hydraulic fracturing" has the potential to tap vast reserves in what are known as the Marcellus shale and Taylorsville Basin deposits. Concerns about how the process of hydraulic fracturing could impact both public and private groundwater supplies have been raised both regionally and nationally. VML supports a state regulatory program that addresses these concerns while protecting the authority of local governments to regulate this type of mining activity through its land use ordinances.

Uranium mining

Uranium mining, milling and waste disposal of generated wastes poses health and environmental problems for Virginians. If these uranium mining activities are permitted in Virginia, VML is concerned that radiation and other pollutants from mill tailings may occur, downstream water supplies may be contaminated, water supplies near uranium mines may disappear or be severely reduced, and the health and safety of uranium miners might be jeopardized.

VML supports the moratorium on the mining and milling of uranium in the Commonwealth of Virginia. Any studies or efforts to develop a regulatory framework should address the concerns, warnings, and conclusions contained in the National Academies of Sciences report to the Commonwealth entitled "Uranium Mining in Virginia" and dated December 2011. Furthermore, the state should take no action to preempt, eliminate, or preclude local government jurisdiction with respect to whether uranium mining would be allowed in the respective jurisdiction.



VML Executive Committee

President – David P. Helms, Mayor, Marion
President-Elect – William D. Euille, Mayor, Alexandria
Vice President – Ron Rordam, Mayor, Blacksburg
At-Large Member – Robert K. Coiner, Mayor, Gordonsville
At-Large Member – Edythe F. Kelleher, Council Member, Vienna
At-Large Member – Crasor T. Johnson, Vice Mayor, Lynchburg
At-Large Member – Mary Hynes, Board Member, Arlington
At-Large Member – Katie S. Hammler, Council Member, Leesburg
At-Large Member – Pat Woodbury, Council Member, Newport News
Town Section Chair – Faye Prichard, Mayor, Ashland
City Section Chair – Mimi Elrod, Mayor, Lexington
Urban Section Chair – Anita Price, Council Member, Roanoke
Immediate Past President – Ed C. Daley, Hopewell

VML Legislative Committee

Chair: Sharon Scott, Council Member, Newport News (Urban Section)
Vice Chair: Bob Lazaro, Mayor, Purcellville (Town Section)

City Section

Mary Katherine Greenlaw, Mayor, Fredericksburg
Ophie Kier, Council Member, Staunton
Elizabeth Minor, Mayor, Winchester
Brian A. Moore, Mayor, Petersburg
Scott Silverthorne, Mayor, Fairfax
Brian Thrower, City Manager, Emporia

Town Section

Chip Coleman, Mayor, Culpeper
Don Harris, Mayor, Bluefield
Connie Hutchinson, Vice Mayor, Herndon
Tim Taylor, Mayor, Strasburg
Denise Tynes, Council Member, Smithfield

Urban Section

Larry Campbell, Council Member, Danville
John Chapman, Council Member, Alexandria
Kai E. Degner, Council Member, Harrisonburg
Satyendra Huja, Mayor, Charlottesville
Kim Payne, City Manager, Lynchburg
Debbie Ritter, Council Member, Chesapeake
Ellen F. Robertson, Council Vice President, Richmond
George Wallace, Mayor, Hampton
Kenneth Wright, Mayor, Portsmouth



Street maintenance
Public health
Neighborhood preservation
Recycling
Animal shelters
Cable television franchises
Sidewalks
Voter registration
Child protective services
Courts
Zoning enforcement
Farmers' markets
Engineering
Consumer protection
Green Government
Street sweeping
Social services
Industrial development
Paratransit
Fire marshal
Electric utilities
Comprehensive planning
Senior citizen programs
Community development
Main Streets
Kindergarten
Elections administration
Adult protective services
Welfare administration
Juvenile detention
County fairs
Natural gas utilities
Airports
Citizen boards and commissions

VACo 2014 LEGISLATIVE PRIORITIES

Aid to Localities/Population

The Commonwealth should use the most current and accurate population statistics and projections available for the purposes of determining state aid to localities. The General Assembly should consider the many fixed costs of services in determining aid to localities that have remained stable or lost population.

Devolution of Secondary Roads

VACo opposes legislative or administrative initiatives that would transfer to counties the responsibility for the construction, maintenance or operation of new and existing roads.

Economic and Workforce Development

VACo supports continued state funding for workforce training and economic development programs and supports policies that bolster local and regional economic development efforts.

Education Funding

VACo supports full funding for the biennial rebenchmark of Virginia's Standards of Quality (SOQ). VACo encourages the state to expand the SOQ to better recognize localities funding efforts. Full state funding should be achieved without reduction to other parts of state public education budgets or to the other core services.

Funding of State Mandated Positions

VACo urges the Commonwealth to meet its full funding obligations for constitutional officers and other state mandated positions.

Health and Human Resources Funding

VACo supports state policies and funding to ensure the Commonwealth's at-risk families have access to high quality and appropriate services. The Commonwealth should fully fund localities for state mandated human services and provide the necessary program flexibility to enable localities to provide comprehensive and case-tailored services.

Interoperability

VACo supports the goal that local, regional, state and federal first responders should be able to communicate using compatible systems to operate more effectively. Local governments require new dedicated federal and state funding sources to achieve this goal.

Land Use/Growth Management Tools

Authority to plan and regulate land use should remain with local governing bodies and VACo opposes any legislation to weaken that authority.

Local Finances

VACo supports the authority of county governments to levy and collect revenue from local business taxes. VACo requests county government representation on all study or legislative commissions that impact local government. VACo opposes mandated new or expanded local funding requirements. VACo supports increased state funding for public safety agencies, whether they receive formula funding through the Compensation Board or through "HB 599."

Transportation Funding

The Commonwealth should continue and build upon the successful enactment of significant, new transportation revenues by the 2013 General Assembly.

Unfunded Teacher Pension Liability

VACo urges the state to account for its proportional share of the liability by paying its current share of teacher pension contributions directly to VRS. This no cost accounting change will help protect the bond ratings of Virginia's localities by more accurately reflecting the local share of the unfunded liability.

Water Quality Improvement Funding

In order for comprehensive, watershed-wide water quality approaches to be effective, VACo supports major and reliable forms of financial and technical assistance to local governments from federal and state sources.

NEW RIVER VALLEY PLANNING DISTRICT COMMISSION
AGENDA

February 27, 2014

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 REPORTS FOR JANUARY
- III. COMMONWEALTH INTERGOVERNMENTAL REVIEW PROCESS
 - A. Projects (Signed-off by the staff)
 - 1. Integrated Cultural Resources Management Plan Revision Facilities – Virginia National Guard ENV14-011F
 - 2. Department of Corrections; Probation and Parole Office, Radford ENV14-020S
 - B. Regular Project Review
 - None
 - C. Environmental Project Review
 - 1. Virginia Tech – Montgomery Executive Airport ENV14-024F
- IV. PUBLIC ADDRESS
- V. REVIEW OF MUTUAL CONCERNS AND COMMISSIONERS' REPORTS
- VI. EXECUTIVE COMMITTEE’S REPORT
- VII. CHAIR’S REPORT
- VIII. EXECUTIVE DIRECTOR’S REPORT (enclosed)
- IX. REGIONAL FOCUS
 - A. Workforce Investment Board Skills Gap Analysis – Marty Holliday, Deputy Director
Mount Rogers/New River Valley Workforce Investment Board
- X. OLD BUSINESS
 - None
- XI. NEW BUSINESS
 - A. Community Development Block Grant Priorities for FY14-15 (enclosed)
 - B. Resolution of Support for Beaches to Bluegrass Trail (enclosed)
Commission Action Needed
 - C. Responding to Virginia’s First/Commerce Park Management RFP (enclosed)
Commission Discussion

New River Valley Planning District Commission
Treasurer's Report
Expenditures as of January 31, 2014

Expense Category	Budget adopted May 2013	Previous Total	January Expenditures	YTD Expenditures	Budget Balance	% Budget Expended
Salaries	619,568.00	315,828.93	48,615.78	364,444.71	255,123.29	58.82%
Fringe Benefits	203,506.00	107,615.16	17,632.62	125,247.78	78,258.22	61.55%
Travel	67,970.00	17,884.26	1,981.54	19,865.80	48,104.20	29.23%
Office Space	27,647.00	11,851.80	1,795.30	13,647.10	13,999.90	49.36%
Telephone/Communications	5,980.00	2,543.69	436.13	2,979.82	3,000.18	49.83%
Office Supplies	9,376.00	5,873.02	8,101.28	13,974.30	(4,598.30)	149.04%
Postage	500.00	154.39	27.33	181.72	318.28	36.34%
Printing	620.00	-	18,891.08	18,891.08	(18,271.08)	3046.95%
Copies & Copier Maintenance	1,500.00	1,184.60	282.12	1,466.72	33.28	97.78%
Media Ad	1,625.00	-	549.96	549.96	1,075.04	33.84%
Equipment Rent	1,500.00	862.68	123.24	985.92	514.08	65.73%
Vehicle Fuel	2,400.00	1,660.11	178.45	1,838.56	561.44	76.61%
Dues/Publications	5,745.00	1,764.00	145.00	1,909.00	3,836.00	33.23%
Training	1,000.00	1,102.00	137.00	1,239.00	(239.00)	123.90%
Insurance	500.00	6,006.00	-	6,006.00	(5,506.00)	1201.20%
Meeting Expense	7,233.00	1,851.58	126.63	1,978.21	5,254.79	27.35%
Capital Outlay (Vehicle/Equip)	5,000.00	2,114.48	-	2,114.48	2,885.52	42.29%
Contractual Services	505,711.00	284,879.08	27,844.65	312,723.73	192,987.27	61.84%
Audit Fee	2,500.00	2,500.00	-	2,500.00	-	100.00%
Miscellaneous	45,500.00	3,438.63	108.72	3,547.35	41,952.65	7.80%
M & G Costs	125,403.00	54,707.68	10,592.48	65,300.16	60,102.84	52.07%
Common Costs	92,031.00	52,880.46	5,819.86	58,700.32	33,330.68	63.78%
	1,732,815.00	876,702.55	143,389.17	1,020,091.72	712,723.28	58.87%

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New River Valley Planning District Commission



Kevin R. Byrd, AICP
Executive Director

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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

February 20, 2014

PROJECT: **Virginia Tech- Montgomery Executive Airport
ENV14-024F**

SUBMITTED BY: Department of Environmental Quality

PROJECT

DESCRIPTION: Virginia Tech – Montgomery Executive Airport submitted an environmental assessment in 2012; it was put on hold until VDOT completed their 460 Interchange environmental assessment. The environmental assessment has been revised to include additional findings from VDOT's report. The Department of Environmental Quality is requesting comments on the revised environmental assessment report.

PROJECT SENT

FOR REVIEW TO: F. Craig Meadows, Montgomery County and Marc Verniel, Town of Blacksburg.

STAFF

COMMENT: The staff has reviewed the request; it was sent directly to Montgomery County and the Town of Blacksburg for comment.

DEPARTMENT OF ENVIRONMENTAL QUALITY
OFFICE OF ENVIRONMENTAL IMPACT REVIEW
ENVIRONMENTAL REVIEW REQUEST FORM

7/13

DATE: February 6, 2014 PROJECT NUMBER (STATE/**FEDERAL**): 14-024F

PROJECT TITLE: Virginia Tech-Montgomery Executive Airport

PROJECT SPONSOR: Federal Aviation Administration

TYPE OF DOCUMENT: _____ Environmental Impact Report (State)
 X Environmental Assessment (Federal)
 _____ Environmental Impact Statement (Federal)
 X Draft _____ Final _____ Supplemental
 _____ Programmatic
 _____ Consistency Determination/Certification
 _____ Other _____

ROUTING OF DOCUMENT: _____ EMAILED/
 X Enclosed DOCUMENT CD ONLINE
 _____ Sent directly to you by sponsoring
 agency. Please call the agency's
 project contact if you have not
 received the document.

NOTES: The proposed project was previously reviewed under #12-028S. Please see the attached letter from the airport consultant regarding the changes included in the current environmental assessment. The #12-028S review is attached. Please let me know if your comments remain valid or if you have new comments.

DOCUMENT REFERRED FOR COMMENT TO:

- | | |
|--|--|
| <u>X</u> Department of Game & Inland Fisheries | <u>X</u> Department of Historic Resources |
| <u>X</u> Department of Agriculture & Consumer Services | <u>X</u> Department of Mines, Minerals, & Energy |
| <u>X</u> Department of Conservation & Recreation | _____ Virginia Institute of Marine Science |
| <u>X</u> Department of Health | <u>X</u> Department of Forestry |
| <u>X</u> DEQ-Land Protection & Revitalization | <u>X</u> Marine Resources Commission |
| <u>X</u> DEQ-Air Data Analysis | <u>X</u> Dept. of Transportation |
| _____ DEQ-Wetlands & Stream Protection | <u>X</u> Planning District |
| _____ DEQ-Water Resources Program | Commission: <u>New River Valley</u> |
| <u>X</u> DEQ-Water-E&S/SWM | <u>X</u> Locality: <u>Montgomery Co., Town of Blacksburg</u> |
| <u>X</u> DEQ-Water-Chesapeake Bay | <u>X</u> Others: <u>Va. Dept. of Aviation</u> |
| <u>X</u> DEQ-Water-VSMP Permit | |
| <u>X</u> DEQ-Regional Office | |
| <u>BRRO-Roanoke</u> | |

DEADLINE FOR COMMENTS: FEBRUARY 28, 2014


If you cannot meet the deadline, please notify JULIA H. WELLMAN at 804/698-4326 prior to the date given. Arrangements will be made to extend the date for your review if possible. An agency will not be considered to have reviewed a document if no comments are received (or contact is made) within the period specified.

REVIEW INSTRUCTIONS:

- A. Please review the document carefully. If the proposal has been reviewed earlier (i.e. if the document is a federal Final EIS or a state supplement), please consider whether your earlier comments have been adequately addressed.
- B. Prepare your agency's comments in a form which would be acceptable for responding directly to a project proponent agency.
- C. Use your agency stationery, email, or the space below for your comments. **IF YOU USE THE SPACE BELOW, THE FORM MUST BE SIGNED AND DATED.**

Please return your comments to:

MS. JULIA H. WELLMAN
DEPARTMENT OF ENVIRONMENTAL QUALITY
OFFICE OF ENVIRONMENTAL IMPACT REVIEW
629 EAST MAIN STREET, SIXTH FLOOR
RICHMOND, VA 23219
FAX #804/698-4319
Julia.Wellman@deq.virginia.gov



JULIA H. WELLMAN
EIR COORDINATOR

COMMENTS

(signed) _____ (date) _____

(title) _____

(agency) _____



CAMPBELL & PARIS ENGINEERS

To: Julia Wellman
 DEQ, Office of Environmental Impact Review
 629 East Main Street
 Richmond, VA 23219
 Telephone: (804) 698-4325

RECEIVED

FEB 05 2014

DEQ-Office of Environmental
Impact Review

Date: January, 2014

RE: BCB EA Revision

Julia,

Attached you will find four (4) hard copies of the narrative report, each with CD's that also include the complete Appendices, and also 14 CD's of the full report and appendices for distribution.

As you likely recall the Airport's EA was placed on hold until VDOT completed their Route 460 Interchange EA as that affected the alignment of roads within the Airport's EA. VDOT received their FONSI in September 2013 and the Airport EA was then updated to reflect the VDOT findings. While the bulk of the EA continues to be the same as was reviewed previously, the following items were updated to reflect the VDOT Route 460 EA/FONSI and the new Research Center Drive alignment, which they developed during their process:

Narrative Sections	
Section I-A, Page 3	Included VDOT EA as a previous environmental study completed
Section II-B, Page 16	Updated Purpose and Need to reflect VDOT Route 460 project and FONSI
Section III, Page 21	Proposed Development Action updated to reflect VDOT project
Section IV-C, Page 35-37	Alternatives for Research Center Drive updated with VDOT road alignment alternatives
Section IV-E page 38	Preferred Alternative Updated to reference VDOT project
Section VI-S-page 81	Cumulative Impacts Updated with VDOT Route 460 impacts

Figures	
Figure 12	Preferred Alternative exhibit updated with VDOT alignment
Figure 22	Obstruction Removal exhibit updated with VDOT alignment
Figure 23	Area of Potential Effect exhibit updated with VDOT alignment

Appendices	
Appendix C	New Cultural Resource Reports
Appendix M	VDOT FONSI
Appendix N	VDOT EA

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New River Valley Planning District Commission



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e-mail: nrvpdc@nrvpdc.org

Visit: www.nrvpdc.org

February 27, 2014

Executive Director's Report

Transportation:

- The NRV Passenger Rail Committee scheduled their second meeting to be held on April 2nd from 3:00-5:00 at the Stellar One Board Room (105 Arbor Dr. Christiansburg). Rex Hammond and Edie Swann, who were previously with the Lynchburg Chamber of Commerce, will be at the meeting to share their experience bringing passenger rail to Lynchburg.
- VDOT hosted an annual meeting of transportation planners during the VAPDC Winter Conference. The Commonwealth Transportation Board will soon be discussing a performance measurement tool to accompany the Six-Year Improvement Plan projects. The rural performance will focus on economic development factors while urban will focus on congestion management.
- Visit www.nrvpdc.org/nrvmpo to view online maps developed by PDC staff for the MPO Bicycle and Pedestrian Master Plan. The online maps utilize ArcGIS Online software which allows the public to view maps in draft form while projects take shape. This technology will help all stakeholders in PDC projects remain engaged and informed.

Regional:

- The New River Valley Livability Initiative Final Report and sub-reports for Housing and Energy were sent to the printers in late January. Hard copies are expected to arrive around the first week of March.
- The Appalachian Spring project had to reschedule the strategic planning session originally scheduled for 2/19 due to weather. Reschedule dates will be either 3/4 or 3/14. This session is oriented toward the agencies that manage natural resource assets within the 19 county region. Private sector companies that rely on the assets for their businesses will be invited as well as local government managers. This discussion will focus on capital needs within the region. A second planning session will be coordinated soon for DMOs to discuss marketing the outdoor recreation assets.
- The tourism legislation discussed during the January Commission meeting did not pass the House or Senate of the Virginia General Assembly. It was defeated in a Senate Committee 5 yea, 7 nea and 2 abstentions. A House subcommittee recommended it lay on the table by voice vote.
- On March 20th there will be a workshop entitled, Agriculture in a Creative Economy with the purpose of discussing value-added agriculture and agriculture related tourism. It will be held at Selah Springs in Riner at 3320 Nolley Road from 9:30-3:30. Lunch will be provided. RSVP to Kelli Scott with VA Extension in Montgomery County (kescott1@vt.edu) or 540-382-5790.

PDC:

- We are in the process of revamping staff evaluations moving from a checklist matrix toward a goal-driven model. In January all staff submitted goals for review using the acronym SMART; Specific, Measurable, Attainable, Relevant and Time-related. I met with each staff member to review their goals and we will revisit the goals annually going forward to evaluate performance.

New River Valley Planning District Commission

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MEMORANDUM

To: Planning District Commissioners

From: Kevin R. Byrd, Executive Director

Date: February 20, 2014

Re: Setting of 2014 Community Development Block Grant Priorities

The Block Grant Priorities for 2013 are listed in the left column and suggestions for 2014 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 2014. Projects which the PDC is aware of are listed below; if you know more please let me know at the meeting.

2013 Priorities

Priority #1

Comprehensive Community Development

Community Service Facility

Community Facility

Priority #2

Economic Devel-Business District Revitalization

Housing – Housing Rehabilitation

Economic Development- Job Creation and Retention

Priority #3

Housing- Housing Production Assistance

Development- Site Redevelopment

Economic Development- Development Readiness

2014 Suggested Priorities

Priority #1

Community Service Facility

Economic Development- Development Readiness

Housing – Housing Rehabilitation

Community Facility

Comprehensive Community Development

Economic Devel-Business District Revitalization

Economic Development- Job Creation and Retention

Housing- Housing Production Assistance

Development- Site Redevelopment

Known potential projects are as follows:

Construction:

Newtown Neighborhood Comprehensive Comm. – Floyd Co.

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)

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

Kersey Bottom/Case Knife Housing – Pulaski Twn

Community Center Rehab - Pearisburg

Town Park Development – Glen Lyn

Economic Assessment Planning – Floyd Co

New River Valley Planning District Commission

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MEMORANDUM

To: NRVPC Commissioners

From: Elijah Sharp – Director of Planning & Programs

Date: February 20, 2014

Re: Resolution of Support for Beaches to Bluegrass Trail

Enclosed is a Resolution of Support for the Commission's consideration for the Beaches to Bluegrass Trail. The Beaches to Bluegrass Trail, also known as the B2B, is a statewide trail currently in the planning phase and is being led by the Virginia Department of Conservation and Recreation (DCR). Once complete, the trail will stretch west to east from the Cumberland Plateau to the Chesapeake Bay. The trail will be comprised of many existing or planned trail networks that will connect Virginia's mountains to the sea. DCR is currently working with communities to identify a specific routes and complementary spurs. A map showing the conceptual trail alignment in the New River Valley is also attached.

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A RESOLUTION OF SUPPORT FOR THE BEACHES TO BLUEGRASS TRAIL IN THE NEW RIVER VALLEY

WHEREAS, the Beaches to Bluegrass Trail is a proposed, statewide, shared-use trail that will connect the Cumberland Gap to the Atlantic Ocean through southern and southwestern Virginia; and

WHEREAS, trails, bicycle routes and lanes, pedestrian walkways, and greenways encourage walking, running, bicycling and horseback riding, which lead to a more healthy and enjoyable quality of life for residents of the New River Valley; and

WHEREAS, trails, bikeways, paths, and greenways foster economic development, create jobs, and attract visitors; and

WHEREAS, New River Valley, Virginia has numerous natural resources that support outdoor recreation; and

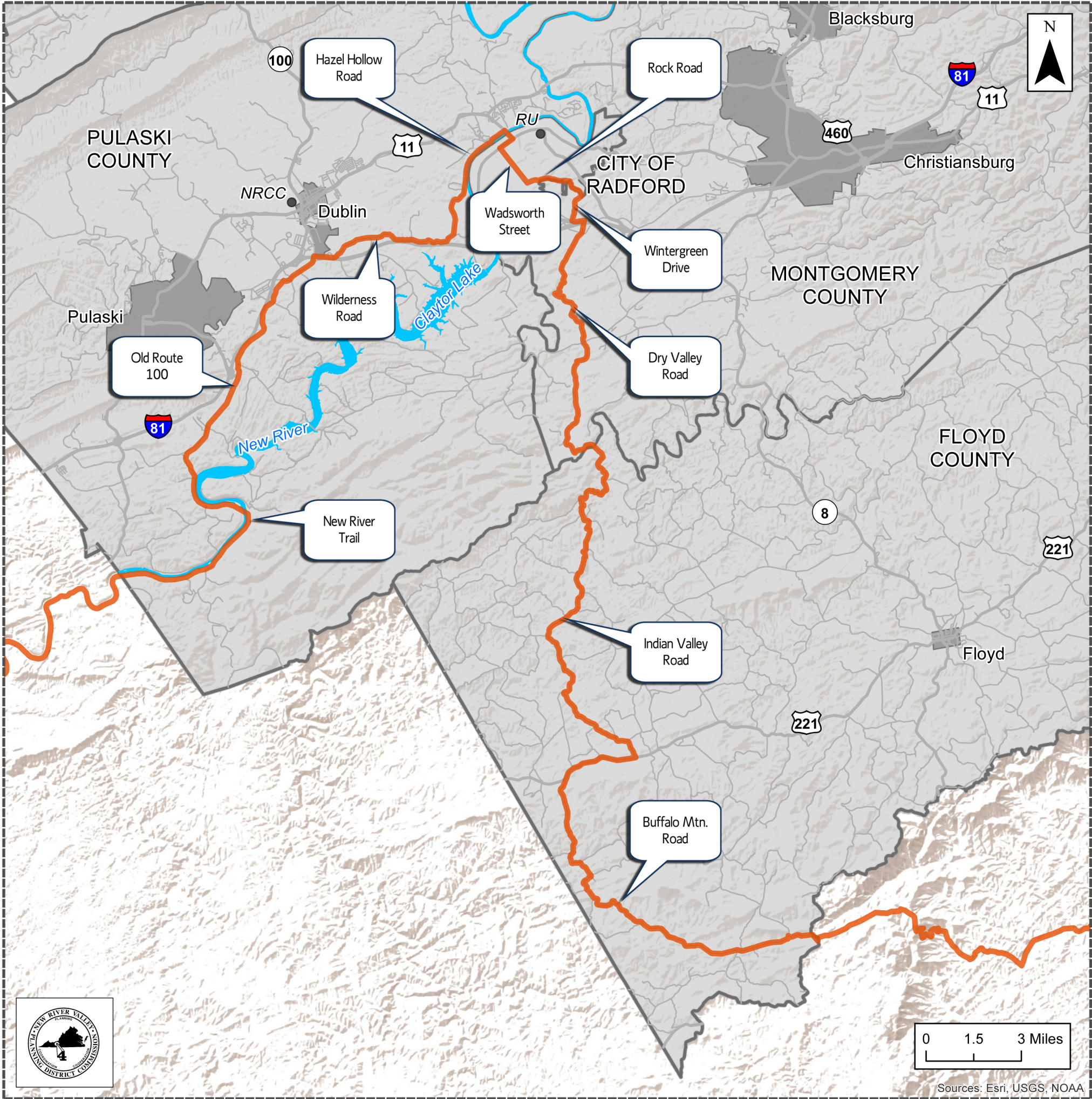
WHEREAS, the New River Valley is already a destination for trail users who enjoy New River Trail State Park, US Bicycle Route 76, the Appalachian Trail, the Blue Ridge Parkway, National Forest trails, and local trails; and

NOW THEREFORE BE IT RESOLVED that the New River Valley Planning District Commission supports the development of the Beaches to Bluegrass Trail; and

BE IT FURTHER RESOLVED that the New River Valley Planning District Commission is committed to working with the Virginia Department of Conservation and Recreation and other localities to connect trails, bikeways, paths, and greenways to complete the statewide Beaches to Bluegrass Trail.

Adopted February 20, 2014

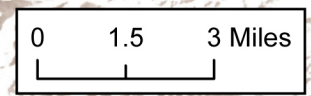
Michael S. Patton, Chair



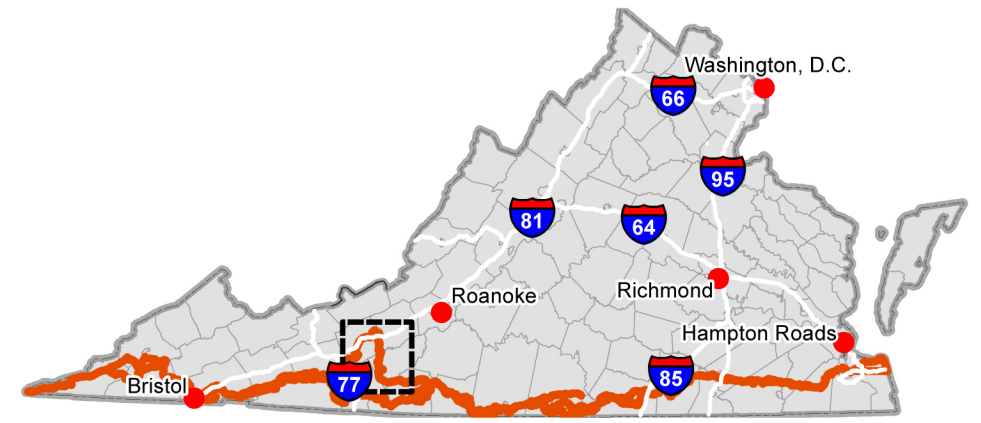
Beaches to Bluegrass Trail

Potential NRV Route

- Legend**
- Beaches to Bluegrass Trail
 - New River Valley Counties
 - New River Valley Towns
 - Hydrology
 - Primary Roads
 - Secondary Roads



Sources: Esri, USGS, NOAA



New River Valley Planning District Commission

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MEMORANDUM

To: NRVPC Commissioners

From: Kevin R. Byrd, Executive Director

Date: February 20, 2014

Re: Responding to Virginia's 1st/Commerce Park Management RFP

At the February Commission meeting I will be seeking direction from the Commission on responding to the recently released RFP for Management Services for the Virginia's 1st Regional Industrial Facilities Authority and the NRV Commerce Park. The Commission led this effort in the past with the previous Executive Director of the Commission serving as the Executive Director of Virginia's 1st until 2009. At that time Virginia's 1st hired a part-time Executive Director, Mr. Joe Morgan, who will serve until his announced retirement effective June 30, 2014. The discussion at the Commission meeting will include an overview of the project and an outline of services the Commission currently provides for the project alongside those the Commission will need to deliver if selected to fulfill the management role. Attached is a memo regarding the RFP.

To: Virginia's First Regional Industrial Facilities Authority (VFRIFA) Member Governments Entities

Subject: Invitation to Propose Management and Marketing Services for VFRIFA

From: Joe Morgan, Executive Director

At its November 13, 2013 meeting, the VFRIFA Board of Directors agreed to request proposals from member government entities for providing management and/or marketing services. The proposed VFRIFA budget for Fiscal Year 2014-2015 projects \$25,000 for contracted management and \$25,000 for contracted marketing.

As you may know, I have been contracting as executive director for VFRIFA since 2009, along with support from the NRV Planning District. My engagement ends in August 2014. I intend to retire from such service by then.

If your entity is interested in providing the requested management and marketing services, please respond by Friday, March 28. A review of all interested proposals is scheduled for the Wednesday, April 9, VFRIFA meeting at noon.

Other than a willingness to undertake all or a part of the requested services, any proposal should indicate the compensation desired.

Listed below are some of the management and marketing services that appear to be needed. Also listed are some suggestions of which entities might be suitable providers. An in-kind service approach is also listed. The in-kind approach might allow the scarce cash resources of VFRIFA to be applied to site development, such as the graded building pad identified as a need at the November 13, 2013 Commerce Park Participation Committee meeting.

Management Services:

Financial Administration, including:

- Revenue billing and receipts
- Banking services
- Budget preparation
- Qualified CPA or consultant preparation of annual financial statements prior to audit as required by Code of Virginia Section 15.2-6413

Monthly bills payment

- Quarterly interim financial reports

Board Organizational Support, including:

- Meeting Scheduling with Agenda and Minutes Preparation;
- Board Member Documentation Required by Code of Virginia Title 15.2, Chapter 64, Virginia Regional Industrial Facilities Act
- Insurance Procurement and Administration

Commerce Park Site Maintenance, including;

- Farm and rental residential lease administration
- Mowing services oversight
- Vacant building upkeep
- On-going Site Development Planning
- Development, Covenants and Communications Committee staffing

Marketing Services:

- Maintenance of site data
- Update of site data on nrvcommercepark.com website
- Direct marketing such as targeted industry research and contact with mailer or phone outreach
- Marketing coordination with host community and NRV Economic Development Alliance

Potential Providers of Purchased Administration and Marketing Services:

Financial Administration: NRV PDC; member government finance departments; NRV Airport Commission; NRV ED Alliance

Board Organizational Support: NRV PDC; Wythe Joint IDA (serves Wythe, Wytheville, Bland RIFA); new Western Virginia RIFA (administered through Roanoke Regional Partnership); NRV Airport Commission; NRV ED Alliance

Commerce Park Site Maintenance: Pulaski County Administration; Dublin Town Management; NRV Airport Commission; NRV PDC; NRV ED Alliance

Maintenance of site data: NRV Airport Commission; NRV PDC; NRV ED Alliance

Direct marketing: Montgomery Economic Development; NRV PDC; NRV ED Alliance

Marketing Coordination: Montgomery Economic Development; NRV PDC; NRV ED Alliance

Additional Scenario for In-Kind Administration and Marketing Services to Allow Use of Available Cash for Site Planning and Development:

Financial Administration: Radford Finance Department

Board Organizational Support: Giles County Administration

Commerce Park Site Maintenance: Pulaski County Administration

Maintenance of site data: Montgomery County Economic Development

Direct marketing: Montgomery County Economic Development

Marketing Coordination: Montgomery County Economic Development

NEW RIVER VALLEY PLANNING DISTRICT COMMISSION
AGENDA

March 27, 2014

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 REPORTS FOR FEBRUARY
- III. COMMONWEALTH INTERGOVERNMENTAL REVIEW PROCESS
 - A. Projects (Signed-off by the staff)
 - 1. Reissuance of VPDES Permit No. VA0089991 Federal-Mogul Montgomery County
 - B. Regular Project Review
 - None
 - C. Environmental Project Review
 - None
- IV. PUBLIC ADDRESS
- V. REVIEW OF MUTUAL CONCERNS AND COMMISSIONERS' REPORTS
- VI. EXECUTIVE COMMITTEE'S REPORT
- VII. CHAIR'S REPORT
- VIII. EXECUTIVE DIRECTOR'S REPORT (enclosed)
- IX. OLD BUSINESS
 - None
- X. NEW BUSINESS
 - A. Rural Transportation Work Program for FY15 (enclosed)
 - Commission Action Needed
 - B. Distribution of NRV Livability Initiative Final Reports (available at meeting)
- XI. REGIONAL FOCUS
 - A. Demonstrating Technology Applied to Commission Projects
 - Elijah Sharp, Director of Planning and Programs

All meeting materials posted on PDC website www.nrvpdc.org

New River Valley Planning District Commission
Treasurer's Report
Expenditures as of February 28, 2014

Expense Category	Budget adopted May 2013	Previous Total	February Expenditures	YTD Expenditures	Budget Balance	% Budget Expended
Salaries	619,568.00	364,444.71	48,758.62	413,203.33	206,364.67	66.69%
Fringe Benefits	203,506.00	125,247.78	17,196.76	142,444.54	61,061.46	70.00%
Travel	67,970.00	19,865.80	2,608.79	22,474.59	45,495.41	33.07%
Office Space	27,647.00	13,647.10	1,795.30	15,442.40	12,204.60	55.86%
Telephone/Communications	5,980.00	2,979.82	452.03	3,431.85	2,548.15	57.39%
Office Supplies	9,376.00	13,974.30	49.90	14,024.20	(4,648.20)	149.58%
Postage	500.00	181.72	-	181.72	318.28	36.34%
Printing	620.00	18,891.08	-	18,891.08	(18,271.08)	3046.95%
Copies & Copier Maintenance	1,500.00	1,466.72	-	1,466.72	33.28	97.78%
Media Ad	1,625.00	549.96	-	549.96	1,075.04	33.84%
Equipment Rent	1,500.00	985.92	123.24	1,109.16	390.84	73.94%
Vehicle Fuel	2,400.00	1,838.56	128.94	1,967.50	432.50	81.98%
Dues/Publications	5,745.00	1,909.00	280.00	2,189.00	3,556.00	38.10%
Training	1,000.00	1,239.00	1,079.00	2,318.00	(1,318.00)	231.80%
Insurance	500.00	6,006.00	-	6,006.00	(5,506.00)	1201.20%
Meeting Expense	7,233.00	1,978.21	1,669.42	3,647.63	3,585.37	50.43%
Capital Outlay (Vehicle/Equip)	5,000.00	2,114.48	-	2,114.48	2,885.52	42.29%
Contractual Services	505,711.00	312,723.73	75,970.85	388,694.58	117,016.42	76.86%
Audit Fee	2,500.00	2,500.00	-	2,500.00	-	100.00%
Miscellaneous	45,500.00	3,547.35	115.47	3,662.82	41,837.18	8.05%
M & G Costs	125,403.00	65,300.16	11,722.14	77,022.30	48,380.70	61.42%
Common Costs	92,031.00	58,700.32	5,963.46	64,663.78	27,367.22	70.26%
	1,732,815.00	1,020,091.72	167,913.92	1,188,005.64	544,809.36	68.56%

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New River Valley Planning District Commission



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March 27, 2014

Executive Director's Report

Economic Development:

- The Floyd Innovation Center project is progressing well through construction. The project is scheduled for completion at the end of August 2014.
- The Commission staff is currently drafting a response to the Virginia's First/Commerce Park management request for proposals. Responses are due by 3/28 with a decision likely by mid-April.
- The CEDS committee will be meeting in April to review the Goals, Objectives, Strategies and ranking criteria for the 2014 update. The CEDS committee will provide recommendations on these items for the April Commission meeting.

Transportation:

- PDC staff is in the process of establishing a trail counter program for the region to utilize. In the coming months the Commission will be purchasing trail counters, a device that uses an infrared beam to count users, and deploying the counters along trails where there is an interest in collecting user data. The information gathered from trail counters can be helpful when making decisions on investing in trail improvements and/or expansions.

Regional:

- The New River Valley Livability Initiative Final Reports will be distributed at the meeting. Reports are being distributed to all local government members and project partners beginning the week of March 24. I will begin contacting local governments for overview presentations once reports are distributed.
- The Appalachian Spring project hosted a meeting with Destination Marketing Organizations (DMOs) and others involved in marketing Southwest Virginia on March 10th. The rescheduled strategic planning session with all local governments and interested parties will be held on 3/31 in Abingdon.

PDC:

- The Christiansburg Parks and Recreation Master Plan and is on target to be complete at the end of the fiscal year. Major milestones include a community survey with over 600 responses and the existing conditions analysis is complete.
- Staff is working on the Christiansburg Cemetery Master Plan, which is on target to be complete at the end of the fiscal year. The plan includes recommendations for development of future phases and ways to decrease operational costs for the town.
- The reformatted annual dinner was held on March 12th at Radford University and was well attended with representatives from communities across the region.
- The work program and budget for FY15 is beginning to take shape. Responses to local governments regarding technical assistance requests for FY15 will occur in April.

New River Valley Planning District Commission



FY15 Transportation Planning Work Program

March 20, 2014

Table of Contents

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Program Administration 2

New River Valley Regional Projects 3

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PDC 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-2015 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 Planning District Commission (NRVPDC) 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 NRVPDC under the Rural Transportation Planning Assistance Program in the upcoming fiscal year.

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

For FY-2015 the NRVPDC 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, meeting documentation/minutes, preparation of quarterly activity reports.

Regional Transportation Planning Program Administration Budget:

<u>Total</u>	<u>SPR (80%)</u>	<u>PDC Match (20%)</u>
\$7,500.00	\$6,000.00	\$1,500.00

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) **(\$10,000) 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. The Transportation Technical Advisory Committee (TAC) is the foundation of the PDC's transportation planning program.

Task 1: Regional Transportation Technical Advisory Committee

Products: TAC is composed of administrators and professional staff from local governments and institutions/agencies within the New River Valley Planning District service area. TAC serves as an advisory body to the PDC on transportation issues. The TAC has grown into a group that supports local needs while maintaining a regional perspective.

Benchmarks/Milestones (throughout year):

- Provide staff assistance for 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 Bikeway, Walkway, Blueway Committee

Products: The Regional Bikeway, Walkway, Blueway Committee reports to the TAC regarding specific recommendations within the topical areas of active and recreational transportation. The group is comprised of professional staff from local governments, local business owners, local organizations, and community representatives.

Benchmarks/Milestones (throughout year):

- Provide guidance for the development and maintenance of the Regional Bikeway, Walkway, Blueway Plan
- Provide staff assistance for 3 meetings + 1 multi-regional event
- Prepare meeting notes, agendas, and presentation materials

Task 3: 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 3 meetings
- Prepare meeting minutes, agendas, and presentation materials
- Discuss existing transit services and TDPs
- Identify potential common interests
- Develop strategies and recommendations
- Identify funding sources

- (b) (\$37,500) 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 2015 Program Tasks include, but are not limited to:

Task 1: Regional Alternative Transportation Planning

Products: Develop a multi-jurisdictional alternative transportation plan and/or program that focuses on rail, transit, ride-sharing, bicycling, or walking.

Benchmarks/Milestones (throughout year):

- Coordinate and lead stakeholder group meetings
- Launch trail counting program
- Develop a needs assessment
- Identify count locations and collect field data
- Prepare a formal report
- Develop an interactive transportation website

Task 2: Transportation Related Local Study, New River Valley

Products: Provide technical assistance to an NRV locality.

Benchmarks/Milestones (throughout year):

- Participate in stakeholder group meetings
- Develop a needs assessment
- Prepare a formal report

(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 five projects. Additional assistance will be offered depending on staff availability.

Benchmarks/Milestones (throughout year):

- **Schedule a meeting with CTB representative**
Status: Complete by December 2014
- **Submit Alternative Transportation Applications**
Status: Complete by December 2014
- **Attend Conferences/Professional Development** – Attend national or statewide conferences, and participate in transportation related professional development courses.
Status: Complete by June 2015

(d) **(\$7,500) 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):

- **Submit a prioritized list of recommended projects for consideration in the FY 2016 – 2012 SYIP:** Provide documentation of prioritization methodology to determine the list of regional priorities.
Status: Complete by November 30, 2014
- **Participate in outreach meetings and review data as requested by VDOT throughout the fiscal year pertaining to:** Long Range Transportation Planning efforts, Prioritization of recommendations or projects, Federal Functional Classification Update, Park and Ride Lots Inventory/Study, Bicycle and Pedestrian Planning, and Freight Planning.
- **Coordinate tasks with VDOT District Planner:** Small Urban Area Plans Update, and other appropriate tasks identified by the District Planner.
Status: Complete by June 2015

New River Valley Regional Projects Budget:

<u>Total</u>	<u>SPR (80%)</u>	<u>PDC Match (20%)</u>
\$65,000.00	\$52,000.00	\$13,000.00

**Budget Summary
FY 2015 Work Program**

<u>Project</u>	<u>SPR (80%)</u>	<u>PDC (20%)</u>	<u>Total</u>
Program Administration	\$6,000.00	\$1,500.00	\$7,500.00
NRV Regional Projects	\$52,000.00	\$13,000.00	\$65,000.00
TOTAL	\$58,000	\$14,500.00	\$72,500.00

- Insert Resolution Here -

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RESOLUTION OF SUPPORT FOR FY 2015 TRANSPORTATION PLANNING WORK PROGRAM

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

WHEREAS, the proposed FY 2015 Transportation Planning Work Program represents the interests of the New River Valley region; and

WHEREAS, the New River Valley Planning District Commission has reviewed the Transportation Planning Work Program and agrees with the projected work elements for the 2014-2015 fiscal year.

THEREFORE, BE IT RESOLVED by the New River Valley Planning District Commission that this Commission adopts and supports the FY 2015 Transportation Planning Work Program - Rural Planning Organization Staff Budget.

Adopted this 27th day of March, 2014.

Michael S. Patton, Chair

New River Valley Planning District Commission

Agenda

April 24, 2014

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 Reports for March
- III. COMMONWEALTH INTERGOVERNMENTAL REVIEW PROCESS**
 - A. Projects (Signed-off by the staff)
 - 1. EDA Planning Assistance FY15
 - B. Regular Project Review
 - None
 - C. Environmental Project Review
 - 1. Reissuance of VPDES Permit No. VA0080837 - VA140414-01600400071
- IV. PUBLIC ADDRESS**
- V. REVIEW OF MUTUAL CONCERNS AND COMMISSIONERS' REPORTS**
- VI. EXECUTIVE COMMITTEE'S REPORT**
- VII. CHAIR'S REPORT**
- VIII. EXECUTIVE DIRECTOR'S REPORT** (enclosed)
- IX. OLD BUSINESS**
 - None
- X. NEW BUSINESS**
 - A. Review Comprehensive Economic Development Strategy (CEDS) Goals, Objectives, Strategies and Ranking Criteria (enclosed) – Presentation, Brad Mecham
Commission Action Needed
 - B. Review Southwest Virginia Economic Analysis Report (enclosed)
Commission Discussion
- XI. REGIONAL FOCUS**
 - SPECIAL CALLED MEETING at 5:00 PM with:
Secretary of Commerce and Trade - Mr. Maurice Jones

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

The New River Valley Planning District 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.

New River Valley Planning District Commission
Treasurer's Report
Expenditures as of March 31, 2014

Expense Category	Budget adopted May 2013	Previous Total	March Expenditures	YTD Expenditures	Budget Balance	% Budget Expended
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Audit Fee	2,500.00	2,500.00	-	2,500.00	-	100.00%
Miscellaneous	45,500.00	3,662.82	749.36	4,412.18	41,087.82	9.70%
M & G Costs	125,403.00	77,022.30	12,526.61	89,548.91	35,854.09	71.41%
Common Costs	92,031.00	64,663.78	5,639.24	70,303.02	21,727.98	76.39%
	1,732,815.00	1,188,005.64	104,167.77	1,292,173.41	440,641.59	74.57%

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Kevin R. Byrd, AICP
Executive Director

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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

April 17, 2014

PROJECT: **Reissuance of VPDES Permit No VA0080837 Glen Creek WWTP
VA140414-01600400071**

SUBMITTED BY: Department of Environmental Quality

PROJECT

DESCRIPTION: The Town of Rich Creek has applied for reissuance of a permit for the Glen Creek WWTP. The Department of Environmental Quality is requesting comments on the draft permit.

PROJECT SENT

FOR REVIEW TO: Chris McKlarney, Giles County.

STAFF

COMMENT: The staff has reviewed the request and forwarded to Giles County for comment.



COMMONWEALTH of VIRGINIA

DEPARTMENT OF ENVIRONMENTAL QUALITY

Blue Ridge Regional Office

www.deq.virginia.gov

Molly Joseph Ward
Secretary of Natural Resources

David K. Paylor
Director

Robert J. Weld
Regional Director

Lynchburg Office

7705 Timberlake Road
Lynchburg, Virginia 24502
(434) 582-5120
Fax (434) 582-5125

Roanoke Office

3019 Peters Creek Road
Roanoke, Virginia 24019
(540) 562-6700
Fax (540) 562-6725

April 10, 2014

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

RE: Reissuance of VPDES Permit No. VA0080837
Glen Creek WWTP (formerly Town of Glen Lyn STP)

Dear Sir:

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:

Virginia DEQ
Blue Ridge Regional Office
3019 Peters Creek Road
Roanoke, Virginia 24019

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 (540) 562-6787.

Sincerely,

A handwritten signature in blue ink that reads "Lynn V. Wise".

Lynn V. Wise
Environmental Engineer Sr.

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.

PUBLIC COMMENT PERIOD: April 9, 2014 to May 9, 2014

PERMIT NAME: Virginia Pollutant Discharge Elimination System Permit – Wastewater issued by DEQ, under the authority of the State Water Control Board

APPLICANT NAME AND ADDRESS: Town of Rich Creek, P.O. Box 65, Rich Creek, VA 24147

FACILITY NAME, LOCATION, AND PERMIT NUMBER: Glen Creek WWTP; 356 Campground Dr, Glen Lyn, VA 24093; VPDES Permit No. VA0080837

PROJECT DESCRIPTION: The Town of Rich Creek has applied for reissuance of a permit for the public Glen Creek WWTP. The applicant proposes to release treated sewage wastewaters from residential areas at a rate of 0.2 million gallons per day into a water body. Sludge from the treatment process will be disposed of in a landfill. The facility proposes to release the treated sewage into the New River in the New River/East 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: organic matter, solids, and bacteria.

HOW TO COMMENT AND/OR REQUEST A PUBLIC HEARING: DEQ accepts comments and requests for public hearing hand-delivery, by e-mail, fax or postal mail. All comments and requests must be in writing and be received by DEQ during the comment period. Submittals must include the names, mailing addresses and telephone numbers of the commenter/requester and of all persons represented by the commenter/requester. A request for public hearing must also include: 1) The reason why a public hearing is requested. 2) A brief, informal statement regarding the nature and extent of the interest of the requester or of those represented by the requestor, including how and to what extent such interest would be directly and adversely affected by the permit. 3) Specific references, where possible, to terms and conditions of the permit with suggested revisions. A public hearing may be held, including another comment period, if public response is significant, based on individual requests for a public hearing, and there are substantial, disputed issues relevant to the permit.

CONTACT FOR PUBLIC COMMENTS, DOCUMENT REQUESTS AND ADDITIONAL INFORMATION: Lynn V. Wise, Blue Ridge Regional Office, 3019 Peters Creek Road, Roanoke, VA 24019; Phone: (540) 562-6787; E-mail: lynn.wise@deq.virginia.gov; Fax: (540) 562-6725. The public may review the draft permit and application at the DEQ office named above by appointment or may request copies of the documents from the contact person listed above.

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April 24, 2014

Executive Director's Report

Economic Development:

- The Commission staff submitted a response to the Virginia's First/Commerce Park management request for proposals. At the April 9th VA 1st/Commerce Park meeting the respective boards decided to convene a special joint meeting between their executive committees to discuss management responses in detail. The meeting will be set for late April/early May.
- The CEDS committee met in April to review the goals, objectives, strategies and ranking criteria for the 2014 update. The committee focused their efforts on developing ranking criteria that supports projects with regional impacts and projects in existing/emerging industry clusters in the region. This approach will provide greater attention to projects that support current and anticipated economic needs.

Transportation:

- The PDC staff is nearing the final stages of developing the MPO Bike/Pedestrian Master Plan. The project involves extensive mapping work to illustrate bike/pedestrian options for future investment. More project information can be found at www.nrvpdc.org/nrvmpo/
- At the NRV Passenger Rail Committee meeting held on April 2nd the Commission presented a study framework for the group to discuss. The committee expressed a strong desire to pursue the study as presented. As a result, the project will be sent to the MPO to consider funding for FY15.

Regional:

- The Commission is in the process of developing a partnership with the New River Health District to provide mapping services. The Commission will receive data from the Health District to build map layers for their needs and the Commission staff will deliver the service via ArcGIS online. This will enable Health District staff to generate maps without the need to have extensive skills, training and software costs in mapping. This will also help develop new data for the region and cost-share a Commission staff position.
- Approximately 80 people were in attendance at the Appalachian Spring strategic planning meeting held on 3/31.
- An interim product of the Appalachian Spring project, SWVA Economic Analysis Report, will be discussed under new business. The report captures highlights of the changing economy of SWVA by county.
- The Commission is submitting a grant application to the Center for Disease Control (CDC) for funds to develop Health Impact Assessments (HIAs) as it relates to the built environment. This was a very high priority identified in the Livability Initiative. It will be a partnership with the New River Health District, Virginia Tech Institute for Policy and Governance and several others. HIAs will focus on connections to healthy communities and access to recreation as well as policies that influence decisions in the built environment.

PDC:

- The budget and work program for FY15 is near completion. The FY15 budget will be presented at the May Commission meeting. The FY15 work program will be presented at the June meeting.

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MEMORANDUM

To: Planning District Commissioners

From: Brad Mecham, Regional Planner

Date: April 18, 2014

Re: Comprehensive Economic Development Strategy (CEDS) Update

As a part of this year's CEDS five-year update, staff utilized the NRV Livability Initiative to revise Goals and Objectives. Staff also reviewed Project Ranking Criteria with the CEDS Committee, comparing current criteria to two other regional organizations, one in Ohio and the other in Michigan. Goals and Objectives within the CEDS demonstrate regional priorities. Projects will be identified and ranked to be eligible for funding through the Economic Development Administration (EDA) and the Appalachian Regional Commission.

Please review the attached Goals and Objectives, as well as the Project Ranking Criteria. Livability Initiative goals and strategies were incorporated in **red** and a key for understanding other changes is incorporated in the heading of each page. Staff will be available at the Commission meeting to receive any comments.

Project solicitation emails were sent to representatives from each locality in April and a full project listing will be presented at the May Commission meeting. Upon approval, the CEDS will be submitted to the EDA in June.

Strikethrough = Text Deleted

Underline = New text

Red = Livability Initiative related goals, objectives, and strategies

NRV CEDS Goals, Objectives, and Strategies

Priority 1: Support small business and entrepreneurial development

~~Coordinated Business Assistance and Entrepreneurial Support.~~

LIVABILITY GOAL 12: Support small business 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.
- 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.

Livability Strategy 105: Expand support for small businesses, especially in agriculture, tourism, and retail sectors.

Livability Strategy 119: Enhance available resources and information for small businesses.

Priority 2: Preparation and Continued Support of Qualified Workforce

LIVABILITY GOAL 10: Enhance education and workforce readiness

Goal: Prepare the New River Valley workforce for present and future employment in growing employment sectors.

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Red = Livability Initiative related goals, objectives, and strategies

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.

Livability Strategy 112: Link job creation and workforce preparation strategies to create opportunities for lower-skilled or lower-income workers.

Livability Strategy 115: Expand workforce education and training programs in targeted growth sectors.

Priority 3: Available Land, Quality Infrastructure, and Affordable Housing

Livability Goal 2: Ensure affordability of housing, energy and transportation

Livability Goal 4: Increase the energy efficiency of buildings

Livability Goal 11: Support infrastructure needed for economic development

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.

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

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Red = Livability Initiative related goals, objectives, and 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 ~~a diverse network of~~ 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 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.

Livability Strategy 38: Use colleges/universities to expand education, training and research around clean energy.

Livability Strategy 106: Invest in critical infrastructure to support business development.

Livability Strategy 109: Support tower infrastructure for wireless internet connectivity.

Livability Strategies 4, 6, 8, 9, 13, 14, 15, 20, 52, 76, 152: Housing Strategies

Livability Strategy 109: Support tower infrastructure for wireless internet connectivity

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.

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Red = Livability Initiative related goals, objectives, and strategies

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.

Livability Strategy 104: Increase modern commercial and industrial building space for new and expanding businesses.

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 based on findings.
- 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.

Livability Strategy 93: Create a regional arts council and ensure arts council representation on tourism and economic development boards.

Livability Strategy 94: Establish a regional destination marketing organization and develop a regional marketing plan.

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Red = Livability Initiative related goals, objectives, and strategies

Livability Strategy 129: Work with existing agritourism partners to grow the industry and bring more visitors into the region.

Priority 6: Preserve Natural and Historic Areas

Livability Goal 7: Protect natural landscapes and ecosystems

Livability Goal 6: Encourage development patterns that preserve rural landscapes

Livability Goal 13: Strengthen agricultural viability

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.

Livability Strategy 122: Establish a farm equipment sharing cooperative for small and mid-sized farms.

Livability Strategy 151: Promote and support farmers markets to accept food stamps.

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.

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Red = Livability Initiative related goals, objectives, and strategies

- 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.

Livability Strategy 31: Create non-emergency medical transit services.

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NEW ANNUAL PROJECT PACKAGE REPORT

Project Evaluation Criteria - Reviewed April 2014

As stated in the Organization and Management section of this report, the PDC Board members reviewed and updated the project evaluation criteria.

PROJECT TYPE (Points)

Priority Level 1 (8)

- Water, sewer and communication utilities
- Employment Creation/Retention
 - Technology and Industrial
- Entrepreneurial/Small Business Assistance
- Regional/Local School & Educational Facilities & Programs
- Transportation Planning
- Housing Production
- Technology Career Facilities
- Clean Energy Projects
- Tourism
- Community Facilities¹
- Marketing/Promotion of Assets
- Senior Care Facilities
- Value-Added Local Food

Priority Level 2 (6)

- Primary/Arterial Roads & Transportation Maintenance
- Passenger Rail and Airport Service
- Facilities for Protected Populations
- Comprehensive Community Development²
- Employment Creation/ Retention-Commercial
- Mixed Use Development
- Central Business District Revitalization
- Green Building Projects and Natural/Cultural Resources Protection
- Public Transportation Connections

Priority Level 3 (4)

- Secondary Roads
- Community Centers/Recreation
- Other Economic Development
- Homeownership Program
- Drainage/Flood Control

Priority Level 4 (2)

- Other Housing
- Other Community Facilities
- Other Community Services Facilities³
- Community Development Programs
- Drought Management

OTHER CRITERIA

¹ Water services, wastewater services, drainage improvements, and street improvements.

² Targets neighborhood improvements including; housing, water, sewer, streets, drainage, sidewalks, solid waste/garbage, debris removal, street lighting, recreation, police/fire protection, and other neighborhood specific items.

³ Targets LMI persons needs for day care facilities, facilities for protected populations, community centers, health clinics, hospitals, and skill-building facilities for youth and the unemployed.

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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~~
- ~~Regional Participation~~
- ~~Relationship~~
- ~~Per Capita Income~~
- ~~Unemployment Rate~~
- ~~Relative Jurisdictional Stress~~
- ~~Relationship to Private Investments~~
- ~~Relationship to Previous Investments~~
- ~~Readiness to Initiate Project~~
- ~~Public Private Partnership~~
- ~~Relationship to “Green”~~
- ~~Relationship to Natural Resources~~

1. Investment Relationship: The project is a significant investment in relation to the economy of the Planning District.

Points

- 5 4 A. Proposed investment directly supports high skill/high wage jobs.
- 3 B. Proposed investment results in an environment to support high skill/high wage jobs.
- 2 C. Proposed investment results in jobs having a regional average wage.
- 1 D. Proposed investment is to support high skill/high wage jobs.
- 0 E. Does not support job creation with above average wages.

2. Regional ~~Significance~~ Impact: The ~~significance~~ impact of a project is in relation to the number of jurisdictions participating or impacted in reference to services and money invested.

Points

- 8 5 A. Region-Wide Impact
~~Four or More Jurisdictions Participating or Impacted~~
- 4 B. Four to Five Jurisdictions Participating or Impacted
~~Three Jurisdictions Participating or Impacted~~
- 2 C. Two to Three Jurisdictions Participating or Impacted
- 1 D. One Jurisdiction Participating or Impacted

3. Regional Economic Clusters: Economic clusters reflect competitiveness of a regional economic sector versus national trends and job growth. Proposed Investment is Proactive: The proposed investment looks beyond the immediate economic horizon and is aimed at strengthening the relationships among business clusters.

Points

- 8 A. Project Relates to High Job Growth, High Geographic Concentration Clusters

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6 B. Project Relates to High Job Growth, Lower Geographic Concentration Clusters

4 C. Project Relates to Job Loss, High Geographic Concentration Clusters

0 D. Project Relates to Job Loss, Low Geographic Concentration Clusters

~~5 A. Project Relates Directly to Two or More existing or emerging Regional Economic Clusters~~

~~2 B. Project Relates Directly to One existing or emerging Regional Economic Cluster.~~

~~0 C. Project Does not Relate to a Regional Economic Cluster~~

4. Per Capita Income: Utilizing the latest available data, per capita income will be used in evaluating project significance. City-County/Town rank will be utilized, while in cases of multiple jurisdictions, the average rank will be determined.

Points

- 3 A. If less than or equal to 60% of State per capita income
- 2 B. If 61 - 74% of State per capita income
- 1 C. If 75 - 99% of State per capita income
- 0 D. If greater than or equal to the State per capita income

5. Unemployment Rate: Utilizing the latest annual average figures available, unemployment rates will be used in evaluating project significance. City-County/Town will be utilized, while in cases of multiple jurisdictions, the average rank will be determined.

Points

- 3 A. If 10% or more above State average (formerly 50%)
- 2 B. If 5 - 10% above State average (formerly 25-49%)
- 1 C. If 1 - 5% above State average (formerly 1-24%)
- 0 D. If equal to or below State average

6. 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 A. High stress
- 1 B. Above average stress
- 0 C. Below average stress

7. Relationship to Private Investments: Capital investments from private sources relate to the significance of the project.

Points

- 5 A. More than 50% Private Investment ~~Direct Private Capital Investment~~
- 3 B. 25-49% Private Investment ~~Direct Relationship to Private Capital Investment~~
- 2 C. Private Investment below 25% ~~Indirect Relationship to Private Capital Investment~~
- 0-1 D. No Private Investment ~~Minimal Indirect Relationship to Private Capital Investment~~

8. Relationship to Previous Investment

Points

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- 2 A. New Service or Facility; Expansion of Service from an Existing Service
- 1 B. Replacement of Existing Service or Facility

9. Readiness to Initiate Project

Points

- 5 A. Jurisdictional Commitment and Final Plans and Specifications-Application Filed
- 4 B. Jurisdictional Commitment - Preliminary Plans and Specifications-Pre-application Filed
- 2 C. Jurisdictional Commitment, but no Plans and Specifications-Desired Project
- 1 D. No Jurisdictional Commitment, but Preliminary Plans and Specifications- Pre-application/Application
- 0 E. No Jurisdictional Commitment and no Plans and Specifications- No Pre-application/Application

10. Public Private Partnership

Points

- ~~5~~ 3 A. Significant Public Private Partners
- ~~2~~ 1 B. A Public Private Partner
- 0 C. No Public Private Partner

11. Relationship to “Green” Practices

Points

- 5 A. Project directly creates “green” jobs
- 4 B. Project implements “green practices” with certification
- 2 C. Project implements “green practices”
- 1 D. Project results in recycling or reuse
- 0 E. Little or no “green” commitment

12. Relationship to Natural Resources

Points

- 5 A. Project sets aside land for conservation
- 3 B. Project compliments natural assets
- 0 C. Project does not benefit natural resources
- 2 D. Project is a detriment to natural resources

13. Directly Correlates to EDA Investment Priorities

- A. Collaborative Regional Innovation
- B. Public/Private Partnerships
- C. National Strategic Priorities
- D. Global Competitiveness
- E. Environmentally-Sustainable Development
- F. Economically Distressed and Underserved Communities

1 point/priority

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14. Utility/Infrastructure Availability (Maximum 6 points)

- A. Public Water
- B. Sanitary Sewer and Storm Water Treatment
- C. Electricity
- D. Telephone/Broadband
- E. Natural Gas
- F. All Season Road
- G. Rail Access

1 point/utility

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.

~~The environmental impact of each project will be evaluated on a project by project basis.~~

Counties

Floyd • Giles • Montgomery • Pulaski

City

Radford

Towns

Blacksburg • Christiansburg • Floyd •

Narrows • Pearisburg • Pulaski • Rich Creek

Universities

Virginia Tech • Radford University

New River Valley Planning District Commission



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MEMORANDUM

To: NRVPC Commissioners

From: Kevin Byrd, Executive Director

Date: April 18, 2014

Re: Southwest Virginia Economic Analysis Report

Enclosed is a Southwest Virginia Economic Analysis Report prepared by Jack Morgan, a staff member of the Appalachian Spring project. Mr. Morgan's staff role is to capture the economic impact of the creative economy since the early 2000's. The creative economy in southwest Virginia is largely demonstrated through the Crooked Road and 'Round the Mountain with the intention of expanding toward outdoor recreation by way of the Appalachian Spring project.

The report is intended to communicate the changing economy of southwest Virginia. Please review the report and we will discuss at the Commission meeting.

SOUTHWEST VIRGINIA

Authentic, Distinctive, Alive

SWVA Economic Analysis Report

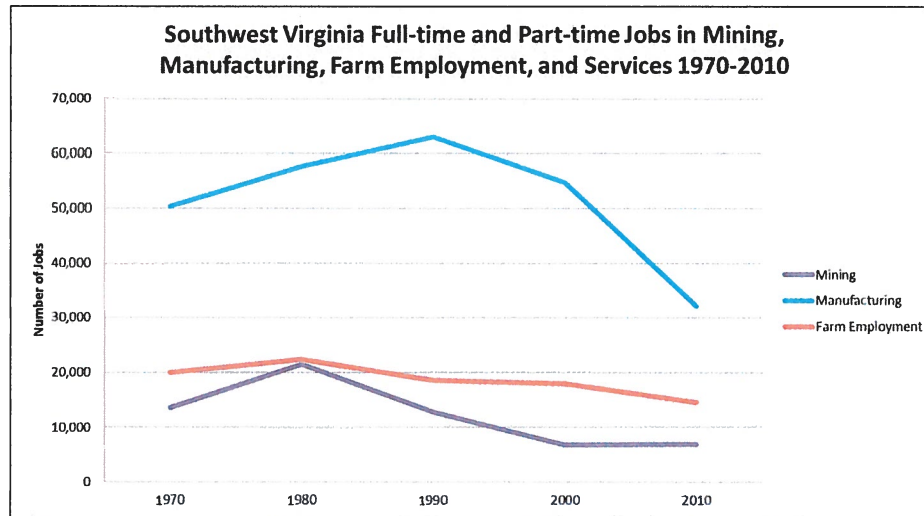


Prepared by :
Jack Morgan, Policy Analyst
Friends of Southwest Virginia

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SWVA Economic History and Trends



- **Manufacturing Employment: 49% decrease since 1990**
- **Mining Employment: 68% decrease from 1980; 43% decrease since 1990**
- **Agriculture Employment: 35% decrease since 1980**

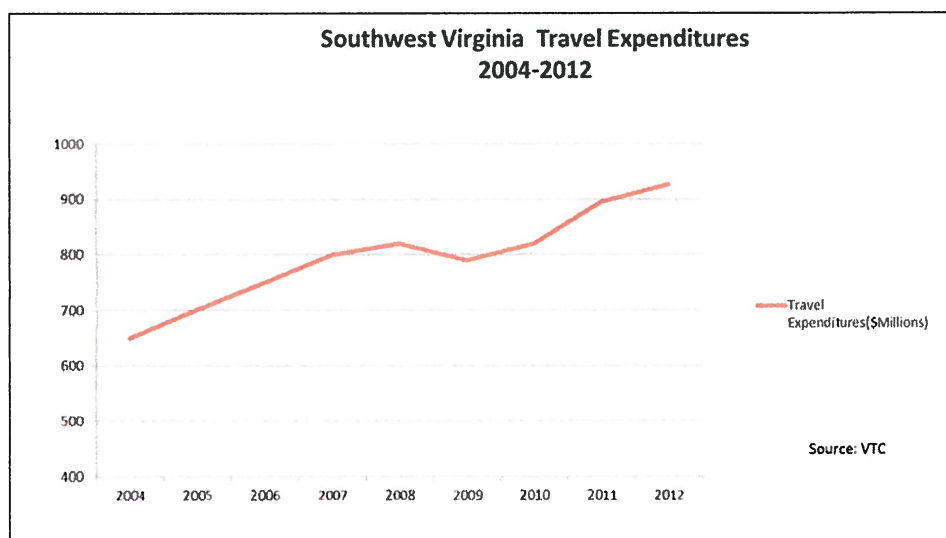
Like much of rural America, especially rural Appalachia, Southwest Virginia has seen strong downward trends in the traditional economic sectors of manufacturing, mining, and agriculture over the last four decades.

Beginning in the early 2000's, Southwest Virginia began to look at its unique assets for economic development. A strategy for a *creative economy* based off of the region's authentic, distinctive, and alive assets of traditional music, art and craft, local food and drink, and outdoor beauty and recreation was put into motion, and The Crooked Road and 'Round the Mountain were developed, branded, and marketed. The entire region itself also began community development efforts and a branding/marketing campaign under the Southwest Virginia Cultural Heritage Commission (now Foundation).

Creative Economy Trends

Tourism Impact

The development of a creative economy in Southwest Virginia has had a significant impact on tourism and the economy.



- Travel expenditures in Southwest Virginia (SWVA) increased by **43%** from 2004-2012, reaching a record high **\$927 Million** in 2012. This was a higher increase in travel expenditures than the Commonwealth of Virginia as a whole during this same time period (41%).
- In 2012, **\$22.5 Million** in local tax revenue was generated from travel in the region—a **28%** increase since 2004.
- Travelers in SWVA also generated over **\$41.1 Million** in tax revenue for the Commonwealth of Virginia in 2012, resulting in over **\$63.6 Million** in total tax revenue generated from travel in SWVA—a **27%** increase from 2004.
- **9,504** jobs exist in SWVA as a direct result of travel, as of 2012.

County	Travel Expenditures 2012 (\$ Millions)
Montgomery	129.50
Wythe	127.04
Washington	96.20
Franklin	94.89
Carroll	64.52
Pulaski	51.68
Tazewell	48.46
Bristol city	45.30
Wise	32.46
Patrick	25.78
Giles	24.24
Smyth	23.24
Floyd	22.42
Buchanan	19.18
Norton city	18.05
Scott	16.23
Galax city	15.76
Radford city	15.01
Grayson	13.47
Bland	12.77
Russell	11.88
Lee	11.79
Dickenson	7.17
SWVA	927.05

According to data from Virginia Tourism Corporation (VTC), travel expenditures in Southwest Virginia in 2012 totaled more than \$927 Million. Montgomery and Wythe Counties ranked first and second in travel expenditures in the region, with \$129.5 Million and \$127 Million, respectively. Washington (\$96.2 Million), Franklin (\$94.9 Million), Carroll (\$64.5 Million) counties also all had high travel expenditures in 2012. Though each of these counties have assets that draw heritage and/or recreation tourism, they are also the beneficiary of being located on the interstate(s) and see stop-in/stop-over travel expenditures. At the same time, counties in the lower half of the travel expenditure rankings are located off of the interstate. However, this does allow an opportunity to observe tourism when analyzing the change in travel of these localities from 2004-2012(See Chart). A majority of the localities with the highest percentage increases are located off of the interstate, thus strongly eliminating the effect of 'passing through' travelers. Furthermore, many of the localities with the

highest increase in travel expenditures have become known destinations for heritage tourism—many of which have a Crooked Road major venue and/or a thriving arts scene and community.

County/City	Travel Expenditures % Change, 2004-2012
Galax city	71.30%
Floyd	55.37%
Russell	54.89%
Pulaski	54.31%
Lee	53.52%
Montgomery	52.48%
Tazewell	52.06%
Norton city	51.68%
Bristol city	50.20%
Wise	47.48%
Dickenson	47.23%

The City of Galax had the highest increase in travel expenditures, at **71.4%**. Galax, a city once dominated by industry, has become a blossoming tourism destination thanks to downtown revitalization efforts, its traditional music and arts scene (Old Fiddlers Convention, Chestnut Creek School of the Arts), and its proximity to the Blue Ridge Parkway and the New River. Floyd County also saw significant travel expenditure increases (**55.4%**) for many similar reasons as above. Floyd County features a Crooked Road major venue (Floyd Country Store), a thriving and long-recognized arts community, a wine and agritourism scene, and over 40 miles of the Blue Ridge Parkway (more than any other county in Virginia).

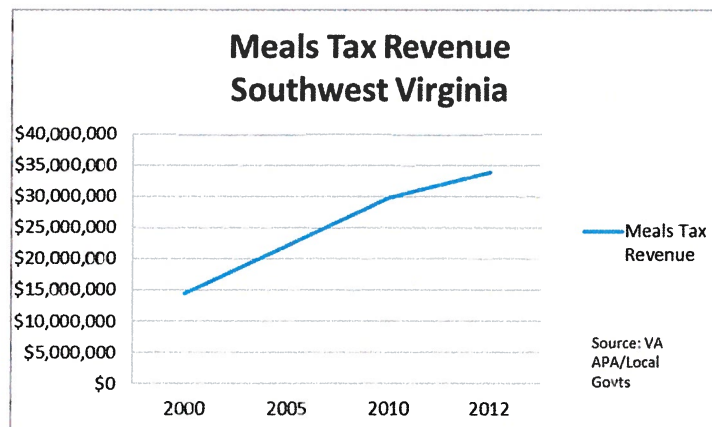
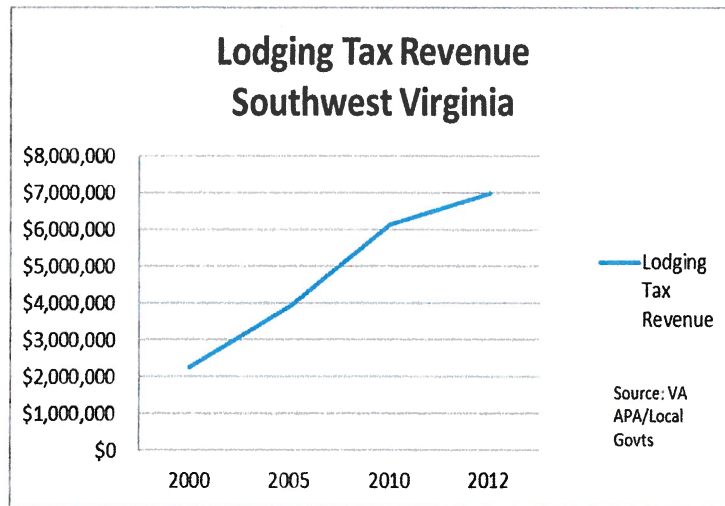
Other localities with significant increases in travel expenditures include Russell, Pulaski, Lee, Montgomery, Tazewell, Wise, and Dickenson counties and the cities of Bristol and Norton—all of which recorded increases over **47%**. Six of these communities are located off of the interstate, and four are located directly on The Crooked Road. All of these communities also feature the Artisan Trails of Southwest Virginia through 'Round the Mountain: Southwest Virginia's Artisan Network.

These travel expenditures have a tremendous economic impact on communities in Southwest Virginia. Local tax revenue to Southwest Virginia local governments is one of the most significant impacts of travel and tourism. As aforementioned, **\$22.5 Million** in local tax revenue was generated in 2012 as a result of travel expenditures—a **28%** increase from 2004.

Meals and Lodging Tax Revenue

Travelers visiting Southwest Virginia spend money, as evidenced by the Virginia Tourism data on travel expenditures and tax receipts. In addition to the Virginia Tourism economic impact studies, direct analysis of meals and lodging tax revenue from towns, cities, and counties in SWVA also reveals a significant economic benefit of tourism to local governments.

- Almost \$7 Million in local lodging tax revenue in SWVA in 2012, more than triple the lodging revenue in 2000, and up almost 14% since 2010.
- Almost \$35 Million in local meals tax revenue in SWVA in 2012, more than double the meals revenue in 2000. (Even when factoring in the cost of living with CPI calculator, revenues are still at nearly an 80% increase).



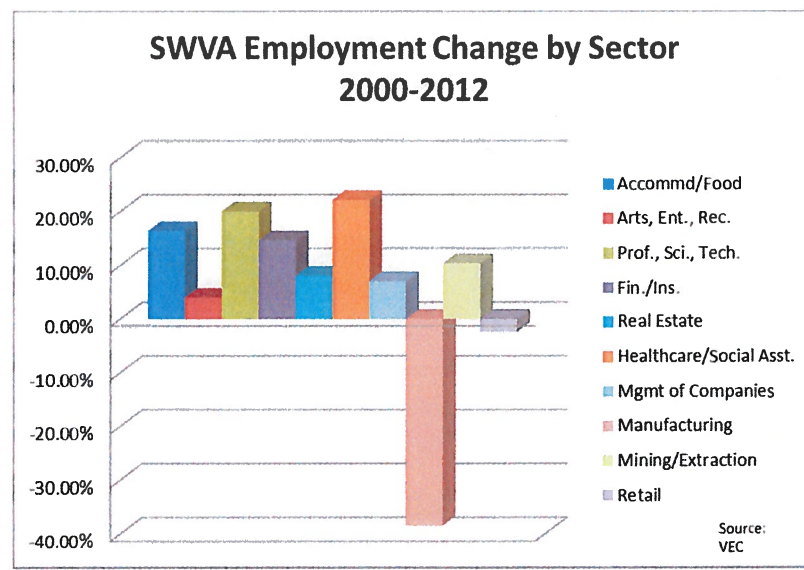
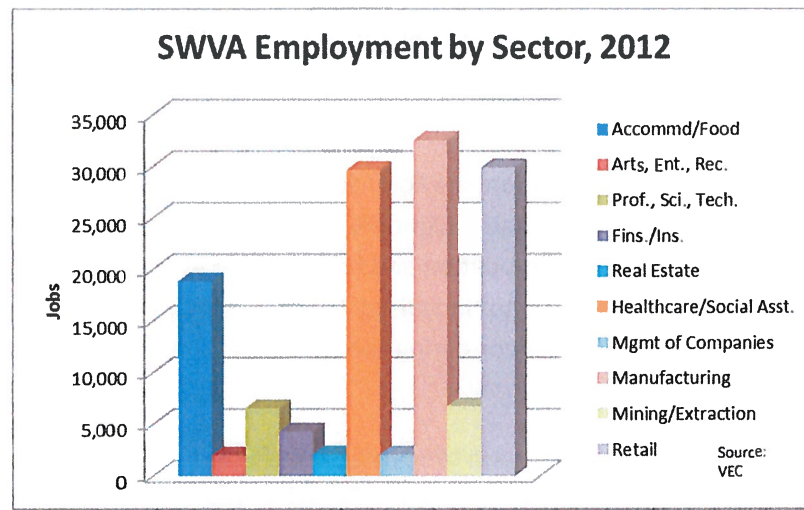
Meals and Lodging taxes exist most often in the region's towns and cities, though some counties also have their own meals and lodging taxes as well. Some of the towns and cities that saw significant increases in revenue from meals and lodging taxes include Abingdon, Bristol, Damascus, Floyd, Galax, Marion, and Norton. Dickenson, Giles, and Patrick counties also saw significant increases in revenue from meals and lodging taxes. Of the towns and cities mentioned above, five (Abingdon, Bristol, Floyd, Galax, and Norton) are major stops along The Crooked Road and locations of major venues. All five have engaged in downtown revitalization efforts, as well.

Abingdon has also long been a center for arts and culture, and continues to serve as a destination for such (Barter Theatre, William King Museum, Heartwood). Abingdon also serves as a basecamp town for the Virginia Creeper Trail and the Mt. Rogers National Recreation Area. Bristol has gone through extensive downtown revitalization and has built a brand around music as the Birthplace of Country Music and through the Bristol Rhythm & Roots Reunion. The Crooked Road passes through Damascus, but of more merit, Damascus—Trail Town, USA-- has capitalized on proximity to recreation (most notably the Appalachian and Virginia Creeper Trails) in order to increase visitation and commerce. Marion, while not directly on The Crooked Road, has a widely-known traditional music venue in the Lincoln Theatre and its "Song of the Mountains" shows. Furthermore, Marion has had great success in downtown revitalization centered around the Lincoln Theatre, the restored General Francis Marion Hotel, and several restaurants and shops.

Giles County has become a destination centered on outdoor recreation and dining. The New River runs through the heart of the county providing ample recreation opportunities, while The Cascades, Dismal Falls, and the Appalachian Trail also attract visitors. Mountain Lake Lodge, bed & breakfasts, and vacation rentals help serve the growing number of visitors. Furthermore, Giles County has seen a few restaurants open that not only serve visitors, but that have also developed into destinations themselves. Giles County is also well-positioned in proximity to the large population concentration in the Montgomery County/Radford area.

The Blue Ridge Parkway runs through Patrick County, and several bed & breakfasts and vacation rentals are located here to serve travelers of the Parkway. However, much of Patrick County's increase in lodging revenue can be attributed to the opening--and growing success --of Primland Resort, near Meadows of Dan. This resort offers luxury accommodations and fine dining, in addition to outdoor recreation such as golf, shooting sports, and ATVs.

SWVA Employment Trends

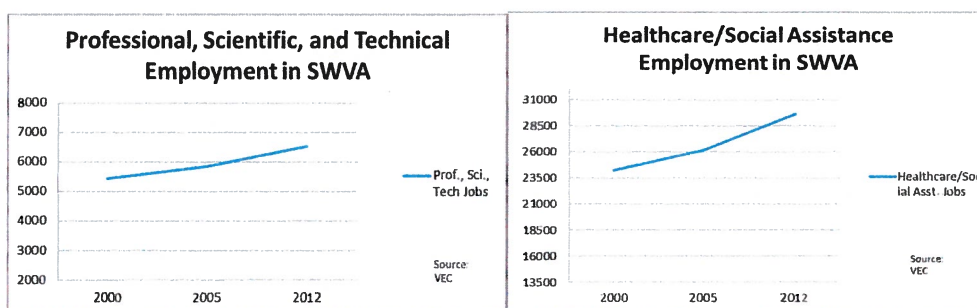


Several trends in employment in Southwest Virginia can be revealed after analyzing data from the Virginia Employment Commission's Labor Market Information. This data shows total employment, broken down into sectors, to a county and city level—meaning jobs that are physically located in that locality. As seen in the chart above, 2012 data reveals three major employer sectors in SWVA: Manufacturing, Retail Trade, and Healthcare/Social Assistance. The manufacturing industry remains the highest employing sector in the region, at over 32,000 jobs—15% of all jobs in the region. Retail and Healthcare are both close behind with 29,640 and 29,461 jobs, respectively.

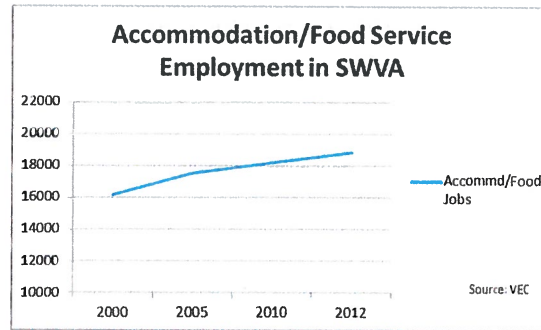
The 2nd chart shows employment change by sector since 2000, revealing economic trends in the region. Although manufacturing is the largest sector in the SWVA economy, it has drastically declined by 39% since 2000. During this same time, sectors such as Professional, Scientific, and Technical and Healthcare/Social Assistance have increased by 29% and 21%, respectively. The Real Estate and Finance/Insurance sectors also increased in employment (11.4% and 9.4%). These professional sectors combined together saw an increase in 7,369 jobs since 2000. The Healthcare/Social Assistance sector alone saw an increase in 5,366 jobs since 2000.

Furthermore, the Accommodation and Food Service sector also increased employment by 13% and 2,065 jobs, while the Retail sector had a slight 4% loss in employment. There were also 112 more business establishments in the Accommodation and Food Service sector in 2012, than in 2000. The Arts, Entertainment, and Recreation sector increased employment by 4%. However, employment in the Arts, Entertainment, and Recreation sector during the spring and summer months increased 9.7% since 2000.

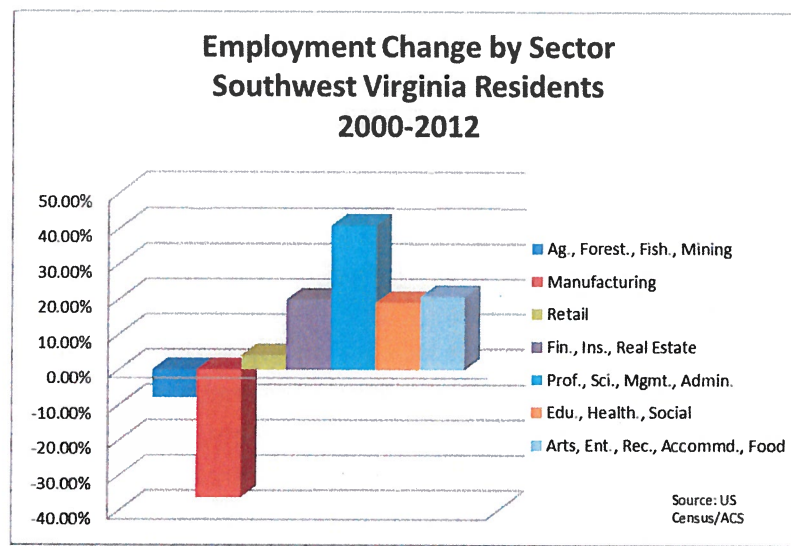
Specific areas gaining an increase in the Professional, Scientific, and Technical sector include the counties of Giles, Russell, Buchanan, Franklin, Scott, Carroll, Floyd, Grayson, Montgomery, Washington, and the city of Galax. Employment in Giles County in this sector increased by 354% from 2000, while Russell County saw an increase of 109%. Montgomery County—at a 38% increase—added almost 600 jobs in this sector from 2000-2012. Localities that saw significant employment increases in the Healthcare/Social Assistance sector include Grayson, Franklin, Montgomery, Washington, Floyd, and Patrick counties, and the City of Bristol. Grayson County increased employment by 67% in this sector, with Franklin County and Bristol not far behind at 64% and 59% increases, respectively. Montgomery County added 1,485 jobs in this sector, with Washington County (759) and Franklin County (566) also seeing large increases.



Localities with significant increases in employment in the Accommodation and Food Service sector include the city of Radford(53%), Floyd County(46%), Russell County(43%), Pulaski County(38%), Dickenson County(38%), Norton(36%), Lee County(35%), and Galax(25%). Montgomery County employment in this sector increased by 731 jobs—a 20% increase.



Similar sector trends emerge when examining the employment data from the US Census Bureau and American Community Survey. This data differs from the VEC data, though, as the Census data measures employment based on people physically living in localities, rather than the jobs that are physically located there.



Region-wide, we see the number of people living in SWVA employed in manufacturing has fallen by 36% since 2000, while employment in the Agriculture, Forestry, Fishing, and Mining sector has declined by 8%, as well. However, there are several sectors of growth during this time period. The number of Southwest Virginians employed in the Professional, Scientific, Management and Administration sector increased by 5,503 people—a 41% increase. This is a much higher increase than the VEC data revealed for the similar sector. This can likely be attributed to a growing number of people living in SWVA, but commuting outside the region to, for example, Roanoke or Tri-Cities, TN. Growth in employment was also significant in the Arts, Entertainment, Recreation, Accommodation, and Food sector (21%), Finance, Insurance, and Real Estate (20%), and Education, Healthcare, and Social Assistance (19%).

Patrick County and Galax were the two localities that saw the highest increases in people employed in the Professional, Scientific, Management, and Administration. The number of people employed in this sector living in Patrick County nearly tripled (184%), while it doubled in the city of Galax (104%). All but one locality in the region increased the number employed in this sector, and twelve localities had increases over 40%.

Dickenson County saw the largest percentage growth in number of people employed in the Arts, Entertainment, Recreation, Accommodation, and Food sector, as it more than doubled with a 107% increase. Other high increases were in Bristol (64%), Floyd County (60%), Galax (58%), and Patrick County (48%). Dickenson, Bristol, Floyd, and Galax also all saw very high increases in travel expenditures (See Page 4). All five of these localities are located directly on The Crooked Road, as well.

Human Capital and Talent

In addition to the decline of traditional economic sectors, many rural areas across the country have suffered from what has been called ‘brain drain’ or ‘bright flight’. This is a problem in which rural areas are unable to keep their ‘best and brightest’ talents at home for their professional career, as many leave for higher education and never return. Southwest Virginia has certainly been no stranger to this problem. However, certain localities in the region have been more successful at retaining and attracting human capital and young talent.

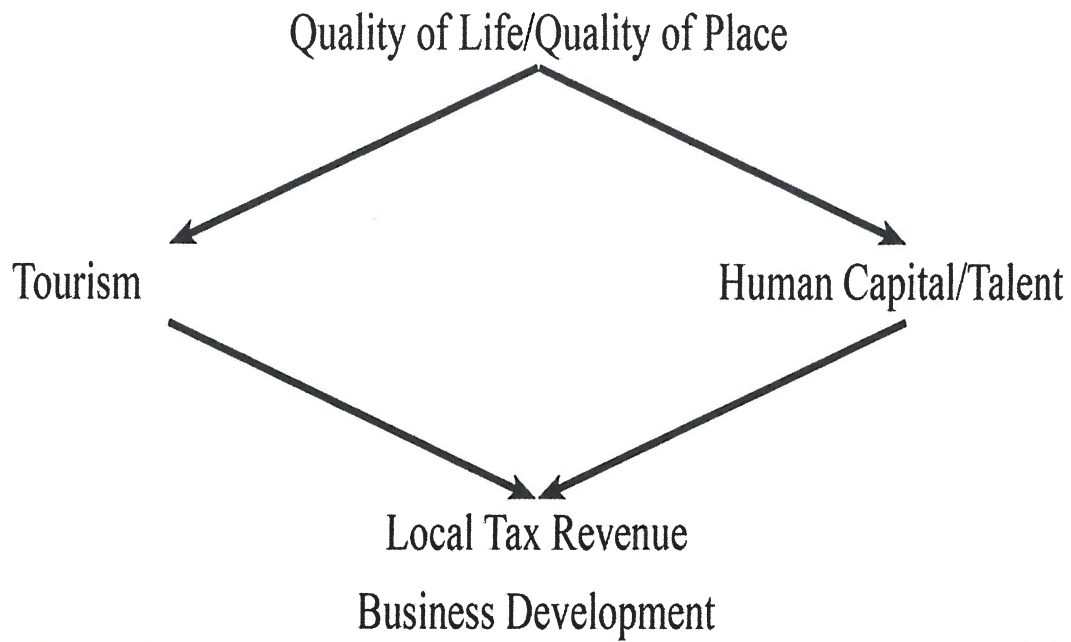
Region-wide, the number of Southwest Virginians (25 and older) with a Bachelor’s Degree or higher has increased 30% since 2000, reaching 17.5% of the region, according to 2012 American Community Survey(ACS) data. While this percentage is still half the Virginia average (34.7%) and below the national average (28.5%), the percentage increase is equal to the national average, while still falling below Virginia’s increase rate (35%). Several localities in the region saw noteworthy high increases in education attainment, including Floyd County, Dickenson County, Washington County, Galax, Franklin County, Lee County, and Norton. All of these localities saw increases of over 40% from 2000-2012, with Floyd County recording the highest increase in the region—62%.

Southwest Virginia also saw a region-wide increase of 17.5% in 25-34 year olds with a Bachelor’s Degree from 2000-2012. This increase resulted in the overall percentage of the 25-34 age cohort in the region with a Bachelor’s Degree or higher to reach 23%. While this percentage is still well below Virginia and national numbers (38.5%; 31.6%), the percentage increase in SWVA was more closely aligned to the Virginia and national numbers of 22.6% and 18.6%, respectively. Several localities in the region saw extreme increases in number of 25-34 year olds with college degrees, including Galax, which more than quadrupled(339%) and Floyd County, which more than doubled(129%). Dickenson County (97%), Wise County (48%), Washington County (48%), Franklin County (46%), Bristol (26%), and Smyth County (23%) all saw increases at a higher percentage than Virginia, as a whole. The increases in this cohort were not widespread throughout the region, though, as ten localities declined in number of 25-

34 year olds with a college degree. Though, as a region comparison, Southwest Virginia saw a slightly higher increase in 25-34 year olds with a college degree than neighboring Western North Carolina.

A correlation seems to emerge when examining the specific localities that saw increases in education attainment and human capital. The communities that experienced growth in residents with college degrees are very similar to the communities that have high travel expenditures or experienced high increases in travel expenditures. These are also the same communities that saw large increases in local meals and lodging tax revenue. Similarities also exist between these communities and the localities that saw increases in employment in the hospitality sectors, as well as the professional, scientific, technical, and management sectors.

This correlation reveals that the same assets and quality of place that attracts visitors and tourism to certain communities in Southwest Virginia, also attracts and retains residents and increases human capital. Human capital is an integral aspect of economic development, especially now in the 21st century with the shift toward a more creative-based and knowledge economy. According to Richard Florida and other experts, communities that attract the 'creative class' and increase human capital see greater economic growth, while communities that fail to do so will continue to decline economically.



Quality of Life and Anywhere Businesses

One dynamic benefit of attracting new residents and talent to a community is that these new residents often lead to business development by becoming entrepreneurs themselves and/or attracting businesses and industries. In recent years, Southwest Virginia has seen several cases where quality of life and quality of place have attracted a new resident to a community, who then starts a new business which, in turn, further enhances the quality of life in that community. Thus, creating what can be called a *Double Quality of Life Business*.

Several wineries in Southwest Virginia are prime examples of a double quality of life business.

- **Abingdon Vineyard and Winery** was opened by a couple who relocated to Abingdon, after retiring to Florida from Chicago.
- **Attimo Winery** near Christiansburg was started by a couple from New Jersey who graduated from Virginia Tech and fell in love with the area and stayed.
- **Mt. Vale Vineyard** near Galax was started by a couple from Raleigh, NC area who retired to Galax area after previously visiting the Galax and Fries area. They sought to escape the city to a more rural and scenic area
- **Stanburn Winery** in Patrick County was started by a family who moved back to Patrick County from the Charlotte, NC area because of desire to raise their kids in Patrick County and outside of an urban area.
- **West Wind Farm Vineyard and Winery** in Wythe County was started by a couple who retired to SWVA from Greensboro, NC area. Their two nephews, who now have a leading role in the winery, also relocated back to SWVA from Charlottesville and Greensboro.

Another recent example would be the **Virginia Sweetwater Distillery/Appalachian Mountain Spirits Mercantile** in Marion. This is Southwest Virginia's first legal moonshine distillery located outside of Marion, and its related mercantile store on Main St in Downtown Marion. Scott Schumaker, originally from Vermont by way of Florida, sought relocation to a small, scenic mountain community and fell in love with Marion. He had been experimenting with distilling as a hobby, and has now turned this into a business and attraction.

Many Bed & Breakfasts in the region also fall under this category of business, including:

- **Trinkle Mansion B&B** in Wytheville, started by a couple from Iowa
- **Inn at Riverbend** in Giles County, started by a couple who traveled the country seeking a house for an inn and landed on the New River and Giles County.
- **Collins House B&B** in Marion is owned by a couple from Minnesota.
- Several B&Bs and vacation rentals along the Blue Ridge Parkway, mainly in Floyd County, have similar backstories.

Anywhere Businesses are businesses that could literally be located almost anywhere, but the quality of life of Southwest Virginia has played a role in attracting them to the region, and allow for them to attract talented employees. Examples, currently, are mostly found in the New River Valley area, and include companies such as backcountry.com (the nation’s largest online retailer of outdoor gear) and Inorganic Ventures (manufacturer of chemical and inorganic blends) in Christiansburg; Rackspace (internet cloud hosting) in Blacksburg; and NanoSonic(nanotechnology products) in Pembroke, Giles County.



“I got off the plane and it just felt like Backcountry. The area’s outdoor culture aligned nicely with the company’s culture.” –Jeff Carter, Vice President for Fulfillment

“It was important to Backcountry.com to be centrally located to serve our customers, but we wanted an environment that supported our brand focusing on outdoors and adventure.” —Jill Layfield, CEO



“The Blacksburg area is a top ranking place for outdoor enthusiasts and place to raise a family. Both of these traits are important factors in recruiting experienced talent and making our decision easy to invest in growing our Blacksburg operations.” —Robert McAden, Business Operations Manager

NanoSonic

“They like the area. They like the New River; they know what an inner-tube is. They know where the Appalachian Trail is. They enjoy it, and they’re more likely to stay here....You don’t need to be at MIT, and you don’t need to be at Stanford. You can do it right here in Giles County.” — Richard Claus, President & Co-Founder.



“From the surrounding universities and mountains, to the walking trails and high-tech capabilities, the NRV was a place that had all the required resources in our business and our personal lives.” —Christopher Gaines, Vice President of Operations

Outdoor Recreation/Appalachian Spring

The outdoors can serve as major aspect of asset-based economic development, especially in areas of rural Appalachia, such as Southwest Virginia. The USDA Economic Research Service has done extensive research on the rural economy, and have cited outdoor amenities in their 'rural growth trifecta', along with the creative class and entrepreneurial development (both of which can be a by-product of outdoor amenities).¹ Their research also found that rural recreation counties have grown faster in recent years than any other rural counties. They also found a significant correlation between recreation counties and employment growth, as well as education attainment and income.²

The outdoor industry nationwide is an overlooked economic giant.³

- According to Outdoor Industry Association data, Americans spend \$646 Billion a year on outdoor recreation, which is more than on pharmaceuticals and motor vehicles/parts.
- Americans spend more on bicycle gear and trips(\$81 Billion) than on airplane tickets and fees(\$51 Billion).
- The outdoor recreation economy grew steadily by 5% annually from 2005-2011
- \$13.9 Billion in outdoor recreation spending in Virginia, leading to \$923 Million in state and local taxes.
- 138,000 jobs exist in Virginia because of outdoor recreation.

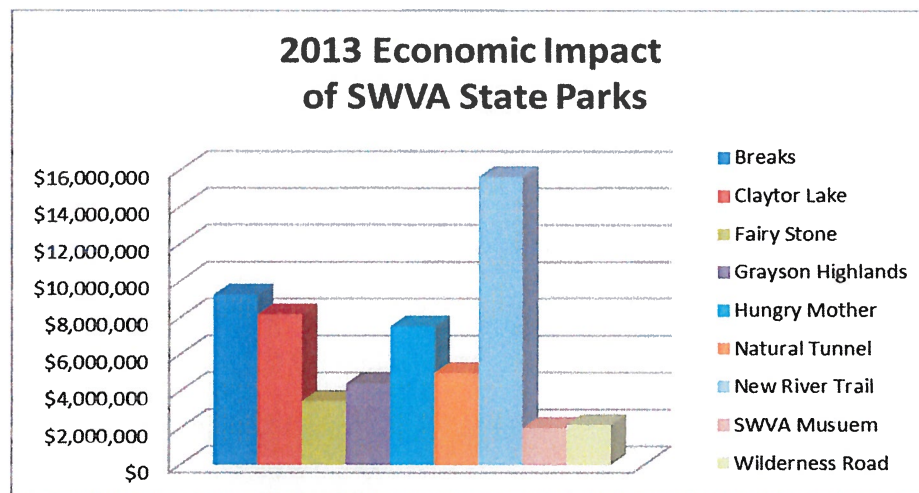
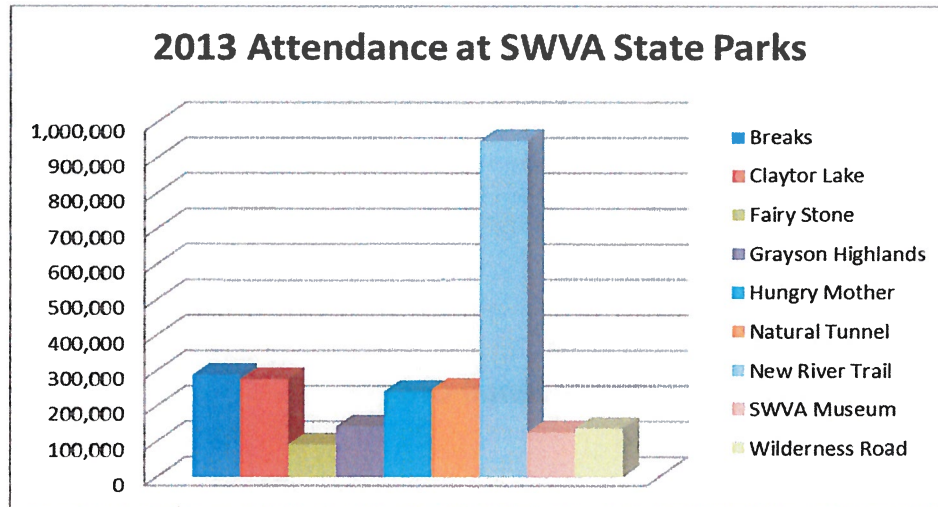
Under the Appalachian Spring initiative, Southwest Virginia is looking to capitalize on this economic potential of outdoor recreation. However, Southwest Virginia already sees a significant economic impact from outdoor recreation, and the region's state parks are a great example.

- SWVA State Parks saw 2.5 Million visits in 2013
- SWVA State Park visitation and spending had a \$57.6 Million economic impact on the region in 2013.

¹ McGranahan, Wojan, and Lambert. "The Rural Growth Trifecta: Outdoor Amenities, Creative Class, and Entrepreneurial Context. *Journal of Economic Geography*. 2011. Pp. 529-557

² Reeder and Brown. "Recreation, Tourism, and Rural Well-Being." *USDA Economic Research Report 7*. 2005.

³ "The Outdoor Recreation Economy". *Outdoor Industry Association, Southwick Associates, Inc.* 2011.



State Park Attendance 2013	
New River Trail State Park	948,465
Breaks Interstate Park	287,593
Claytor Lake State Park	275,289
Natural Tunnel State Park	246,398
Hungry Mother State Park	240,241
Grayson Highlands State Park	142,032
Wilderness Road State Park	136,233
Southwest VA Museum State Park	124,813
Fairy Stone State Park	91,993
SWVA State Parks	2,493,057

Source: VA DCR/VA State Parks

Appendices

- A. Travel Expenditures Charts***
- B. Meals and Lodging Tax Revenue Graphs***
- C. Human Capital Charts***

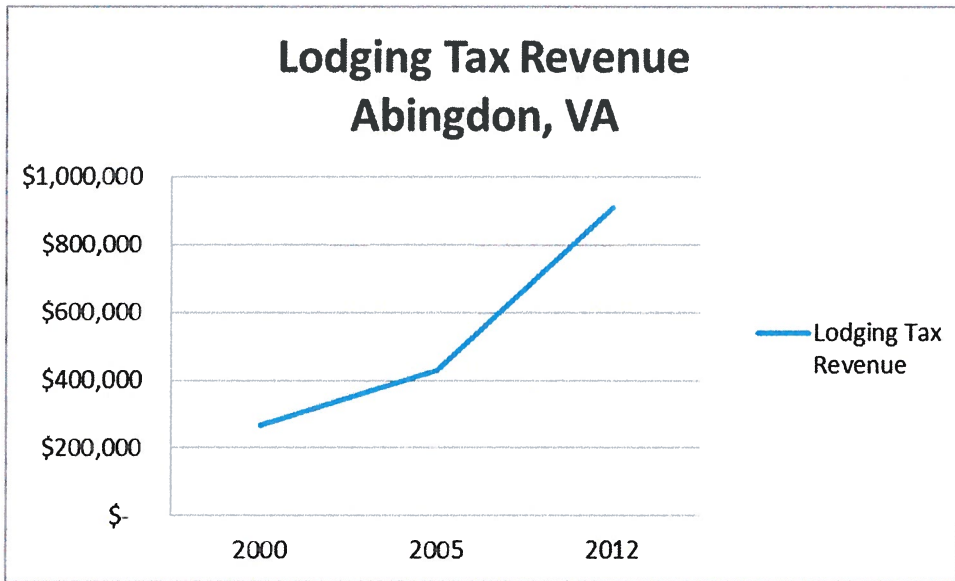
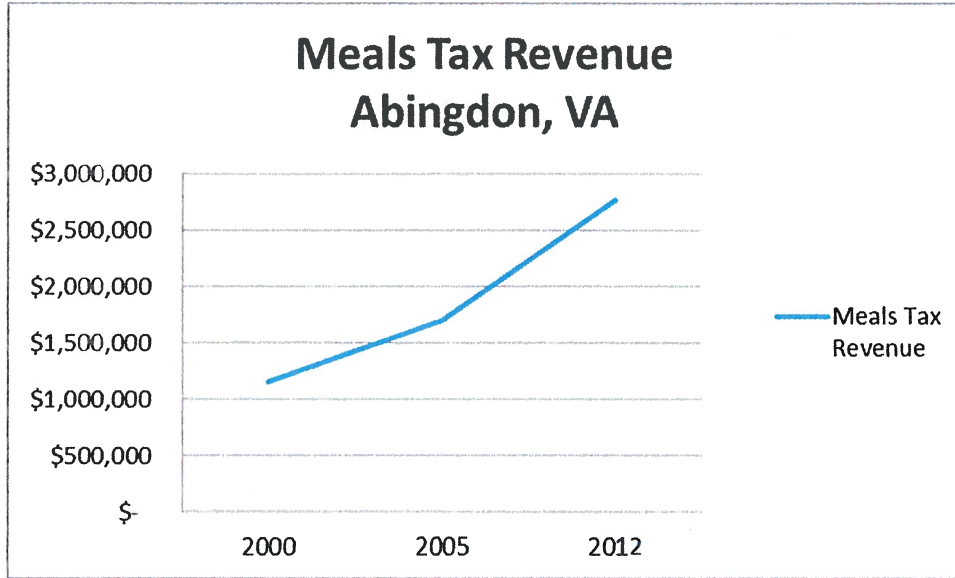
A.*Southwest Virginia Travel Expenditures, 2004-2012*

County	Travel Expenditures 2004 (\$ Millions)	County	Travel Expenditures 2012 (\$ Millions)	County	Travel Expenditures % Change, 2004-2012
Wythe	86.99	Montgomery	129.50	Galax city	71.30%
Montgomery	85.04	Wythe	127.04	Floyd	55.37%
Franklin	73.30	Washington	96.20	Russell	54.89%
Washington	73.25	Franklin	94.89	Pulaski	54.31%
Carroll	44.88	Carroll	64.52	Lee	53.52%
Pulaski	33.49	Pulaski	51.68	Montgomery	52.48%
Tazewell	31.87	Tazewell	48.46	Tazewell	52.06%
Bristol city	30.16	Bristol city	45.30	Norton city	51.68%
Wise	22.01	Wise	32.46	Bristol city	50.20%
Patrick	18.46	Patrick	25.78	Wise	47.48%
Giles	18.09	Giles	24.24	Dickenson	47.23%
Smyth	17.48	Smyth	23.24	Wythe	46.04%
Buchanan	14.68	Floyd	22.42	Carroll	43.76%
Floyd	14.43	Buchanan	19.18	Patrick	39.65%
Scott	11.96	Norton city	18.05	Radford city	37.96%
Norton city	11.90	Scott	16.23	Scott	35.70%
Grayson	11.05	Galax city	15.76	Giles	34.00%
Radford city	10.88	Radford city	15.01	Bland	33.58%
Bland	9.56	Grayson	13.47	Smyth	32.95%
Galax city	9.20	Bland	12.77	Washington	31.33%
Lee	7.68	Russell	11.88	Buchanan	30.65%
Russell	7.67	Lee	11.79	Franklin	29.45%
Dickenson	4.87	Dickenson	7.17	Grayson	21.90%
SWVA	648.90	SWVA	927.05	SWVA	42.86%

Source: Virginia Tourism Corporation; US Travel

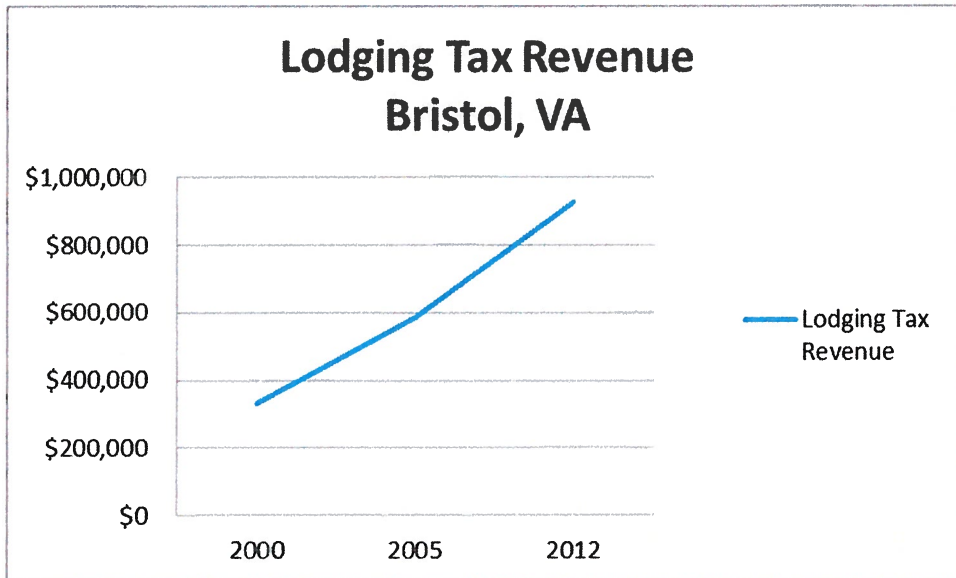
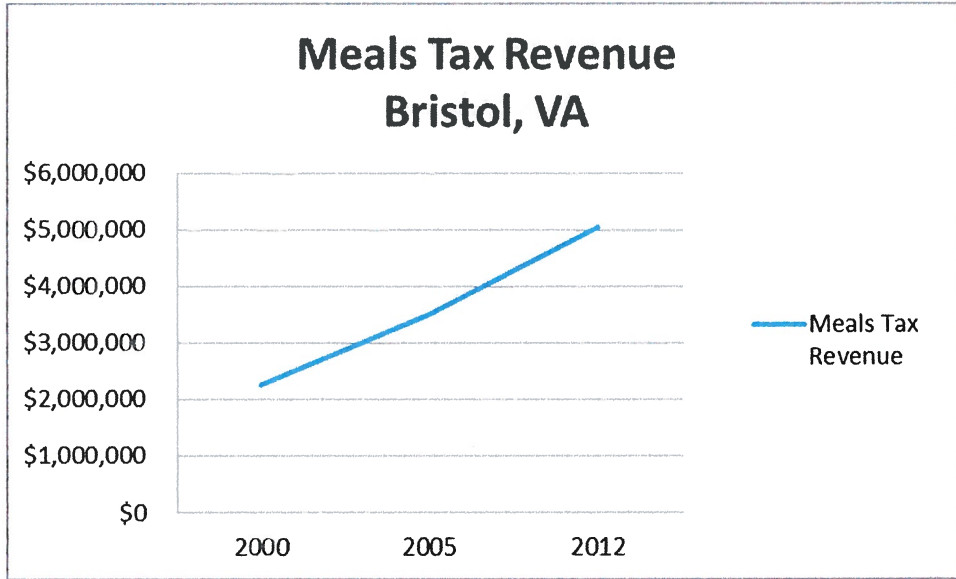
B.

Abingdon Meals and Lodging Tax Revenue



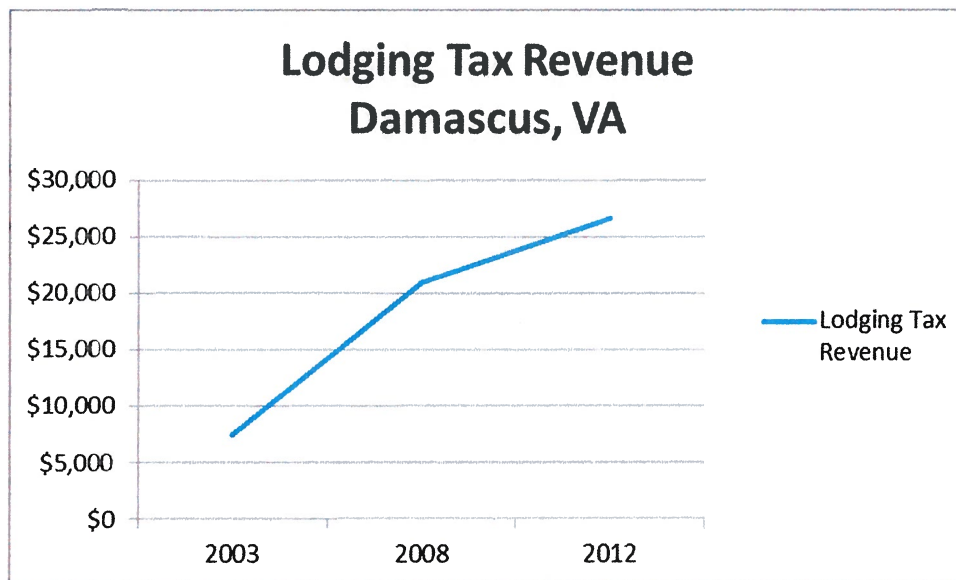
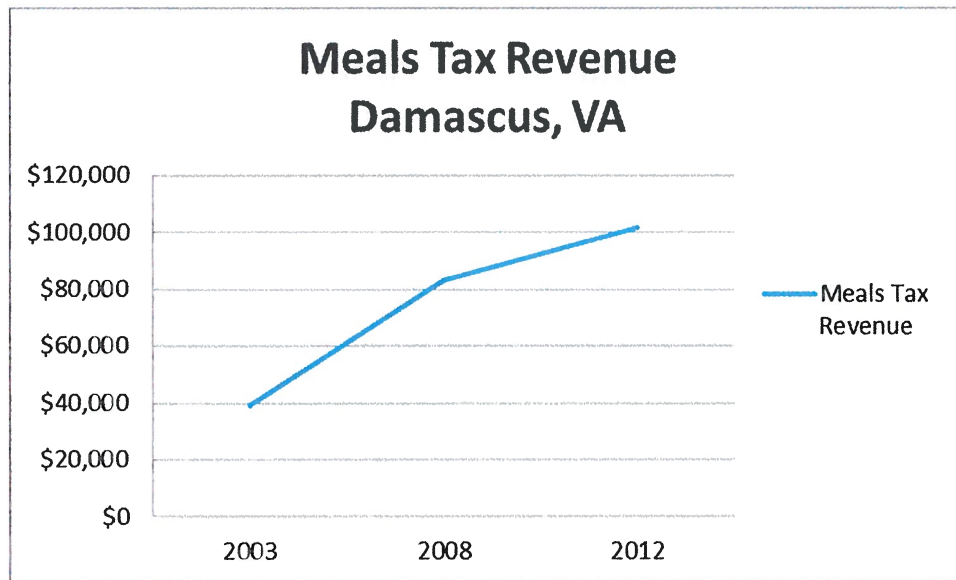
Source: VA Auditor of Public Accounts Local Government Report

Bristol Meals and Lodging Tax Revenue



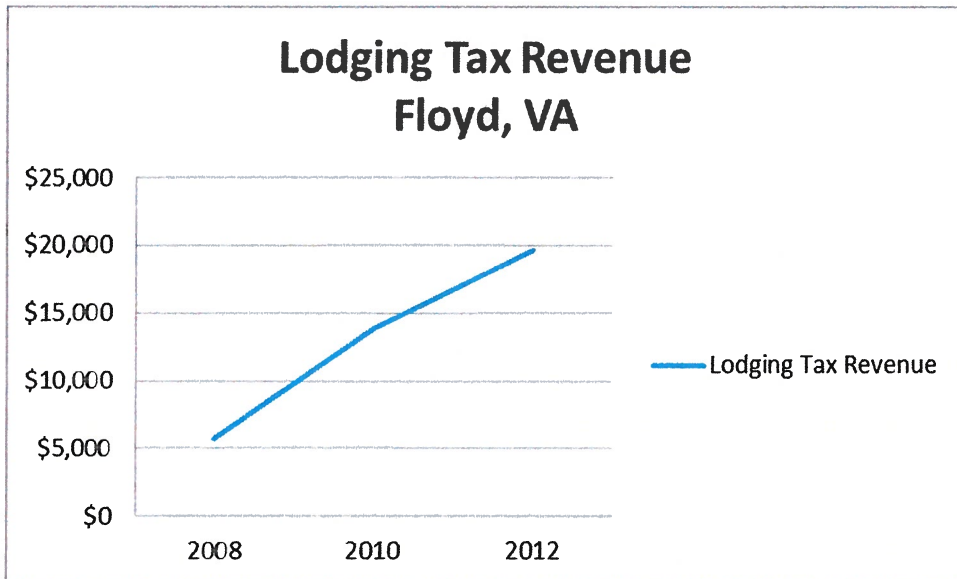
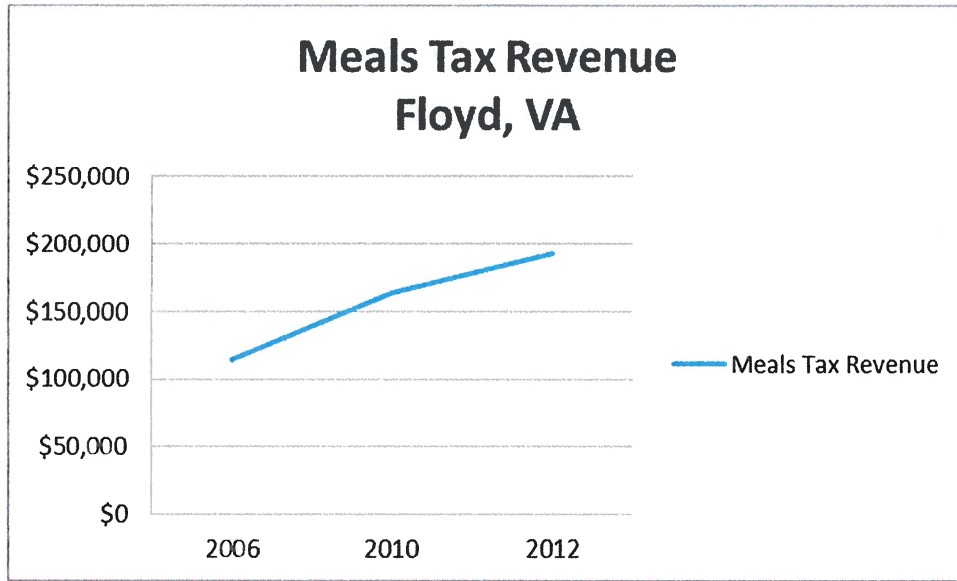
Source: VA Auditor of Public Accounts Local Government Report

Damascus Meals and Lodging Tax Revenue



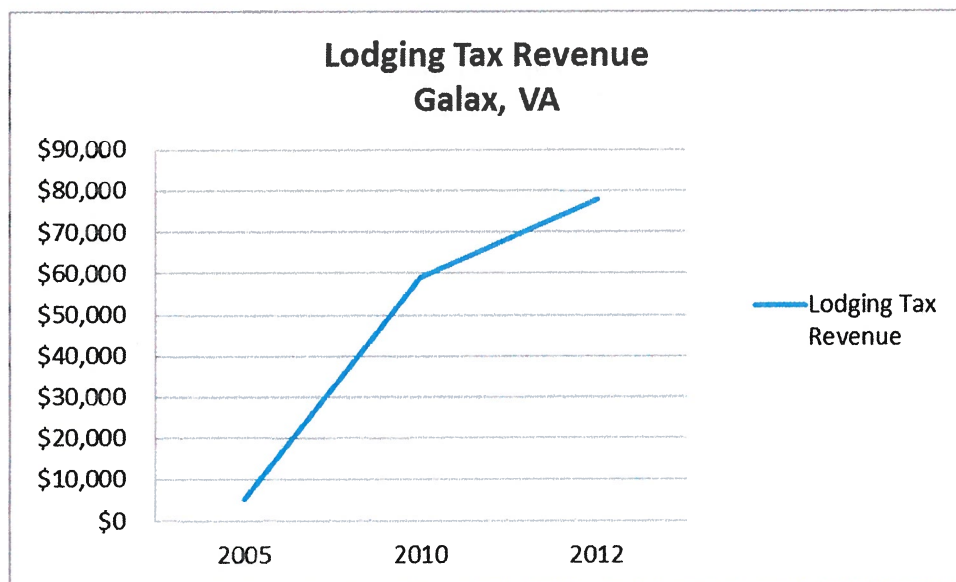
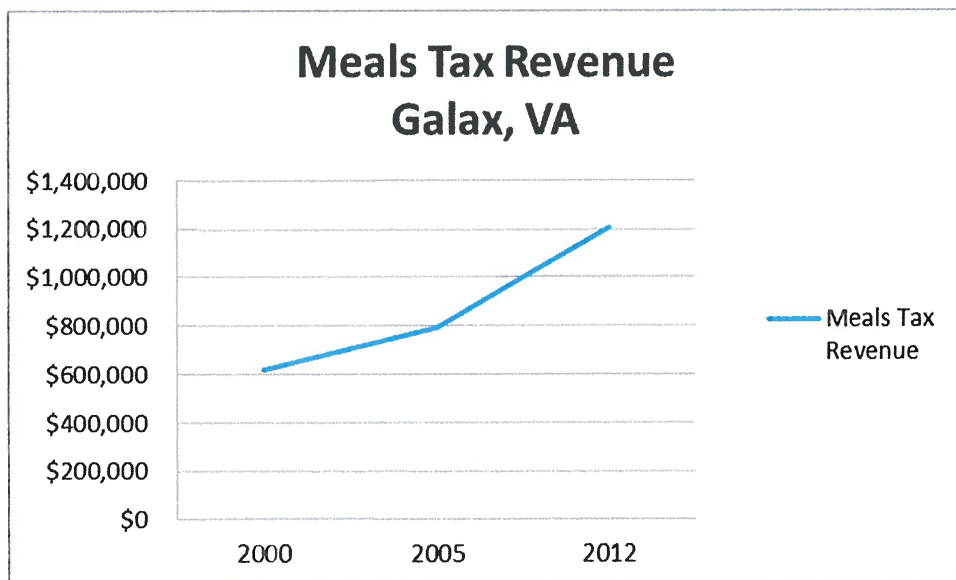
Source: Town of Damascus

Floyd Meals and Lodging Tax Revenue



Source: Town of Floyd

Galax Meals and Lodging Taxes



Source: VA Auditor of Public Accounts

C.*SWVA Population Change, 2000-2012*

County/City	% Change
Franklin	15.58%
Montgomery	11.20%
Floyd	9.09%
Lee	7.60%
Washington	6.56%
Wythe	5.49%
Radford	3.95%
Wise	2.99%
Giles	2.87%
Carroll	2.48%
Bristol	2.14%
Norton	1.69%
Galax	1.51%
Bland	0.67%
Tazewell	0.55%
Pulaski	-0.74%
Scott	-1.48%
Smyth	-3.05%
Dickenson	-3.26%
Patrick	-4.83%
Russell	-5.33%
Buchanan	-12.08%
Grayson	-15.33%
SWVA	3.36%

Source: US Census/American Community Survey

SWVA Education Attainment

<i>SWVA % with Bachelor's Degree or Higher, 2012</i>	
Montgomery	41.00%
Radford	29.50%
Washington	21.70%
Norton	20.00%
Bristol	19.20%
Floyd	18.20%
Franklin	17.90%
Giles	16.10%
Pulaski	15.40%
Galax	15.00%
Wythe	14.50%
Smyth	14.30%
Tazewell	13.30%
Wise	12.70%
Carroll	12.10%
Lee	12.10%
Bland	11.30%
Grayson	11.20%
Scott	11.10%
Dickenson	10.00%
Russell	9.70%
Patrick	9.40%
Buchanan	7.60%
SWVA	17.50%
VA	34.70%
USA	28.50%
WV	17.90%

Source: US Census/American Community Survey

<u>SWVA % Change, Residents with Bachelor's Degree or Higher, 2000-2012</u>	
Floyd	62.16%
Dickenson	50.64%
Washington	48.47%
Galax	47.91%
Franklin	46.26%
Lee	43.81%
Norton	40.12%
Scott	34.27%
Giles	33.43%
Smyth	33.03%
Carroll	33.01%
Montgomery	31.54%
Wythe	28.04%
Bland	25.98%
Wise	25.78%
Tazewell	25.11%
Pulaski	24.50%
Grayson	24.04%
Bristol	14.06%
Patrick	8.41%
Russell	0.56%
Buchanan	-10.25%
Radford	-13.66%
SWVA	29.76%
VA	35.20%
USA	30.99%
WV	26.70%

Source: US Census/American Community Survey

<i>SWVA % of 25-34 Year Olds with Bachelor's Degree or Higher, 2012</i>	
Montgomery	53.60%
Radford	38.10%
Washington	31.20%
Floyd	28.10%
Bristol	25.40%
Franklin	20.70%
Galax	20.40%
Tazewell	17.90%
Pulaski	17.70%
Wise	15.40%
Smyth	13.90%
Carroll	13.30%
Giles	13.20%
Grayson	12.50%
Wythe	12.40%
Norton	11.30%
Dickenson	10.70%
Russell	9.80%
Scott	9.80%
Bland	9.70%
Patrick	9.20%
Lee	9.00%
Buchanan	7.80%
SWVA	23.02%
VA	38.50%
USA	31.60%
Arlington Co., VA	79.9%
Richmond, VA	41.9%
Roanoke, VA	25.5%
Asheville, NC	44.1%
Denver, CO	44.7%
Bend, OR	29.8%

Source: US Census/American Community Survey

<i>SWVA % 25-34 Year Olds with College Degree of Total Population</i>	
Montgomery	6.89%
Radford	3.72%
Washington	3.36%
Bristol	3.24%
Galax	3.23%
Floyd	3.00%
Wise	2.12%
Tazewell	2.11%
Franklin	2.08%
Pulaski	1.93%
Smyth	1.47%
Wythe	1.35%
Carroll	1.33%
Giles	1.32%
Dickenson	1.26%
Norton	1.25%
Grayson	1.19%
Russell	1.14%
Lee	1.11%
Scott	1.05%
Bland	0.96%
Buchanan	0.92%
Patrick	0.79%
SWVA	2.61%
VA	5.25%
USA	4.21%
Arlington Co., VA	22.1%
Richmond, VA	7.4%
Roanoke, VA	3.8%
Asheville, NC	6.6%
Denver, CO	11.6%
Bend, OR	4.5%

Source: US Census/American Community Survey

<i>SWVA % Change, 25-34 Year Olds with College Degree, 2000-2012</i>	
Galax	339.20%
Floyd	129.16%
Dickenson	96.59%
Wise	48.30%
Washington	47.86%
Franklin	46.30%
Bristol	25.83%
Smyth	22.86%
Pulaski	21.35%
Montgomery	20.61%
Grayson	15.47%
Tazewell	12.73%
Carroll	10.64%
Radford	-1.14%
Lee	-7.47%
Bland	-11.26%
Scott	-21.63%
Russell	-30.10%
Wythe	-31.66%
Buchanan	-32.08%
Giles	-34.83%
Norton	-48.63%
Patrick	-48.89%
SWVA	17.48%
VA	22.64%
USA	18.63%
Arlington Co., VA	40.9%
Richmond, VA	14.9%
Roanoke, VA	21.7%
Asheville, NC	51.1%
Denver, CO	60.1%
Bend, OR	43.6%

Source: US Census/American Community Survey

New River Valley Planning District Commission

Agenda

May 22, 2014

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 Reports for April
- III. COMMONWEALTH INTERGOVERNMENTAL REVIEW PROCESS**
 - A. Projects (Signed-off by the staff)
 - B. Regular Project Review
 - C. Environmental Project Review
 - 1. Reissuance of VPDES Permit No. VA0060844 Lower Stroubles Creek WWTP
 - 2. Reissuance of VPDES Permit No. VA0087084 APCo's Claytor Hydroelectric Plant
 - 3. Virginia Department of Agriculture and Consumer Services Pesticide Performance Grant Application FY15-17
- IV. PUBLIC ADDRESS**
- V. REVIEW OF MUTUAL CONCERNS AND COMMISSIONERS' REPORTS**
- VI. EXECUTIVE COMMITTEE'S REPORT**
- VII. CHAIR'S REPORT**
- VIII. EXECUTIVE DIRECTOR'S REPORT** (enclosed)
- IX. OLD BUSINESS**
- X. NEW BUSINESS**
 - A. Comprehensive Economic Development Strategy (CEDS) Project Package (enclosed)
Commission Action Needed
 - B. Bicycle and Pedestrian Master Plan for the NRV MPO – Presentation Elijah Sharp
Commission Discussion
 - C. Virginia Retirement System Contribution Rate Resolution (enclosed)
Commission Action Needed
 - D. Establishing Commission Work Program Committee (enclosed)
Commission Action Needed
 - E. Proposed FY15 Commission Budget (enclosed)
Commission Action Needed
 - F. Commission Officers for FY15 –Slate to be Introduced
Commission Action Needed

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

The New River Valley Planning District 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.

New River Valley Planning District Commission
Treasurer's Report
Expenditures as of April 30, 2014

Expense Category	Budget adopted May 2013	Previous Total	April Expenditures	YTD Expenditures	Budget Balance	% Budget Expended
Salaries	619,568.00	462,103.74	49,759.00	511,862.74	107,705.26	82.62%
Fringe Benefits	203,506.00	159,415.22	17,107.61	176,522.83	26,983.17	86.74%
Travel	67,970.00	26,217.07	4,079.77	30,296.84	37,673.16	44.57%
Office Space	27,647.00	20,238.20	1,795.30	22,033.50	5,613.50	79.70%
Telephone/Communications	5,980.00	4,041.92	451.97	4,493.89	1,486.11	75.15%
Office Supplies	9,376.00	15,112.68	196.18	15,308.86	(5,932.86)	163.28%
Postage	500.00	231.76	23.93	255.69	244.31	51.14%
Printing	620.00	18,891.08	-	18,891.08	(18,271.08)	3046.95%
Copies & Copier Maintenance	1,500.00	1,466.72	173.26	1,639.98	(139.98)	109.33%
Media Ad	1,625.00	549.96	-	549.96	1,075.04	33.84%
Equipment Rent	1,500.00	1,232.40	123.24	1,355.64	144.36	90.38%
Vehicle Fuel	2,400.00	2,284.92	333.83	2,618.75	(218.75)	109.11%
Dues/Publications	5,745.00	2,189.00	-	2,189.00	3,556.00	38.10%
Training	1,000.00	2,318.00	125.00	2,443.00	(1,443.00)	244.30%
Insurance	500.00	6,006.00	-	6,006.00	(5,506.00)	1201.20%
Meeting Expense	7,233.00	3,827.57	5,727.84	9,555.41	(2,322.41)	132.11%
Capital Outlay (Vehicle/Equip)	5,000.00	2,114.48	-	2,114.48	2,885.52	42.29%
Contractual Services	505,711.00	397,168.58	188,588.55	585,757.13	(80,046.13)	115.83%
Audit Fee	2,500.00	2,500.00	-	2,500.00	-	100.00%
Miscellaneous	45,500.00	4,412.18	139.60	4,551.78	40,948.22	10.00%
M & G Costs	125,403.00	89,548.91	12,530.28	102,079.19	23,323.81	81.40%
Common Costs	92,031.00	70,303.02	7,528.15	77,831.17	14,199.83	84.57%
	1,732,815.00	1,292,173.41	288,683.51	1,580,856.92	151,958.08	91.23%

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New River Valley Planning District Commission



Kevin R. Byrd, AICP
Executive Director

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Visit: www.nrvpdc.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

May 15, 2014

PROJECT: **Reissuance of VPDES Permit No VA0060844 Lower Stroubles Creek WWTP VA140506-01800400121**

SUBMITTED BY: Department of Environmental Quality

PROJECT

DESCRIPTION: The Blacksburg-VPI Sanitation Authority has applied for reissuance of a permit for the Lower Stroubles Creek WWTP. The Department of Environmental Quality is requesting comments on the draft permit.

PROJECT SENT

FOR REVIEW TO: Craig Meadows, Montgomery County.

STAFF

COMMENT: The staff has reviewed the request and forwarded to Montgomery County for comment.

RECEIVED

MAY - 6 2014

NRVPDC



COMMONWEALTH of VIRGINIA
DEPARTMENT OF ENVIRONMENTAL QUALITY
Blue Ridge Regional Office

www.deq.virginia.gov

David K. Paylor
Director

Robert J. Weld
Regional Director

Molly Joseph Ward
Secretary of Natural Resources

Lynchburg Office
7705 Timberlake Road
Lynchburg, Virginia 24502
(434) 582-5120
Fax (434) 582-5125

Roanoke Office
3019 Peters Creek Road
Roanoke, Virginia 24019
(540) 562-6700
Fax (540) 562-6725

May 2, 2014

Mr. Kevin Byrd, Executive Director
New River Valley PDC
6580 Valley Center Drive, Ste. 124
Radford, VA 24141

RE: VPDES Permit No. VA0060844 Permit Reissuance
Lower Stroubles Creek WWTP

Dear Mr. Byrd:

This letter transmits a copy of the public notice for the referenced proposed permit action for your review. This notice is being provided to you pursuant to Section 62.1-44.15:01 of the Code of Virginia. Public notice of this proposed action is also being published the Roanoke Times. The publication will establish a 30-day public comment period for this proposal. If you wish to comment on this proposed action, please respond to the Virginia Department of Environmental Quality at the following address:

Virginia DEQ
Blue Ridge Regional Office
3019 Peters Creek Road
Roanoke, VA 24019
Kevin.Harlow@deq.virginia.gov

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 (540) 562-6788.

Sincerely,

A handwritten signature in blue ink, appearing to read "Kevin A. Harlow".

Kevin A. Harlow
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 Montgomery County, Virginia.

PUBLIC COMMENT PERIOD: May 3, 2014 to June 3, 2014

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: Blacksburg-VPI Sanitation Authority; P.O. Box 52, Blacksburg, VA 24063; VPDES Permit No. VA0060844

FACILITY NAME AND LOCATION: Lower Stroubles Creek WWTP; 5277 Prices Fork Road, Blacksburg, VA

PROJECT DESCRIPTION: The Blacksburg-VPI Sanitation Authority has applied for reissuance of a permit for the public Lower Stroubles Creek WWTP. The applicant proposes to release treated sewage wastewaters at a rate of 9.0 million gallons per day into a water body. Sludge from the treatment process will be incinerated or transported to the New River Resource Authority. The facility proposes to release treated sewage wastewaters into the New River in Montgomery County, Virginia in the New River/Toms Creek/Back Creek/Stroubles Creek 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: organic matter, solids, and bacteria.

HOW TO COMMENT AND/OR REQUEST A PUBLIC HEARING: DEQ accepts comments and requests for public hearing by hand-delivery, e-mail, fax or postal mail. All comments and requests must be in writing and be received by DEQ during the comment period. Submittals must include the names, mailing addresses and telephone numbers of the commenter/requester and of all persons represented by the commenter/requester. A request for public hearing must also include: 1) The reason why a public hearing is requested. 2) A brief, informal statement regarding the nature and extent of the interest of the requester or of those represented by the requestor, including how and to what extent such interest would be directly and adversely affected by the permit. 3) Specific references, where possible, to terms and conditions of the permit with suggested revisions. A public hearing may be held, including another comment period, if public response is significant, based on individual requests for a public hearing, and there are substantial, disputed issues relevant to the permit.

CONTACT FOR PUBLIC COMMENTS, DOCUMENT REQUESTS AND ADDITIONAL INFORMATION: Kevin A. Harlow; DEQ – Blue Ridge Regional Office, 3019 Peters Creek Road, Roanoke, VA 24019; Phone: 540-562-6700; E-mail: Kevin.Harlow@deq.virginia.gov; Fax: 540-562-6725. The public may review the draft permit and application at the DEQ office named above by appointment.

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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

May 15, 2014

PROJECT: Reissuance of VPDES Permit No VA0087084 APCo's Claytor Hydroelectric Plant VA140507-1900400155

SUBMITTED BY: Department of Environmental Quality

PROJECT DESCRIPTION: Appalachian Power Company has applied for reissuance of a permit for the Claytor Hydroelectric Plant. The Department of Environmental Quality is requesting comments on the draft permit.

PROJECT SENT FOR REVIEW TO: Peter Huber, Pulaski County.

STAFF COMMENT: The staff has reviewed the request and forwarded to Pulaski County for comment.



COMMONWEALTH of VIRGINIA

DEPARTMENT OF ENVIRONMENTAL QUALITY

Blue Ridge Regional Office

www.deq.virginia.gov

Molly Joseph Ward
Secretary of Natural Resources

Lynchburg Office
7705 Timberlake Road
Lynchburg, Virginia 24502
(434) 582-5120
Fax (434) 582-5125

May 2, 2014

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

Kevin Byrd, AICP
Executive Director
NRVPDC
6580 Valley Center Drive, Suite 124
Radford, VA
kbyrd@nrvpdc.org

RE: VPDES Permit No. VA0087084 Reissuance
APCo's Claytor Hydroelectric Plant

Dear Mr. Byrd;

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:

Susan Edwards
Virginia DEQ
Blue Ridge Regional Office - Roanoke
3019 Peters Creek Road, Roanoke VA 24019

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 540-562-6764 or Susan.Edwards@deq.virginia.gov.

Sincerely,

Susan K. Edwards
Environmental Engineer Sr.

Enclosures: Permit Public Notice

Public Notice – Environmental Permit

PURPOSE OF NOTICE: To seek public comment on a draft permit from the Department of Environmental Quality (DEQ) that will allow the release of cooling water, treated wastewater and stormwater into a water body in Pulaski County, Virginia.

PUBLIC COMMENT PERIOD: April 30 to May 31, 2014

PERMIT NAME: Virginia Pollutant Discharge Elimination System Permit – wastewater and stormwater issued by DEQ, under the authority of the State Water Control Board

APPLICANT NAME, ADDRESS and PERMIT NUMBER: Appalachian Power Company, 1 Riverside Plaza, Columbus, OH 43215; VA0087084

FACILITY NAME AND LOCATION: Claytor Hydroelectric Plant, 8355 Little River Dam Road, Pulaski, VA

PROJECT DESCRIPTION: Appalachian Power Company has applied for reissuance of a permit for the private Claytor Hydroelectric Plant. The applicant proposes to release cooling water, a type of wastewater, treated industrial wastewater and storm water at a rate of approximately 4,500,000 gallons-a- day into a water body. The facility proposes to release the cooling water, treated wastewater and stormwater into the New River in Pulaski 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: organic matter.

HOW TO COMMENT AND/OR REQUEST A PUBLIC HEARING: DEQ accepts comments and requests for public hearing by e-mail, fax or postal mail. All comments and requests must be in writing and be received by DEQ during the comment period. Submittals must include the names, mailing addresses and telephone numbers of the commenter/requester and of all persons represented by the commenter/requester. A request for public hearing must also include: 1) The reason why a public hearing is requested. 2) A brief, informal statement regarding the nature and extent of the interest of the requester or of those represented by the requestor, including how and to what extent such interest would be directly and adversely affected by the permit. 3) Specific references, where possible, to terms and conditions of the permit with suggested revisions. A public hearing may be held, including another comment period, if public response is significant, based on individual requests for a public hearing, and there are substantial, disputed issues relevant to the permit.

CONTACT FOR PUBLIC COMMENTS, DOCUMENT REQUESTS AND ADDITIONAL INFORMATION: Susan Edwards; DEQ Blue Ridge Regional Office - Roanoke, 3019 Peters Creek Road, Roanoke, Virginia 24019; Phone: (540) 562-6764; E-mail: Susan.Edwards@deq.virginia.gov. The public may review the draft permit and application at the DEQ office named above by appointment or may request copies of the documents from the contact person listed above.

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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 #3

CIRP Review

May 15, 2014

PROJECT: **Virginia Department of Agriculture and Consumer Services Pesticide Performance Partnership Grant Application FY15-17**
VA140505-01700400999

SUBMITTED BY: Department of Agriculture and Consumer Services

PROJECT DESCRIPTION: The Department of Agriculture and Consumer Services has applied for a Pesticide Performance Partnership Grant and is requesting comments on the application.

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.

RECEIVED



OFFICE OF THE

NRVPDC

Sandra J. Adams
Acting Commissioner

COMMONWEALTH of VIRGINIA

Department of Agriculture and Consumer Services
Division of Consumer Protection
Office of Pesticide Services

P.O. Box 1163 Richmond, Virginia 23218
804/786-3798 · Fax 804/786-9149 · Hearing Impaired: 800/828-1120
www.vdacs.virginia.gov

April 25, 2014

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

**RE: Virginia Department of Agriculture and Consumer Services
Pesticide Performance Partnership Grant Application FY15-17**

Dear Mr. Byrd:

Pursuant to State Executive Order 12372, enclosed please find the Department's Pesticide Performance Partnership Grant Application for FY15-17 for your review. This application includes the narrative work plan and estimated budget for the Department's Office of Pesticide Services for FY15, FY16 and FY17.

If you have any questions or require additional information, please do not hesitate to contact me at liza.fleeson@vdacs.virginia.gov or 804-371-6559. Comments may be sent to Jeffrey B. Rogers, Environmental Program Planner, at jeffrey.rogers@vdacs.virginia.gov.

Sincerely,

A handwritten signature in blue ink that reads "Liza J. Fleeson".

Liza J. Fleeson
Program Manager

Enclosure

cc: Jeffrey B. Rogers, Environmental Program Planner

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Visit: www.nrvpdc.org

May 22, 2014

Executive Director's Report

Economic Development:

- The VA 1st/Commerce Park Executive Committees met on May 12th and will be recommending to their full boards to transfer management to the NRV Economic Development Alliance.

Transportation:

- RIDE Solutions is coordinating the annual Clean Commute Challenge to be held on May 30th. Participants can submit their pledge online at www.ridesolutions.org/cleancommute. The goal of 50,000 miles pledged has already been met. Updated miles pledged can be viewed on the website with a current total of 62,860!
- The VDOT Six-Year Improvement Plan public hearing is scheduled for May 30th at Northside High School. The Commission will be submitting a letter to the Commonwealth Transportation Board members with the priority projects identified.
- PDC staff prepared a grant application to VDOT on behalf of the Town of Christiansburg to improve the railroad crossing on Christman Mill Road. A response regarding funding is anticipated in late May-early June.
- NRV Passenger Rail Study framework must be approved by the VA Department of Rail and Public Transit (DRPT) before the MPO can include the plan in their budget.

Regional:

- The Commission convened a meeting on May 7th to discuss tourism in the region. The meeting was attended by local government managers and tourism staff. There were 15 people in attendance with representation across all four counties, the city and several towns. Outcomes from the meeting include setting up a meeting in July to have Landon Howard with the Roanoke CVB present the VTC marketing geography proposal as well as the PDC to research resources for a regional tourism plan. All four counties and the City have tourism plans and the group expressed a desire to identify collaboration items within the existing plans which may serve as the foundation of a regional plan.
- The Commission is working with the Appalachian Spring project staff to coordinate an input session in the New River Valley region in the coming months. This will also be an opportunity to meet the Appalachian Spring project staff resource available to communities in the 19 county area. Most recently Appalachian Spring added a project financing specialist for small businesses. This position will help link business owners to traditional and non-traditional financing options as well as evaluating financing solutions needed in the region for the outdoor recreation industry.
- There will be a Southwest Virginia Summit held on May 29th in Abingdon with the focus on collective impact approach to community and economic development. Registration is full with over 400 attendees and a waitlist is available. The PDC and Community Foundation will be on the plenary panel to discuss lessons learned in multi-sector approach to the NRV Livability Initiative. We will also facilitate a break out session in the afternoon to dive deeper into the topic. More information is available at <http://www.southwest2020summit.org/summit/>

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Visit: www.nrvpdc.org

MEMORANDUM

To: Planning District Commissioners

From: Brad Mecham, Regional Planner

Date: May 15, 2014

Re: Comprehensive Economic Development Strategy (CEDS) Projects

The CEDS project listing is a combination of projects identified by localities and the CEDS Committee. Each project is ranked based on the CEDS Project Ranking Criteria to establish priorities for projects with potential for the greatest impact.

Attached are the highest ranking/priority projects for the New River Valley. Projects must be identified in the CEDS to be eligible for funding through the Economic Development Administration (EDA). 13 CEDS identified projects were completed over the past year, contributing to the strength of the regional economy.

The full CEDS will be included in the June 26, 2014 Commission Meeting. Upon approval, the CEDS will be submitted to the EDA.

Project Identification Key:



Comprehensive Economic Development Strategy (CEDS) Recently Completed Projects

Area	Description	Fed. \$	State \$	Local \$	Total Funding	Const. Date
NRV	NRV Community Regional Broadband Network Interconnect government facilities, schools, industrial parks and businesses so that residents may be able to have advanced telecommunication services.	\$9,200,000		\$2,000,000	\$11,200,000	2012
Blacksburg	Virginia Tech Corporate Research Center, Phase II Construction of support infrastructure for Phase II of Virginia Tech's CRC.	\$1,980,000		\$1,980,000	\$3,960,000	2010-2013
Montgomery County	Falling Branch Corporate Park - Stormwater Pond Stormwater pond for the Falling Branch Corporate Park in Montgomery County.	\$175,000		\$175,000	\$350,000	2013
Pearisburg	Pearisburg Fire Station Construct new fire station in Pearisburg.				\$1,500,000	2012
Pulaski County	Maple Shade Government Center Complete renovation.			\$2,000,000	\$2,000,000	2013
Narrows	Town's Recreation Department (Old Narrows Gym Facility) This site is used by the Town's recreation department and the athletics department at Narrows High School.				\$1,101,675	2013
Pulaski Town	Raymond F. Ratcliff Memorial Museum Construction of transportation museum to house Brockmeyer train set and historic vehicles.				\$1,000,000	2013
Blacksburg	Huckleberry Trail Extension Assist in the construction of the Huckleberry Trail extension from Prices Fork to Glade Road. Will connect the Hethwood Community to the Heritage Park and then link to the National Forest. Grading, site amenities, and surfacing are needed for this project.			\$100,000	\$100,000	2013
Christiansburg	Phase III, Huckleberry Trail Extension Extension of Huckleberry Trail from the south side of Route 114 near the New River Valley Mall to the Christiansburg Recreation Center	\$228,000		\$912,000	\$1,140,000	2013
Pulaski County	New Facility, Sheriff's Department New Sheriff's Department facility for Pulaski County.				\$900,000	2013
Pulaski County	Pulaski County Dispatch/Communications To upgrade Pulaski County's dispatch/communications system.				\$1,600,000	2013
Radford	Arnold and Pershing Sewer Line Replacement 525 linear feet of 8" sanitary line would be replaced in an existing easement between Arnold Avenue and Pershing Avenue.				\$96,750	2014
Radford	Street Rebuild - Park/Second Avenue Park Road and Second Avenue would be rebuilt from Walker Street to Windstream Court. Improvements would include safety improvements, bike lanes, sidewalks, curb and gutter, turn-lanes, storm drainage, etc.	\$1,500,000			\$6,055,705	2013

New River Valley 2014 Annual Project Package

Score	Area	Description	Federal \$	State \$	Local \$	Total \$	Comp. Date	Responsible Agency
49	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.	\$990,000	\$885,000	\$125,000	\$2,000,000	2015	Virginia's First Regional Industrial Facilities Authority
49	NRV	Broadband Infrastructure Explore options for higher bandwidth to the end user.				\$8,000,000	2014-2015	Private Enterprises and NRV Localities
49	NRV	Increase Shell Building Inventory Construct modern shell buildings to market to relocating or expanding businesses.					2015-16	NRV Economic Development Alliance
48	NRV	Develop a Career Pathways Task Force Investigate emerging sectors in the economy, develop multi-stage career development pathways with a range of entry/training and exit/career points to match those emerging employment sectors, and integrate the targeted career pathways approach within the public and post-secondary educational institutions.					2014	WIB, Education Providers
48	NRV	Green Challenge Waste to Energy Work with New River Resources Authority (NRRRA) contractor to identify method of providing methane gas to commerce park.	\$1,000,000		\$1,000,000 (private)	\$2,000,000	2014	VA's First Regional Industrial Facility Authority
48	NRV	New River Valley Development Corporation Revolving Loan Fund Fund to provide assistance for business and non-profit development.	\$25,000		\$25,000	\$50,000	2014	New River Valley Development Corporation
48	NRV	Creation of a Regional Destination Marketing Organization (DMO) Raise awareness of New River Valley assets				TBD	2014	NRV Localities, Tourism Offices
47	NRV	Support Tower Infrastructure for Wireless Internet Connectivity Tower placement studies and streamlining of the zoning process					2014	NRV Network Wireless Authority

New River Valley 2014 Annual Project Package

Score	Area	Description	Federal \$	State \$	Local \$	Total \$	Comp. Date	Responsible Agency
46	Giles County	Giles Multi-tenant Business Facility (Giles Co) A facility located in the Wheatland Eco Park.				\$2,000,000	2014	Giles County IDA
46	NRV	Technology Magnet School: Workforce Development Designed to develop a specialized workforce in the NRV by providing advanced technology education to secondary schools. Federal funds will be used to purchase training equipment and construction of a facility.	\$4,000,000	\$2,000,000	\$2,000,000	\$8,000,000	2015	New River Community College & School Divs
45	Christiansburg	Phase II of the Route 114 widening project Widening Route 114 from Walters Drive Area to the New River Valley Mall Area		\$23,690,000		\$23,690,000	2014	VDOT, Christiansburg
45	NRV	Regional Networking and Marketing of the Arts via Destination Marketing Organization (DMO) Use DMO to create a network of artisans and venues to promote New River Valley assets.				\$10,000	2014	
44	NRV	Create a Consortium of School Districts, Community College, Economic Development and Local Business Representatives - Develop a Pilot Program Integrated Workforce Curriculum To develop an integrated workforce curriculum spanning from kindergarten to post-graduate degrees focusing on current/future business and industry needs (including Career Pathways development).				\$250,000	2014	
44	Floyd County	Rocky Knob Interpretative Center Reg. Collaborative (Floyd Co) A bi-county commission is working on the development of a major tourism destination along the Blue Ridge Parkway. A lodge and interpretive center are planned.	\$8,000,000		\$2,000,000	\$10,000,000	2015	Rocky Knob
44	NRV	NRV Airport Parallel Taxiway 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
43	NRV	Extension of Rail to Commerce Park 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 Regional Industrial Facilities Authority
43	NRV	Small Business Development (Green/Nano/Bio) Program 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	2014	Universities, NRCC, School Divisions

New River Valley 2014 Annual Project Package

Score	Area	Description	Federal \$	State \$	Local \$	Total \$	Comp. Date	Responsible Agency
43	NRV	Regional Conference/Civic Center 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
43	Floyd County	Phase II Floyd Innovation Center	\$1,000,000	\$1,000,000	\$1,000,000	\$3,000,000	2015	Economic Development Authority of Floyd County
43	Montgomery County	Development of Route 177 Corporate Park	\$15,000,000	\$4,000,000	\$1,000,000	\$20,000,000	TBD	Montgomery County EDA
43	Floyd County	Regional Food Aggregating/Processing Center 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 leasable by local food businesses.	\$1,000,000	\$500,000	\$500,000	\$2,000,000	2014	Floyd County
43	Montgomery County	Rt. 114 Widening From Christiansburg Town limits to Radford Army Ammunition Plant	\$50,400,000	\$12,600,000		\$63,000,000	2018	VDOT/Montgomery County
42	Floyd County	Jacksonville Center E-Commerce Project (Floyd Co) Establishment of an e-commerce catalog of crafts and products.				\$50,000	2014	Jacksonville Center, Inc.
42	NRV	Support Farms to School program throughout the region. Create education opportunities for students and support a supply of fresh foods from local farmers.				\$20,000	2014-2014	
42	NRV	Creation of Utility Standards Create utility standards for service providers to follow while coordinating digging between localities and service providers to install conduits or other potential uses						
42	NRV	Connectivity of Trails, Regional Trail System Interconnect various local, state and federal trails to create a continuous network in southwest Virginia.	\$400,000		\$400,000	\$800,000	2014	Trail Operators

New River Valley 2014 Annual Project Package

Score	Area	Description	Federal \$	State \$	Local \$	Total \$	Comp. Date	Responsible Agency
41	NRV	Interstate-81 Interchange Improvements Exits 89, 94, 98, 105, and 114.				TBD	2014-20	VDOT
41	NRV	Route 100 Widening between Pulaski County and Giles County				TBD	2014-20	VDOT
41	Pulaski Town	Town of Pulaski Business Park Expansion The acquisition and site preparation of greenspace for industrial growth.	\$1,000,000		\$1,000,000	\$2,000,000	2015	EDA, Town of Pulaski
41	Floyd County	Multi-Tenant Facility for Floyd County To house growing businesses as well as meet space needs for governmental agencies and non-profits.	\$1,600,000	\$200,000	\$200,000	\$2,000,000	2014	Floyd County
41	NRV	Support Public Private Partnerships for Agriculture Infrastructure Needs					2014	
41	Pulaski County	Shell Building-Industrial Park Construction of a shell building at the New River Valley Commerce Park	\$750,000	\$750,000		\$1,500,000	2014	Pulaski County
41	Montgomery County	Southgate Parkway Construction of ramps on Route 460 at Southgate Parkway entrance to Virginia Tech.	\$124,000,000	\$31,000,000		\$155,000,000	TBD	VDOT

New River Valley Planning District Commission

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Visit: www.nrvpdc.org

MEMORANDUM

To: Planning District Commissioners
From: Kevin R. Byrd, Executive Director
Date: May 14, 2014
Re: Virginia Retirement System (VRS) Contribution Rates for FY15 and FY16

Enclosed is a resolution regarding the VRS contribution rate for FY15 and FY16. The Commission historically selects the Certified Rate option since the rate is not likely to be adjusted. This provides stability in budgeting for the agency.

Based on a memo from VRS, the FY15 and FY16 rate of 6.60% included in the resolution was adopted by the VRS Board of Trustees at its meeting last fall. The rates reflect changes made to the funding policy by the Board of Trustees and the Group Life Insurance rates included in the Governor's budget. The 6.60% rate is the employer contribution and does not include the 5.00% member (employee) contribution. The new rate is lower than the current rate of 6.94%.

Employer Contribution Rates for Counties, Cities,
Towns, School Divisions and Other Political Subdivisions
(In accordance with the 2014 Appropriation Act Item 468(H))

Resolution

BE IT RESOLVED, that the New River Valley Planning District Commission 55451 does hereby acknowledge that its contribution rates effective July 1, 2014 shall be based on the higher of a) the contribution rate in effect for FY 2014, or b) eighty percent of the results of the June 30, 2013 actuarial valuation of assets and liabilities as approved by the Virginia Retirement System Board of Trustees for the 2014-16 biennium (the "Alternate Rate") provided that, at its option, the contribution rate may be based on the employer contribution rates certified by the Virginia Retirement System Board of Trustees pursuant to Virginia Code § 51.1-145(I) resulting from the June 30, 2013 actuarial value of assets and liabilities (the "Certified Rate"); and

BE IT ALSO RESOLVED, that the New River Valley Planning District Commission 55451 does hereby certify to the Virginia Retirement System Board of Trustees that it elects to pay the following contribution rate effective July 1, 2014:

(Check only one box)

- The Certified Rate of 6.60% The Alternate Rate of _____ %; and

BE IT ALSO RESOLVED, that the New River Valley Planning District Commission 55451 does hereby certify to the Virginia Retirement System Board of Trustees that it has reviewed and understands the information provided by the Virginia Retirement System outlining the potential future fiscal implications of any election made under the provisions of this resolution; and

NOW, THEREFORE, the officers of New River Valley Planning District Commission 55451 are hereby authorized and directed in the name of the New River Valley Planning District Commission to carry out the provisions of this resolution, and said officers of the New River Valley Planning District Commission are authorized and directed to pay over to the Treasurer of Virginia from time to time such sums as are due to be paid by the New River Valley Planning District Commission for this purpose.

Governing Body/School Division Chairman

CERTIFICATE

I, _____, Clerk of the New River Valley Planning District Commission, certify that the foregoing is a true and correct copy of a resolution passed at a lawfully organized meeting of the New River Valley Planning District Commission held at _____, Virginia at _____ o'clock on _____, 2014. Given under my hand and seal of the New River Valley Planning District Commission this _____ day of _____, 2014.

Clerk

**This resolution must be passed prior to July 1, 2014 and
received by VRS no later than July 10, 2014.**

Counties

Floyd • Giles • Montgomery • Pulaski

City

Radford

Towns

*Blacksburg • Christiansburg • Floyd •
Narrows • Pearisburg • Pulaski • Rich Creek*

Universities

Virginia Tech • Radford University

New River Valley Planning District Commission



6580 Valley Center Drive, Suite 124
Radford, Virginia 24141
Tel (540) 639-9313
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e-mail: nrvpdc@nrvpdc.org
Visit: www.nrvpdc.org

MEMORANDUM

To: Planning District Commissioners
From: Kevin R. Byrd, Executive Director
Date: May 14, 2014
Re: Establishing a Commission Work Program Committee

One of the recommendations from the SERDI assessment process was the establishment of a Work Program Committee comprised of Commissioners. The purpose of this committee is to review the upcoming projects scheduled for the Commission and help provide direction when requests for services are greater than staff time available.

The committee work is anticipated to be one meeting this fiscal year reviewing the work program prior to the June Commission meeting. In subsequent years the committee most likely will hold two meetings. One meeting will be in early spring as the budget is taking shape and local governments are submitting project requests. A second meeting will be scheduled to review the draft work program prior to Commission review.

This committee will need a chair person and at least three additional members. The commission staff will support the committee in terms of meeting coordination and content.

Counties*Floyd • Giles • Montgomery • Pulaski***City***Radford***Towns***Blacksburg • Christiansburg • Floyd •
Narrows • Pearisburg • Pulaski • Rich Creek***Universities***Virginia Tech • Radford University*

New River Valley Planning District Commission



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MEMORANDUM

To: Planning District Commissioners
From: Kevin R. Byrd, Executive Director
Date: May 14, 2014
Re: Budget for FY15

Each spring the Commission staff prepares a budget for the Commission to review and adopt for the upcoming fiscal year (July 1-June 30). The budget for the Commission differs from local governments because over 70% of the budget is dedicated to staffing the agency. The remaining 30% is attributed to expenses in operating the agency such as travel, office rent, office supplies and contractual services.

The overall budget for FY15 is projected to be \$1,676,974. This is a \$53,000 decrease from the overall FY14 budget due to reduced contractual expenses. Those expenses decreased with the completion of the NRV Livability Initiative. The staffing costs increased from FY14 to FY15 approximately \$115,000 mostly due to the anticipation of Workforce Investment Board hiring additional staff for an upcoming project. The Commission staff size is projected to remain the same as FY14 ended (9 full time, 2 part time). This budget includes modest salary increases for staff in order to adjust salaries toward market rates. All fringe costs for FY15 are remaining flat, which provides an opportune year to include salary increases.

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 revenue and expenditures. The FY15 budget includes approximately \$40,000 in funds carried forward from FY14 and is included in the Anticipated Revenue.

**New River Valley Planning District Commission
Anticipated Revenue Fiscal Year 2015**

Member Assessment	
Floyd County	\$18,864.58
Town of Floyd	\$539.75
Giles County	\$14,855.19
Pearisburg	\$3,538.22
Narrows	\$2,576.83
Rich Creek	\$982.98
Pulaski County	\$29,530.04
Town of Pulaski	\$11,539.22
Montgomery County	\$39,028.37
Blacksburg	\$42,934.89
Christiansburg	\$26,722.07
City of Radford	\$20,838.16
Radford University	\$3,810.00
Virginia Tech	\$11,192.51
Assessments Total	\$226,952.81
State Grants	
Dept of Housing and Community Devel	\$75,971.00
Dept of Transportation	\$58,000.00
Workforce Investment Act	\$518,965.00
State Total	\$652,936.00
Federal Grants	
EDA	\$70,000.00
ARC July 13-Dec 13	\$34,218.00
ARC Jan 14-June 14	\$34,218.00
Federal Total	\$138,436.00
Project Revenue	
Pulaski Co - Baskerville	\$7,984.00
Home	\$23,000.00
VDOT	See State Above
Auburn Safe Routes to School	\$10,000.00
Belview Safe Routes to School	\$10,000.00
MPO Passenger Rail	\$30,000.00
RideSolutions	\$33,680.00
Rich Creek T-21 Phase II Addendum	\$2,500.00
Pulaski Co. Adult Day Care	\$27,000.00
Skyview Sewer Phase I	\$23,000.00
Skyview Sewer Phase II	\$15,000.00
Rocky Knob Grant Admin	\$120,500.00
EDA	See Federal Above
Blacksburg Broadband	\$75,000.00
Floyd Innovation Ctr Grant Ad	\$14,000.00
WIA Fiscal Agent	\$60,000.00
VDH Mapping	\$25,000.00
Flash Flood Mapping	\$24,953.00
Wolf Creek TMDL	\$52,000.00
SWVA SWMA	\$1,000.00
Christiansburg Cemetery Plan	\$3,400.00
Prices Fork Community Kitchen	\$6,500.00
AgriTourism	\$20,000.00
Appalachian Spring	\$5,000.00
Pembroke GAS	\$1,500.00
Rich Creek GAS	\$1,800.00
ARC Pulaski Town LPA - Comp Plan	\$7,500.00
ARC Pulaski Town LPA - CIP	\$5,000.00
ARC Pulaski County LPA - Ordinance	\$10,000.00
ARC Pulaski County LPA - Housing Study	\$5,000.00
ARC Narrows LPA Comp Plan	\$11,500.00
Project Total	\$631,817.00
Sub Total Anticipated Revenue	\$1,650,141.81
Funds Carried Forward from FY14	\$37,268.19
Total Agency Revenue	\$1,676,974.00
Indirect Costs (paid by projects)	
Common Costs	\$110,485.00
Management and General Costs	\$149,822.00
Indirect Total	\$260,307.00
Total Agency Budget	\$1,676,974.00

New River Valley Planning District Commission
July 1, 2014 through June 30, 2015
Agencywide Budget

	Housing Total	Trans Total	Planning/Grant Admin Total	Workforce Total	Development Total	Other Total	ARC 14-15 Total	Total Direct (AW)	Common	M&G	Total Agency
Salary	15,350	70,000	25,128	286,419	182,926	80,220	42,200	702,243	17,424	92,433	812,099
Fringe	5,622	25,235	7,573	102,655	61,369	28,462	15,333	246,250	6,462	31,198	283,909
Total Salaries & Fringe	20,972	95,235	32,701	389,074	244,295	108,682	57,533	948,493	23,885	123,631	1,096,009
Travel	550	4,700	1,450	27,600	12,900	500	650	48,350	1,500	6,043	55,893
Office Space	-	-	-	36,000	-	-	-	36,000	32,520	-	68,520
Telephone/Communications	-	-	-	6,500	105	-	-	6,605	7,500	-	14,105
Office Supplies	200	100	-	5,000	2,575	-	-	7,875	7,400	-	15,275
Postage	-	-	-	500	-	-	-	500	2,250	-	2,750
Printing	-	-	-	500	-	-	-	500	1,000	-	1,500
Copies & Copier Maintenance	-	-	-	1,640	-	-	-	1,640	1,750	-	3,390
Media Advertising	-	-	-	1,000	-	-	-	1,000	600	-	1,600
Equipment Rent - Copier	-	-	-	2,500	-	-	-	2,500	6,000	-	8,500
Equipment Maintenance - Vehicles	-	-	-	-	-	-	-	-	1,500	-	1,500
Dues/Publications	-	1,500	-	500	1,000	-	-	3,000	7,100	-	10,100
Training - Staff Development	-	-	-	500	1,500	-	-	2,000	-	150	2,150
Meeting Costs	-	247	-	5,000	5,000	-	-	10,247	1,000	-	11,247
Insurance	-	-	-	-	-	-	-	-	5,280	-	5,280
Depreciation	-	-	-	-	-	-	-	-	-	-	-
Equipment / Vehicle Fuel	-	-	-	6,000	3,000	-	-	9,000	-	-	9,000
Contractual Service	-	14,382	159,818	60,500	9,500	53,899	4,000	302,099	5,100	-	307,199
Audit Fee	-	-	-	2,500	-	-	-	2,500	5,000	-	7,500
Miscellaneous	-	-	-	32,759	1,600	-	-	34,359	1,100	-	35,459
Total Non-Personnel Costs	750	20,929	161,268	188,999	37,180	54,399	4,650	468,175	86,600	6,193	560,968
Total Personnel & Non-Personnel	21,722	116,164	193,969	578,073	281,475	163,081	62,183	1,416,667	110,485	129,824	1,656,976
Common Costs	3,392	15,404	5,289	-	39,516	17,578	9,305	90,484	-	19,998	-
M&G Costs	5,617	25,505	8,758	-	65,427	29,107	15,407	149,821	-	149,822	1,676,974
Total Program Costs	30,731	157,073	208,016	578,073	386,418	209,766	86,895	1,656,972			

New River Valley Planning District Commission

Agenda

June 26, 2014

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 Reports for May
- III. COMMONWEALTH INTERGOVERNMENTAL REVIEW PROCESS**
 - A. Projects (Signed-off by the staff)
 - 1. RD Loan Application for Pulaski Adult Day Services & Fall Prevention
 - 2. Town of Pulaski's 2014 EPA Community-Wide Brownfields Assessment Grant
 - B. Regular Project Review
 - C. Environmental Project Review
 - 1. [14-14] - Sec 103 for NATT Air Monitoring Site Program
 - 2. [14-14] - Virginia DEQ DER3 Project
 - 3. Reissuance of VPDES Permit No. VA0062685 Pepper's Ferry Wastewater Treatment Authority
- IV. PUBLIC ADDRESS**
- V. REVIEW OF MUTUAL CONCERNS AND COMMISSIONERS' REPORTS**
- VI. EXECUTIVE COMMITTEE'S REPORT**
- VII. CHAIR'S REPORT**
- VIII. EXECUTIVE DIRECTOR'S REPORT** (enclosed)
- IX. OLD BUSINESS**
- X. NEW BUSINESS**
 - A. Comprehensive Economic Development Strategy (CEDS) Project Package and Report (enclosed)
Commission Action Needed
 - B. FY14 Revised Budget (enclosed)
Commission Action Needed
 - C. Update of Commission Personnel Manual (enclosed)
Commission Action Needed
 - D. FY15 Commission Work Program (available at meeting)
Commission Action Needed
 - E. Commission Officers for FY15 – Election
Commission Action Needed
 - F. July Commission Meeting (Historically it is cancelled due to conflict with VAPDC)
Commission Action Needed

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

The New River Valley Planning District 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.

New River Valley Planning District Commission
Treasurer's Report
Expenditures as of May 2014

Expense Category	Budget revised	Previous Total	May Expenditures	YTD Expenditures	Budget Balance	% Budget Expended
Salaries	594,910.00	511,862.74	49,975.27	561,838.01	33,071.99	94.44%
Fringe Benefits	202,661.00	176,522.83	17,288.37	193,811.20	8,849.80	95.63%
Travel	63,584.00	30,296.84	1,647.22	31,944.06	31,639.94	50.24%
Office Space	27,647.00	22,033.50	2,305.41	24,338.91	3,308.09	88.03%
Telephone/Communications	6,085.00	4,493.89	533.24	5,027.13	1,057.87	82.62%
Office Supplies	26,708.00	15,308.86	6,071.83	21,380.69	5,327.31	80.05%
Postage	759.00	255.69	48.76	304.45	454.55	40.11%
Printing	22,161.00	18,891.08	-	18,891.08	3,269.92	85.24%
Copies & Copier Maintenance	1,660.00	1,639.98	-	1,639.98	20.02	98.79%
Media Ad	1,670.00	549.96	170.40	720.36	949.64	43.14%
Equipment Rent	1,500.00	1,355.64	181.97	1,537.61	(37.61)	102.51%
Vehicle Fuel	3,500.00	2,618.75	524.94	3,143.69	356.31	89.82%
Dues/Publications	2,759.00	2,189.00	569.00	2,758.00	1.00	99.96%
Training	2,622.00	2,443.00	(60.00)	2,383.00	239.00	90.88%
Insurance	6,506.00	6,006.00	-	6,006.00	500.00	92.31%
Meeting Expense	12,073.00	9,555.41	(1,095.94)	8,459.47	3,613.53	70.07%
Capital Outlay (Vehicle/Equip)	5,000.00	2,114.48	-	2,114.48	2,885.52	42.29%
Contractual Services	658,461.00	585,757.13	13,142.60	598,899.73	59,561.27	90.95%
Audit Fee	2,500.00	2,500.00	-	2,500.00	-	100.00%
Miscellaneous	45,516.00	4,551.78	135.65	4,687.43	40,828.57	10.30%
M & G Costs	118,854.00	102,079.19	12,236.58	114,315.77	4,538.23	96.18%
Common Costs	91,273.00	77,831.17	5,584.04	83,415.21	7,857.79	91.39%
	1,898,409.00	1,580,856.92	109,259.34	1,690,116.26	208,292.74	89.03%

Counties

Floyd • Giles • Montgomery • Pulaski

City

Radford

Towns

Blacksburg • Christiansburg • Floyd •

Narrows • Pearisburg • Pulaski • Rich Creek

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New River Valley Planning District Commission



Kevin R. Byrd, AICP
Executive Director

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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

June 19, 2014

PROJECT: [14-14] –Sec 103 for NATT Air Monitoring Site Program
VA140530-02200400999

SUBMITTED BY: Department of Environmental Quality

PROJECT

DESCRIPTION: The Department of Environmental Quality has applied for Federal funds; they are requesting comments on the application.

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.



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

MAY 30 2014

Ms. Kathleen M. Blinebury, Grants Management Officer
Grants and Audit Management Branch (3PM70)
U. S. EPA, Region III
1650 Arch Street
Philadelphia, PA 19103-2029

RE: National Air Toxics Trends Station (NATTS) Program

Dear Ms Blinebury:

Enclosed is an application requesting assistance in support of the National Air Toxics Trends Stations (NATTS) Air Monitoring Program. This request seeks \$180,000 Federal funds, which includes \$55,798 Federal In-Kind TAP assistance. This application is for the project period July 1, 2014 to June 30, 2015.

If you have any questions, or need additional information, please contact Charles Turner, Project Manager at 804 527-5178 or myself at 804 698-4173.

Sincerely,

A handwritten signature in blue ink that reads "Patty W. Walsh".

Patty W. Walsh
Grants Administrative Manager

Enclosure

CC: Paula Krall, EPA
Andrew Hass, EPA
Charles Turner, VADEQ Air Monitoring
Deborah Seargeant, VADEQ
Terry Ruggles, VADEQ

Application for Federal Assistance SF-424

*** 1. Type of Submission:**

- Preapplication
- Application
- Changed/Corrected Application

*** 2. Type of Application:**

- New
- Continuation
- Revision

*** If Revision, select appropriate letter(s):**

*** Other (Specify):**

*** 3. Date Received:**

Completed by Grants.gov upon submission.

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

*** a. Legal Name:**

Virginia Department of Environmental Quality

*** b. Employer/Taxpayer Identification Number (EIN/TIN):**

54-1661753

*** c. Organizational DUNS:**

8097437680000

d. Address:

*** Street1:**

629 East Main Street

Street2:

*** City:**

Richmond

County/Parish:

*** State:**

VA: Virginia

Province:

*** Country:**

USA: UNITED STATES

*** Zip / Postal Code:**

23219-2405

e. Organizational Unit:

Department Name:

Air Quality Monitoring

Division Name:

Air Division

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

Mr.

*** First Name:**

Charles

Middle Name:

*** Last Name:**

Turner

Suffix:

Title:

Director of Air Quality Monitoring

Organizational Affiliation:

*** Telephone Number:**

804 527-5178

Fax Number:

804 527-5160

*** Email:**

charles.turner@deq.virginia.gov

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="180,000.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="180,000.00"/>

* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)

Yes No

If "Yes", provide explanation and attach

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:

Middle Name:

* Last Name:

Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative: * Date Signed:

Application for Federal Assistance SF-424

* 9. Type of Applicant 1: Select Applicant Type:

A: State Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

* 10. Name of Federal Agency:

Environmental Protection Agency

11. Catalog of Federal Domestic Assistance Number:

66.034

CFDA Title:

Surveys, Studies, Research, Investigations, Demonstrations, and Special Purpose Activities
Relating to the Clean Air Act

* 12. Funding Opportunity Number:

EPA-R3-001

* Title:

Region 3 Noncompetitive Announcement

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

* 15. Descriptive Title of Applicant's Project:

VADEQ 2014-2015 Richmond (NATTS)

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Counties

Floyd • Giles • Montgomery • Pulaski

City

Radford

Towns

Blacksburg • Christiansburg • Floyd •

Narrows • Pearisburg • Pulaski • Rich Creek

Universities

Virginia Tech • Radford University

New River Valley Planning District Commission



Kevin R. Byrd, AICP
Executive Director

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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

June 19, 2014

PROJECT: [14-14] – Virginia DEQ DERA3 Project
VA140523-02100400999

SUBMITTED BY: Department of Environmental Quality

PROJECT

DESCRIPTION: The Department of Environmental Quality has applied for Federal funds; they are requesting comments on the application.

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.



COMMONWEALTH of VIRGINIA

DEPARTMENT OF ENVIRONMENTAL QUALITY
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www.deq.virginia.gov

Molly Joseph Ward
Secretary of Natural Resources

David K. Paylor
Director

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

May 23, 2014

MEMORANDUM:

TO: Planning District Commissions

FROM: Patty W. Walsh
Grants Administrative Manager

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.

[14-14] – Virginia DEQ DERA3 Project

The intergovernmental review process requires that comments on the above application be received by July 22, 2014. 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 with any questions.

Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>
* 3. Date Received: Completed by Grants.gov upon submission.	4. Applicant Identifier: <input type="text"/>	
5a. Federal Entity Identifier: <input type="text"/>	5b. Federal Award Identifier: <input type="text"/>	
State Use Only:		
6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text"/>	
8. APPLICANT INFORMATION:		
* a. Legal Name: Virginia Department of Environmental Quality		
* b. Employer/Taxpayer Identification Number (EIN/TIN): 54-1661753	* c. Organizational DUNS: 8097437680000	
d. Address:		
* Street1: 629 East Main Street	Street2: <input type="text"/>	
* City: Richmond	County/Parish: <input type="text"/>	
* State: VA: Virginia	Province: <input type="text"/>	
* Country: USA: UNITED STATES	* Zip / Postal Code: 23219-0405	
e. Organizational Unit:		
Department Name: OFC Of Air Permits Program	Division Name: Air Division	
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix: Mr.	* First Name: Yogesh	
Middle Name: <input type="text"/>	* Last Name: Doshi	
Suffix: <input type="text"/>	Title: Grant Manager	
Organizational Affiliation: <input type="text"/>		
* Telephone Number: 804 698-4017	Fax Number: 804 698-4178	
* Email: yogesh.doshi@deq.virginia.gov		

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

A: State Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

Environmental Protection Agency

11. Catalog of Federal Domestic Assistance Number:

66.039

CFDA Title:

National Clean Diesel Emissions Reduction Program

*** 12. Funding Opportunity Number:**

EPA-OAR-OTAQ-14-05

* Title:

National Clean Diesel Funding Assistance Program FY 2014 Request for Proposals (RFP)

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

*** 15. Descriptive Title of Applicant's Project:**

Virginia DEQ DERA3 Project

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="94,435.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="94,435.00"/>

* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)

Yes No

If "Yes", provide explanation and attach

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:
Middle Name:
* Last Name:
Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative: * Date Signed:

Counties

Floyd • Giles • Montgomery • Pulaski

City

Radford

Towns

Blacksburg • Christiansburg • Floyd •

Narrows • Pearisburg • Pulaski • Rich Creek

Universities

Virginia Tech • Radford University

New River Valley Planning District Commission



Kevin R. Byrd, AICP
Executive Director

6580 Valley Center Drive, Suite 124
Radford, Virginia 24141
Tel (540) 639-9313
Fax (540) 831-6093
e-mail: nrvpdc@nrvpdc.org
Visit: www.nrvpdc.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 #3

CIRP Review

June 19, 2014

PROJECT: **Reissuance of VPDES Permit No. VA0062685 Pepper's Ferry Wastewater Treatment Authority
VA140618-02400400155**

SUBMITTED BY: Department of Environmental Quality

PROJECT

DESCRIPTION: The Pepper's Ferry Regional Wastewater Authority has applied for reissuance of a permit for the public WWTP. The Department of Environmental Quality is requesting comments on the draft permit.

PROJECT SENT

FOR REVIEW TO: Peter Huber, Pulaski County Administrator

STAFF

COMMENT: The staff has reviewed the request and forwarded to Montgomery County for comment.



RECEIVED

JUN 18 2014

NRVPDC

COMMONWEALTH of VIRGINIA

Molly Joseph Ward
Secretary of Natural Resources

DEPARTMENT OF ENVIRONMENTAL QUALITY
Blue Ridge Regional Office
www.deq.virginia.gov

David K. Paylor
Director

Robert J. Weld
Regional Director

Lynchburg Office
7705 Timberlake Road
Lynchburg, Virginia 24502
(434) 582-5120
Fax (434) 582-5125

Roanoke Office
3019 Peters Creek Road
Roanoke, Virginia 24019
(540) 562-6700
Fax (540) 562-6725

June 17, 2014

Kevin Byrd, Executive Director
New River Valley Planning District Commission
6580 Valley Center Drive, Box 21
Radford, VA 24141

RE: Reissuance of VPDES Permit No. VA0062685
Pepper's Ferry Regional Wastewater Treatment Authority

Dear Mr. Byrd:

This letter transmits a copy of the public notice for the referenced proposed permit action for your review. This notice is being provided to you pursuant to Section 62.1-44.15:01 of the Code of Virginia. 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 the Virginia Department of Environmental Quality at the following address:

Virginia DEQ
Blue Ridge Regional Office
3019 Peters Creek Road
Roanoke, VA 24019

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 bob.tate@deq.virginia.gov or at (540) 562-6774.

Sincerely,

Robert S. Tate, P.E.
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 (DEQ) that will allow the release of treated wastewater into a water body in Pulaski County, Virginia.

PUBLIC COMMENT PERIOD: June 22, 2014 through July 21, 2014

PERMIT NAME: Virginia Pollutant Discharge Elimination System Permit – wastewater issued by DEQ, under the authority of the State Water Control Board

APPLICANT NAME AND ADDRESS: Pepper's Ferry Regional Wastewater Treatment Authority (PFRWTA), P.O. Box 2950, Radford, VA 24143

VPDES PERMIT NUMBER: VA0062685

FACILITY NAME AND LOCATION: PFRWTA Wastewater Treatment Plant (WWTP), 7797 Mason Street, Pulaski County

PROJECT DESCRIPTION: The PFRWTA has applied for reissuance of a permit for the public WWTP. The applicant proposes to release treated sewage wastewaters and treated industrial wastewaters at a rate of 9,000,000 gallons a day into a water body. The permit also contains limits and monitoring for expansion to 18,000,000 gallons a day. Sludge from the treatment process will be prepared for biosolids land application. Prepared sludge may also be disposed in a sanitary landfill. The facility proposes to release the treated sewage and industrial wastewaters into the New River in Pulaski 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: organic matter and solids (9 MGD); ammonia, organic matter, and solids (18 MGD).

HOW TO COMMENT AND/OR REQUEST A PUBLIC HEARING: DEQ accepts comments and requests for public hearing by hand delivery, e-mail, fax or postal mail. All comments and requests must be in writing and be received by DEQ during the comment period. Submittals must include the names, mailing addresses and telephone numbers of the commenter/requester and of all persons represented by the commenter/requester. A request for public hearing must also include: 1) the reason why a public hearing is requested; 2) a brief, informal statement regarding the nature and extent of the interest of the requester or of those represented by the requestor, including how and to what extent such interest would be directly and adversely affected by the permit; 3) specific references, where possible, to terms and conditions of the permit with suggested revisions. A public hearing may be held, including another comment period, if public response is significant, based on individual requests for a public hearing, and there are substantial, disputed issues relevant to the permit.

CONTACT FOR PUBLIC COMMENTS, DOCUMENT REQUESTS AND ADDITIONAL INFORMATION:

Bob Tate; DEQ Blue Ridge Regional Office, 3019 Peters Creek Road, Roanoke, Virginia 24019; Phone: (540) 562-6774; e-mail: bob.tate@deq.virginia.gov; Fax: (540) 562-6725. The public may review the draft permit and application at the DEQ office named above by appointment or may request copies of the documents from the contact person listed above.

Counties

Floyd • Giles • Montgomery • Pulaski

City

Radford

Towns

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

Universities

Virginia Tech • Radford University

New River Valley Planning District Commission



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Visit: www.nrvpdc.org

June 26, 2014

Executive Director's Report

Economic Development:

- The 2014 Comprehensive Economic Development Strategy update will be presented at the June Commission meeting. The condensed consumer version will be distributed at the August meeting.
- The Commission is providing grant administration and staffing support to a local food project in the reuse of the decommissioned Prices Fork Elementary School. The effort is focused on building capacity within the local food arena to identify unmet needs in the industry which may be a good fit for a portion of the old school site. The project will involve meetings with local food stakeholders, visits to successful local food programs in other communities, and documentation of the needs and opportunities.

Transportation:

- At the May 19th VDOT Six-Year Improvement Plan public hearing the Secretary of Transportation opened the meeting explaining funds would be included to move the I-81 exit 118 park and ride lot and the balance of funds needed to complete the Southgate Interchange project would also be included.

Regional:

- The Commission will host the second regional tourism discussion among local governments on July 31st. The group will be joined by staff from the Roanoke Convention and Visitors Bureau (CVB) to discuss the previously proposed boundary adjustment to the Virginia Tourism Corporation (VTC) marketing program. Currently, the VTC Blue Ridge Highlands region includes NRV to Abingdon. Roanoke CVB requested to be added by way of the General Assembly in their latest session. The group will also discuss future opportunities to develop a regional tourism plan.
- A tri-county agritourism program (Giles, Montgomery, Pulaski) recently requested the Commission to assist with project management over the next fiscal year. The project stakeholders are actively working on developing a strategic plan for agritourism.
- The Commission staff is meeting with the staff for the Appalachian Spring project on June 25th to start the visioning process for outdoor recreation needs in the region. During this meeting an approach to a forthcoming regional input meeting will be developed and scheduled.
- The Community Foundation of the NRV was highlighted in a national email through HUD for their efforts in raising local funds to address local challenges identified in the Livability Initiative. Approximately \$64,000 was raised through the Give Big NRV effort.
- On May 28th the Commission hosted the second meeting of the Mayors/Chairs across the region. The meeting was well attended with representation from all four counties and the city. Conversation focused on contingency planning in the absence of a state budget on July 1.

PDC:

- The Virginia Association of Planning District Commissions is hosting the summer conference on July 24-26 in Williamsburg at the Williamsburg Lodge. The Commission Board should send one or two representatives, if possible.

New River Valley Planning District Commission

Counties

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City

Radford

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Narrows • Pearisburg • Pulaski • Rich Creek

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Radford, Virginia 24141

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Fax (540) 831-6093

e-mail: nrvpdc@nrvpdc.org

Visit: www.nrvpdc.org

MEMORANDUM

To: Planning District Commissioners

From: Brad Mecham, Regional Planner

Date: June 20, 2014

Re: Comprehensive Economic Development Strategy (CEDS) – Project Package and Report

The five-year-update of the Comprehensive Economic Development Strategy is nearly complete. Attached is the final draft of the 2014 CEDS for the New River Valley. 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.

Following presentation and discussion of the full CEDS at the June meeting, 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, 2014 deadline.

New River Valley Comprehensive Economic Development Strategy 2014



New River Valley
Planning District Commission

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Chapter 1: NEW RIVER VALLEY OVERVIEW

1.1 INTRODUCTION

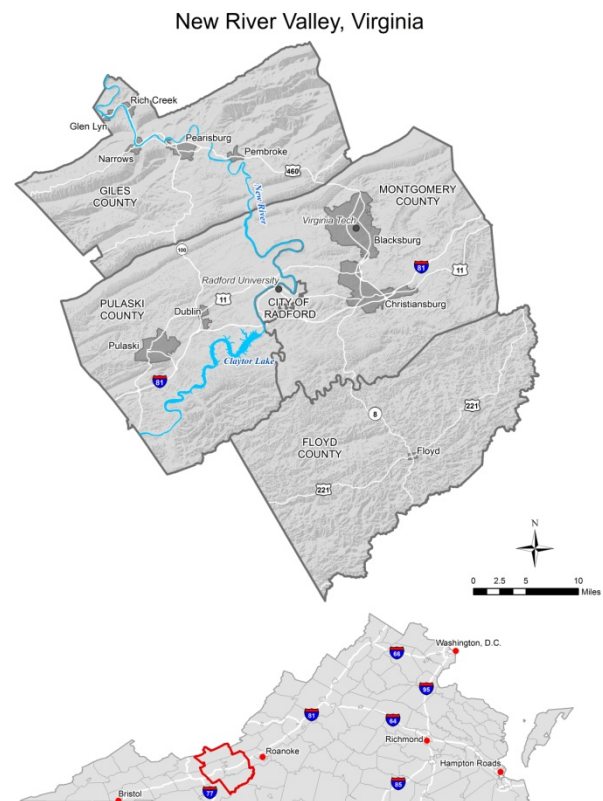
The New River Valley is located in southwest Virginia and is comprised of four counties (Floyd, Giles, Montgomery, Pulaski) and the City of Radford. There are ten towns within the four counties and a total regional population of 178,350 based on the 2010 census. The region is bisected by major transportation routes Interstate 81 and US Route 460. Major employers include Virginia Tech, Radford University, Volvo Trucks North America, and Celanese.

The region has grown from a manufacturing and agrarian focused economy, and is currently going through the transition to an economy that is more balanced, showing 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.

Through the New River Valley Livability Initiative, a three year regional planning effort, four themes were developed in an effort to determine what was valued by New River Valley residents. 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 5-Year update of 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.

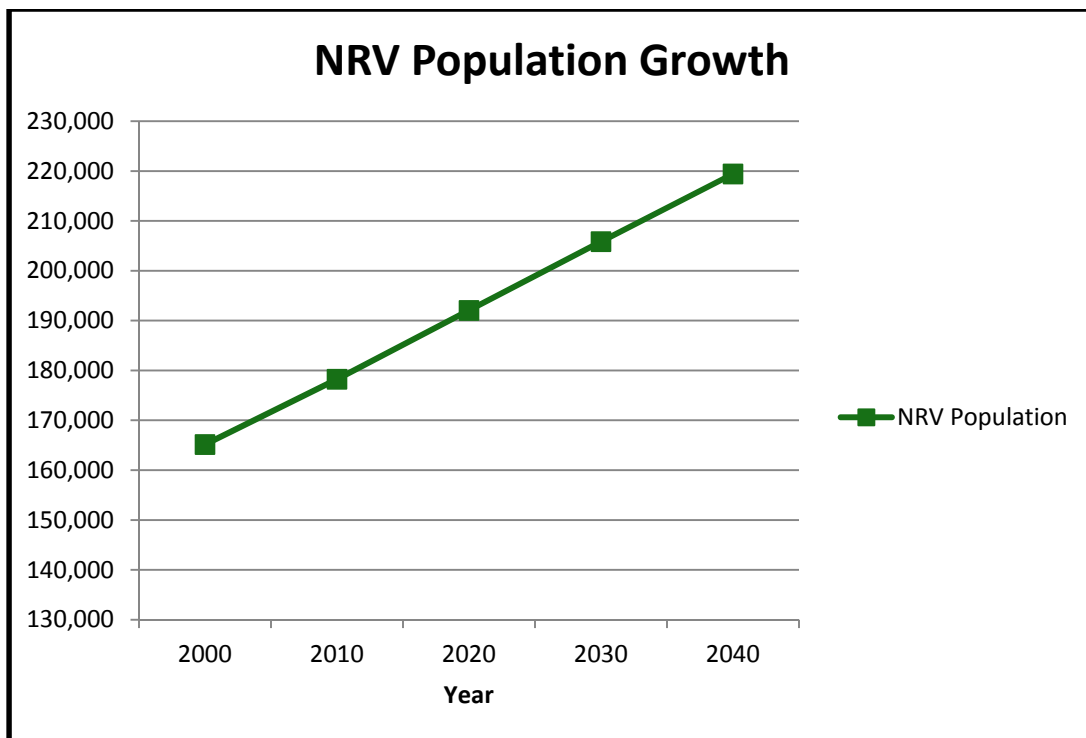


1.2 DEMOGRAPHIC PROFILE

Population

The New River Valley currently has a population of 178,350 and population projections show 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 the two universities reaching nearly 40,000. This produces nearly 10,000 new graduates within the region each year.

Figure 1: New River Valley Projected Population Growth

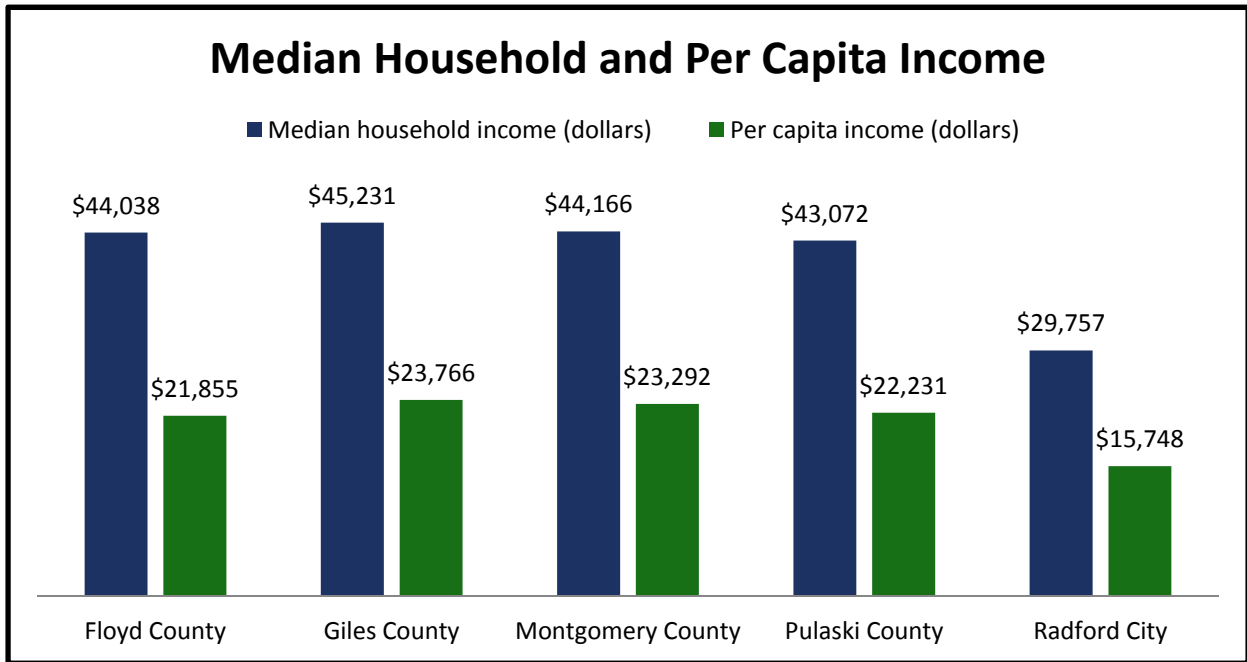


Virginia Employment Commission, U.S. Census Bureau

Income

Income levels within the New River Valley vary by county and city. New River Valley incomes fall short of the Virginia average, but have shown gains in recent years. Following is a chart outlining the median household and per capita incomes of NRV localities.

Figure 2: Median Household and Per Capita Income by Locality

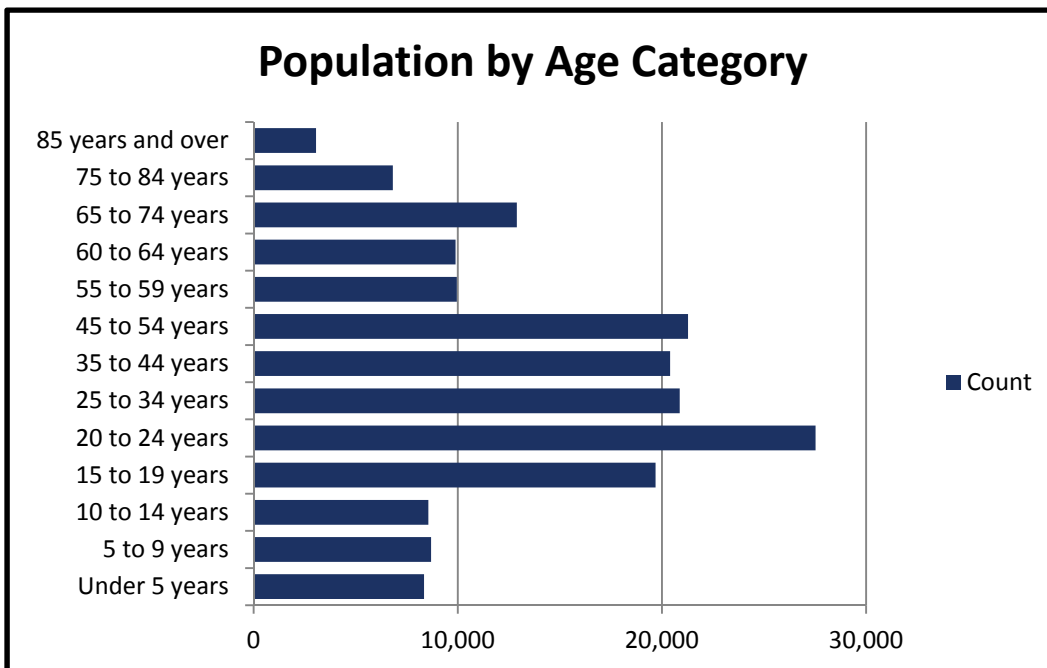


American Community Survey 5-Year Data, 2008-2012

Age

The median age within the New River Valley is 44.2. The two largest categories are 20-24 and 45-54 years old. The 20-24 year old population is heavily influenced by the college student population. Following is a breakdown of age groups within the region.

Figure 3: NRV Population by Age



American Community Survey 5-Year Data, 2008-2012

1.3 EMPLOYMENT

The total labor force according to 2012 American Community Survey data is 81,334. Following is a table detailing the employment by sector of these employees.

Table 1: 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

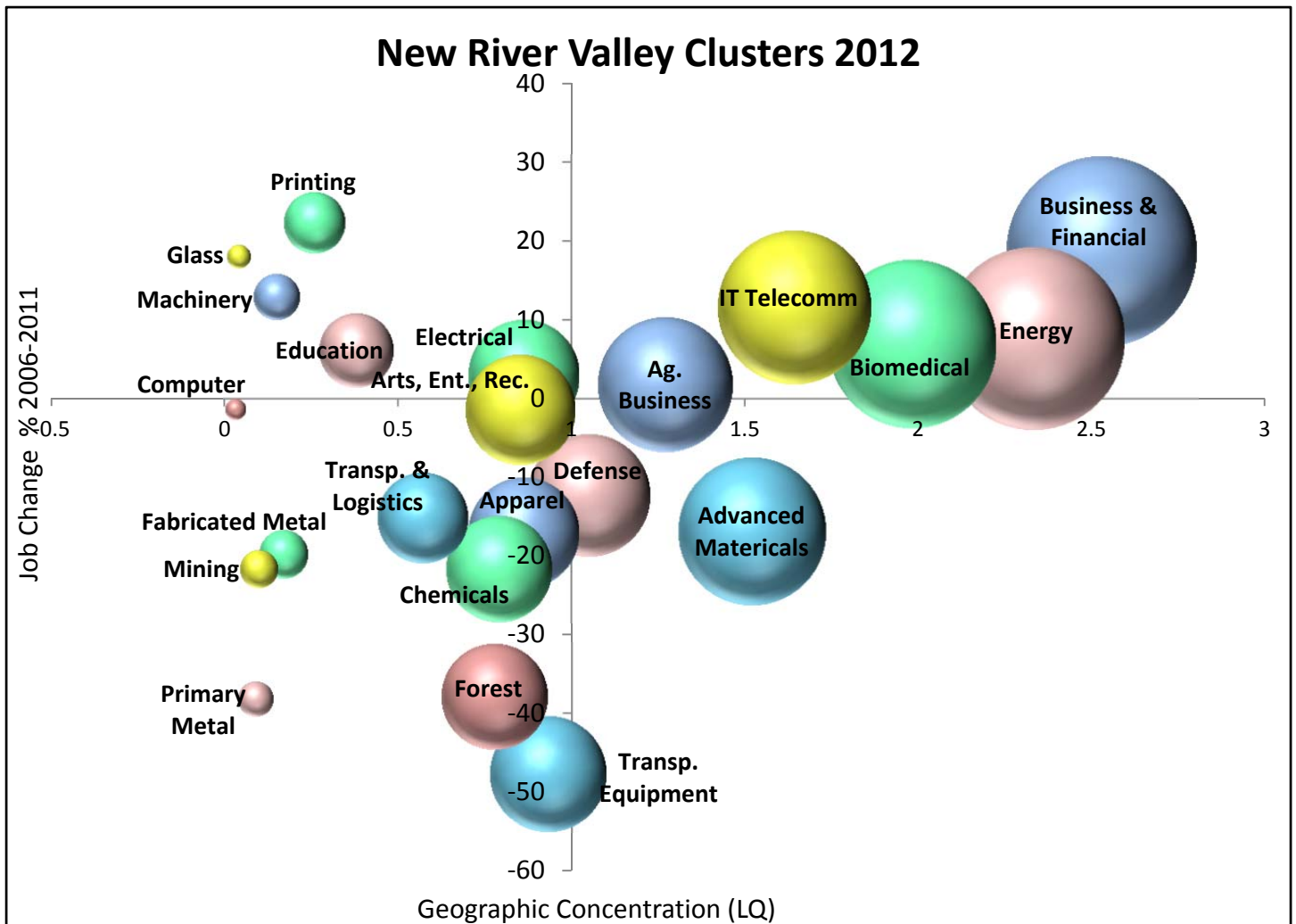
**Retail and university/college employment not reflected in chart.*

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 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 Planning District 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. As part of this analysis, pre- and post-recession time periods were evaluated to demonstrate the strengths and weaknesses of clusters within the region. Following is a chart that 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.

Table 2: NRV Cluster Analysis



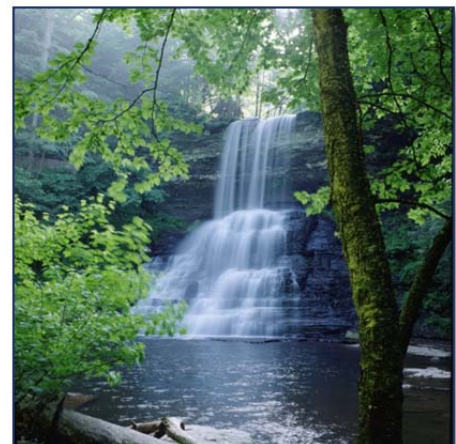
These clusters are: 1) Business and Financial Services; 2) Energy; 3) Biomedical; 4) Information Technology and Telecommunications; and 5) Agribusiness. In cluster theory, the top right quadrant, or 'stars', highlights the standout industries that define the region's economy that also have potential 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. 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.

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 generally harder rocks and have been mined for use in road construction (New River Valley Hazard Mitigation Plan, 2011).



Cascade Falls, Credit: Virginia Tech

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 (New River Valley Hazard Mitigation Plan, 2011).

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 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 (New River Valley Hazard Mitigation Plan, 2011).

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

	January Average	July Average	Annual Average
Temperature	24-44 (F)	60-85 (F)	
Precipitation	4.04 inches	4.73 inches	47.33 inches

Virginia Tourism Corporation, Southeast Regional Climate Center

Appalachian Trail

50 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.

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
- Verizon- Virginia
- AT&T
- Citizens Telephone Cooperative
- Verizon South
- 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. No gas service is provided in Floyd and Giles counties except for a dedicated pipeline to the Celanese plant in Narrows. 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 a 20% increase in domestic production, putting those located in natural gas service areas at a price advantage.

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. Floyd County is not currently serviced by rail. Currently, no passenger rail services exist within the New River Valley.

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 also reducing costs and total 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 held, and continues to have discussions about the strengths, weaknesses, opportunities, and threats within the region. Each year, new items are identified for each category. In 2011, the CEDS Committee had an in-depth discussion, and the following show the results of that meeting alongside discussions from the previous three years.

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
- Elected officials
- Music, arts, and cultural resources
- Engaged community-based organizations
- Foreign Trade Zone
- Natural resources/beauty
- Recreation opportunities
- Blue Ridge Parkway
- Temperate climate
- Economic diversity
- Low utility costs
- New River Community College
- Virginia Tech Corporate Research Center
- NRV Economic Development Alliance
- Southwest Virginia tourism – i.e. Crooked Road

Weaknesses

- Communities still affected by offshoring leading to deteriorating downtowns
- Low performing K-12 system
- Brain drain – losing young talent and families

- Loss of historic buildings due to disrepair
- Downtown vibrancy
- Lack access to capital for start-ups
- Few entrepreneurial leaders
- Low population, lack critical mass
- Workforce skills not matching available jobs
- Lack of diverse energy sources
- Deteriorating housing in some communities
- 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 business leaders
- Entrepreneurship mentoring
- Define competitive advantages
- Job shadowing
- Apprenticeships
- Interregional collaboration
- Economic gardening
- Seed and venture funding

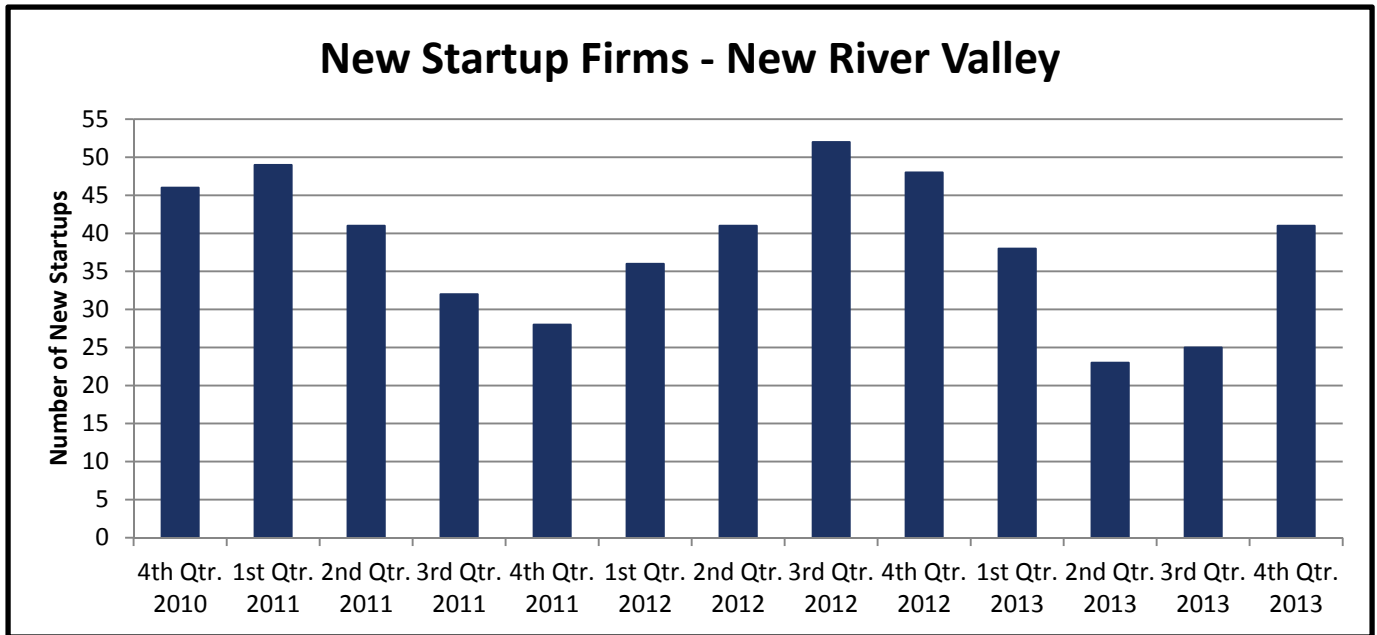
Threats

- 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

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.

Table 4: New Business Startups



New River Valley startup companies have options in each locality for small business services. The urban areas within the Blacksburg-Christiansburg-Radford metro area are more robust, as is expected with a greater population density and two universities. Following is a list of regional, local, state, and interregional services available to small businesses within the New River Valley.

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

Local

- Economic Development Authority of Floyd County
- Giles Business Incubator
- Montgomery-Blacksburg-Christiansburg (MBC) Development Corporation Revolving Loan Fund
- TechPad
- Beans and Rice (Radford/Pulaski)

State

- Virginia Department of Business Assistance

Interregional

- Roanoke SCORE

A complete description of each small business service is included in the appendix.

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 Planning District Commission Board of Directors: Hosts monthly public meetings where CEDS updates are reviewed. The final 2014 CEDS was presented on June 26, 2014.



NRV Built Game

Chapter 2: PRIORITIES, GOALS, AND OBJECTIVES

The New River Valley Planning District Commission (Economic Development District) leads the continuous planning process for economic development in Virginia's New River Valley. The Economic Development District 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. Since the last 5-Year Update in 2009, the priorities of the region have changed; therefore, so have the goals and objectives. 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, Credit: Brad Mecham

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 based on findings.
- 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: PROJECT EVALUATION FOR 2013 – 2014

The 2014 Project Package represented the priorities of the region as of May 2013. Following is a review of projects identified in the previous year's CEDS. The status of each project is marked with an "X" in the table to show project desirability, planning, funding sources, and if the project was completed with the past year. 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 2014 Project Package Evaluation

Project Status

Area	Description	Total Funding	Desired	Planning	Pre-Appl.	Application	Funded	Completed	Notes
Blacksburg	Huckleberry Trail Extension Assist in the construction of the Huckleberry Trail extension from Prices Fork to Glade Road. Will connect the Hethwood Community to the Heritage Park and then link to the National Forest. Grading, site amenities, and surfacing are needed for this project.	\$100,000	X	X		X	X	X	Complete 2014
Christiansburg	Phase II of the Route 114 widening project Widening Route 114 from Walters Drive Area to the New River Valley Mall Area	\$23,690,000	X	X		X	X		Construction nearing completion.
Christiansburg	Interchange ramp at Route 460 Bypass and N. Franklin Street Connection of east bound 460 Bypass to west bound Business 460	\$1,000,000	X	X					
Christiansburg	Christiansburg Institute Cultural Experience, Cultural Learning Curriculum, Oral History, and Site preservation.	\$3,000,000	X						
Christiansburg	Upgrade of Waste Water Plant Upgrade waste water plant to accommodate 8 million gallons per day	\$10,000,000	X						
Christiansburg	Phase II, Huckleberry Trail Extension Extension of the existing Huckleberry Trail from the present terminus at the New River Valley Mall to the south side of Route 114, including pedestrian bridge.	\$822,305	X	X		X	X		Anticipated bridge opening fall 2014
Christiansburg	Phase III, Huckleberry Trail Extension Extension of Huckleberry Trail from the south side of Route 114 near the New River Valley Mall to the Christiansburg Recreation Center	\$1,140,000	X	X		X	X	X	Complete 2014
Christiansburg	Emergency Services Station Emergency Services Station located on Quin W. Stuart Blvd	\$2-\$3,000,000	X						
Christiansburg	Passenger Rail Station in Christiansburg To develop a passenger rail station in the Town of Christiansburg.	\$10,000,000	X						
Christiansburg	Railroad Street Water Extension Installation of 400 LF of 6-inch water main	\$25,000	X						
Christiansburg	Phase IB of the Downtown Enhancement Project South side of East Main Street – new sidewalks, planting, paving.	\$1,489,647.36	X						
Christiansburg	Public Works Complex Moving current complex out of the floodplain	\$10,000,000	X						
Dublin	Dublin Fire Department Expansion To add two bays.	\$750,000	X	X					
Floyd County	Rocky Knob Interpretative Center Reg. Collaborative (Floyd Co) A bi-county commission is working on the development of a major tourism destination along the Blue Ridge Parkway. A lodge and interpretive center are planned.	\$10,000,000	X	X		X	X		
Floyd County	Phase II Floyd Innovation Center	\$3,000,000	X	X					EDA, ARC, Tobacco Commission funding. Expected completion fall 2014.
Floyd County	Regional Food Aggregating/Processing Center 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 leasable by local food businesses.	\$2,000,000	X						

New River Valley 2014 Project Package Evaluation

Project Status

Area	Description	Total Funding	Desired	Planning	Pre-Appl.	Application	Funded	Completed	Notes
Floyd County	Jacksonville Center E-Commerce Project (Floyd Co) Establishment of an e-commerce catalog of crafts and products.	\$50,000	X						
Floyd County	Multi-Tenant Facility for Floyd County To house growing businesses as well as meet space needs for governmental agencies and non-profits.	\$2,000,000	X	X		X	X		EDA, ARC, Tobacco Commission funding. Expected completion fall 2014.
Floyd County	Phase II Development of Floyd Regional Commerce Center Grade lots 1 and 2.	\$1,500,000	X	X					
Floyd County	Floyd Revolving Loan Fund Establish microlending fund for small businesses within Floyd County.	\$200,000	X						
Floyd County	Marketing Floyd County Regional Commerce Center 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	X						
Floyd County	Route 8 Improvements (South) (Floyd Co) Road Improvements on Route 8 southbound from Floyd, South.	\$1,500,000	X						
Floyd County	Science Technology Engineering and Math (STEM) Program for 8th-12th graders	\$300,000	X						
Floyd County	Floyd County Innovation Program Business concept/plan competition.	\$50,000	X						
Floyd County	Trails for Floyd (pedestrian, biking, and hiking) Extension of trail corridors from the town to the county as outlined in the comprehensive plan.	\$5,000,000	X						
Floyd County	Geo-engineering Studies Groundwater Resources in Floyd County To identify groundwater resources and calculate carrying capacity. Recharge areas and other important water resource areas would be mapped.	\$250,000	X						
Floyd County	Floyd County Health and Human Services Complex One-stop-shop in Floyd that would enable citizens to access needed services	\$2,000,000	X						
Floyd County	Engineering Studies on Extending Water and Sewer to areas of Floyd Co. To study water and sewer extensions and to understand hydrogeologic systems resources. Include protecting critical recharge and well-head areas.	\$1,500,000	X						
Floyd County	Trail Around Floyd Commerce Center To develop a walking trail around the new Commerce Center in Floyd.	\$400,000	X						
Floyd County/Town	Affordable Housing Implementation Construction and rehabilitation of affordable housing within Floyd County and Town.	\$340,000	X	X	X	X			Application pending
Floyd County/Town	Floyd Public Transit Study viability of public transit in county/town	\$25,000	X						
Floyd Town	Floyd Town Trails Program (final phase) New and upgraded sidewalks within the town.	\$300,000	X						
Floyd Town	Lineberry Memorial Park Development Design and construction of stage for performances.	\$1,500,000	X						

New River Valley 2014 Project Package Evaluation

Project Status

Area	Description	Total Funding	Desired	Planning	Pre-Appl.	Application	Funded	Completed	Notes
Giles County	Giles Multi-tenant Business Facility (Giles Co) A facility located in the Wheatland Eco Park.	\$2,000,000	X						
Giles County	Eggleston Water Extension Phase 2 (Giles Co) Extend water service to 160 residencies.	\$1,400,000	X	X					
Giles County	Route 635 Water Extension (Giles Co) Provide public water to approximately 150 residents in the Big Stoney Community of Giles County.	\$3,000,000	X						
Giles County	Clendennin Water Extension (Giles Co) Provide public water to approximately 50 residents in the Clendennin community of Giles County.	\$2,000,000	X	X					
Giles County	Ingram Village Sewer (Giles Co) Put in sewer lines.	\$2,000,000	X	X					
Giles County	Public Transportation Connections to Blacksburg, Virginia Tech, and other major employment centers.		X						
Giles County	Hoges Chapel Water Tank Replacement Project Replacement of 40 year old water tank and 23,000 feet of 10 inch water line	\$2,600,000	X	X	X	X			
Glen Lyn	Glen Lyn Park 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	X	X					
Glen Lyn	Glen Lyn Regional Wastewater Facility To combine wastewater from Rich Creek and Glen Lyn into a single operation. The Towns will undertake the project.	\$3,000,000	X	X					
Montgomery County	Development of Route 177 Corporate Park	\$20,000,000	X						
Montgomery County	Rt. 114 Widening From Christiansburg Town limits to Radford Army Ammunition Plant	\$63,000,000	X	X	X				
Montgomery County	Southgate Parkway Construction of ramps on Route 460 at Southgate Parkway entrance to Virginia Tech.	\$155,000,000	X	X	X	X			VDOT SYIP
Montgomery County	Expansion of Falling Branch Industrial Park Water, sewer, roads, and grading improvements	\$26,000,000	X	X					
Montgomery County	Route 8 Widening Project Widening Route 8 from the Montgomery and Floyd County line to the Town of Christiansburg.	\$75,000,000	X						
Montgomery County	Route 177 Water and Sewer Improvements	\$6,000,000	X						
Narrows	Upgrades and improvements at Mill Creek Nature Park		X	X					
Narrows	Upgrades/improvements to Lurich Road ballfields	\$1,100,000	X	X					
Narrows	Replace existing collection system piping and upgrade wastewater plan	\$2,500,000	X	X					

New River Valley 2014 Project Package Evaluation

Project Status

Area	Description	Total Funding	Desired	Planning	Pre-Appl.	Application	Funded	Completed	Notes
Narrows	Replace Existing Water Lines and Collection System Piping and Upgrade Wastewater Plant 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	X						
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.	\$2,000,000	X	X					
NRV	Broadband Infrastructure Explore options for higher bandwidth to the end user.	\$8,000,000	X	X					NRVNWA exploring options
NRV	Increase modern building stock through retrofits and new construction Modernize existing building stock through new construction or through retrofits to meet the needs of 21st century businesses.		X						
NRV	Develop a Career Pathways Task Force Investigate emerging sectors in the economy, develop multi-stage career development pathways with a range of entry/training and exit/career points to match those emerging employment sectors, and integrate the targeted career pathways approach within the public and post-secondary educational institutions.		X						
NRV	Green Challenge Waste to Energy Work with New River Resources Authority (NRRA) contractor to identify method of providing methane gas to commerce park.	\$2,000,000	X						
NRV	New River Valley Development Corporation Revolving Loan Fund Fund to provide assistance for business and non-profit development.	\$50,000	X	X					Initial funding with potential for application in 2014-2015
NRV	Creation of a Regional Destination Marketing Organization (DMO) Raise awareness of New River Valley assets	TBD	X						
NRV	Support Tower Infrastructure for Wireless Internet Connectivity Tower placement studies and streamlining of the zoning process		X	X					
NRV	Technology Magnet School: Workforce Development Designed to develop a specialized workforce in the NRV by providing advanced technology education to secondary schools. Federal funds will be used to purchase training equipment and construction of a facility.	\$8,000,000	X						
NRV	Regional Networking and Marketing of the Arts via Destination Marketing Organization (DMO) Use DMO to create a network of artisans and venues to promote New River Valley assets.	\$10,000	X						
NRV	Create a Consortium of School Districts, Community College, Economic Development and Local Business Representatives - Develop a Pilot Program Integrated Workforce Curriculum To develop an integrated workforce curriculum spanning from kindergarten to post-graduate degrees focusing on current/future business and industry needs (including Career Pathways development).	\$250,000	X						

New River Valley 2014 Project Package Evaluation

Project Status

Area	Description	Total Funding	Desired	Planning	Pre-Appl.	Application	Funded	Completed	Notes
NRV	NRV Airport Parallel Taxiway To provide taxiway parallel to runway and offer an opportunity to provide air access to the Industrial Park (NRV Commerce Park).	\$6,000,000	X	X	X				
NRV	Extension of Rail to Commerce Park 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.	\$4,600,000	X						
NRV	Small Business Development (Green/Nano/Bio) Program 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.	\$1,000,000	X						
NRV	Regional Conference/Civic Center Determine feasibility and appropriate site, engineering and architectural plans for regional conference center.	\$15,000,000	X						
NRV	Support Farms to School program throughout the region. Create education opportunities for students and support a supply of fresh foods from local farmers.	\$20,000	X						
NRV	Creation of Utility Standards Create utility standards for service providers to follow while coordinating digging between localities and service providers to install conduits or other potential uses		X						
NRV	Connectivity of Trails, Regional Trail System Interconnect various local, state and federal trails to create a continuous network in southwest Virginia.	\$800,000	X	X					
NRV	Interstate-81 Interchange Improvements Exits 89, 94, 98, 105, and 114.	TBD	X	X					
NRV	Route 100 Widening between Pulaski County and Giles County	TBD	X						
NRV	Support Public Private Partnerships for Agriculture Infrastructure Needs		X						
NRV	Implementing Project NEEMO To further the commercialization of nanotech research and development focusing on smaller specialty materials companies.	\$21,000,000	X						
NRV	Route 114 Bridge To replace the Route 114 bridge that has structural damage.	\$20,000,000	X	X	X	X	X	X	Complete 2014
NRV	Promote Agricultural Tourism Program to encourage farmers to evaluate agricultural tourism to enhance incomes.		X	X	X				Working with DHCD
NRV	Create Regional Revolving Loan Fund for Energy Audits and Retrofits Fund for New River Valley businesses and residents.		X						
NRV	Develop a Slaughterhouse or Regional Meat Processing Plant for Meat Processing and Production Develop facility to support local farmers		X						
NRV	Support Carpooling Efforts/Initiatives throughout the New River Valley Support the expansion and marketing of Ride Solutions while exploring potential for carpooling app		X	X	X	X	X		

New River Valley 2014 Project Package Evaluation

Project Status

Area	Description	Total Funding	Desired	Planning	Pre-Appl.	Application	Funded	Completed	Notes
NRV	Create a Network of Growers and Producers in the Region Link New River Valley farmers markets to increase profitability.		X	X					
NRV	Intermodal Transportation Center Further explore the possibility of developing an intermodal transportation site on under-utilized US Army property near Dublin, Virginia.	\$8,000,000	X						
NRV	Centralize Marketing of Energy Efficiency Options Create a "one stop shop" where people can evaluate typical "payback" on upgrades, find a qualified energy auditor/retrofitter, navigate various funding/financing options.		X						
NRV	Develop Region-Wide Bike Paths Used as both a tourism asset and an alternative/green method of transportation.	\$10,000,000	X	X					
NRV	Access to Capital Host workshops to educate businesses on capital access opportunities in the region, i.e. 460 Angels		X						
NRV	Network of Manufacturing Companies Corporate roundtable headed by NRV Economic Development Alliance.	\$1,000,000	X	X					
NRV	Tap into Additional Networks and Professional Organizations Research and encourage "continuing ed" requirements or periodic recertification so that the workforce can build their skill sets around emerging economic sectors.		X						
NRV	Implement K-12 Curriculum on Organic Food Production	\$50,000	X						
NRV	Promote Civil War Historical Sites To promote civil war historical sites throughout the NRV.		X						
NRV	Study Data from Various Wind/Solar Demonstration Projects around the NRV Evaluate effectiveness of wind and solar projects to inform potential future projects.		X						
NRV	Conduct Farming Visioning with Agriculture Stakeholders, Farm Bureau and Extension		X	X					
NRV	New River Valley Park and Ride Lot Development Development of new park and ride facilities.	\$1,500,000	X	X	X				
NRV	Incorporate "Green" Training into Secondary and Post-secondary Vocational Construction Programs Change current curriculum in Construction Trades to include "retro fitting" remodeling for energy efficiency in homes.	\$500,000	X						
NRV	Develop and Implement a Program to Support Small Family Farms 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.		X						
NRV	Implement the National Energy Education Development (NEED) Program in Regional K-12 Schools Energy education in our schools.	\$100,000	X						

New River Valley 2014 Project Package Evaluation

Project Status

Area	Description	Total Funding	Desired	Planning	Pre-Appl.	Application	Funded	Completed	Notes
NRV	Support "Communities in Schools" Program Connect community resources with schools to help students achieve success.		X						
NRV	Creation of a Fund to Remove Derelict Structures Tax advantages to remove structures alongside an education program on "how to"		X						
NRV	Support Co-Working Spaces for Businesses Utilization of underused facilities		X	X					
NRV	TransDominion Express - Capital Costs A statewide project to provide passenger rail transportation from Bristol through the New River Valley, and on to Richmond and Washington, D.C.	\$9,300,000	X						
NRV	Create Formal Regional Leadership Organization Create formal leadership organization, hold community awareness workshop, and establish certified leadership development program.	\$20,000	X	X					
NRV	Youth Planning Council Involve youth in discussing community development issues across the region.	\$20,000	X						
NRV	Creation of an Interactive CEDS Map with Project Identification GIS map to track progress of CEDS projects within the region.		X						
Pearisburg	Whitt-Riverbend Park Trail Construct 1.1 mile loop trail and rest room.	\$60,000	X	X					
Pearisburg	Whitt-Riverbend Park Development Phase II Development of public park on 27.7 acres of land with 1.75 miles frontage on Walker Creek and the New River. Site will include primitive camping, picnic areas, restrooms, drain field, hiking, fishing, and improved road access.	\$30,000	X	X					
Pearisburg	Whitt-Riverbend Boat Launch - Improved Boat Access for 28 Acre Park	\$111,200	X						
Pearisburg	Bluff City Boat Launch - Improved Boat Access for New River	\$105,000	X	X	X				
Pearisburg	Community Center Renovation of Old School for Community Center Including New Electrical, Mechanical and Plumbing		X	X					
Pulaski County	Shell Building-Industrial Park Construction of a shell building at the New River Valley Commerce Park	\$1,500,000	X						
Pulaski County	Exit 101 Interchange Improvements and Connector Route 11 Provide interstate access to the proposed Veteran's Cemetery and Route 11 with an urban 3 lane typical on 4 lane right of way.	\$16,500,000	X						
Pulaski County	New River Trail Extension	\$5,000,000	X	X					
Pulaski County	Pulaski County Dispatch/Communications To upgrade Pulaski County's dispatch/communications system.	\$1,600,000	X	X	X	X	X	X	Complete 2014
Pulaski County	New Facility, Sheriff's Department New Sheriff's Department facility for Pulaski County.	\$900,000	X	X	X	X	X	X	Complete 2014
Pulaski County	Snowville Fire Department Fire Station replacement	\$2,100,000	X	X					
Pulaski County	Skyview Subdivision/Fairgrounds Area Sewer (Pulaski Co) Provide sewer to NRV Fairgrounds & 148 residences.	\$500,000	X	X	X	X			
Pulaski County	Newbern Area Enhancements Creation of Wilderness Road Exhibit and other area enhancements.		X						

New River Valley 2014 Project Package Evaluation

Project Status

Area	Description	Total Funding	Desired	Planning	Pre-Appl.	Application	Funded	Completed	Notes
Pulaski County	Indoor Recreation - Wellness Center Indoor Recreation-Wellness Center for the citizens of Pulaski County.	\$7,000,000	X						
Pulaski Town	Town of Pulaski Business Park Expansion The acquisition and site preparation of greenspace for industrial growth.	\$2,000,000	X						
Pulaski Town	Brownfields Redevelopment Redevelopment of existing industry and housing.	\$1,000,000	X						
Pulaski Town	Dalton Building Reuse Update Dalton Building into a hotel and restaurant		X	X					
Pulaski Town	Dora Hwy Neighborhood Revitalization 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	X	X	X	X	X		Nearing completion
Pulaski Town	Calfee Park Renovations (Pulaski Town) Improvements to bring the facility up to baseball standards. Visitor dugouts, dressing rooms, and infrastructure improvements are needed.	\$1,000,000	X						
Pulaski Town	Intensifying Blight Elimination Program The Town was awarded an EPA Brownfields Grant application in 2010.	\$200,000	X						
Pulaski Town	Rt. 99 Water/Sewer Extension Extend water and sewer lines to Exit 94, to encourage commercial development.	\$1,500,000	X	X					
Pulaski Town	Public Safety Facility A modern centralized facility located out of the flood plain and away from rail tracks.	\$5,000,000	X	X	X				
Pulaski Town	Enhance Bob White Boulevard and East Main Street Intersection		X	X					
Pulaski Town	Sewer Collection/Pump Station Improvements Infrastructure improvements at Stations 4A and 4B	\$2,000,000	X	X					
Pulaski Town	Water Filtration Plant Improvements Modernization of the current water filtration plant.	\$1,000,000	X						
Pulaski Town	Bicycle Lane and Trail Improvements Improving bike accessibility for critical pathways throughout the Town.	\$1,000,000	X	X					
Radford	Passenger Rail Station in Radford To develop a passenger rail station in the City of Radford.	\$10,000,000	X	X					
Radford	High Meadows Development (Radford) Improve the water system to include line work and a water tank.	\$806,000	X						
Radford	Radford Village Water Line Replacement 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	X						
Radford	Wildwood Park Entrance Improve the Park entrance with parking facilities, a kiosk, pergola, new gate, and interpretive exhibits.	\$150,000	X						
Radford	Smartway Service Extension to the City of Radford and Radford University To connect Radford and Radford University to the existing network.		X						
Radford	Miscellaneous drainage project Design and construction of drainage improvements identified in 1993 Facility Plan in various locations throughout the city. The improvements would prevent runoff damage to public and private properties.	\$75,000	X						

New River Valley 2014 Project Package Evaluation

Project Status

Area	Description	Total Funding	Desired	Planning	Pre-Appl.	Application	Funded	Completed	Notes
Radford	University Drive Bridge 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	X						
Radford	Radford Ingles Overlook and Amphitheater Amphitheater engineering and construction for outdoor events.		X						
Radford	Third Avenue Parking Lot 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	X						
Radford	Soccerfield/Football field To construct two playing fields adjacent to the Radford Riverfront.	\$400,000	X						
Rich Creek	Rich Creek Downtown Enhancement Project Ensure the stability and success of downtown Rich Creek.	\$1,250,000	X	X	X				

Chapter 4: NEW ANNUAL PROJECT PACKAGE REPORT

4.1 Project Evaluation Criteria - Reviewed April 2014

As stated in the Organization and Management section of this report, the PDC Board members reviewed and updated the project evaluation criteria.

PROJECT TYPE (Points)

Priority Level 1 (8)

- Water, sewer and communication utilities
- Employment Creation/Retention
 - Technology and Industrial
- Entrepreneurial/Small Business Assistance
- Regional/Local School & Educational Facilities & Programs
- Transportation Planning
- Housing Production
- Technology Career Facilities
- Clean Energy Projects
- Tourism
- Community Facilities¹
- Marketing/Promotion of Assets
- Senior Care Facilities
- Value-Added Local Food

Priority Level 2 (6)

- Primary/Arterial Roads & Transportation Maintenance
- Passenger Rail and Airport Service
- Facilities for Protected Populations
- Comprehensive Community Development²
- Employment Creation/ Retention-Commercial
- Mixed Use Development
- Central Business District Revitalization
- Green Building Projects and Natural/Cultural Resources Protection
- Public Transportation Connections

Priority Level 3 (4)

- Secondary Roads
- Community Centers/Recreation
- Other Economic Development
- Homeownership Program
- Drainage/Flood Control

Priority Level 4 (2)

- Other Housing
- Other Community Facilities
- Other Community Services Facilities³
- Community Development Programs
- Drought Management

¹ Water services, wastewater services, drainage improvements, and street improvements.

² Targets neighborhood improvements including; housing, water, sewer, streets, drainage, sidewalks, solid waste/garbage, debris removal, street lighting, recreation, police/fire protection, and other neighborhood specific items.

³ Targets LMI persons needs for day care facilities, facilities for protected populations, 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:

1. Investment Relationship: The project is a significant investment in relation to the economy of the Planning District.

Points

- 5 A. Proposed investment directly supports high skill/high wage jobs.
- 3 B. Proposed investment results in an environment to support high skill/high wage jobs.
- 2 C. Proposed investment results in jobs having a regional average wage.
- 1 D. Proposed investment is to support high skill/high wage jobs.
- 0 E. Does not support job creation with above average wages.

2. 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 A. Region-Wide Impact
- 4 B. Four to Five Jurisdictions Participating or Impacted
- 2 C. Two to Three Jurisdictions Participating or Impacted
- 1 D. One Jurisdiction Participating or Impacted

3. Regional Economic Clusters: Economic clusters reflect competitiveness of a regional economic sector versus national trends and job growth.

Points

- 8 A. Project Relates to High Job Growth, High Geographic Concentration Clusters
- 6 B. Project Relates to High Job Growth, Lower Geographic Concentration Clusters
- 4 C. Project Relates to Job Loss, High Geographic Concentration Clusters
- 0 D. Project Relates to Job Loss, Low Geographic Concentration Clusters

4. Per Capita Income: Utilizing the latest available data, per capita income will be used in evaluating project significance. City-County/Town rank will be utilized, while in cases of multiple jurisdictions, the average rank will be determined.

Points

- 3 A. If less than or equal to 60% of State per capita income
- 2 B. If 61 - 74% of State per capita income
- 1 C. If 75 - 99% of State per capita income
- 0 D. If greater than or equal to the State per capita income

5. Unemployment Rate: Utilizing the latest annual average figures available, unemployment rates will be used in evaluating project significance. City-County/Town will be utilized, while in cases of multiple jurisdictions, the average rank will be determined.

Points

- 3 A. If 10% or more above State average (formerly 50%)
- 2 B. If 5 - 10% above State average (formerly 25-49%)
- 1 C. If 1 – 5% above State average (formerly 1-24%)
- 0 D. If equal to or below State average

6. 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 A. High stress
- 1 B. Above average stress
- 0 C. Below average stress

7. Relationship to Private Investments: Capital investments from private sources relate to the significance of the project.

Points

- 5 A. More than 50% Private Investment
- 3 B. 25-49% Private Investment
- 2 C. Private Investment below 25%
- 0 D. No Private Investment

8. Relationship to Previous Investment

Points

- 2 A. New Service or Facility; Expansion of Service from an Existing Service
- 1 B. Replacement of Existing Service or Facility

9. Readiness to Initiate Project

Points

- 5 A. Jurisdictional Commitment and Final Plans and Specifications-Application Filed
- 4 B. Jurisdictional Commitment - Preliminary Plans and Specifications-Pre-application Filed
- 2 C. Jurisdictional Commitment, but no Plans and Specifications-Desired Project
- 1 D. No Jurisdictional Commitment, but Preliminary Plans and Specifications- Pre-application/Application
- 0 E. No Jurisdictional Commitment and no Plans and Specifications- No Pre-application/Application

10. Public Private Partnership

Points

- 5 A. Significant Public Private Partners
- 2 B. A Public Private Partner
- 0 C. No Public Private Partner

11. Relationship to “Green” Practices

Points

- 5 A. Project directly creates “green” jobs

- 4 B. Project implements “green practices” with certification
- 2 C. Project implements “green practices”
- 1 D. Project results in recycling or reuse
- 0 E. Little or no “green” commitment

12. Relationship to Natural Resources

Points

- 5 A. Project sets aside land for conservation
- 3 B. Project compliments natural assets
- 0 C. Project does not benefit natural resources
- 2 D. Project is a detriment to natural resources

13. Directly Correlates to EDA Investment Priorities

- 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

14. 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

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.

4.2 Evaluating Projects

Projects remaining from the 2012 Project package as well as new project ideas are evaluated and ranked using the above criteria. While all the criteria are important, several are based directly on the most current economic data. For a summary of that data, see Tables 1, 2 and 3 below. For the scores and ranked projects, see the **New River Valley 2014 Annual Project Package, page 33**.

Table 5: Per Capita Income

Jurisdiction	2008-2012	% of VA	Population
Floyd County	\$21,855	65.6%	15,268
Giles County	\$23,766	71.3%	17,149
Montgomery County	\$23,292	69.9%	94,179
Pulaski County	\$22,231	66.7%	34,869
City of Radford	\$15,748	47.3%	16,511
New River Valley	\$21,822	66.9%	177,976
Virginia	\$33,326	100%	8,014,955

Source: 2008-2012 American Community Survey 5 Year Estimates

Table 6: Unemployment Rate

Jurisdiction	Percent
Floyd County	5.6%
Giles County	6.0%
Montgomery County	5.2%
Pulaski County	5.7%
City of Radford	6.9%
New River Valley	5.6%
Virginia	5.3%

Source: Virginia Workforce Connection, March 2014

Note: 10% above the Virginia Level would be 5.72% or more; 5-10% would be 5.46% to 5.719%

Table 7: 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, January 2012.

New River Valley Annual Project Package 2015

Score	Area	Description	Fed. \$	State \$	Local \$	Total Funding	Const. Date	Responsible Agency
49	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.		\$990,000	\$885,000	\$125,000	\$2,000,000	2015
49	NRV	Broadband Infrastructure Explore options for higher bandwidth to the end user.					\$8,000,000	2014-2015
48	NRV	Develop a Career Pathways Task Force Investigate emerging sectors in the economy, develop multi-stage career development pathways with a range of entry/training and exit/career points to match those emerging employment sectors, and integrate the targeted career pathways approach within the public and post-secondary educational institutions.						2014
48	NRV	Green Challenge Waste to Energy Work with New River Resources Authority (NRRA) contractor to identify method of providing methane gas to commerce park.		\$1,000,000		\$1,000,000 (private)	\$2,000,000	2014
48	NRV	New River Valley Development Corporation Revolving Loan Fund Fund to provide assistance for business and non-profit development.		\$25,000		\$25,000	\$50,000	2014
48	NRV	Creation of a Regional Destination Marketing Organization (DMO) Raise awareness of New River Valley assets					TBD	2014
47	NRV	Support Tower Infrastructure for Wireless Internet Connectivity Tower placement studies and streamlining of the zoning process						2014

New River Valley Annual Project Package 2015

Score	Area	Description	Fed. \$	State \$	Local \$	Total Funding	Const. Date	Responsible Agency
46	Giles County	Giles Multi-tenant Business Facility (Giles Co) A facility located in the Wheatland Eco Park.				\$2,000,000	2014	Giles County IDA
46	NRV	Technology Magnet School: Workforce Development Designed to develop a specialized workforce in the NRV by providing advanced technology education to secondary schools. Federal funds will be used to purchase training equipment and construction of a facility.	\$4,000,000	\$2,000,000	\$2,000,000	\$8,000,000	2015	New River Community College & School Divs
45	Christiansburg	Phase II of the Route 114 widening project Widening Route 114 from Walters Drive Area to the New River Valley Mall Area		\$23,690,000		\$23,690,000	2014	VDOT, Christiansburg
45	NRV	Regional Networking and Marketing of the Arts via Destination Marketing Organization (DMO) Use DMO to create a network of artisans and venues to promote New River Valley assets.				\$10,000	2014	
44	Floyd County	Rocky Knob Interpretative Center Reg. Collaborative (Floyd Co) A bi-county commission is working on the development of a major tourism destination along the Blue Ridge Parkway. A lodge and interpretive center are planned.	\$8,000,000		\$2,000,000	\$10,000,000	2015	Rocky Knob
44	NRV	Create a Consortium of School Districts, Community College, Economic Development and Local Business Representatives - Develop a Pilot Program Integrated Workforce Curriculum To develop an integrated workforce curriculum spanning from kindergarten to post-graduate degrees focusing on current/future business and industry needs (including Career Pathways development).				\$250,000	2014	
44	NRV	NRV Airport Parallel Taxiway 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
43	Floyd County	Phase II Floyd Innovation Center	\$1,000,000	\$1,000,000	\$1,000,000	\$3,000,000	2015	Economic Development Authority of Floyd County

New River Valley Annual Project Package 2015

Score	Area	Description	Fed. \$	State \$	Local \$	Total Funding	Const. Date	Responsible Agency
43	Floyd County	Regional Food Aggregating/Processing Center 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 leasable by local food businesses.	\$1,000,000	\$500,000	\$500,000	\$2,000,000	2014	Floyd County
43	Montgomery County	Development of Route 177 Corporate Park	\$15,000,000	\$4,000,000	\$1,000,000	\$20,000,000	TBD	Montgomery County EDA
43	Montgomery County	Rt. 114 Widening From Christiansburg Town limits to Radford Army Ammunition Plant	\$50,400,000	\$12,600,000		\$63,000,000	2018	VDOT/Montgomery County
43	NRV	Extension of Rail to Commerce Park 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 Regional Industrial Facilities Authority
43	NRV	Small Business Development (Green/Nano/Bio) Program 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	2014	Universities, NRCC, School Divisions
42	Floyd County	Jacksonville Center E-Commerce Project (Floyd Co) Establishment of an e-commerce catalog of crafts and products.				\$50,000	2014	Jacksonville Center, Inc.
42	NRV	Increase modern building stock through retrofits and new construction Modernize existing building stock through new construction or through retrofits to meet the needs of 21st century businesses.					2015-16	NRV Economic Development Alliance
42	NRV	Support Farms to School program throughout the region. Create education opportunities for students and support a supply of fresh foods from local farmers.				\$20,000	2014-2014	

New River Valley Annual Project Package 2015

Score	Area	Description	Fed. \$	State \$	Local \$	Total Funding	Const. Date	Responsible Agency
42	NRV	Creation of Utility Standards Create utility standards for service providers to follow while coordinating digging between localities and service providers to install conduits or other potential uses						
42	NRV	Connectivity of Trails, Regional Trail System Interconnect various local, state and federal trails to create a continuous network in southwest Virginia.	\$400,000		\$400,000	\$800,000	2014	Trail Operators
41	Floyd County	Multi-Tenant Facility for Floyd County To house growing businesses as well as meet space needs for governmental agencies and non-profits.	\$1,600,000	\$200,000	\$200,000	\$2,000,000	2014	Floyd County
41	Montgomery County	Southgate Parkway Construction of ramps on Route 460 at Southgate Parkway entrance to Virginia Tech.	\$124,000,000	\$31,000,000		\$155,000,000	TBD	VDOT
41	NRV	Interstate-81 Interchange Improvements Exits 89, 94, 98, 105, and 114.				TBD	2014-20	VDOT
41	NRV	Route 100 Widening between Pulaski County and Giles County				TBD	2014-20	VDOT
41	NRV	Support Public Private Partnerships for Agriculture Infrastructure Needs					2014	
41	Pulaski County	Shell Building-Industrial Park Construction of a shell building at the New River Valley Commerce Park	\$750,000	\$750,000		\$1,500,000	2014	Pulaski County

New River Valley Annual Project Package 2015

Score	Area	Description	Fed. \$	State \$	Local \$	Total Funding	Const. Date	Responsible Agency
41	Pulaski Town	Town of Pulaski Business Park Expansion The acquisition and site preparation of greenspace for industrial growth.	\$1,000,000		\$1,000,000	\$2,000,000	2015	EDA, Town of Pulaski
39	Floyd County	Phase II Development of Floyd Regional Commerce Center Grade lots 1 and 2.	\$1,000,000		\$500,000	\$1,500,000	2014	Floyd County, Economic Development Authority of Floyd County
39	NRV	Implementing Project NEEMO To further the commercialization of nanotech research and development focusing on smaller specialty materials companies.	\$7,000,000	\$6,000,000	\$8,000,000	\$21,000,000	2014	VA's First Regional Industrial Facility Authority-Participation Committee
39	NRV	Route 114 Bridge To replace the Route 114 bridge that has structural damage.		\$20,000,000		\$20,000,000	2014	VDOT
39	NRV	Promote Agricultural Tourism Program to encourage farmers to evaluate agricultural tourism to enhance incomes.					2014	Virginia Tourism Corporation/Round the Mountain
39	NRV	Create Regional Revolving Loan Fund for Energy Audits and Retrofits Fund for New River Valley businesses and residents.						
39	Rich Creek	Rich Creek Downtown Enhancement Project Ensure the stability and success of downtown Rich Creek.		\$1,000,000	\$250,000	\$1,250,000	2014	Rich Creek Town
38	NRV	Regional Conference/Civic Center 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

Score	Area	Description	Fed. \$	State \$	Local \$	Total Funding	Const. Date	Responsible Agency
38	NRV	Develop a Slaughterhouse or Regional Meat Processing Plant for Meat Processing and Production Develop facility to support local farmers					2014-15	Rural Development-Sustain Floyd Planning Grant
38	NRV	Support Carpooling Efforts/Initiatives throughout the New River Valley Support the expansion and marketing of Ride Solutions while exploring potential for carpooling app						
38	NRV	Create a Network of Growers and Producers in the Region Link New River Valley farmers markets to increase profitability.						
38	Pulaski County	Exit 101 Interchange Improvements and Connector Route 11 Provide interstate access to the proposed Veteran's Cemetery and Route 11 with an urban 3 lane typical on 4 lane right of way.	\$2,000,000	\$1,000,000		\$16,500,000	2020	Virginia's First/Army
38	Pulaski Town	Brownfields Redevelopment Redevelopment of existing industry and housing.	\$500,000		\$500,000	\$1,000,000	2014	Pulaski Town and EPA
37	Blacksburg	Huckleberry Trail Extension Assist in the construction of the Huckleberry Trail extension from Prices Fork to Glade Road. Will connect the Hethwood Community to the Heritage Park and then link to the National Forest. Grading, site amenities, and surfacing are needed for this project.			\$100,000	\$100,000	2014	Town of Blacksburg
37	NRV	Intermodal Transportation Center 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
37	NRV	Centralize Marketing of Energy Efficiency Options Create a "one stop shop" where people can evaluate typical "payback" on upgrades, find a qualified energy auditor/retrofitter, navigate various funding/financing options.						

New River Valley Annual Project Package 2015

Score	Area	Description	Fed. \$	State \$	Local \$	Total Funding	Const. Date	Responsible Agency
37	NRV	Develop Region-Wide Bike Paths 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
37	NRV	Access to Capital Host workshops to educate businesses on capital access opportunities in the region, i.e. 460 Angels						
36	NRV	Network of Manufacturing Companies Corporate roundtable headed by NRV Economic Development Alliance.	\$500,000	\$250,000	\$250,000	\$1,000,000	2014	NRVPDC
36	NRV	Tap into Additional Networks and Professional Organizations 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
36	NRV	Implement K-12 Curriculum on Organic Food Production				\$50,000	2014	
36	NRV	Promote Civil War Historical Sites To promote civil war historical sites throughout the NRV.					2014	Southwest Virginia Cultural Heritage Foundation
36	NRV	Study Data from Various Wind/Solar Demonstration Projects around the NRV Evaluate effectiveness of wind and solar projects to inform potential future projects.						
36	NRV	Conduct Farming Visioning with Agriculture Stakeholders, Farm Bureau and Extension						

New River Valley Annual Project Package 2015

Score	Area	Description	Fed. \$	State \$	Local \$	Total Funding	Const. Date	Responsible Agency
35	Floyd County	Floyd Revolving Loan Fund Establish microlending fund for small businesses within Floyd County.	\$200,000			\$200,000	2014	Floyd IDA
35	Floyd County	Marketing Floyd County Regional Commerce Center 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
35	Giles County	Public Transportation Connections to Blacksburg, Virginia Tech, and other major employment centers.	\$1,600,000		\$400,000	\$2,000,000	2014	Giles County
35	Montgomery County	Expansion of Falling Branch Industrial Park Water, sewer, roads, and grading improvements	\$19,500,000	\$5,200,000	\$1,300,000	\$26,000,000	2015	Montgomery County EDA
34	Floyd County	Route 8 Improvements (South) (Floyd Co) Road Improvements on Route 8 southbound from Floyd, South.		\$1,500,000		\$1,500,000	2014	VDOT
34	Narrows	Upgrades and improvements at Mill Creek Nature Park					2014-15	Town of Narrows
34	NRV	New River Valley Park and Ride Lot Development Development of new park and ride facilities.	\$750,000	\$750,000		\$1,500,000	2014	VDOT
34	NRV	Incorporate "Green" Training into Secondary and Post-secondary Vocational Construction Programs 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 2015

Score	Area	Description	Fed. \$	State \$	Local \$	Total Funding	Const. Date	Responsible Agency
34	NRV	Develop and Implement a Program to Support Small Family Farms 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	
34	Pearisburg	Whitt-Riverbend Park Trail Construct 1.1 mile loop trail and rest room.		\$30,000	\$30,000	\$60,000	2014-15	Pearisburg Town
34	Pearisburg	Whitt-Riverbend Park Development Phase II Development of public park on 27.7 acres of land with 1.75 miles frontage on Walker Creek and the New River. Site will include primitive camping, picnic areas, restrooms, drain field, hiking, fishing, and improved road access.			\$30,000	\$30,000	2014-18	Town of Pearisburg
34	Pearisburg	Whitt-Riverbend Boat Launch - Improved Boat Access for 28 Acre Park		\$83,400	\$27,800	\$111,200	2014-15	Town of Pearisburg and Giles County
34	Pearisburg	Bluff City Boat Launch - Improved Boat Access for New River		\$78,750	\$26,250	\$105,000	2014-15	Town of Pearisburg and Giles County
34	Pulaski Town	Dalton Building Reuse Update Dalton Building into a hotel and restaurant						
33	Giles County	Hoges Chapel Water Tank Replacement Project 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
33	Glen Lyn	Glen Lyn Regional Wastewater Facility 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

New River Valley Annual Project Package 2015

Score	Area	Description	Fed. \$	State \$	Local \$	Total Funding	Const. Date	Responsible Agency
33	Narrows	Upgrades/improvements to Lurich Road ballfields				\$1,100,000		Town of Narrows
33	NRV	Implement the National Energy Education Development (NEED) Program in Regional K-12 Schools Energy education in our schools.				\$100,000	2014	
33	Pulaski County	New River Trail Extension				\$5,000,000		VDOT, Pulaski County
33	Radford	Passenger Rail Station in Radford To develop a passenger rail station in the City of Radford.				\$10,000,000	2020	Radford City, MPO, DRPT
32	Christiansburg	Interchange ramp at Route 460 Bypass and N. Franklin Street Connection of east bound 460 Bypass to west bound Business 460		\$1,000,000		\$1,000,000	2014	VDOT, Christiansburg
32	Floyd County	Science Technology Engineering and Math (STEM) Program for 8th-12th graders				\$300,000	2014	Floyd County Public Schools
32	Floyd County	Floyd County Innovation Program Business concept/plan competition.				\$50,000	2014	Economic Development Authority of Floyd County
32	Floyd County/Floyd Town	Affordable Housing Implementation 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 2015

Score	Area	Description	Fed. \$	State \$	Local \$	Total Funding	Const. Date	Responsible Agency
32	NRV	Support "Communities in Schools" Program Connect community resources with schools to help students achieve success.						
32	NRV	Creation of a Fund to Remove Derelict Structures Tax advantages to remove structures alongside an education program on "how to"						
32	NRV	Support Co-Working Spaces for Businesses Utilization of underused facilities						
32	Pulaski County	Pulaski County Dispatch/Communications To upgrade Pulaski County's dispatch/communications system.				\$1,600,000	2014	Pulaski County
32	Pulaski Town	Dora Hwy Neighborhood Revitalization 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
31	Christiansburg	Christiansburg Institute Cultural Experience, Cultural Learning Curriculum, Oral History, and Site preservation.	\$1,500,000		\$1,500,000	\$3,000,000	2014	Christiansburg Institute
31	Christiansburg	Upgrade of Waste Water Plant Upgrade waste water plant to accommodate 8 million gallons per day	\$10,000,000			\$10,000,000	2014	Christiansburg
31	Christiansburg	Phase II, Huckleberry Trail Extension Extension of the existing Huckleberry Trail from the present terminus at the New River Valley Mall to the south side of Route 114, including pedestrian bridge.	\$657,844		\$164,461	\$822,305	2014	Montgomery County and Town of Christiansburg

New River Valley Annual Project Package 2015

Score	Area	Description	Fed. \$	State \$	Local \$	Total Funding	Const. Date	Responsible Agency
31	Christiansburg	Phase III, Huckleberry Trail Extension Extension of Huckleberry Trail from the south side of Route 114 near the New River Valley Mall to the Christiansburg Recreation Center	\$228,000		\$912,000	\$1,140,000	2014	Montgomery County, Town of Christiansburg
31	Christiansburg	Emergency Services Station Emergency Services Station located on Quin W. Stuart Blvd	\$3,000,000			\$2-\$3,000,000	2014	Christiansburg
31	Dublin	Dublin Fire Department Expansion To add two bays.	\$750,000			\$750,000	2014	Dublin Town/Pulaski County
31	NRV	TransDominion Express - Capital Costs A statewide project to provide passenger rail transportation from Bristol through the New River Valley, and on to Richmond and Washington, D.C.		\$9,300,000		\$9,300,000	2015	VA Department of Rail and Public Transportation
31	Pulaski County	New Facility, Sheriff's Department New Sheriff's Department facility for Pulaski County.				\$900,000	2014	Pulaski County - Sheriff
31	Pulaski County	Snowville Fire Department Fire Station replacement	\$1,680,000		\$420,000	\$2,100,000	2014	Pulaski County
31	Pulaski Town	Calfee Park Renovations (Pulaski Town) 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
30	NRV	Create Formal Regional Leadership Organization 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 2015

Score	Area	Description	Fed. \$	State \$	Local \$	Total Funding	Const. Date	Responsible Agency
30	Radford	High Meadows Development (Radford) Improve the water system to include line work and a water tank.			\$806,000	\$806,000	2014	Radford
29	Christiansburg	Passenger Rail Station in Christiansburg To develop a passenger rail station in the Town of Christiansburg.				\$10,000,000	2020	Christiansburg Town
29	Floyd Town	Floyd Town Trails Program (final phase) New and upgraded sidewalks within the town.	\$240,000		\$60,000	\$300,000	2014	Floyd Town
29	Montgomery County	Route 8 Widening Project 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
29	Narrows	Replace Existing Water Lines and Collection System Piping and Upgrade Wastewater Plant The Town went online with the Giles County Public Service Authority and in response to the increased cost of purchasing water from the GCPSA, 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
29	Pulaski Town	Intensifying Blight Elimination Program The Town was awarded an EPA Brownfields Grant application in 2010.	\$200,000			\$200,000	2014	Town of Pulaski, EPA
29	Pulaski Town	Rt. 99 Water/Sewer Extension Extend water and sewer lines to Exit 94, to encourage commercial development.	\$1,500,000			\$1,500,000	2014	Town of Pulaski, Pulaski County
29	Radford	Radford Village Water Line Replacement 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

New River Valley Annual Project Package 2015

Score	Area	Description	Fed. \$	State \$	Local \$	Total Funding	Const. Date	Responsible Agency
29	Radford	Wildwood Park Entrance Improve the Park entrance with parking facilities, a kiosk, pergola, new gate, and interpretive exhibits.	\$100,000		\$50,000	\$150,000	2014	Radford
29	Radford	Smartway Service Extension to the City of Radford and Radford University To connect Radford and Radford University to the existing network.						
28	Christiansburg	Railroad Street Water Extension Installation of 400 LF of 6-inch water main				\$25,000	2014	Christiansburg
28	Christiansburg	Phase IB of the Downtown Enhancement Project South side of East Main Street – new sidewalks, planting, paving.	\$1,191,718		\$297,929	\$1,489,647.36	2014	Town of Christiansburg, Gay and Neel, Inc.
28	Floyd County	Trails for Floyd (pedestrian, biking, and hiking) 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
28	Floyd County	Geo-engineering Studies Groundwater Resources in Floyd County 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
28	Narrows	Replace existing collection system piping and upgrade wastewater plan			\$2,500,000	\$2,500,000		Town of Narrows
28	Pulaski Town	Public Safety Facility 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

New River Valley Annual Project Package 2015

Score	Area	Description	Fed. \$	State \$	Local \$	Total Funding	Const. Date	Responsible Agency
27	Giles County	Eggleston Water Extension Phase 2 (Giles Co) Extend water service to 160 residencies.	\$1,400,000			\$1,400,000	2014	Giles County
27	Giles County	Route 635 Water Extension (Giles Co) 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
27	Glen Lyn	Glen Lyn Park 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
27	Pulaski County	Skyview Subdivision/Fairgrounds Area Sewer (Pulaski Co) Provide sewer to NRV Fairgrounds & 148 residences.	\$500,000			\$500,000	2014	Pulaski County
27	Pulaski County	Newbern Area Enhancements Creation of Wilderness Road Exhibit and other area enhancements.		\$53,387	\$21,613	\$75,000	2014	Pulaski County
27	Radford	Miscellaneous drainage project Design and construction of drainage improvements identified in 1993 Facility Plan in various locations throughout the city. The improvements would prevent runoff damage to public and private properties.				\$75,000	2010-2014	City of Radford
27	Radford	University Drive Bridge 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
26	Christiansburg	Public Works Complex Moving current complex out of the floodplain	\$10,000,000			\$10,000,000	2014	Christiansburg

New River Valley Annual Project Package 2015

Score	Area	Description	Fed. \$	State \$	Local \$	Total Funding	Const. Date	Responsible Agency
26	Floyd County	Floyd County Health and Human Services Complex One-stop-shop in Floyd that would enable citizens to access needed services				\$2,000,000	2015	Floyd County
26	Floyd County	Engineering Studies on Extending Water and Sewer to areas of Floyd Co. To study water and sewer extensions and to understand hydrogeologic systems resources. Include protecting critical recharge and well-head areas.	\$1,200,000	\$200,000	\$100,000	\$1,500,000	2014	Floyd County
26	NRV	Youth Planning Council Involve youth in discussing community development issues across the region.	\$10,000		\$10,000	\$20,000	2014	NRVPDC
26	Pearisburg	Community Center Renovation of Old School for Community Center Including New Electrical, Mechanical and Plumbing	\$2,000,000				2015	Town of Pearisburg
26	Pulaski County	Indoor Recreation - Wellness Center Indoor Recreation-Wellness Center for the citizens of Pulaski County.			\$7,000,000	\$7,000,000	2014	Pulaski County-Recreation
25	Floyd County	Trail Around Floyd Commerce Center To develop a walking trail around the new Commerce Center in Floyd.	\$200,000		\$200,000	\$400,000	2014	Floyd County
25	Giles County	Clendennin Water Extension (Giles Co) Provide public water to approximately 50 residents in the Clendennin community of Giles County.	\$2,000,000			\$2,000,000	2014	Giles County
25	Montgomery County	Route 177 Water and Sewer Improvements	\$4,800,000	\$1,200,000		\$6,000,000	2014	PSA

New River Valley Annual Project Package 2015

Score	Area	Description	Fed. \$	State \$	Local \$	Total Funding	Const. Date	Responsible Agency
25	Pulaski Town	Enhance Bob White Boulevard and East Main Street Intersection						
25	Radford	Radford Ingles Overlook and Amphitheater Amphitheater engineering and construction for outdoor events.						
24	Floyd Town	Lineberry Memorial Park Development Design and construction of stage for performances.	\$725,000		\$725,000	\$1,500,000	2014	Floyd Town
24	Giles County	Ingram Village Sewer (Giles Co) Put in sewer lines.	\$750,000		\$1,250,000	\$2,000,000	2015	Giles County
24	Pulaski Town	Sewer Collection/Pump Station Improvements 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
24	Pulaski Town	Water Filtration Plant Improvements Modernization of the current water filtration plant.	\$500,000		\$500,000	\$1,000,000	2014	Town of Pulaski
24	Radford	Third Avenue Parking Lot 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
23	Pulaski Town	Bicycle Lane and Trail Improvements Improving bike accessibility for critical pathways throughout the Town.		\$750,000	\$250,000	\$1,000,000	2015	Town of Pulaski

New River Valley Annual Project Package 2015

Score	Area	Description	Fed. \$	State \$	Local \$	Total Funding	Const. Date	Responsible Agency
22	Radford	Soccerfield/Football field To construct two playing fields adjacent to the Radford Riverfront.	\$200,000		\$200,000	\$400,000	2014	Radford
21	Floyd County/Town	Floyd Public Transit Study viability of public transit in county/town		\$20,000	\$5,000	\$25,000	2014	Floyd County/Town
21	NRV	Creation of an Interactive CEDS Map with Project Identification GIS map to track progress of CEDS projects within the region.						

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.

- 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

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.

New River Valley Planning District Commission

Counties

Floyd • Giles • Montgomery • Pulaski

City

Radford

Towns

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

Universities

Virginia Tech • Radford University



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MEMORANDUM

To: Planning District Commissioners
From: Kevin R. Byrd, Executive Director
Date: June 19, 2014
Re: Revised Budget for FY14

Each spring the Commission staff prepares a revised budget for the Commission to review and adopt as the fiscal year comes to a close. Through this process the staff revises the revenue and expenditures to reflect as close to actual as possible through May 31. The adopted budget for FY13 was \$1,732,815 and the revised budget is showing \$1,898,406. This demonstrates an increase of \$165,594. This increase is attributed to contractual services for site design on the Rocky Knob project. These funds are reimbursable grant funds and do not impact operational expenses of the Commission. The staffing cost of the agency remained inline with the original budget. Some adjustments were need for the direct project expenditures such as the printing expense associated with the NRV Livability Initiative Final Reports as well as an adjustment to the insurance line item to account for the separation agreements from July 2013. The adjusted expenses were included in the FY14 revenue.

Attached to this memo is the Agencywide Budget by program category as well as line item listing of Actual Revenue for FY14. The overall financial outlook closing FY14 is in the positive with no use of reserve funds.

New River Valley Planning District Commission
July 1, 2013 through June 30, 2014
Revised Agencywide Budget

	<u>Housing Total</u>	<u>Trans Total</u>	<u>Planning/Grant Admin Total</u>	<u>Workforce Total</u>	<u>Development Total</u>	<u>Other Total</u>	<u>ARC 13-14 Total</u>	<u>Total Direct (AW)</u>	<u>Common</u>	<u>M&G</u>	<u>Total Agency</u>
Salary	19,732	59,545	94,750	246,156	84,218	35,577	54,931	594,910	16,145	70,799	681,854
Fringe	7,284	19,406	29,047	87,929	27,756	11,928	19,311	202,661	5,963	23,327	231,951
Total Salaries & Fringe	27,016	78,951	123,797	334,085	111,974	47,506	74,242	797,571	22,108	94,126	913,805
Travel	589	4,227	2,576	37,500	15,396	588	2,709	63,584	1,200	6,043	70,827
Office Space	-	-	-	27,647	-	-	-	27,647	32,039		59,686
Telephone/Communications	-	-	-	5,980	105	-	-	6,085	7,100		13,185
Office Supplies	946	4,015	7,679	5,030	7,088	-	1,950	26,708	6,000		32,708
Postage	7	19	-	500	194	-	39	759	3,500		4,259
Printing	-	2,650	-	620	18,891	-	-	22,161	1,000		23,161
Copies & Copier Maintenance	-	-	160	1,500	-	-	-	1,660	4,000		5,660
Media Advertising	-	-	-	1,500	170	-	-	1,670	600		2,270
Equipment Rent - Copier	-	-	-	1,500	-	-	-	1,500	5,958		7,458
Equipment Maintenance - Vehicles/	-	-	-	-	-	-	-	-	1,500		1,500
Dues/Publications	-	820	-	500	1,439	-	-	2,759	7,100		9,859
Training - Staff Development	-	240	48	500	929	-	905	2,622		150	2,772
Meeting Costs	16	400	11	5,000	6,647	-	-	12,073	1,000		13,073
Insurance	-	-	-	500	6,006	-	-	6,506	4,500	-	11,006
Depreciation	-	-	-	-	-	-	-	-			-
Equipment / Vehicle Fuel	-	-	-	5,000	3,500	-	-	8,500			8,500
Contractual Service	-	90,730	433,595	61,000	18,862	37,766	16,508	658,461	5,700		664,161
Audit Fee	-	-	-	2,500	-	-	-	2,500	5,000		7,500
Miscellaneous (Commission Mtg)	-	-	216	43,500	1,800	-	-	45,516	1,500		47,016
Total Non-Personnel Costs	1,557	103,101	444,284	200,277	81,027	38,354	22,111	890,711	87,697	6,193	984,601
Total Personnel & Non-Personnel	28,573	182,052	568,081	534,362	193,000	85,859	96,354	1,688,282	109,805	100,319	1,898,406
Common Costs	5,298	15,478	24,306		21,980	9,348	14,862	91,273		18,535	
M&G Costs	6,754	20,036	30,272		28,573	12,173	18,072	115,881		118,854	
Total Program Costs	40,626	217,566	622,660	534,362	243,554	107,380	129,288	1,895,435			

**New River Valley Planning District Commission
Actual Revenue Fiscal Year 2014**

Member Assessment	
Floyd County	\$18,567.50
Town of Floyd	\$531.25
Giles County	\$14,621.25
Pearisburg	\$3,482.50
Narrows	\$2,536.25
Rich Creek	\$967.50
Pulaski County	\$29,065.00
Town of Pulaski	\$11,357.50
Montgomery County	\$38,413.75
Blacksburg	\$42,258.75
Christiansburg	\$26,301.25
City of Radford	\$20,510.00
Radford University	\$3,750.00
Virginia Tech	\$11,016.25
Assessments Total	\$223,378.75
State Grants	
Dept of Housing and Community Devl	\$75,971.00
Dept of Transportation	\$58,000.00
Workforce Investment Act	\$512,460.00
State Total	\$646,431.00
Federal Grants	
EDA	\$60,000.00
ARC July 13-Dec 13	\$30,746.00
ARC Jan 14-June 14	\$34,218.00
Federal Total	\$124,964.00
Project Revenue	
Pulaski Co Housing Rehab -Baskerville	\$9,759.34
Home	\$30,000.00
VDOT	See State Above
Safe Routes to School Auburn	\$558.71
Safe Routes to School Belview	\$499.17
MPO-Bike_Ped Plan	\$17,739.72
RideSolutions	\$33,680.00
Newbern T-21	\$1,855.13
TEMCI	\$80,822.40
Rich Creek T-21	\$5,109.02
Pulaski Co Adult Day Care	\$16,000.00
Pulaski Co Skyview Sewer Extension	\$7,000.00
Radford University Impact Study	\$17,500.00
Stormwater Program Development	\$39,296.70
Wolf Creek TMDL	\$31,272.00
Flash Flood Mapping/Signs	\$5,700.00
SWVA SWMA	\$1,000.00
Rocky Knob Grant Admin	\$233,000.00
NRV Livability Initiative	\$215,842.17
Virginia's 1st Grant Admin	\$7,000.00
EDA	See Federal Above
Floyd CDBG - Newtown	\$10,000.00
Giles County Pembroke Waterline	\$5,000.00
Giles County NRV AG Planning	\$3,750.00
Commerce Park Staff Support	\$18,000.00
Floyd Innovation Ctr Grant Ad	\$13,759.75
WIA Fiscal Agent	\$60,000.00
Healthy NRV	\$7,745.00
Christiansburg Recreation Plan	\$35,000.00
Christiansburg Cemetery Plan	\$31,530.31
Pulaski Co Sewer Authority Easements	\$2,128.03
Pulaski Co Sewer Authority Survey	\$1,151.01
Pembroke Growth Area Study	\$892.18
Rich Creek Growth Area Study	\$1,000.00
Patrick County Local Stormwater Mgmt	\$4,000.00
Narrows Local Planning Assistance	\$12,000.00
Radford Local Planning	\$15,000.00
Town of Pulaski Comp Plan	\$7,500.00
Project Revenue Total	\$982,090.64
Miscellaneous Income/Recovered Costs	\$12,702.35
Sub Total Revenue	\$1,989,566.74
Indirect Costs (paid by projects)	
Common Costs	\$91,273.00
Management and General Costs	\$118,854.00
Indirect Total	\$210,127.00
Total Agency Budget	\$1,898,406.00

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MEMORANDUM

To: Planning District Commissioners
From: Kevin R. Byrd, Executive Director
Date: June 18, 2014
Re: Personnel Manual Update

The Commission's existing Personnel Manual was adopted on September 26, 1985 and five minor amendments were conducted since then. A substantial update of the manual is long overdue given the changes in workplace policies since initial adoption. Further, a significant policy change from the Virginia Retirement System requiring all members to provide a short-term and long-term disability program, which the Commission approved in September 2013 for implementation in FY15, compelled the Commission staff to develop a revised Leave Policy. The new leave policy is in the attached manual and is now called Paid Time Off.

The Virginia Municipal League (VML) Human Resources advisors reviewed the manual in its current form and provided numerous recommendations for changes. The manual update was performed over a six month period by a committee of the Commission staff consisting of seven employees led by Janet McNew, Director of Finance and Personnel. Once the committee finished their draft work, the manual was distributed to all staff for review and resubmitted to VML for a second round of review. VML advised the revised manual is ready to be considered for adoption by the Commission.

At a minimum, the Commission needs to adopt a revised leave policy in order to provide the short-term and long-term disability program required to start on July 1, 2014. A copy of the current manual will be available in hard copy at the meeting. Other updates in the revised manual are highlighted below.

- New section on Paid Time Off (consolidating sick leave and annual leave, types of leave)
- References up-to-date State and Federal Laws (employee classifications, admin actions)
- New section for Workplace Policies (accommodations, harassment, retaliation, etc.)
- Expanded section for Employment (categories, recruitment, administrative actions, grievance)
- Updated section on Compensation (deductions, pay plan, promotion/demotion, recognition)
- New section on Benefits (program overview, group health, disability, VRS)
- New section on Procedures and Guidelines (punctuality, appearance, travel, data use)
- New section on Communication (electronic resources, social media, public responses)
- Improves ability to find information (section titles, content organization)
- Consolidates and recategorizes section content (going from 16 sections to 9)

PERSONNEL MANUAL

NEW RIVER VALLEY PLANNING DISTRICT
COMMISSION

DRAFT

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Workers' Compensation Administrative Procedures

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Commission Position Descriptions

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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 Planning District Commission. 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 Planning District 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 Planning District Commission and was adopted on _____, 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 Planning District 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 Planning District 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. The Commission shall operate within the principles of equal employment guidelines set forth in Federal, State and local laws and regulations.

All activities relating to employment including recruitment, testing, selection, promotion, training and termination shall be conducted in a nondiscriminatory manner.

The New River Valley Planning District 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, 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, 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 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.

2.6 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 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.

2.7 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.
- Be aware of the Commission's Alcohol and Drug-Free Workplace Policy.
- 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 be required.

2.8 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.

2.9 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 through the grievance procedure found in Section 3.7.4 or in the case of an emergency should be reported to the police.

3 EMPLOYMENT

3.1 GENERAL EMPLOYMENT POLICY

All employees, whether in initial employment period status or not, are always employees at will.

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 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 due to executive, administrative or professional exemptions. Full-time, part-time, and temporary employees may be exempt.
- B. Non-Exempt Employee: an individual who receives hourly wages, and is subject to wage hourly laws (i.e. overtime provisions of the Fair Standards Act). Full-time, part-time, and temporary employees may 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 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.

3.5.1 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.

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.

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.

3.6.2 INITIAL EMPLOYMENT PERIOD PERFORMANCE EVALUATION

At the end of the Initial Employment Period, the Executive Director will conduct an employee evaluation. Provided the employee's job performance is satisfactory at the end of the Initial Employment Period, the employee will continue in the Commission's employment as a full-time or part-time employee.

3.6.3 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.

3.6.4 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. If the 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, 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 within twenty (20) calendar days of the incident occurrence.

Step 2: The immediate supervisor 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 without previous warning or notice. The following examples are of performance which 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;
- 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.

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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 Planning District Commission, the Commission hereby established a General Pay Plan for the employees of the Commission.

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. 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.

New River Valley PDC General Pay Plan		
Classification	Grade	Salary Range
Executive Director	G-10	(Commission Discretion)
Director of Finance	G-9	\$50,000 - \$70,000
Director of Planning & Programs	G-9	\$50,000 - \$70,000
Senior Planner/Program Manager	G-8	\$45,000 - \$65,000
Planning Engineer	G-7	\$40,000 - \$60,000
Data Systems Manager	G-7	\$40,000 - \$60,000
Regional Planner II	G-6	\$35,000 - \$55,000
Regional Planner I	G-5	\$30,000 - \$45,000

Cartographer/GIS Technician II	G-5	\$30,000 - \$45,000
Office Manager	G-5	\$30,000 - \$45,000
Secretary/Administrative	G-4	\$27,000 - \$40,000
Graphics/GIS Technician I	G-4	\$27,000 - \$40,000
Temporary Employee/Part-time (Hourly)	G-1	\$12.00 - \$30.00
Commissioner/Officer	G-0	\$54.50/meeting

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.

4.4 PROMOTION

The Executive Director has discretion to promote employees within the organization. When an employee is promoted, their salary shall be increased to the minimum rate for the 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 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 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.

Short-Term Disability Overview

Maximum benefit duration period is 125 business days. Income replacement is determined by years of service. There is an elimination period of seven (7) days (5 business days) before benefits begin. You may not be eligible for benefits if you have received treatment for a condition within three (3) months prior to the policy effective date until you have been covered under the policy for twelve (12) months.

Pregnancy is treated as an illness. The elimination period has to be completed before benefits begin.

Maximum Weekly Benefit for Non-Work Related Disability:

Months of Service	Work Days at 100%	Work Days at 80%	Work Days at 60%
< 59	0	0	125
60-119	25	25	75
120-170	25	50	50
180 +	25	75	25

Long-Term Disability Overview

Elimination period is the depletion of the maximum short-term disability duration period. Income replacement is 60% capped at \$15,000 per month. Maximum benefit duration is the later of age 65 or normal social security retirement age.

You may not be eligible for benefits if you have received treatment for a condition within three (3) months prior to the policy effective date until you have been covered under the policy for twelve (12) months.

Information included in this section is provided as an overview only and does not cover all plan provisions, benefits and exclusions. Additional information is available from the benefits administrator.

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.

There are three VRS retirement plans and your plan is determined by hire date.

Plan 1: For members hired before 7/1/2010

Plan 2: For members hired on or after 7/1/2010, or before 7/1/2010 and not vested as of 1/1/2013

Hybrid Plan: For members hired 7/1/2014 or later.

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.

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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.

New Year's Day	January 1st
Lee-Jackson Day	Third Friday in January
Martin Luther King Day	Third Monday in January
Presidents Day	Third Monday in February
Good Friday or Easter Monday	Varies each year
Memorial Day	Last Monday in May
Independence Day	July 4th
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Election Day	Second Tuesday in November
Veterans Day	November 11th
Thanksgiving Day	Fourth Thursday in November
Christmas Day	December 25 th

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.

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, 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
0-4 years	11.50	138 hours (18.4 days)	225 hours (30 days)
5-9 years	13.50	162 hours (21.6 days)	225 hours (30 days)
10 plus years	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

In the unfortunate event of a death in the immediate family, bereavement leave will be granted, upon approval of the Executive Director. An employee required to be absent because of a death in his/her immediate family shall be entitled to use up to three (3) days of PTO leave. Any additional days requested, and approved, shall also deduct from the employee's accumulated PTO. Bereavement days are to be taken consecutively within a reasonable time of the day of the death or day of the funeral, and may not be split or postponed.

The Commission defines "immediate family" as it applies to bereavement leave to include the employee's spouse, child, parent or sibling; the employee's spouse's child, parent or sibling; spouses of children, grandparent and grandchild, and any relative living in the employee's household. Other requests for bereavement leave approved at the discretion of the Executive Director.

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

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.

Military Leave without Pay

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 COMPENSATORY LEAVE

Compensatory leave is an authorized absence for exempt employees on an hour-for-hour basis with full pay, for work on a holiday, weekend, or beyond normal work day hours when the work was required and approved by the Executive Director or immediate supervisor. Failure to get approval in advance may result in compensatory leave not being approved.

Compensatory leave must be documented by the employee and shall not be accumulated for amounts of less than 30 minutes.

Compensatory leave shall be utilized by the end of the month following the month it was earned. No compensatory leave can be taken before it is accrued. Requests for compensatory leave are to be submitted to the Executive Director for approval. In certain circumstances, the Executive Director may authorize an employee an additional month within which to utilize accumulated compensatory leave.

Compensatory leave is not paid at termination.

6.8 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.

6.9 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.

6.10 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.

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.

If necessary, questions of proper attire and hygiene will be addressed by the Executive Director 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 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 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.

7.8 OFFICE SUPPLIES

In order to eliminate extensive approval requirements, reduce paperwork, standardize procedures and maintain a tracking mechanism for supply orders; all general supply requests should be made via written request on the supply order form, located in the copy room, inside of the general supplies cabinet.

The Commission utilizes a vendor for office supplies; this vendor should be the primary option to purchase supplies. In the event this vendor cannot provide the supplies needed, consult the Executive Director prior to using a different vendor.

7.9 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

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

7.9.1 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.

7.9.2 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.

7.9.3 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, employees are permitted to use their personally owned vehicle. 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.

7.9.4 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.

7.9.5 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.

7.10 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.

7.11 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.

7.12 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.

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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.

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

8.5.1 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.

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.

8.5.2 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) 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, 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>.

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

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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 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)

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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.

DRAFT

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.

Personnel Manual Receipt/Abide Acknowledgement Form

I acknowledge that I have received a copy of the New River Valley Planning District 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 _____ and effective _____ 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 Planning District Commission.

I understand the New River Valley Planning District 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 Planning District 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: _____

New River Valley Planning District Commission

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MEMORANDUM

To: Planning District Commissioners
From: Kevin R. Byrd, Executive Director
Date: June 19, 2013
Re: Commission Officers for FY15

The Nominating Committee met in May and discussed officer positions for FY14. At the May Commission meeting the Nominating Committee recommended the slate of officers for FY14 as 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. Kevin Sullivan, Virginia Tech
Vice-Chair, Mr. Greg East, Town of Pulaski
Treasurer, Mr. Scott Weaver, Town of Christiansburg
At-Large, Mr. Joe Carpenter, Radford University
Past Chair, Mr. Michael Patton, Town of Floyd

The Commission bylaws prescribe annual terms of office; however, officers may serve consecutive terms at the will of the Commission.

New River Valley Planning District Commission

Agenda

August 28, 2014

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

- I. CALL TO ORDER**
- II. SPECIAL GUESTS**
Secretary of Commerce and Trade, Mr. Maurice Jones
Special Advisor for Rural Partnerships, Ms. Mary Rae Carter
- III. CONSENT AGENDA**
 - A. Approval of Minutes for June
 - B. Approval of Treasurer's Reports for June and July
- 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. REVIEW OF MUTUAL CONCERNS AND COMMISSIONERS' REPORTS**
- VII. EXECUTIVE COMMITTEE'S REPORT**
- VIII. CHAIR'S REPORT**
- IX. EXECUTIVE DIRECTOR'S REPORT** (enclosed)
- X. OLD BUSINESS**
- XI. NEW BUSINESS**
 - A. Comprehensive Economic Development Strategy (CEDS)
Consumer Version (enclosed)
Commission Discussion
 - B. Peer to Peer Visit with Land of Sky Regional Council (enclosed)
Commission Discussion
 - C. Virginia Tourism Corporation Marketing Geography (enclosed)
Commission Action Needed
 - D. NRVPC FY14 Annual Report (distributed at the meeting)
Commission Discussion

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

The New River Valley Planning District 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.

**New River Valley Planning District Commission
Treasurer's Report
Expenditures as of June 2014**

Expense Category	Revised Budget as approved 6/26 mtg	Previous Total	June Expenditures	YTD Expenditures	Budget Balance	% Budget Expended
Salaries	594,910.00	561,838.01	47,855.71	609,693.72	(14,783.72)	102.49%
Fringe Benefits	202,661.00	193,811.20	15,920.14	209,731.34	(7,070.34)	103.49%
Travel	63,584.00	31,944.06	1,638.54	33,582.60	30,001.40	52.82%
Office Space	27,647.00	24,338.91	4,478.62	28,817.53	(1,170.53)	104.23%
Telephone/Communications	6,085.00	5,027.13	702.66	5,729.79	355.21	94.16%
Office Supplies	26,708.00	21,380.69	1,693.65	23,074.34	3,633.66	86.39%
Postage	759.00	304.45	65.55	370.00	389.00	48.75%
Printing	22,161.00	18,891.08	(665.00)	18,226.08	3,934.92	82.24%
Copies & Copier Maintenance	1,660.00	1,639.98	596.32	2,236.30	(576.30)	134.72%
Media Ad	1,670.00	720.36	-	720.36	949.64	43.14%
Equipment Rent	1,500.00	1,537.61	309.27	1,846.88	(346.88)	123.13%
Vehicle Fuel	3,500.00	3,143.69	193.86	3,337.55	162.45	95.36%
Dues/Publications	2,759.00	2,758.00	350.00	3,108.00	(349.00)	112.65%
Training	2,622.00	2,383.00	-	2,383.00	239.00	90.88%
Insurance	6,506.00	6,006.00	-	6,006.00	500.00	92.31%
Meeting Expense	12,073.00	8,459.47	260.75	8,720.22	3,352.78	72.23%
Capital Outlay (Vehicle/Equip)	5,000.00	2,114.48	75.00	2,189.48	2,810.52	43.79%
Contractual Services	658,461.00	598,899.73	31,270.52	630,170.25	28,290.75	95.70%
Audit Fee	2,500.00	2,500.00	-	2,500.00	-	100.00%
Miscellaneous	45,516.00	4,687.43	9,401.71	14,089.14	31,426.86	30.95%
M & G Costs	118,854.00	114,315.77	11,795.05	126,110.82	(7,256.82)	106.11%
Common Costs	91,273.00	83,415.21	6,079.79	89,495.00	1,778.00	98.05%
	1,898,409.00	1,690,116.26	132,022.14	1,822,138.40	76,270.60	95.98%

New River Valley Planning District Commission
Treasurer's Report
Expenditures as of July 2014

Expense Category	FY14-15 Budget adopted 5/29/14	Previous Total	July Expenditures	YTD Expenditures	Budget Balance	% Budget Expended
Salaries	702,243.00	-	56,994.71	56,994.71	645,248.29	8.12%
Fringe Benefits	246,250.00	-	18,519.64	18,519.64	227,730.36	7.52%
Travel	48,350.00	-	2,284.35	2,284.35	46,065.65	4.72%
Office Space	36,000.00	-	1,795.30	1,795.30	34,204.70	4.99%
Telephone/Communications	6,605.00	-	147.51	147.51	6,457.49	2.23%
Office Supplies	7,875.00	-	144.97	144.97	7,730.03	1.84%
Postage	500.00	-	1.19	1.19	498.81	0.24%
Printing	500.00	-	-	-	500.00	0.00%
Copies & Copier Maintenance	1,640.00	-	-	-	1,640.00	0.00%
Media Ad	1,000.00	-	-	-	1,000.00	0.00%
Equipment Rent	2,500.00	-	123.24	123.24	2,376.76	4.93%
Vehicle Fuel	3,000.00	-	242.37	242.37	2,757.63	8.08%
Dues/Publications	3,000.00	-	510.00	510.00	2,490.00	17.00%
Training	2,000.00	-	375.00	375.00	1,625.00	18.75%
Meeting Expense	10,247.00	-	-	-	10,247.00	0.00%
Capital Outlay (Vehicle/Equip)	6,000.00	-	133.78	133.78	5,866.22	2.23%
Contractual Services	302,099.00	-	3,117.42	3,117.42	298,981.58	1.03%
Audit Fee	2,500.00	-	-	-	2,500.00	0.00%
Miscellaneous	34,359.00	-	88.96	88.96	34,270.04	0.26%
M & G Costs	149,822.00	-	12,192.98	12,192.98	137,629.02	8.14%
Common Costs	90,486.00	-	8,583.04	8,583.04	81,902.96	9.49%
	1,656,976.00	0.00	105,254.46	105,254.46	1,551,721.54	6.35%

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August 28, 2014

Executive Director's Report

Economic Development:

- The 2014 CEDS Consumer Version will be distributed at the meeting and available on the Commission website.
- With staff support from the Commission, the NRV Development Corporation issued a loan through the regional revolving loan fund to Bootleg BBQ in Floyd.

Transportation:

- The NRV MPO Policy Board adopted the Bicycle and Pedestrian Master Plan at their August meeting. The plan was developed by Commission staff under contract with the MPO.
- The online mapping tool created for the NRV MPO Bike/Ped Master Plan with the purpose of assisting local governments in decision making for investments was selected by the National Association of Development Organizations (NADO) for an Innovation Award.
- The NRV MPO approved \$65,000 for a NRV Passenger Rail study to be completed by the Commission. The project will commence in January, 2015 with an anticipated completion date of December, 2015. This will be a high-level study intended to demonstrate demand and evaluate station potential. Further study will be needed on operations, capital needs and feasibility.

Regional:

- On behalf of the tourism offices in the counties of Montgomery, Pulaski, Giles and the City of Radford, the Commission submitted a grant to the Virginia Tourism Corporation to develop a Trail Guide for the New River Valley. Grant awards should be made in September.
- The VA Dept. of Housing and Community Development announced funding availability for their Building Collaborative Communities grant program. The purpose of the program is to establish new partnerships in regions to advance economic development opportunities. Based on the regional tourism discussions underway over the past year, the Commission solicited support from the tourism offices in the four counties and the city to submit an application to develop a regional tourism plan and implementation strategies. Applications are due September 10th.
- In late July the Commission hosted the region's second tourism discussion. The group discussed the potential change in the Virginia Tourism Corporation marketing geography from Blue Ridge Highlands to Virginia's Mountain region. This topic is on the Commission agenda for further discussion.
- The Appalachian Spring project will hold a meeting on September 15th 10:00-12:00 at the NRV Business Center in the New River Room. The purpose of the meeting will be to gain input regarding outdoor recreation assets in the region, determine needs that exist and establish ways to elevate awareness of the assets in the greater southwest Virginia region.

PDC:

- Brad Mecham's last day with the Commission was August 13th. We are currently advertising for a Community and Economic Development Planner to fill his position.
- The Commission received the 2014 Outstanding Public Outreach award from the Virginia Chapter of the American Planning Association for the public engagement process for the NRV Livability Initiative.

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Kevin R. Byrd, AICP
Executive Director

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MEMORANDUM

To: Planning District Commissioners

From: Bradley Mecham, Regional Planner

Date: August 21, 2014

Re: Comprehensive Economic Development Strategy 2014 – Consumer Version

New River Valley Planning District Commission staff completed the 2014 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 2014 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.

NEW RIVER VALLEY
COMPREHENSIVE ECONOMIC
DEVELOPMENT STRATEGY
2014 ANNUAL REPORT



New River Valley
Planning District Commission

WHAT IS THE CEDS?

WHY DOES THE NEW RIVER VALLEY NEED ONE?

CEDS is an acronym for Comprehensive Economic Development Strategy. The CEDS is a strategy document which reflects local economic development needs and priorities while recognizing the value of a regional approach to economic development. A CEDS is required to qualify for funding assistance from the U.S. Department of Commerce Economic Development Administration (EDA) and it is updated annually.

The full document found at www.nrvpdc.org 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 demonstrate priorities in the region. Some familiar projects with a portion of EDA funding are Virginia Tech's Corporate Research Center, NRV Commerce Park Water and Sewer project, and the Carilion Giles Memorial Hospital.



The Floyd Innovation Center will be completed in the fall of 2014 with the help of Economic Development Administration, Appalachian Regional Commission, and Tobacco Commission funding.

PRIORITY AREAS

NRVPDC staff, through New River Valley Livability Initiative, performed a community outreach survey and these seven priority areas are framing economic issues for the coming years. One objective is included per priority area.

1) Support Small Business and Entrepreneurial Development

Increase the number of jobs created through entrepreneurial startups and expansions in the New River Valley.

2) Preparation and Continued Support of Qualified Workforce

Improve the industry/education interface at all levels.

3) Available Land, Quality Infrastructure, and Affordable Housing

Strengthen the economic position of downtown commercial districts.

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.

5) Regional Marketing/Awareness to Promote the New River Valley

Realize the region's tourism development potential and ability to market itself as a culturally and naturally unique tourism destination.

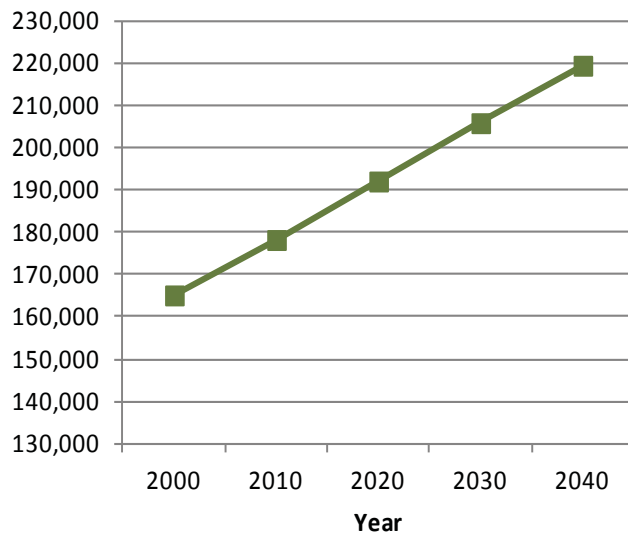
6) Preserve Natural and Historic Areas

Increase the development and support of local family farms

7) Business Friendly Governance and Representation

Bring a voice to the policy table on behalf of the region

NRV Population Growth



The New River Valley has and will continue to grow at a steady pace, reaching nearly 220,000 by 2040.

TOP 10 PROJECTS FOR 2014-2015

Area	Description	Total Funding	Responsible Agency
NRV	Preparation of New Graded Building Sight at the NRV Commerce Park A site to accommodate a graded building pad of a building footprint of 20 to 75 acres.	\$2,000,000	Virginia's First Regional Industrial Facilities Authority
NRV	Broadband Infrastructure Explore options for higher bandwidth to the end user.	\$8,000,000	Private Enterprises and NRV Localities
NRV	Develop a Career Pathways Task Force Investigate emerging sectors in the economy, develop multi-stage career development pathways with a range of entry/training and exit/career points to match those emerging employment sectors, and integrate the targeted career pathways approach within the public and post-secondary educational institutions.	TBD	New River/Mount Rogers Workforce Investment Board and Education Providers
NRV	Green Challenge Waste to Energy Work with New River Resources Authority (NRRA) to identify method of providing methane gas to the NRV Commerce Park.	\$2,000,000	Virginia's First Regional Industrial Facilities Authority
NRV	New River Valley Development Corporation Revolving Loan Fund Fund to provide assistance for business and non-profit development.	\$50,000	New River Valley Development Corporation
NRV	Creation of a Regional Destination Marketing Organization (DMO) Raise awareness of New River Valley assets.	TBD	NRV Localities and Tourism Offices
NRV	Support Tower Infrastructure for Wireless Internet Connectivity Completion of tower placement studies and the streamlining of zoning process.	TBD	NRV Network Wireless Authority
Giles County	Giles Multi-Tenant Business Facility A facility located in the Wheatland Eco Park.	\$2,000,000	Giles County IDA
NRV	Technology Magnet School: Workforce Development Designed to develop a specialized workforce in the NRV by providing advanced technology education to secondary schools. Federal funds will be used to purchase training equipment and construction of a facility.	\$8,000,000	NRV Localities and New River/Mount Rogers Workforce Investment Board
NRV	Regional Networking and Marketing of the Arts via Destination Marketing Organization Use DMO to create a network of artisans and venues to promote New River Valley assets.	\$10,000	NRV Localities and Tourism Offices

NEW RIVER VALLEY ECONOMIC HIGHLIGHTS



Quality of life is an important factor for rural and urban communities within the New River Valley.

2013 UNEMPLOYMENT RATES

Jurisdiction	Percent
Floyd County	5.6%
Giles County	6.0%
Montgomery County	5.2%
Pulaski County	5.7%
City of Radford	6.9%
New River Valley	5.6%
Virginia	5.3%

Source: Virginia Workforce Connection

PER CAPITA INCOME

Jurisdiction	2008-2012	% of VA	Population
Floyd County	\$21,855	65.6%	15,268
Giles County	\$23,776	71.3%	17,149
Montgomery County	\$23,292	69.9%	94,179
Pulaski County	\$22,231	66.7%	34,869
City of Radford	\$15,748	47.3%	16,511
New River Valley	\$21,822	66.9%	177,976
Virginia	\$33,326	100%	8,014,955

Source: 2008-2012 American Community Survey 5 Year Estimates.



Virginia Tech Corporate Research Center: Virginia Tech is a Top 30 Public Research University according to the National Science Foundation.



Radford University: The continued expansion of Radford University's campus supports the construction industry while providing quality education to its students.

New River Valley Startup Firms

Quarter/Year	New Startups
1st/2012	36
2nd/2012	41
3rd/2012	52
4th/2012	48
1st/2013	38
2nd/2013	23
3rd/2013	25
4th/2013	41

Source: Virginia Workforce Connection

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MEMORANDUM

To: Planning District Commissioners
From: Kevin R. Byrd, Executive Director
Date: August 21, 2014
Re: Peer to Peer Exchange with Land of Sky Regional Council in Asheville, NC

The Peer to Peer Exchange with Land of Sky Regional Council in Asheville, NC is scheduled for September 18-19, 2014. Attached to this memo is an agenda outlining the schedule for the two-day peer exchange. There may be some adjustments to the schedule pertaining to when specific topics are addressed; however, the topics on the agenda and locations for the visit are confirmed.

The Commission applied for and received authorization for up to \$1,500 in reimbursement of expenses for the peer exchange. The funds were awarded by the Development District Association of Appalachia (DDAA) which is a professional association of the regional councils within the Appalachian Regional Commission (ARC) footprint.

In order to establish trip logistics, I will need to confirm peer exchange attendees at the August 28th Commission meeting. Currently, we have eight rooms reserved at the Renaissance Hotel in downtown Asheville for September 18th. There are two NRVPC staff confirmed and four Commissioners expressed interest/availability to attend. We can reserve more rooms should the need arise.

Peer to Peer Exchange

New River Valley Planning District Commission Land of Sky Council of Governments

Tentative Agenda

Date: September 18-19

Thursday

- 8:00 AM Depart NRV
- 12:00 PM Arrive in Hendersonville (lunch)
- 12:30 PM Welcome from Hendersonville Town Manager
- Overview of Hendersonville and role in the region
 - Downtown revitalization and economic development targets
- Land of Sky Leadership
- Overview of key projects/programs (NRVPDC and LoS)
 - ARC Technical Assistance Program (NRVPDC)
 - Annual Dinner Approaches (NRVPDC and LoS)
 - Project Tracking with GMS/Quarterly Projects (NRVPDC)
 - Relationships with Higher Education (NRVPDC)
 - Virginia Tech and Radford University
 - University Members/Representatives on Commission
 - Internship Program
 - Research Grants
- 4:30 PM Depart Hendersonville Office
- 5:00 PM Hotel Check-in
- 6:00 PM Dinner with LoS Board Members/Guests
- Grown WNC Program (Clark Duncan-Ashville/Buncombe Co. Economic Development Coalition a partner with Chamber)
 - Tourism
 - Economic Development

Friday

- Breakfast Buffet at Hotel
- 8:30 AM Depart Hotel for LoS Office
- Urban/Rural relations/connections while maintaining community identity (NRVPDC and LoS)
 - Transportation Program (LoS)
 - River Arts District Revitalization (LoS)
 - Discuss take-aways (NRVPDC and LoS)
- 12:00 PM Lunch prior to departure
- 4:30 PM Return to NRV

New River Valley Planning District Commission

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e-mail: nrvpdc@nrvpdc.org
Visit: www.nrvpdc.org

MEMORANDUM

To: Planning District Commissioners
From: Kevin R. Byrd, Executive Director
Date: August 21, 2014
Re: Virginia Tourism Corporation Marketing Geography

The Virginia Tourism Corporation utilizes nine geographic areas to promote tourism. The New River Valley region is located in the Blue Ridge Highlands which extends westward to Abingdon and includes Patrick and Franklin Counties to the south and east. At a New River Valley regional tourism meeting in late July hosted by the Commission, there was a presentation from Mr. Landon Howard of the Roanoke Valley Convention and Visitor's Bureau asking the New River Valley to consider changing the name of the geography to Virginia's Mountain region. After the presentation the nearly 30 people in attendance from across the region asked questions and discussed the issue. Based on the discussion, there was strong consensus at the meeting for the concept of changing the marketing name from Blue Ridge Highlands to Virginia's Mountain region to help reach tourists seeking a mountain experience, among other reasons.

At the August Commission meeting I will provide a brief overview of the issue, review the current geography, explain the proposed concept and discuss scenarios.

New River Valley Planning District Commission

Agenda

September 25, 2014

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 Reports for August (see enclosed memo)
- III. **COMMONWEALTH INTERGOVERNMENTAL REVIEW PROCESS**
 - A. Projects (Signed-off by the staff)
None
 - B. Regular Project Review
None
 - C. Environmental Project Review
 1. Construction of Cabins at Claytor Lake State Park - ENV14-144S
- 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. Debrief on Peer Exchange with Land of Sky Regional Council (9/18-9/19)
Commission Discussion
 - B. Review and Grade Progress on Agency Assessment Implementation (enclosed)
Commission Discussion and Set Future Priorities
- IX. **NEW BUSINESS**
 - A. Roanoke Outside Program Overview presentation by Pete Eshelman (enclosed)
Commission Discussion

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

The New River Valley Planning District 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.

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MEMORANDUM

To: Planning District Commissioners
From: Kevin R. Byrd, Executive Director
Date: September 17, 2014
Re: Changes to Treasurer Reports

The Treasurer Report included in the September Commission packet is different from previous reports. This was done so staff can communicate the financial position of the Commission regularly. The September Treasurer's Report contains Agencywide Revenue and Expenditures and shows progress against the budget, monthly, year to date, over/under budget and percent of the budget. Further, a Balance Sheet is included that shows the current assets, liabilities and project revenue.

Since this is a new approach to communicating the financial position of the Commission, Janet McNew, the Director of Finance and Personnel, will be in attendance at the meeting to review the reports. Nothing specifically gave rise to the new reports other than a desire to be as transparent as possible. With the change to the GMS accounting system a few years ago, the reports are easy to generate and hopefully help explain a complex financial operation.

New River Valley Planning District Commission
Agencywide Revenue and Expenditures - August 2014

With Indirect Detail

	FY14-15 Budget	August 2014	YTD	Under/Over	% Budget
	(adopted 5/29/14)				
Revenues					
ARC	68,436.00	0.00	17,109.00	51,327.00	25.00%
LOCAL ASSESSMENT	226,952.81	0.00	212,803.92	14,148.89	93.77%
DHCD	75,971.00	0.00	0.00	75,971.00	0.00%
EDA	70,000.00	17,500.00	17,500.00	52,500.00	25.00%
WIB Fiscal Agent	60,000.00	0.00	20,000.00	40,000.00	33.33%
WIA Program Funds	518,965.00	42,960.54	80,362.43	438,602.57	15.49%
VDOT	58,000.00	0.00	0.00	58,000.00	0.00%
VDOT - Rocky Knob Project	120,500.00	0.00	0.00	120,500.00	0.00%
Floyd Co EDA	14,000.00	2,585.80	5,303.32	8,696.68	37.88%
Giles County	20,000.00	7,341.68	7,341.68	12,658.32	36.71%
Narrows Town	11,500.00	749.62	1,396.48	10,103.52	12.14%
Rich Creek Town	4,300.00	984.75	2,273.18	2,026.82	52.86%
Montgomery County	20,000.00	670.44	1,180.20	18,819.80	5.90%
Blacksburg Town	48,000.00	0.00	25,000.00	23,000.00	52.08%
Christiansburg Town	3,400.00	3,452.19	3,452.19	-52.19	101.54%
Pulaski County	87,984.00	2,675.21	2,675.21	85,308.79	3.04%
Pulaski Town	12,500.00	1,214.60	2,342.89	10,157.11	18.74%
Virginia Tech	31,500.00	0.00	25,000.00	6,500.00	79.37%
Recovered Cost	0.00	2,000.00	2,000.00	-2,000.00	0.00%
Virginia's First	0.00	2,535.10	4,900.61	-4,900.61	0.00%
Blacksburg/Christiansburg MPO	30,000.00	0.00	0.00	30,000.00	0.00%
Pembroke	1,500.00	385.84	646.27	853.73	43.08%
RV-ARC RideSolutions	33,680.00	0.00	0.00	33,680.00	0.00%
DEQ	52,000.00	7,636.78	7,636.78	44,363.22	14.69%
VDEM	24,953.00	0.00	0.00	24,953.00	0.00%
Southwest Virginia SWMA	1,000.00	0.00	1,000.00	0.00	100.00%
New River Health District	25,000.00	0.00	0.00	25,000.00	0.00%
Friends of SWVA	5,000.00	0.00	0.00	5,000.00	0.00%
Revenues	1,625,141.81	92,692.55	439,924.16	1,185,217.65	27.07%
Expenses					
Salaries	812,100.00	62,022.84	126,785.50	685,314.50	15.61%
Fringe Benefits	283,910.00	21,952.49	42,944.93	240,965.07	15.13%
Travel	55,893.00	2,827.34	6,954.10	48,938.90	12.44%
Office Space	68,520.00	4,158.09	8,316.18	60,203.82	12.14%
Telephone/Communications	14,105.00	1,413.09	2,346.39	11,758.61	16.64%
Office Supplies	15,275.00	2,865.24	3,296.59	11,978.41	21.58%
Postage	2,750.00	468.99	579.88	2,170.12	21.09%
Printing	1,500.00	0.00	0.00	1,500.00	0.00%
Copies & Copier Maintenance	3,390.00	0.00	63.25	3,326.75	1.87%
Media Ad	1,600.00	319.98	319.98	1,280.02	20.00%
Equipment Rent	8,500.00	619.73	1,239.46	7,260.54	14.58%
Vehicle Maintenance	1,500.00	0.00	0.00	1,500.00	0.00%
Vehicle Fuel	3,000.00	119.99	362.36	2,637.64	12.08%
Dues/Publications	10,100.00	2,365.00	3,023.00	7,077.00	29.93%
Training	2,150.00	225.00	600.00	1,550.00	27.91%
Insurance	5,280.00	0.00	4,206.00	1,074.00	79.66%
Meeting Expense	11,247.00	350.67	350.67	10,896.33	3.12%
Capital Outlay (Vehicle/Equipm	6,000.00	2,453.67	2,587.45	3,412.55	43.12%
Contractual Services	307,199.00	46,543.88	49,806.80	257,392.20	16.21%
Audit Fee	7,500.00	0.00	0.00	7,500.00	0.00%
Miscellaneous	35,459.00	408.27	586.18	34,872.82	1.65%
Expenses	1,656,978.00	149,114.27	254,368.72	1,402,609.28	15.35%
Agency Balance	-31,836.19	-56,421.72	185,555.44		

Balance Sheet

New River Valley Planning District Commission

Period From : 07/01/14 to 08/31/14

Assets:

10000	Operating Account	673,622.23
10020	Reserve Funds - Certificate of Deposit	59,994.13
10040	Reserve Funds - MMA	24,589.88
14000	Accounts Receivable	189,860.47

Total Assets:

\$948,066.71

Liabilities:

20000	Accounts Payable	24,046.40
21500	AFLAC Withheld Payable	0.02
21600	VRS Employee Contribution (VRS)	-0.06
23000	Accrued Annual Leave	46,709.99
24000	Accrued Unemployment	9,369.87
24100	Accrued Workers Comp	3,710.84
25000	Accrued Audit Expense	7,250.00

Total Liabilities:

\$91,087.06

Projects

30114	ARC FY 2014	17,057.79
30313	Regional/Local Projects	-22,583.40
30314	Regional/Local Projects	1,078.83
30315	Regional/Local Projects	1,864.48
30415	VDOT	-8,353.76
30515	RideSolutions	-5,175.28
30615	EDA	8,822.84
31013	NRV Stormwater Development	-1,154.82
31014	Pulaski Co Skyview Sewer Extension - Phase 1	-4,930.79
31044	Flash Flood Mapping/Signs	-6,291.32
31074	Wolf Creek TMDL	-94.00
31085	Blacksburg Broadband	45,289.38
31105	Pulaski Co Skyview Sewer Extension - Phase 2	-829.95
	Net Program Elements	24,700.00
38000	Current Year Unrestricted	243,824.76
39500	Unrestricted Net Assets	587,295.98

Total Projects

\$855,820.74

Total Liabilities and Projects

946,907.80

Net Difference to be Reconciled

\$1,158.91

Total Adjustment

\$1,158.91

Unreconciled Balance

\$0.00

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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

September 16, 2014

PROJECT: **Construction of Cabins at Claytor Lake State Park
ENV14-144S**

SUBMITTED BY: Department of Environmental Quality

PROJECT DESCRIPTION: The Virginia Department of Conservation and Recreation proposes to construct two cabins and expand a road at Claytor Lake State Park. The Department of Environmental Quality is requesting comments on the environmental impact report.

PROJECT SENT FOR REVIEW TO: Planning District Commissioners

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.

DEPARTMENT OF ENVIRONMENTAL QUALITY
OFFICE OF ENVIRONMENTAL IMPACT REVIEW
ENVIRONMENTAL REVIEW REQUEST FORM

7/13

DATE: September 4, 2014 PROJECT NUMBER (STATE/FEDERAL): 14-144S

PROJECT TITLE: Construction of Cabins at Claytor Lake State Park

PROJECT SPONSOR: Department of Conservation & Recreation

TYPE OF DOCUMENT: X Environmental Impact Report (State)
 Environmental Assessment (Federal)
 Environmental Impact Statement (Federal)
 Draft Final Supplemental
 Programmatic
 Consistency Determination/Certification
 Other

ROUTING OF DOCUMENT: X Enclosed DOCUMENT CD ONLINE EMAILED/
 Sent directly to you by sponsoring agency. Please call the agency's project contact if you have not received the document.

NOTES: _____

DOCUMENT REFERRED FOR COMMENT TO:

<u> X </u> Department of Game & Inland Fisheries	<u> X </u> Department of Historic Resources
<u> X </u> Department of Agriculture & Consumer Services	<u> </u> Department of Mines, Minerals, & Energy
<u> X </u> Department of Conservation & Recreation	<u> </u> Virginia Institute of Marine Science
<u> X </u> Department of Health	<u> X </u> Department of Forestry
<u> X </u> DEQ-Land Protection & Revitalization	<u> </u> Marine Resources Commission
<u> X </u> DEQ-Air Data Analysis	<u> X </u> Dept. of Transportation
<u> </u> DEQ-Wetlands & Stream Protection	<u> X </u> Planning District
<u> </u> DEQ-Water Resources Program-Groundwater Withdrawal	<u> </u> Commission: <u>New River Valley</u>
<u> X </u> DEQ-Water-E&S/SWM	
<u> </u> DEQ-Water-Chesapeake Bay	<u> X </u> Locality: <u>Pulaski County</u>
<u> X </u> DEQ-Water-VSMP Permit	
<u> X </u> DEQ-Regional Office	<u> </u> Others: _____
<u> </u> BRRO-Roanoke	

DEADLINE FOR COMMENTS: OCTOBER 1, 2014

If you cannot meet the deadline, please notify JULIA H. WELLMAN at 804/698-4326 prior to the date given. Arrangements will be made to extend the date for your review if possible. An agency will not be considered to have reviewed a document if no comments are received (or contact is made) within the period specified.

REVIEW INSTRUCTIONS:

- A. Please review the document carefully. If the proposal has been reviewed earlier (i.e. if the document is a federal Final EIS or a state supplement), please consider whether your earlier comments have been adequately addressed.
- B. Prepare your agency's comments in a form which would be acceptable for responding directly to a project proponent agency.
- C. Use your agency stationery, email, or the space below for your comments. **IF YOU USE THE SPACE BELOW, THE FORM MUST BE SIGNED AND DATED.**

Please return your comments to:

MS. JULIA H. WELLMAN
DEPARTMENT OF ENVIRONMENTAL QUALITY
OFFICE OF ENVIRONMENTAL IMPACT REVIEW
629 EAST MAIN STREET, SIXTH FLOOR
RICHMOND, VA 23219
FAX #804/698-4319
Julia.Wellman@deq.virginia.gov



JULIA H. WELLMAN
EIR COORDINATOR

COMMENTS

(signed) _____ (date) _____

(title) _____

(agency) _____

CONSTRUCTION OF CABINS AT CLAYTOR LAKE STATE PARK

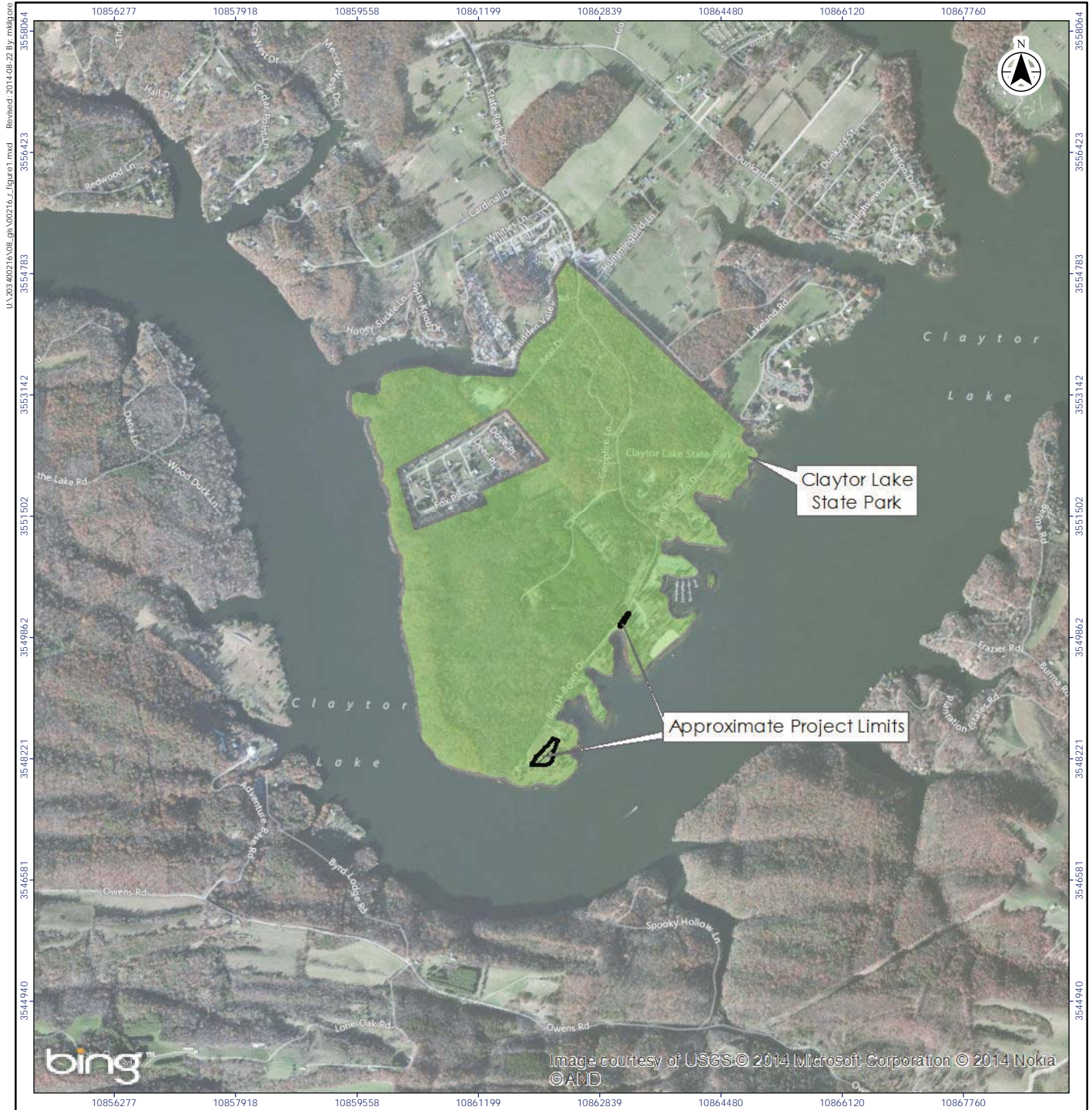
1.0 Project Purpose and Description

The Virginia Department of Conservation and Recreation (DCR) proposes to construct two cabins and expand a road at Claytor Lake State Park (park). The park is bound to the south, east, and west by Claytor Lake and the New River, and is accessible by Route 660 to the north (Figure 1, Vicinity and location Map). The proposed 1.5-acre project site is located off of Ben H. Bolen Road in Pulaski County, Virginia in the southeastern portion of the park. This particular portion of the park has not been recently studied under the scope of an existing Environmental Impact Review. As such, all analysis required by the Code of Virginia §10.1-1188 has been performed and is included in the review of this project.

The park offers visitors recreational opportunities centered around Claytor Lake, a 4,500 acre lake created by the Appalachian Power Company in 1939 by damming the New River to generate electricity. Activities include swimming, fishing, boating, picnicking, and camping. The park operates Water's Edge Meeting Facility, and provides visitors a view of the lake during weddings, family gatherings, retreats, and business meetings. Overnight accommodations include a 110-site campground, 12 two-bedroom cabins, 1 three-bedroom cabin, and 3 six-bedroom lodges. The park is a major attraction in southwest Virginia, and often has no vacancy during the peak cabin rental season. Building additional cabins will allow the park accommodate a greater number of visitors, while providing increased access to the vast array of recreational opportunities.

As such, DCR proposes to construct two three-bedroom cabins, along with supporting improvements to include parking and connections to existing utility lines. The project will also include an expansion of Ben H. Bolen Road northeast of the cabin area to allow vehicle pull-off along the existing one-lane road (Figure 2, Project Concept Plan). The proposed cabins will be constructed of similar materials and using similar construction methods as the existing adjacent cabins. Stormwater treatment for the new cabins and road will be accomplished through Best Management Practices (BMPs) in accordance with all state and local requirements.

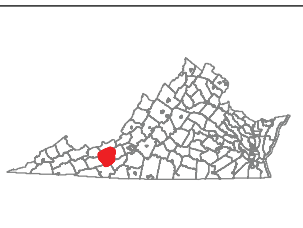
No impacts to wetlands of other waters of the United States (U.S.) are required for this project. In addition, no threatened and endangered species are located within the project area and therefore, no adverse impacts to these resources are expected. The project does not appear to adversely impact historic resources. Overall, the project is not anticipated to result in significant environmental impact.



U:\203400216\08_gis\0216_fig1a.mxd Revised: 2014-08-27 By: mlb096

3558064
3556423
3554783
3553142
3551502
3549862
3549221
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354940
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3556423
3558064



- Legend**
- Project Limits
 - Claytor Lake State Park



Project Location: Pulaski County, VA
 Prepared by TPS on 2014-07-18
 Technical Review by MGK on 2014-07-18
 Independent Review by RL.R on 2014-07-18

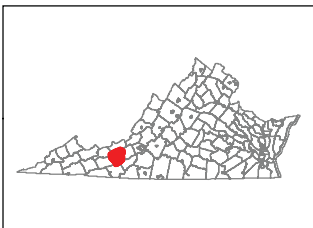
Client/Project: Virginia Department of Conservation and Recreation
 Claytor Lake State Park EIR

Figure No. 1
 Title

Figure 1
Location and Vicinity Map

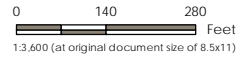
- Notes**
1. Coordinate System: NAD 1983 StatePlane Virginia South FIPS 4502 Feet
 2. Orthoimagery © Bing Maps
 3. Project limits digitized from aerials
 4. State Park boundary provided by VA-DCR Natural Heritage
 5. Microsoft product screen shot(s) reprinted with permission from Microsoft Corporation

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Legend

- Project Limits
- 2 Foot Contours
- Building Footprint
- Deck
- Pavement
- Sidewalk



Project Location: 203400216
 Pulaski County, VA
 Prepared by TPS on 2014-07-18
 Technical Review by MGK on 2014-07-18
 Independent Review by RL.R on 2014-05-07

Client/Project: Virginia Department of Conservation and Recreation
 Clayton Lake State Park EIR

Figure No. 1
 Title

**Figure 2
 Project Concept Plan**

Notes

- Coordinate System: NAD 1983 StatePlane Virginia South FIPS 4502 Feet
- Orthoimagery © Bing Maps
- Project limits digitized from aeriels
- State Park boundary provided by VA-DCR Natural Heritage
- Microsoft product screen shot(s) reprinted with permission from Microsoft Corporation

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September 25, 2014 Executive Director's Report

Economic Development:

- Floyd Innovation Center will hold a Ribbon Cutting on 9/22 at 10:30am to celebrate the opening of their multi-tenant economic development asset.

Transportation:

- In the spring the Commission purchased three trail counters to begin working with communities to collect data on trail usage. There is a significant amount of interest in collecting this data across the region, so at an upcoming Rural Transportation Advisory Committee meeting the group will discuss a schedule of availability for the counters.

Regional:

- Following up on the Virginia Tourism Corporation (VTC) marketing geography name change to Mountain Region, a letter is being submitted from the City of Salem to the VTC office in Richmond requesting consideration of the change. Following direction from VTC, the Commission will issue information packages to local governments in the region should they wish to submit a letter of support.
- The Tri-County (Montgomery, Giles, and Pulaski) Agritourism project is in the final stages of a draft strategic plan. The management team is collecting input from the steering committee before solidifying the plan. Once complete it will be distributed to all project partners.
- The Commission is providing staff support for a grant that is exploring a local food program for a portion of the Prices Fork Elementary School Re-use. The stakeholder committee is being developed currently and a kick-off meeting to gather input on viable local food programs will likely be scheduled in late October.
- The Appalachian Spring project held a meeting on September 15th to discuss major outdoor recreation assets in the region. These included the Blue Ridge Parkway, the Appalachian Trail and the New River. Over 25 people participated and developed a SWOT analysis for each asset. A follow-up meeting will be held to identify specific projects and programs that could benefit business development and infrastructure needs at the assets.
- The Appalachian Spring project also hosted an Outdoor Expo on September 13th at Heartwood in Abingdon. The NRV was well represented with a booth containing NRV literature and a gift basket that was raffled. Approximately 1,000 people attended to learn more about the outdoor recreation offerings in Southwest, VA.

PDC:

- In September Janet McNew is celebrating 15 years of service to the Commission! She held positions of Project Manager, Office Manager and now is the Director of Finance and Personnel.
- Patrick O'Brien will fill the Economic and Community Development Planner position effective October 20th. Patrick joins the Commission following six years on staff at the Virginia Tech Office of Economic Development where he led and participated in numerous studies across multiple industry fields. Most recently he and the VT-OED team completed a Skills Gap Analysis for the Mount Rogers/New River Valley Workforce Investment Board.

New River Valley Planning District Commission

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MEMORANDUM

To: Planning District Commissioners
From: Kevin R. Byrd, Executive Director
Date: September 17, 2014
Re: Agency Assessment Implementation Review

In late 2012 the Commission went through a voluntary self-assessment of the agency conducted by the Southeast Regional Director's Institute (SERDI). Following a survey sent to over 200 people, focus groups in each county and a briefing with the Commission at a Board meeting, the SERDI process identified several strategies to focus Commission effort. The Commission charged a committee with prioritizing the list of projects. The priority list was accepted by the Commission at the March 28, 2013 meeting. Since that time a lot has taken place to accomplish projects on the list while some still remain. At the September meeting there will be a review of the attached priority list, grading performance and determining which priorities to establish for the future.

NRV Planning District Commission Agency Assessment Implementation Subcommittee

Final Report

Accepted by Commission on March 28, 2013

The implementation subcommittee met on Friday, February 6th to discuss the Agency Assessment report prepared by SERDI in the summer of 2012, the NRVPDC Agency Assessment Commission Work Session on November 29th, 2012 and the guidance provided by the full Board of the NRVPDC on January 24th, 2013. The subcommittee went point by point through the Agency Assessment's Recommendations for Moving Forward and developed a further refined checklist.

The thoughts of the subcommittee were as follows:

- Some of the recommendations are currently being implemented so continuing them is relatively simple.
- Some of the recommendations may take more effort, time and/or expense. These items were given a lower priority not because of level of importance but as an acknowledgement of exertion needed. Momentum is important and we did not want to get the entire effort mired in one initial, challenging endeavor.
- Some of the recommendations were combined with others because of their similar nature and purpose.

In order of priority:

1. Continue the regularly scheduled City/Town/County Manager and Administrator Meetings & create a similar type of meeting arrangement for NRV Chief Elected Officials Forum for Mayors and Board Chairs.
 - The Chief Elected Officials Forum would put the chief elected officials in a position to champion an initiative or recommendations on how to move forward on important challenges and opportunities, turning to the PDC staff and city/town/county managers to supply technical and professional expertise and collaboratively move those ideas to the PDC Board of Directors. The Forum is yet another attempt to get the local governments and the elected officials in the region engaged and embracing their regional organization.
2. Inaugurate a New River Valley Annual Summit and hold in lieu of the Annual NRV Planning Commission dinner.
 - Afternoon: An education based program during the day for anyone in the region to attend with one or two major regional topics to be discussed.
 - Evening: A "gathering of the region" with a target audience of local government elected officials, state elected officials, members of Congress staff members and regional leaders across multiple sectors with one or two major regional topics to be discussed.

3. Encourage the creation of a subcommittee to study and provide recommendations about adding a committee structure to the NRVPC Board.
 - Many of the most relevant regional councils throughout the country include formal committees as part of their council's policy structure. The committees can be standing or temporary. Committees act as both advisory to NRVPC Board of Directors as well as provide an opportunity to bring more of the region's leadership and citizens to the regional table. A PDC member would chair the subcommittee, and other members of the Commission may sit on it, but it may be composed of other members of the community as well.
 - Potential subcommittees could be:
 - Work Program Review
 - Finance
4. Expand informal discussions with Councils, Boards and Institutions
 - NRVPC Executive Director, along with the Commission Board Member(s) representing the member, meet with the Chief Elected Official and the Chief Administrative Official of the applicable organization to discuss community matters. This will help build the communication bridge between the Commission Board Member and the key decision makers.
 - Use these sessions as an opportunity to keep the PDC in front of decision leaders and educate our organizations on the PDC's efforts and abilities.
 - Board Members should provide a copy of Executive Director's report and/or Commission Meeting minutes to their appointing organization's leadership group on a monthly basis.
5. Host and facilitate applicable regional groups to engage in dialogue regarding specific challenges, opportunities, and issues that can best be addressed on a regional basis.
 - Generate a list of regional issues to address
 - Market ourselves so people know we do this. There are skill sets here to do it.
 - Identify regional groups to target
 - Need a Board champion to move this forward or a committee
6. Conduct fact-finding field trips
 - Visits to other Planning District Commissions to understand best practices
 - Combine visits with other regional economic developments for cost and to avoid duplication.
 - This recommendation can be implemented with minimal expense to the NRVPC by utilizing funds from the Appalachian Regional Commission which allots funds annually for this exact purpose. Typically, a small group of people will make the trip including the Executive Director and a handful of Board Members. The intention of this program is for Board Members to see how other regions operate and to return with ideas for implementation.
7. Encourage the creation of a subcommittee to study and provide recommendations about providing value added GIS services to the region

8. Consider changing the name of the New River Valley Planning District Commission to the New River Valley Regional Commission. This could not occur until at least 2014.
 - o Currently there are 21 Planning Districts in Virginia. Of the 21 there are 6 which changed their name from PDC to Regional Commission. The Lynchburg Region uses the name Local Government Council. The state code enables “Regional Council” or “Regional Commission” as a substitute naming option 15.2-4203 B.1. Other PDCs in Virginia are considering a name change to Regional Commission at this time due to the above mentioned reasons.

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New River Valley Planning District Commission



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MEMORANDUM

To: Planning District Commissioners
From: Kevin R. Byrd, Executive Director
Date: September 17, 2014
Re: Roanoke Outside Program

At the September 25th Commission meeting we will have a presentation from Pete Eshelman, Director of Roanoke Outside, a program of the Roanoke Regional Partnership. Mr. Eshelman will overview the purpose of the Roanoke Outside program and results of their efforts. More information about Roanoke Outside is below. Please feel free to invite others to be with us for the meeting on 9/25 at 6:00 to learn about the Roanoke Outside program.

The [Roanoke Regional Partnership](#) initially created Roanoke Outside to showcase why the Roanoke, Virginia region is one of the best outdoor communities in the United States. In 2013, with the support of the Partnership, Roanoke Outside was officially formed as a 501c3 charitable organization. Its mission is to make outdoor activity and environmental stewardship a core component of our community's lifestyle by promoting a "conservation through recreation" philosophy.

Roanoke Outside seeks to impact the greater good of the community by organizing or partnering with others to create outdoor-oriented activities and programs that:

- Educate citizens about benefits of activities such as hiking, biking, climbing and paddling.
- Educate about environmental stewardship and conservation through recreation.
- Promote a healthy lifestyle and increased fitness levels through outdoor recreation.
- Encourage environmental stewardship.
- Utilize outdoor activities to raise money for charitable environmental stewardship.

Our goals include:

- Encourage the exploration, enjoyment, and preservation of the Roanoke region's recreational assets for human-powered outdoor recreation activities.
- Protect the wilderness character of the Roanoke region's outdoor assets through conservation of water, forests, parks, wildlife, and related resources;
- Promote and celebrate safety, proficiency and responsibility in all aspects of outdoor recreation.

Our objectives include:

- Promote appreciation and respect for the value of outdoor activity.
- Educate citizens on how to use outdoor assets to improve quality of life.
- Serve as a convener and facilitator of collaborative action among the partners involved in outdoor recreation and environmental stewardship.
- Create health benefits from outdoor recreation that extend into economic benefits such as increased productivity and reduced medial costs.
- Build a culture of conservation through recreation and education targeting school age children.
- Be a vehicle for funding, managing, or implementing outdoor related programming.
- Utilize outdoor events to raise support and awareness for health initiatives and environmental stewardship

New River Valley Planning District Commission

Agenda

October 23, 2014

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
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**
 - A. Review and Grade Progress on Agency Assessment Implementation (enclosed)
Commission Discussion and Set Future Priorities
- IX. **NEW BUSINESS**
 - A. FY16 Per Capita Assessment Rate (Commission Dues) (enclosed)
Commission Action
 - B. Commission Staffing Level; consider adding a Planner I (enclosed)
Commission Discussion
 - C. Set November Commission Meeting
Commission Action

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

The New River Valley Planning District 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.

New River Valley Planning District Commission
Agencywide Revenue and Expenditures - September 2014

With Indirect Detail

	FY14-15 Budget				
	<small>(adopted 5/29/14)</small>	September 2014	YTD	Under/Over	% Budget
Revenues					
ARC	68,436.00	0.00	17,109.00	51,327.00	25.00%
LOCAL ASSESSMENT	226,952.81	0.00	212,803.92	14,148.89	93.77%
DHCD	75,971.00	18,992.00	18,992.00	56,979.00	25.00%
EDA	70,000.00	0.00	17,500.00	52,500.00	25.00%
WIB Fiscal Agent	60,000.00	0.00	20,000.00	40,000.00	33.33%
WIA Program Funds	518,965.00	41,070.01	121,432.44	397,532.56	23.40%
VDOT	58,000.00	11,765.40	11,765.40	46,234.60	20.29%
VDOT - Rocky Knob Project	120,500.00	38,329.84	38,329.84	82,170.16	31.81%
Floyd Co EDA	14,000.00	1,144.91	6,448.23	7,551.77	46.06%
Giles County	20,000.00	2,280.16	9,621.84	10,378.16	48.11%
Narrows Town	11,500.00	976.40	2,372.88	9,127.12	20.63%
Rich Creek Town	4,300.00	820.13	3,093.31	1,206.69	71.94%
Montgomery County	20,000.00	1,411.44	2,591.64	17,408.36	12.96%
Blacksburg Town	48,000.00	5,750.00	30,750.00	17,250.00	64.06%
Christiansburg Town	3,400.00	0.00	3,452.19	-52.19	101.54%
Pulaski County	87,984.00	10,692.68	13,367.89	74,616.11	15.19%
Pulaski Town	12,500.00	1,117.86	3,460.75	9,039.25	27.69%
Pulaski Co Sewerage Auth.	0.00	500.00	500.00	-500.00	0.00%
Virginia Tech	31,500.00	0.00	25,000.00	6,500.00	79.37%
Recovered Cost	0.00	1,000.00	3,000.00	-3,000.00	0.00%
Virginia's First	0.00	572.69	5,473.30	-5,473.30	0.00%
NRV Commerce Park	0.00	1,136.32	1,136.32	-1,136.32	0.00%
Blacksburg/Christiansburg MPO	30,000.00	0.00	0.00	30,000.00	0.00%
Pembroke	1,500.00	0.00	646.27	853.73	43.08%
RV-ARC RideSolutions	33,680.00	6,637.57	6,637.57	27,042.43	19.71%
DEQ	52,000.00	4,647.97	12,284.75	39,715.25	23.62%
VDEM	24,953.00	6,918.00	6,918.00	18,035.00	27.72%
Southwest Virginia SWMA	1,000.00	0.00	1,000.00	0.00	100.00%
New River Health District	25,000.00	5,383.21	5,383.21	19,616.79	21.53%
Friends of SWVA	5,000.00	0.00	0.00	5,000.00	0.00%
Blacksburg Partnership	25,000.00	0.00	0.00	25,000.00	0.00%
Revenues	1,650,141.81	161,146.59	601,070.75	1,049,071.06	36.43%
Expenses					
Salaries	812,100.00	61,961.91	188,747.41	623,352.59	23.24%
Fringe Benefits	283,910.00	21,458.88	64,403.81	219,506.19	22.68%
Travel	55,893.00	3,706.50	10,660.60	45,232.40	19.07%
Office Space	68,520.00	4,158.09	12,474.27	56,045.73	18.21%
Telephone/Communications	14,105.00	1,200.72	3,547.11	10,557.89	25.15%
Office Supplies	15,275.00	1,783.66	5,080.25	10,194.75	33.26%
Postage	2,750.00	108.38	688.26	2,061.74	25.03%
Printing	1,500.00	0.00	0.00	1,500.00	0.00%
Copies & Copier Maintenance	3,390.00	789.18	852.43	2,537.57	25.15%
Media Ad	1,600.00	-45.00	274.98	1,325.02	17.19%
Equipment Rent	8,500.00	619.73	1,859.19	6,640.81	21.87%
Vehicle Maintenance	1,500.00	0.00	0.00	1,500.00	0.00%
Vehicle Fuel	3,000.00	363.05	725.41	2,274.59	24.18%
Dues/Publications	10,100.00	295.00	3,318.00	6,782.00	32.85%
Training	2,150.00	30.00	630.00	1,520.00	29.30%
Insurance	5,280.00	-197.00	4,009.00	1,271.00	75.93%
Meeting Expense	11,247.00	856.89	1,207.56	10,039.44	10.74%
Capital Outlay (Vehicle/Equipment)	6,000.00	0.00	2,587.45	3,412.55	43.12%
Contractual Services	307,199.00	27,452.52	77,259.32	229,939.68	25.15%
Audit Fee	7,500.00	0.00	0.00	7,500.00	0.00%
Miscellaneous	35,459.00	272.37	858.55	34,600.45	2.42%
Expenses	1,656,978.00	124,814.88	379,183.60	1,277,794.40	22.88%
Agency Balance	-6,836.19	36,331.71	221,887.15		

New River Valley Planning District Commission
Balance Sheet
Period From : 07/01/14 to 09/30/14

Assets:

Operating Account	635,406.23
Reserve Funds - Certificate of Deposit	59,994.13
Reserve Funds - MMA	24,589.88
Accounts Receivable	246,737.79

Total Assets:	\$966,728.03
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Liabilities:

Accounts Payable	5,660.74
AFLAC Withheld Payable	0.03
VRS Employee Contribution (VRS)	-0.09
Accrued Annual Leave	46,709.99
Accrued Unemployment	16,471.93
Accrued Workers Comp	241.46

Total Liabilities:	\$69,084.06
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Projects

Net Projects	44,023.12
Current Year Unrestricted	260,833.33
Unrestricted Net Assets	591,071.65

Total Projects	\$895,928.10
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Total Liabilities and Projects	965,012.16
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Net Difference to be Reconciled	\$1,715.87
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Total Adjustment	\$1,715.87
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Unreconciled Balance	\$0.00
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e-mail: nrvpdc@nrvpdc.orgVisit: www.nrvpdc.org**October 23, 2014****Executive Director's Report****Economic Development:**

- The Commission was successful in a recent grant application to the Virginia Tourism Corporation – Marketing Leverage Program to develop a NRV Trail Guide. The counties of Montgomery, Giles, Pulaski and the City of Radford are partners on the project providing match funds. The guide will highlight significant trails in the partner communities including a trail description, trail head photo, rating (easy, moderate, difficult), elevation information and pertinent local info. Development of the guides will start this fall with anticipated completion by summer.

Transportation:

- The VDOT Six-Year Improvement Plan public hearing for the Salem District is scheduled for 10/21 at Northside High School. 5:00 Local officials briefing; 5:30 Open house; 6:30 Public Hearing. Commission will be submitting priorities based on previous input and includes the following: 1) Widening Rt. 114 btwn Arsenal and Town of Christiansburg; 2) Interchange improvements at I-81 and Rt. 8 (not only bridge replacement); 3) I-81 Interchange improvements exits 105, 99, 94; 4) Widen Rt. 100 btwn Pulaski Co and Giles Co; 5) Southgate Interchange Construction.
- The Commission is hosting the Commonwealth Transportation Board (CTB) members representing the Salem District on November 4th and coordinated meeting times with local governments in the region. Nine local governments are meeting with Mr. Fralin and Mr. Rosen.
- The next NRV Passenger Rail committee meeting is scheduled for November 12th 2:00-3:30 at RU COBE Building.

Regional:

- There will be an Aging in Place workshop on 10/22 from 8:30-1:30 at the Event Center in Christiansburg. The title of the workshop is Home Matters: Lifespan Friendly Homes, Neighborhood and Communities that Support Aging in Place. For more information visit www.cfnr.org and scroll down to upcoming events.
- Commission staff coordinated a New River Valley Geographic Information System (GIS) users group meeting on October 10th. It is an opportunity for the GIS users to network, share information about industry trends and current projects. Staff established a website for the users group <http://www.nrvpdc.org/GISUsers>
- The Appalachian Spring project held a regional meeting on October 14th with four agenda items: 1) How to connect communities to natural assets; 2) Review/update inventory of outdoor recreation industry contributors; 3) Gap Analysis 4) Overview of Virginia Tourism Zones. A future meeting with a broader audience to promote the Virginia Tourism Zones will be set up.
- Smart Beginnings of the NRV will be hosting a Business Leaders breakfast meeting on November 12th at the Inn at VT from 7:30-9:00. Barry DuVal, President and CEO of the VA Chamber of Commerce, will be the featured speaker. Please let me know if you are interested in attending.
- The Rural Center of Virginia is coordinating the Governor's Summit on Rural Prosperity at the Hotel Roanoke November 17-18.

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MEMORANDUM

To: Planning District Commissioners
From: Kevin R. Byrd, Executive Director
Date: October 14, 2014
Re: Agency Assessment Implementation Review

In late 2012 the Commission went through a voluntary self-assessment of the agency conducted by the Southeast Regional Director's Institute (SERDI). Following a survey sent to over 200 people, focus groups in each county and a briefing with the Commission at a Board meeting, the SERDI process identified several strategies to focus Commission effort. The Commission charged a committee with prioritizing the list of projects. The priority list was accepted by the Commission at the March 28, 2013 meeting. Since that time a lot has taken place to accomplish projects on the list while some still remain. At the October meeting there will be a review of the attached priority list, grading performance and determining which priorities to establish for the future. Mr. Jim Youngquist, SERDI staff who conducted the assessment, is expected to call into the meeting and discuss the Commission's progress.

NRV Planning District Commission Agency Assessment Implementation Subcommittee

Final Report

Accepted by Commission on March 28, 2013

Updated October 14, 2014

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The thoughts of the subcommittee were as follows:

- Some of the recommendations are currently being implemented so continuing them is relatively simple.
- Some of the recommendations may take more effort, time and/or expense. These items were given a lower priority not because of level of importance but as an acknowledgement of exertion needed. Momentum is important and we did not want to get the entire effort mired in one initial, challenging endeavor.
- Some of the recommendations were combined with others because of their similar nature and purpose.

In order of priority:

1. Continue the regularly scheduled City/Town/County Manager and Administrator Meetings & create a similar type of meeting arrangement for NRV Chief Elected Officials Forum for Mayors and Board Chairs.
 - The Chief Elected Officials Forum would put the chief elected officials in a position to champion an initiative or recommendations on how to move forward on important challenges and opportunities, turning to the PDC staff and city/town/county managers to supply technical and professional expertise and collaboratively move those ideas to the PDC Board of Directors. The Forum is yet another attempt to get the local governments and the elected officials in the region engaged and embracing their regional organization.

UPDATE:

The Managers Meetings continue on a quarterly basis. The Commission started the Mayors and Chairs meetings in FY 14. The group decided to meet twice annually (fall/spring). Strong attendance from across the region and the meetings are run by the Commission Chair. By holding these meetings last year it directly influenced the Commission's current convening role. The issues of passenger rail expansion to the region and regional tourism were shared at those meetings. That platform provided

the focus for the Commission Board of Directors and the staff to convene the region on those topics and focus Commission staff time as well.

2. Inaugurate a New River Valley Annual Summit and hold in lieu of the Annual NRV Planning Commission dinner.
 - Afternoon: An education based program during the day for anyone in the region to attend with one or two major regional topics to be discussed.
 - Evening: A “gathering of the region” with a target audience of local government elected officials, state elected officials, members of Congress staff members and regional leaders across multiple sectors with one or two major regional topics to be discussed.

UPDATE:

In FY14 the Commission overhauled the annual dinner approach. It shifted from Planning Commission members serving the local governments to the elected officials at local, state and federal governments as well as Planning Commission Chairs from the local governments and chief administrative officials. Further, the Commission instituted an awards program as an effort to recognize leaders and increase awareness of the Commission. The inaugural awards were presented to Virginia Tech President, Dr. Steger (Citizen of the Valley) and Joe Sheffey, Chair of the Pulaski County Board of Supervisors (Champion of the Valley –elected official).

The afternoon education session was not instituted with the annual dinner. It was evaluated and decided not to coordinate due to limited staff time the day of a major event, the ability for the regional leaders to attend two events in one day and the Commission already hosts other training events throughout the year.

3. Encourage the creation of a subcommittee to study and provide recommendations about adding a committee structure to the NRVPC Board.
 - Many of the most relevant regional councils throughout the country include formal committees as part of their council’s policy structure. The committees can be standing or temporary. Committees act as both advisory to NRVPC Board of Directors as well as provide an opportunity to bring more of the region’s leadership and citizens to the regional table. A PC member would chair the subcommittee, and other members of the Commission may sit on it, but it may be composed of other members of the community as well.
 - Potential subcommittees could be:
 - Work Program Review
 - Finance

UPDATE:

The Assessment Committee decided a committee structure would be beneficial. The first committee to take shape will be the Work Program Review committee and a chair was appointed in FY14. It was not needed directly in FY14 heading into FY15 because of timing. However, the committee is planned to take shape in 2015 to advise and learn about the Commission work program. The finance committee is on hold currently. A recent change was made to increase the level of financial documentation provided to the Board of Directors so a better understanding of the Commission’s financial position can be communicated on a monthly basis.

4. Expand informal discussions with Councils, Boards and Institutions
 - NRVPCD Executive Director, along with the Commission Board Member(s) representing the member, meet with the Chief Elected Official and the Chief Administrative Official of the applicable organization to discuss community matters. This will help build the communication bridge between the Commission Board Member and the key decision makers.
 - Use these sessions as an opportunity to keep the PDC in front of decision leaders and educate our organizations on the PDC's efforts and abilities.
 - Board Members should provide a copy of Executive Director's report and/or Commission Meeting minutes to their appointing organization's leadership group on a monthly basis.

UPDATE:

All localities receive an annual presentation from the Executive Director on projects serving the specific local government as well as key regional programs. Commission Board members are attending regional project meetings (Appalachian Spring, Passenger Rail, Tourism) and introducing themselves as members of the Commission Board. This helps our members recognize participation from the Commission at a high level and communicates value of the Commission beyond the staff.

Regarding communication, the draft minutes are now distributed to all local governments and "interested parties" within 1 week of the Commission meeting. The same distribution list receives the agenda packets electronically, so they know what the Board is discussing on a monthly basis. The Commission staff audited the Newsletter and Annual Report recipient list to make sure it was up to date and the correct people were receiving the information.

The involvement of Commission Board members at the regional meetings as well as the Mayors and Chairs has bridged a major communication and level of engagement issue.

5. Host and facilitate applicable regional groups to engage in dialogue regarding specific challenges, opportunities, and issues that can best be addressed on a regional basis.
 - Generate a list of regional issues to address
 - Market ourselves so people know we do this. There are skill sets here to do it.
 - Identify regional groups to target
 - Need a Board champion to move this forward or a committee

UPDATE:

The Commission quickly moved into the role of regional convener and is being recognized as such by the members. The region was facing a complicated tourism issue and the Commission filled the role to facilitate the discussion and will be taking the lead on engaging local governments to solicit their official position on the matter. This has opened the door to the members leaning on the Commission for more convening of the region.

6. Conduct fact-finding field trips
 - Visits to other Planning District Commissions to understand best practices
 - Combine visits with other regional economic developments for cost and to avoid duplication.

- This recommendation can be implemented with minimal expense to the NRVPCD by utilizing funds from the Appalachian Regional Commission which allots funds annually for this exact purpose. Typically, a small group of people will make the trip including the Executive Director and a handful of Board Members. The intention of this program is for Board Members to see how other regions operate and to return with ideas for implementation.

UPDATE:

In September the Commission conducted a Peer Exchange with Land of Sky Regional Council in Asheville, NC. The two-day visit was attended by four Commissioners and two staff members. Topics included downtown revitalization, agency branding, cloud computing, bridging traditional economic development with community development, utilizing the river as an economic development resource and transportation programs. A lot was learned from the Land of Sky visit as well as the time the board members were able to spend with Commission staff discussing issues and opportunities.

7. Encourage the creation of a subcommittee to study and provide recommendations about providing value added GIS services to the region

UPDATE:

A committee was established and met to discuss the Commission's role in GIS for the region. It was determined the Commission is best positioned to provide analytical work rather than parcel mapping, which a lot of local governments provide. The past year the Commission expanded GIS offerings significantly by branching out into ArcGIS online. An Innovation Award was received from NADO for the work done with GIS online mapping tools for the MPO Bike/Ped Master Plan. The success of this program led to a recent contract with the New River Health District to provide GIS mapping services for their agency. Commission staff is now receiving data from the Health District to map all well and septic permit locations and locations of some health cases of public concern (ie-rabies). The contract with the Health District allowed their agency to avoid the cost of a GIS staff person plus equipment and at the same time it provides cost-share for a Commission employee as well as excellent data for land development purposes (well/septic) that was not previously being mapped. Commission staff began convening GIS users biannually in September 2014.

8. Consider changing the name of the New River Valley Planning District Commission to the New River Valley Regional Commission. This could not occur until at least 2014.
 - Currently there are 21 Planning Districts in Virginia. Of the 21 there are 6 which changed their name from PDC to Regional Commission. The Lynchburg Region uses the name Local Government Council. The state code enables "Regional Council" or "Regional Commission" as a substitute naming option 15.2-4203 B.1. Other PDCs in Virginia are considering a name change to Regional Commission at this time due to the above mentioned reasons.

UPDATE:

This is an item the Peer Exchange with Land of Sky Regional Council covered by way of the presentation on branding. When NRVPCD attendees asked the branding speaker about the Commission name and logo the immediate response was to remove the word 'planning' because it is limiting in terms of what the Commission does for the region. The branding speaker also advised to stay away from using

a government seal as a brand while establishing a mission statement along with readily understood core programs (ie-economic visioning, convening, technical assistance) to build the brand.

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From: Kevin R. Byrd, Executive Director
Date: October 14, 2014
Re: Per Capita Assessment Rate for FY16

Each year the New River Valley Planning District 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. This generates a budget of approximately \$1.7 million for the agency which reflects services returned to members of the Commission.

The current assessment rate is \$1.27 per capita based on 2010 census figures. The per capita assessment at the current rate generates \$226,952.81 for the Commission to utilize 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 to 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 options of \$1.27, \$1.29, and \$1.31 and the cost to each member. The Commission last adjusted the rate in October of 2013, effective July 1, 2014. The adjustment at that time was \$.02 increasing from \$1.25 to the current rate of \$1.27.

**New River Valley Planning District Commission
Per Capita Assessment Rate FY16**

		Current Rate		
	Population 2010	1.27	1.29	1.31
Floyd County	14,854	\$18,864.58	\$19,161.66	\$19,458.74
Town of Floyd	425	\$539.75	\$548.25	\$556.75
Giles County	11,697	\$14,855.19	\$15,089.13	\$15,323.07
Pearisburg	2,786	\$3,538.22	\$3,593.94	\$3,649.66
Narrows	2,029	\$2,576.83	\$2,617.41	\$2,657.99
Rich Creek	774	\$982.98	\$998.46	\$1,013.94
Pulaski County	23,252	\$29,530.04	\$29,995.08	\$30,460.12
Town of Pulaski	9,086	\$11,539.22	\$11,720.94	\$11,902.66
Montgomery County	30,731	\$39,028.37	\$39,642.99	\$40,257.61
Blacksburg	33,807	\$42,934.89	\$43,611.03	\$44,287.17
Christiansburg	21,041	\$26,722.07	\$27,142.89	\$27,563.71
City of Radford	16,408	\$20,838.16	\$21,166.32	\$21,494.48
Radford University	3,000	\$3,810.00	\$3,870.00	\$3,930.00
Virginia Tech	8,813	\$11,192.51	\$11,368.77	\$11,545.03
Total Assessment	178,703	\$226,952.81	\$230,526.87	\$234,100.93

New River Valley Planning District Commission

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MEMORANDUM

To: Planning District Commissioners
From: Kevin R. Byrd, Executive Director
Date: October 14, 2014
Re: Commission Staffing Level

Commission staff recently completed the 1st quarter project and budget review. Following the review it became apparent the project load is indicating the need for an additional planner on staff. Further, the budget supports the added expense within this fiscal year's funds. The purpose for adding a Planner I (entry-level) position is to allow for increased responsiveness to Commission member projects, support staff on existing projects and assist with future program development.

While agency staffing is a function of the Executive Director, the issue is being brought to the Commission since funding for the position is somewhat speculative into next fiscal year. Everyone on staff at the Commission recognizes their positions are funded with "soft money" that is not guaranteed from year to year. However, there is stability for several of the programs funding the current staff. The additional planner position may need funding support in FY16 beyond what the FY16 budget can provide. The Commission is in a financial position to support the position should that be necessary. This is being brought to the Commission for discussion and information purposes.

New River Valley Planning District Commission

Agenda

November 20, 2014

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)
 - 1. VA141105-00500400121 - NEPA Info Request Route 639-Elliott Creek - Montgomery County
 - 2. VA141029-00400400063 - NEPA Info Request Route 750-Alum Ridge Road - Floyd County
 - B. Regular Project Review
 - None
 - C. Environmental Project Review
 - 1. ENV14-174S - Future Bovine Extension Teaching & Research Facility - Virginia Tech
 - 2. ENV14-175S - Future Applied Reproduction Facility - Virginia Tech
 - 3. ENV14-183S Multi-Modal Transit Facility - Virginia Tech
- 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. Committee Composition for Comprehensive Economic Development Strategy (CEDS) (enclosed)
 - Commission Discussion
 - B. FY14 Audit Report (enclosed)
 - Commission Action
 - C. Commission Name Change Process (enclosed)
 - Commission Discussion

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

The New River Valley Planning District 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.

New River Valley Planning District Commission
Agencywide Revenue and Expenditures - October 2014

With Indirect Detail

FY14-15 Budget adopted 5/29/14	October 2014	YTD	Under/Over	% Budget	
Revenues					
ARC	68,436.00	17,109.00	34,218.00	50.00%	
LOCAL ASSESSMENT	226,952.81	4,716.25	217,520.17	95.84%	
DHCD	75,971.00	18,993.00	37,985.00	50.00%	
EDA	70,000.00	0.00	17,500.00	25.00%	
WIB Fiscal Agent	60,000.00	0.00	20,000.00	33.33%	
WIA Program Funds	518,965.00	43,189.17	164,621.61	31.72%	
VDOT	58,000.00	0.00	11,765.40	20.29%	
VDOT - Rocky Knob Project	120,500.00	0.00	38,329.84	31.81%	
Floyd Co EDA	14,000.00	4,986.30	11,434.53	81.68%	
Giles County	20,000.00	1,545.14	11,166.98	55.83%	
Narrows Town	11,500.00	1,210.23	3,583.11	31.16%	
Rich Creek Town	4,300.00	930.10	4,023.41	93.57%	
Montgomery County	20,000.00	0.00	2,591.64	12.96%	
Blacksburg Town	48,000.00	1,916.67	32,666.67	68.06%	
Christiansburg Town	3,400.00	0.00	3,452.19	101.54%	
Pulaski County	87,984.00	3,515.95	16,883.84	19.19%	
Pulaski Town	12,500.00	1,338.09	4,798.84	38.39%	
Pulaski Co Sewerage Auth.	0.00	0.00	500.00	0.00%	
Virginia Tech	31,500.00	1,590.43	26,590.43	84.41%	
Recovered Cost	0.00	1,000.00	4,000.00	-4,000.00	0.00%
Virginia's First	0.00	0.00	6,609.62	-6,609.62	0.00%
Blacksburg/Christiansburg MPO	30,000.00	0.00	0.00	30,000.00	0.00%
Pembroke	1,500.00	0.00	646.27	853.73	43.08%
RV-ARC RideSolutions	33,680.00	0.00	6,637.57	27,042.43	19.71%
DEQ	52,000.00	0.00	12,284.75	39,715.25	23.62%
VDEM	24,953.00	0.00	6,918.00	18,035.00	27.72%
Southwest Virginia SWMA	1,000.00	0.00	1,000.00	0.00	100.00%
New River Health District	25,000.00	0.00	5,383.21	19,616.79	21.53%
Friends of SWVA	5,000.00	0.00	0.00	5,000.00	0.00%
Blacksburg Partnership	25,000.00	0.00	0.00	25,000.00	0.00%
Revenues	1,650,141.81	102,040.33	703,111.08	947,030.73	42.61%
Expenses					
Salaries	812,100.00	62,924.07	251,671.48	560,428.52	30.99%
Fringe Benefits	283,910.00	20,541.07	84,944.88	198,965.12	29.92%
Travel	55,893.00	6,478.04	17,138.64	38,754.36	30.66%
Office Space	68,520.00	4,204.88	16,679.15	51,840.85	24.34%
Telephone/Communications	14,105.00	1,229.35	4,776.46	9,328.54	33.86%
Office Supplies	15,275.00	2,222.83	7,303.08	7,971.92	47.81%
Postage	2,750.00	574.39	1,262.65	1,487.35	45.91%
Printing	1,500.00	2,740.10	2,740.10	-1,240.10	182.67%
Copies & Copier Maintenance	3,390.00	602.33	1,454.76	1,935.24	42.91%
Media Ad	1,600.00	0.00	274.98	1,325.02	17.19%
Equipment Rent	8,500.00	496.49	2,355.68	6,144.32	27.71%
Vehicle Maintenance	1,500.00	200.87	200.87	1,299.13	13.39%
Vehicle Fuel	3,000.00	311.80	1,037.21	1,962.79	34.57%
Dues/Publications	10,100.00	1,175.00	4,493.00	5,607.00	44.49%
Training	2,150.00	-30.00	600.00	1,550.00	27.91%
Insurance	5,280.00	0.00	4,009.00	1,271.00	75.93%
Meeting Expense	11,247.00	733.29	1,940.85	9,306.15	17.26%
Capital Outlay (Vehicle/Equipment)	6,000.00	0.00	2,587.45	3,412.55	43.12%
Contractual Services	307,199.00	7,284.78	84,544.10	222,654.90	27.52%
Audit Fee	7,500.00	0.00	0.00	7,500.00	0.00%
Miscellaneous	35,459.00	905.38	1,763.93	33,695.07	4.97%
Expenses	1,656,978.00	112,594.67	491,778.27	1,165,199.73	29.68%
Agency Balance	-6,836.19	-10,554.34	211,332.81		

New River Valley Planning District Commission
Balance Sheet
Period From : 07/01/14 to 10/31/14

Assets:

Operating Account	668,455.21
Reserve Funds - Certificate of Deposit	59,994.13
Reserve Funds - MMA	24,589.88
Accounts Receivable	198,899.02

Total Assets:	\$951,938.24
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Liabilities:

AFLAC Withheld Payable	0.04
VRS Employee Contribution (VRS)	-0.12
Accrued Annual Leave	46,709.99
Accrued Unemployment	16,526.51
Accrued Workers Comp	320.74

Total Liabilities:	\$63,557.16
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Projects

Net Projects	15,135.16
Current Year Unrestricted	279,166.96
Unrestricted Net Assets	591,071.65

Total Projects	\$885,373.77
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Total Liabilities and Projects	948,930.93
---------------------------------------	-------------------

Net Difference to be Reconciled	\$3,007.31
--	-------------------

Total Adjustment	\$3,007.31
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Unreconciled Balance	\$0.00
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New River Valley Planning District Commission



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e-mail: nrvpdc@nrvpdc.org
Visit: www.nrvpdc.org

COMMONWEALTH INTERGOVERNMENTAL REVIEW MEMORANDUM

TO: Planning Commission Members
FROM: Kevin R. Byrd, Executive Director
AGENDA ITEM: III. Intergovernmental Review Process, A. Projects (staff), Item #1

CIRP Review

November 20, 2014

PROJECT: **NEPA Info Request Route 639-Elliott Creek- Montgomery County
VA141105-00500400121**

SUBMITTED BY: Virginia Department of Transportation

PROJECT DESCRIPTION: The Virginia Department of Transportation requested comments on the summary and location map for the above referenced project.

PROJECT SENT FOR REVIEW TO: Staff

STAFF COMMENT: Upgrading VA Route 639 to meet current VDOT standards is documented in the 2035 Rural Long-Range Transportation Plan. (<http://www.nrvpdc.org/Transportation/NRV-Rural%20Long-Range%20Plan.pdf>). While the overall goal is to widen the entire route to a minimum of 22 ft., the proposed improvements described in the project, will greatly benefit this corridor.

ROUTE: 639 – Mount Pleasant Road
PROJECT: 0639-060-720, P101, R201, B664
FROM: 1.25 Miles East of Route 722
TO: 0.65 Mile West of Route 637
COUNTY: Montgomery
UPC: 87868

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

Dear Mr. Byrd:

The Virginia Department of Transportation is evaluating the environmental impacts of the subject project on Route 639 – Mount Pleasant Road in Montgomery County. The project, shown on the attached location map, will begin 1.25 miles east of Route 722 and end 0.65 mile west of Route 637. The project involves the replacement of the existing one-lane bridge over Elliott Creek with a two-lane bridge, as well as pavement and geometric improvements on both approaches. The existing bridge has a curb-to-curb width of 11 feet. The proposed bridge will have a curb-to-curb width of 22 feet. The existing 14-foot approaches will be widened to a proposed 22-foot width.

The existing 30-foot prescriptive right-of-way along the 0.10-mile long project will be increased to a minimum width of 60 feet, as dictated by both the adjacent topography and storm water management requirements. Additional right of way and easements required to support the project have been estimated at one (1) acre. Right-of-way figures will be further refined following the advancement of design.

To assist us in our evaluation, please confirm that the subject project is on the most recent long range plan and provide to us the name of that plan. Also, please make a statement as to the compatibility of the project with regional planning of the New River Valley Planning District Commission. Your response by December 5, 2014 will be greatly appreciated.

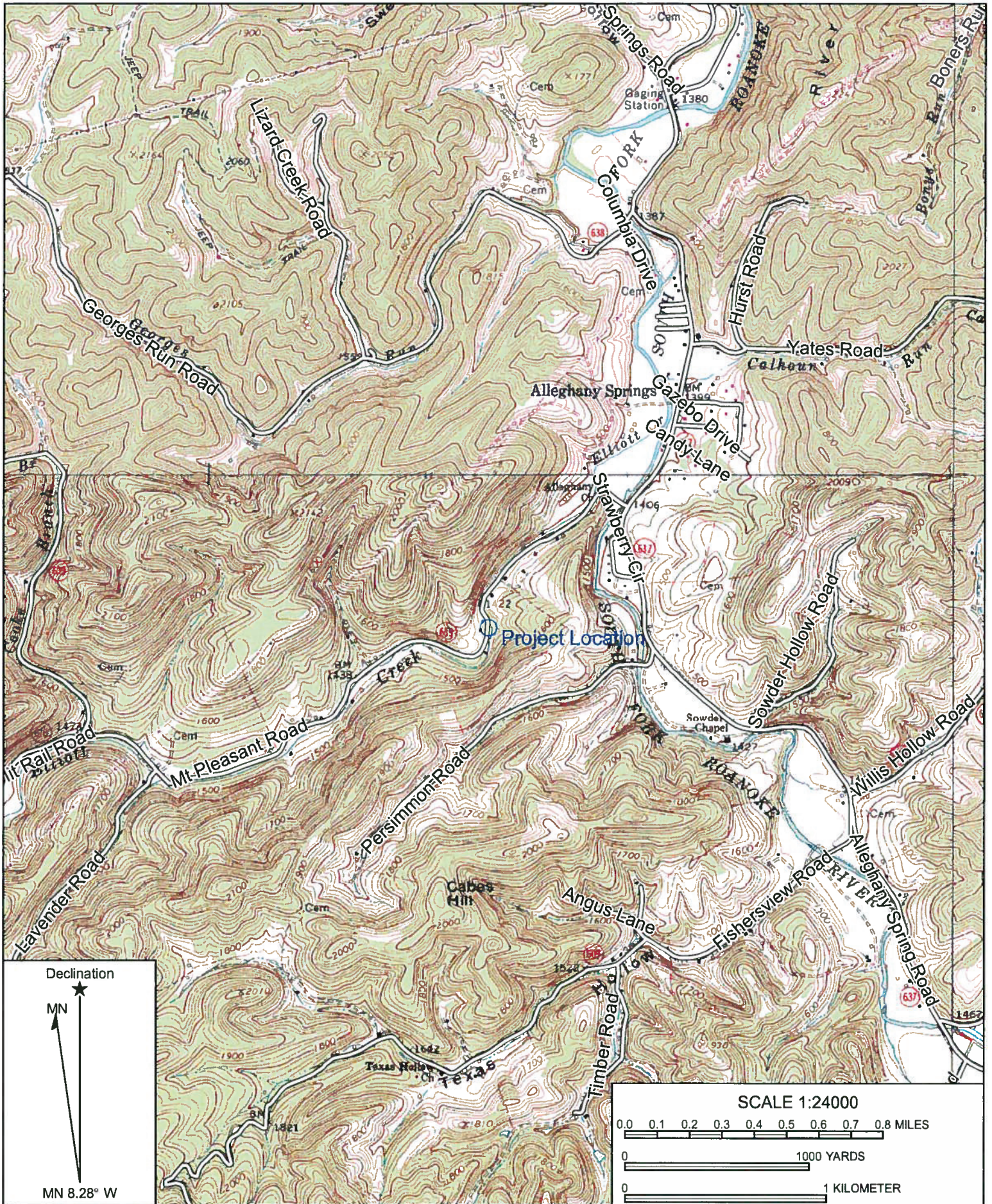
If you need additional information, please call me at (540) 378-5043.

Fred R. Davis
Environmental Planner

Phone (540) 378-5043

Fax (540) 387-5258

e-mail Fred.Davis@VDOT.Virginia.gov



Name: PILOT
 Date: 09/24/13
 Scale: 1 inch = 2,000 ft.

Location: 037° 07' 09.32" N 080° 16' 32.46" W
 Caption: Project #:0639-060-720 UPC #87868

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New River Valley Planning District Commission



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e-mail: nrvpdc@nrvpdc.org

Visit: www.nrvpdc.org

COMMONWEALTH INTERGOVERNMENTAL REVIEW MEMORANDUM

TO: Planning Commission Members

FROM: Kevin R. Byrd, Executive Director

AGENDA ITEM: III. Intergovernmental Review Process, A. Projects (staff), Item #2

CIRP Review

November 20, 2014

PROJECT: **NEPA Info Request Route 750-Alum Ridge Road, Floyd County
VA141029-00400400063**

SUBMITTED BY: Virginia Department of Transportation

PROJECT

DESCRIPTION: The Virginia Department of Transportation requested comments on the summary and location map for the above referenced project.

**PROJECT SENT
FOR REVIEW TO:** Staff

STAFF

COMMENT: The project is not identified in the 2035 Rural Long-Range Transportation Plan. (<http://www.nrvpdc.org/Transportation/NRV-Rural%20Long-Range%20Plan.pdf>) While this specific project is not included in the plan, the project aligns with transportation system performance measures that were evaluated for several secondary roads in the NRV. Specifically, addressing geometric deficiencies such as lane width, shoulder width, or alignment improvements significantly improves the operations of the regional transportation system.

ROUTE: 750 – Alum Ridge Road
PROJECT: 0750-031-156, P101, R201, M501
FROM: Route 740 – Posey Road (NW)
TO: 0.76 Mile NE along Route 750
COUNTY: Floyd
UPC: 87905

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

Dear Mr. Byrd:

The Virginia Department of Transportation is evaluating the environmental impacts of the subject project on Route 750 – Alum Ridge Road in Floyd County. This project, shown on the attached location map, will begin at the intersection with Route 740 and end 0.76 mile northeast along Route 750. The project will consist of safety/operational improvements, including the widening of both pavement and shoulder sections and minor geometric improvements to the existing horizontal and vertical alignments. The typical section for Route 750 currently shows a pavement width of 18 feet with shoulders consisting of less than 2-foot widths. The proposed typical section calls for a 22-foot pavement width, 4-foot cut & fill shoulder widths, and 4-foot ditch widths.

The existing 40-foot right-of-way along the 0.76 mile long project will be increased to a minimum width of 70 feet, as dictated by both the adjacent topography and storm water management requirements. Therefore, additional acreage required to support the project have been estimated at six (6) acres. Right-of-way figures will be further refined following the advancement of design.

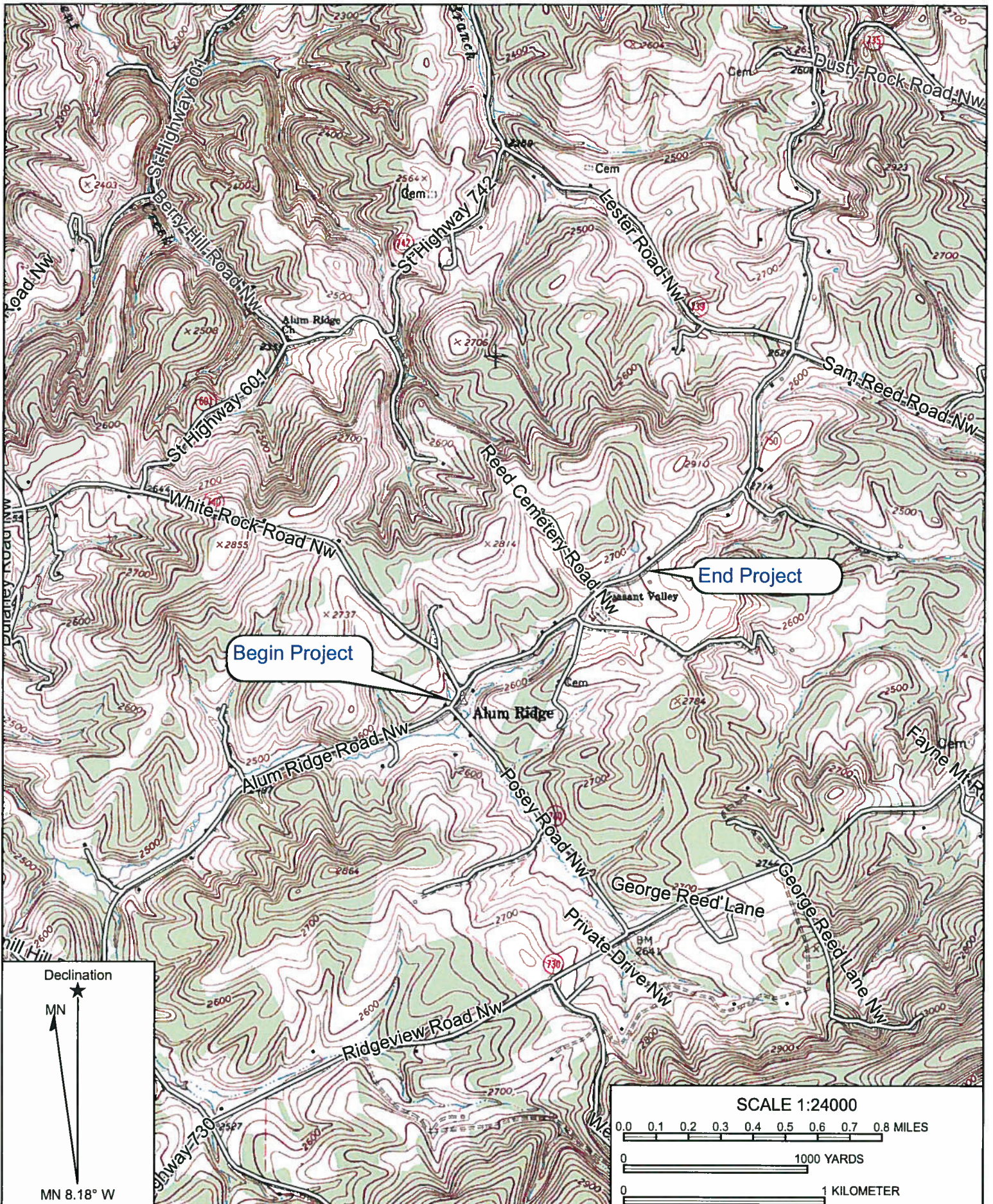
To assist us in our evaluation, please confirm that the subject project is on the most recent long range plan and provide to us the name of that plan. Also, please make a statement as to the compatibility of the project with regional planning of the New River Valley Planning District Commission and the Metropolitan Planning Organization.

Your response by November 21, 2014 will be greatly appreciated. If you need additional information, please contact me immediately.

Sincerely,

Fred R. Davis
Environmental Planner

Phone (540) 378-5043
Fax (540) 387-5258
e-mail Fred.Davis@VDOT.Virginia.gov



Name: ALUM RIDGE
 Date: 02/27/14
 Scale: 1 inch = 2,000 ft.

Location: 036° 56' 50.05" N 080° 27' 30.12" W
 Caption: Project #0750-031-563 UPC #87905

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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

November 20, 2014

PROJECT: **Future Bovine Extension Teaching & Research Facility - Virginia Tech
ENV14-174S**

SUBMITTED BY: Department of Environmental Quality

PROJECT

DESCRIPTION: The Virginia Department of Environmental is requesting comments on the environmental impact report submitted on behalf of Virginia Polytechnic Institute & State University. The project will consist of the construction of four distinct structures comprising approximately 11,724 gross square feet.

PROJECT SENT

FOR REVIEW TO: Planning District Commissioners

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.



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

Molly Joseph Ward
Secretary of Natural Resources

David K. Paylor
Director

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

October 24, 2014

Mr. Kevin Byrd, Executive Director
New River Valley PDC
6580 Valley Center Drive, Suite 124
Radford, VA 24141

Environmental Impact Review: **Future Bovine Extension Teaching and Research Facility**
Project Sponsor: **Virginia Polytechnic Institute & State University** DEQ Project #: **14-174S**

Dear Mr. Byrd:

The Department of Environmental Quality solicits your comments on the attached Environmental Impact Report for the referenced project. Virginia Code §10.1-1188 requires each state agency to prepare a report for any construction or acquisition for construction project that exceeds \$500,000. DEQ must review the projects and forward comments to the Governor within 60 days of receiving the reports. In order for us to complete our comments in a timely manner I request that you return your comments to us by **November 21, 2014**. Please return comments to:

Virginia Department of Environmental Quality
Office of Environmental Impact Review
Post Office Box 1105
Richmond, Virginia 23218
or by email: Julia.Wellman@deq.virginia.gov

If you wish to comment but cannot return comments by the date specified, please contact me at (804) 698-4326 prior to the deadline. If possible, we will extend the date for comment to accommodate your special needs. This document has also been circulated to State agencies and to the chief administrative officer of the town of Blacksburg for review and comment.

Thank you for your attention to this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Julia Wellman', written over a circular stamp or seal.

Julia H. Wellman
Environmental Impact Review Coordinator



**Environmental Impact Review
Future Bovine Extension Teaching and Research Facility
Virginia Polytechnic Institute
Blacksburg, Virginia**

1.0 INTRODUCTION

Froehling & Robertson, Inc. (F&R) has prepared an Environmental Impact Review (EIR) for the Virginia Polytechnic Institute and State University (VPI) for the proposed construction of the Bovine Extension Teaching and Research Facility (BETR). Information contained in this EIR is intended to satisfy the requirements of *Virginia Code* § 10.1-1188.

The project site is located at on Plantation Road on the campus of VPI in Blacksburg, Virginia. The proposed project consists of the construction of four distinct structures (with common roof system) comprising approximately 11,724 gross square feet which will house the Bovine Extension Teaching and Research Facility or BETR. The structure will consist of a single story load-bearing CMU block classroom and animal demonstration building with an attached steel framed partially opened structure for animal handling. This building will replace certain agricultural support and research assets to the current dairy science program for the Virginia Polytechnic Institute.

All of the neighboring lots are owned by VPI. All of the design items are completely contained on VPI property and are new construction. Approximately 0.5-acre will be disturbed for this project. Site Maps and Drawings of the project can be referenced in Appendix A.

The purpose of this EIR is to inform the VADEQ, oversight agencies, and other decision-makers of potential environmental consequences of the proposed action, and to ensure that construction is carried out in an environmentally sound manner.

The services described herein have been performed in accordance with F&R's Proposal No. 1562-00063 dated May 2, 2014. The EIR was conducted in general accordance with the "[Procedure Manual for Environmental Impact Review of Major State Facilities, 2012](#)" prepared by the Virginia Department of Environmental Quality (DEQ) and dated July 2012. The objectives, criteria, and procedures developed by the DEQ discussed within this document are in accordance with Virginia Code §10.1-1188. Five subjects are discussed as required:

- The environmental impact of the project including the impact on wildlife habitat and impact on farm and forest lands pursuant to Virginia Code §3.2-204-§3.2-205;
- Adverse effects that cannot be avoided if the project is undertaken;
- Measures proposed to minimize the impact of the project;



- Alternatives to the proposed construction; and
- Irreversible environmental changes which would be involved in the project.

2.0 PROJECT IDENTIFICATION, EXISTING CONDITIONS, AND PROJECT DESCRIPTION

The future Bovine Extension Teaching and Research Facility (BETR) Project is being proposed by the Virginia Polytechnic Institute and State University. The contact person for VPI is Mr. Todd Shelton whose contact information follows:

Mr. Tom Shelton
Virginia Polytechnic Institute
Blacksburg, VA 24061
Office: 540.231.4076
sheltont@vt.edu

The budget has been estimated at \$1,650,233 for the Bovine Extension Teaching and Research Facility Project. The project number for the BETR Facility Project is 229-17830.

2.1 Existing Conditions

The proposed facility location currently consists of a cleared grassed area approximately 16,200 square feet in size. The future building will be located 22 feet west of Planation Road and will set between the existing Campbell Arena and Judging Pavilion. Approximately 20 feet of space will separate the proposed building from the Judging Pavilion on the southern side. The northern exterior of the proposed building will set approximately 29.63 feet south of the Campbell Arena. An existing Granary structure will sit approximately 20 feet to the southwest. The terrain on the site is relatively flat. Appendix B includes Site Photographs which document existing conditions at the subject site.

2.2 Project Description Overview

The project will consist of the following:

Construction of the BETR Facility

Structures are to be built utilizing all new materials. The finished structure will be approximately 23 feet in height at the peak and will cover approximately 11,579 square feet. The facility will consist of four distinct areas.



Aerial photography provided by <http://maps.google.com/>



SINCE 1881

FROEHLING & ROBERTSON, INC.

Engineering • Environmental • Geotechnical
 3015 Dumbarton Road
 Richmond, Virginia 23228-5831 | USA
 T 804.264.2701 | F 804.266.1275

Aerial Site Map
 Plantation Road
 Blacksburg VA, 24060

Drawn:	ACS	Scale:	NTS	Project No.:	62S-0112
Checked:	ACS	Date:	3-Jun-14	Drawing No.:	1



**Proposed Future
BETR Location**

Aerial photography provided by <http://maps.google.com/>



SINCE 1881

FROEHLING & ROBERTSON, INC.

Engineering • Environmental • Geotechnical
3015 Dumbarton Road
Richmond, Virginia 23228-5831 | USA
T 804.264.2701 | F 804.266.1275

Aerial Site Map
Plantation Road
Blacksburg VA, 24060

Drawn:	ACS	Scale:	NTS	Project No.:	62S-0112
Checked:	ACS	Date:	3-Jun-14	Drawing No.:	1

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New River Valley Planning District Commission



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Tel (540) 639-9313
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e-mail: nrvpdc@nrvpdc.org
Visit: www.nrvpdc.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

November 20, 2014

PROJECT: **Future Applied Reproduction Facility - Virginia Tech
ENV14-175S**

SUBMITTED BY: Department of Environmental Quality

PROJECT DESCRIPTION: The Virginia Department of Environmental is requesting comments on the environmental impact report submitted on behalf of Virginia Polytechnic Institute & State University. The project will consist of the construction of an approximately 4,406 gross square feet structure.

PROJECT SENT FOR REVIEW TO: Planning District Commissioners

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.



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

Molly Joseph Ward
Secretary of Natural Resources

David K. Paylor
Director

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

October 24, 2014

Mr. Kevin Byrd, Executive Director
New River Valley PDC
6580 Valley Center Drive, Suite 124
Radford, VA 24141

Environmental Impact Review: **Future Applied Reproduction Facility**
Project Sponsor: **Virginia Polytechnic Institute & State University** DEQ Project #: **14-175S**

Dear Mr. Byrd:

The Department of Environmental Quality solicits your comments on the attached Environmental Impact Report for the referenced project. Virginia Code §10.1-1188 requires each state agency to prepare a report for any construction or acquisition for construction project that exceeds \$500,000. DEQ must review the projects and forward comments to the Governor within 60 days of receiving the reports. In order for us to complete our comments in a timely manner I request that you return your comments to us by **November 21, 2014**. Please return comments to:

Virginia Department of Environmental Quality
Office of Environmental Impact Review
Post Office Box 1105
Richmond, Virginia 23218
or by email: Julia.Wellman@deq.virginia.gov

If you wish to comment but cannot return comments by the date specified, please contact me at (804) 698-4326 prior to the deadline. If possible, we will extend the date for comment to accommodate your special needs. This document has also been circulated to State agencies and to the chief administrative officer of the town of Blacksburg for review and comment.

Thank you for your attention to this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read "Julia Wellman".

Julia H. Wellman
Environmental Impact Review Coordinator



**Environmental Impact Review
Future Applied Reproduction Facility
Virginia Polytechnic Institute
Blacksburg, Virginia**

1.0 INTRODUCTION

Froehling & Robertson, Inc. (F&R) has prepared an Environmental Impact Review (EIR) for the Virginia Polytechnic Institute and State University (VPI) for the proposed construction of the future Applied Reproduction Facility (APR). Information contained in this EIR is intended to satisfy Virginia Code § 10.1-1188. The project site is located adjacent to the existing facilities at 245 Duck Pond Road, behind the Virginia-Maryland Regional College of Veterinary Medicine in Blacksburg, Virginia. The project consists of the construction of an approximately 4,406 gross square foot structure which will house the Applied Reproduction Facility or APR. The structure will comprise a single story wood framed partially open structure with a small CMU storage room. This building will replace certain agricultural support and research assets to the current Dairy Science Program for the Virginia Polytechnic Institute.

All of neighboring lots are owned by the Virginia Polytechnic Institute (VPI). All of the design items are completely contained on VPI property and are new construction. Approximately 0.2-acre will be disturbed for this project. Site Maps and Drawings of the project can be referenced in Appendix A.

The purpose of this EIR is to inform the VADEQ, oversight agencies, and other decision-makers of potential environmental consequences of the proposed action, and to ensure that construction is carried out in an environmentally sound manner.

The services described herein have been performed in accordance with F&R's Proposal No. 1562-00063 dated May 2, 2014. 1562-00063 dated May 2, 2014. The EIR was conducted in general accordance with the "[Procedure Manual for Environmental Impact Review of Major State Facilities, 2012](#)" prepared by the Virginia Department of Environmental Quality (DEQ) and dated July 2012. The objectives, criteria, and procedures developed by the DEQ discussed within this document are in accordance with Virginia Code §10.1-1188. Five subjects are discussed as required:

- The environmental impact of the project including the impact on wildlife habitat and impact on farm and forest lands pursuant to Virginia Code §3.2-204-§3.2-205;
- Adverse effects that cannot be avoided if the project is undertaken;
- Measures proposed to minimize the impact of the project;



- Alternatives to the proposed construction; and
- Irreversible environmental changes which would be involved in the project.

2.0 PROJECT IDENTIFICATION, EXISTING CONDITIONS, AND PROJECT DESCRIPTION

The future Applied Reproduction Facility (APR) Project is being proposed by the Virginia Polytechnic Institute. The contact person for VPI is Mr. Todd Shelton whose contact information follows:

Mr. Tom Shelton
Virginia Polytechnic Institute
Blacksburg, VA 24061
Office: 540.231.4076
sheltont@vt.edu

The budget has been estimated at \$460,198 for the Applied Reproduction Facility Project (APR). The project code for the Bovine Extension Teaching and Research Facility Project is 299-17830.

2.1 Existing Conditions

The proposed facility location consists of a cleared grassed area approximately 5,358 square feet in size. The future building will be located 64 feet west of the existing Virginia-Maryland Regional College of Veterinary Medicine. Approximately 30 feet of space will separate the proposed building from the existing fenced lot to the south. The terrain on the site is relatively flat. Appendix B includes Site Photographs which document existing conditions at the subject site.

2.2 Project Description Overview

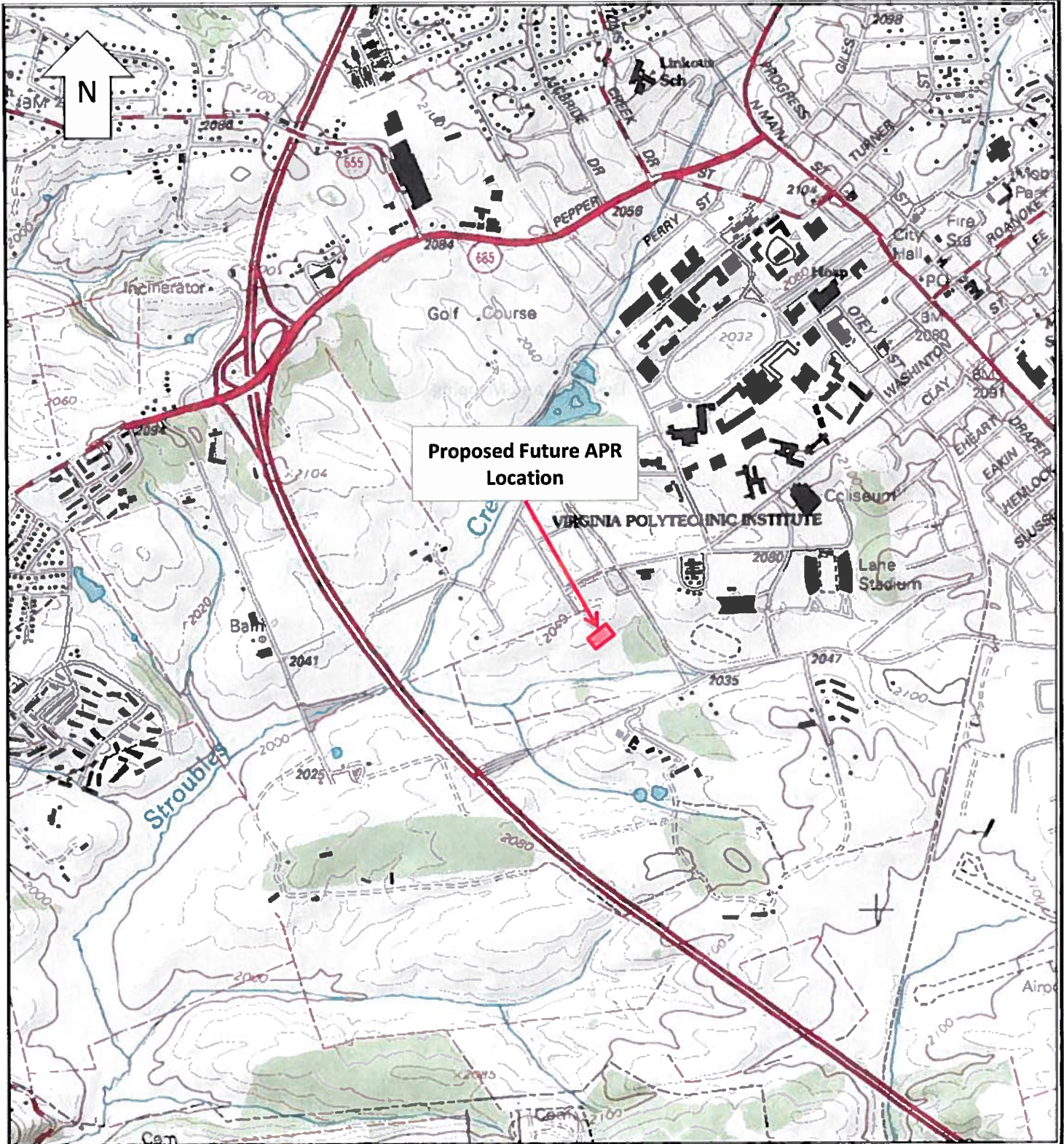
The project will consist of the following:

Construction of the Applied Reproduction (APR) Facility

Project plans are included in Appendix A. The structure is to be built utilizing all new materials. The finished structure will be approximately 27 feet in height at the peak and will cover approximately 5,358 square feet.

Building

The structure will consist of reinforced CMU walls around the storage room and galvanized steel pipe columns with reinforced concrete pedestals around the perimeter of the remainder of the building. The roof of the structure will consist of APA rated wood sheathing supported by 2X8 purlins spaced at 24" on cut. Engineered wood products such as LVL's or I-joists will be



Topographic map provided by <http://www.mytopo.com/>



SINCE 1881

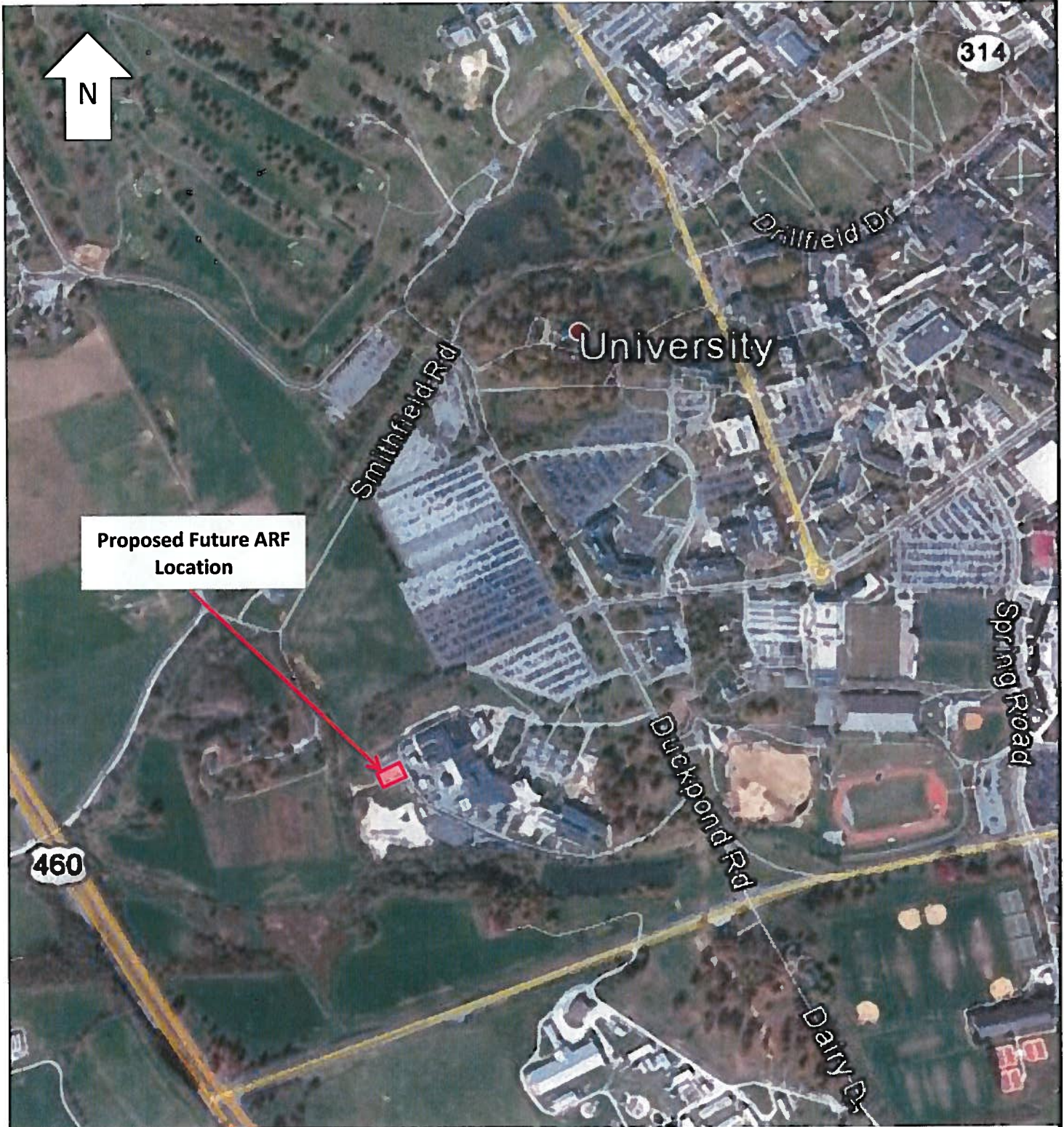
FROEHLING & ROBERTSON, INC.

Engineering • Environmental • Geotechnical
 3015 Dumbarton Road
 Richmond, Virginia 23228-5831 | USA
 T 804.264.2701 | F 804.266.1275

Topographic Map

245 Duck Pond Drive
 Blacksburg VA, 24060

Drawn:	ACS	Scale:	NTS	Project No.:	62S-0113
Checked:	ACS	Date:	7-Oct-14	Drawing No.:	1



Aerial photography provided by <http://maps.google.com/>



SINCE 1881

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 3015 Dumbarton Road
 Richmond, Virginia 23228-5831 | USA
 T 804.264.2701 | F 804.266.1275

Aerial Site Map

205 Duck Pond Drive
 Blacksburg, Virginia 24061

Drawn:	ACS	Scale:	NTS	Project No.:	625-0113
Checked:	ACS	Date:	3-Jun-14	Drawing No.:	1

Counties

Floyd • Giles • Montgomery • Pulaski

City

Radford

Towns

Blacksburg • Christiansburg • Floyd •

Narrows • Pearisburg • Pulaski • Rich Creek

Universities

Virginia Tech • Radford University

New River Valley Planning District Commission



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Visit: www.nrvpdc.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 #3

CIRP Review

November 20, 2014

PROJECT: **Multi-Modal Transit Facility - Virginia Tech
ENV14-183S**

SUBMITTED BY: Department of Environmental Quality

PROJECT

DESCRIPTION: The Virginia Department of Environmental is requesting comments on the environmental impact report submitted by Virginia Polytechnic Institute & State University. The project will consist of the construction of a Modal Transit Facility which will be a hub for local and regional transit, creating a centralized transportation center to promote alternate modes of transportation.

PROJECT SENT

FOR REVIEW TO: Planning District Commissioners

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.

DEPARTMENT OF ENVIRONMENTAL QUALITY
OFFICE OF ENVIRONMENTAL IMPACT REVIEW
ENVIRONMENTAL REVIEW REQUEST FORM

7/13

DATE: 11/13/14

PROJECT NUMBER (STATE/FEDERAL): 14-183S

PROJECT TITLE: Multi-Modal Transit Facility

PROJECT SPONSOR: Virginia Tech

TYPE OF DOCUMENT: X Environmental Impact Report (State)
 Environmental Assessment (Federal)
 Environmental Impact Statement (Federal)
 Draft Final Supplemental
 Programmatic
 Consistency Determination/Certification
 Other

ROUTING OF DOCUMENT: X Enclosed DOCUMENT CD ONLINE EMAILED/
 Sent directly to you by sponsoring
agency. Please call the agency's
project contact if you have not
received the document.

NOTES: Virginia Tech plans to lease state-owned land (the project site) to the Town of Blacksburg for Blacksburg Transit to construct the project.

DOCUMENT REFERRED FOR COMMENT TO:

<u>X</u> Department of Game & Inland Fisheries	<u>X</u> Department of Historic Resources
<u> </u> Department of Agriculture & Consumer Services	<u> </u> Department of Mines, Minerals, & Energy
<u>X</u> Department of Conservation & Recreation	<u> </u> Virginia Institute of Marine Science
<u>X</u> Department of Health	<u> </u> Department of Forestry
<u>X</u> DEQ-Land Protection & Revitalization	<u> </u> Marine Resources Commission
<u>X</u> DEQ-Air Data Analysis	<u>X</u> Dept. of Transportation
<u> </u> DEQ-Wetlands & Stream Protection	<u> </u> Planning District
<u> </u> DEQ-Water Resources Program	Commission: <u> </u>
<u>X</u> DEQ-Water-E&S/SWM	<u> </u> New River Valley
<u> </u> DEQ-Water-Chesapeake Bay	Locality: <u> </u>
<u>X</u> DEQ-Water-VSMP Permit	<u> </u> Blacksburg
<u>X</u> DEQ-Regional Office	Others: <u> </u>
<u> </u> BRRO-Roanoke	<u> </u>

DEADLINE FOR COMMENTS: December 1, 2014

1.0 Introduction

The proposed Multi-Modal Transit Facility will be a hub for local and regional transit, creating a centralized transportation center to promote alternate modes of transportation and facilitate non-automobile traffic. The facility will be constructed to LEED Silver standards and serve three important functions. The facility will serve multiple modes of alternative transportation, to include local bus service, regional bus service, and intercity bus service as well as paratransit, bicycles, pedestrians, taxis and carpool. The project as proposed intends to create a central station for transit transfers. The facility will also serve satellite operations functions for Blacksburg Transit (BT) by offering break areas for the transit operators and administrative offices. The facility will also include two offices for Virginia Tech's Alternative Transportation Office which is responsible for the University's ridesharing, alternative transportation incentive, and bicycle assistance and promotion programs.

Finally, the transit hub will integrate technology and mixed uses through the creation of a bicycle hub for Virginia Tech with bicycle repair stations and space for the alternative transportation office and programs. The facility will be designed to appeal to public users and interface with the facility being a destination for riders and the public.

2.0 Project Purpose, Need & Location

2.1 Project Purpose and Need (A)

The current transit hub needs to be relocated from central campus around Virginia Tech's Drillfield to a covered, protected transit center on Perry Street to minimize conflicts between pedestrian and bus traffic and to improve vehicle and pedestrian circulation in the area.

A centralized hub is needed to facilitate local and regional transportation needs as well as assist transit operators. The future expansion and increases in ridership are dependent upon having a facility that can accommodate the anticipated needs and growth expected to serve the Town of Blacksburg, Virginia Tech, and the surrounding region. The existing transfer locations for Blacksburg Transit, Smart Way (operated by Valley Metro), and Home Ride are not centralized which currently impedes the full potential of bus transportation in the area. As proposed, the project will not only serve as a centralized bus location for these bus businesses, but future plans also show Greyhound, Pulaski Area Transit, Radford Transit, other potential regional transit operations, and Intercity Bus services will also connect into this facility.

This facility will serve as a satellite operations area for Blacksburg Transit and will include needed public restrooms, public display and informational spaces. The use of alternative modes of transportation and non-automobile traffic will be supported by this facility with bicycle repair, lockers, storage, and sales (satellite services for a town-based operation). Communication hubs both wireless and terminals, will be available as well as short term and long term waiting areas. Other essential amenities will also be available to promote use of the facility.

2.2 Project Location

The Site is located in Blacksburg, Virginia, and along the north side of Perry Street between West Campus Drive and Stanger Street on the campus of Virginia Tech. The Site was selected based on its existing use as parking and transportation services for the campus, which will require fewer disturbances than if the site, were undeveloped or developed with



structures. With the existing adjacent parking garage and parking services operations inside the parking garage, the potential for creating a centralized hub at this location is a logical choice. The no build option would not accommodate the needed changes or allow for the proposed increases in ridership. Other areas were considered; however, future plans for those sites show infill with academic buildings.

For cross-referencing purposes, supplementary reports used during the Categorical Exclusion refer to the proposed project location and its immediate vicinity as the Northern Precinct of the Virginia Tech campus.

OVERVIEW MAP - 3557721.2s



- Target Property
- Sites at elevations higher than or equal to the target property
- Sites at elevations lower than the target property
- ▲ Manufactured Gas Plants
- National Priority List Sites
- Dept. Defense Sites
- Indian Reservations BIA
- Power transmission lines
- Oil & Gas pipelines from USGS
- 100-year flood zone
- 500-year flood zone
- National Wetland Inventory

This report includes Interactive Map Layers to display and/or hide map information. The legend includes only those icons for the default map view.

<p>SITE NAME: Blacksburg Transit ADDRESS: PERRY ST Blacksburg VA 24060 LAT/LONG: 37.2307 / 80.4258</p>	<p>CLIENT: Vanasse Hangen Brustlin Inc CONTACT: Adina Sharp INQUIRY #: 3557721.2s DATE: March 26, 2013 1:53 pm</p>
--	---

Counties

Floyd • Giles • Montgomery • Pulaski

City

Radford

Towns

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

Universities

Virginia Tech • Radford University

New River Valley Planning District Commission



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Tel (540) 639-9313
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e-mail: nrvpdc@nrvpdc.org
Visit: www.nrvpdc.org

November 20, 2014 Executive Director's Report

Economic Development:

- FY15 CEDS update will commence in December with a committee meeting to be held on 12/16 at 9:00. The updated committee list is in the November Commission packet for review and feedback.
- The Blacksburg Broadband Committee is working to increase internet bandwidth in the community and is contracting with the Commission for staff support for the project. On 11/10 the committee held an internet providers meeting and released a Request for Information (RFI). The RFI is intended to generate private sector responses to garner solutions to increasing bandwidth. To assist with identifying areas in need of increased bandwidth everyone in the NRV is encouraged to participate in an internet speed test located at www.acceleratevirginia.org/speedtest. The Committee effort is a public/private partnership consisting of representatives from the Town of Blacksburg, Virginia Tech, the Roanoke-Blacksburg Technology Council, the Blacksburg Partnership and the NRVPCD. The RFI process is intended to identify potential solutions in Blacksburg and hopefully transferrable to other communities in the region.
- The Commission is providing staff support for the Prices Fork Elementary School re-use project to evaluate the viability of a local food operation such as a commercial kitchen, café, food hub, and business development services among many other ideas being generated currently. A community meeting will be held in early 2015 to identify the most suitable uses and people to lead the implementation. Site visits to other operations will be conducted in the spring.

Transportation:

- The US Bike Route 76 New River Valley Report received an Excellence in Rural Transportation Award from NADO. The report, which was informed by field inspections conducted by local cyclist volunteering their time, can be found at <http://www.nrvpdc.org/InteractivePubs/BR76Report2014/>. The report has letter grades for existing conditions pertaining to signage, roadway surface and sight distance. The report also cites the locations for the needed improvements and illustrates the roadway elevation for cyclist's purposes.
- The NRV Passenger Rail committee met November 12th at RU COBE Building with approximately 30 people in attendance. Representatives from the City of Bristol provided a presentation to overview their efforts in securing a passenger rail stop. The NRV study will commence in January and is scheduled to be complete within 12 months. The focus will be on demonstrating demand in the NRV and conducting an analysis of station locations.

Regional:

- Red Sun Farms, the first tenant at the NRV Commerce Park, will be holding a Grand Opening event on 11/17 3:00-5:00.
- The next NRV Mayors/Chairs meeting is scheduled for 12/16 at the Commission office at Noon.
- The Commission submitted a grant in coordination with the Roanoke-Blacksburg Technology Council to the US Economic Development Administration for seed capital to support small and mid-size business development.

New River Valley Planning District Commission

Counties

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City

Radford

Towns

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Virginia Tech • Radford University



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Visit: www.nrvpdc.org

MEMORANDUM

To: Planning District Commissioners
From: Kevin R. Byrd, Executive Director
Date: November 12, 2014
Re: New Members for CEDS Committee

Each year the New River Valley Planning District 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 the planning needs required by 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 comprised of 51% or more private sector individuals to assist in developing the CEDS document. Attached is the proposed CEDS Committee list for your review. New members are shaded. The intent of the new members is to bring expertise into the CEDS discussions through participation on the committee. Staff is seeking Commissioner input on appointments.

New River Valley
Comprehensive Economic Development Strategy Committee
CEDS-FY15

Name	Principle Business Location	Career Field
Susan Kidd	Town of Narrows	Local Government Staff
Kamala Bauers	Floyd County	Real Estate Development
Jim Flowers	Virginia Tech	Incubator Manager
Michael Miller	Montgomery County	University Licensing
Peggy White	Pulaski County	Chamber of Commerce
Jim Loux	Pulaski County	Exporting Business
Michael Salomon	Pulaski County	Economic Development
John White	Town of Pulaski	Local Government Staff
Basil Edwards	City of Radford	Local Government Staff
Henry Showalter	Town of Christiansburg	Finance, Virginia Tech
Gary Reedy	Floyd County	Telecommunications
Aric Bopp	New River Valley Economic Development Alliance	Regional Industrial Marketing
Marty Holliday	New River Valley WIB	Workforce Investment Board
Tommy Loflin	Town of Christiansburg	Finance
David Denny	City of Radford	International Business
Kevin Reeder	Pulaski County (Fairlawn)	Finance
Shaun Rai	Town of Christiansburg	Community Development Finance
Gary Forget	Town of Dublin	Manufacturing
Mack Hudson	City of Radford	Retired Dentist
Rick Weaver	Montgomery County	Education
Anthony Byrd	City of Radford	Small Business Development
Diane Akers	Town of Blacksburg	Economic Development
Rebecca Phillips	Pulaski Town (NRV)	Education (Governor's School)
Jonathan Everett	Town of Christiansburg	Finance/Young Professionals

Sectors/areas in need of additional representation:

- Healthcare
- Manufacturing
- Agriculture
- Public Schools

ROBINSON, FARMER, COX ASSOCIATES

CERTIFIED PUBLIC ACCOUNTANTS

A PROFESSIONAL LIMITED LIABILITY COMPANY

September 19, 2014

To the Board of Directors
New River Valley Planning District Commission

We have audited the financial statements of the governmental activities and each major fund of the New River Valley Planning District Commission for the year ended June 30, 2014. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards (and, if applicable, *Government Auditing Standards* and OMB Circular A-133), 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 July 9, 2014. 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 Planning District Commission are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the fiscal year. We noted no transactions entered into by the New River Valley Planning District 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 estimates affecting the financial statements were:

Management's estimate of the depreciable asset lives is based on management's experience. We evaluated the key factors and assumptions used to develop the estimate 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. The audit adjustments for both funds are 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 September 19, 2014.

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 Planning District 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 Planning District 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, 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 RSI and do not express an opinion or provide any assurance on the RSI.

Restriction on Use

This information is intended solely for the use of the Board of Directors and management of the New River Valley Planning District Commission and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

Robinson, Fauner, Cox Associates

September 19, 2014

NEW RIVER VALLEY PLANNING DISTRICT COMMISSION

FINANCIAL REPORT

FISCAL YEAR ENDED JUNE 30, 2014

**NEW RIVER VALLEY PLANNING DISTRICT COMMISSION
FINANCIAL REPORT
FISCAL YEAR ENDED JUNE 30, 2014**

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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 Planning District 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 Planning District Commission, as of and for the year ended June 30, 2014, 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.

Opinion

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 Planning District Commission, as of June 30, 2014, 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.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the budgetary comparison information and schedules of pension and OPEB funding progress on pages 32-34 and 35 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 Planning District Commission's basic financial statements. The schedule of expenditures of federal awards is presented for purposes of additional analysis as required by U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, and is also not a required part of the basic financial statements.

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 September 19, 2014, on our consideration of the New River Valley Planning District 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 Planning District Commission's internal control over financial reporting and compliance.

Robinson, Fauner, Cox Associates

Blacksburg, Virginia
September 19, 2014

Basic Financial Statements

NEW RIVER VALLEY PLANNING DISTRICT COMMISSION
 Statement of Net Position
 June 30, 2014

		Governmental Activities
ASSETS		
Cash and cash equivalents	\$	604,935
Accounts receivable		332,140
Due from governmental units		376,975
Capital assets (net of accumulated depreciation):		
Vehicles and equipment		10,177
Total assets	\$	1,324,227
LIABILITIES		
Accounts payable	\$	555,967
Accrued unemployment liability		16,251
Unearned revenue		28,810
Noncurrent liabilities:		
Due within one year		38,715
Due in more than one year		116,103
Total liabilities	\$	755,846
NET POSITION		
Investment in capital assets	\$	10,177
Restricted for Workforce Investment Act Program		22
Unrestricted		558,182
Total net position	\$	568,381

The notes to the financial statements are an integral part of this statement.

NEW RIVER VALLEY PLANNING DISTRICT COMMISSION
Statement of Activities
For the Year Ended June 30, 2014

	Program Revenues			Net (Expense) Revenue and Changes in Net Position
<u>Functions/Programs</u>	<u>Expenses</u>	<u>Charges for Services</u>	<u>Operating Grants and Contributions</u>	<u>Governmental Activities</u>
Primary Government activities:				
Governmental activities:				
Health and welfare	\$ 2,549,554	\$ -	\$ 2,549,554	\$ -
Community development	1,825,118	771,674	1,117,045	63,601
Total governmental activities	\$ 4,374,672	\$ 771,674	\$ 3,666,599	\$ 63,601
General revenues:				
Miscellaneous				\$ 12,712
Total general revenues				\$ 12,712
Change in net position				76,313
Net position - beginning				492,068
Net position - ending				\$ 568,381

The notes to the financial statements are an integral part of this statement.

NEW RIVER VALLEY PLANNING DISTRICT COMMISSION
Balance Sheet
Governmental Funds
At June 30, 2014

ASSETS	<u>General Fund</u>	<u>WIA Fund</u>	<u>Total</u>
Current assets:			
Cash and cash equivalents	\$ 476,296	\$ 128,639	\$ 604,935
Accounts receivable	330,566	1,574	332,140
Due from governmental units	<u>-</u>	<u>376,975</u>	<u>376,975</u>
Total assets	<u>\$ 806,862</u>	<u>\$ 507,188</u>	<u>\$ 1,314,050</u>
LIABILITIES AND FUND BALANCE			
Current liabilities:			
Accounts payable	\$ 48,801	\$ 507,166	\$ 555,967
Accrued unemployment liability	16,251	-	16,251
Unearned revenue	<u>28,810</u>	<u>-</u>	<u>28,810</u>
Total liabilities	<u>\$ 93,862</u>	<u>\$ 507,166</u>	<u>\$ 601,028</u>
Fund balance:			
Restricted for Workforce Investment Act Program	\$ -	\$ 22	\$ 22
Unassigned	<u>713,000</u>	<u>-</u>	<u>713,000</u>
Total fund balance	<u>\$ 713,000</u>	<u>\$ 22</u>	<u>\$ 713,022</u>
Total liabilities and fund balance	<u>\$ 806,862</u>	<u>\$ 507,188</u>	<u>\$ 1,314,050</u>

The accompanying notes to financial statements are an integral part of this statement.

NEW RIVER VALLEY PLANNING DISTRICT COMMISSION
 Reconciliation of the Balance Sheet of Governmental Funds
 To the Statement of Net Position
 June 30, 2014

Amounts reported for governmental activities in the statement of net position are different because:

Total fund balances per Exhibit 3 - Balance Sheet	\$	713,022
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds.		
Vehicles		10,177
Long-term liabilities are not due and payable in the current period and therefore are not reported in the funds.		
Compensated absences	\$ (51,620)	
Net OPEB obligation	<u>(103,198)</u>	<u>(154,818)</u>
Net position of governmental activities	\$	<u><u>568,381</u></u>

The notes to the financial statements are an integral part of this statement.

NEW RIVER VALLEY PLANNING DISTRICT COMMISSION
Statement of Revenues, Expenditures and Changes in Fund Balances
Governmental Funds
For the Year Ended June 30, 2014

Revenues:	General Fund	WIA Fund	Total
Charges for services	\$ 771,674	\$ -	\$ 771,674
Contributions from localities	223,379	-	223,379
Contributions from others	7,745	-	7,745
Miscellaneous revenue	12,712	-	12,712
Intergovernmental	<u>885,921</u>	<u>2,549,554</u>	<u>3,435,475</u>
 Total revenues	 \$ <u>1,901,431</u>	 \$ <u>2,549,554</u>	 \$ <u>4,450,985</u>
 Expenditures:			
Community Development:			
Personnel	\$ 702,024	\$ -	\$ 702,024
Fringe benefits	238,374	-	238,374
Office rent	60,856	-	60,856
Telephone	12,835	-	12,835
Office supplies	28,225	-	28,225
Postage	2,819	-	2,819
Printing	18,923	-	18,923
Advertising	720	-	720
Travel	44,794	-	44,794
Equipment maintenance and rent	13,565	-	13,565
Dues and publications	10,199	-	10,199
Training	2,433	-	2,433
Meeting expense	10,228	-	10,228
Insurance	10,497	-	10,497
Capital outlay	2,189	-	2,189
Contractual services	635,867	-	635,867
Audit fee	7,750	-	7,750
Miscellaneous	15,208	-	15,208
Health and Welfare:			
Administrative grant costs	-	287,085	287,085
Program grant costs	<u>-</u>	<u>2,262,469</u>	<u>2,262,469</u>
 Total expenditures	 \$ <u>1,817,506</u>	 \$ <u>2,549,554</u>	 \$ <u>4,367,060</u>
 Excess (deficiency) of revenues over expenditures	 \$ <u>83,925</u>	 \$ <u>-</u>	 \$ <u>83,925</u>
 Fund balance, beginning of year	 <u>629,075</u>	 <u>22</u>	 <u>629,097</u>
 Fund balance, end of year	 \$ <u><u>713,000</u></u>	 \$ <u><u>22</u></u>	 \$ <u><u>713,022</u></u>

The accompanying notes to financial statements are an integral part of this statement.

NEW RIVER VALLEY PLANNING DISTRICT 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, 2014

Amounts reported for governmental activities in the statement of activities are different because:

Net change in fund balances - total governmental funds	\$	83,925
<p>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.</p>		
Depreciation expense		(3,392)
<p>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.</p>		
(Increase) decrease in compensated absences	\$	(138)
(Increase) decrease in net OPEB obligation		(4,220)
		(4,220)
Change in net position of governmental activities	\$	76,313

The notes to the financial statements are an integral part of this statement.

NEW RIVER VALLEY PLANNING DISTRICT COMMISSION

NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2014

Note 1-Summary of Significant Accounting Policies:

The financial statements of the New River Valley Planning District 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 Planning District 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 Planning District 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 PLANNING DISTRICT COMMISSION
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2014 (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 (government 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 PLANNING DISTRICT COMMISSION
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2014 (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 either "due to/from other funds" (i.e., the current portion of interfund loans) or "advances to/from other funds" (i.e., the non-current portion of interfund loans). All other outstanding balances between funds are reported as "due to/from other funds."

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 PLANNING DISTRICT COMMISSION
 NOTES TO THE FINANCIAL STATEMENTS
 JUNE 30, 2014 (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 fair market 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:

Assets	Years
Computer and related equipment	3-5
Furniture and fixtures	10
Vehicles	5

6. *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.

7. *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.

NEW RIVER VALLEY PLANNING DISTRICT COMMISSION
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2014 (CONTINUED)

Note 1-Summary of Significant Accounting Policies: (continued)

D. Assets, liabilities, deferred outflows/inflows of resources, and net position/fund balance
(continued)

8. *Fund equity*

The New River Valley Planning District 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;
- 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 New River Valley Planning District Commission's policy to use the most restrictive funds first in the following order: restricted, committed, assigned, and unassigned as they are needed.

The New River Valley Planning District 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).

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NEW RIVER VALLEY PLANNING DISTRICT COMMISSION
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2014 (CONTINUED)

Note 1-Summary of Significant Accounting Policies: (continued)

D. Assets, liabilities, deferred outflows/inflows of resources, and net position/fund balance (continued)

9. *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.

E. 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.

F. 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) until then. The Commission does not have any deferred outflows of resources as of June 30, 2014.

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 does not have any deferred inflows of resources as of June 30, 2014.

NEW RIVER VALLEY PLANNING DISTRICT COMMISSION
 NOTES TO THE FINANCIAL STATEMENTS
 JUNE 30, 2014 (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, 2014 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	\$ 376,975

Note 4-Long-Term Obligations:

The following is a summary of long-term obligation transactions of the Commission for the year ended June 30, 2014.

	Balance		Balance	Amount Due
	July 1, 2013	Increases	Decreases	June 30, 2014
				Within One Year
Net OPEB Obligation	\$ 99,116	\$ 9,725	\$ (5,643)	\$ 103,198
Compensated Absences	51,482	38,749	(38,612)	51,620
Total	\$ 150,598	\$ 48,474	\$ (44,255)	\$ 154,818
				\$ 38,715

NEW RIVER VALLEY PLANNING DISTRICT COMMISSION
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2014 (CONTINUED)

Note 5- Pension Plans:

A. Plan Description

Name of Plan: Virginia Retirement System (VRS)
Identification of Plan: Agent and Cost-Sharing Multiple-Employer Pension Plan
Administering Entity: Virginia Retirement System (System)

All full-time, salaried permanent (professional) employees of public school divisions and employees of participating employers are automatically covered by VRS upon employment. Members earn one month of service credit for each month they are employed and they and their employer are paying contributions to VRS. Members are eligible to purchase prior public service, active duty military service, certain periods of leave and previously refunded VRS service as service credit in their plan.

Within the VRS Plan, the System administers three different benefit plans for local government employees - Plan 1, Plan 2, and, Hybrid. Each plan has different eligibility and benefit structures as set out below:

VRS – PLAN 1

1. **Plan Overview** - VRS 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 VRS Plan 1 if their membership date is before July 1, 2010, and they were vested as of January 1, 2013.
2. **Eligible Members** - Employees are in VRS Plan 1 if their membership date is before July 1, 2010, and they were vested as of January 1, 2013.
3. **Hybrid Opt-In Election** - 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.

The Hybrid Retirement Plan's effective date for eligible VRS Plan 1 members who opted in was July 1, 2014.

If eligible deferred members returned to work during the election window, they were also eligible to opt into the Hybrid Retirement Plan.

Members who were eligible for an optional retirement plan (ORP) and had prior service under VRS Plan 1 were not eligible to elect the Hybrid Retirement Plan and remain as VRS Plan 1 or ORP.

4. **Retirement Contributions** - Members contribute up to 5% of their compensation each month to their member contribution account through a pre-tax salary reduction. Some school divisions and political subdivisions elected to phase in the required 5% member contribution; 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.

NEW RIVER VALLEY PLANNING DISTRICT COMMISSION
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2014 (CONTINUED)

Note 5- Pension Plans: (continued)

A. Plan Description (continued)

VRS – PLAN 1 (continued)

5. **Creditable Service** - 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.
6. **Vesting** - 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.

Members are always 100% vested in the contributions that they make.

7. **Calculating the Benefit** - 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.

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.

8. **Average Final Compensation** - A member's average final compensation is the average of the 36 consecutive months of highest compensation as a covered employee.
9. **Service Retirement Multiplier** - 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 1.7%. The retirement multiplier for sheriffs and regional jail superintendents is 1.85%. The retirement multiplier of eligible political subdivision hazardous duty employees other than sheriffs and regional jail superintendents is 1.7% or 1.85% as elected by the employer.

10. **Normal Retirement Age** - Age 65.

11. **Earliest Unreduced Retirement Eligibility** - Members who are not in hazardous duty positions are eligible for an unreduced retirement benefit at age 65 with at least five years (60 months) of creditable service or at age 50 with at least 30 years of creditable service.

Hazardous duty members are eligible for an unreduced retirement benefit at age 60 with at least five years of creditable service or age 50 with at least 25 years of creditable service.

12. **Earliest Reduced Retirement Eligibility** - Members may retire with a reduced benefit as early as age 55 with at least five years (60 months) of creditable service or age 50 with at least 10 years of creditable service.

NEW RIVER VALLEY PLANNING DISTRICT COMMISSION
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2014 (CONTINUED)

Note 5- Pension Plans: (continued)

A. Plan Description (continued)

VRS – PLAN 1 (continued)

13. Cost-of-Living Adjustment (COLA) in Retirement - 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%.

14. Eligibility - 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.

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.

15. Exceptions to COLA Effective Dates - The COLA is effective July 1 following one full calendar year (January 1 to December 31) under any of the following circumstances:

- The member is within five years of qualifying for an unreduced retirement benefit as of January 1, 2013.
- The member retires on disability.
- The member retires directly from short-term or long-term disability under the Virginia Sickness and Disability Program (VSDP).
- 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.
- 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.

16. Disability Coverage - 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.

Most state employees are covered under the Virginia Sickness and Disability Program (VSDP), and are not eligible for disability retirement.

VSDP members are subject to a one-year waiting period before becoming eligible for non-work related disability benefits.

NEW RIVER VALLEY PLANNING DISTRICT COMMISSION
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2014 (CONTINUED)

Note 5- Pension Plans: (continued)

A. Plan Description (continued)

VRS – PLAN 1 (continued)

17. **Purchase of Prior Service** - 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.

VRS – PLAN 2

1. **Plan Overview** - VRS 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 VRS 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.
2. **Eligible Members** - Employees are in VRS 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.
3. **Hybrid Opt-In Election** - VRS 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.

The Hybrid Retirement Plan's effective date for eligible VRS Plan 2 members who opted in was July 1, 2014.

If eligible deferred members returned to work during the election window, they were also eligible to opt into the Hybrid Retirement Plan.

Members who were eligible for an optional retirement plan (ORP) and have prior service under VRS Plan 2 were not eligible to elect the Hybrid Retirement Plan and remain as VRS Plan 2 or ORP.

4. **Retirement Contributions** - Same as VRS Plan 1—Refer to Section 4.
5. **Creditable Service** - Same as VRS Plan 1— Refer to Section 5.
6. **Vesting** - Same as VRS Plan 1—Refer to Section 6.
7. **Calculating the Benefit** - Same as VRS Plan 1—Refer to Section 7.
8. **Average Final Compensation** - A member's average final compensation is the average of their 60 consecutive months of highest compensation as a covered employee.

NEW RIVER VALLEY PLANNING DISTRICT COMMISSION
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2014 (CONTINUED)

Note 5- Pension Plans: (continued)

A. Plan Description (continued)

VRS – PLAN 2 (continued)

9. **Service Retirement Multiplier** - Same as Plan1 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.
10. **Normal Retirement Age** - Normal Social Security retirement age.
11. **Earliest Unreduced Retirement Eligibility** - Members who are not in hazardous duty positions are eligible for an unreduced retirement benefit when they reach normal Social Security retirement age and have at least five years (60 months) of creditable service or when their age and service equal 90.

Hazardous duty members are eligible for an unreduced retirement benefit at age 60 with at least five years of creditable service or age 50 with at least 25 years of creditable service.
12. **Earliest Reduced Retirement Eligibility** - Members may retire with a reduced benefit as early as age 60 with at least five years (60 months) of creditable service.
13. **Cost-of-Living Adjustment (COLA) in Retirement** - 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%.
14. **Eligibility** - Same as VRS Plan 1–Refer to Section 14.
15. **Exceptions to COLA Effective Dates** - Same as VRS Plan 1–Refer to Section 15.
16. **Disability Coverage** - 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.

Most state employees are covered under the Virginia Sickness and Disability Program (VSDP), and are not eligible for disability retirement.

VSDP members are subject to a one-year waiting period before becoming eligible for non-work related disability benefits.
17. **Purchase of Prior Service** - Same as VRS Plan 1–Refer to Section 17.

NEW RIVER VALLEY PLANNING DISTRICT COMMISSION
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2014 (CONTINUED)

Note 5- Pension Plans: (continued)

A. Plan Description (continued)

HYBRID RETIREMENT PLAN

1. **Plan Overview** - 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 VRS Plan 1 and VRS Plan 2 members who were eligible and opted into the plan during a special election window. (See “Eligible Members”)
 - The defined benefit is based on a member’s age, creditable service and average final compensation at retirement using a formula.
 - 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.
 - 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.

2. **Eligible Members** - Employees are in the Hybrid Retirement Plan if their membership date is on or after January 1, 2014. This includes:
 - State employees*
 - School division employees
 - Political subdivision employees*
 - Judges appointed or elected to an original term on or after January 1, 2014
 - Members in VRS Plan 1 or VRS 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

NEW RIVER VALLEY PLANNING DISTRICT COMMISSION
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2014 (CONTINUED)

Note 5- Pension Plans: (continued)

A. Plan Description (continued)

HYBRID RETIREMENT PLAN (continued)
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3. ***Non-Eligible Members** - Some employees are not eligible to participate in the Hybrid Retirement Plan. They include:

- Members of the State Police Officers' Retirement System (SPORS)
- Members of the Virginia Law Officers' Retirement System (VaLORS)
- Political subdivision employees who are covered by enhanced benefits for hazardous duty employees

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 VRS Plan 1 or VRS Plan 2, they are not eligible to elect the Hybrid Retirement Plan and must select VRS Plan 1 or VRS Plan 2 (as applicable) or ORP.

4. **Retirement Contributions** - 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.

5. **Creditable Service**

Defined Benefit Component - 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.

Defined Contribution Component - Under the defined contribution component, creditable service is used to determine vesting for the employer contribution portion of the plan.

NEW RIVER VALLEY PLANNING DISTRICT COMMISSION
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2014 (CONTINUED)

Note 5- Pension Plans: (continued)

A. Plan Description (continued)

HYBRID RETIREMENT PLAN (continued)

6. Vesting

Defined Benefit Component - 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. VRS Plan 1 or VRS 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.

Defined Contribution Component - 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.

Members are always 100% vested in the contributions that they make.

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.

- After two years, a member is 50% vested and may withdraw 50% of employer contributions.
- After three years, a member is 75% vested and may withdraw 75% of employer contributions.
- After four or more years, a member is 100% vested and may withdraw 100% of employer contributions.

Distribution is not required by law until age 70½.

7. Calculating the Benefit

Defined Benefit Component - Same as VRS Plan 1–Refer to Section 7.

Defined Contribution Component - 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.

8. Average Final Compensation - Same as VRS Plan 2–Refer to Section 8. It is used in the retirement formula for the defined benefit component of the plan.

9. Service Retirement Multiplier - The retirement multiplier is 1.0%.

For members that opted into the Hybrid Retirement Plan from VRS Plan 1 or VRS Plan 2, the applicable multipliers for those plans will be used to calculate the retirement benefit for service credited in those plans.

NEW RIVER VALLEY PLANNING DISTRICT COMMISSION
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2014 (CONTINUED)

Note 5- Pension Plans: (continued)

A. Plan Description (continued)

HYBRID RETIREMENT PLAN (continued)

10. Normal Retirement Age

Defined Benefit Component - Same as VRS Plan 2–Refer to Section 10.

Defined Contribution Component - Members are eligible to receive distributions upon leaving employment, subject to restrictions.

11. Earliest Unreduced Retirement Eligibility

Defined Benefit Component - Members are eligible for an unreduced retirement benefit when they reach normal Social Security retirement age and have at least five years (60 months) of creditable service or when their age and service equal 90.

Defined Contribution Component - Members are eligible to receive distributions upon leaving employment, subject to restrictions.

12. Earliest Reduced Retirement Eligibility

Defined Benefit Component - Members may retire with a reduced benefit as early as age 60 with at least five years (60 months) of creditable service.

Defined Contribution Component - Members are eligible to receive distributions upon leaving employment, subject to restrictions.

13. Cost-of-Living Adjustment (COLA) in Retirement

Defined Benefit Component - Same as VRS Plan 2–Refer to Section 13.

Defined Contribution Component - Not Applicable.

14. Eligibility - Same as VRS Plan 1 and VRS Plan 2–Refer to Section 14.

15. Exceptions to COLA Effective Dates - Same as VRS Plan 1 and VRS Plan 2–Refer to Section 15.

16. Disability Coverage - Eligible political subdivision and school division members (including VRS Plan 1 and VRS 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.

State employees (including VRS Plan 1 and VRS Plan 2 opt-ins) participating in the Hybrid Retirement Plan are covered under the Virginia Sickness and Disability Program (VSDP), and are not eligible for disability retirement.

Hybrid members (including VRS Plan 1 and VRS Plan 2 opt-ins) covered under VSDP or VLDP are subject to a one-year waiting period before becoming eligible for non-work related disability benefits.

NEW RIVER VALLEY PLANNING DISTRICT COMMISSION
 NOTES TO THE FINANCIAL STATEMENTS
 JUNE 30, 2014 (CONTINUED)

Note 5- Pension Plans: (continued)

A. Plan Description (continued)

HYBRID RETIREMENT PLAN (continued)

17. Purchase of Prior Service

Defined Benefit Component - Same as VRS Plan 1 and VRS Plan 2—Refer to Section 17.

Defined Contribution Component - Not Applicable.

The System issues a publicly available comprehensive annual financial report that includes financial statements and required supplementary information for VRS. A copy of the most recent report may be obtained from the VRS website at <http://www.varetire.org/Pdf/Publications/2013-annual-report.pdf>, or by writing to the System’s Chief Financial Officer at P.O. Box 2500, Richmond, VA, 23218-2500.

B. Funding Policy:

Plan members are required by Title 51.1 of the Code of Virginia (1950), as amended, to contribute 5.00% of their compensation toward their retirement. All or part of the 5.00% member contribution may be 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% member contribution. This could be phased in over a period 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. In addition, the Commission is required to contribute the remaining amounts necessary to fund its participation in the VRS using the actuarial basis specified by the Code of Virginia and approved by the VRS Board of Trustees. The Commission’s contribution rate for the fiscal year ended 2014 was 6.94% of annual covered payroll.

C. Annual Pension Cost:

For fiscal year 2014, New River Valley Planning District Commission’s annual pension cost of \$43,157 was equal to the New River Valley Planning District Commission’s required and actual contributions.

Three - Year Trend Information			
Fiscal Year Ending	Annual Pension Cost (APC)	Percentage of APC Contributed	Net Pension Obligation
6/30/2014	\$ 43,157	100.00%	\$ -
6/30/2013	52,173	100.00%	-
6/30/2012	6,930	100.00%	-

NEW RIVER VALLEY PLANNING DISTRICT COMMISSION
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2014 (CONTINUED)

Note 5-Pension Plans: (continued)

C. Annual Pension Cost (continued)

The FY 2014 required contribution was determined as part of the June 30, 2011 actuarial valuation using the entry age actuarial cost method. The actuarial assumptions at June 30, 2011 included (a) an investment rate of return (net of administrative expenses) of 7.00%, (b) projected salary increases ranging from 3.75% to 5.60% per year for general government employees, 3.75% to 6.20% per year for teachers, and 3.50% to 4.75% for employees eligible for enhanced benefits available to law enforcement officers, firefighters, and sheriffs, and (c) a cost-of-living adjustment of 2.50% per year for Plan1 employees and 2.25% for Plan 2 employees. Both the investment rate of return and the projected salary increases include an inflation component of 2.50%. The actuarial value of the Commission's assets is equal to the modified market value of assets. This method uses techniques that smooth the effects of short-term volatility in the market value of assets over a five-year period. The Commission's unfunded actuarial accrued liability is being amortized as a level percentage of projected payrolls on an open basis. The remaining amortization period at June 30, 2011 for the Unfunded Actuarial Accrued Liability (UAAL) was 30 years.

D. Funded Status and Funding Progress

As of June 30, 2013, the most recent actuarial valuation date, the Commission's plan was 85.56% funded. The actuarial accrued liability for benefits was \$1,955,808, and the actuarial value of assets was \$1,673,388, resulting in an unfunded actuarial accrued liability (UAAL) of \$282,420. The covered payroll (annual payroll of active employees covered by the plan) was \$729,072 and ratio of the UAAL to the covered payroll was 38.74%.

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NEW RIVER VALLEY PLANNING DISTRICT COMMISSION
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2014 (CONTINUED)

Note 6-Capital Assets:

Capital asset activity for the year ended June 30, 2014 was as follows:

	Beginning Balance	Increases	Decreases	Ending Balance
Capital assets, being depreciated:				
Vehicles	\$ 80,481	\$ -	\$ (31,098)	\$ 49,383
Furniture, fixtures and equipment	22,032	-	(22,032)	-
Total capital assets being depreciated	<u>\$ 102,513</u>	<u>\$ -</u>	<u>\$ (53,130)</u>	<u>\$ 49,383</u>
Accumulated depreciation:				
Vehicles	\$ (66,912)	\$ (3,392)	\$ 31,098	\$ (39,206)
Furniture, fixtures and equipment	(22,032)	-	22,032	-
Total accumulated depreciation	<u>\$ (88,944)</u>	<u>\$ (3,392)</u>	<u>\$ 53,130</u>	<u>\$ (39,206)</u>
Total capital assets, net	<u>\$ 13,569</u>	<u>\$ (3,392)</u>	<u>\$ -</u>	<u>\$ 10,177</u>

All depreciation expense was charged to the Community Development function in the Statement of Activities.

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.

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, 2014 the liability for accrued vacation pay totaled \$51,620.

NEW RIVER VALLEY PLANNING DISTRICT COMMISSION
 NOTES TO THE FINANCIAL STATEMENTS
 JUNE 30, 2014 (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	\$ 541.00
Employee / Spouse	1,001.00
Family	1,461.00

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	\$ 19,506
Interest on net OPEB obligation	3,965
Adjustment to annual required contribution	(13,746)
Annual OPEB cost (expense)	9,725
Contributions made	(5,643)
Increase in net OPEB obligation	4,082
Net OPEB obligation - beginning of year	99,116
Net OPEB obligation - end of year	\$ 103,198

NEW RIVER VALLEY PLANNING DISTRICT COMMISSION
 NOTES TO THE FINANCIAL STATEMENTS
 JUNE 30, 2014 (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 2014 and the two preceding years were as follows:

Fiscal Year Ended	Annual OPEB Cost (ARC)	Percentage of ARC Contributed	Net OPEB Obligation
6/30/2012	\$ 51,488	31.00%	\$ 93,144
6/30/2013	22,056	73.00%	99,166
6/30/2014	9,725	58.00%	103,198

D. Funded Status and Funding Progress

The funded status of the Plan as of June 30, 2013, the most recent valuation date was as follows:

Actuarial accrued liability (AAL)	\$ 99,166
Actuarial value of plan assets	\$ -
Unfunded actuarial accrued liability (UAAL)	\$ 99,166
Funded ratio (actuarial value of plan assets/AAL)	0.00%
Covered payroll (active plan members)	\$ 597,005
UAAL as a percentage of covered payroll	16.61%

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.

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NEW RIVER VALLEY PLANNING DISTRICT COMMISSION
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2014 (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, 2013 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

The UAAL is being amortized as a level percentage of payroll over the remaining amortization period, which at June 30, 2013, was 30 years. Amortizations are open ended in that they begin anew at each valuation date. The Commissions UAAL decreased significantly during the 2013 fiscal year and this actuarial gain is being amortized over 30 years. As a result the net OPEB liability exceeds the actuarial accrued liability.

Note 10-Litigation:

At June 30, 2014, there were no matters of litigation involving the New River Valley Planning District 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.

Required Supplementary Information

NEW RIVER VALLEY PLANNING DISTRICT COMMISSION

Schedule of Revenues, Expenditures and Changes in Fund Balances -- General Fund
 Budget and Actual
 Year Ended June 30, 2014

	Original Budget	Final Budget	Actual	Variance Favorable (Unfavorable)
Revenues:				
Revenue from local sources:				
Charges for Services	\$ 909,980	\$ 771,674	\$ 771,674	\$ -
Contributions from Localities	223,379	223,379	223,379	-
Contributions from others	30,000	7,745	7,745	-
Miscellaneous Revenue	-	12,712	12,712	-
	<u>1,163,359</u>	<u>1,015,510</u>	<u>1,015,510</u>	<u>-</u>
Total revenue from local sources				
Intergovernmental:				
Revenue from the Commonwealth:				
Categorical aid:				
DHCD Grants (Administrative)	\$ 75,971	\$ 75,971	\$ 75,971	-
Conservation Grant	65,000	93,853	93,853	-
Virginia Department of Transportation	63,000	294,469	294,469	-
	<u>203,971</u>	<u>464,293</u>	<u>464,293</u>	<u>-</u>
Total revenue from the Commonwealth				
Revenue from the Federal Government:				
Categorical aid:				
ARC Grant	\$ 68,436	\$ 64,964	\$ 64,964	-
Housing and Urban Development Grant	250,000	215,842	215,842	-
Department of Commerce Grant	200,000	80,822	80,822	-
EDA Grant	60,000	60,000	60,000	-
	<u>578,436</u>	<u>421,628</u>	<u>421,628</u>	<u>-</u>
Total revenue from the Federal Government				
	<u>1,945,766</u>	<u>1,901,431</u>	<u>1,901,431</u>	<u>-</u>
Total revenues				

NEW RIVER VALLEY PLANNING DISTRICT COMMISSION

Schedule of Revenues, Expenditures and Changes in Fund Balances -- General Fund
Budget and Actual
Year Ended June 30, 2014

	Original Budget	Final Budget	Actual	Variance Favorable (Unfavorable)
Expenditures:				
Community Development:				
Personnel	\$ 712,001	\$ 696,638	\$ 702,024	\$ (5,386)
Fringe benefits	234,692	239,021	238,374	647
Office rent	59,686	60,856	60,856	-
Telephone	9,980	12,830	12,835	(5)
Office supplies	21,884	29,074	28,225	849
Postage	4,000	3,870	2,819	1,051
Printing	695	19,226	18,923	303
Advertising	2,225	1,320	720	600
Travel	81,413	44,164	44,794	(630)
Equipment maintenance and rent	14,300	15,541	13,565	1,976
Dues and publications	10,845	10,208	10,199	9
Training	1,150	2,533	2,433	100
Meeting expense	7,433	9,720	10,228	(508)
Insurance	6,200	10,506	10,497	9
Capital outlay	-	2,189	2,189	-
Contractual services	510,811	635,870	635,867	3
Audit fee	7,500	7,500	7,750	(250)
Miscellaneous	48,000	15,589	15,208	381
Total expenditures	<u>\$ 1,732,815</u>	<u>\$ 1,816,655</u>	<u>\$ 1,817,506</u>	<u>\$ (851)</u>
Excess (deficiency) of revenues over (under) expenditures	<u>\$ 212,951</u>	<u>\$ 84,776</u>	<u>\$ 83,925</u>	<u>\$ (851)</u>
Net change in fund balance	<u>\$ 212,951</u>	<u>\$ 84,776</u>	<u>\$ 83,925</u>	<u>\$ (851)</u>
Fund balance, beginning of year	<u>-</u>	<u>-</u>	<u>629,075</u>	<u>629,075</u>
Fund balance, end of year	<u><u>\$ 212,951</u></u>	<u><u>\$ 84,776</u></u>	<u><u>\$ 713,000</u></u>	<u><u>\$ 628,224</u></u>

NEW RIVER VALLEY PLANNING DISTRICT COMMISSION

Schedule of Revenues, Expenditures and Changes in Fund Balances -- WIA Fund
 Budget and Actual
 Year Ended June 30, 2014

	Original Budget	Final Budget	Actual	Variance Favorable (Unfavorable)
Revenues:				
Intergovernmental:				
Revenue from the Federal Government:				
Categorical aid:				
Workforce Investment Act	\$ 2,213,395	\$ 2,213,395	\$ 2,402,378	\$ 188,983
Job Training Grants	-	-	147,176	147,176
Total revenue from the Federal Government	<u>\$ 2,213,395</u>	<u>\$ 2,213,395</u>	<u>\$ 2,549,554</u>	<u>\$ 336,159</u>
Total revenues	<u><u>\$ 2,213,395</u></u>	<u><u>\$ 2,213,395</u></u>	<u><u>\$ 2,549,554</u></u>	<u><u>\$ 336,159</u></u>
Expenditures:				
Health and Welfare:				
Administrative grant costs	\$ -	\$ -	\$ 287,085	\$ (287,085)
Program grant costs	2,213,395	2,213,395	2,262,469	(49,074)
Total expenditures	<u>\$ 2,213,395</u>	<u>\$ 2,213,395</u>	<u>\$ 2,549,554</u>	<u>\$ (336,159)</u>
Net change in fund balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Fund balance, beginning of year	-	-	22	22
Fund balance, end of year	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 22</u></u>	<u><u>\$ 22</u></u>

New River Valley Planning District Commission
 Schedule of Pension and OPEB Funding Progress
 As of June 30, 2014

Planning District Commission Retirement Plan

Actuarial Valuation Date	Actuarial Value of Assets	Actuarial Accrued Liability (AAL)	Unfunded AAL (UAAL) (3) - (2)	Funded Ratio Assets as % of AAL (2) / (3)	Annual Covered Payroll	UAAL as a % of Covered Payroll (4) / (6)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
6/30/2013	\$ 1,673,388	\$ 1,955,808	\$ 282,420	85.56%	\$ 729,072	38.74%
6/30/2012	1,576,097	1,751,875	175,778	89.97%	597,005	29.44%
6/30/2011	1,576,751	1,674,103	97,352	94.18%	678,293	14.35%

OPEB Healthcare Plan:

Actuarial Valuation Date *	Actuarial Value of Assets	Actuarial Accrued Liability (AAL)	Unfunded AAL (UAAL) (3) - (2)	Funded Ratio Assets as % of AAL (2) / (3)	Annual Covered Payroll	UAAL as a % of Covered Payroll (4) / (6)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
6/30/2013	\$ -	\$ 99,166	\$ 99,166	0%	\$ 597,005	16.61%
6/30/2010	-	252,877	252,877	0%	706,240	35.81%

*Valuation performed once every three years, beginning in 2010

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 Planning District 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 Planning District Commission as of and for the year ended June 30, 2014, and the related notes to the financial statements, which collectively comprise New River Valley Planning District Commission's basic financial statements and have issued our report thereon dated September 19, 2014.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered New River Valley Planning District 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 Planning District Commission's internal control. Accordingly, we do not express an opinion on the effectiveness of New River Valley Planning District 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 (ref. 2014-001).

Compliance and Other Matters

As part of obtaining reasonable assurance about whether New River Valley Planning District 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 no disclosed instances of noncompliance or other matters that are required to be reported under *Government Auditing Standard*.

New River Valley Planning District Commission's Response to Findings

New River Valley Planning District Commission's response to the findings identified in our audit is described in the accompanying schedule of findings and questioned costs. New River Valley Planning District 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, Fauser, Co. Associates

Blacksburg, Virginia
September 19, 2014

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 OMB Circular A-133

To the Members of the Board
New River Valley Planning District Commission
Radford, Virginia

Report on Compliance for Each Major Federal Program

We have audited New River Valley Planning District Commission's compliance with the types of compliance requirements described in the *OMB Circular A-133 Compliance Supplement* that could have a direct and material effect on each of New River Valley Planning District Commission's major federal programs for the year ended June 30, 2014. New River Valley Planning District 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 the requirements of laws, regulations, contracts, and grants applicable to its federal programs.

Auditors' Responsibility

Our responsibility is to express an opinion on compliance for each of New River Valley Planning District 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 OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 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 New River Valley Planning District 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 New River Valley Planning District Commission's compliance.

Opinion on Each Major Federal Program

In our opinion, New River Valley Planning District 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, 2014.

Report on Internal Control Over Compliance

Management of New River Valley Planning District 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 New River Valley Planning District 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 OMB Circular A-133, 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 New River Valley Planning District 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 OMB Circular A-133. Accordingly, this report is not suitable for any other purpose.

Robinson, Turner, Co. Associates

Blacksburg, Virginia
September 19, 2014

NEW RIVER VALLEY PLANNING DISTRICT COMMISSION

Schedule of Expenditures of Federal Awards
Year Ended June 30, 2014

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 Adult Program	17.258	PY13, PY12	\$ 782,685
WIA Dislocated Worker Formula Grants	17.278	PY13, PY12	743,459
WIA Youth Activities	17.259	PY13, PY12	876,234
Pass-through payments from:			
Shenandoah Valley Workforce Investment Board			
H-1B Job Training Grants	17.268	NA	\$ <u>147,176</u>
Total Department of Labor			\$ <u>2,549,554</u>
Appalachian Regional Commission:			
Direct Payments:			
Appalachian Local Development District Assistance	23.009	N/A	\$ <u>64,964</u>
Department of Housing and Urban Development:			
Direct Payments:			
Sustainable Communities Regional Planning Grant Program	14.703	N/A	\$ <u>215,842</u>
Department of Commerce:			
Direct Payments:			
Community Trade Adjustment Assistance	11.010	N/A	\$ 80,822
Economic Development - Support for Planning Organizations	11.302	N/A	<u>60,000</u>
Total Department of Commerce			\$ <u>140,822</u>
Total Expenditures of Federal Awards			\$ <u><u>2,971,182</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 Planning District Commission under programs of the federal government for the year ended June 30, 2014. The information in the Schedule is presented in accordance with the requirements of OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Because the Schedule presents only a selected portion of the operations of the New River Valley Planning District 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 Planning District 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 identifying numbers are presented where available.

Note C-Relationship to the Financial Statements:

Intergovernmental federal revenues per the basic financial statements:	
General Fund	\$ 421,628
WIA Fund	<u>2,549,554</u>
Total	<u><u>\$ 2,971,182</u></u>

NEW RIVER VALLEY PLANNING DISTRICT COMMISSION

Schedule of Findings and Questioned Costs
 Year Ended June 30, 2014

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 Circular A-133 Section 510 (a)?	No

Identification of major programs:

CFDA #	Name of Federal Program or Cluster
17.258	Workforce Investment Act Cluster - Adult Program
17.259	Workforce Investment Act Cluster - Youth Activities
17.278	Workforce Investment Act Cluster - Dislocated Worker Formula Grants

Dollar threshold used to distinguish between Type A and Type B programs	\$300,000
Auditee qualified as low-risk auditee?	No

NEW RIVER VALLEY PLANNING DISTRICT COMMISSION

Schedule of Findings and Questioned Costs
Year Ended June 30, 2014

Section II - Financial Statement Findings

2014-001

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

There were no prior audit findings.

Counties

Floyd • Giles • Montgomery • Pulaski

City

Radford

Towns

*Blacksburg • Christiansburg • Floyd •
Narrows • Pearisburg • Pulaski • Rich Creek*

Universities

Virginia Tech • Radford University

New River Valley Planning District Commission



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Visit: www.nrvpdc.org

MEMORANDUM

To: Planning District Commissioners
From: Kevin R. Byrd, Executive Director
Date: November 13, 2014
Re: Commission Name Change Process

The schedule below overviews the anticipated process of changing the name of the New River Valley Planning District Commission to the New River Valley Regional Commission.

November 2014: Staff issued RFP for Branding Services on 11/7. Responses due 11/18.

Issue memo and resolution template to Commission members for consideration of support

January 2015: Begin branding process with selected firm. (Branding process will be of significant value whether or not name change support is provided by members)

February 2015: Receive resolutions of support from members of the Commission

March 2015: Review draft branding content

April 2015: Finalize branding content

May 2015: Unveil name change and brand at Annual Commission Dinner Event

June 2015 and ongoing: Update Commission website, signage and print material

Following this memo is a memo for Local Government Managers explaining the name change action being requested. A resolution template for governing bodies is also attached. The memo to Local Government Managers and resolution template can be distributed shortly after the November Commission meeting in order to move the process forward.

Counties

Floyd • Giles • Montgomery • Pulaski

City

Radford

Towns

*Blacksburg • Christiansburg • Floyd •
Narrows • Pearisburg • Pulaski • Rich Creek*

Universities

Virginia Tech • Radford University

New River Valley Planning District Commission



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MEMORANDUM

To: NRV Local Government Managers

From: Kevin R. Byrd, Executive Director

Date: November 13, 2014

Re: Commission Name Change Request

The New River Valley Planning District Commission Board of Directors is requesting the member governing bodies consider the attached resolution of support to change the Commission's name to the New River Valley Regional Commission. This request is being distributed to all 14 members of the Commission following a unanimous vote of the Commission Board of Directors at their October 23, 2014 meeting. The Commission would appreciate a response to this request prior to February, 2015. I am available to attend local government meetings as needed to address any questions pertaining to this request.

The name change being proposed is a result of a recommendation from an agency assessment conducted in 2012. The assessment process engaged all Commission members and involved focus groups with leaders in all four counties, the city and higher education representatives. The assessment also included a survey distributed to over 200 people in the region. The assessment report summarized eight implementation strategies with the name change being one. Since the assessment in 2012 the Commission Board of Directors has worked diligently to implement the recommended strategies including methods to increase communication with members; convening the region on topics of interest; coordinating Mayors/Chairs meetings; revise the Annual Dinner format to include elected officials; engage Commissioners in the work of the agency through committees and participating in regional programs; and evaluate means to deliver value-added GIS services. Much progress has been made on the recommended strategies and the Commission Board of Directors determined the timing is appropriate to pursue the name change.

The Code of Virginia (15.2-4203 B.1) enables two other naming options aside from Planning District Commission which include Regional Commission or Regional Council. Seven regions out of 21 in Virginia utilize a name other than Planning District Commission.

The Commission is requesting the change to better reflect the overall mission and actions of the agency as a regional body serving the New River Valley. The Commission routinely provides services beyond planning and the name is often mistaken for local government Planning Commissions. Lastly, the purpose and function of the Commission will not change, while the new name offers better alignment with the intended purpose of regional collaboration, convening, visioning and service delivery.

(PLACE ON COMMISSION MEMBER LETTERHEAD)

RESOLUTION
REQUESTING SUPPORT FOR CHANGING THE NAME OF THE NEW RIVER VALLEY PLANNING
DISTRICT COMMISSION TO THE NEW RIVER VALLEY REGIONAL COMMISSION

WHEREAS, the New River Valley Planning District Commission was established by the local governments within the region on September 15, 1969 and chartered the Commission with the aforementioned name, and

WHEREAS, the Commission conducted an assessment of the agency in 2012 which identified eight implementation priorities, one of which included changing the name to the New River Valley Regional Commission, and

WHEREAS, the Commission Board of Directors conducted a vote that secured unanimous support at their meeting on October 23, 2014 to pursue changing the name to the New River Valley Regional Commission, and

WHEREAS, changing the name of the Commission necessitates an amendment to the Commission's Charter which must secure a majority of affirmative support from its members (8 out of 14) to be implemented, and

WHEREAS, the Commission is seeking unanimous support from its members to change the name, and

WHEREAS, the Commission is pursuing the name change to better reflect the overall mission and actions of the agency as a regional body serving the New River Valley, while recognizing the Commission routinely provides services beyond planning to its members, and the name Planning District Commission is often mistaken for local government Planning Commissions, and

WHEREAS, the purpose and function of the Commission will remain unchanged, while the new name offers better alignment with the intended purpose/function of regional collaboration, convening, visioning and service delivery.

NOW, THEREFORE, BE IT RESOLVED, that (insert member name) fully supports the New River Valley Planning District Commission changing the name of the agency to the New River Valley Regional Commission.

Adopted (insert adopted date)

(Insert Name of Certifying Official)