



Roanoke Valley-Alleghany

REGIONAL commission

313 Luck Ave., SW | Roanoke, Virginia 24016 | P: 540.343.4417 | F: 540.343.4416 | rvarc@rvarc.org

November 11, 2021

MEMORANDUM

TO: Executive Committee Members, RVARC

FROM: Jeremy Holmes, Executive Director

SUBJ: Executive Committee Meeting Scheduled for November 18, 2021 at 11:30 a.m.

I would like to call a meeting of the Regional Commission's Executive Committee on Thursday, November 18, 2021 at 11:30 a.m. The meeting will be in person and held at the RVARC office, in the RVARC board room. Lunch will be served. The following items will be discussed by the Executive Committee:

AGENDA

1. Consent Agenda:
 - a. Minutes of the July 22, 2021 meeting, pp. 2-5
2. Collective Response Funding and Positions
3. FY22 Revised Budget, pp. 6-7
4. FY2023 Work Program Process
5. Other Business

Please let Virginia Mullen (vmullen@rvarc.org) know if you will be able to attend. I hope you can attend the meeting.



MINUTES

The July Executive Committee Meeting of the Roanoke Valley-Alleghany Regional Commission was held on Thursday, July 22, 2021 at 11:30 a.m. at the Roanoke Valley-Alleghany Regional Commission office located at 313 Luck Ave., SW, Roanoke, VA.

1. CALL TO ORDER AND WELCOME

Chairman Mayor Grose called the meeting to order at 11:30 a.m. and welcomed those in attendance.

Roanoke Valley-Alleghany Regional Commission Executive Committee Members: Present: Mayor Brad Grose, Town of Vinton; Phil North, Roanoke County; Dean Martin, Roanoke County and Billy Martin, Botetourt County.

OTHERS/GUESTS IN ATTENDANCE

Roanoke Valley-Alleghany Regional Commission Staff: Jeremy Holmes and Virginia Mullen.

2. APPROVAL OF CONSENT AGENDA ITEMS

The consent agenda items were as follows:

A. Approval of May 13, 2021 minutes

MOTION: by Billy Martin to approve item A under the consent agenda, as distributed. Motion was seconded by Phil North.

Executive Committee Action: Ayes – 4
Motion carried unanimously.



3. **EXECUTIVE DIRECTOR REPORT**

A. Live stream meetings:

Jeremy Holmes reported live stream meetings have been done for some time by localities in the region and coming out of the pandemic gave RVARC staff an opportunity to explore capabilities with live streaming meetings. Live streaming meetings allows more opportunity for the public to be informed and provides greater transparency, as well as guest speakers can be brought in remotely. Hybrid meetings are not yet allowed, in Virginia, but RVARC wanted to be ready if that were to take place in the future. RVARC has purchased the needed equipment to live stream meetings and now has the capability. Meetings will still be held in person at RVARC and nothing will change with public participation. Interactive public participation will not be allowed through the lives stream though, as people will still have to come to RVARC to publicly participate. Once the state of emergency ended in Virginia, virtual meetings are no longer allowed except in a few circumstances the Commission Chair could allow a commission member to participate virtually and that might be the member would have to live more than 60 miles away from the meeting site and a medical reason or emergency involved. Live streaming would only be used for the Commission Board meetings, at the moment; the TPO runs separately, under their own set of bylaws, so use of this technology for those meetings would have to be decided by that group for TPO and TTC meetings. It will be announced at the September Commission meeting about the live streaming capabilities. All were in favor and there were not any objections.

B. Virginia Housing Grant:

We are officially underway with the \$2 million Virginia Housing grant awarded, as the contract has been signed and approved. This is a three-year grant to produce 20 housing units (single family, rental or multi use). The grant does include the ability to rehabilitate properties, if the properties are in such a state as to provide housing. Initial steps will be to identify what groups (nonprofit, private developers, or others in the industry such as Habitat For Humanity, etc.) can assist with building the housing units. The grant requires the housing is affordable or 80% of Average Monthly Income for a purchase or rental price. The Regional Housing study completed provides a head start on identified housing needs. We may be looking at hiring a position to get this grant work completed because there is quite a bit of work to be



done and monitoring of the project/contractors. All other PDCs in the state applied (amounts of money awarded were based on population) and received the grant as well so everyone is learning about this grant at the same time. We are currently going through an onboarding process with VA Housing to get started with the grant. The VAPDC has worked with VA Housing to provide this opportunity to PDCs. The grant reimburses on a quarterly basis and the Commission may be looking to get a line of credit to front a developer before getting reimbursed by VA Housing each quarter.

C. Roanoke Valley Collective Response:

The Roanoke Valley Collective Response is a group of mostly healthcare and social service providers who are responding to the opioid epidemic and are looking at how to coordinate services among providers. They would like to hire a director position to lead their group and collect information and coordinate. The group asked if Commission could house the position. This is something the Commission has not done before so not sure if this is a good fit. The good thing is this would provide new funding from other sources and be new money coming into the Commission. The money would be coming from opioid settlement money coming from the federal government to the State of Virginia. The position would report to the Commission Executive Director and a steering committee of the Collective Response group.

D. Executive Committee At Large Member:

According to the Commission bylaws, the Executive Committee is supposed to have an additional at large member elected by the Commission. Everyone currently on the Executive Committee (Chair, Vice Chair, Treasurer, Secretary/Executive Director and Immediate Past Chair) are listed in the bylaws as the core members with one additional position the Commission is supposed to elect to attend Executive Committee meetings. Mr. Holmes will check to see if Billy Martin is considered an At Large member.

4. **Other Business**

A. Holiday:

Mr. Dean Martin would like to see December 24th holiday as a full day and not a half day.



Roanoke Valley-Alleghany

REGIONAL
commission

rvarc.org

313 Luck Ave., SW | Roanoke, Virginia 24016 | P: 540.343.4417 | F: 540.343.4416 | rvarc@rvarc.org

B. Meeting Locations:

Mayor Grose asked about meetings being held several times a year at different locality locations. Mr. Holmes noted larger locations were looked at, due to social distancing requirements for covid, but with the end to the state of emergency there was no longer a mandate to provide for masks or social distancing any longer and meetings could again be held at the Commission. However, there is not a reason the Commission could not meet at another location. The Chair has the power to call the meeting location.

MEETING ADJORNED

The meeting was adjourned at 12:36 p.m.

Submitted by:

Jeremy Holmes, Executive Director/Secretary,

Roanoke Valley-Alleghany Regional Commission

Executive Committee Report
SUBJ: Proposed FY 2022 Revised Budget

Members of the Roanoke Valley-Alleghany Regional Commission's Executive Committee met on November 18, 2021, to discuss the proposed revised FY 2022 Budget.

Revenues

- Revenues are projected to increase by 13.7% (or \$217,211) over original budget due to increases in the following funding streams:
 - ARP Act State & Local Fiscal Recovery funds, from the City of Roanoke, to provide assistance to Roanoke Valley Collective Response which will provide for two new positions housed at the Commission to administer Mental Health & Substance Addiction Treatment & Recovery Services Promotion. This funding will continue for two years.
 - Virginia Housing awarded grant funds to produce 20 housing units over a three-year period.
 - Funding from the Roanoke Valley Broadband Authority to provide accounting assistance.
 - Increased funding from the National Center for Mobility Management to provide for research of transportation needs in northern Botetourt County.
 - Blueway carryforward increased due to plans brought forward from FY21 to FY22.
 - The Virginia Department of Forestry Arbor Day grant award came in larger than originally budgeted.

Expenses

- Salary and fringe costs have changed minimally. Changes result from gaps in time while replacing staff and difference in cost of benefits between newly hired and longer served staff.
- Advertising costs were slightly increased due to the requirements of certain funding streams.
- Furniture costs increased due to the need for furniture for new Collective Response staff.
- Legal fees have been increased to provide legal assistance with the Virginia Housing grant and the various agreements needed to secure the houses to be built.
- Supplies were increased for the additional Arbor Day supplies due to higher grant award.
- Contracts were increased to provide for plans approved, after the last budget, such as the Roanoke County Wayside Park improvements and the Learning Launch Radar shuttle into northern Botetourt.
- Operating Contingency Reserve for FY22 consists of a carryforward of Blueway funds and Federal Highway Transportation funds to continue operations in future years, as well as local funds.

COMMITTEE RECOMMENDATION:

The Executive Committee recommends that the Roanoke Valley-Alleghany Regional Commission adopt the proposed Revised FY 2022 Budget at its meeting on December 23, 2021.

**Roanoke Valley Alleghany Regional Commission
Budget Comparison FY 2022 to Revised FY2022**

	Budget 2022 Revenues	DRAFT Revised Budget 2022 Revenues
Revenues:		
Localities Per Capita Regional Commission	\$ 333,546	\$ 333,546
Localities Per Capita TPO	\$ 34,507	\$ 34,507
Blueway Funding From Localities	\$ 11,491	\$ 11,491
Department of Housing & Community Development	\$ 89,971	\$ 89,971
Federal Highway Administration - PL	\$ 320,597	\$ 320,597
Virginia Department of Transportation - PL	\$ 40,075	\$ 40,075
Federal Highway Administration - PL C/O	\$ 95,480	\$ 95,480
Virginia Department of Transportation - PL C/O	\$ 11,935	\$ 11,935
Federal Highway Administration - SPR	\$ 58,000	\$ 58,000
Virginia Department Rail & Public Transit, FTA Federal	\$ 135,734	\$ 135,734
Virginia Department Rail & Public Transit, FTA State	\$ 16,967	\$ 16,967
VA Dept. Rail & Public Transit, RideSolutions (Roanoke)	\$ 156,909	\$ 153,121
Federal Economic Development Administration	\$ 70,000	\$ 70,000
Virginia Department of Forestry	\$ 5,000	\$ 8,922
Virginia Department of Environmental Quality	\$ 58,000	\$ 58,000
Roanoke Valley Broadband Authority	\$ 6,000	\$ 14,820
Appalachian Regional Commission	\$ 59,900	\$ 59,900
City of Roanoke Bike Coordination	\$ 12,000	\$ 12,000
Collective Response	\$ -	\$ 141,155
Western Virginia Regional Industrial Facility Authority	\$ 25,000	\$ 25,000
Virginia Housing	\$ -	\$ 37,642
National Center for Mobility Management	\$ 8,032	\$ 20,000
SERDI Website Administration Contract	\$ 1,538	\$ 1,538
Roanoke Partnership Implan Use	\$ 1,000	\$ 1,000
Roanoke Partnership Jobs EQ share	\$ 2,333	\$ 2,333
Work Force Jobs EQ share	\$ 2,333	\$ 2,333
RVARC Interest Income	\$ 900	\$ 900
Miscellaneous Income	\$ 2,000	\$ 3,500
Deferred Revenue Blueway C/O	\$ 24,637	\$ 38,881
Deferred Revenue Regional Bike Coordination	\$ -	\$ 1,748
	\$ -	\$ -
Total Revenues	\$ 1,583,885	\$ 1,801,096

**Roanoke Valley Alleghany Regional Commission
Budget Comparison FY 2021 to FY2022**

	Budget 2022 Expenditures	DRAFT Revised Budget 2022 Expenditures
Expenses		
Salaries	\$ 810,609	\$ 817,482
Fringe Benefits	\$ 290,955	\$ 281,209
Advertising	\$ 8,000	\$ 12,500
Advertising-RIDE Solutions	\$ 19,250	\$ 21,175
Auditing Fees	\$ 11,000	\$ 11,300
Bank Fees	\$ 1,100	\$ 1,100
Building Maintenance	\$ 25,000	\$ 25,000
Building Depreciation	\$ 13,000	\$ 13,000
Computer Services & Software	\$ 35,056	\$ 35,799
Conferences	\$ 11,440	\$ 11,643
Dues and Subscriptions	\$ 15,800	\$ 16,084
Furniture and Equipment	\$ 3,000	\$ 8,000
Furniture and Equipment Depreciation	\$ 500	\$ 500
Insurance	\$ 5,000	\$ 5,000
Lease on copier	\$ 5,000	\$ 5,000
Legal Fees	\$ 3,000	\$ 7,000
Maintenance Contract (Varney)	\$ 4,000	\$ 4,963
Maintenance Contract (Elevator)	\$ 3,500	\$ 3,700
Miscellaneous	\$ 2,000	\$ 2,000
Meetings	\$ 6,000	\$ 6,000
Postage	\$ 2,100	\$ 2,100
Printing	\$ 6,150	\$ 8,150
Recruitment	\$ 500	\$ 500
Supplies	\$ 21,650	\$ 28,782
Telephone & Internet	\$ 9,000	\$ 9,000
Staff Training	\$ 5,696	\$ 5,696
Travel	\$ 28,576	\$ 30,376
Utilities	\$ 13,500	\$ 13,500
Contracts		
Ridesolutions-ride home program	\$ 1,700	\$ -
Learning Launch-Radar shuttle	\$ -	\$ 7,500
Roanoke County Wayside Park Improvements	\$ -	\$ 10,000
Matt Miller	\$ -	\$ 4,800
Long Range Plan Consultant-Transportation	\$ 175,000	\$ 175,000
Operating Contingency Reserve-grant carryforwards	\$ 46,803	\$ 217,237
	\$ -	\$ -
	\$ -	\$ -
Total Expenses	\$ 1,583,885	\$ 1,801,096
Budget Difference	\$ -	\$ -