



Roanoke Valley-Alleghany

REGIONAL
commission

rvarc.org

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January 5, 2023

MEMORANDUM

TO: Executive Committee Members, RVARC

FROM: Jeremy Holmes, Executive Director

SUBJ: Executive Committee Meeting Scheduled for January 12, 2023 at 11:30 a.m.

I would like to call a meeting of the Regional Commission's Executive Committee on Thursday, January 12, 2023 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 December 8, 2022 meeting, pp. 2 – 5
2. FY2023 Revised Budget, p. 6
3. 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 December Executive Committee Meeting of the Roanoke Valley-Alleghany Regional Commission was held on Thursday, December 8, 2022 at 11:43 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 Phil North called the meeting to order at 11:43 a.m.

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

OTHERS/GUESTS IN ATTENDANCE

Roanoke Valley-Alleghany Regional Commission Staff: Jeremy Holmes and Sherry Dean

2. APPROVAL OF CONSENT AGENDA

Mr. Billy Martin motioned, Mr. Dean Martin made a second and the consent agenda was approved by voice vote.

3. Regional Legislative Priority Models

Mr. Holmes reported at the previous meeting a discussion was held about whether the Regional Commission should adopt a legislative priority agenda. He researched local priorities from agendas he received, what they looked like, overlapping priorities and statewide agendas, at planning districts and what they do for planning, proposing and advocating agendas as well. He received, from local member governments, the following legislative agendas: Roanoke City (their draft), Franklin County (their draft), Roanoke County (final version) and the liaison member the Roanoke Regional Chamber also sent their list. Other localities did not submit so we don't know if they don't do them or if they were just not ready at the point in time of the ask. From those received, he completed the



attached Staff Report called Establishing Regional Legislative Priorities. There was nothing the localities had exactly in common unless you define things very broadly, as most had very specific items to their area. Some general areas of overlap noted in staff report were mentioned. Generally, the city agendas were very extensive and detailed and the counties more trim and straightforward.

Some planning districts across the state do have legislative agendas and some do not but only six responded. Some who do or have done them are West Piedmont, Hampton Roads and Thomas Jefferson in Charlottesville and George Washington Regional Commission used to do one but have not done one in three years. New River has considered it, but member governments not interested so they have not. About half of those who responded have them and about half don't. No real consensus statewide on what planning districts do.

A discussion was held with those present on the value of having a regional legislative agenda. Most felt it would have an impact for our region.

Mr. Holmes discussed how the Commission would make a decision on what to include in a legislative agenda. He noted most commissions' staff work with localities to identify what is wanted to be supported. Mr. Holmes suggested he could draft, with staff, and bring to Executive Committee to recommend to Commission Board. The Board could change the agenda without needing to have a board committee to do the work on creating an agenda. Mr. Holmes noted action items could be added to regional priority items to help further the agenda. Everyone present thought the Commission should keep using resolutions to make positions known, as is currently done. It was decided to talk to the full Commission board, on regional priorities agenda, at the January meeting. Mr. Billy Martin motioned to have an agenda in place by 2023, Mayor Grose seconded, and the motion passed on a voice vote. Mr. Holmes will have material for the January Commission meeting and a timeline for next year.

4. Building Updates

Mr. Holmes reported the building elevator failed inspection and had been shut down. The elevator is from 1962 and never had any major repairs. The old relay system failed and there were two choices to fix it which were either complete modernization which costs about \$150,000 but would also involve other building code correction items, with their own cost, or our elevator contractor can fabricate and modernize the switch relay system for \$20,000 which is the choice that was selected. We are checking for ADA compliance and meeting capabilities. The workforce board has offered a meeting location if needed. The repair will take someone eight hours a day for about a week and a half to replace each wire individually, around 50 relays, so it is very labor intensive to get fixed. It will take a total of about six weeks to get fixed but depends on when they can get the parts. In cases where someone can't get upstairs, they can zoom in from the conference room on first floor or an offsite location.



5. Staff Updates

Mr. Holmes had to terminate Niles Comer who worked with the Collective Response. There was not any fraud involved, it had nothing to do with the Commission and no impact on our finances or funds and we are not concerned with safety. Mr. Holmes has stepped in to continue that role and we are hiring for that position and have a number of applications. We hope to have someone in January. Mr. North inquired as to how to mitigate this from happening again. Mr. Holmes is updating personnel manual on hiring processes and policies. This policy update would not have prevented the events from happening that did happen but this way we can be clearer on hiring. Ms. Dean reported Virginia Risk Sharing Association (VRSA) reviewed our personnel manual a year ago and each employee signs a paper they read the personnel manual. Mr. Holmes noted this was a behavior issue that was chosen by the person let go and had nothing to do with our policies on the front end of the hiring process. VRSA was contacted when this situation first occurred, and they walked us through the documentation and conversations we needed to have to protect the Commission and anyone else involved.

6. Regional Commission Attendance

Mr. North reported he had asked for Regional Commission attendance. Mr. North noted there were 22 present out of 36 last January, 16 out of 36 last February, no March meeting, 23 present in April, 17 present in May, 11 present in June, no meeting July and August and in September 15 present out of 29 and October and November there were not any meetings. Mr. North brought this up because 5 months out of 12 there is not a meeting of the Commission and we need to look at this if we plan on adopting a legislative agenda. Mr. Billy Martin noted there doesn't need to be a meeting when there is nothing to discuss. Mr. Holmes noted we generally tend to cancel the July meeting because we don't have content, August for the baseball game and November for the annual dinner.

Mr. North reported the strongest months of attendance was January and April. If going to do a legislative agenda, you can't take off a lot in the fall because you have to have a meeting to do it. Mr. Billy Martin noted there is a policy if someone misses a certain number of meetings a letter is sent. Mr. Holmes noted we still have that as part of the bylaws but he will have to check last time it was done. Sometimes that was not done in the past due to personal circumstances. That is still part of the bylaws and a letter is supposed to go out if someone misses two or more meetings in a row. Mr. Holmes will double check that. Mr. Holmes noted one challenge is post pandemic a lot of rural localities are driving an hour and everyone got used to virtual meetings which they liked but when it stopped they never went back to pre-covid habits. VAPDC has been working with the House of Delegates person on opening up some of the FOIA laws so meetings can be attended hybrid. We recognize it



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is a challenge. Mr. Holmes does meet with new Commission members and they know what their role is.

7. Commission Resolutions

Mr. Holmes reported there are two draft resolutions included with the meeting items today that will go before the Commission and TPO next week. One resolution is to support the extension of airport runway by supporting the investigation and exploration of the impact a runway extension would have on positive economic development in the Roanoke region.

The other resolution is for Interstate 81 ten year impact study. Delegate Austin has been asked to undertake and we support a reasoned data driven analysis.

8. Commission Projector

Mr. North would like to see presentations easier to read, putting monitors on the sides of the board room may help. Mr. Holmes has seen monitors that are on mobile carts and he has a message out to another executive director who has a certain system he is trying to find out more information about.

MEETING ADJORNED

The meeting was adjourned at 1:15 p.m.

Submitted by:

Jeremy Holmes, Secretary,

Roanoke Valley-Alleghany Regional Commission

**Roanoke Valley Alleghany Regional Commission
Budget Comparison FY2023 to FY2023 REVISED**

	Budget 2023 Revenues	DRAFT REVISED Budget 2023 Revenues
Revenues:		
Localities Per Capita Regional Commission	\$ 336,211	\$ 336,211
Localities Per Capita TPO	\$ 35,882	\$ 35,882
Blueway Funding From Localities	\$ 11,491	\$ 11,491
Department of Housing & Community Development	\$ 89,971	\$ 89,971
Federal Highway Administration - PL	\$ 377,365	\$ 377,365
Virginia Department of Transportation - PL	\$ 47,171	\$ 47,171
Federal Highway Administration - PL C/O	\$ 150,147	\$ 150,147
Virginia Department of Transportation - PL C/O	\$ 18,768	\$ 18,768
Federal Highway Administration - SPR	\$ 58,000	\$ 58,000
Virginia Department Rail & Public Transit, FTA Federal	\$ 168,355	\$ 168,355
Virginia Department Rail & Public Transit, FTA State	\$ 21,045	\$ 21,045
VA Dept. Rail & Public Transit, RideSolutions (Roanoke)	\$ 154,728	\$ 154,633
Virginia Department Rail & Public Transit, FTA Travel Study	\$ -	\$ 89,977
Federal Highway Administration	\$ -	\$ 751
City of Roanoke Better Bus Stops	\$ -	\$ 47,762
Federal Economic Development Administration	\$ 70,000	\$ 84,344
Virginia Department of Forestry	\$ 5,000	\$ 8,850
Virginia Department of Environmental Quality	\$ 58,000	\$ 58,000
Roanoke Valley Broadband Authority	\$ -	\$ 6,000
Virginia Environmental Endowment	\$ 21,551	\$ 21,551
Virginia Department of Emergency Management	\$ 49,923	\$ 49,923
Appalachian Regional Commission	\$ 76,506	\$ 76,506
City of Roanoke Bike Coordination	\$ 12,000	\$ 12,000
Collective Response-City of Roanoke	\$ 175,003	\$ 175,003
Collective Response-Roanoke County	\$ -	\$ 53,616
Department of Health & Human Services-Peer Recovery	\$ -	\$ 227,296
Western Virginia Regional Industrial Facility Authority	\$ 25,000	\$ 25,000
Virginia Housing	\$ 881,380	\$ 881,380
SERDI Website Administration Contract	\$ 1,538	\$ 1,538
RVARC Interest Income	\$ 900	\$ 14,000
Miscellaneous Income	\$ 3,500	\$ 3,500
Sponsorships	\$ -	\$ 2,000
Deferred Revenue Blueway C/O	\$ 29,334	\$ 32,147
Deferred Revenue Regional Bike Coordination	\$ -	\$ 10,081
	\$ -	\$ -
Total Revenues	\$ 2,878,769	\$ 3,350,264

**Roanoke Valley Alleghany Regional Commission
Budget Comparison FY2022 to FY2023**

	Budget 2022 Expenditures	DRAFT REVISED Budget 2023 Expenditures
Expenses		
Salaries	\$ 944,157	\$ 1,020,528
Fringe Benefits	\$ 304,346	\$ 330,773
Advertising	\$ 7,500	\$ 7,500
Advertising-RIDE Solutions	\$ 36,000	\$ 36,000
Auditing Fees	\$ 12,100	\$ 12,100
Bank Fees	\$ 1,100	\$ 1,100
Building Maintenance	\$ 30,000	\$ 36,000
Building Depreciation	\$ 13,000	\$ 13,000
Computer Services & Software	\$ 46,191	\$ 46,391
Computer Equipment Depreciation	\$ -	\$ 1,040
Conferences	\$ 11,475	\$ 11,475
Contracts	\$ 1,037,522	\$ 1,293,916
Dues and Subscriptions	\$ 18,625	\$ 18,625
Furniture and Equipment	\$ 4,000	\$ 4,000
Furniture and Equipment Depreciation	\$ 550	\$ 550
Insurance	\$ 5,200	\$ 5,200
Lease on copier	\$ 5,000	\$ 5,000
Legal Fees	\$ 15,500	\$ 15,500
Maintenance Contract (Varney)	\$ 5,200	\$ 5,200
Maintenance Contract (Elevator)	\$ 4,300	\$ 4,300
Miscellaneous	\$ 2,000	\$ 2,000
Meetings	\$ 9,800	\$ 9,800
Postage	\$ 2,000	\$ 2,000
Printing	\$ 2,150	\$ 1,150
Recruitment	\$ 1,000	\$ 1,600
Supplies	\$ 19,000	\$ 27,429
Telephone & Internet	\$ 9,000	\$ 9,971
Staff Training	\$ 10,133	\$ 10,133
Travel	\$ 47,441	\$ 48,936
Utilities	\$ 13,500	\$ 13,500
Operating Contingency Reserve-grant carryforwards	\$ 260,979	\$ 355,547
	\$ -	\$ -
Total Expenses	\$ 2,878,769	\$ 3,350,264
Budget Difference	\$ -	\$ -