



Roanoke Valley-Alleghany

REGIONAL commission

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

MINUTES

The April Executive Committee Meeting of the Roanoke Valley-Alleghany Regional Commission was held on Thursday, April 21, 2022 at 11:35 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 11:35 a.m. and welcomed those in attendance.

Roanoke Valley-Alleghany Regional Commission Executive Committee Members: Present: Phil North, Roanoke County; Dean Martin, Roanoke County; Billy Martin, Botetourt 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. EXECUTIVE DIRECTOR REPORT

A. Staff Updates:

Jeremy Holmes reported at the last meeting he had reported there were three open staff positions and with Rachel Ruhlen leaving and taking a position in Fort Collins, CO that left four open staff positions. As of today, all open staff positions have been filled which are two transportation planner positions, one regional planner position

Member Governments: Counties of Alleghany, Botetourt, Craig, Franklin and Roanoke, Cities of Covington, Roanoke and Salem, Towns of Clifton Forge, Rocky Mount and Vinton



Roanoke Valley-Alleghany

REGIONAL commission

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

and a public engagement manager position. A nationwide search was conducted to find staff to fill the positions.

With the additional transportation funds received this year an additional transportation planner position has been added to the budget, but we will wait on hiring for that position until we understand the needs and workload.

The public engagement manager position will be able to help with getting the postcard asked for, in the past, about reporting regional priorities to legislative staff. With filling all the positions, we are now back up at full staff.

B. Commission Meeting Presentations:

Mr. North asked about the regional presentations to find out about what our other local governments are working on and noted we have had one which was the Alleghany Highlands, Salem will present in May, and Franklin County will present in June. Mr. Holmes reported he presented at the Franklin County Board of Supervisors meeting this week to introduce himself and report on Commission activities and will be in Clifton Forge next week. Mr. Billy Martin would like for him to come to Botetourt County. Mr. Holmes has also visited with Alleghany County as well. Mr. Holmes plans to go out more and visit with localities. Mr. North said he would like to visit other localities with Mr. Holmes if his schedule allowed.

Mr. Billy Martin noted he would like to say he thinks Mr. Holmes is doing a great job with how he has stepped into his position and took control and is keeping everything going and he really appreciates that. Mr. Holmes reported he knows he's had a lot to learn but that Mr. Martin and the board has been very patient and helpful and keeps him updated. Mr. Holmes noted he also inherited a very responsible, trustworthy and self-motivated staff which allows him to do the things he needs to do.

Mr. North noted it would be good to send out an email and introduce the new staff to everyone. Mr. Holmes is planning for that when the new public engagement manager comes on board.

C. Building Updates:

Mr. Holmes reported that before Matt Miller left he was handling all of the Commission building maintenance. Once Matt left and with no one else involved with the building, we have contracted with a construction maintenance firm that comes in quarterly and audits the building and provides a priority list of items that need to be addressed. We had some leaky roof issues they addressed a couple of weeks ago and they have identified other issues, with the building, that need to be taken care of that have been lagging and we are working with them to tackle some

Member Governments: Counties of Alleghany, Botetourt, Craig, Franklin and Roanoke, Cities of Covington, Roanoke and Salem, Towns of Clifton Forge, Rocky Mount and Vinton



rvarc.org

Roanoke Valley-Alleghany

REGIONAL
commission

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

of the maintenance issues. None of the issues are major but just maintenance items that should be taken care of. We also expect to be doing some renovation construction on the top floor, as over the years the space moved from being a library to office space and staff have increased. Mr. North noted we might consider a capital maintenance plan so we can plan for how many years out certain repairs might need to take place. Mr. Holmes reported now that we have a service provider and are getting information on the building we are working towards a plan but it is not yet formally budgeted. The service provider is Collins Home Repair and they do not do a lot of commercial business but we do fit into the size of business they work with and they have been very responsive and their costs are reasonable.

D. Work Program Process:

Mr. Holmes reported we continue to make updates to the work program process and have met with the work program committee and everyone seems to be happy with the process not having the submission of projects but have the process be more discussion based and flexible process. Next, we will look at monitoring and reporting out on the projects we have taken on and we will test that out on a Fincastle project to completely overhaul and update their zoning ordinance. We will look at who is involved (Fincastle staff and Commission staff) and that both sides understand what needs to be done, an agreed upon timeline and then to have a more formal evaluating process for reporting out what is completed. Mr. North noted he thinks Mr. Holmes is doing a superior job.

Mr. Billy Martin reported the work program committee will only meet if necessary in the future. Mr. Holmes noted the work program committee has changed from being a project approving committee to a project consideration committee or committee to determine if the Commission's projects are going in the right direction regionally.

E. Housing Grant:

Mr. Dean Martin inquired as to how the housing grant was coming along. Mr. Holmes reported applications, for the competitive portion, are currently being evaluated and an announcement should be expected in the next couple of weeks. There are four applications for the funds and a second component is some of that money is segregated, for funding for Collective Response recovery housing. The housing grant funds are a three-year program with Virginia Housing and they seem happy working with commissions on establishing housing and we hope this is an ongoing program with Virginia Housing.

Member Governments: Counties of Alleghany, Botetourt, Craig, Franklin and Roanoke, Cities of Covington, Roanoke and Salem, Towns of Clifton Forge, Rocky Mount and Vinton



rvarc.org

Roanoke Valley-Alleghany

REGIONAL
commission

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

4. Other Business

A. Roanoke County ARP Act Funding:

Mr. North noted Roanoke County just approved \$200,000 of ARP Act funding for Collective Response.

B. General Assembly funds:

Mr. North inquired if there was a bill in the General Assembly for additional funding for PDCs. Mr. Holmes has not seen a resolution on it but there was a bill for a one-time funding of \$30,000 from the state's ARP Act funds and knows the VAPDC is monitoring that.

MEETING ADJORNED

The meeting was adjourned at 12:35 p.m.

Submitted by:

A handwritten signature in black ink, appearing to read "J. Holmes", is written over a light gray background.

Jeremy Holmes, Secretary,

Roanoke Valley-Alleghany Regional Commission