



Roanoke Valley-Alleghany

REGIONAL commission

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February 5, 2024

MEMORANDUM

TO: Executive Committee Members, RVARC

FROM: Jeremy Holmes, Executive Director

SUBJ: Executive Committee Meeting Scheduled for March 18, 2024 at 12:00 p.m.

I would like to call a meeting of the Regional Commission's Executive Committee on Monday, March 18, 2024 at 12:00 p.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 January 12, 2024 meeting, pp. 2 – 5
2. Work Program Update
3. SERDI Organizational Assessment Discussion and Next Steps
4. 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 January Executive Committee Meeting of the Roanoke Valley-Alleghany Regional Commission was held on Friday, January 12, 2024, at 11:35 a.m. at Roanoke Valley-Alleghany Regional Commission office located at 313 Luck Ave., SW, Roanoke, VA.

1. CALL TO ORDER AND WELCOME

Chairman Jim Wallace called the meeting to order at 11:35 a.m.

Roanoke Valley-Alleghany Regional Commission Executive Committee Members: *Present:* Jim Wallace, Salem City; Lorie Smith, Franklin County; Phil North, Roanoke County; Dean Martin, Roanoke County; Mayor Grose, Town of Vinton.

OTHERS/GUESTS IN ATTENDANCE

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

2. APPROVAL OF CONSENT AGENDA

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

3. FY24 Revised Budget

The FY24 Revised RVARC budget was handed out at the meeting. Mr. Holmes reported this is the RVARC mid-year budget revision and it mostly effected by funds applied for last spring that were not awarded until July through Oct, which was after the current year budget was approved. We do not include those funds in the budget any earlier because we want to make sure they are actually awarded first. Most of the revenue changes are from those additional funding awards from the spring applications such as:

- The ARC Ready LDD grant which is a \$100,000 two-year grant
- Opioid Abatement Funding (OAA) of \$500,000 annual grant
- SAMHSA

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



The reduction of the \$200,000 Roanoke County ARP Act funding is due to receiving the OAA and SAMHSA funds for opioid work and working with the county to let the MOU expire so the County can determine the best use for those funds which could possibly be used as a match for OAA funding in the future.

The expense side of the budget adjustments are largely reflections of those revenue adjustments coming in such as the \$125,000 increase of contract expense which is for the Ready LDD grant writer contracts and the OAA branding work to be done.

Ms. Dean reported the contingency balance consists of grants such as PL where the funds carryover every year and other funding streams like blueways that also have carryovers. The net increase of the contingency funds of \$272,751 is made of pluses and minuses but most of that money is \$375,000 of OAA funds, Southeast Crescent funds that freed up local funds, Blueway funding unspent from prior year, and we reduced the \$200,000 from Roanoke County we won't be getting, and some small amounts like the City Bike carryover, some other small carryovers, increase in interest income expected and the ARP Act funds carryover from last year.

Mr. Wallace asked for a motion to recommend the revised budget to the Commission at the next meeting, Mr. Dean Martin made a motion and Mayor Gross seconded and the motion passed on a voice vote.

4. SERDI ORGANIZATIONAL ASSESSMENT UPDATE

Mr. Holmes reported SERDI (Southeastern Regional Directors Institute) is a professional organization for the directors of planning districts, in the southeast, from Virginia to Florida. They provide updates and trainings for executive directors and staff of PDCs who belong. One of their services is to provide an overall assessment of organizations on services and processes. They will be coming in next week and the following weeks to do interviews of former and existing executive committee members, focus groups at each locality and they will come back with raw data and initial results which will provide the starting point for updating the RVARC strategic plan. SERDI will hold a workshop with the full board at the February meeting to go over data collected, obtain feedback from the board and set the initial direction of the planning process so the board can update the strategic plan and develop near term and long-term goals. We like to do this around the time we are starting the new work program so we can incorporate some of the items in that program.



SERDI has already sent a survey to board members and initial results are things such as the board does not understand what we do and can do, support of rural localities and clarifying the mission of the Commission. Other feedback is localities think we do a good job but don't think the Commission always gets recognized, but most everything we do supports our localities and has the locality stamp on it so we don't feel we should get out in front of our localities and take credit for things.

A discussion was held on the past SERDI report and how it was monitored for meeting results and Mr. Holmes noted he would pull that report for the committee to review. Mr. North asked Mr. Holmes to go back through the Commission minutes in prior years and see what would have been reported out to the Commission on the prior strategic plan work that was accomplished.

5. APPOINTMENT OF 2024 WORK PROGRAM COMMITTEE

Mr. Holmes reported each year a committee is appointed to assist with the work program plan. Mr. Holmes recommends the following board members to serve on the work program committee:

- Billy Martin will be a citizen member
- Stephanie Moon Reynolds from City of Roanoke
- Robert Wood from Town of Rocky Mount
- Chuck Unroe from Town of Clifton Forge

The committee seemed pleased with the committee selection and Mr. Holmes will recommend this committee to the Commission Board.

Mr. Holmes reported he is starting the RVARC newsletter back up to report out happenings and information on the Commission. He is also going to create a "cheat sheet" that everyone can use to understand programs, budgets and projects under those programs.

6. BUILDING UPDATE

Mr. Holmes reported we are working with a third-party elevator inspector to help us rewrite the technical components of the RFP for the elevator modernization so we can reissue a more detailed RFP to get the elevator fixed. Ms. Smith noted if the building had historical significance there could be funding out there to assist with repair costs.

We are also having all the lighting in the building replaced and converted to LED lighting. The lighting is being done by Varney for \$41,000 and has a seven year payback period.



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We are postponing any other building improvements at this time until we find out about the elevator.

7. SMART SCALE

Mr. North reported on December 4, 2023 he attended a Smart Scale meeting in Richmond of the Commonwealth Transportation Board and learned the following:

- The congestion factor was changed from 10 years in the future to 7 years in the future.
- Economic Development was replaced with Virginia Scan.
- High priority projects eliminated Step 2, where small projects would be eliminated.
- If a locality does a study, it has to be approved by the Commonwealth board.
- The application limit was left alone.
- The land use factor went away.

MEETING ADJORNED

The meeting was adjourned at 12:50 p.m.

Submitted by:

Jeremy Holmes, Secretary,

Roanoke Valley-Alleghany Regional Commission