



April 16, 2024

The April meeting of the Roanoke Valley-Alleghany Regional Commission will be held as follows:

DATE:	Thursday, April 25, 2024
TIME:	3:00 p.m.
LOCATION:	Roanoke Valley-Alleghany Regional Commission office (Top Floor Conference Room). 313 Luck Ave., SW, Roanoke, VA

Please Note: RVARC’s elevator is under maintenance and currently not in operation. Please contact Bryan Hill, RVARC’s ADA Coordinator, at bhill@rvarc.org to request remote participation if you need ADA accommodations. We apologize for the inconvenience!

REVISED AGENDA

1. Call to Order, Roll Call, Introductions *Chair Wallace*
2. **Action Requested:** Approval of Consent Agenda Items *Chair Wallace*
 - A. Approval of Agenda
 - B. March 28, 2024 RVARC Minutes, pp. 3 – 20
 - C. Financial Report, Ending March 31, 2024, pp. 21 – 24
 - D. Resolution to Pursue Section 5303 Funding to Support the RVTPO Unified Planning Work Program, pp. 25 – 26

ACTION REQUESTED: Approval of consent agenda items, voice vote
3. Chair’s Remarks *Chair Wallace*
4. Executive Director’s Report..... *Jeremy Holmes*
5. Update from VAPDC and General Assembly*David Blount, VAPDC Executive Director*
ACTION REQUESTED: No Action
6. Approval of the FY25 Rural Transportation Planning Work Program*Tori Williams*
Scope of Work, pp. 27 – 36
ACTION REQUESTED: Approval of Resolution, voice vote



- 7. Staff Highlights.....*Jon, Amanda & Virginia*
ACTION REQUESTED: No Action

- 8. Regional Commission’s Committees Reports
 - A. Blue Ridge Interagency Council on Homelessness Report *Bryan Hill*
 - B. Roanoke River Blueway Advisory Committee Report.....*Amanda McGee*
 - C. Roanoke Valley Collective Response Advisory Committee Report *Robert Natt*
 - D. Comprehensive Economic Development Committee Report *Eddie Wells*
 - E. Legislative Committee Report..... *Jeremy Holmes***ACTION REQUESTED:** No action

- 9. Other Business

- 10. Comments from Commission Members and/or the Public

- 11. Adjournment

The meeting will be live streamed on the Regional Commission’s Facebook page at <https://www.facebook.com/rvarc>.

Public Input Policy

“At the end of each Regional Commission meeting, the Commission will allow for an open public forum/comment period. This comment period shall not exceed one-half hour in length and each speaker will be asked to sign up and be allowed a maximum of three (3) minutes to speak.”

ADA Compliance

The Roanoke Valley-Alleghany Regional Commission intends to comply with the Americans with Disabilities Act and confirms that the office located at 313 Luck Avenue, SW, Roanoke, VA is ADA compliant. If you have a disability and wish to request assistance or a special accommodation, please inform Bryan Hill at 540-343-4417 or bhill@rvarc.org no later than 48 hours in advance of the posted meeting.



MINUTES

The March meeting of the Roanoke Valley Alleghany Regional Commission was held on Thursday, March 28, 2024, at 3:00 p.m. at the Roanoke Valley-Alleghany Regional Commission office, 313 Luck Avenue, SW, Roanoke, VA. The meeting was streamed live via the Regional Commission’s Facebook page at <https://www.facebook.com/rvarc>.

1. WELCOME, CALL TO ORDER, INTRODUCTIONS

Chair Wallace called the meeting to order at 3:00 p.m. A quorum was present.

VOTING MEMBERS ATTENDING

Reid Walters	Alleghany County
James Griffith (<i>via zoom</i>)	Alleghany County
Amy White	Botetourt County
Dawn Erdman	City of Roanoke
Barbara Duerk	City of Roanoke
Peter Volosin	City of Roanoke
Jim W. Wallace III, <i>Chair</i>	City of Salem
Denise King	City of Salem
Hunter Holliday	City of Salem
Lorie Smith, <i>Vice Chair</i>	Franklin County
Keri Green	Franklin County
Phil North	Roanoke County
Dean Martin, <i>Treasurer</i>	Roanoke County
David Radford	Roanoke County
Debbie Laudermilk	Town of Clifton Forge
Chuck Unroe	Town of Clifton Forge
Cody Sexton (<i>Alt. for Pete Peters</i>)	Town of Vinton
Mayor Brad Grose	Town of Vinton

VOTING MEMBERS ABSENT

Steve Clinton	Botetourt County
Gary Larrowe	Botetourt County
Mayor Tom Sibold	City of Covington
Allen Dressler	City of Covington
Dan Collins	Craig County
Jesse Spence	Craig County
Stephanie Moon Reynolds	City of Roanoke
Chris Whitlow	Franklin County
Mike Carter	Franklin County

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



Lee Osborne
Robert Wood
David Clements

Roanoke County
Town of Rocky Mount
Town of Rocky Mount

Others Present: Anita McMillan, Town of Vinton.

Staff: Jeremy Holmes, Joe Rosenberg, Jonathan Stanton, Alison Stinnette, Gabriel Irigaray, Eddie Wells, Virginia Mullen, Sophie Chickering (RVARC intern) and Elizabeth Elmore.

Chair Wallace reported that Mr. James Griffith, representing Alleghany County, has requested to participate remotely in today's meeting of the Roanoke Valley Alleghany Regional Commission under the Commission's Policy for Electronic Meeting Participation, allowing for remote participation for emergency, personal, or medical matters, and a physical quorum is present. Mr. Griffith is requesting remote access for medical reasons.

Unanimous Consent Request: by Chair Wallace to approve the remote participation request by Mr. Griffith.

Action by the Chair: without objection, the request was approved.

2. **ACTION REQUESTED: APPROVAL OF CONSENT AGENDA ITEMS**

The Consent Agenda items were as follows:

- A. Approval of Agenda
- B. Ratification of Actions Taken by the Executive Committee at the February 22, 2024 Emergency Meeting:
 - 1. Staff Report
 - 2. January 25, 2024 RVARC Minutes
 - 3. Financial Reports Ending January 31, 2024
 - 4. Approval of Change to the CAC Bylaws
 - 5. Resolution, Approving the Application for State Commuter Assistance Program Operating Assistance Grant & General Project Requests
 - 6. Endorse FY26 SMART SCALE RVARC Candidate Project Requests
- C. Financial Reports Ending February 29, 2024

MOTION: by Phil North to approve consent agenda items (A), (B) and (C), as presented. The motion was seconded by Reid Walters.

Regional Commission Action: Motion carried unanimously.

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



3. **REMARKS BY THE CHAIR**

- Chair Wallace reported that staff received a notice regarding the opening or soon – to be-opening application period for Congressionally Directed Spending programs from the offices of Senators Kaine and Warner, as well as Congressman Morgan Griffith’s office. During a recent visit with Congressman Griffith’s office organized by the Virginia Association of Planning District Commissions, Congressman Griffith shared that transportation, along with water infrastructure, are his project priorities for funding in the 9th District. Chair Wallace noted that just yesterday a notice from Senator Warner’s office was received that the deadline application for funding requests to him or Senator Kaine has been set for April 5th. Any locality that is interested in applying for CDS funding for a transportation project and needs assistance should reach out to RVARC staff.
- Chair Wallace reported that the Commission staff supporting the Roanoke Valley Collective Response were recently invited to participate in an initiative led by the First Lady of Virginia’s office. The awareness campaign, called It Only Takes One, is focused on the dangers of fentanyl and the need for parents to talk to their children about those dangers. The campaign was launched earlier this year and is currently being tested in the Roanoke Valley before expanding statewide. RVCR Director Robert Natt worked with the First Lady’s office to coordinate the launch event and continues to engage with them as the First Lady works to spread this important message.

4. **EXECUTIVE DIRECTOR’S REPORT**

- Mr. Holmes reported that he recently attended the annual National Association of Development District’s Washington Policy Conference in Washington, DC. It was announced at the conference that a bipartisan bill to reauthorize the Economic Development Administration, through whom we receive a Partnership Planning Grant to support our CEDS and other economic work, was making its way through the Senate. The EDA has not been reauthorized in over 20 years, resulting in a lack of resources and occasional attempts to disband the agency entirely. The current reauthorization bill under consideration would not only communicate Congress’s commitment to the agency and its mission, but it would also nearly triple its Partnership Planning program budget, as well as reduce or eliminate the required local match of 50%. This would have a huge impact on the Regional Commission in terms of opening up resources and adding capacity. Mr. Holmes will be reaching out as opportunities to advocate for this bill, present themselves and will share more information as the bill advances.



- Mr. Holmes announced that this year's annual Red Sox outing will take place on Wednesday, August 21st. More information to follow.
- Mr. Holmes commented that he will be taking a trip to Kazakhstan from April 1st through April 10th. While he is abroad, members can reach out to Sherry Dean with financial questions or Tori Williams for transportation related matters.

5. **URBAN TREE CANOPY ASSESSMENT OVERVIEW**

Ms. Amanda McGee presented an overview and takeaways from the urban tree canopy assessment (the PowerPoint is included with the Minutes and the full tree canopy assessment report was distributed with the [agenda packet](#), pages 43 through 69).

6. **RVARC ADMINISTRATION OF GLADE CREEK PHASE III, PRELIMINARY ENGINEERING**

Mr. Tori Williams reported that in an effort to expand technical assistance capacity to localities administering their own local transportation projects, several of the RVARC staff were certified through the Locally Administered Projects Qualification Program. The Program was established by VDOT's Local Assistance Division in 2019 to help localities successfully administer transportation projects.

As an activity under the RVTPO FY24 Unified Planning Work Program, staff initiated a VDOT Request to Administer (RTA) for managing Professional Engineering Services to support the Glade Creek Greenway Phase III project. The RVARC submitted an RTA application to VDOT in January 2024 which was subsequently approved in early March. Prior to this request, in 2022, the RVTPO allocated \$275,000 in Federal Surface Transportation Block Grant (STBG) funds to the Town of Vinton for this project. From this funding stream, the RVARC will be compensated for administrative services provision.

As part of the upcoming RVARC FY25 Work Program, the Town of Vinton requested that qualified RVARC staff serve as the local administrator of the Glade Creek Phase II Preliminary Engineering project.

MOTION: Dean Martin to approve the Resolution, affirming RVARC signatory authority for the Glade Creek Phase III preliminary engineering project, as presented. The motion was seconded by Peter Volosin.

Regional Commission Action: Motion carried unanimously.

7. **DRAFT FY25 WORK PROGRAM REVIEW**

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



Mr. Jeremy Holmes outlined the primary projects and activities for the upcoming year (pages 72 through 96 of the [agenda packet](#)). Final approval of the document will be sought in April or May.

8. **SERDI ORGANIZATIONAL ASSESSMENT FINAL DOCUMENT**

Mr. Jeremy Holmes reported that the last SERDI assessment was in 2017. SERDI engaged January through March of this year to reassess the organization in advance to the next strategic plan update. The assessment included a survey of existing board and regional leaders, and locality-based focus groups. The final report was distributed with the [agenda packet](#) (pages 97 through 140).

9. **STAFF HIGHLIGHTS**

Staff members Jeremy Holmes, Alison Stinnette and Gabriel Irigaray, and Commission intern Sophie Chickering presented a short description of their primary area of work.

10. **REGIONAL COMMISSION'S COMMITTEES REPORTS**

A. Blue Ridge Interagency Council on Homelessness (BRICH) Report

There was no report.

B. Roanoke River Blueway Advisory Committee Report

There was no report.

C. Roanoke Valley Collective Response Advisory Committee Report

There was no report.

D. Comprehensive Economic Development Committee (CEDS) Report

Mr. Eddie Wells reported that the Committee met on March 13th. The topics discussed were: the upcoming update on the CEDS document; the new three-year EDA grant cycle and the new CEDS's website. The Committee will meet again in May.

E. Legislative Committee Report

There was no report.

11. **OTHER BUSINESS**

Ms. Amy White reported that the Roanoke Collaboration Project will be holding a constructive dialogue forum about affordable housing on April 11th. Ms. White will forward more information to be distributed to members.

Ms. Barbara Duerk commented that bike to work day is on the third Friday in May and there will be mayor's bike ride.

Mr. Dean Martin wished everyone a Happy Easter.



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12. COMMENTS FROM COMMISSION MEMBERS AND/OR THE PUBLIC

Adjournment at 3:55 p.m.

Jeremy Holmes, Secretary
Secretary to the Regional Commission

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Urban Tree Canopy Assessment: Overview and Takeaways

Amanda McGee
Senior Planner

What is Urban Tree Canopy?

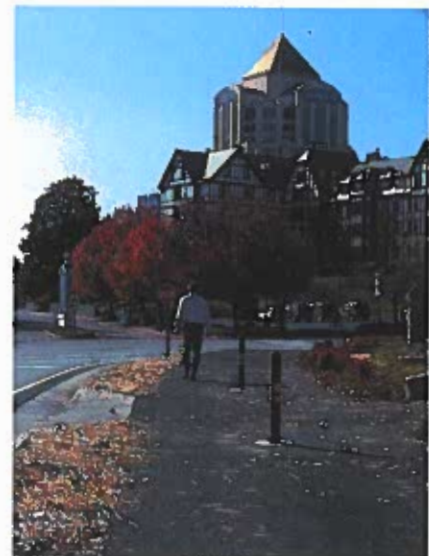
Tree canopy in "urban" or built areas.

Canopy can cover both pervious and impervious surfaces.

Benefits of canopy include reduced stormwater runoff, shade and heat reduction, beautification, improved property values.



Figure 1. The Roanoke Valley Region occupies approximately 309 square miles in the Blue Ridge Mountains of western Virginia.



Contributions and Timelines



Funded through VDOF grant and local government match.

Grant awarded spring of 2023.

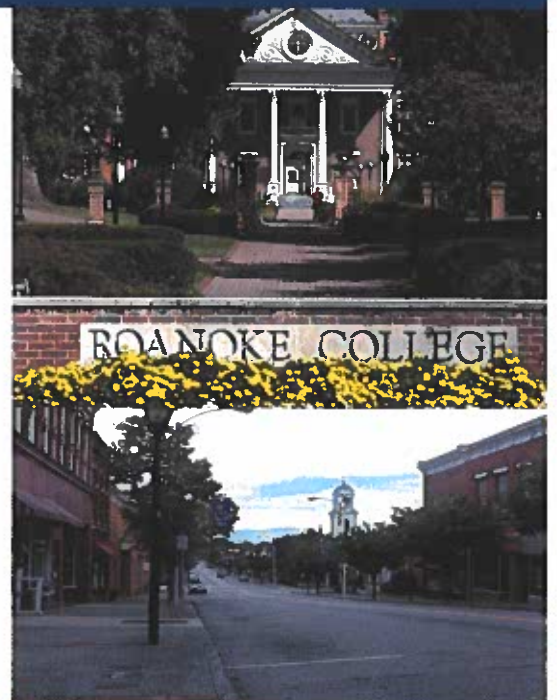
Project completed February 2024.

Organization	Funds	Staff Time
City of Roanoke	\$7,000.77	\$285.40
Roanoke County	\$6,220.90	\$313.94
City of Salem	\$1,774.22	\$285.40
Town of Vinton	\$564.13	\$313.94
RVARC	-	\$7,618.39
VDOF Award	\$24,860.00	-
Totals	\$40,420.02	\$8,817.07

Scope of Work

Data includes:

- Tree canopy
- Possible planting areas
- Jurisdiction-by-jurisdiction analysis
- Floodplain analysis
- Census block group analysis
- Land use analysis



Takeaways

"AMONG THE FOUR FLOODPLAINS, SALEM'S FLOODPLAIN HAS THE LOWEST UTC PERCENTAGE AND THE HIGHEST IMPERVIOUS SURFACE COVERAGE."

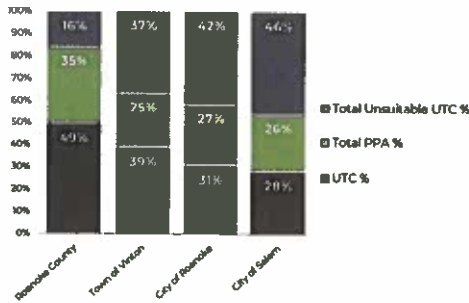


Figure 13. Tree canopy, possible planting area, and area unsuitable for tree canopy by each jurisdiction's floodplain.

- Tree planting in floodplains can provide benefits such as reduced flooding and improved water quality.
- At least 25% of the floodplain is available for planting in each locality.
- Grant funding for riparian plantings is available through VDOF.

Takeaways

"COMBINED, SINGLE FAMILY RESIDENTIAL AND MULTI-FAMILY RESIDENTIAL LAND USE CATEGORIES ACCOUNT FOR 60% OF THE TOTAL DISTRIBUTION OF PPA IN THE ROANOKE VALLEY REGION."

Table 2. Urban tree canopy metrics by unified land use types.

Unified Land Use Type	Land Area (Acres)	Distribution of Land Area %	UTC Acres	UTC %	Distribution of UTC %	Total PPA (Acres)	Total PPA %	Distribution of PPA %
Commercial	5,501	3%	1,381	25%	1%	972	18%	3%
Forest and Natural Areas	78,308	42%	68,093	87%	53%	7,265	9%	20%
Industrial	8,282	4%	2,608	31%	2%	1,700	21%	5%
Institutional	7,201	4%	3,157	44%	2%	2,155	30%	6%
Mixed Use	1,227	1%	324	26%	0%	296	24%	1%
Multi-Family Residential	5,656	3%	1,753	31%	1%	1,797	32%	5%
Single Family Residential	72,923	39%	45,439	62%	35%	19,863	27%	55%
Vacant	9,172	5%	6,664	73%	5%	2,002	22%	6%
Totals	*188,868	100%	129,418	69%	100%	36,049	19%	100%

- Tree planting in residential areas can improve property values and increase walkability in hot urban environments.
- Residential uses account for almost 60% of PPA.
- Support for residential tree planting programs can be harder to come by and education for landowners is important to ensure survival of the tree.

Next Steps

- Work with local government staff to identify gaps in existing programming for maintaining tree canopy in our region.
- Look into cost effectiveness of a subscription service for tracking change in tree canopy.
- Work with data to create equity analysis by census block group across the region (FY25).
- Consider further study of ecosystem services benefits and quantification of those benefits.



Questions?



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Amanda McGee
Senior Planner

amcgee@rvarc.org | (540) 343-4417



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FY25 Draft Work Program

Jeremy Holmes
Executive Director

1

Background

Work Program establishes our primary projects and activities for the coming year.

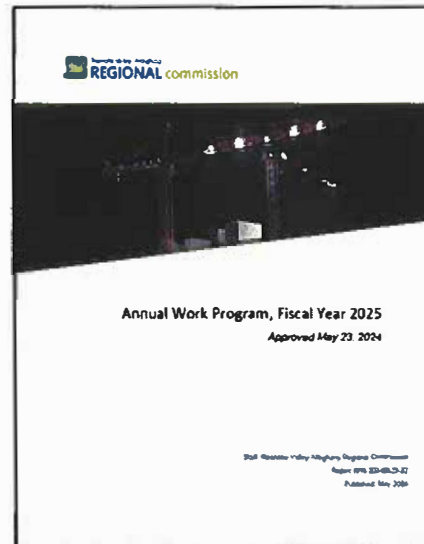
Combination of ongoing/mandated work, locality and partner submitted projects, internally developed staff projects.

Includes elements from UPWP, ARC, and EDA.

Work Program committee established in January to review:

Billy Martin, Botetourt County
Stephanie Moon Reynolds, City of Roanoke
Chuck Unroe, Clifton Forge
Robert Wood, Rocky Mount

Expect to bring back in April or May for final approval



2

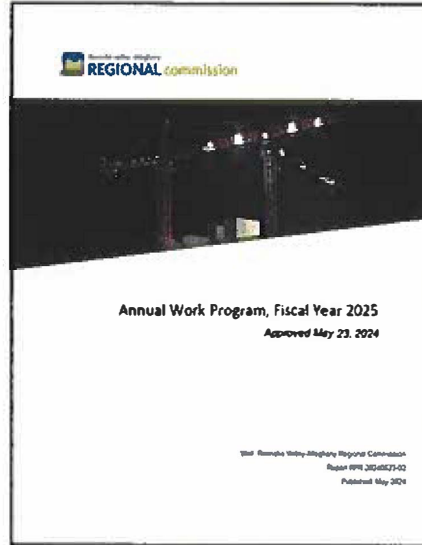
Background

Three outstanding project requests still under scope:

- Allegheny County Comprehensive Plan Assistance
- Regional Childcare Market Study
- VT NSF Autonomous Transit Study
- Rural Internship Partnership Program

Items highlighted in green are new or substantially different from previous years.

Total hours and funding sources not yet final as scope continues to be refined.



3

Project Highlights

Project Highlights for FY25

Rural Transportation Summit

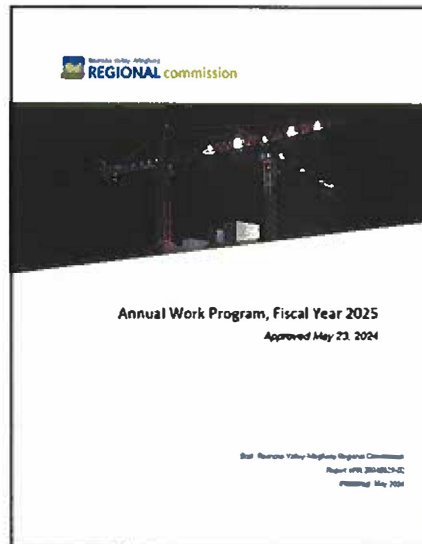
- Bring together GA members, VDOT, other stakeholders
- Highlight funding needs
- Identify trends and issues
- Develop action plan

Rural Microtransit

- Replicate current Allegheny Highlands efforts in other localities

BRICH Data Support and Homelessness Coordination

- Amplify data coming out of the Blue Ridge Interagency Council on Homelessness
- More sharing with RVARC members, education
- Regional housing summit



4

Project Highlights

Project Highlights for FY25

Roanoke Valley Greenway Economic Impact

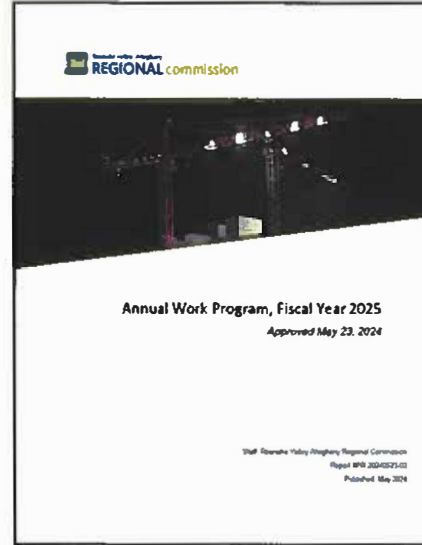
- Examine economic benefits of greenway investment
- Consider employee attraction and retention, business investment
- Tourism, recreation, public health

SolSmart Designation

- Regional designation to support solar development
- Both urban (rooftop) and rural
- Training and workshops for locality staff and leadership

Truck Parking Study

- Complement existing VDOT and ARC efforts
- Understand trends and demands in freight and just-on-time delivery
- Public and private sector implementation strategies



5

Next Steps

Refine scope of existing projects

- Some projects may involve execution of a Project Agreement specifying timeline, activities, and deliverables

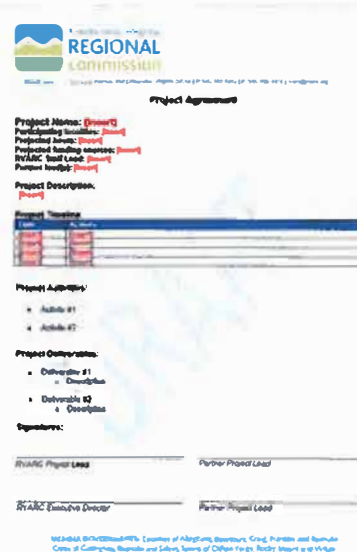
Finalize outstanding project acceptance and scope

Finalize budget and adjust accordingly

Develop Milestones document to track activities and benchmarks

Final review:

- Work Program Committee review in April
- Work Program Committee recommendation for April or May meeting



6

Questions?



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7



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SERDI Organizational Assessment Final Report

Jeremy Holmes
Executive Director

8

Background

Last SERDI (Southeast Regional Directors Institute) assessment in 2017 preceding the 2019 Strategic Plan.

SERDI engaged January through March of this year to reassess the organization in advance of our next plan update.

Assessment included survey of existing board and regional leaders, and locality-based focus groups.

SERDI presented preliminary findings at February meeting.

Executive Committee discussed at 3/18 meeting.

You have final report including supporting data



Major Findings

No significant changes in final report from what was presented in February.

Many findings are similar to those of 2017 assessment.

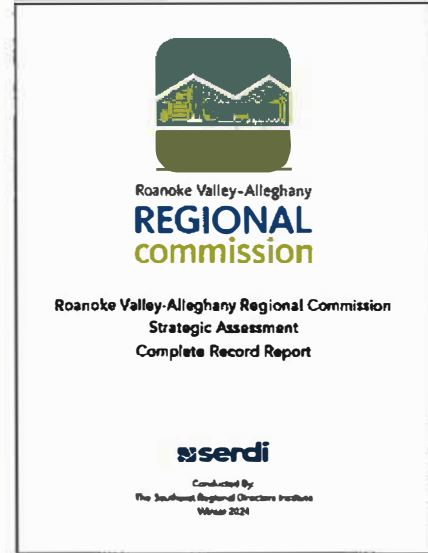
Strategies Identified and what we're already doing

- Comprehensive orientation program on an annual basis
 - Currently, ED meets with new members one-on-one at the start of their term, and a separate Zoom-based orientation is held in the fall.
- Hold Annual Local Government Briefing and Work Session
 - New strategy not identified in previous assessment
 - Orientation, project updates, and project capacities communication to non-Commissioners and locality staff



Major Findings

- Increase communication with local governments by routinely being visible at member jurisdictions meetings and functions
 - Jeremy currently holding annual briefing to all boards and councils.
 - Next Work Program focused on staff more often providing project updates to boards and councils working with locality staff.
 - Consideration of revitalizing old Liaison Program
- Plan for future leadership changes through succession planning
 - Building formalized hierarchy for decision making in absence of Executive Director
 - Identify pathway to promote a Deputy Director position
- Increase staff interaction with rural localities
 - Work program reflects added emphasis on rural activities
 - Rural internship program



11

Next Steps

Update of strategic plan

Formation of Strategic Plan Committee in FY25 to review SERDI document, 2017 SERDI recommendations, and 2019 Strategic Plan and identify next steps

Identify low-hanging fruit in SERDI recommendations and implement immediately or measure current implementation

Regular reporting on progress back to board



12

Questions?



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Agencywide Line Item Revenues and Expenditures

Roanoke Valley-Alleghany Regional Commission

Run Date: 04/08/2024

Period: 7/1/2023 to 3/31/2024

Run Time: 4:25:34 pm

With Indirect Detail

Page 1 of 2

Code	Description	Budget	Current	YTD	Un/Over	% Bud
Revenues						
40000	ARC	101,506.00	0.00	35,332.75	66,173.25	34.81 %
40200	FEDERAL - PL	877,275.00	0.00	125,289.96	751,985.04	14.28 %
40210	VDOT PL	75,284.00	0.00	15,661.24	59,622.76	20.80 %
40400	VDHCD ALLOCATION	89,971.00	0.00	67,478.00	22,493.00	75.00 %
40410	ROANOKE VALLEY BROADBAND AUTHORIT	1,200.00	0.00	660.00	540.00	55.00 %
40411	HUD CITY OF ROANOKE	85,246.00	0.00	4,880.90	80,365.10	5.73 %
40500	VIRGINIA DEPT EMERGENCY MGMT	63,900.00	0.00	0.00	63,900.00	0.00 %
40570	ECONOMIC DEVELOPMENT ADMINISTRATI	84,344.00	0.00	14,344.07	69,999.93	17.01 %
40580	ARP ACT COLLECTIVE RESPONSE	162,594.00	0.00	162,593.97	0.03	100.00 %
40585	SAMHSA	399,941.00	21,152.62	158,516.05	241,424.95	39.63 %
40590	VOAA CITY OF ROANOKE	500,000.00	0.00	500,000.00	0.00	100.00 %
40600	ALLEGHANY COUNTY	11,707.00	0.00	11,707.00	0.00	100.00 %
40604	WVRIFA	25,000.00	0.00	12,500.00	12,500.00	50.00 %
40699	BEDFORD COUNTY	240.00	0.00	240.00	0.00	100.00 %
40700	BOTETOURT COUNTY	36,491.00	0.00	36,491.00	0.00	100.00 %
40800	CLIFTON FORGE	3,444.00	0.00	3,444.00	0.00	100.00 %
40900	COVINGTON	5,729.00	0.00	5,729.00	0.00	100.00 %
41000	CRAIG COUNTY	4,885.00	0.00	4,885.00	0.00	100.00 %
41010	FRANKLIN COUNTY	49,476.00	0.00	49,476.00	0.00	100.00 %
41020	MONTGOMERY COUNTY	201.00	0.00	201.00	0.00	100.00 %
41100	CITY OF ROANOKE	139,065.75	0.00	139,065.77	(0.02)	100.00 %
41200	ROANOKE COUNTY	111,738.90	0.00	111,738.90	0.00	100.00 %
41210	ROCKY MOUNT	4,712.00	0.00	4,712.00	0.00	100.00 %
41300	SALEM	31,926.22	0.00	31,926.22	0.00	100.00 %
41400	VINTON	10,344.13	0.00	10,344.13	0.00	100.00 %
41500	VDRPT/FTA - TRANSIT	171,101.00	0.00	37,103.47	133,997.53	21.69 %
41600	VDRPT/STATE TRANSIT	21,388.00	4,904.81	9,543.24	11,844.76	44.62 %
41800	VDOT/SPR RURAL TRANSP	58,000.00	0.00	16,427.40	41,572.60	28.32 %
41900	VDRPT - RIDESHARE	171,942.00	0.00	52,471.33	119,470.67	30.52 %
41902	VDRPT	60,820.00	0.00	15,129.63	45,690.37	24.88 %
41950	VIRGINIA HOUSING	734,299.00	0.00	0.00	734,299.00	0.00 %
42100	DEPT ENVIRONMENTAL QUALITY	58,000.00	0.00	30,561.16	27,438.84	52.69 %
42150	VIRGINIA ENVIRONMENTAL ENDOWMENT	33,076.00	0.00	10,814.87	22,261.13	32.70 %
42400	SOUTHEAST CRESSENT REGIONAL COMMISS	15,747.00	0.00	0.00	15,747.00	0.00 %
43000	INTEREST INCOME	40,000.00	5,878.76	46,304.68	(6,304.68)	115.76 %
43200	MISCELLANEOUS INCOME	2,500.00	0.00	2,249.54	250.46	89.98 %
43250	SPONSORSHIPS	2,000.00	0.00	1,818.50	181.50	90.93 %
43707	SERDI	1,538.00	0.00	1,538.00	0.00	100.00 %
44700	DEPT OF FORESTRY	36,860.00	0.00	0.00	36,860.00	0.00 %
49000	CARRYOVER FUNDS	39,441.00	0.00	39,440.57	0.43	100.00 %
	Revenues	4,322,933.00	31,936.19	1,770,619.35	2,552,313.65	40.96 %
Expenses						
50000	SALARIES	1,049,557.00	85,145.44	691,665.15	357,891.85	65.90 %
50500	FRINGE BENEFITS	319,691.00	24,936.75	200,636.23	119,054.77	62.76 %
52000	INSURANCE	5,500.00	371.90	3,791.23	1,708.77	68.93 %
52100	SUPPLIES	29,195.00	915.29	8,485.69	20,709.31	29.07 %
52200	POSTAGE	2,050.00	0.00	714.65	1,335.35	34.86 %
52300	SUBSCRIPTIONS	3,170.00	0.00	428.30	2,741.70	13.51 %
52400	DUES	14,880.00	688.32	13,418.65	1,461.35	90.18 %

Agencywide Line Item Revenues and Expenditures

Roanoke Valley-Alleghany Regional Commission

Run Date: 04/08/2024

Period: 7/1/2023 to 3/31/2024

Run Time: 4:25:34 pm

With Indirect Detail

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Code	Description	Budget	Current	YTD	Un/Over	% Bud
52500	PRINTING	2,000.00	0.00	1,403.74	596.26	70.19 %
52700	TRAINING	13,150.00	0.00	5,642.00	7,508.00	42.90 %
52800	TELEPHONE & INTERNET	8,545.00	612.07	5,580.57	2,964.43	65.31 %
52900	TRAVEL	50,321.00	2,999.47	8,045.68	42,275.32	15.99 %
53000	AUDIT FEES	16,000.00	0.00	15,700.00	300.00	98.13 %
53200	CONFERENCES	11,325.00	290.00	2,676.02	8,648.98	23.63 %
53300	FURNITURE & EQUIPMENT	7,000.00	992.72	1,770.97	5,229.03	25.30 %
53400	DEPRECIATION F & E	500.00	0.00	0.00	500.00	0.00 %
53500	MAIN F & E	10,000.00	478.78	6,562.76	3,437.24	65.63 %
53600	MISCELLANEOUS	2,100.00	0.00	393.84	1,706.16	18.75 %
53650	BANK FEES	1,100.00	97.00	778.50	321.50	70.77 %
53700	ADVERTISING	61,565.00	1,170.73	6,790.28	54,774.72	11.03 %
53800	RECRUITMENT	1,000.00	0.00	4,323.97	(3,323.97)	432.40 %
53900	MEETINGS	11,050.00	260.21	11,550.81	(500.81)	104.53 %
54100	LEGAL FEES	8,250.00	202.50	802.26	7,447.74	9.72 %
54400	CONTRACT SERVICES	1,838,950.00	46,435.83	176,753.49	1,662,196.51	9.61 %
54900	COMPUTER SERVICES	37,147.00	3,425.38	21,609.07	15,537.93	58.17 %
55000	DEPRECIATION COMP EQUIPT	1,050.00	86.43	777.87	272.13	74.08 %
55001	AMORTIZATION SOFTWARE	0.00	476.19	952.38	(952.38)	0.00 %
55200	UTILITIES	14,000.00	1,218.63	10,627.52	3,372.48	75.91 %
55300	LEASE PAYMENTS	5,000.00	393.52	3,541.68	1,458.32	70.83 %
55800	BUILDING MAINTENANCE	36,928.00	989.65	15,085.40	21,842.60	40.85 %
56000	DEPRECIATION BUILDING	14,000.00	854.48	7,022.75	6,977.25	50.16 %
90000	OPERATING RESERVE	747,909.00	0.00	0.00	747,909.00	0.00 %
	Expenses	4,322,933.00	173,041.29	1,227,531.46	3,095,401.54	28.40 %
	Agency Balance	0.00	(141,105.10)	543,087.89		

Balance Sheet

Roanoke Valley-Alleghany Regional Commission
 Period From : 7/1/2023 to 3/31/2024

Run Date: 4/8/24
 Run Time: 4:24:20 pm

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Assets:

10000	CASH IN BANK TRUIST (OLD BB&T)	95,919.45
10050	LGIP INVESTMENT	1,581,414.02
10300	PETTY CASH	150.00
10700	A/R GRANTORS	97,051.79
10900	PREPAID EXPENSES	5,796.49
11000	PREPAID INSURANCE	17,798.68
11600	PREPAID PHYSICAL ASSETS	650,492.89
11700	PHYSICAL ASSETS, ACCUM DEP	(389,455.95)
12200	PREPAID COMPUTER EQUIPT	5,185.96
12250	PREPAID SOFTWARE	40,000.00
12251	SOFTWARE, ACC AMORTIZATION	(952.38)
12300	COMPUTER EQUIPT, ACC DEP	(2,074.32)
12500	PREPAID TELEPHONE EQUIPT	1,591.00
12600	TELEPHONE EQUIPT, ACC DEP	(1,591.00)
12800	PREPAID DUES	4,116.74
	Total Assets:	2,105,443.37

Liabilities:

20000	ACCOUNTS PAYABLE	8,330.40
20100	ACCOUNTS PAYABLE1	7,086.43
20300	ACCRUED ANNUAL LEAVE	30,014.60
20400	FICA WITHHELD	3,194.29
20500	FEDERAL TAX WITHHELD	2,887.39
20600	STATE TAX WITHHELD	1,566.40
20700	RETIREMENT	5,117.43
20800	DEFERRED REVENUE	4,905.00
21200	BUILDING FUND	15,000.00
	Total Liabilities:	78,101.94

Projects

30100	REGIONAL/LOCAL PROJECTS	(15,119.85)
30140	EDA	(54,188.32)
30210	TREE CANOPY	(24,665.98)
30300	INDUSTRIAL FACILITY AUTHORITY	(2,101.84)
30305	VIRGINIA ENVIRONMENTAL ENDOWMENT	(3,313.89)
30306	CHESAPEAKE BAY	(11,875.88)
30307	VIRGINIA HOUSING	70,071.66
30500	RURAL TRANSPORTATION	(17,717.65)
30600	PL TRANSPORTATION	(62,212.49)
30800	VDRPT/FTA TRANSPORTATION	(25,692.59)
30880	HUD COMMUNITY RESOURCES-CDBG	(2,135.96)
30900	RIDESOLUTIONS	(28,145.04)
30901	REGIONAL BIKE COORDINATION	12,888.19
30902	COMMUTER ASSISTANCE PROGRAM STRATEGIC PLAN	(12,002.84)
30903	ROANOKE RIVER BLUEWAY	31,763.53
30905	BROADBAND	112.62

Balance Sheet

Roanoke Valley-Alleghany Regional Commission
 Period From : 7/1/2023 to 3/31/2024

Run Date: 4/8/24
 Run Time: 4:24:20 pm

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30906	SERDI	1,237.85
31700	ROANOKE VALLEY COLLECTIVE RESPONSE	95,675.96
31710	SAMHSA FUNDING	(62,440.98)
31720	VIRGINIA OPIOID ABATEMENT AUTHORITY	477,929.03
35106	ARC 2023	(30,350.29)
35150	SOUTHEAST CRESENT	(145.59)
37200	HAZARD MITIGATION	(3,502.58)
37605	COMMUTER OPERATING ASSISTANCE	(1,540.26)
39000	GENERAL OPERATING FUND	210,561.03
39400	UNRESTRICTED FUND BALANCE & INVEST CA	1,470,125.65
	Total Projects	2,013,213.49
	Total Liabilities and Projects	2,091,315.43
	Net Difference to be Reconciled	14,127.94
	Total Adjustment	14,127.94
	Unreconciled Balance	0.00

Reconciling Items

(1)	Paid Salaries are Timesheets show Difference	677,537.24 677,537.24 0.00
(2)	Leave accrued this year	14,127.91
(3)	Fringe Pool is Fringe allocated Difference	200,636.25 200,636.23 (0.02)
(4)	Indirect Pool is Indirect Allocated Difference	215,721.29 215,721.34 0.05

	14,127.94
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The 25th day of April 2024

RESOLUTION

Authorizing the Filing of an Application with the Virginia Department of Rail and Public Transportation for Grants of Federal Funds Under the Federal Transit Administration Section 5303 Program and State and Local Matching Funds, in the Amount of \$226,283

WHEREAS, the contract for financial assistance will impose certain obligations upon this Body, including the provision of the local funds to support project costs; and

WHEREAS, a recipient of Federal Transit Administration funding is required to provide certifications and assurances that all pertinent federal statutes, regulations, executive orders and directives will be obeyed, and it is the intent of this Body to comply fully with all required certifications and assurances; and

WHEREAS, it is the goal of this Body that minority business enterprise (disadvantaged business and women business enterprise) be utilized to the fullest extent possible in connection with this project, and that definitive procedures shall be established and administered to ensure that minority businesses shall have the maximum feasible opportunity to compete for contracts and purchase orders when procuring construction contracts, supplies, equipment contracts, or consultant and other services;

NOW, THEREFORE, BE IT RESOLVED BY THE ROANOKE VALLEY-ALLEGHANY REGIONAL COMMISSION:

1. That Jerrey Holmes, Executive Director, is authorized to prepare and file an application on behalf of the Roanoke Valley-Alleghany Regional Commission with the Virginia Department of Rail and Public Transportation for federal and state financial assistance under the Federal Transit Administration Section 5303 Program and State Aid Program.
2. That Jeremy Holmes, Executive Director, is authorized to execute and file with such application all necessary certifications and assurances or any other documents or information required by Virginia Department of Rail and Public Transportation in connection with the application or the project.

Resolution (Cont'd)
Page -2

3. That Jeremy Holmes, Executive Director, is authorized to set forth and execute minority business enterprise (disadvantaged enterprise business and women enterprise) policies and procedures in connection with procurements under this project.
4. That Jeremy Holmes, Executive Director, is authorized to execute a grant agreement on behalf of the Roanoke Valley-Alleghany Regional Commission with the Virginia Department of Rail and Public Transportation to aid in the financing of the FY 2025 Unified Planning Work Program.
5. That the Roanoke Valley-Alleghany Regional Commission hereby certifies that the local share of the project costs identified in the application shall be made available to the FY 2025 Unified Planning Work Program from resources available to this Body.

The undersigned duly qualified Chair of the Roanoke Valley-Alleghany Regional Commission certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Roanoke Valley-Alleghany Regional Commission held on April 25, 2024.

(Signature)

Jim Wallace
(Chair)

(Date)

**FY 2025 Rural Transportation Planning
Work Program
SCOPE OF WORK
for the
Roanoke Valley-Alleghany Regional Commission
(July 1, 2024 – June 30, 2025)**



Roanoke Valley-Alleghany
REGIONAL
commission

**P.O. Box 2569, Roanoke, VA 24010
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Approved April 25, 2024

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Prepared by the Roanoke Valley-Alleghany Regional Commission staff through a cooperative process involving the City of Covington, the Towns of Clifton Forge and Rocky Mount, the Counties of Alleghany, Botetourt, Craig, Franklin and Roanoke, the Virginia Department of Transportation, and the Federal Highway Administration.

I. PURPOSE AND OBJECTIVE

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. 505 (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-2025 each planning district commission / regional commission that has rural area will receive \$58,000 from VDOT's Rural Transportation Planning Assistance Program. The corresponding 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. The arrangement of all such funds involves the development of a scope of work, approval and other coordination in the Transportation & Mobility Planning Division's (TMPD) 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. 505, State Planning and Research.

II. PROGRAM ADMINISTRATION (\$14,635)

Background and Objective: The purpose of this work element is to provide oversight of regional transportation planning and programming efforts and facilitate regional participation and consensus building on transportation-related issues through a continuing, comprehensive, and coordinated planning process.

Description: This activity includes program management and administrative responsibilities. In general these activities include but are not limited to:

- Completion and submission of necessary agreements and contracts, invoices, progress reports, correspondence, and grant applications in support of the work program;
- Hosting and/or attending meetings, trainings, and conferences;
- Administration of the current transportation planning work program;
- Preparation of Urban or Rural Transportation Planning Work Program, scope of work, management of program funds, and provision of outreach and data;
- Maintenance of Title VI and Americans with Disabilities Act (ADA) compliance, including consultation with appropriate groups, committees, and community representatives through the application of the approved Title VI and Public Involvement Plan.

Deliverable End Products and Schedule: The primary result of this task will be a well-functioning transportation program.

- Preparation of Commission and other transportation stakeholder meeting agendas, notices, minutes and memorandums;
- Participation in Commission and other administrative meetings;
- Preparation of the next fiscal year's Work Program and any amendments or revisions to the existing scope of work as needed;
- Updates to the RVARC's webpage with transportation information;
- Preparation of quarterly financial and work program progress reports;
- Purchase of professional reports, materials, equipment, and services as needed to assist staff in work activities.

Lead: RVARC staff

FHWA Funds via VDOT SPR program (80%)	\$11,708
PDC Funds (20%)	\$ 2,927
Total Budgeted Expenditure for Program Administration	\$14,635

III. PROGRAM ACTIVITIES (\$57,866)

Background and Objective: Address regional transportation issues that are identified by member local governments and/or the Planning District Commission. Individual projects and work elements are described below:

A. Multimodal Transportation Planning and Studies (\$41,299)

The Rural Transportation Plan was adopted in 2011 with subsequent work to implement the plan through additional related studies, analysis, planning efforts, and the pursuit of funding. Updates to the plan are on-going to incorporate new elements including a needs assessment, prioritization, and consideration of possible solutions. The work is being coordinated with other planning efforts including the Roanoke Valley Transportation Plan and Virginia's transportation plan, VTrans.

In addition to working with VDOT and localities towards a well-functioning and safe roadway network for motorists, staff supports multimodal transportation planning designed to enhance mobility in the rural area. The Unified Human Services Transportation Systems, Inc. (RADAR) provides deviated fixed-route transit service in the Alleghany Highlands and limited fixed-route service between Ferrum College and Roanoke. Other specialized transit services are provided by the Alleghany Highlands Community Services Board, Botetourt County's Senior and Accessible Van Program, and the County of Roanoke Transportation (CORTRAN) operated by RADAR. RIDE Solutions provides transportation demand management services. The Commission approved a Rural Transit Feasibility Study in 2019.

The RVARC approved a Rural Bicycle Plan in 2020 to guide development of planning for non-motorized transportation. This work seeks to evaluate the development of related infrastructure, including sidewalks, shared-use paths, greenways, bike lanes, and other facilities. To advance this work, the RVARC facilitates the Regional Bicycle & Pedestrian Committee.

The RVARC aims to provide transportation planning assistance as needed to support a well-coordinated, safe, and efficient transportation system within the rural area. To accomplish his task, staff will participate in transportation planning, analysis, studies, and stakeholder outreach meetings throughout the fiscal year pertaining to:

- Updates to and implementation of the Rural Transportation Plan;
- Participation in VTrans and SMART SCALE Regional meetings;
- Participation with the RVTPO and VDOT on setting and tracking performance measure goals and coordination with state/urban plans;
- Alignment of any work with FHWA's 2021 Planning Emphasis Areas dated December 30, 2021:

- *Tackling the Climate Crisis – Transition to a Clean Energy, Resilient Future*
 - *Equity and Justice40 in Transportation Planning*
 - *Complete Streets*
 - *Public Involvement*
 - *Strategic Highway Network (STRAHNET)/U.S. Department of Defense (DOD) Coordination*
 - *Federal Land Management Agency (FLMA) Coordination*
 - *Planning and Environmental Linkages (PEL)*
 - *Data in Transportation Planning*
- Collaboration with local governments to identify high growth areas (UDAs, future growth areas), corridor/area studies or analysis of transportation conditions, or other planning work to support future transportation grant applications;
 - Assistance in the development of project pipeline studies (recommendation development, public involvement);
 - Park & Ride Lot Use Counts and Conditions Assessment – conduct manual usage counts and conditions assessment at referenced rural P&R lots using VDOT’s P&R manual count methodology. VDOT will prioritize lot count locations, provide data collection form, and basic count training as necessary;
 - Development of Integration data from the FY23 regional travel survey to support planning efforts, particularly the Rural Transportation Plan update and the Commuter Assistance Program (RideSolutions) Strategic Plan. Provide VDOT’s Transportation Mobility and Planning Division – Central Office;
 - Participation in meetings with VDOT staff regarding Title VI and Environmental Justice compliance or other outreach meetings (e.g RADAR Advisory Committee, Regional Bicycle/Pedestrian Committee, etc.) and provision of data as requested throughout the fiscal year;
 - Attend rural transportation-related meetings and conferences (such as the VA Governor’s Transportation Conference, the VA Transit Association annual conference, and the National Association of Development Organizations (NADO) annual conference), and any other related stakeholder meetings that may arise.;
 - Providing public transportation, vanpooling, or other commuter assistance planning support, as needed;
 - Other related corridor/area, transit, bike/ped, land use, or traffic analysis.
 - Active Transportation Facilities Tracking – Provide assistance in tracking and documenting active transportation facilities and/or accommodations (bicycle facilities, sidewalks, signed routes, trails, etc.) in the PDC study area for inclusion in the respective statewide facilities inventories. Data can be provided to VDOT in any format including text, tables, or spatial mapping. TMPD will coordinate with PDC staff on facilities tracking specifics;

- Participate and assist in development and implementation of phase II of the State Trails Plan;
- Provide VDOT's Transportation Mobility and Planning Division – Central Office with updated Travel Demand Management Plans when submitted to DRPT.

Deliverable End Products: Updated Rural Long-Range Transportation Plan, specific assistance to be requested by member localities, VDOT, or others as necessary to provide input into the statewide transportation planning and programming process; staff participation in related rural transportation meetings, conferences, and management of the Regional Bike/Pedestrian Committee; other planning/analysis assistance as needed.

Lead: RVARC staff

Through these activities, RVARC will meet the BIL requirement that each agency receiving federal SPR planning funds use at least 2.5% of its SPR funds on specified planning activities to increase safe and accessible options for multiple travel modes for people of all ages and abilities.

B. Transportation Funding Pursuit and Stakeholder Coordination (\$10,544)

Many funding programs exist to address regional transportation needs. SMART SCALE has been the largest funding program for determining Virginia's infrastructure investments, and staff has submitted applications for the RVARC each round. Staff provides assistance to member organizations as they pursue funding opportunities, monitors and coordinates the activities associated with funding pursuits as needed. This fiscal year, staff will:

- Participate in SMART SCALE, HSIP, TA, transit, or other programming meetings and webinars;
- Identify funding opportunities related to microtransit and coordinate grant application submissions in partnership with stakeholders;
- Manage consultant-led regional electric vehicles charging study and presentation of findings;
- Support local governments/transit agencies prepare grant applications such as SMART SCALE, Transportation Alternatives, FTA 5310, FTA 5311, etc. and prepare grant applications for submission by the Regional Commission;
- Participate in the CTB's Six-Year Improvement Program Fall/Spring Transportation Meetings and when possible, provide a display to serve as outreach to the region's citizens;
- Continued work with state agencies and other stakeholders on I-81 including attendance at meetings related to I-81; monitoring of I-81 legislation and other efforts to improve the corridor;
- Participate in any additional outreach meetings that may arise and provide/review data as requested throughout the fiscal year;

- Participate with the MPOs and VDOT on meeting performance measure goals;
- Monitor developments with federal and state funding opportunities and legislations; share relevant information with stakeholders; and conduct analysis of performance in SMART SCALE and progress on project implementation.

Deliverable End Products: Submission of grant applications, analysis of RVARC performance in funding programs, distribution of Regional Electric Vehicles Charging Study, coordination and assistance to member organizations and transit agencies related to the programming process, educated staff on transportation funding programs.

Lead: RVARC staff

C. General Technical Assistance (\$6,023)

Description: RVARC staff will engage in other planning/programming support activities that may arise over the year and research, develop, maintain, and analyze data for use in other technical support activities. Any combination of subtasks may be completed this fiscal year as opportunities and needs arise; however, circumstances may not permit all subtasks to be finalized by the end of the fiscal year.

- Provide / review / analyze data as needed during the fiscal year.
- **General Technical Assistance** to local governments, planners and citizens as requested.
- **Technical Support Activities** – a variety of planning support activities to support work program projects and/or the general planning process.

Deliverable End Products: Specific technical assistance products requested by member local governments and other partner agencies or as needed to support other elements of this Work Program.

Lead: RVARC staff

FHWA Funds via VDOT SPR program (80%)	\$46,293
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PDC Funds (20%)	\$11,573
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Total Budgeted Expenditure for Program Activities	\$57,866
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IV. BUDGET

Tasks	FHWA funds via VDOT SPR program 80%	Local 20%	Total
Program Administration	\$11,707	\$2,927	\$14,634
Program Activities	\$46,293	\$11,573	\$57,866
A. Multimodal Transportation Planning and Studies	\$33,039	\$8,260	\$41,299
B. Transportation Funding Pursuit and Stakeholder Coordination	\$8,435	\$2,109	\$10,544
C. General Technical Assistance	\$4,818	\$1,205	\$6,022
TOTALS	\$58,000	\$14,500	\$72,500

Note: Rounding of numbers may result in minor calculation discrepancies.



Roanoke Valley-Alleghany

REGIONAL
commission

rvarc.org

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The 25th day of April 2024

RESOLUTION

Approval of the FY 2025 Rural Transportation Planning Work Program Scope of Work

WHEREAS, the *FY 2025 Rural Transportation Planning Work Program Scope of Work* will serve as the basis for all federal Department of Transportation (DOT) and/or Virginia Department of Transportation (VDOT) funding participation and will be included in all requests for DOT/VDOT planning funds within the rural planning area of the Roanoke Valley-Alleghany region; and

WHEREAS, this Planning Work Program Scope of Work details all transportation and transportation-related planning activities anticipated within the rural area of the district during the coming fiscal year.

NOW, BE IT THEREFORE RESOLVED that the Roanoke Valley-Alleghany Regional Commission does hereby approve and adopt the *FY 2025 Rural Transportation Planning Work Program Scope of Work*, as presented.

Jim Wallace
Chairman