



Local Government Council

Local Government Council Executive Committee Meeting

***** NOTE: Location Change*****

The Parlor Ballroom
900 Main Street
Lynchburg, VA

September 18, 2014 ~ 5:00 p.m.

Agenda

1. Welcome and moment of silence.....Mike Mattox, *Chair*
2. Minutes of July 17, 2014 and August 21, 2014 LGC meetings.....Mike Mattox, *Chair*
3. Finance report.....Rosalie Majerus
4. Mr. Nick Donahue, Deputy Secretary to update the Region on HB 2 and regional priorities for transportation projects.....Introduction by Bob White, *Deputy Director*
5. Items from Staff.....Gary Christie, *Executive Director*
6. Items from Council.....All
7. Next meeting:
October 16th, 2014
Local Government Council Fall Dinner
Location: TBA
4:00 pm – CVMPO meeting
5:00 pm – LGC meeting
6:00 pm – Reception
6:30 pm - Dinner
8. Closed session to consider personnel, promotions and salary matters of the Local Government Council and Services Authority.....Gary Christie, *Executive Director*

Virginia's Region 2000 Local Government Council Meeting
September 18, 2014

Agenda Summary

1. **Welcome and moment of silence**

2. **Minutes of July 17, 2014 and August 21, 2014 LGC meetings:**

(See Attachments 2a & 2b)

Recommended Action: Approve minutes as presented, subject to revisions noted by members of Council.

3. **Finance report:**

(See Attachment 3)

Deputy Director of Finance, Rosalie Majerus, will present the year-to-date financial report through August 31, 2014. Rosalie will also propose a format revision to the financial reporting which will separate those pass-thru revenues and expenses from the LGC financials.

Recommended Action: For Council's information, review and discussion.

4. **Mr. Nick Donahue, Deputy Secretary to update the Region on HB 2 and regional priorities for transportation projects:**

Mr. Donohue requested the opportunity to talk with Region 2000 representatives regarding two major transportation initiatives that are getting underway in Virginia – House Bill 2's statewide prioritization process and the update to Virginia's long-range transportation plan. These two initiatives will have a significant impact on the identification and funding of transportation projects moving forward.

Additionally, this is an opportunity to talk in general about the future of transportation in the Commonwealth.

5. **Items from Staff:**

- a. Legislative Priorities to be considered at October LGC meeting

6. **Items from Council:**

7. **Next meeting:**

October 16th, 2014

Local Government Council Fall Dinner

Location: TBA

4:00 pm – CVMPO meeting

5:00 pm – LGC meeting

6:00 pm – Reception

6:30 pm - Dinner

8. Closed session to consider personnel, promotions and salary matters of the Local Government Council and Services Authority

The Council received, separately from this agenda, an informational packet from Gary Christie.

Requested Motions -

To go into closed session:

I move that the Board go into closed session in accordance with the Virginia Code 2.2-3711(A) (1) for the discussion of personnel, promotions and salaries of employees of the Local Government Council and the Services Authority.

To return to open session:

I move that the Board return to open session pursuant to Section 2.2-3712.D and certify that only those business matters lawfully identified in the motion to go into closed session and exempt from the open meeting requirements of the Freedom of Information Act were heard, discussed or considered in a closed session



Virginia's Region 2000 Local Government Council Meeting

Partnership Conference Room
Lynchburg, Virginia
July 17, 2014, 5:00 pm

Members Present:

Kenneth Bumgarner, Town of Amherst Council
John Spencer for Aileen Ferguson, Appomattox County Administrator
Joan Foster, City of Lynchburg, *Chair*
Delegate Scott Garrett, Virginia House of Delegates
Stanley Goldsmith, Campbell County Board of Supervisors
Stacey Hailey, Bedford Town Council
Jack Hobbs, Amherst Town Manager
Charles Kolakowski, Bedford Town Manager
R. David Laurrell, Campbell County Administrator
Mayor Mike Mattox, Town of Altavista, *Vice-Chair*
Mark Reeter, Bedford County Administrator
Gary Tanner, Appomattox County Board of Supervisors

Absent:

Mayor Phyllis Campbell, Town of Brookneal
Waverly Coggsdale, Altavista Town Manager
Sen. Tom Garrett, Senate of Virginia
Bill Gillespie, Appomattox Town Manager
Mayor Paul Harvey, Town of Appomattox
L. Kimball Payne, Lynchburg City Manager
John Sharp, Bedford County Board of Supervisors
Russell Thurston, Brookneal Town Manager
Claudia Tucker, Amherst County Board of Supervisors

Others Present:

Bob Bailey, Center for Advanced Engineering and Research
Scott Baker, Bedford, Virginia Cooperative Extension
Ben Bowman, Workforce Investment Board, Director
John Brunner, Amherst, Virginia Cooperative Extension
Kevin Camm, Lynchburg, Virginia Cooperative Extension
Mike Davidson, Campbell County Economic Development
Joanthan Faris,
Philipp Gabathuler, Local Government Council, Senior Planner
Kelly Hitchcock, Local Government Council, Senior Planner
Bruce Jones, Appomattox, Virginia Cooperative Extension
Megan Lucas, Region 2000 Alliance, CEO
Rosalie Majerus, Local Government Council, Deputy Finance Director
Elizabeth Narehood, Region 2000 Alliance, Vice President
Matt Perkins, Local Government Council, Administrative Program Coordinator
David Proffitt, Interim Amherst County Administrator
Jason Ruiter, News and Advance
Jeff Taylor, Appomattox County Economic Development
Bob White, Local Government Council, Deputy Director of Core Services

Meeting Minutes

1. **Welcome and moment of silence:** Mike Mattox, Vice-Chair, called the meeting to Order at 5:00 p.m., welcomed the Council, and opened with a moment of silence.

2. **Resolutions of Appreciation:**

Mike Mattox presented Joan Foster and David Laurell each with Resolutions of Appreciation and read the same aloud before the Council.

Upon a motion by Gary Tanner to adopt the resolutions of Appreciation for Joan Foster and David Laurell, seconded by Jack Hobbs, this motion carried unanimously.

3. **Approval of Minutes of April 17, 2014 and May 15, 2014:** Upon a motion by Jack Hobbs, seconded by Joan Foster, the meeting minutes from the April 17, 2014 and May 15, 2014 Local Government Council meetings were unanimously approved as presented.

Mike Mattox and Gary Tanner abstaining.

4. **Finance report:** Rosalie Majerus, Deputy Director of Finance, presented the year-to-date financial report through June 30, 2014. Rosalie noted that there were no unexpected revenues or expenditures and briefed the Council on certain aspects of the financial report.

5. **Resolution of Support for the Center for Advanced Engineering and Research's Spectrum Management Research Testbed (SMART) Grant Application:**

Bob Bailey, Center for Advanced Engineering and Research Executive Director, spoke to the project. He noted that the CAER has been working with the Wireless at Virginia Tech contingent to establish some capacity to develop a spectrum sharing testbed. He noted that this effort was written into the Region 2000 Comprehensive Economic Development Strategy (CEDS) and that the EDA grant application requires that the Local Government Council approve a resolution of support. Bob noted that the project is a 3 million dollar project with money coming from the EDA and the Tobacco Commission project to build up the infrastructure. He noted that the CAER would then market research and development testing services to those in the industry such as Verizon and the US Navy.

Upon a motion by Gary Tanner to adopt the resolution of support for the CAER's SMART grant application, seconded by Stan Goldsmith, this motion carried unanimously.

6. **Presentation and Approval of the "Strategic Plan for the Agriculture and Forestry Economy in Virginia's Region 2000":**

Philipp Gabathuler presented the project to the Council and highlighted some facts regarding the Agriculture Industry in Virginia.

Jonathan Faris presented to the Council the project overview including those that were involved and he reviewed and highlighted the Strategic Plan's vision, goals and projects. Jonathan also highlighted the economic impact of the agriculture and forestry industries. Additionally, he identified and summarized the priority projects such as the development of a

regional agriculture and forestry website and to complete a regional food hub feasibility study.

Scott Baker spoke specifically to the identified priority project of the Plan of marketing regionally through development of a website focusing on the access to information for both the producer and consumers.

Kevin Camm spoke specifically to the identified priority project of the Plan of completing a Food Hub Feasibility Study. He briefed the Council on the existing working group and the work that they are doing to proceed with this priority project.

Those involved in the Plan fielded questions from the Council.

Upon a motion from David Laurell for approval of the Resolution and authorization from the Council for the Executive Director of the LGC to use council budgeted agriculture funds to support the development of the “Regional Agriculture and Forestry Website” and in completing “Regional Food Hub Feasibility Study” priority project, seconded by Gary Tanner, this motion carried unanimously.

Joan Foster and Del. Scott Garrett offered comments of support and encouragement in regards to this project as a regional opportunity and its importance to the Region 2000 and to the Virginia economy.

7. Introduction of Ben Bowman, Region 2000 Workforce Development Director:

Ben Bowman offered comments regarding the plans for moving forward in regards to regional workforce development. He noted that he plans to continue to meet with the economic developers, educational leaders and business leaders. He noted that he will be focusing some immediate needs such as relocating the Career Center and the need to increase the WIB’s visibility online, for both the job seeker and the employer.

8. Introduction of Megan Lucas, Region 2000 Business & Economic Development Alliance CEO:

Megan Lucas offered comments on her activities as CEO and her vision and focus for the next few years for the region’s economic development. She noted that she has been focusing on engaging the board members of the Alliance and meeting with the investors. Also, she noted that she has been meeting with the local economic developers to understand what is offered so that she is better equipped to market the Region. She noted the some of the feedback she has received on certain aspects of the region, specifically the branding of the region.

9. Items from Staff/Council:

Bob White asked for volunteers to conduct the yearly performance review for Gary Christie, Executive Director of the Local Government. It was decided that Joan Foster, Mayor Mike Mattox and Waverly Coggsdale would coordinate with Gary to conduct his performance review.

10. Adjourn: With no further business and on consensus of the Council to adjourn, Mike Mattox adjourned the Council at 6:08 p.m.

Signed: _____DRAFT_____

By: _____, _____(title)

DRAFT



Virginia's Region 2000 Local Government Council Meeting

Partnership Conference Room
Lynchburg, Virginia
August 21, 2014, 12:00 pm

Members Present:

Kenneth Bumgarner, Town of Amherst Council
Waverly Coggsdale, Altavista Town Manager
John Spencer, Appomattox Assistant County Administrator
Aileen Ferguson, Appomattox County Administrator
Joan Foster, City of Lynchburg
Delegate Scott Garrett, Virginia House of Delegates
Stanley Goldsmith, Campbell County Board of Supervisors
Jack Hobbs, Amherst Town Manager
Megan Lucas, Region 2000 Alliance, CEO
Mayor Mike Mattox, Town of Altavista, *Chair*
L. Kimball Payne, Lynchburg City Manager
Mark Reeter, Bedford County Administrator
Dean Rodgers, Amherst County Administrator

Staff Present:

Gary Christie, Local Government Council, Executive Director
Clarke Gibson, Region 2000 Services Authority, Director
Rosalie Majerus, Local Government Council, Deputy Finance Director
Bob White, Local Government Council, Deputy Director of Core Services

Meeting Minutes

Mayor Mike Mattox called the meeting to order. Gary Christie introduced Bill Leighty and Lane Ramsey from DecideSmart who led the LGC in a strategic planning session. Leighty and Ramsey will return later in the fall of 2014 to report back to the Council.

The meeting was adjourned at 3:50 with no action taken.

Signed: _____ DRAFT _____

By: _____, _____ (title)

VIRGINIA'S REGION 2000 LOCAL GOVERNMENT COUNCIL

Budget to Actual for FY15

as of August 31, 2014

Attachment 3

pp 9 -12

	<u>FY15 Budget</u>	<u>Actual Through 8/31/14</u>	<u>Diff Between Budget & Actual</u>	<u>% of Budget Used</u>	<u>Original Presentation Budget for FY15</u>
<u>OPERATIONS FUND (EXPENDITURES)</u>					
<u>SALARY</u>					
ADMINISTRATION	163,039	26,777	136,262	16.42%	163,039
FINANCE	128,296	21,383	106,913	16.67%	128,296
OPERATIONS	223,345	37,519	185,826	16.80%	223,345
WIA	112,201	17,455	94,746	15.56%	112,201
Salary Study	15,000		15,000		15,000
	641,881	103,134	538,747	16.07%	641,881
PART TIME HELP	15,000	710	14,290	4.73%	15,000
Total Salaries & Wages	656,881	103,844	553,037	15.81%	656,881
EMPLOYER COST FICA	50,251	7,562	42,689	15.05%	50,251
EMPLOYER COST V R S	48,269	7,756	40,513	16.07%	48,269
EMPLOYER COST HEALTH INS	67,791	12,044	55,747	17.77%	67,791
EMPLOYER COST LIFE INS	8,473	1,227	7,246	14.48%	8,473
WORKERS COMP	600	698	(98)	116.33%	600
Total Fringe Benefits	175,384	29,287	146,097	16.70%	175,384
<u>OFFICE EXPENSES</u>					
AUDITING SERVICES	5,000		5,000	0.00%	5,000
PAYROLL ACCOUNTING SERVICES	8,250	1,274	6,976	15.44%	8,250
LEGAL SERVICES	3,000		3,000	0.00%	3,000
LIABILITY INSURANCE	1,200	1,017	183	84.75%	1,200
CONTRACTUAL SERVICES	22,000	592	21,408	2.69%	22,000
ADVERTISING	1,000		1,000	0.00%	1,000
POSTAGE	1,500	307	1,193	20.47%	1,500
TELEPHONE	4,200	421	3,779	10.02%	4,200
INTERNET SERVICES	300	78	222	26.00%	300
OFFICE SUPPLIES	6,000	736	5,264	12.27%	6,000
PRINTING & BINDING	7,000		7,000	0.00%	7,000
TRAVEL	7,500	1,127	6,373	15.03%	7,500
SPECIAL MEETINGS	9,500	467	9,033	4.92%	9,500
EDUCATION & TRAINING	6,000	1,164	4,836	19.40%	6,000
DUES, SUBSCRIPTIONS	10,800	5,185	5,615	48.01%	10,800
PUBLICATIONS	700		700	0.00%	700
MISCELLANEOUS EXPENSES	1,000	94	906	9.40%	1,000
FURNITURE & FIXTURES	1,000		1,000	0.00%	1,000
RENTAL OFFICE EQUIPMENT	4,800	484	4,316	10.08%	4,800
OFFICE RENT	50,984	8,226	42,758	16.13%	50,984
PARKING	4,500	470	4,030	10.44%	4,500
COMPUTER EQUIP/SOFTWARE	10,000	486	9,514	4.86%	10,000
Total Office Expenses	166,234	22,128	144,106	13.31%	166,234
Total Operations Expenses	998,499	155,259	843,240	15.55%	998,499

VIRGINIA'S REGION 2000 LOCAL GOVERNMENT COUNCIL

Budget to Actual for FY15

as of August 31, 2014

	<u>FY15 Budget</u>	<u>Actual Through 8/31/14</u>	<u>Diff Between Budget & Actual</u>	<u>% of Budget Used</u>	<u>Budget for FY15</u>
Total Operations Expenses (from Page 1)	998,499	155,259	843,240	15.55%	998,499
Direct Project Expenses					
Agriculture Project - From Fund Balance	50,000	7,507	42,493	15.01%	50,000
Appomattox Enhancement Grant	150	27	123	18.00%	150
Brookneal Enhancement	1,000	3	997	0.30%	1,000
CDBG-Appomattox Town	500	197	303	39.40%	500
CDBG - Brookneal		58			
CDBG - Madison Heights	500	238	262	47.60%	500
CDBG - Madison Heights Planning Grant	250		250	0.00%	250
DHCD	2,500	325	2,175	13.00%	2,500
DRPT / FTA	2,500		2,500	0.00%	2,500
EDA CEDS		10,184			
Regional Radio Board	2,500	211	2,289	8.44%	1,169,988
Regional Library		4,014			
Regional Tourism - From Fund Balance	50,000		50,000	0.00%	50,000
RideSolutions	22,414	2,780	19,634	12.40%	22,414
TMDL Redevelopment	100		100	0.00%	100
Town of Amherst Comp Plan	200		200	0.00%	200
Town of Appomattox Comp Plan		343			
VDOT - PL	7,702	708	6,994	9.19%	137,212
VDOT - Rural	2,500	150	2,350	6.00%	2,500
WIA	198,000	17,683	180,317	8.93%	896,000
Total Direct Project Expenses	340,816	44,428	310,987	13.04%	2,335,814
TOTAL OPERATING & DIRECT PROJECT EXPENSES	\$1,339,315	\$199,687	\$1,154,227	14.91%	\$3,334,313
Pass Thru Expenses					
Regional Radio Board	1,167,488	161,801	1,005,687	13.86%	
VDOT - PL	129,510	0	129,510	0.00%	
WIA	698,000	20,684	677,316	2.96%	
Total Pass Thru Expenses	\$1,994,998	\$182,485	\$1,812,513	9.15%	
Total Expenses	\$3,334,313	\$382,172	\$2,966,740	11.46%	

VIRGINIA'S REGION 2000 LOCAL GOVERNMENT COUNCIL

Budget to Actual for FY15

as of August 31, 2014

	<u>FY15 Budget</u>	<u>Actual Through 8/31/14</u>	<u>Diff Between Budget & Actual</u>	<u>% of Budget Received</u>	<u>Budget for FY15</u>
Revenues					
OPERATIONS FUND (REVENUE)					
Dues Town of Appomattox	1,045	1,045	0	100.00%	1,045
Dues Town of Brookneal	1,045	1,045	0	100.00%	1,045
Dues Town of Amherst	1,045	1,045	0	100.00%	1,045
Dues Town of Altavista	1,045	1,045	0	100.00%	1,045
Dues Town of Bedford	1,045	1,045	0	100.00%	1,045
Dues Lynchburg	44,392	44,392	0	100.00%	44,392
Dues Bedford County	43,590	43,590	0	100.00%	43,590
Dues Campbell County	31,642	31,642	0	100.00%	31,642
Dues Amherst County	18,706	18,706	0	100.00%	18,706
Dues Appomattox County	8,731	8,731	0	100.00%	8,731
Miscellaneous Revenue	18,000	867	17,133	4.82%	18,000
Total Operations Revenue	170,286	153,153	17,133	89.94%	170,286
Direct Project Revenues					
Agriculture Grant		3,601	(3,601)	#DIV/0!	
Appomattox Enhancement Grant	1,500		1,500	0.00%	1,500
Brookneal Enhancement	9,000		9,000	0.00%	9,000
CDBG- Appomattox Town	5,000		5,000	0.00%	5,000
CDBG-Madison Heights	12,500		12,500	0.00%	12,500
CDBG - Madison Heights Planning Grant	5,000		5,000	0.00%	5,000
DHCD	72,471		72,471	0.00%	72,471
DRPT / FTA	107,558	17,508	90,050	16.28%	107,558
Regional Radio Board	37,500		37,500	0.00%	1,204,988
Region 2000 Services Authority	154,796	24,644	130,152	15.92%	154,796
RideSolutions	44,214		44,214	0.00%	44,214
TMDL Redevelopment	3,000		3,000	0.00%	3,000
Town of Amherst Comp Plan	2,750		2,750	0.00%	2,750
Town of Appomattox Comp Plan	25,000		25,000	0.00%	25,000
VDOT-PL	121,072	21,538	99,534	17.79%	250,582
VDOT-Rural	58,000	4,991	53,009	8.61%	58,000
Virginia's Region 2000	7,200	1,000	6,200	13.89%	7,200
WIA	402,000	32,698	369,302	8.13%	1,100,000
Total Direct Project Revenues	1,068,561	105,980	962,581	9.92%	3,063,559
Interest	900	53	847	5.89%	900
TOTAL OPERATIONS & DIRECT PROJECT REVNEUES	1,239,747	259,186	980,561	20.91%	3,234,745
Surplus/(Use of Fund) Balance	(99,568)	59,499	(173,666)		
Funding from Fund Balance for Tourism	50,000		50,000	0.00%	50,000
Funding from Fund Balance for Agriculture Grant	50,000		50,000	0.00%	50,000
	\$432	\$59,499	(\$73,666)		\$100,000
Pass Thru Revenue					
Regional Radio Board	1,167,488	789,990	377,498	67.67%	
VDOT - PL	129,510	0	129,510	0.00%	
WIA	698,000	35,368	662,632	5.07%	
Total Pass Thru Revenues	\$1,994,998	\$825,358	\$1,169,640	41.37%	
Total Revenue	3,334,745	1,084,544	2,250,201		3,334,745
Net Surplus/(Use of Fund) Balance	432	702,372			432

LOCAL GOVERNMENT COUNCIL

Budget to Actual for FY15

as of August 31, 2014

CASH ON HAND

Sun Trust Checking

LGC Funds

222,313

WIA Trainit Funds

4,990

Local Govt Invest Pool

470,905

Petty Cash

200

Cash on Hand

\$ 698,408

CALCULATION OF ESTIMATED YEAR-END FUND BALANCE

Cash on Hand

\$ 698,408

Less Expenditures Remaining (and Current Liabilities)

\$ (1,239,514)

Plus Revenues Remaining (and Current Assets)

\$ 1,375,303

Estimated Year-end Fund Balance

\$ 834,197

Year-end Fund Balance

