

**Central Virginia Planning District
Commission**
828 Main Street
Lynchburg, VA 24504

Large Conference Room
April 18, 2019
5:00 p.m.

Agenda

1. **Welcome | Moment of Silence | Welcome New Member, Robert Hiss, Bedford County Administrator**Kenneth Campbell, Chair
2. **Dr. John Capps, President, Central Virginia Community College**
3. **Approval of March 21, 2019 Meeting Minutes**Kenneth Campbell, Chair
4. **Financial Report, 2019-2020 CVPDC Work Plan & Budget** Staff
5. **GO Virginia Board Representative** Gary Christie
6. **Election of Officers for 2019-2020**..... Gary Christie
7. **Thanks to Chairman Kenneth Campbell and Treasurer Dean Rodgers from Amherst County for dedicated service in 2018-2019** Gary Christie
8. **Other Business**
9. **Next meeting**
 - a. May 16 if needed
 - b. July 18 (MPO and PDC)



Central Virginia Planning District Commission

April 18, 2019

5:00 p.m.

Executive Summary

1. **Welcome | Moment of Silence | Welcome New Member, Robert Hiss, Bedford County Administrator**..... Kenneth Campbell, Chair
2. **Dr. John Capps, President, Central Virginia Community College**..... Gary Christie

Dr. Capps will discuss vocational education training and a new grant that CVCC has received to develop a plan to incorporate public schools and adult learners into a region wide system of vocational education.
3. **Approval of March 21, 2019 Meeting Minutes**Kenneth Campbell, Chair

After review, recommend approval of the minutes.
4. **Financial Report, 2019-2020 CVPDC Work Plan & Budget**..... Staff
 - a. YTD Financial Report
 - b. Budget and Work Plan for 2019-2020 (*attached*)
 - c. 2019-2020 Rural Transportation Work Plan (*attached*)

FY 2019-2020 Budget Overview:

- The PDC portion of the budget is \$937,802 in expenses for FY 2019-2020
- There is a 2% performance based pay increase included in the budget
- There is an additional planner position included in this budget at a \$50,000 salary and \$20,000 travel/support/equipment cost
- The 2019-2020 preliminary budget is \$62,206 in the red due to this additional position. We sometimes start fiscal years with a deficit and make it up over the course of the year with new projects and contracts.
- Staff estimates a carry-over of 2018-2019 funds to reserves of approximately \$39,348
- Local contract projects include:
 - Amherst County Madison Heights CDBG
 - Appomattox Town Meadowlark neighborhood CDBG
 - DEQ Chesapeake Bay Watershed Phase III implementation
 - VDEM Hazard Mitigation Plan Update

FY 2019-2020 Rural Transportation Work Plan Overview:
(Attached)

- Completes the Bedford Town Independence Blvd. intersection study started in 2018-2019
- Continues funding for staff provided technical assistance services to localities for Transportation Alternative Program applications and other activities

Recommended Action:

Approval of the 2019-2020 Budget and Work Plan and 2019-2020 Rural Transportation Work Plan is recommended.

5. GO Virginia Board Representative..... Gary Christie

A vacancy occurred on the GO Virginia Board from this area with the resignation of E.W. Tibbs from Centra Health. Tulane Patterson of Generation Solutions was an approved replacement but he has declined the seat.

The Commission is encouraged to identify individuals from our region who may be effective members of the GO Virginia board.

6. Election of Officers for 2019-2020 Gary Christie

Our officers serve one year terms and can be re-elected. We rotate our officer positions among the elected officials alphabetically by jurisdiction.

Recommended officers based on jurisdiction rotation:

Chair: Dwayne Tuggle, Mayor, Town of Amherst

Vice Chair: Bryan Moody, Board of Supervisors, Appomattox

Treasurer: Sara Carter, Town Manager, Amherst

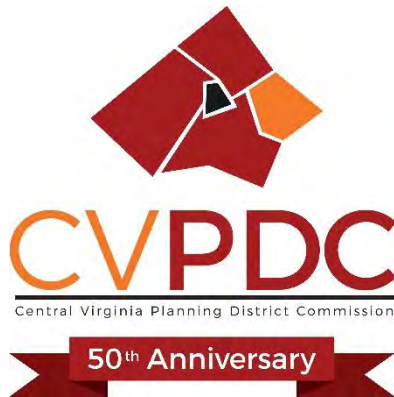
7. Thanks to Chairman Kenneth Campbell and Treasurer Dean Rodgers from Amherst County for dedicated Service in 2018-2019 Gary Christie
(Attached)

8. Other Business

9. Next Meeting

- a. May 16 if needed**
- b. July 18 (MPO and PDC)**

Other Material: Minutes from Executive Committee Meetings March 6, 2019



**Central Virginia Planning
District Commission**
828 Main Street, 12th Floor
Lynchburg, VA 24504

**March 21, 2019
5:00 pm**

DRAFT – Minutes

Members Present:

Sara Carter, Amherst Town Manager
Waverly Coggsdale, Altavista Town Manager
Bruce Johannessen, Bedford Town Council
Megan Lucas, Lynchburg Regional Economic Alliance
Dean Rodgers, Amherst County Administrator
Frank Rogers, Campbell County Administrator
Mayor Dwayne Tuggle, Town of Amherst, Vice-Chair
Mayor Treney Tweedy, City of Lynchburg
Charlie A. Watts, II, Campbell County Board of Supervisors

Members Absent:

Susan Adams, Appomattox County Administrator
Kenneth Campbell, Amherst County Board of Supervisors, Chair
Beverley Dalton, Altavista Town Council
Mayor Paul Harvey, Town of Appomattox
Bryan Moody, Appomattox County Board of Supervisors
Mark Peake, Senate of Virginia
Gary Shanaberger, Appomattox Town Manager
John Sharp, Bedford County Board of Supervisors
Bonnie Svrcek, City of Lynchburg
Russell Thurston, Brookneal Town Manager

Others Present:

Emmie Boley, Central Virginia Planning District Commission
Richard Chumney, News & Advance
Gary Christie, Central Virginia Planning District Commission, Executive Director
Susan Cook, Central Virginia Planning District Commission
Adam Duncan, Robinson, Farmer Cox Associates
Michael Elliott, Interim President and CEO, Centra Health
Kelly Hitchcock, Central Virginia Planning District Commission
Rosalie Majerus, Central Virginia Planning District Commission
Peter Stephenson, VML Insurance Programs

1. Welcome and Moment of Silence

Mayor Dwayne Tuggle, Vice-Chair, welcomed the Council and began the meeting with a moment of silence.

2. Approval of Minutes of the January 17, 2019 Meeting

Upon a motion by Dean Rodgers, seconded by Sara Carter, the minutes from January 17, 2019 passed unanimously as presented.

3. Discussion with Michael Elliot, Interim President and CEO of Centra Health

Gary Christie introduced Michael Elliot, with Centra Health. Mr. Elliott spoke to the Commission about highlights presently going on with Centra Health.

4. Financial and Audit Report

Rosalie Majerus introduced Adam Duncan, from Robinson, Farmer Cox Associates, to review the FY18 audit.

Mr. Duncan reported on the audit and advised there were no difficulties in performing the audit, and a clean opinion was issued on internal control over financial reporting and compliance. A clean opinion was also issued on the major programs involving expenditures of federal grant awards.

Frank Rogers asked Mr. Duncan if the PDC, as an organization, is stable, well managed, and properly resourced, and Mr. Duncan answered that it is. Mr. Rogers also commended staff for insuring that the PDC remains in that position.

The motion was made by Frank Rogers, and seconded by Megan Lucas, to accept the audit report. The motion carried unanimously by those present.

5. 2019-2020 Health Insurance Proposal for Employees

Gary Christie advised that the health insurance was put out to bid, and Local Choice, the current vendor, was the low bid at 0% increase. Two Local Choice plans are presently being offered, one with a \$500.00 deductible, and one with a \$1,000.00 deductible. There is another option, which instead of a \$1,000.00 deductible is a high-deductible health plan, which would provide lower cost to the employee, but require that they have a health savings account and puts them in the position of having a higher deductible. It may also provide less expensive renewal rates, and have lower utilization rates. For the higher deductible it is suggested that \$1,700.00 of the Commission's money is put into a health savings account for each person who selects this particular option. This would be effective on July 1 of this year.

A motion was made by Sara Carter, with a second by Frank Rogers, to follow the recommendations for the health insurance proposal, by offering the Local Choice \$500.00 deductible plan and the high-deductible plan to employees. The motion was unanimously approved, including a \$1,700.00 contribution on July 1, 2019 for employees choosing the high-deductible plan. Employees would be required to pay the administrative expenses for the high-deductible plan.

6. Request to add an Additional Planner onto the CVPDC Staff

Gary Christie explained that he is requesting a new position at the Planning District Commission. He further explained that the majority of the Commission's money comes from contracts for services, most based on billable hours. It has become difficult for current staff to bill all of the available hours. He proposes to start the hiring process and by July have someone to come on board, ready to start generating some projects. Salary would be approximately \$50,000.00, with \$20,000.00 for benefits, and another \$10,000.00 for a computer and other first year costs, for a total of \$80,000.00. This position would be under Kelly Hitchcock, and monitored each year, to make sure that it is beneficial to the organization. Mr. Christie felt that within three years the position would be profitable.

Following discussion on how this request would specifically create more projects and funds, the decision was made to table a decision to give Mr. Christie time to create a job description and task list, to see what grants and projects might be pursued and how localities might benefit from a new position.

7. Request to Contract with the Virginia Department of Environmental Quality to Continue Work on the Chesapeake Bay Phase III Watershed Implementation Plan

Kelly Hitchcock explained that all PDCs have been offered an opportunity to partner with DEQ for \$21,500.00 to continue what was the watershed implementation plan activities for the Chesapeake Bay program. Ms. Hitchcock advised that this will hopefully be about creating a long term relationship with DEQ, where each PDC has the same amount of money guaranteed every year to create some program activities.

Frank Rogers made the motion to authorize staff to proceed with the DEQ as presented. The motion was seconded by Waverly Coggsdale, and the motion carried.

8. Update to Fund Balance Policy

Rosalie Majerus advised that in the past the fund balance has amounted to three years of operational expenses not covered by recurring revenues. This usually comes out to about \$600,000.00. The fund balance policy has been reviewed and proposed to be simplified to say that it would amount to eight months of operational expenses.

The motion was made by Frank Rogers, and seconded by Sara Carter, to approve the new fund balance policy. The motion was unanimously approved.

9. Project Status Report

Mr. Christie presented a draft of a report that will be issued quarterly. This will be a simple document to keep everyone posted on the status of projects.

10. Other Business

Mr. Christie advised that Executive Committee materials will be sent out to everyone, and everyone is welcome to attend the meetings. There will be an April meeting of the full Commission, and the Executive Committee possibly in May, with no meeting in June.

11. Adjourn – There being no further business the meeting adjourned at 6:30 pm.



Since 1969 the Central Virginia Planning District Commission has served as the regional association for the city, county and town governments in the greater Lynchburg, Virginia region.

The CVPDC serves as a forum for localities to advance social, economic and environmental progress.

The CVPDC region includes four counties, five towns and the City of Lynchburg spread over 2,000 square miles with an estimated population of 255,000.

FY 19 Chair

Kenneth Campbell
Amherst County Board of Supervisors

FY 20 Chair

Mayor Dwayne Tuggle
Town of Amherst

Executive Director

Gary Christie
gary.christie@cvpdc.org

FY 2019-2020

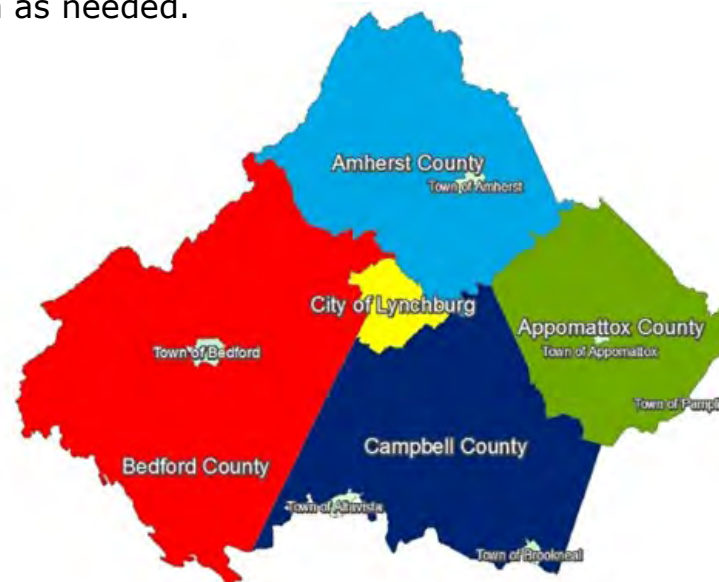
Work Objectives of the Central Virginia Planning District Commission

This planning document outlines the major work objectives for 2019-2020 that strives to support the CVPDC's mission:

- ♦ *to be a **dynamic** public forum for matters of regional significance;*
- ♦ *to create **solutions** by coordinating plans and building coalitions; and,*
- ♦ *to provide **service** excellence to our localities and to the Commonwealth.*

The annual Work Program is the basis for implementing the projects supported by the CVPDC. The Commission strives to maximize its limited staff and resources by developing a comprehensive work plan based on current and anticipated needs and priorities.

The Work Program is revised annually and will be amended by the Commission as needed.





Transportation Work Areas

- ◆ Long Range Planning and Policy Development
- ◆ Transit Planning and Development
- ◆ Transportation Grants Development
- ◆ Geographic Information Systems, Tools, and Data Analysis

Lead Policy Committee

Metropolitan Planning Organization (MPO)

Chair: John Sharp
Bedford County Board of Supervisors

Supporting Committee

Transportation Technical Committee (TTC)

Chair: Paul Harvey
Campbell County

MPO Staff Contact

Scott Smith
Transportation Planning Director
scott.smith@cvpdc.org

Philipp Gabathuler
Senior Planner
philipp.gabathuler@cvpdc.org

Efficient Transportation

Establish priorities, guide investments and support coordinated operations to implement the region's long-range plan for a safe, balanced, multimodal and equitable transportation system.

2019-2020 Major Work Objectives

Long-range transportation planning and policy development

- ◆ Develop the CVMPO 2045 Long Range Transportation Plan (LRTP); to begin in FY 20 and completed in FY 21
- ◆ Maintain the 2045 Rural Long-Range Transportation Plan
- ◆ Conduct a study for multimodal improvements at the intersection of Independence Boulevard, Longwood Avenue, and Forest Road in the Town of Bedford
- ◆ Provide technical assistance to localities in Transportation Alternative Program applications and other transportation related funding requests
- ◆ Participate in regional transportation information sessions such as the Lynchburg Business Alliance's Transportation Advocacy Group
- ◆ Provide planning and technical assistance to the Greater Lynchburg Transit Company, including planning for ADA upgrades to prioritized bus stops
- ◆ Maintain the Transportation Improvement Program (TIP) for federally funded and regional significant transportation projects consistent with the 2040 Long Range Transportation Plan
- ◆ Compile transportation chapter for upcoming update of Bedford County's comprehensive plan
- ◆ Complete update of the CVMPO Title VI Plan and CVMPO Bylaws
- ◆ Provide staff support to the Lynchburg Pedestrian Advisory Committee



Alternative Transportation Staff Contact:

Kelly Hitchcock
Planning and Development Director
kelly.hitchcock@cvpdc.org

Alternative Transportation Services

Advance alternative transportation mode planning, infrastructure implementation and use through multimodal programs, technology and programming.

2019-2020 Major Work Objectives

Alternative Transportation Planning Services

- ◆ Marketing the RIDE Solutions program to encourage multimodal transportation uses
- ◆ Analysis of a statewide and regional Van Pool study to guide implementation of this CTB Western VA priority program
- ◆ Staff the Lynchburg Pedestrian Advisory Committee, charged with assisting Lynchburg in implementing pedestrian improvements
- ◆ Partner with GLTC to implement unique transit, multimodal incentive programs with employers

Comprehensive Economic Development Strategy



- ◆ CEDS Steering Committee
- ◆ Rivers and Communities Initiative Council
- ◆ Arts and Culture Initiative Council
- ◆ Transportation Initiative Council
(led by Scott Smith; assisted by Kelly Hitchcock)

CEDS Staff Contact

Kelly Hitchcock
Planning and Development Director
kelly.hitchcock@cvpdc.org

Regional Economic Development Strategy

2019-2020 Major Work Objectives

Champion the region's Comprehensive Economic Development Strategy

- ◆ Provide staff support to the CEDS Steering Committee working with the CEDS partner agency, Lynchburg Regional Business Alliance (LRBA)
- ◆ Provide staff support to Arts and Culture, and Rivers and Communities, and Transportation Initiative Councils
- ◆ Outline the necessary steps to be able to successfully apply for Economic Development District (EDD) in 2020
- ◆ Manage and submit appropriate documentation to the Federal Department of Commerce, Economic Development Administration and appropriate Commonwealth of Virginia departments



CENTRAL REGION

Workforce Development Work Areas

- ♦ Regional convener
- ♦ Coordinator of services
- ♦ Career Pathways, data and analysis

Central Virginia Workforce Council

Chair: Kenneth Campbell *Amherst County
Board of Supervisors*

Central Virginia Workforce Development Board

Chair: Nat Marshall
BWXT

Workforce Development Staff Contact

Ben Bowman
Workforce Development Director
ben.bowman@vcwcentral.com

Competitive Economy - Workforce

Lead workforce development services to enhance the performance of the regional economy and expand inclusive economic opportunity, focusing on the coordination of workforce development systems, expansion of postsecondary educational attainment, and research and analysis.

2019-2020 Major Work Objectives

Coordinate services and expand employee and employer participation in the region's workforce development programs

- ♦ Manage the Workforce Innovation and Opportunity Act program for the Central Region providing funding and technical assistance to Adult, Youth and Displaced Workers
- ♦ Coordinate the stakeholder services at the Central Region Career One Stop Center
- ♦ Manage and implement the Talent Collaborate Grant for GO Virginia Region 2 for Lynchburg, Roanoke and New River Valley Regions
- ♦ Organize and create a non-profit structure to assist the Workforce Development Board with resource development and fund raising
- ♦ Provide staff support to the Central Virginia Workforce Development Council and Workforce Development Board



CVPDC's Work Areas

- ♦ Environmental Planning
- ♦ Solid Waste Management and Planning

Region 2000 Services Authority

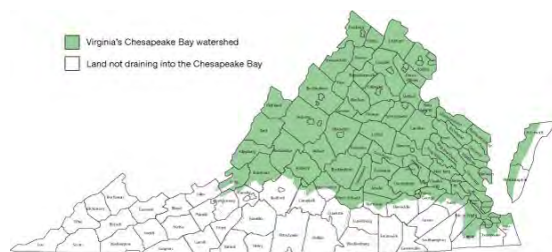
Chair: Bonnie Svrcek

Lynchburg City Manager

Staff Contact

Clarke Gibson

Solid Waste Director



Staff Contact:

Kelly Hitchcock

Planning and Development Director

kelly.hitchcock@cvpdc.org

Healthy Environment

Develop policies, processes and projects that help keep the region's air and water clean, manage solid waste, reduce the amount of waste sent to landfills, protect and conserve green infrastructure and promote resil-

2019-2020 Major Work Objectives

Solid Waste Management

- ♦ Manage the Livestock Road Landfill disposing of almost 200,000 tons of solid waste annually for four jurisdictions
- ♦ Prepare for the solid waste management plan update
- ♦ Explore opportunities for additional partnerships for solid waste disposal
- ♦ Explore landfill gas to energy systems
- ♦ Provide a hazardous household waste collection service three times during the year

Chesapeake Bay Watershed (WIP) PDC Locality Implementation Program

Continue to work with locality stakeholders, in cooperation with DEQ, to implement the Phase III Chesapeake Bay WIP. Activities Include:

- ♦ Outlining strategies to implement identified Best Management Practices (BMP) from local Input Deck
- ♦ Survey localities, local agencies for data, capacity gaps and training needs
- ♦ Assist with compilation of local GIS data
- ♦ Develop Scope of Work for a Local Area Watershed Implementation Plan



**Central Virginia
Radio Communications
Board**

CVPDC Work Areas

- ◆ Regional Emergency Communication System management
- ◆ Interoperable Communications
- ◆ Emergency Management Planning
- ◆ Hazard Mitigation Planning

Central Virginia Radio Communications Board

Chair: Melissa Foster
*Director, Lynchburg Department of
Emergency Management*

Radio Board Staff Contact

Matt Perkins
Special Projects Manager
matt.perkins@cvpdc.org

Hazard Mitigation Working Group

Staff Contact

Kelly Hitchcock
Planning and Development Director
kelly.hitchcock@cvpdc.org

Public Safety and Emergency Services

Coordinate ongoing enhancement, service and operation of the regional 9-1-1 communications systems. Help ensure the region's ability to prepare, respond and recover with coordinated plans and high-quality training, technology and equipment.

2019-2020 Major Work Objectives

Regional Emergency Communication System Network Maintenance

- ◆ Provide project coordination and technical assistance in the operation and maintenance of equipment at sixteen (16) radio tower communication points, including three (3) emergency dispatch centers, in Amherst, Bedford and Lynchburg City

Implementation of Radio Board 2019-2020 CIP Initiatives

- ◆ Examine alternatives to the No Business Mountain U.S. Cellular tower site location
- ◆ Develop maintenance schedules for facility equipment, access roads and shelters at tower site locations
- ◆ Explore opportunity for regional emergency back-up dispatch and training center

Coordination with Amherst County to utilize Radio Board towers for broadband services

- ◆ Coordination and project support for use of four (4) towers for public broadband services

Regional Hazard Mitigation Plan Update

Working with the Virginia Tech's Center for Geospatial Information Technology (CGIT) and area stakeholders to complete the regional plan that will identify and rate hazards and establish mitigation activities to lessen human and property impact. With FEMA, VDEM and locality approval, areas will be eligible to apply for mitigation program funding.



CVPDC Work Areas

- ◆ Community Development
- ◆ Local Government Services
- ◆ Research, Data and Mapping
- ◆ Shared Services
- ◆ Legislative Advocacy and Policy Leadership
- ◆ Public Staff Training
- ◆ Civic Engagement

Committees and Workgroups

- ◆ CVPDC Executive Committee
- ◆ Deputies/Assistants
- ◆ Local Planners
- ◆ Purchasing Agents
- ◆ Human Resource Staff

Staff Contacts

Gary Christie
Executive Director
gary.christie@cvpdc.org

Rosalie Majerus
Deputy Director of Finance
rosalie.majerus@cvpdc.org

Kelly Hitchcock
Director of Planning and Development
kelly.hitchcock@cvpdc.org

Support to Local Governments

Provide high quality training and technical assistance services to local and state governments and develop collaborate efforts and shared services to help localities work more efficiently and effectively.

Community Development

- ◆ Assist in developing community development and revitalization strategy projects, including housing rehabilitation, infrastructure improvements and or expansion, trail, park or open space development, and redevelopment planning
- ◆ Serve as an organizational partner to advance public health through program participation (e.g. Lynchburg Area Health needs Assessment and Implementation), trail and sidewalk plan and implementation assistance, and watershed protection programs.
- ◆ Serve as board representatives on numerous public service and social equity programs

Local Government Services

- ◆ Enhance support to member jurisdictions, including special projects and regular communications
- ◆ Provide support to localities in grant writing and grant administration, including GO Virginia grants, planning and administrative services

Research, Data and Mapping

- ◆ Assist in coordinating data, GIS and other technology tools to inform, graphically articulate, and guide planning and implementation programs

Shared services

- ◆ Support multi-jurisdictional programs that result in increased efficiencies and effectiveness and have the potential to save money and time

Continued to next page

Legislative Advocacy and Policy Leadership

- ◆ Support federal and state legislation in priority areas for local governments in the greater Lynchburg/Central Virginia region
- ◆ Support topical forums for local elected officials and engage them in regional efforts

Public Staff Training

- ◆ Host seminars, workshops, customized training to advance professional capacity of local government staff and help develop a cadre of volunteer planning officials

Civic Engagement

- ◆ Continue to identify and use civic engagement tools and techniques to seek substantive feedback and engage the public in planning and decision-making processes.
- ◆ Maximize opportunities for regional cooperative purchasing and increase its utilization



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FY2019-2020 Budget

Central Virginia Planning District Commission								
Budget to Actual for FY19 and Draft Budget for FY20								
Actual as of March 31, 2019								
	<u>Actual as of 6/30/18</u>	<u>FY 19 Adjusted Budget</u>	<u>Actual as of 3/31/19</u>	<u>Diff Between Budget & Actual</u>	<u>% of Budget Used</u>	<u>Estimate Y/E</u>	<u>FY20 Draft Budget</u>	<u>Change From FY19 to FY20</u>
OPERATIONS FUND (EXPENDITURES)								
SALARY								
ADMINISTRATION	159,965	166,603	121,629	44,974	73.01%	166,603	169,935	3,332
FINANCE	136,149	138,872	104,154	34,718	75.00%	138,872	141,649	2,777
OPERATIONS	218,936	223,588	167,862	55,726	75.08%	223,588	278,060	54,472
	515,050	529,063	393,644	135,419	74.40%	529,063	589,644	60,581
PART TIME HELP	216	10,000	0	10,000	0.00%	0	10,000	0
								0
Total Salaries & Wages	515,266	539,063	393,644	145,419	73.02%	529,063	599,644	60,581
								0
EMPLOYER COST FICA	38,167	41,238	28,896	12,342	70.07%	38,558	45,736	4,498
EMPLOYER COST V R S	33,426	24,919	18,526	6,393	74.35%	24,786	27,772	2,853
EMPLOYER COST HEALTH INS	74,952	81,871	61,717	20,154	75.38%	80,155	89,024	7,153
EMPLOYER COST LIFE INS	6,747	6,931	5,155	1,776	74.37%	6,896	7,724	793
WORKERS COMP	411	714	1,462	(748)	204.82%	1,462	1,500	786
Total Fringe Benefits	153,704	155,673	115,756	39,917	74.36%	151,857	171,757	16,084
OFFICE EXPENSES								
AUDITING SERVICES	5,050	5,500	5,150	350	93.64%	5,150	5,775	275
PAYROLL ACCOUNTING SERVICES	5,904	6,670	2,760	3,910	41.38%	6,670	6,870	200
LEGAL SERVICES	1,716	3,000	1,450	1,550	48.33%	3,000	3,000	0
LIABILITY INSURANCE	910	1,000	993	7	99.34%	993	1,000	0
CONTRACTUAL SERVICES	19,510	24,500	38,783	(14,283)	158.30%	35,000	22,500	(2,000)
ADVERTISING		1,000	147	853	14.70%	500	1,000	0
POSTAGE	138	1,000	544	456	54.41%	950	1,000	0
TELEPHONE	5,242	6,400	3,775	2,625	58.98%	4,631	6,400	0
INTERNET SERVICES	590	700	449	251	64.08%	587	700	0
OFFICE SUPPLIES	3,597	6,000	3,133	2,867	52.22%	4,344	6,000	0
PRINTING & BINDING		1,500	986	514	65.71%	1,479	1,500	0
TRAVEL	4,134	7,500	2,581	4,919	34.41%	3,749	7,500	0
SPECIAL MEETINGS	7,675	7,000	5,032	1,968	71.89%	7,101	7,000	0
EDUCATION & TRAINING	1,861	6,000	2,081	3,919	34.69%	3,122	8,000	2,000
DUES, SUBSCRIPTIONS	7,767	10,800	7,141	3,659	66.12%	10,712	10,800	0
PUBLICATIONS	242	700	156	544	22.29%	234	500	(200)
MISCELLANEOUS EXPENSES	906	1,000	823	177	82.34%	914	1,000	0
FURNITURE & FIXTURES	1,368	1,000	0	1,000	0.00%	1,000	1,000	0
RENTAL OFFICE EQUIPMENT	2,634	4,000	1,780	2,220	44.51%	4,000	4,000	0
OFFICE RENT	67,660	55,529	42,657	12,872	76.82%	56,540	57,056	1,527
PARKING	3,465	4,200	1,280	2,920	30.48%	1,780	1,800	(2,400)
COMPUTER EQUIP/SOFTWARE	5,050	10,000	2,381	7,619	23.81%	10,000	12,000	2,000
Total Office Expenses	145,419	164,999	124,084	40,915	75.20%	162,452	166,401	1,402
Total Operations Expenses	814,389	859,735	633,484	226,251	73.68%	843,372	937,802	78,067
								new position total \$69,922

Central Virginia Planning District Commission								
Budget to Actual for FY19 and Draft Budget for FY20								
Actual as of March 31, 2019								
	<u>Actual as of 6/30/18</u>	<u>FY 19 Adjusted Budget</u>	<u>Actual as of 3/31/19</u>	<u>Diff Between Budget & Actual</u>	<u>% of Budget Used</u>	<u>Estimate Y/E</u>	<u>FY20 Draft Budget</u>	<u>Change From FY19 to FY20</u>
Total Operations Expenses (from Page 1)	814,389	859,735	633,484	226,251	73.68%	843,372	937,802	78,067
Direct Project Expenses								
Amherst CDBG - Old Town Madison Heights	1,020	1,000	47	953	4.66%	200	500	(500)
Amherst Construction Ready		750		750	0.00%	0	0	(750)
Amherst Sedimentation Basin		500		500	0.00%	0	0	(500)
Amherst Training Center	30,000							
Appomattox CDBG - Meadowlark	1,578	5,000	396	4,604	7.92%	513	500	(4,500)
Appomattox Recovery Planning Grant	2,217	3,000	267	2,733	8.89%	2,406	1,500	(1,500)
Brookneal Comp Plan	406							
CEDS	5,984	0	249	(249)	#DIV/0!	1,500	0	0
Chesapeake Bay		2,000	237	1,763	11.86%	237	250	(1,750)
DHCD	776	2,500	822	1,678	32.89%	1,098	2,500	0
DRPT / FTA	3,744	39,482	5,462	34,020	13.83%	39,482	8,884	(30,598)
Hazard Mitigation	47	62,400	382	62,018	0.61%	41,309	59,691	(2,709)
Pamplin VDH Water	399	500	152	348	30.41%	228	0	(500)
Regional Radio Board	356	1,000	269	731	26.87%	350	1,000	0
RideSolutions	13,178	22,414	8,220	14,194	36.68%	22,400	20,754	(1,660)
VDOT - PL	16,888	18,750	9,085	9,665	48.45%	18,750	22,500	3,750
VDOT - Rural	2,839	2,500	3,219	(719)	128.76%	12,000	7,800	5,300
WIOA	287,551	544,004	222,017	321,987	40.81%	301,687	544,004	0
Total Direct Project Expenses	366,983	705,800	250,824	454,976	56.73%	442,160	669,883	(35,917)
TOTAL OPERATING & DIRECT PROJECT EXPENSES	\$1,181,372	\$1,565,535	\$884,309	\$681,226	56.49%	\$1,285,532	\$1,607,685	\$42,150
Pass Thru Expenses								
Regional Radio Board	360,893	1,249,988	897,770	352,218	71.82%	1,195,663	1,149,988	(100,000)
Transportation	48,600	78,750		78,750	0.00%	78,750	132,657	53,907
WIOA	1,029,801	950,000	838,184	111,816	88.23%	1,130,418	950,000	0
Total Pass Thru Expenses	\$1,439,294	\$2,278,738	\$1,735,953	\$542,785	76.18%	\$2,404,831	\$2,232,645	(\$46,093)
Total Expenses	\$2,620,666	\$3,844,273	\$2,620,262	\$1,224,011	68.16%	\$3,690,363	\$3,840,330	(\$3,943)

Central Virginia Planning District Commission								
Budget to Actual for FY19 and Draft Budget for FY20								
Actual as of March 31, 2019								
	<u>Actual as of 6/30/18</u>	<u>FY 19 Adjusted Budget</u>	<u>Actual as of 3/31/19</u>	<u>Diff Between Budget & Actual</u>	<u>% Of Budget Received</u>	<u>Estimate Y/E</u>	<u>FY20 Draft Budget</u>	<u>Change From FY19 to FY20</u>
Revenues								
OPERATIONS FUND (REVENUE)								
Dues	154,668	154,774	154,774	(0)	100.00%	154,774	155,420	646
Miscellaneous Revenue	17,236	12,000	11,194	806	93.29%	11,194	12,000	0
Total Operations Revenue	171,904	166,774	165,969	805	99.52%	165,969	167,420	646
Direct Project Revenues								
Amherst County - Old Town Madison Heights	(3,700)	17,500	5,360	12,140	30.63%	9,200	13,800	(3,700)
Amherst Construction Ready	4,500	1,500		1,500	0.00%	750	750	(750)
Amherst Sedimentation Basin		2,800		2,800	0.00%	0	0	(2,800)
Appomattox CDBG - Meadow Lark	27,300	24,000	11,000	13,000	45.83%	15,500	22,500	(1,500)
Appomattox Recovery Planning & construction	18,100	13,900	6,725	7,175	48.38%	12,300	9,400	(4,500)
Brookneal Comp Plan	8,152							
CEDS	15,207							
Chesapeake Bay		50,000	50,000	0	100.00%	50,000	21,500	(28,500)
DHCD	75,971	72,471	56,978	15,493	78.62%	72,471	72,471	0
DRPT / FTA	98,747	133,589	86,364	47,225	64.65%	133,589	108,312	(25,277)
Hazard Mitigation		85,200	17,500	67,700	20.54%	58,309	63,700	(21,500)
Pamplin VDH Water		2,500		2,500	0.00%	2,500	0	(2,500)
Regional Radio Board	27,853	20,000	25,000	(5,000)	125.00%	20,000	25,000	5,000
Region 2000 Services Authority	153,085	167,488	119,290	48,198	71.22%	160,000	170,838	3,350
RideSolutions	37,748	44,214	34,564	9,650	78.17%	42,258	44,603	389
VDOT-PL	132,645	136,286	96,293	39,993	70.66%	136,286	172,381	36,095
VDOT-Rural	57,769	58,000	52,551	5,449	90.60%	58,000	36,800	(21,200)
WIOA	357,551	625,914	276,749	349,165	44.22%	377,746	609,004	(16,910)
Total Direct Project Revenues	1,010,928	1,455,362	838,374	616,988	57.61%	1,148,909	1,371,059	(84,303)
Interest	7,238	3,500	7,649	(4,149)	218.53%	10,003	7,000	3,500
TOTAL OPERATIONS & DIRECT PROJECT REVENUES	1,190,070	1,625,636	1,011,991	613,645	62.25%	1,324,881	1,545,479	(80,157)
Surplus/(Use of Fund) Balance	8,698	60,101	127,682	(67,582)		39,348	(62,206)	(122,307)
Funding from Fund Balance								
Funding from Fund Balance	0	0	0	0	#DIV/0!	0	0	0
	\$8,698	\$60,101	\$127,682	(\$67,582)		\$39,348	(\$62,206)	(\$122,307)
Pass Thru Revenue								
Regional Radio Board	1,257,092	1,249,988	1,139,768	110,220	91.18%	1,195,663	1,149,988	(100,000)
Transportation	48,600	78,750		78,750	0.00%	78,750	132,657	53,907
WIOA	1,036,687	950,000	855,118	94,882	90.01%	1,130,418	950,000	0
Total Pass Thru Revenues	\$2,342,379	\$2,278,738	\$1,994,886	\$283,852	87.54%	\$2,404,831	\$2,232,645	(\$46,093)
		0						
Total Revenue	3,532,449	3,904,374	3,006,877	897,497	77.01%	3,729,712	3,778,124	(126,250)
Net Surplus/(Use of Fund) Balance	911,783	60,101	386,615			39,348	(62,206)	(122,307)

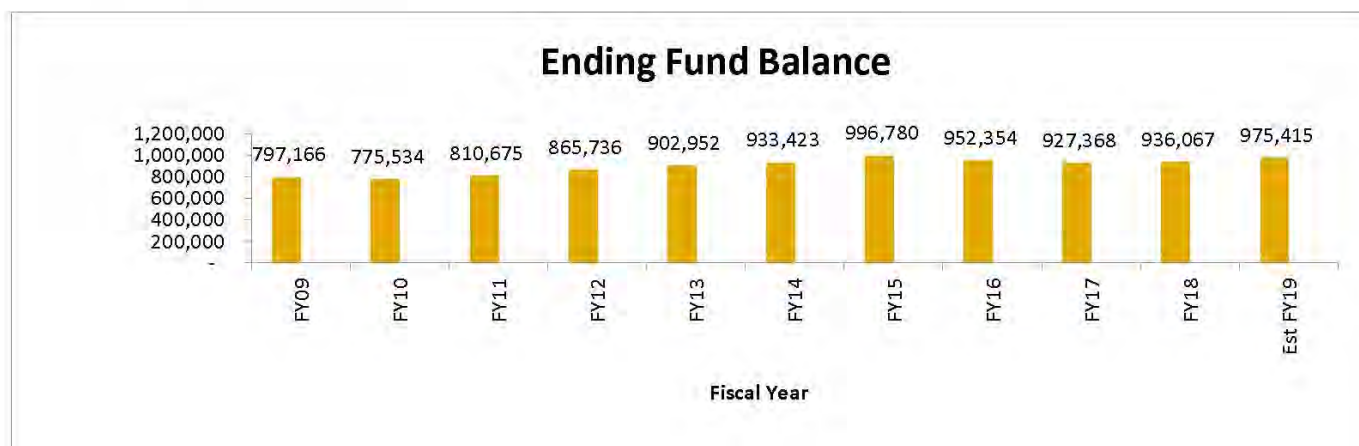
Central Virginia Planning District Commission
Cash and Estimated Fund Balance
Actual as of March 31, 2019

CASH ON HAND

Sun Trust Checking	
CVPDC Funds	287,606
WIA Trainit Funds	4,429
Petty Cash	112
Local Govt Invest Pool	491,113
Cash on Hand	<u>\$ 783,259</u>

CALCULATION OF ESTIMATED YEAR-END FUND BALANCE

Estimated Year-end Fund Balance	<u>\$ 975,415</u>
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Agenda Item _____: CVPDC New Planner I Position Proposal

Proposal

An additional Planner 1 position has been incorporated into the proposed 2019-2020 budget. This position would expand CVPDC capacity to implement existing projects, increase capacity of senior staff to develop new projects, build organization specialized expertise, and expand planning and technical assistance capacity to member jurisdictions.

We will review the effectiveness and success of this position annually. It is recommended that the Planner 1 position be maintained for three years to account for learning the role, developing specialty, establishing project revenue to fund position.

Planning Capacity Need

The majority of CVPDC revenue, and in turn staff project activity, comes from contracts. Currently planning staff exceed 85% direct project billable, leaving little time to respond to locality project requests, skill training, expand speciation and expertise in new state or federal programs.

The Planner 1 position will increase the capacity of existing staff to maximize capacity, expand specialization/technical assistance capacity, and increase ability to develop new projects and seek program funding.

Planner 1 Funding & Year One Project Tasks

The new position is estimated to cost \$80,000 (\$50,000 salary, \$20,000 benefits, \$10,000 mileage, equipment, training) in year 1.

The following table presents the areas in which the Planner 1 position will focus in year 1.

CVPDC 2019-2020 Project	Budget	Notes
VDOT PL – Alternative Transportation *	\$20,000	No staff capacity to fund; If position not funded \$'s will be rolled to future year
PDC Watershed Chesapeake Bay WIP III *	\$15,000	Assistance on completing activities through the 9/19 \$21,500 DEQ contract; assist with program expansion, grant funding & project implementation for localities
RIDE Solutions *	Appx \$10,000	Assist with implementation, maximum execution of program
Community Development Technical Assistance **		CVPDC on average, receives request for a Comp Plan, DHCD/CDBG project development activity yearly. Potential projects include Town of Bedford CDBG, Appomattox Town Comprehensive Plan.
Execute Environmental Reviews, annual Commonwealth agency summary reports,		Introduction activities that assist in expanding understanding of PDC roles, establish communication and outreach to localities, state agencies.
Old Town Madison Heights – Watershed/VCAP/DCR		Assist with implementation of VCAP/Watershed Grant for OTMH project

* Confirmed Project

** Potential Project – not confirmed revenue

Primary Planner 1 Primary Job Focus Areas

- *Alternative Transportation* – bike/pedestrian planning, RIDE Solutions, data evaluation, grant applications, mobility studies, program marketing.

- *Environmental Planning* – TMDL, watershed planning, Chesapeake Bay program implementation.
- *Community Development* – Comprehensive Plans, CDBG applications and implementation, data assistance.

Planning & Development Director 2019 – 2020 Proposed Focus

As noted, CVPDC planning staff have very little discretionary time. This is especially true for Kelly Hitchcock, Planning & Development Director, who has maintained most of the projects she oversaw prior to her new position and new projects and organization oversight responsibilities. Currently, there is little time to explore new projects, easily respond to project request, develop additional projects or program benefits within existing programs and expand expertise in new program responsibilities.

Adding a new Planner I position will increase Kelly's discretionary time and time for technical assistance (project development and grant writing) by 30-40%.

CVPDC 2019-2020 Project	Current Activity	Additional Staff Time
Community Development	<ul style="list-style-type: none"> - Old Town Madison Heights – Main/Housing - Old Town Madison Heights – CR/Infrastructure - Town of Bedford PG Evaluation Technical Assistance - Staff Assistance - DHCD Annual Report 	<ul style="list-style-type: none"> - Seek additional program/grant/project development according to locality/regional needs. - Increase knowledge in EDA, DHCD, Rural Development programs. - Greater assistance to localities in developing grant applications to implement priority projects.
CEDS	Implement the oversight of the EDA program including: <ul style="list-style-type: none"> - EDA annual report. - maintaining program metrics. - assist/staff two Initiative Councils. - coordinate the implementation of the resiliency component. 	<ul style="list-style-type: none"> - Research EDA funding to incorporate Agricultural/Rural component within CEDS. - Utilize Hazard Mitigation Planning effort to expand project funding capabilities. - Develop EDD certification process.
Hazard Mitigation Plan Update	Project Manager of regional plan. Incorporating CRS foundation programming for Lynchburg City	<ul style="list-style-type: none"> - Ensure program/plan development includes review/understanding of funding opportunities. - Apply for grant/program funding for sustainable PDC/locality assistance programming.
VDOT PL – Alternative Transportation	<ul style="list-style-type: none"> - Staff the Lynchburg Pedestrian Advisory Committee (LPAC). - Serve on VDOT Pedestrian and Advisory Committee Technical Advisory Committee, assist localities with VDOT TAP and other transportation applications. - Serve on CVACL Advisory Committee, serve on committees to assist in bike/ped project review. - Serve on Centra Needs Assessment Workgroup. 	N/A
Chesapeake Bay Phase III WIP /Environmental Planning	Staff, manage DEQ program	<ul style="list-style-type: none"> - Utilize time to guide new planner in environmental programs. - Increase funding/program knowledge to establish linkages to other programs – Rivers, trails, Hazard Mitigation, stormwater.
RIDE Solutions	Program Coordinator for DRPT program. Includes representation on numerous boards, assistance with GLTC activities, coordination with Workforce Investment activities to support businesses.	

Regional Strategic Planning Discussion

Virginia Code 15.2-4209 requires each PDC to have a regional strategic plan. Over the past several years we have used the Partnership Strategic Plan as our regional plan to meet this requirement. Now that the Partnership has dissolved it is appropriate to refresh our regional plan.

Kelly Hitchcock will lead a discussion about a regional plan at the July meeting.

Operation of Youth Program

At the November meeting the Commission authorized a contract with the Workforce Development Board to operate the Youth Workforce Program for the 2019-2020 fiscal year. The Workforce Board is expected to authorize this contract shortly for a July 1 implementation date.

Personnel Policy Re-write

Staff has contracted with Margaret Schmitt of the Berkley Group to review and update our personnel policies. An initial draft was presented to the Executive Committee who suggested that the revised document be circulated to CVPDC staff for comments. This circulation is underway and we'll review the document and the comments at the July meeting.

CEDS Update

The CEDS was approved by EDA in September 2018 and expires December 2022. The CVPDC provides oversight to CEDS Initiative Councils – Arts & Culture, Rivers & Communities, and Transportation. Each of these Initiative Councils (IC) meet intermittently, with the exception of the TTC/Transportation IC which meets monthly, to gauge and advance Implementation Action Plan activities. IC progress is reported to the CEDS Steering Committee.

It is the intention to continue to solidify our relationship with the Federal Department of Commerce's Economic Development Administration by seeking recognition as an Economic Development District. EDD designation would allow a more streamlined application process when seeking development grant funds from EDA and provide annual planning support to develop CEDS updates and advance project implementation.

Kelly Hitchcock recently met with EDA officials to discuss the Economic Development District designation, a detailed approval and program auditing evaluation process. It was suggested that the CVPDC region utilize the Hazard Mitigation Plan to advance the region's economic resiliency component, an area that EDA recognized was light in the current CEDS, and to more adequately reflect the region's rural and agricultural sector, prior to beginning the EDD approval process.

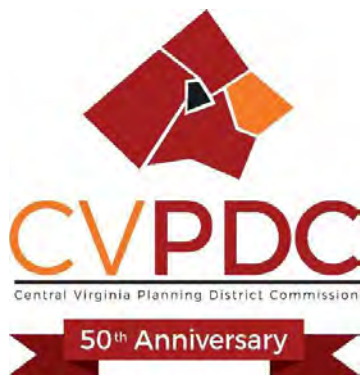
Workforce Development Center

It's a priority in our 2016 CEDS (Key Initiative #7) to create a Workforce Development Center for the region. Initially it was thought that we should prioritize it on the campus of the Central Virginia Community College. (Key Initiative #7, Develop a Regional Workforce Center to deliver necessary workforce training). Later, the CEDS Committee dropped the community college campus as the preferred location and did not identify a preferred location.

This Workforce Training Center is envisioned to provide expanded services from the services offered by Career Center that is now in operation at the former Virginia Employment Commission building on Odd Fellows Road. At the Career Center employers and job seekers offer counseling, information, and job matching services. A regional workforce training center may have those services, but more importantly will offer training classes and certificates. It was the CEDS Committee's initial thinking that combining the services of the Workforce Board's Career Center and the education component of a training facility would provide a continuum of educational services to employers and job seekers.

The Career Center building on Odd Fellows Road is a Commonwealth of Virginia owned facility that offers significantly discounted, below market rent to the Workforce Development Board and its partners. Short of a state allocation through the biennial budget, we have not found a scenario that puts the Career Center at any other location for the overhead costs we currently pay.

In the meantime, the community college is still pursuing opportunities to improve their services and educational offerings. Dr. John Capps will join us at our April 18 meeting and discuss a vocational education grant that most community colleges are receiving to analyze and develop some options to expand vocational education in the region.



Central Virginia Planning District Commission

**Ramey Auditorium, VDOT,
Campbell Avenue, Lynchburg**

March 6, 2019

Executive Committee Meeting Draft Minutes

Participants:

Members Present

Kenneth Campbell, CVPDC Chair
Sara Carter, Town of Amherst Manager
Waverly Coggsdale, Town of Altavista Manager
Robert Hiss, Bedford County Administrator
Dean Rodgers, Amherst County Administrator
Frank Rogers, Campbell County Administrator
Bonnie Svrcek, Lynchburg City Manager

Others Present:

Traci Blido, Bedford Economic Development
Gary Christie, CVPDC
Mike Davidson, Campbell Economic Development
Chris Faraldi, Lynchburg Regional Business Alliance
Jamie Glass, Lynchburg Regional Business Alliance
Victoria Hanson, Amherst Economic Development
Kelly Hitchcock, CVPDC
Megan Lucas, Lynchburg Regional Business Alliance
Marjette Upshur, City of Lynchburg Economic Development and Tourism
Mary Zirkle, Town of Bedford Economic Development

Gary Christie welcomed the group and outlined the purpose of the meeting to explore next project opportunities, especially next GO Virginia grant opportunities.

Improving the readiness of an existing industrial site in each County and the City

Megan Lucas discussed a GO Virginia grant that the Regional Business Alliance is working on to upgrade the state of readiness of an industrial site in each County and the City. Megan reminded the group that the Alliance has reviewed many of the public industrial sites and determined a cost estimate to raise the Tier Level, often times by performance a due diligence activity that would be required by a prospect. Several comments about the duration and shelf life of these due diligence activities were acknowledged. It was noted that often these Tier upgrades were good for five years and it was important that we be ready to respond to market requests.

Dean Rodgers noted that doing this engineering assessment/work as a group would result in a lower price when compared to doing this work individually. Bonnie Svrcek noted that the Airport site was not included in the proposed list.

It was noted that having sites designated as Tier 5 would help bring prospects who may look at other sites.

Natural Gas

The installation of Natural Gas was discussed but the consensus was that a \$100 million price was unaffordable. It was commented that gas is available in Appomattox and at TEVA in Bedford. CVTC has access to gas but no tap.

GO Virginia application for a Master Plan Development at the Central Virginia Training Center

Several suggested that we pursue a GO Virginia grant for \$250,000 to be matched with \$250,000 from the Local Government Council or from private sources or a combination. Megan said that she has a consultant service identified to develop this Master Plan for \$500,000.

Victoria Hanson noted that the economic impact of the Training Center is at \$87 million and it could come back if CVTC were redeveloped. Megan noted that initial costs to clean the site was \$50 to \$100 million.

STEM Academy Scholarships

It was noted that participation at the STEM academy is often dependent on how much financial support comes from the local school board and suggested that we work to find supplemental funding to allow more students to attend the STEM Academy. Dean commented that STEM is still college bound and we should focus our energies on a vocational technical center. Megan suggested that Lynchburg City School's educators should look for a pathway to help students into vocational and career technical education programs.

Megan noted that Alliance and Workforce Board members went to Alabama to see a Career Technical Education center. Megan also mentioned that an Educators Academy like the one they saw in Alabama is being discussed here. Chris Faraldi noted the importance of counselors and parents encouraging students to look at all career options, including vocational/technical.

It was commented that we need machinists in this area.

Mean noted that there is a study underway to collect information from the business community about their workforce needs and interests.

Agriculture and Bedford Train Stop

Traci Blido suggested that our comprehensive economic development strategy should include a section of Agriculture and the proposed Amtrak stop in Bedford.

GO Virginia Macro-Region

It was suggested that we examine the Comprehensive Economic Development Strategies of all three regions within GO Virginia Region 2 to see if there are commonalities that we can take advantage of.

The Thing that excites, brings together, motivates

Sara Carter said that successful regions pick a thing and pursue it to build regional identity and enthusiasm. Identify the one thing that will have an “Ah Ha” factor and will build energy around. Megan suggested that the CEDS be used to elevate the region. Gary said he would check with John Provo to see if Virginia Tech has done research comparing the three regional CEDS.

Importance of Collaboration

Marjette Upshur commented that Roanoke has anchor institutions like Carillion who work together with the nonprofits and governments to make important initiatives and partnerships.

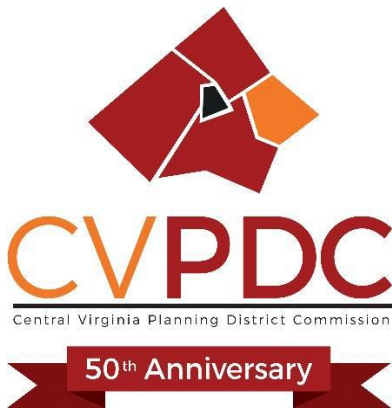
Central Virginia Training Center

Dean noted that the CVTC redevelopment plan could lead to the area becoming an important manufacturing center. Victoria noted that we’ve been successful at getting over \$800,000 from the Virginia General Assembly for site remediation. All agreed that the Commonwealth is not set up to redevelop this property in the highest and best use that will also benefit Amherst County and the region. Several argued that no one will step up if we don’t. One comment from Staunton said that locals have to take ownership of the revitalization of the Training Center properties.

It was noted that when the redevelopment plan is completed it would become part of Amherst County's comprehensive plan.

Next steps

The CVPDC Executive Committee will discuss this further at the next meeting. Megan offered to provide the scope of work that would be used for the redevelopment planning process.



**Central Virginia Planning District
Commission**

**828 Main St., Lynchburg,
March 29, 2019**

**Executive Committee Meeting
Draft Minutes**

Participants:

Kenneth Campbell, CVPDC Chair
Sara Carter, Amherst Town Manager
Waverly Coggsdale, Altavista Town Manager
Dean Rodgers, Amherst County Administrator
Bonnie Svrcek, Lynchburg City Manager
Russell Thurston, Brookneal Town Manager

CVPDC Staff:

Emmie Boley
Gary Christie
Susan Cook
Kelly Hitchcock
Rosalie Majerus
Scott Smith

Megan Lucas, Lynchburg Regional Business Alliance, joined by telephone

Welcome and Meeting notes from March 1 & 6

CVPDC Chair Kenneth Campbell welcomed the committee and noted that we have a good representation from the Towns in the region but are one county/city short of a quorum (3 are needed and 2 were present). The committee reviewed the notes of March 1 and 6 and did not recommend any changes.

Personnel Policies

Gary Christie provided an introduction to the personnel policies saying
The current policies were based on Campbell County's policies around 2006
The current policies have been modified several times to incorporate non-profits of the Region 2000 Partnership. Since those non-profits are no longer on our payroll, then we should remove those referenced sections from our policies.
Using our blanket services contract, staff retained the Berkeley Group and Margaret Schmitt and asked Margaret to re-write the document streamlining and updating the policies to current laws.

Margaret began an overview of the proposed changes following the attached chart. Highlights are
Added a section on employment at will
Expanded annual leave for longer term employees
Expanded sick leave carryover for VRS classified Hybrid employees
Removal of the Sick Leave Bank from the policies for new employees
Added code of conduct
Bereavement/Funeral leave removes the 2 per year limitation

Several questions came from the committee:
How many employees would be in the added annual leave tiers?
Why does the organization pay \$20 per day for unused sick leave upon separation?
Why is there a different "definition" of family members for use of sick leave than for other leave?
What are the trends in family member leave?
Why should VRS Hybrid plan members have less sick leave carryover than VRS Plan 1 or 2 employees?

The Committee recommended that the personnel policies be circulated among staff for comment.

Central Virginia Training Center Redevelopment Plan Development

Megan Lucas joined by telephone. The committee decided to have another meeting for this topic when more jurisdictions could be available to participate.

Preliminary 2019-2020 CVPDC Budget

Gary and Rosalie presented a preliminary 2019-2020 CVPDC budget noting:
The VDOT PL revenue numbers for next year haven't been received yet and this budget contains last year's numbers. Typically those numbers don't change radically from year to year.
There is a 2% performance based pay increase included in the budget
Staff estimates a carry over this year to reserves of \$39,349.
There is an additional planner position included in this budget at a \$50,000 salary and \$20,000 travel/equipment cost
The 2019-2020 preliminary budget is \$61,667 in the red due to this additional position.

There were no comments or questions about the preliminary budget as the Committee will take the information for review. The budget will be considered at the April 18 meeting.

Use of 2019-2020 Rural Transportation Funds for a Bedford Town Intersection Study
Gary and Scott led a discussion to utilize 2018-2029 and 2019-2020 Rural Transportation funds for a Bedford Town Intersection Study at the intersection of Route 211 and Independence Blvd. They noted that, if approved, this project will be the only major intersection study in 2019-2020 because most of the staff time will be focused on the update to the MPO Long Range Transportation Plan.

The Committee suggested that representatives from the Town of Bedford be on hand for the April 18 Commission meeting to express their support for the project.

Use of Commission funding for food and snack expenses at meetings

CVPDC Treasurer Dean Rodgers noted that about \$900 was spent last year for food and snacks at meetings last year and encouraged the staff to more thoroughly bill for those expenditures. Gary noted that most of the expenditures were for Planners, Human Resource and Procurement Agents meetings.

Staff agreed to more carefully invoice Managers/Administrators when appropriate for these expenses.

Discussion on use of dues to pay for staff time for projects and services

Gary noted that several jurisdictions had asked for staff time for projects and services expecting that time to be covered by dues.

Gary circulated a document from a reorganization in 2000 where the Commission was expected to operate as an enterprise operation and that projects and services must be self-funding and not subsidized by dues.