

**Region 2000 Local Government Council/Central Virginia Planning  
District Commission**



**Executive Committee Agenda**

**Friday, January 4, 2019**

**10:30 a.m.**

**LGC/CVPDC offices, 12<sup>th</sup> Floor, 828 Main Street, Lynchburg**

- 1) New project direction for PDC participation in VDRPT Transit Demand Management (TDM), our RIDE Solutions program, and creation of an additional VDPRT vanpool pilot project....Kelly Hitchcock (page 3 below)
- 2) Discussions with, at his request, Chris Winstead, VDOT Lynchburg District Engineer
- 3) Workforce Development Youth Services Program...Gary Christie & Ben Bowman (page 5 below)
- 4) Review of potential regional initiatives and GO Virginia projects...Gary Christie Attachment (page 6 below)
- 5) Reporting form for status of CVPDC projects...Gary Christie (page 8 below)
- 6) Update on Health Insurance procurement process...Gary Christie
  - a. Sam Irby of Insurance Services South, Inc. is our buyer/advisor
  - b. Seek Insurance bids from private carriers for services effective 4-1-19. Inflate those bids by 3% for an effective date of 7-1-19 for comparison to Local Choice.
  - c. Review bids and Local Choice pricing with Executive Committee on Friday, March 1.
  - d. March 21, 2019 – Meeting with full CVPDC
- 7) Responding to a potential request for grant writing services
- 8) Suggested CVPDC Executive Committee bylaws or protocols...Gary Christie
  - a. It is required to have representatives from three counties and one town to have a quorum. The Chair may count as a representative.
  - b. The Chair may ask the CVPDC Vice Chair to attend in the Chair's absence. If the Vice Chair cannot attend, the Chair may delegate to another elected official on a meeting-by-meeting basis.
  - c. In the absence of the Chair or Vice Chair, the committee may elect a chair pro tem from its membership on a meeting-by-meeting basis.
  - d. Meeting agendas and minutes will be circulated to all members of the CVPDC.

9) Other Business

10) Next Executive Committee meeting Date/Time: Friday, March 1, 10:30 a.m.?

## **Agenda Item #1: Proposed CVPDC RIDE Solutions (TDM) FY2020 Department of Rail and Public Transportation (VDRPT) Application(s) & Program Direction - Background**

RIDE Solutions serves as the regional Transportation Demand Management (TDM) program to promote commuting options – ridesharing, transit, biking, walking, and telework - to residents and businesses in the greater Lynchburg, Roanoke, New River Valley, and Danville/Martinsville areas. The program has been managed through Roanoke Valley Alleghany Regional Commission (RVARC) with each PDC (NRVRC, LGC & WPPDC) entering MOUs to partner with a RVARC DRPT TDM application and all ride-matching services and program direction coordinated through RVARC.

### TDM – A Recognized Local Transportation Need

Expanding TDM services to increase job access and economic development, especially in the region's rural area, is an expressed goal in the Lynchburg Regional Connectivity Study (LRCS), which also serves as the CEDS transportation foundation document. Specifically, the LRCS includes four TDM actions to “build support for alternative transportation by encouraging collaboration, communication and problem-solving between employers, regional commuters, and transit operators” that:

- Expand business community outreach to support programs;
- Hold commuter reward programs;
- Promote employer vanpool program development; and
- Expand transit, vanpool, biking, carpool participation incentives.

### DRPT – New Program Format Focused on Improved Technology & Vanpool Focus

#### *Improved Ridematching/Mobility Technology*

In 2018 DRPT entered a contract with NURIDE, a nationwide leader in providing online ridesharing/mobility and incentive program software, to build and manage the Commonwealth's TDM program. NuRide ridematching and mobility software is anticipated to be fully functioning by spring 2019. With NuRide, Inc. software capabilities, all TDM programs:

- will be able to establish more tailored program services for local commuters and employers;
- will have all program matching and incentive programs managed through a single data source (NuRide);
- are able to establish individual program goals; and
- will enter individual applications and contracts with DRPT.

#### *Vanpool Expansion Focus*

DRPT has partnered with TDM agencies successfully to support vanpool programs through their VanStart and VanSave programs. However, the programs have been less successful in the southwestern, western areas. As such, to expand vanpools in Virginia, DRPT have established new VanStart and VanSave program application and program guidelines to increase program incentives and vanpool funding pilot eligibility. TDM partner agencies may now apply for vanpool funding and have up to two years to implement and utilize the 80%/20% grant program.

DRTP Vanpool!VA program funding provides set subsidies, up to \$200/seat, insurance assistance, employer/program incentives, and administrative program funding to support vanpool development.

### DRPT TDM & Mobility Applications

DRPT applications to TDM Operating Assistance and Mobility Programs (vanpools, bike sharing, special programs), both 80%/20% grant funding programs have applications due to DRPT February 1. Both programs are now performance-based and include individual applications from each partner agency.

## **Proposed CVPDC RIDE Solutions FY2020 Program Focus & VDPRT Application**

**Purpose:** Increase employer commuter outreach and services, expand commuter program participation, develop vanpools to expand job access and employer recruitment capabilities.

**Proposal:** Submit applications to DRPT to increase employer and commuter mobility program access. Increase program services to include subsidy of privately-operated vanpools, through seat subsidies and insurance assistance, and increased employer program participation incentives.

### **FY2020 RIDE Solutions DRTP Application Submittal**

#### **1. Transportation Demand Management (TDM) Operating Assistance**

12-month grant period: July 1 – June 30

Program provides funding to support commuter assistance program. Includes advertising, marketing, outreach, Guaranteed/Emergency Ride Home program, Ridematching system services (NuRide), training, transportation, salaries, overhead.

Proposed FY 2020 Application:

\$66,000 program: \$52,800 DRPT, \$13,200 LGC

#### **2. Mobility Programs**

Up to 24 month grant period: July 1 – June 30

Funding for special mobility programs to advance and encourage employers to develop, offer commuter benefits programs to high occupancy modes - vanpools, carpools. Funds will be used to support staff salaries, promotions and incentives, and financial assistance to employers and entrepreneurs (monthly seat stipends, insurance assistance).

Proposed FY2020 Application for a two year project:

\$90,000 Program: \$72,000 DRPT, \$18,000 LGC (over two years)

**Value:** Program development:

- Speaks directly to identified need from the LRCS, VATrans, CEDS, and Workforce Development Board;
- Coordinates the WDB, CVPDC, CVMPO to employers, public, state partners;
- Potentially provides FTA Section 5303 funding & National Transit Database (NTD) reporting value to GLTC;
- Supports CTB program priorities (reduced miles, mobility programs).

**Action:** Recommend CVPDC approve submittal of two DRTP alternative transportation program applications to expand commuter and job access programs. Applications will be to the DRPT TDM Operating Assistance Program, \$52,800 request and the Mobility Program, a \$90,000 request. Total CVPDC match for both programs = \$31,200 with some match paid in FY 2021.

Staff will prepare and submit applications for submittal to DPRT's Online Grant Administration (OLGA) website.

### **Agenda Item #3: Workforce Development Youth Services Program**

Federal regulations require the Workforce Program to change how supervision of Youth Services are provided to avoid conflicts of interest.

Currently, Youth Services are directly provided under supervision of Workforce Development Board staff. There are four employees under the direction of Alvin Jones with a fifth employee coming in March. These employees are located at the Jubilee Center in Lynchburg, in Bedford and in Campbell Counties.

The Workforce Board has the option of contracting with an outside agency (such as is done with the Adult Services program) for the management of the program or contracting with the fiscal agent, that's us, the LGC/CVPDC.

To allow a smooth transition, staff recommends that the LGC/CVPDC be authorized to contract with the Workforce Development Board to operate the Youth Services Program until such time as the Workforce Development Board decides to seek an outside contractor or continue on with the LGC/CVPDC for an annual contract.

Based on current staffing, the oversight management of the Youth Services Program would be the responsibility of the LGC/CVPDC Executive Director. We will seek to negotiate a \$661 per month management fee (based on \$47 per hour plus \$50 monthly travel) for the balance of FY 19.

**Recommended Action:** Recommend that the Executive Director be authorized to negotiate a contract with the Workforce Development Board to provide Management and support services for the Workforce Development Board Youth Services program.

## **Agenda Item 4, Discussion on Regional Initiatives and GO Virginia Projects: Potential Regional Projects v. 12-3-18**

### **Human Services**

- Community Services Act: private day placements
- Regional Social Services

### **Public Safety**

- EMS
- Shared Fire Marshall Services
- Animal Control and/or Animal Shelters
- Shared Academy for both Fire and EMS
- Coordinated/consolidated dispatch;
  - shared dispatcher training;
  - shared back-up dispatch center

### **Workforce Development**

- Shared Vocational Education facility(ies)
- Expanding Beacon of Hope into the counties
- Workforce Development Center
- Enhanced early childhood education

### **Public Works**

- Refuse Collection and hauling services
- Expanding access to Natural Gas
- Regional Water and Sewer Utilities

### **Planning and Development**

- Circuit rider planning services
- Connecting trails throughout the region and to other regions

### **Local Government Operations**

- Shared IT-Computer maintenance
- Real Estate Assessment
- Tourism
- Shared education support services like transportation, administration, food services
- Shared Library Services & management
- Erosion and Sediment Control Inspections/approval and Stormwater Management Planning
  - Shared back office operation Accounting
  - Risk Management
  - Human Resources
  - Procurement

## **Economic Development**

- Airport business/industrial/technology park
- Regionally owned/managed Industrial Parks
- Central Virginia Training Center
- Broadband
- Revolving Loan Funds
- Entrepreneurial and Small Business support
- Brownfield improvements
- Advance the use of rivers for tourism

## **Transportation**

### **What questions should we be asking?**

1. Do we have an adequate supply of housing that's affordable to attract and retain workers?
2. Do we have a workforce development plan that is/will be effective?
3. How important is land use development in making our region attractive
4. Is there adequate access to capital for the region's entrepreneurs?
5. Should we focus more effort to develop or capitalize on the "advanced manufacturing" sector of our economy?
6. Does the PDC have a role in broadband expansion?

## Agenda Item 5    Performance Report for LGC/CVPDC Version I

	<i>12-26-18</i>	<b>Description</b>	<b>Status</b>
	<b>Regional Planning</b>		
1	EDA-CEDS	Champion the CEDS to move it forward	a. LGC and Alliance providing staff support to CEDS Coordinating Committee. c. October speaker related to Rivers Initiative. d. EDA approved our CEDS document, first report to be sent May 2019. Next CEDS Update due 2022. e. Work will begin after 7-2019 on an application for Economic Development District Designation.
2	Hazard Mitigation Plan Update	Prepare an update that will have Draft submittal to FEMA early 2020, with jurisdictions approval consideration in spring/summary 2020.	a. Grant approved by Virginia Department of Emergency Management; Center for Geospatial Technology (CGIT) of Virginia Tech under contract to guide the update. b. Two meetings held to date; next meeting scheduled for January 22 <sup>nd</sup> . c. Expect Draft Plan submittal to FEMA in early 2020 and submittal and approval by localities spring/summer 2020.
3	Development of a Region 2000 Strategic Plan	Submit a plan to Virginia Department of Housing and Community Development April, 2019	Draft to Council March 2019
	<b>Regional Projects</b>		
4	Workforce Development Center	Following up on CEDS Initiative # 7, identify opportunities for a regional Workforce Development Center	Report to Council by 4-2019
5	Initiate new regional projects or initiatives	Provide a list of potential projects (including GO Virginia projects)	Report to Executive Committee by 4-2019
6	Chesapeake Bay Phase III WIP – PDC Input Deck Submittal	Provided administrative oversight and project coordination for PDC	Final project report completed. Includes stakeholder meetings and Input Deck & Programmatic Template submittal to DEQ December, 2018.



		11. BMP Input Deck submittal to DEQ	
	<b>Services to Boards/Authorities</b>		
7	Region 2000 Services Authority	Provide staff support services	Meeting January 30, 2019
8	Radio Communications Board	Provide staff support services	
9	Workforce Board	Provide staff support services	
10	Workforce Council	Provide staff support services	
11	Metropolitan Planning Organization	Provide staff support	
12	Greater Lynchburg Transit Company	Provide planning staff support services	
	<b>CVPDC Operations</b>		
13	Communications	Communicate the value of the LGC to members, stakeholders and community	a. Name Change and 50 <sup>th</sup> anniversary plan to be presented 1-17-19 b. Newsletter circulated December, 2018 c.
14	RFP for Health Insurance	Examine alternatives to lower overall costs. Examine alternatives to employer/employee contributions.	a. Consultant selected b. Bidding in January/February c. Report for March 2019 meeting to compare to Local Choice option
15	Update of Personnel Policies	Remove Partnership and Region 2000 references. Review leave options.	a. Working with Margaret Schmitt to rewrite/reformat document b. Report for April 2019 meeting
	<b>Transportation</b>		
16	Long Range Transportation Plan 2045 Update	Under contract with consultant by 7-2019	In consultation with VDOT in preparation for contract release
17	VDRPT Vanpool Study	To be completed by June 2019	a. Consultant (AECOM) procured and project to kickoff in January, 2019. (delay a function of larger DRPT vanpool study coordination with

			NRV, Roanoke, Martinsville, TJPDC, DRPT, CVPDC.
18	Forest Brook Road Corridor Study	To be completed by June 2019	Consultant Procurement Underway
19	Town of Bedford Bike/Pedestrian Plan	To be completed by June 2019	Being done by staff.
	<b>Services to Localities</b>		
20	Appomattox Tornado Recovery CDBG		Anticipated completion June 2019
21	Appomattox Town CDBG Meadowlark neighborhood		Anticipated full project completion, December 2019
22	Pamplin Water Storage Upgrades	Provide Davis-Bacon and file management assistance for painting and restoring water tank and improvements to wells and chemical feed systems.	Under contract. Work in progress. Weather causing delays. Participating in monthly meetings
23	Old Town Madison Heights CDBG	Provide administrative oversight to two projects (Comprehensive/2 phases & Construction Ready)	Guide housing, infrastructure upgrades in OTMH; administration over the next three years.
24	Amherst Town Sedimentation Basin Improvements	Provide Davis-Bacon and file management assistance if requested.	Project delayed until 2019.
25	Training for member jurisdiction staff and stakeholders	Trainings throughout the year	a. (this took place in Feb 2018; thus last year) b. Utility infrastructure grants and loan seminar – August 22, 2018 c. New Planning Commissioners – January 31, 2019
26	Coordinate meetings with targeted staff groups	Meet with Managers, Administrators; Deputies; HR; Procurement; Planners	a. Procurement folks meet 1-24-19, quarterly b. Planners bi-monthly meetings; first January 18, 2019 c. HR Directors meet _____ d. Managers/Administrators meet monthly, 2 <sup>nd</sup> Thursday e. Deputies meet Feb, March, May, June, August, September, November, 4 <sup>th</sup> Thursday
27	Broadcast grant opportunities	completion by 5-2019	Continuous activity

28	Explore regional volume purchasing	Completion by 6-2019	Meeting with Purchasing Agents on 1-24-19