

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



Executive Committee Agenda

Friday, March 1, 2019

10:30 a.m.

LGC/CVPDC offices, 12th Floor, 828 Main Street, Lynchburg

1. Welcome
2. Approval of January 4 Meeting Notes
(Attached)
3. Recommendation to participate in Chesapeake Bay Implementation Program
(Attached)
4. Health Insurance for Employees
(Attachment)
5. Fund Balance Policy
(Attached)
6. Proposal for an additional Planning Staff Member
(Attached)
7. Regional Complete Census Count Committee
(Attached)
8. CVPDC Executive Committee Bylaws or Protocols
(Attached)
9. Consideration of an Ad Hoc Subcommittee to review Personnel Policies
(Attached)
10. Work Plan Update – Dashboard
(Attached)

Upcoming Meetings –

March 6, Noon, Executive Committee with Local and Regional Economic Development Staff

March 21 – CVPDC Meeting, 5 p.m., CVPDC Offices, 12th Floor

**Region 2000 Local Government Council/Central Virginia Planning
District Commission
Executive Committee meeting
January 4, 2019**

Present:

Kenneth Campbell, Chair
Sara Carter
Waverly Coggsdale
Dean Rodgers
Frank Rogers
Gary Shanaberger
Bonnie Svrcek

Others

Gary Christie
Kelly Hitchcock
Chris Winstead, VDOT

1. Proposal to apply for funding for a two-year pilot project to market and initiate van pool services in the region.

Gary and Kelly outlined a proposal to apply for \$72,000 from the Virginia Department of Rail and Public Transportation, to be matched by \$18,000 from the Local Government Council, to market and establish van pools in the region.

Currently there is a regional study underway to be completed by June 2019 which is intended to gauge the interest and viability of a vanpool program. The data in the vanpool study will help the Council gauge the value in creating such a program.

VDRPT is offering now a grant opportunity to market the vanpool concept and that grant opportunity will not open again until January 2020.

The Committee clarified that we only match the amount of money that is actually drawn down. If we get the vanpool study and find that it is not an effective option for the region, we are not obligated to move forward with the grant and are not obligated to draw down the grant money.

Kelly Hitchcock will be managing the project as part of her work with RIDE Solutions and Alternate transportation. Chris noted that the creation of van pools in the area was recommended by the Regional Connectivity Study. Kelly commented that increasing modes of transportation was also part of our Comprehensive Economic Development Strategy.

Bonnie encouraged Kelly to have the vanpool study consultants measure the willingness of local employers to financially participate in an ongoing vanpool program. Kelly indicated that she will send updates and summaries of the vanpool meetings as the study progresses.

Frank suggested that the Committee endorse a recommendation to move forward with an application with the understanding that we did not have to pursue the grant if the vanpool study advised against establishing a vanpool program in this region. Frank commented that this seems to be in line with the PDC's existing efforts in both workforce development and in alternative transportation.

The Committee agreed by consensus.

2. Update from Chris Winstead on VDOT activities

Chris Winstead, Lynchburg VDOT District Engineer, provided an overview of VDOT's work and operations. He indicated that Smart Scale results should be received by the end of January. The Committee noted that they appreciated his and VDOT staff's advocacy on capital project applications.

The Committee noted that sometimes the development community will complain because of the natural push-pull of the regulatory process.

Chris offered his cell number, 434-485-4598, and encouraged local officials to let him know whenever they have an issue to address.

3. Projects/Priorities

Gary noted the agenda material contained a summary of past ideas and a list of questions that the Council may want to consider as next topics of discussion.

The Committee discussed the importance of identifying the right project for GO Virginia funds. Gary will circulate a link to a list of projects previously approved by the Region 2 GO Virginia Board.

Several new ideas were added to the list such as "sports tourism" and education related regional trades-schools and outdoor tourism facilities, especially in the rivers of the region.

It was suggested that the Managers/Administrators meet with Megan Lucas and local economic developers to continue discussing priorities and next steps.

Request to participate in Chesapeake Bay Implementation Program

This PDC, along with 14 other PDCs, has been invited by the Virginia Department of Environmental Quality to provide interim technical and administrative assistance related to the Chesapeake Bay Phase III Watershed Implementation Plan (WIP) development.

Tasks involved include:

- a) Host three regional meetings, or hold discussions in existing meeting, related to the Implementation Program.
- b) Develop cost estimates and potential budgets for WIP III area BMP project implementation.
- c) Work with localities to compile and submit GIS shapefiles to support the High-Resolution Land Cover Update project.
- d) Develop a scope of work for a Local Area Watershed Implementation Plan.
- e) Develop a web page that informs/describes WIP.
- f) Develop a matrix of potential area grant projects with funding sources.
- g) Host a training webinar on the use of the BMP Warehouse
- h) Survey localities on data gaps
- i) Survey localities to identify WIP III BMP training needs.

DEQ will pay \$21,500 for this package of services. The work is to be completed between March & September 30, 2019, and similar to the WIP III activities, does include coordination and participation with member localities/staff. An interim Project Report will be due June 30.

This initiative is seen as a pilot for potential long-term funding support for PDCs. If successful, we speculate that this could become an annual contract in the \$50,000 range.

Requested Action: Recommend that the Commission authorize the PDC to contract with DEQ to deliver services under the Chesapeake Bay Watershed Implementation Program as described above.

Health Insurance for Employees for 2019-2020

Summary:

Local Choice was the lowest cost health insurance plan of bids received. Local Choice did not increase their premiums for 2019-2020. 0% increase.

Staff recommends that for 2019-2020 we allow employees two options:

1. Key Advantage 500 with rates unchanged from current year
2. High Deductible Health Plan with CVPDC placing the premium difference into the employee's health savings account

Background:

The CVPDC has 37 employees who utilize health insurance through the CVPDC.

- Key Advantage 500 Comprehensive Dental – 22
- Key Advantage 1000 Comprehensive Dental – 12
- Key Advantage 500 Preventive Dental – 1
- Key Advantage 1000 Preventive Dental – 2

Mr. Sam Irby of Innovative Insurance Group was retained to procure health insurance bids. Bids came in from the following providers:

- Local Choice - \$37,296
- Optima Health Vantage HMO - \$46,413
- Anthem Healthkeepers HMO - \$47,718
- Anthem Keycare PPO - \$51,894
- Optima Health Plus - \$57,198

There was no increase, 0%, for 2019-2020 Local Choice in comparison to current rates. It is recommended that we stay with Local Choice since they provided the lowest overall bid.

Staff recommends a change in the plans offered:

Local Choice allows us to offer two of their five plans and over the years we have used Key Advantage 500 and Key Advantage 1000 (each has two dental versions). In order to give our employees a more affordable family coverage option, we recommend that we drop the Key Advantage 1000 and replace it with a High Deductible Health Plan.

What employees should pay:

Key Advantage 500: We suggest that we make no change in the rates employees pay for the Key Advantage 500 plan. There was no increase from Local Choice, therefore we recommend no change in the company or the employee's contribution.

High Deductible Health Plan (HDHP): This option will have lower premium costs for employees who wish to lower their premium contributions. It does come with the requirement that the employee establish a Health Savings Account and places a greater responsibility for the employee to put money aside for larger health insurance costs and to shop for the most affordable health services.

For employees who elect the High Deductible Health Plan, Staff recommends that we pay the difference between the CVPDC's share of the Key Advantage 500 plan and the HDHP into that employee's Health Services Account at the beginning of the fiscal year 2019-2020.

Advantages:

- HDHP lowers monthly cost to employee
- Utilization rates are typically lower with a high deductible plan as people are more cost conscious
- Impact of future percentage increases are less since the percentage increases are calculated on lower cost health insurance options

Disadvantages:

- Employees would be responsible for Health Savings Account fees.
- If an employee left our employment, the money placed in the Health Savings Account goes with them.

Option 1: Key Advantage 500 Rates, proposed to be unchanged for 2019-2020

Key Advantage 500 Comprehensive Dental	Total Cost	CVPDC	Employee	Monthly Contribution to Health Savings Accounts
Employee Only	\$ 656.00	\$ 608.11	\$ 47.89	N/A
Employee +1	\$ 1,214.00	\$ 976.91	\$ 237.09	N/A
Family	\$ 1,771.00	\$ 1,090.58	\$ 680.42	N/A

Key Advantage 500 Preventive Dental	Total Cost	CVPDC	Employee	Monthly Contribution to Health Savings Accounts
Employee Only	\$ 640.00	\$ 608.11	\$ 31.89	N/A
Employee +1	\$ 1,184.00	\$ 976.91	\$ 207.09	N/A
Family	\$ 1,728.00	\$ 1,090.58	\$ 637.42	N/A

Option 2 High Deductible Health Program

High Deductible Health Plan (HDHP) Comprehensive Dental	Total Premium	CVPDC Share	Employee Share	Annual Contribution to Health Savings Accounts
Employee Only	\$ 515.00	\$485.00	\$ 30.00	\$ 1,477.00
Employee +1	\$ 953.00	\$823.00	\$ 130.00	\$ 1,847.00
Family	\$ 1,391.00	\$916.00	\$ 475.00	\$ 2,095.00

High Deductible Health Plan Preventive Dental	Total Premium	CVPDC Share	Employee Share	Annual Contribution to Health Savings Accounts
Employee Only	\$ 499.00	\$ 475.11	\$ 24.00	\$ 1,596.00
Employee +1	\$ 923.00	\$ 819.91	\$ 104.00	\$ 1,884.00
Family	\$ 1,347.00	\$ 902.58	\$ 445.00	\$ 2,256.00

Recommended Action:

- 1) Authorize staff to contract with Local Choice for 2019-2020 with the Key Advantage 500 and the High Deductible Health Plans with Health Savings Accounts.
- 2) Implement a policy that requires a working spouse to utilize their employee's health insurance if it is available.

Fund Balance Policy

Financial Reserve Policy

At the November 2018 Council meeting it was suggested that staff review the policy which guides the minimum amount we maintain in our fund balance since the current policy was established over ten (10) years ago.

Background

The current policy was adopted in 2008 and reads:

“The Fund Balance target...should be...three years’ worth of operational expenses not covered by recurring revenues.”

Recurring revenues traditionally are annual revenue streams without an end date from:

- Dues from State and Local Governments
- Federal Department of Highways (MPO, VDRPT, Rural Planning)
- Services Authority
- Ride Solutions
- Radio Board
- Workforce Investment and Opportunity Act

The fund balance itself is not reserved for any specific program. These are undesignated funds that the PDC can use as it sees best. These monies come from the difference between the PDC’s overall revenues and expenditures annually.

Recommended Policy:

The Planning District Commission should maintain a financial reserve of eight (8) months of Planning District Commission expenditures. For FY 18-19, the budgeted PDC expenditures are \$859,735, shown on our budget as “Salary/Fringe Benefits and Office Expenses”.

Eight months of the FY 18-19 budgeted expenditures would be \$573,157.

Moving to a threshold based on PDC expenditures is a simpler methodology than the current “operational expenses not covered by recurring revenues”.

If we lose one or more of the recurring revenue sources, eight months is adequate for us to either find a replacement revenue source or reduce expenditures appropriately.

Proposal for an Additional Planner

Summary

It's time to add an additional planner on staff. We now have the workload that justifies hiring a Planner I or II.

We have part of the revenue stream to pay for the position. Staff proposes to use our fund balance to pay the balance until new revenue streams cover the position. Staff proposes to evaluate each year, but give it three years to build the revenue streams.

Background

Staff recommends moving forward with recruitment of an additional Planner position for the Planning and Development Division of the CVPDC. Kelly Hitchcock and Matt Perkins currently staff that division. Current and anticipated requests for services are expected to be more than these two staff members can handle.

We did not fill a position when former Deputy Director Bob White retired. (Bob spent part of his time in both the Planning Division and the Transportation Division). With today's workload and the expected workload, we need additional hands.

Areas of work for the new Planner position include

- Environmental Planning
- Alternative Transportation Planning
- Ride Solutions marketing
- Hazard Mitigation and Emergency Response Planning
- Housing and Community Development

For the first few years, we will use our fund reserves to pay the portions of the position not covered by contracts. Over time the position can and will develop new revenue streams of projects and services, such as the DEQ WIP III contract. It is recommended that we be prepared to use our reserves for up to three years to pay for the position. Each year we would evaluate revenues and services to localities generated by the new position. During the third year we would evaluate whether to keep the position or not.

A Planner I position with a salary of \$50,000 - \$53,000 has a total cost of \$72,000-\$75,000 for the first year. An additional \$4,500 per year will be needed for travel, professional development and equipment. We could possibly draw as much as \$60,000 from our reserves for the first year.

We have adequate reserves for this investment and for a three year commitment.

If approved in March, it is not expected that the position would start before June, and more likely July. Therefore staff recommends that the position be built into the FY 19-20 budget. If we start in June then we would overspend the salary line item for the current

year. A June starting date for this new position would not cause the 2018-2019 overall budget to be overspent.

Recommended Action

Staff asks the Executive Committee to recommend authorization to move forward with the recruitment and hiring of a new Planner position.

Additional staffing under consideration

We are also examining the staffing levels in the Transportation Planning Division. Over the past ten years our overhead rate has dropped from 54% to 24%. That's good for our customers, but challenging for staff to bill out the additional hours needed to earn the same amount of money from our VDOT and VDRPT contracts.

We're not ready with any proposals, but I add this as a placeholder to let you know that we're looking into this area, too.

Proposal for the CVPDC to lead Regional Complete Census Count Marketing Program

It's likely that Census Bureau staffers have visited your jurisdiction encouraging you to establish a complete count committee who would encourage full participation in the 2020 Census.

One thought is to let the CVPDC staff coordinate a regional committee and marketing program.

The February 7, 2019 Brookings Institute blog, https://www.brookings.edu/blog/the-avenue/2019/02/07/stakes-are-high-for-cities-and-regions-ahead-of-an-unsettled-2020-census/?utm_campaign=Brookings%20Brief&utm_source=hs_email&utm_medium=email&utm_content=69741140, notes that according to the Congressional Research Service, census data are used in formulas that allocate more than \$675 billion in federal funds annually to states and localities.

There would be no revenue to offset our staff costs. But it may be a worthwhile service to provide for our localities.

Suggested CVPDC Executive Committee Bylaws or Protocols

- a. Executive Committee meeting quorums consist of representatives from three counties and one town. 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 and the media.
- e. Members may send a proxy representative

Consideration of a committee to review proposed changes to the CVPDC Personnel Policies

Our personnel policies were last updated in 2008 when we brought several non-profits into the Region 2000 Partnership. It's appropriate now to unwind those sections from our personnel policies and see if other changes are appropriate.

Margaret Schmitt, former HR Director at the City of Lynchburg and now an HR Executive Manager at the Berkley Group, is re-formatting our document and making suggestions to update our policies. We plan to present the changes to the CVPDC at the April 18 meeting.

Recommended Action

An initial presentation of the revised personnel policies will be presented in April. We can take action at a subsequent meeting or ask a subcommittee to meet with the Consultant and staff for an in-depth review.

FY19 WORK PLAN PROGRESS REPORT – QTR 2

Central Virginia Planning District Commission

Item No. 10

REGIONAL PLANNING	EDA-CEDS	Hazard Mitigation Plan Update	Development of a Region 2000 Strategic Plan
DESCRIPTION	EDA-CEDS	Prepare an update that will have Draft submittal to FEMA early 2020, with jurisdictions approval consideration in spring/summary 2020	Submit a plan to Virginia Department of Housing and Community Development August, 2019
STATUS	<ul style="list-style-type: none"> a. LGC and Alliance providing staff support to CEDS Coordinating Committee b. October speaker related to Rivers Initiative c. EDA approved our CEDS document, first report to be sent May 2019. Next CEDS Update due 2022 d. Work will begin after 7-2019 on an application for Economic Development District Designation 	<ul style="list-style-type: none"> a. Grant approved by Virginia Department of Emergency Management; Center for Geospatial Technology (CGIT) of Virginia Tech under contract b. Three meetings with stakeholders held to date 	Draft to Council April 2019

FY19 WORK PLAN PROGRESS REPORT – QTR 2

(continued)

Item No. 10

REGIONAL PROJECTS	Workforce Development Center	Initiate new Regional projects or initiatives	Chesapeake Bay Phase III WIP – PDC Input Deck Submittal
DESCRIPTION	Follow up on CEDS Initiative # 7 – identify opportunities for a regional Workforce Development Center	Provide a list of potential projects (including GO Virginia projects)	<ul style="list-style-type: none"> a. Provided administrative oversight and project coordination for PDC b. BMP Input Deck submittal to DEQ
STATUS	Report to Council by 4-2019	<ul style="list-style-type: none"> a. Executive Committee meeting with Alliance and local Economic Developers on 2-6-19 b. Report to Executive Committee by 4-2019 	<ul style="list-style-type: none"> a. Final project report completed. Includes stakeholder meetings and Input Deck & Programmatic Template submittal to DEQ December, 2018. b. Examine opportunities for next Phase



FY19 WORK PLAN PROGRESS REPORT – QTR 2

(continued)

Item No. 10

SERVICES to BOARDS/ AUTHORITIES	Region 2000 Services Authority	Radio Communicatio ns Board	Workforce Board	Workforce Council	Metropolitan Planning Organization	Greater Lynchburg Transit Company
DESCRIPTION	Provide Staff support services	Provide Staff support services	Provide Staff support services	Provide Staff support services	Provide Staff support services	Provide Planning Staff support services
STATUS	Meeting January 30, 2019	Meeting monthly on first Friday	Meeting quarterly		Meeting quarterly	



FY19 WORK PLAN PROGRESS REPORT – QTR 2

(continued)

Item No. 10

CVPDC OPERATIONS	Communications	RFP for Health Insurance	Update of Personnel Policies
DESCRIPTION	Communicate the value of the LGC to members, stakeholders and community	Examine alternatives to lower overall costs. Examine alternatives to employer/employee contributions	Remove Partnership and Region 2000 references. Review leave options
STATUS	<ul style="list-style-type: none"> a. Name Change and 50th Anniversary plan presented 1-17-19 b. Newsletter circulated December 2018 c. Next Newsletter: February 2019 	<ul style="list-style-type: none"> a. Consultant selected b. RFP now out for bids c. Report for March 2019 meeting to compare to Local Choice option 	<ul style="list-style-type: none"> a. Working with Margaret Schmitt to rewrite/reformat document b. Report for April 2019 meeting

FY19 WORK PLAN PROGRESS REPORT – QTR 2

(continued)

Item No. 10

TRANSPOR- TATION	Long-Range Transportation Plan 2045 Update	VDRPT Vanpool Study	Forest Brook Road Corridor Study	Town of Bedford Bike/Pedestrian Plan
DESCRIPTION	Under contract with consultant by 7-2019	To be completed by June 2019	To be completed by June 2019	To be completed by June 2019
STATUS	In consultation with VDOT for procurement release	a. Consultant (AECOM) procured and project to kickoff in January, 2019 b. Application submitted for implementation phase	Consultant Procurement Underway	Work underway being done by staff

FY19 WORK PLAN PROGRESS REPORT – QTR 2

(continued)

Item No. 10

SERVICES TO LOCALITIES	Appomattox County Tornado Recovery CDBG	Appomattox Town Meadowlark Neighborhood CDBG	Pamplin Water Storage Upgrades	Old Town Madison Heights CDBG
DESCRIPTION	Project/Grant Administration for Urgent Need Grant (Housing) for County residents affected by February 2016 tornado event	Project/Grant Administration for Multi-Year Community Development Block Grant (Housing and Infrastructure)	Administrative Support Services (Davis-Bacon, AIS, and MBE/WBE Compliance) for painting and restoration of water tank and improvements to wells and chemical feed systems	Project/Grant Administration/Oversight for Multi-Year Community Development Block Grant (Comprehensive and Construction Ready)
STATUS	Anticipated completion June 2019	<ul style="list-style-type: none"> a. MY 1 – completed and administratively closed-out January 2019 b. MY2 – Contract is currently being development by DCHD; project anticipated completion: December 2019 	<ul style="list-style-type: none"> a. Under contract/Work in progress. Weather has causing contractor delays b. Participating in monthly meetings 	Guide housing, infrastructure upgrades in OTMH; administration over the next three years

FY19 WORK PLAN PROGRESS REPORT – QTR 2

(continued)

Item No. 10

SERVICES TO LOCALITIES <i>(continued)</i>	Amherst Town Sedimentation Basin Improvements	Training for Member Jurisdiction Staff and Stakeholders	Coordinate Meetings with Targeted Staff Groups	Broadcast Grant Opportunities	Explore Regional Volume Purchasing
DESCRIPTION	Provide Davis-Bacon and file management assistance if requested	Trainings throughout the year	Meet with Managers, Administrators; Deputies; HR; Procurement; Planners		Completion by 6-2019
STATUS	Project delayed until 2019	a. Utility infrastructure grants and loan seminar – August 22, 2018 b. New Planning Commissioners – January 31, 2019	a. Procurement personnel next meet 2-27-19, quarterly b. Planners bi-monthly meetings; first January 18, 2019 c. HR Directors meet d. Managers/Administrators meet monthly, 2 nd Thursday e. Deputies meet Feb, March, May, June, August, September, November, 4 th Thursday	Continuous activity	Meeting with Purchasing Agents on 2-27-19

