



## **Central Virginia Planning District Commission**

828 Main Street, 12<sup>th</sup> Floor, Lynchburg, VA

March 01, 2019

### **Executive Committee Meeting**

### **Final Minutes**

#### **Attendees:**

Kenneth Campbell, Amherst County  
Sara Carter, Amherst Town  
Waverly Coggsdale, Altavista  
Dean Rodgers, Amherst County  
Frank Rogers, Campbell County  
Bonnie Svrcek, Lynchburg

#### **Staff and Others:**

Gary Christie, CVPDC  
Kelly Hitchcock, CVPDC  
Rachel Griffin, Innovative Insurance Group

#### **Welcome**

CVPDC Chair Kenneth Campbell welcomed the committee and thanked them for their participation.

#### **Chesapeake Bay Implementation Program**

Gary and Kelly reported that the Virginia Association of Planning District Commissions has been working with the Virginia Department of Environmental Quality (DEQ) to increase funding to PDCs for Chesapeake Bay related studies and evaluation.

Staff presented an opportunity offered by DEQ for a \$21,500 contract for a package of services that would 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.

Bonnie asked why Lynchburg should participate since it was a MS-4 community. Kelly noted the WIP III does include those non-MS4 City areas and those upstream areas. The program will provide communication, coordination, and consensus among the surrounding counties/stakeholders. Additionally, the program can inform consistent program funding messaging.

Kelly offered that local government staff were already involved in the planning process and it would not be significant amount of additional work for them. She noted that a particular product that would come from this is the development of a list of potential projects/budgets that could be used by the locality for future DEQ grant applications.

By consensus the Committee agreed to submit this for consideration and approval to the Commission.

### **Health Insurance for 2019-2020**

Gary reported that Local Choice had offered a 0% renewal increase and was the lowest product when comparing recent bids from the health insurance market.

Gary noted that staff recommended the Council maintain two offerings to employees for health insurance.

1. Recommend that the Commission offer the Local Choice \$500 deductible plan and maintain the status quo in regards to employee-employer financial participation
2. The Commission transition from a \$1,000 deductible plan to a High Deductible Health Program and invest the difference in the employee's Health Savings Account

The Committee felt it important that the new system not increase next year's health insurance budget.

Frank suggested that we might want to consider a single amount that would be deposited into the employee's Health Savings Account regardless of the plan that the employee chose. He also noted that an employee could take their HSA account if they left the Commission's employment. Frank reminded the Committee that there has to be significant education and follow up information services for employees to feel comfortable with the High Deductible Health Plan. Frank noted that Campbell experience had been that employees expect an annual contribution their HSA by the company.

Dean asked if HSA funds could be invested. Rachael Griffin of Innovative Insurance, the Commission's consultant, said that this usually could be done after the employee had accumulated a targeted amount in the HSA. Rachael also noted that the family deductible for the High Deductible Health Plan is the same as the \$1,000 Deductible Plan.

Waverly expressed concern that by doing away with the \$1,000 deductible plan, we compel those 14 subscribers to move to a more expensive plan or to the High Deductible Health Plan.

The committee asked that a single number developed which would be the proposed contribution to the employee's HSA and that the entire program for next year not exceed the current budget.

### **Fund Balance Policy**

Gary reported that the current fund balance policy is measured by three years' worth of operational expenses not covered by recurring revenues. He suggested it may be simpler to amend our policy to maintain a financial reserve of eight (8) months of Planning District Commission expenditures.

For FY 18-19, eight months of expenditures would be \$573,157. Staff feels that eight months reserve of our expenditures is adequate for us to either find replacement revenue or reduce expenditures.

After discussion the committee agreed that moving to a reserve target of eight (8) months of expenditures would be acceptable and worthy of consideration by the Commission.

### **Proposal for an Additional Planner**

Gary outlined a request for an additional staff planner. He noted that the PDC business model is based on contracts for services and we have reached a capacity point where we are in danger of turning down or delaying work because there are not enough staff. Current staff is near workload capacity.

Gary noted that we have adequate reserves to supplement a position for a few years to allow time for that position to bring in grants or projects.

Dean suggested that we approach this as putting some of the reserves to work. He noted that it's likely to take staff a couple of years to generate contracts and projects.

Bonnie suggested that we view this like a grant funded position that would go away if future funds were not available.

Sara noted that we will review the need and success of this position annually. Sara commented that the PDC business model is not what we typically deal with in local government. She noted that sometimes we will have to make a financial investment in the organization in order to grow the capacity and ultimately the service levels. Sara commented that the SERDI process and our subsequent conversations have asked staff to better track and provide a higher level of services.

Bonnie suggested that we identify a new service or program that would be delivered by this new position. She suggested that there be a commitment from staff that there be no dues increase for three years and that the draw from fund balance end after three years.

The Committee asked staff to refine the proposal, especially regarding how the new position would benefit localities, for consideration by the Commission at a later meeting.

### **Regional Complete Census Count Committee**

The Committee expressed that local Complete Census Count Committees were being formed and that there was no interest in a regional one.

### **Suggested CVPDC Executive Committee Bylaws/Protocols**

The committee discussed the proxy idea and determined to keep it in the list since the committee member should inform anyone they send as a proxy about the topic of the day. It was agreed that agendas and minutes would be circulated to all of the CVPDC members.

The following were agreed to as the foundation for Executive Committee Bylaws:

Executive Committee meeting quorums consist of representatives from three counties/city and one town. The Chair may count as a representative.

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.

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.

Meeting agendas and minutes will be circulated to all members of the CVPDC.

Members may send a proxy representative.

### **Personnel Policy update**

The committee suggested that the revised personnel policies be brought to the Committee as part of a regular Executive Committee meeting.

### **Work Plan Progress Report**

Included in the agenda packet is a Second Quarter progress report of the CVPDC work plan. Gary noted that staff will continue to fine tune and revise the document. Dean offered to send a version that Amherst County uses.