



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

Large Conference Room
March 21, 2019
5:00 p.m.

Agenda

1. **Welcome | Moment of Silence**.....Kenneth Campbell, Chair
2. **Approval of January 17, 2019 Meeting Minutes**Kenneth Campbell, Chair
3. **Discussions with Michael Elliot, Interim President and CEO of Centra Health**
4. **Financial and Audit Report**.....
.....Rosalie Majerus, Adam Duncan, Robinson Farmer, Cox Associates
5. **2019-2020 Health Insurance Proposal for Employees** Gary Christie
6. **Request to Add an Additional Planner onto the CVPDC Staff**..... Gary Christie
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
8. **Update to Fund Balance Policy** Rosalie Majerus
9. **Project Status Report** Gary Christie
10. **Other Business**Kenneth Campbell, Chair
11. **Next meetings April 18**
 - a) 4 p.m., MPO
 - b) 5 p.m., CVPDC



Central Virginia Planning District Commission

October 18, 2018

5:00 p.m.

Executive Summary

1. **Welcome | Moment of Silence** Kenneth Campbell, Chair
2. **Approval of January 17, 2019 Meeting Minutes**..... Kenneth Campbell, Chair
(Attached)

After review, recommend approval of the minutes.

3. **Discussions with Michael Elliot, Interim President and CEO of Centra Health**
4. **Financial and Audit Report**
.....Rosalie Majerus, Adam Duncan, Robinson, Farmer Cox Associates
(Attached)
5. **2019-2020 Health Insurance Proposal for Employees**..... Gary Christie
6. **Request to Add an Additional Planner onto the CVPDC Staff**..... Gary Christie
(Attached)
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**
(Attached)
8. **Update to Fund Balance Policy**..... Rosalie Majerus
(Attached)
9. **Project Status Report** Gary Christie

10. Other Business

- 1) Senator Steve Newman has sent regrets that he does not have the time to participate on the Local Government Council for 2019-2021. I'll reach out to Senator Frank Ruff, who is next in rotation, to see if he is available. In the meantime, we keep Senator Mark Peake on our roster.

We're still waiting on a response from Delegate Matt Farris. If he doesn't respond or is unable to participate, I'll ask continue in the rotation of House of Delegate members, next being Del. James Edmunds of Halifax County and then Terry Austin of Botetourt.

11. Next Meetings April 18

- a) 4 p.m., MPO,
- b) 5 p.m., CVPDC

Other Material: Minutes from Executive Committee Meetings, January 4, 2019 & March 1, 2019



**Virginia's Region 2000
Local Government Council**
828 Main Street, 12th Floor
Lynchburg, VA 24504

**January 17, 2019
5:00 pm**

DRAFT – Minutes

Members Present:

Kenneth Campbell, Chair, Amherst County Board of Supervisors
Sara Carter, Amherst Town Manager
Bruce Johannessen, Bedford Town Council
Dean Rodgers, Amherst County Administrator
Frank Rogers, Campbell County Administrator
Mayor Treney Tweedy, City of Lynchburg
Charlie A. Watts, II, Campbell County Board of Supervisors
Reid Wodicka (for Bonnie Svrcek), City of Lynchburg

Members Absent:

Susan Adams, Appomattox County Administrator
Waverly Coggsdale, Altavista Town Manager
Beverley Dalton, Altavista Town Council
Mayor Paul Harvey, Town of Appomattox
Megan Lucas, Lynchburg Regional Economic Alliance
Bryan Moody, Appomattox County Board of Supervisors
Mark Peake, Senate of Virginia
Gary Shanaberger, Appomattox Town Manager
John Sharp, Bedford County Board of Supervisors
Russell Thurston, Brookneal Town Manager
Mayor Dwayne Tuggle, Town of Amherst
Charlie A. Watts, II, Campbell County Board of Supervisors

Others Present:

Ben Bowman, Workforce Development Board
Gary Christie, Local Government Council, Executive Director
Susan Cook, Local Government Council
Carrie Dungan, News & Advance
Kelly Hitchcock, Local Government Council
Rosalie Majerus, Local Government Council
Scott Smith, Local Government Council

1. Welcome and Moment of Silence

Chairman Kenneth Campbell welcomed the Council and began the meeting with a moment of silence.

He then introduced Reid Wodicka, Lynchburg's Deputy City Manager, attending for Bonnie Svrcek.

2. Approval of Minutes of the November 15, 2018 Meeting

Upon a motion by Frank Rogers, seconded by Kenneth Campbell, the minutes from October 15, 2018 passed unanimously as presented.

3. Financial Report

LGC Deputy Director Rosalie Majerus reported that there have been expenses incurred for the name change, which has caused an increase in contractual services. At the last meeting having a fund balance policy was discussed, and Ms. Majerus advised that this would be presented at the next meeting in March.

4. Van Pool Grant/Ride Solutions

Kelly Hitchcock presented information on two DRPT grant programs for consideration:

- Transportation Demand Management, or TDM Operating Assistance Grant, which is for a 12-month period, from July 1 through June 30. She explained that this program provides funding to support commuter assistance, and includes advertising, marketing, outreach, Guaranteed/Emergency Ride Home program, Ridematching system services (NuRide), training, transportation, salaries, and overhead. The proposed amount of the FY 2020 application is for \$52,800 DRPT funds and \$13,200 Local Government Council matching funds.
- Mobility Programs, which is a 24-month grant program, also from July 1 through June 30. The program would provide funding for special mobility programs such as vanpools and carpools. The proposed FY2020 application is for \$72,000 DRPT funds and \$18,000 Local Government Council matching funds, over a two-year period.

The motion was made by Frank Rogers to submit two applications to DRPT, one being the traditional transportation operating assistance TDM, and a second new program to begin implementing a vanpool mobility program. The motion was seconded by Dean Rodgers and unanimously approved by those present.

5. Discussion of a Contract with the Workforce Development Board to manage the Youth Services Program

Gary Christie and Ben Bowman explained that the Workforce Board manages funds for three different programs: Adult, Dislocated and Youth. Both the Adult and Dislocated programs are contracted by HumanKind. The Workforce Board has been managing the Youth Program, with employees at the YouthWorks Center in Lynchburg, Bedford County, and soon in Campbell County. The state WIOA workforce monitors have recently advised that the Workforce Board should have a different operational structure for the Youth Program and will have to contract it out to a private contractor, a non-profit, or have the fiscal agent directly supervise the youth program instead of reporting to workforce board staff. The Workforce Board asks whether Local Government Council would like to be considered as an

option to administer the Youth Program for the year that begins July 1, 2019 through the fiscal year while they put out a bid to find a permanent vendor.

A motion was made by Frank Rogers to approve the Local Government Council contracting with the Workforce Board to administer the Youth Program for fiscal year 2019-2020. The motion was seconded by Dean Rodgers, and was approved unanimously by those present.

6. Updates

- a) Hazard Mitigation Plan – Kelly Hitchcock reported that the Regional Hazard Mitigation Plan has expired, and is in the process of being updated, with a draft plan submittal to FEMA scheduled for early 2020. It will go to FEMA and allow any locality to submit a mitigation application to FEMA, assuming similar March application timeframe, as long as FEMA has the draft in hand. A potential grant award could only be provided if a locality has adopted the Plan by the time of grant award announcements.
- b) Long-Range Transportation Plan – Scott Smith explained that the Long-Range Transportation Plan is updated every five years. The plan helps to set the priorities for transportation for the entire Lynchburg urbanized area, and for the area that might be urbanized by the end date of the plan, which is 2045. They try to look into the future to see what traffic issues there may be. Staff is working with VDOT to complete the model for the plan, which is the software program that helps forecast where traffic issues may be. The model is then used for the next five years by traffic consultants and VDOT on almost every project that is approved. Once the model is complete they will start on the actual plan. He is working with VDOT to develop the scope of work and they will get quotes from the two on-call consultants, Hurt & Proffitt and EPR PC. In the late spring or early summer they will get started. Mr. Smith added that any project that is submitted for Smart Scale funding must be either in the Long-Range Plan or must be supported by the Long Range Plan.

Scott also reported that VDOT staff in Richmond have made their preliminary recommendations for Smart Scale for this year. For the Lynchburg district small improvements at Rivermont Avenue and Bedford Avenue look like they may be approved. A roundabout near Lynchburg Baptist Hospital at Langhorne and Vassar may be approved. In Amherst County continued improvements on 29 and 151, and Campbell County on Gladys Road at Perky's Restaurant may be funded.

- c) Update on Work Program Development Process – Kelly Hitchcock advised that staff are proposing to implement a written program proposal process to better account for tracking submitted projects and to better capture all submitted projects, capture projects not included, track coordination over time. She asked that Council members talk to their planners and localities and every locality submit their projects that they would like to include in the work program in a written format.
- d) Plan for Name Change and 50th Anniversary Dinner – Gary Christie advised that March 1st is the target date to roll out the new name. Material will be sent to the media, website will be changed, and email addresses changed to the Central Virginia

Planning District Commission. He asked for suggestions for a speaker for the October 17 dinner meeting, celebrating 50 years of service to the area.

- 7. Motion of Appreciation to Carl Boggess** – A motion was made by Reid Wodicka, and seconded by Treney Tweedy, to send a note of appreciation to Carl Boggess, for his years of service to the Region. The motion was unanimously carried.

8. Other Business

- Gary advised that at the March 21st meeting health insurance will be discussed. A full Council will be needed in attendance in order to take action. Also to be considered will be the share between the company and the employee. Gary asked if the Executive Committee should meet early in March to discuss both of these things, in order to make a recommendation to the Council. It was decided that the Executive Committee would meet on Friday, March 1st, at 10:30 am.
- Gary reported that he has received a letter from the Central Virginia Alliance for Community Living, asking for endorsement of their Virginia Dept. of Rails and Public Transportation application for three handicap vehicles. This is something that we typically do every year. He asked for, and received, Council's consensus to write this letter of support.

9. Adjourn

Next meeting will be a full Commission meeting of the CVPDC on March 21 to consider Health Insurance Proposals.

Central Virginia Planning District Commission

Budget to Actual for FY19

Actual as of February 28, 2019

	<u>Actual as of 6/30/18</u>	<u>FY 19 Adjusted Budget</u>	<u>Actual as of 2/28/19</u>	<u>Diff Between Budget & Actual</u>	<u>% of Budget Used</u>
OPERATIONS FUND (EXPENDITURES)					
SALARY					
ADMINISTRATION	159,965	166,603	108,573	58,030	65.17%
FINANCE	136,149	138,872	92,581	46,291	66.67%
OPERATIONS	218,936	223,588	149,059	74,529	66.67%
	515,049	529,063	350,213	178,850	66.20%
PART TIME HELP	216	10,000	0	10,000	0.00%
Total Salaries & Wages	515,265	539,063	350,213	188,850	64.97%
EMPLOYER COST FICA	38,167	41,238	25,724	15,514	62.38%
EMPLOYER COST V R S	33,426	24,919	16,459	8,460	66.05%
EMPLOYER COST HEALTH INS	74,952	81,871	54,842	27,029	66.99%
EMPLOYER COST LIFE INS	6,747	6,931	4,580	2,351	66.08%
WORKERS COMP	411	714	1,462	(748)	204.82%
Total Fringe Benefits	153,704	155,673	103,068	52,605	66.21%
OFFICE EXPENSES					
AUDITING SERVICES	5,050	5,500	5,150	350	93.64%
PAYROLL ACCOUNTING SERVICES	5,904	6,670	1,734	4,936	26.00%
LEGAL SERVICES	1,716	3,000	1,450	1,550	48.33%
LIABILITY INSURANCE	910	1,000	993	7	99.34%
CONTRACTUAL SERVICES	19,510	24,500	31,178	(6,678)	127.26%
ADVERTISING		1,000	147	853	14.70%
POSTAGE	138	1,000	633	367	63.26%
TELEPHONE	5,242	6,400	3,087	3,313	48.23%
INTERNET SERVICES	590	700	391	309	55.92%
OFFICE SUPPLIES	3,597	6,000	2,896	3,104	48.27%
PRINTING & BINDING		1,500	986	514	65.71%
TRAVEL	4,134	7,500	2,499	5,001	33.32%
SPECIAL MEETINGS	7,675	7,000	4,734	2,266	67.62%
EDUCATION & TRAINING	1,861	6,000	2,081	3,919	34.69%
DUES, SUBSCRIPTIONS	7,767	10,800	7,141	3,659	66.12%
PUBLICATIONS	242	700	156	544	22.29%
MISCELLANEOUS EXPENSES	906	1,000	609	391	60.91%
FURNITURE & FIXTURES	1,368	1,000	0	1,000	0.00%
RENTAL OFFICE EQUIPMENT	2,634	4,000	1,539	2,461	38.47%
OFFICE RENT	67,660	55,529	38,030	17,499	68.49%
PARKING	3,465	4,200	1,180	3,020	28.10%
COMPUTER EQUIP/SOFTWARE	5,050	10,000	2,316	7,684	23.16%
Total Office Expenses	145,419	164,999	108,930	56,069	66.02%
Total Operations Expenses	814,388	859,735	562,211	297,524	65.39%

Central Virginia Planning District Commission					
Budget to Actual for FY19					
Actual as of February 28, 2019					
	<u>Actual as of 6/30/18</u>	<u>FY 19 Adjusted Budget</u>	<u>Actual as of 2/28/19</u>	<u>Diff Between Budget & Actual</u>	<u>% of Budget Used</u>
Total Operations Expenses (from Page 1)	814,388	859,735	562,211	297,524	65.39%
Direct Project Expenses					
Amherst CDBG - Old Town Madison Heights	1,020	1,000	32	968	3.16%
Amherst Construction Ready		750		750	0.00%
Amherst Sedimentation Basin		500		500	0.00%
Appomattox CDBG - Meadowlark	1,578	5,000	342	4,658	6.84%
Appomattox Recovery Planning Grant	2,217	3,000	1,604	1,396	53.46%
Chesapeake Bay		2,000	237	1,763	11.86%
DHCD	776	2,500	732	1,768	29.28%
DRPT / FTA	3,744	39,482	5,453	34,029	13.81%
Hazard Mitigation	47	62,400	270	62,130	0.43%
Pamplin VDH Water	399	500	152	348	30.41%
Regional Radio Board	356	1,000	233	767	23.31%
RideSolutions	13,178	22,414	5,347	17,067	23.86%
VDOT - PL	16,888	18,750	8,135	10,615	43.38%
VDOT - Rural	2,839	2,500	3,078	(578)	123.10%
WIOA	287,551	544,004	201,125	342,879	36.97%
Total Direct Project Expenses	330,593	705,800	226,739	479,061	67.00%
TOTAL OPERATING & DIRECT PROJECT EXPENSES	\$1,144,981	\$1,565,535	\$788,950	\$776,585	50.39%
Pass Thru Expenses					
Regional Radio Board	360,893	1,249,988	797,109	452,879	63.77%
VDOT - PL	48,600	78,750		78,750	0.00%
WIOA	1,029,801	950,000	753,612	196,388	79.33%
Total Pass Thru Expenses	\$1,439,294	\$2,278,738	\$1,550,720	\$728,018	68.05%
Total Expenses	\$2,584,275	\$3,844,273	\$2,339,670	\$1,504,603	60.86%

Central Virginia Planning District Commission

Budget to Actual for FY19

Actual as of February 28, 2019

	<u>Actual as of 6/30/18</u>	<u>FY 19 Adjusted Budget</u>	<u>Actual as of 2/28/19</u>	<u>Diff Between Budget & Actual</u>	<u>% Of Budget Received</u>
Revenues					
<u>OPERATIONS FUND (REVENUE)</u>					
Dues	154,668	154,774	154,774	(0)	100.00%
Miscellaneous Revenue	17,236	12,000	11,194	806	93.29%
Total Operations Revenue	171,904	166,774	165,969	805	99.52%
Direct Project Revenues					
Amherst County - Old Town Madison Heights	(3,700)	17,500	5,360	12,140	30.63%
Amherst Construction Ready	4,500	1,500		1,500	0.00%
Amherst Sedimentation Basin		2,800		2,800	0.00%
Appomattox CDBG - Meadow Lark	27,300	24,000	11,000	13,000	45.83%
Appomattox Recovery Planning & construction G	18,100	13,900		13,900	0.00%
Chesapeake Bay		50,000	50,000	0	100.00%
DHCD	75,971	72,471	56,978	15,493	78.62%
DRPT / FTA	98,747	133,589	78,938	54,651	59.09%
Hazard Mitigation		85,200	17,500	67,700	20.54%
Pamplin VDH Water		2,500		2,500	0.00%
Regional Radio Board	27,853	20,000	17,937	2,063	89.68%
Region 2000 Services Authority	153,085	167,488	78,716	88,772	47.00%
RideSolutions	37,748	44,214	28,172	16,042	63.72%
VDOT-PL	132,645	136,286	84,741	51,545	62.18%
VDOT-Rural	57,769	58,000	34,730	23,270	59.88%
WIOA	357,551	625,914	251,831	374,084	40.23%
Total Direct Project Revenues	987,569	1,455,362	715,902	739,460	49.19%
Interest	7,238	3,500	6,669	(3,169)	190.53%
TOTAL OPERATIONS & DIRECT PROJECT REVENUES	1,166,711	1,625,636	888,539	737,097	54.66%
Surplus/(Use of Fund) Balance	21,730	60,101	99,589	(39,488)	
Funding from Fund Balance					
Funding from Fund Balance	0	0	0	0	#DIV/0!
	\$21,730	\$60,101	\$99,589	(\$39,488)	
Pass Thru Revenue					
Regional Radio Board	1,257,092	1,249,988	1,138,742	111,246	91.10%
VDOT - PL	48,600	78,750		78,750	0.00%
WIOA	1,036,687	950,000	770,279	179,721	81.08%
Total Pass Thru Revenues	\$2,342,379	\$2,278,738	\$1,909,021	\$369,717	83.78%
		0			
Total Revenue	3,509,090	3,904,374	2,797,560	1,106,814	71.65%
Net Surplus/(Use of Fund) Balance	924,814	60,101	457,890		

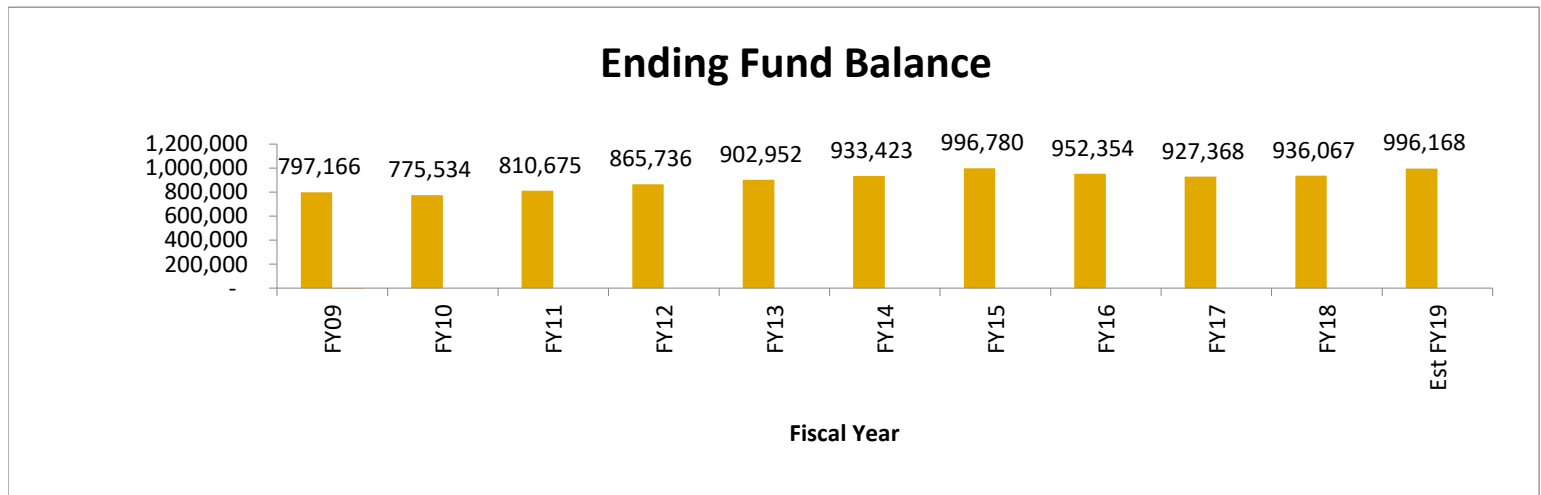
**Central Virginia Planning District Commission
Cash and Estimated Fund Balance
as of February 28, 2019**

CASH ON HAND

Sun Trust Checking	
LGC Funds	411,704
WIA Trainit Funds	4,429
Petty Cash	112
Local Govt Invest Pool	490,146
Cash on Hand	<u>\$ 906,391</u>

CALCULATION OF ESTIMATED YEAR-END FUND BALANCE

Estimated Year-end Fund Balance	<u>\$ 996,168</u>
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2019-2020 Health Insurance Proposal for Employees

Synopsis:

The bids for health insurance for CVPDC employees revealed Local Choice as the lowest bid for 2019-2020.

Staff proposes that the Council offer employees two plans:

- \$500 deductible plan with no change from current employee/employer contributions
- High Deductible Health Plan with CVPDC contribution to a Health Savings Account at the beginning of the fiscal year

Background:

Under the staff recommendation, there would be no change from the current year for those employees who choose the \$500 deductible insurance plan.

But for staff who are looking for a lower premium, especially younger employees with families, the High Deductible Health Plan (HDHP) may be a good choice. These HDHP programs require the subscriber to pay significant deductibles and it is recommended that the CVPDC put \$1,700.00 into a Health Savings Account for 2019-2020 in July for each subscriber choosing this plan.

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 (HSA) fees.
- If an employee left our employment, the money placed in the Health Savings Account goes with them.
- It is likely that the CVPDC will continue to make some payment annually into an employee's HSA

Employees could also contribute to their Health Savings Account.

Procurement:

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.

Recommended Action:

Authorize staff to work with Local Choice for 2019-2020 offering the \$500 deductible and the High Deductible Health Plan (HDHP). For those subscribers selecting the HDHP plan the CVCC would contribute \$1,700.00 to a Health Savings Account (HSA) at the beginning of the fiscal year. The subscriber would pay fees related to the HSA. It was agreed that the 2019-2020 health insurance benefit package should not exceed the current year budget for health insurance.

Proposal to add an additional Planner to CVPDC Staff

Proposal:

The CVPDC Executive Director recommends another planner be added to meet current and expected service demand to our member jurisdictions and program partners.

The position would be hired at the beginning of the next fiscal year using reserve funds with an expectation that projects and revenues will grow over three years to fully fund the position without using reserve funds.

Current Staff Capacity

As a consultant service, we depend upon contracts for services. The majority of our revenues comes from contracts, typically in the form of hourly billing. Currently most planning staff hours are contracted, leaving little staff flexibility to take on new projects. The first six months of FY19 showed staff billable hours:

- Scott Smith & Philipp Gabathuler at 100%
- Kelly Hitchcock at 93%
- Matt Perkins at 86% (time for website, communications, etc. not directly billable)

Lack of planning staff discretionary time means little to no time to fully explore grant or partnership opportunities within existing projects. At our current project/available staff hours we're limited in our ability to extend the full measure of services (e.g. grant funds, technical assistance, project development) that we could or should as a PDC.

We're in project development/contract negotiations with several jurisdictions about new jobs and contracts for services. Unfortunately current contracts allow our staff little flexibility to take on new projects. It results in some projects/services being delayed and could result in some projects being turned away.

That staff hours are at capacity isn't unexpected as we didn't replace Bob White's position. We delayed it as long as practical so we could get the new office leadership team settled in and the office finances with the Economic Development Council departure settled. The original plan was that Bob would work part time, but due to his health, he was not able to.

Money on the Table

In FY18 we could not draw \$5,000 from RIDE Solutions & \$20,000 VDRPT as we did not have enough staff hours. Given the staff and project capacity, it's time to expand staffing to remain at the highest service level to our program partners.

Use of Reserves to pay for the New Position for up to Three Years

Staff proposes that we invest in the organization and increase our project capacity by adding an additional planner. The new planner would work both in new project areas as well as expanding existing service contracts.

The new position is estimated to cost \$80,000 next year (\$50,000 salary, \$20,000 benefits, \$10,000 mileage, training & equipment). With the DEQ WIP II (Agenda Item 7) we can count on \$21,500 in new revenue that will help offset a portion of the position cost in year one. The goal will be to generate work to pay for the position. However, staff proposes to draw any non-billable balance from our reserves in the initial three years.

Staff has worked hard to grow the reserves over the past 15 years by making conservative spending choices and careful financial management. We've drawn from the reserves for one time projects over the years and nevertheless continued steadily to build our reserves. It's time we invested in the organization.

Our reserves are well equipped to handle this request. The PDC has reserves estimated to be over \$900,000 at the end of this fiscal year and only need in the \$600,000 range.

An Investment in Our Organization

As a consultant service our greatest expense is personnel. A new position from a portion of reserves will build the organization's capacity to better respond to requests, increase grant, project, and program opportunities, increase staff/organization expertise.

No organization sits still. We have reestablished our original name and celebrating 50 years of service. We are at the point we need additional staff to move forward.

Evaluate this every year and terminate if you feel you're not getting value for the position.

Staff understands that we have to produce contracts and/or services to generate revenue stream. As an organization if we don't deliver the new revenue streams, employees understand that there will be reorganizational changes to bring expenditures in line with the revenue streams. If the organization doesn't deliver new grants/programs/services then the position won't stay. That's why we ask that you give this new position three years to build those grants and programs.

Recommended Action:

Authorize staff to move forward with recruitment of an additional planner recognizing that some of the funds for this position may need to come from our reserves.

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.

This was discussed by the Executive Committee and is forwarded to the full Commission for consideration with their consensus approval.

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.

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.

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.

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”.

**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.

Central Virginia Planning District Commission

Draft

Executive Committee minutes

March 1, 2019



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:

- a) Executive Committee meeting quorums consist of representatives from three counties/city 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.
- e) 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.