

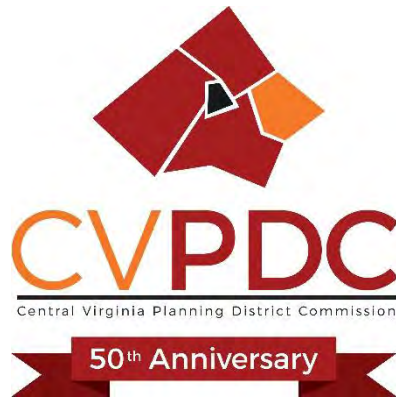
**Central Virginia Planning District
Commission**
12th Fl, 828 Main St.
Lynchburg, VA 24504

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

Agenda

1. **Welcome | Moment of Silence**.....Dwayne Tuggle, Chair
2. **Approval of May 16, 2019 Meeting Minutes**.....Dwayne Tuggle, Chair
(Attachment)
3. **YTD Financial Report**..... Rosalie Majerus
(Attachment)
4. **Update on the Process for Discussing the next Regional Initiative at the October 17 PDC Meeting**
..... Gary Christie
5. **Discussion on Policy when Considering Requests for PDC Funding** Gary Christie
(Attachment)
6. **Roundtable and other Business**..... Gary Christie
7. **Next meeting September 19, LGC Offices with MPO Meeting at 4 p.m.**

All are encouraged to hear the presentation about the Unified Long Range Plan (Urban and Rural) at the MPO meeting starting at 4 p.m.



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

**May 16, 2019
5:00 pm**

Draft Minutes

Members Present:

Susan Adams, Appomattox County Administrator
Kenneth Campbell, Amherst County Board of Supervisors, *Chair*
Waverly Coggsdale, Altavista Town Manager
Mayor Paul Harvey, Town of Appomattox
Bruce Johannessen, Bedford Town Council
Dean Rodgers, Amherst County Administrator
Bonnie Svrcek, City of Lynchburg

Members Absent:

Sara Carter, Amherst Town Manager
Beverley Dalton, Altavista Town Council
Robert Hiss, Bedford County Administrator
Megan Lucas, Lynchburg Regional Economic Alliance
Bryan Moody, Appomattox County Board of Supervisors
Mark Peake, Senate of Virginia
Frank Rogers, Campbell County Administrator
Gary Shanaberger, Appomattox Town Manager
John Sharp, Bedford County Board of Supervisors
Russell Thurston, Brookneal Town Manager
Mayor Dwayne Tuggle, Town of Amherst, Vice-Chair
Mayor Treney Tweedy, City of Lynchburg
Bart Warner, Bedford Town Manager
Charlie A. Watts, II, Campbell County Board of Supervisors

Others Present:

Emmie Boley, Central Virginia Planning District Commission
Ben Bowman, Workforce Development Board
Gary Christie, Central Virginia Planning District Commission, Executive Director
Susan Cook, Central Virginia Planning District Commission
Justin Faulconer, News and Advance
Jamie Glass, Lynchburg Regional Business Alliance
Rosalie Majerus, Central Virginia Planning District Commission

1. Welcome and Moment of Silence

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

2. Approval of the April 18, 2019 Meeting Minutes

Upon a motion by Bonnie Svrcek, seconded by Dean Rodgers, the minutes of the April 18, 2019 meeting passed unanimously as presented.

3. Financial Update

Rosalie Majerus reported that she does not have the final figures for the year, but advised that she expects to end the year with \$40,000 net income vs. \$60,000 net income that was budgeted.

4. Request for Funds to Match Grants for a CVTC Re-Development Plan and Guidelines for Requests for Use of Fund Balance

Gary Christie explained that the Regional Alliance is looking for \$500,000 to do a redevelopment plan for the Central Virginia Training Center. They are seeking grant money and also going out to the community and the business community to try to generate funds. Amherst County has provided a \$50,000 offer, as has the Amherst EDA. The CVPDC is also being asked to provide some money. The Executive Committee has suggested matching on a one-to-one basis any money the localities put up, and also provide letters of support for the grants.

Dean Rodgers explained that the Alliance, in conjunction with Amherst County, is asking that \$150,000 from the \$300,000 reserve funds be made available as the match for the grant.

Dean Rodgers made the motion that the CVPDC contribute \$150,000 toward the match grant, if received. Susan Adams seconded the motion, for the purpose of discussion.

Bonnie Svrcek advised that the Lynchburg EDA is meeting on June 20 and will receive a presentation from the Alliance regarding the plan. Bonnie added that she is hopeful the EDA will support some amount, and because of this she suggested a substitute motion of “up to \$150,000”. Waverly Coggsdale seconded the motion.

After discussion, Bonnie Svrcek removed the substitute motion

Dean Rodgers restated his motion that the PDC contribute \$150,000 toward a redevelopment plan for the Central Virginia Training Center, which was seconded by Susan Adams. The motion was carried, with Waverly Coggsdale voting nay.

5. CVPDC Personnel Policies

Gary Christie explained that the CVPDC has a personnel policy that had originated with Campbell County back in approximately 2004, and was then changed to incorporate several nonprofits that came in as part of the Region 2000 Partnership. The Partnership was in effect for about 10-12 years, the nonprofits are now gone, and we are back to a governmental organization. The personnel policies now need to reflect that change. The Berkley Group, with Margaret Schmitt, were consulted in the process to bring the policies up to date as well as remove the nonprofit references. The policies were taken to the Executive Committee, and also to the staff for comments.

One of the suggested changes to the policy related to the position classification process. The recommendation was to allow the staff to manage position classifications such as job descriptions, pay ranges, individual employee raises based on job changes, as long as they stay within the budget.

Annual leave changes have also been proposed, capping the annual leave at 16 hours per month after 16 years of service.

Sick leave has been expanded for VRS hybrid employees, allowing them to carry sick leave over from year to year. Use of sick leave has been expanded for family members, allowing sick leave to be used as desired for other family members. It is also proposed to remove the cap on the number of bereavement occurrences.

The motion was made by Bonnie Svrcek, and seconded by Dean Rodgers, to approve the updated personnel policies. The motion was unanimously approved.

6. Salary Market Analysis proposed during FY 2019-2020

Gary Christie explained that during the next fiscal year, beginning on July 1, he would like to conduct a market study of salaries. There are nine job classifications to review. The cost would be about \$6,000.00 - \$7,000.00, and the money would come from contractual services.

Paul Harvey questioned whether the analysis could be done internally. The consensus of the commission was to conduct this salary analysis in house.

7. Other Business

Gary Christie reported that there will be a summer conference for planning district commissions, and he is encouraging Mayor Tuggle to attend. If anyone else is interested in attending, the CVPDC will pay for registration and expenses.

8. Next Meeting – July 18, 2019

There being no further business, the meeting adjourned at 6:10 p.m.

Central Virginia Planning District Commission

Budget to Actual for FY19 and Draft Budget for FY20

Actual as of May 31, 2019

	<u>Actual as of 6/30/18</u>	<u>FY 19 Adjusted Budget</u>	<u>Actual as of 5/31/19</u>	<u>Diff Between Budget & Actual</u>	<u>% of Budget Used</u>	<u>Estimate Y/E</u>	<u>FY20 Budget</u>	<u>Change From FY19 to FY20</u>
OPERATIONS FUND (EXPENDITURES)								
SALARY								
ADMINISTRATION	159,965	166,603	149,262	17,341	89.59%	166,603	169,935	3,332
FINANCE	136,149	138,872	127,299	11,573	91.67%	138,872	141,649	2,777
OPERATIONS	218,936	223,588	204,956	18,632	91.67%	223,588	278,060	54,472
	515,050	529,063	481,517	47,546	91.01%	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	481,517	57,546	89.32%	529,063	599,644	60,581
								0
EMPLOYER COST FICA	38,167	41,238	35,345	5,893	85.71%	38,558	45,736	4,498
EMPLOYER COST V R S	33,426	24,919	22,673	2,246	90.99%	24,786	27,772	2,853
EMPLOYER COST HEALTH INS	74,952	81,871	75,520	6,351	92.24%	80,155	89,024	7,153
EMPLOYER COST LIFE INS	6,747	6,931	6,308	623	91.01%	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	141,310	14,363	90.77%	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	4,007	2,663	60.08%	5,644	6,870	200
LEGAL SERVICES	1,716	3,000	2,353	648	78.42%	3,000	3,000	0
LIABILITY INSURANCE	910	1,000	993	7	99.34%	993	1,000	0
CONTRACTUAL SERVICES	19,510	24,500	41,376	(16,876)	168.88%	43,000	22,500	(2,000)
ADVERTISING		1,000	147	853	14.70%	500	1,000	0
POSTAGE	138	1,000	402	598	40.16%	950	1,000	0
TELEPHONE	5,242	6,400	4,752	1,648	74.25%	6,400	6,400	0
INTERNET SERVICES	590	700	626	74	89.43%	650	700	0
OFFICE SUPPLIES	3,597	6,000	3,817	2,183	63.62%	4,344	6,000	0
PRINTING & BINDING		1,500	986	514	65.71%	1,500	1,500	0
TRAVEL	4,134	7,500	2,971	4,529	39.61%	3,749	7,500	0
SPECIAL MEETINGS	7,675	7,000	5,164	1,836	73.77%	6,000	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%	9,000	10,800	0
PUBLICATIONS	242	700	251	449	35.85%	500	500	(200)
MISCELLANEOUS EXPENSES	906	1,000	1,030	(30)	102.98%	1,000	1,000	0
FURNITURE & FIXTURES	1,368	1,000	0	1,000	0.00%	500	1,000	0
RENTAL OFFICE EQUIPMENT	2,634	4,000	2,407	1,593	60.16%	3,500	4,000	0
OFFICE RENT	67,660	55,529	51,912	3,617	93.49%	56,540	57,056	1,527
PARKING	3,465	4,200	1,480	2,720	35.24%	1,780	1,800	(2,400)
COMPUTER EQUIP/SOFTWARE	5,050	10,000	4,892	5,108	48.92%	10,000	12,000	2,000
Total Office Expenses	145,419	164,999	143,938	21,061	87.24%	167,820	166,401	1,402
Total Operations Expenses	814,389	859,735	766,764	92,971	89.19%	848,740	937,802	78,067

Central Virginia Planning District Commission								
Budget to Actual for FY19 and Draft Budget for FY20								
Actual as of May 31, 2019								
	<u>Actual as of 6/30/18</u>	<u>FY 19 Adjusted Budget</u>	<u>Actual as of 5/31/19</u>	<u>Diff Between Budget & Actual</u>	<u>% of Budget Used</u>	<u>Estimate Y/E</u>	<u>FY20 Budget</u>	<u>Change From FY19 to FY20</u>
Total Operations Expenses (from Page 1)	814,389	859,735	766,764	92,971	89.19%	848,740	937,802	78,067
Direct Project Expenses								
Amherst CDBG - Old Town Madison Heights	1,020	1,000	536	464	53.59%	500	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	403	4,597	8.07%	513	500	(4,500)
Appomattox Recovery Planning Grant	2,217	3,000	424	2,576	14.13%	1,000	1,500	(1,500)
Brookneal Comp Plan	406							
CEDS	5,984	0	249	(249)	#DIV/0!	1,500	0	0
Chesapeake Bay		2,000	303	1,697	15.17%	303	250	(1,750)
DHCD	776	2,500	855	1,645	34.22%	1,098	2,500	0
DRPT / FTA	3,744	39,482	7,779	31,703	19.70%	39,482	8,884	(30,598)
Hazard Mitigation	47	62,400	564	61,836	0.90%	41,309	59,691	(2,709)
Pamplin VDH Water	399	500	271	229	54.19%	406	0	(500)
Regional Radio Board	356	1,000	439	561	43.88%	500	1,000	0
RideSolutions	13,178	22,414	10,521	11,893	46.94%	22,400	20,754	(1,660)
VDOT - PL	16,888	18,750	12,526	6,224	66.81%	18,750	22,500	3,750
VDOT - Rural	2,839	2,500	3,403	(903)	136.11%	12,000	7,800	5,300
WIOA	287,551	544,004	256,806	287,198	47.21%	301,687	544,004	0
Total Direct Project Expenses	366,983	705,800	295,080	410,720	66.84%	441,449	669,883	(35,917)
TOTAL OPERATING & DIRECT PROJECT EXPENSES	\$1,181,372	\$1,565,535	\$1,061,844	\$503,691	67.83%	\$1,290,189	\$1,607,685	\$42,150
Pass Thru Expenses								
Regional Radio Board	360,893	1,249,988	1,068,844	181,144	85.51%	1,195,663	1,149,988	(100,000)
Transportation	48,600	78,750	7,230	71,520	9.18%	78,750	132,657	53,907
WIOA	1,029,801	950,000	955,194	(5,194)	100.55%	1,130,418	950,000	0
Total Pass Thru Expenses	\$1,439,294	\$2,278,738	\$2,031,268	\$247,470	89.14%	\$2,404,831	\$2,232,645	(\$46,093)
Total Expenses	\$2,620,666	\$3,844,273	\$3,093,112	\$751,161	80.46%	\$3,695,020	\$3,840,330	(\$3,943)

Central Virginia Planning District Commission								
Budget to Actual for FY19 and Draft Budget for FY20								
Actual as of May 31, 2019								
	<u>Actual as of 6/30/18</u>	<u>FY 19 Adjusted Budget</u>	<u>Actual as of 5/31/19</u>	<u>Diff Between Budget & Actual</u>	<u>% Of Budget Received</u>	<u>Estimate Y/E</u>	<u>FY20 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	13,579	(1,579)	113.16%	13,579	12,000	0
Total Operations Revenue	171,904	166,774	168,353	(1,579)	100.95%	168,353	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 G	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	75,971	(3,500)	104.83%	72,471	72,471	0
DRPT / FTA	98,747	133,589	101,798	31,791	76.20%	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	99.99%	2,500	0	(2,500)
Regional Radio Board	27,853	20,000	25,000	(5,000)	125.00%	25,000	25,000	5,000
Region 2000 Services Authority	153,085	167,488	147,178	20,310	87.87%	162,000	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	121,878	14,408	89.43%	136,286	172,381	36,095
VDOT-Rural	57,769	58,000	48,899	9,101	84.31%	58,000	36,800	(21,200)
WIOA	357,551	625,914	324,787	301,127	51.89%	377,746	609,004	(16,910)
Total Direct Project Revenues	1,010,928	1,455,362	973,159	482,203	66.87%	1,155,909	1,371,059	(84,303)
Interest	7,238	3,500	10,287	(6,787)	293.92%	10,003	7,000	3,500
TOTAL OPERATIONS & DIRECT PROJECT REVENUES	1,190,070	1,625,636	1,151,800	473,836	70.85%	1,334,265	1,545,479	(80,157)
Surplus/(Use of Fund) Balance	8,698	60,101	89,955	(29,854)		44,076	(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	\$89,955	(\$29,854)		\$44,076	(\$62,206)	(\$122,307)
Pass Thru Revenue								
Regional Radio Board	1,257,092	1,249,988	1,275,535	(25,547)	102.04%	1,195,663	1,149,988	(100,000)
Transporation	48,600	78,750	7,230	71,520	9.18%	78,750	132,657	53,907
WIOA	1,036,687	950,000	939,391	10,609	98.88%	1,130,418	950,000	0
Total Pass Thru Revenues	\$2,342,379	\$2,278,738	\$2,222,156	\$56,582	97.52%	\$2,404,831	\$2,232,645	(\$46,093)
		0						
Total Revenue	3,532,449	3,904,374	3,373,955	530,419	86.41%	3,739,096	3,778,124	(126,250)
Net Surplus/(Use of Fund) Balance	911,783	60,101	280,843			44,076	(62,206)	(122,307)

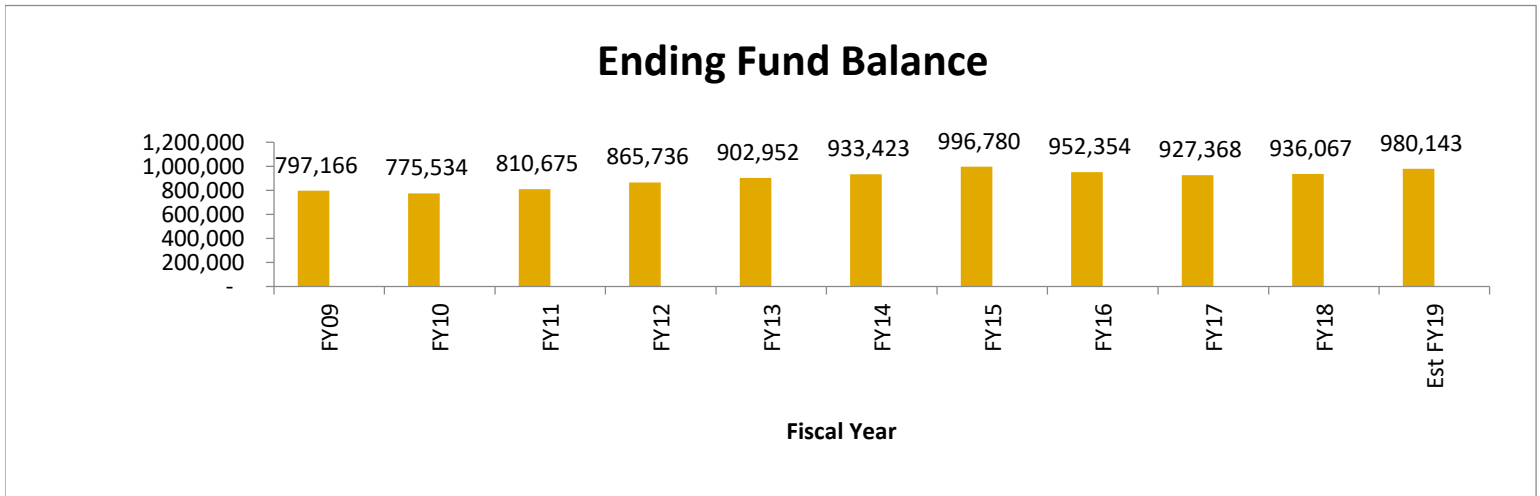
**Central Virginia Planning District Commission
Cash and Estimated Fund Balance
Actual as of May 31, 2019**

CASH ON HAND

Sun Trust Checking	
CVPDC Funds	409,743
WIA Trainit Funds	4,429
Petty Cash	112
Local Govt Invest Pool	493,229
Cash on Hand	<u>\$ 907,512</u>

CALCULATION OF ESTIMATED YEAR-END FUND BALANCE

Estimated Year-end Fund Balance	<u>\$ 980,143</u>
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October 17, 2019 Central Virginia Planning District Commission

Visioning a More Competitive Region

Purpose of the event:

Engage local government officials and stakeholders to decide how to move forward over the next decade to make our region more competitive

PDC Event Participants

- Elected Officials
- Managers/Administrators
- Planners
- Economic Developers
- Business, Non Profit and Education Stakeholders

Draft Agenda

4:00 pm – 4:45 pm	CVMPO and CVPDC meetings
4:45 pm – 5:30 pm	Reception and hors d'oeuvres
5:30 pm – 5:45 pm	Welcome, agenda review, enthusiastic remarks
5:45 pm – 6:15 pm	Present survey results and discuss Strategies, Opportunities, and Aspirations Includes a voting system to prioritize no more than three concepts
6:15 pm – 6:45 pm	Break-out into tables based on no more than three concepts of interest to add definition and detail. Groups should not exceed 8 per table, so multiple small groups may work on the same topic. Small groups may identify success factors and challenges associated with the concept. Small groups may recommend initiatives or activities to move the concept forward.
6:45 pm – 7:05 pm	Groups report out. Includes a voting system to build consensus on the priority concept to move forward
7:05 pm – 7:20 pm	Wrap up, next steps, and thanks

Information Gathering

Prior to the PDC event, a survey will be disseminated to invitees. The survey will ask these questions:

Demographic information:

- Role/position (drop down box with options, e.g. Elected Official, Manager/Administrator, etc.)
- Jurisdiction/organization represented (drop down box with options or fill-in)

Survey Question:

1. I see our region as _____ competitive when compared to other regions
2. The good thing(s) that differentiates us from other regions and makes us more competitive is _____
3. I wish our region would _____ to be more competitive

Marketing

PDC staff will develop:

- Electronic save-the-date notice that would send to all invitees
- Personalized electronic invitations going to all others on the invitation list
- Web page within the PDC website for more information

Visits by PDC Members who are Elected Officials

- We will discuss asking elected officials who are members of the PDC to visit a different political jurisdiction during a meeting in August or September, encouraging elected officials to attend the October 17 Visioning Session and delivering personalized invitations prepared by the PDC

Meeting logistics

Cash bar and heavy hors d'oeuvres will be available from 4:45 until 6:15.

No charge to attend, PDC pays for the food and meeting expenses.

Facilitator, Lou O'Boyle from Zelos

Lou O'Boyle, the Zelos Director of Engagement, brings over 25 years of experience working with and for government and nonprofit organizations with a focus on organizational performance and results. Lou has also served as the Strategy and Performance Coordinator for Chesterfield County, Virginia where she developed and implemented an organizational performance management framework that included a countywide strategic plan, division and department priorities, program-based budgets and a transparent measurement system. Through her unique and creative facilitation skills and her drive to meet defined

outcomes by following an agreed-upon process, Lou has a demonstrated ability to work effectively within a variety of organizational and political structures and environments to achieve results. Lou launched and grew Zelos, a consulting and training firm in Virginia, where she served over 50 clients in the Zelos service areas of strategic planning, performance management, process improvement, and training; at Zelos, she designed and facilitated numerous award-winning strategic planning projects and was a published author of thought leadership articles for the Alliance for Innovation.

Agenda 5

A policy regarding requests for Commission funding might include:

- a) We will provide a dollar for dollar match to monies originating from member local governments
- b) Funds are for projects of regional import and that support the regional priorities or plans of the CVPDC
- c) These funds should be managed by the CVPDC or organizations with regional breadth and expertise capacity

Supplemental Materials

Region 2 Go Virginia' Talent Collaborative Update Central Virginia Workforce Development Board

Goals

- Strengthen the pipeline from K-12 to higher education or career for each priority sector
- Increase completions of credentials/degrees applicable to priority industry sectors
- Improve knowledge and promotion of complementary workforce and training services
- Enhance employer engagement activities that will encourage more aligned skill development, create opportunities for regional employment post-graduation, and promote the hiring of in-demand occupations

Strategy 1: Skills and Interest Campaign.

Resources are being developed and deployed for career pathways, work-based learning and employer engagement to build stronger connections between employers, educators and students regarding career opportunities.

1. Short videos and web content are being developed for many occupations, highlighting local businesses, training opportunities, potential wages, and other benefits of that career choice.
<https://www.vcwcentralregion.com/career-exploration/>
2. Initiatives include hands-on career exploration opportunities for students through career expos to better understand the skills, training and work expectations for our region's employers.
3. The first middle school career expo was held in Bedford on 10-14-18.
4. A Central Virginia regional career expo serving 3700 middle and high school students was held at Liberty University in Lynchburg on April 9 & 10, 2019. This Expo reached 5 public, 3 private and several homeschool groups in our region-
<https://youtu.be/j59wHzW8uYE>
5. A super-regional expo for the whole Region 2 Go Virginia is being planned for Sept 17-19th, 2019 at the Salem Civic Center
6. The CVWDB is partnering with Cued-in to build a web platform that will allow employers to post internship and employment postings for high school students and allow parents, students and teachers to become more engaged in the career pathway process. Campbell County Schools are serving as the pilot school system: <https://cued-in.com/>
7. The Central Virginia Workforce Development board is using Go Virginia resources to build a seamless career pathway system that begins in middle school and continues through postsecondary employment and/or education to benefit our citizens and our businesses

Supplemental Materials

Strategy 2: Existing Worker Training Program-helps priority industries develop their talent pipeline through training current employees into higher skill positions to remain competitive in both regional and global markets.

Current partners and role in the project:

1. Central Virginia Workforce Development Board-Central Virginia Planning District Commission, fiscal agent
2. New River Mount Rogers Workforce Development Board- New River/Mount Rogers Planning District Commission, fiscal agent
3. Western Virginia Workforce Development Board-Roanoke Valley/Alleghany Highlands Planning District Commission, fiscal agent
4. Local and regional economic development organizations-Promotion and engagement
5. Local and regional education/training providers-upskilling existing employees

Progress to date:

1. Marketing materials have been developed and are being distributed through economic development and CVCC partners
2. For Central Virginia, 1 EWT contract is underway serving 4 employees with 2 contracts pending for approximately 34
3. For New River Valley, 2 EWT contracts are under way-24 employees total
4. Roanoke Valley, 2 pending contracts

Future plans through June 2020:

1. Continue working with all secondary schools to provide career pathway information and resources
2. Promote/support super-regional career exp and job fair in Salem, Va
3. Develop digital video library highlighting high demand occupations and employers in our region
4. Develop ongoing outreach and messaging for students, parents and educators to increase interest in high demand regional occupations

Quarterly Work Plan Status Update – Central Virginia Planning District Commission –
Through June 2019



Project Status		Central Virginia Planning District Commission		
	12-31-18	3-31-19	6-30-19	
Local Project Based Contracts		STATUS	STATUS	ON DEADLINE?
Town of Bedford Bike/Pedestrian Plan	Work underway being done by staff	Draft submitted to Town for Review	Comments received from town. Final edits being made	Yes
Appomattox County Tornado Recovery CDBG	Anticipated completion June 2019	Final housing round underway	Completion of project Activities Expected by December 2019	Yes.
Appomattox Town Meadowlark Neighborhood CDBG	MY 1 – completed and administratively closed-out January 2019 MY2 – Contract is currently being development by DCHD; project anticipated completion: December 2019	Phase 1 heading into closeout. Project anticipated to be complete in 2019	Housing, streetlight and storm water improvements to be completed by December 2019	Yes. Will be continued into next fiscal year
Pamplin Water Storage Upgrades	Under contract/Work in progress. Weather has causing contractor delays Participating in monthly project management team meetings	Project is 95% completed. No additional oversight meetings expected.	Project completed. Received VA Department of Health closeout/final evaluation letter June 2019	Work will be completed by June 30
Old Town Madison Heights CDBG	Guide housing, infrastructure upgrades in OTMH; administration over the next three (3) years	Active in Phase 1 housing rehabilitation phase. Monthly Management Team meetings 2 nd Tuesday.	CDBG project moving forward; housing rehabilitation delay due to VA Department of Historic	Multi-year

Quarterly Work Plan Status Update – Central Virginia Planning District Commission –
Through June 2019



			Resources required mitigation actions.	
	12-31-18	3-31-19	6-30-19	ON DEADLINE?
Forest Brook Road Corridor Study	Consultant procurement underway	Clark Nexsen Engineering selected to conduct the study Project Team Kick off meeting held 3/19 Research/data collection phase has begun Public information workshop to be held early May	Public meeting held. Draft plan complete by 7/16/19.	Yes.
Amherst Town Sedimentation Basin Health Department Grant	Project delayed until 2019			
State/Federal Contracts				
Hazard Mitigation Plan Update	Grant approved by Virginia Department of Emergency Management; Center for Geospatial Technology (CGIT) of Virginia Tech under contract Three meetings with stakeholders held to date	Individual locality meetings underway (Bedford, Campbell, Appomattox completed); capacity assessments underway. Individual Hazard type (HIRA) to be delivered May/June	Individual locality meetings continue March-May, full Technical Advisory Committee meetings in July. On Schedule	Draft to FEMA early 2020; localities spring 2020

Quarterly Work Plan Status Update – Central Virginia Planning District Commission –
Through June 2019



	12-31-18	3-31-19	6-30-19	ON DEADLINE?
Chesapeake Bay Phase III WIP PDC Input Deck Submittal	Final project report completed. Includes stakeholder meetings and Input Deck & Programmatic Template submittal to DEQ December, 2018. Examine opportunities for next Phase			Yes. Completed
Ride Solutions and Commuter Services		Developed new website and marketing in preparation for new ride matching, multimodal trip software – Agile Mile	Active marketing and business coordination underway for new app service.	Ongoing
Long Range Transportation Plan	In consultation with VDOT for procurement release	Scope of Work Complete Consultant Proposals Due 4/19	EPR procured as consultant. Kickoff meetings w/TTC & MPO in July	Will be completed in next fiscal year
VDRPT Vanpool Study	Consultant (AECOM) procured and project to kickoff January 2019 Application submitted for implementation phase	Underway; final study will be completed in summer.	Project momentum and business outreach will begin in July; study complete in early 2020.	To be completed in 2019-2020
Chesapeake Bay Phase III WIP contract for stakeholder assessment		Approval by CVPDC. Contract will be executed in April 2019	First report submitted in June along with a scope of work through November for DEQ approval	Will be completed by November 2019

Quarterly Work Plan Status Update – Central Virginia Planning District Commission –
Through June 2019



	12-31-18	3-31-19	6-30-19	ON DEADLINE?
The Forks Intersection Assessment (Rt. 221 & Independence Blvd. Bedford Town)			Clark Nexen procured as consultant. Research has begun	Project just beginning.
Internal Projects				
EDA - CEDS	<ul style="list-style-type: none"> • LGC and Alliance providing staff support to CEDS Coordinating Committee • October speaker related to Rivers Initiative • EDA approved our CEDS document, first report to be sent May 2019. Next CEDS Update due 2022 • Work will begin after 7-2019 on an application for Economic Development District Designation 	<ul style="list-style-type: none"> • CEDS Steering committee meet in April; • Focus Forward website on both CVPDC & LRBA websites; • Initiative updates maintained/tracked. • Utilizing Hazard Mitigation to address resiliency element. • Working to outline a strategy to incorporate agriculture component. • EDA suggested continuing tracking and using Hazard Mitigation to address elements. • Suggest hold a year in pursuing EDD designation to show progress to address EDA comments. 	<ul style="list-style-type: none"> • Initiating resiliency within the CEDS planning process. • Will participate in Lynchburg Business Alliance transportation summit in August. • Continued coordination with regional hazard Mitigation Plan update • Kelly H. presented at NADO Columbus OH conference on regional CEDS/Transportation/WIB connection in June 	EDD designation process begins in 2020

Quarterly Work Plan Status Update – Central Virginia Planning District Commission –
Through June 2019



	12-31-18	3-31-19	6-30-19	ON DEADLINE?
Development of a Regional Strategic Plan	Draft to Council April 2019	Draft document to CVPDC board in July for consideration; seek approval in August/September	On track for discussion with PDC in July	On track for DHCD submittal in September 2019
Workforce Development Center	Report to Council by April 2019	Written report in April 18, 2019 agenda packet		ongoing
Initiate new Regional projects or Initiatives	Executive Committee meeting with Alliance and local Economic Developers on 2-6-19 Report to Executive Committee by April 2019	Meetings with Executive Committee and local/regional economic developers on a development plan for the Central Virginia Training Center	Authorized \$150,000 for creation of a redevelopment plan for the Central Virginia Training Center	ongoing
Communications	Name Change and 50th Anniversary Plan Presented 1-17-2019 Newsletter circulated December 2018 Next Newsletter: February 2019	Newsletter published February 2019 Media announcement on name change	Rideshare program is developing short videos, visual graphics, billboard and print material, and content for corporate newsletters to market the program. We are using social media and are coordinating with WIB in participation in job and work fairs to market the Ride Solutions program.	ongoing

Quarterly Work Plan Status Update – Central Virginia Planning District Commission –
Through June 2019



	12-31-18	3-31-19	6-30-19	ON DEADLINE?
RFP Health Insurance	<ul style="list-style-type: none"> • Consultant selected • RFP currently out for Bid • Report for March 2019 meeting to compare Local Choice option 	RFP completed and Local Choice vendor selected	Assignment complete	Yes
Personnel Policies Update	<p>Working with Margaret Schmitt to rewrite/reformat document</p> <p>Report for April 2019 meeting</p>	Updated draft presented to Executive Committee and now being circulated to CVPDC staff.	Revised Personnel Policies Approved	Revised Personnel Policies Approved
Training for Member Jurisdiction Staff and Stakeholders	<p>Utility infrastructure grants and loan seminar – August 22, 2018</p> <p>New Planning Commissioners – January 31, 2019</p>	<ul style="list-style-type: none"> • Eva training on use of state procurement and bidding held on November 14, 2018. • Training for local Planning Commissioners held on 1-31-19. 	No trainings in this quarter	Ongoing. No new trainings expected through June 30.
Coordinate Meetings with Targeted Staff Groups	<ul style="list-style-type: none"> • Procurement personnel next meet 2-27-19, quarterly • Planners bi-monthly meetings; first January 18, 2019 • HR Directors Meet • Managers/Administrators meet monthly, 2nd Thursday • Deputies meet Feb, March, May, June, August, September, November, 4th Thursday 	Purchasing Agents met on 2-27-19	Targeting meetings with Purchasing Agents in July or August	Under discussion for July or August

Quarterly Work Plan Status Update – Central Virginia Planning District Commission –
Through June 2019



	12-31-18	3-31-19	6-30-19	ON DEADLINE?
Broadcast Grant opportunities	Continuous activity	2/22/29 – Rural Development Distance Learning and Community Connect Broadband grant circulated	Continuous Activity	Ongoing
Explore Regional Volume Purchasing	Meeting with Purchasing Agents on 2-27-2019	Purchasing Agents met on 2-27-19. It is an ongoing conversation and they will consider other opportunities for cooperative procurement.	No activity in this quarter	Will continue discussions with Purchasing Agents in July or August

Additional Materials

Report on No Business Mountain Litigation

Since 2015 the Planning District Commission has been one of the defendants in litigation with property owners along the dirt/gravel road that leads to the No Business Mountain tower site. We are accused of trespassing and damage to property when we repaired the road in 2014 although no specific damages have been specified. Our insurance company has hired attorneys to represent us in this litigation.

In August there will be a pleading before the Bedford Circuit Court that the Planning District Commission should be entitled to Sovereign Immunity for intentional actions and, if the Judge agrees, would be dismissed from the suit.

MOU for Workforce Board Staffing and Financial Management

The PDC has entered into a contract with the Workforce Development Board to provide management services for the Youth Program for 2019-2020 charging \$611 per month for those services. During that year the Workforce Development Board will seek proposals from private firms to provide this service. This action was approved at the November 2018 PDC meeting.

Central Virginia Planning District Commission			
Attendance Report - July 2018 - May 2019		Updated through 5.16.19	
Name	Jurisdiction/Organization	Full Board Attendance	Committee Attendance
Campbell, Kenneth	Amherst County	7	4
Rodgers, Dean	Amherst County	7	5
Rogers, Frank	Campbell County	6	4
Svrcek, Bonnie	City of Lynchburg	7	5
Tuggle, Dwayne	Town of Amherst	5	1
Adams, Susan	Appomattox County	5	
Carter, Sara	Town of Amherst	4	5
Harvey, Paul	Town of Appomattox	5	
Tweedy, Treney	City of Lynchburg	4	
Lucas, Megan	Lynchburg Regional Business Alliance	3	3
Thurston, Russell	Town of Brookneal	3	1
Watts, Charlie	Campbell County	3	
Johannessen, Bruce	Town of Bedford	3	
Moody, Bryan	Appomattox County	2	
Coggsdale, Waverly	Town of Altavista	2	4
Dalton, Beverley	Town of Altavista	1	
Hiss, Robert	Bedford County	1	3
Peake, Mark	Virginia Senate	1	
Sharp, John	Bedford County	1	
Warner, Bart	Town of Bedford	1	
Nowlin, James	Town of Brookneal		
Shanaberger, Gary	Town of Appomattox		1