



Electronic Meeting Instructions

How to Access CVTPO and CVPDC Electronic Meetings via GoToMeeting

The June 18, 2020 CVTPO and CVPDC electronic meetings will be conducted via GoToMeeting using the same meeting link. The information below provides links and call-in numbers for participants, as well as instructions and guides to connecting via GoToMeeting.

How to access and use GoToMeeting

GoToMeeting is a free video conferencing service that can be accessed via computer, smartphone or tablet. GoToMeeting can be [downloaded](#) and used on a Mac or Windows desktop or accessed in the [Apple App Store](#), [Google Play](#), or [Windows Phone Store](#). Alternatively, participants can join a GoToMeeting via web browser or by using the provided call-in number and password.

[GoToMeeting Quick Guide](#)

[GoToMeeting Video Tutorial](#)

June 18 Meeting Information:

Due to the overlap in CVTPO and CVPDC members and to create the easiest access for meeting participants, the access link for both meetings will be the same. The TPO meeting begins at 4:00 p.m. and the PDC meeting at 5:00 p.m. Those who will participate in both meetings will not need to switch meeting rooms.

CVTPO Meeting

Thu, Jun 18, 2020 4:00 PM (EDT)

CVPDC Meeting

Thu, Jun 18, 2020 5:00 PM (EDT)

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/928513685>

You can also dial in using your phone.

United States: [+1 \(872\) 240-3212](tel:+18722403212)

Access Code: 928-513-685

If you have any questions, or need assistance with connecting to GoToMeeting, feel free to contact Mallory Cook, mallory.cook@cvpdc.org, (434)-381-0053.



12th Fl., 828 Main St.
Lynchburg, VA 24504

**Central Virginia Planning
District Commission**

Electronic Meeting: GoToMeeting

June 18, 2020

5:00 p.m.

Agenda

1. **Welcome | Moment of Silence | Introduction of New Members**Dwayne Tuggle, Chair
2. **Recognition and Resolution of Appreciation to Lynchburg City Manager Bonnie Svrcek for Service to the Commission and the Region**Dwayne Tuggle, Chair
(Attachment)
3. **Approval of May 21, 2020 Meeting Minutes**.....Dwayne Tuggle, Chair
(Attached)
4. **Approval of the Rural Transportation Plan for 2020-2021**.....Scott Smith, CVTPO
(Attached)
5. **Approval of the CVPDC 2020-2021 Budget and Work Plan**Gary Christie & Rosalie Majerus
(Attached) (Attached) (Attached)
6. **Consideration of an Amendment to the Regional Radio System Cooperative Agreement to add Campbell County as a Member**.....Gary Christie
(Attached) (Attached)
7. **PDC Bylaws Change to Allow Chair to Serve More than One Consecutive Year**Gary Christie
(Attached)
8. **Other Business from Staff and Members**.....Dwayne Tuggle, Chair
 - a) Public Input Meetings
 1. Hazard Mitigation Plan Update Electronic Public Meeting: June 28
 2. Town of Bedford Independence Blvd/221 Intersection Public Meeting: June 30
 - b) Scheduling of an Executive Committee Meeting
9. **Future Meetings**.....Dwayne Tuggle, Chair
 - a) July 16: TPO – 4 p.m., PDC – 5 p.m. (electronic or in person meeting to be determined)
 - b) July 30: VAPDC Virtual Summer Conference
 - c) August 20: TPO – 4 p.m., PDC – 5 p.m.
10. Adjourn



Resolution of Recognition to Lynchburg City Manager Bonnie Svrcek

BE IT RESOLVED THAT THE CENTRAL VIRGINIA PLANNING DISTRICT COMMISSION ON JUNE 18, 2020 ADOPTED IN FULL THE FOLLOWING:

WHEREAS: Bonnie Svrcek has served as a member of the Central Virginia Planning District Commission from 2016 until 2020, and

WHEREAS: Ms. Svrcek has ably served as Treasurer of the Commission from 2017-2018, and Whereas, from 2016 until 2020,

WHEREAS: Ms. Svrcek has served either as the Chair or the Vice Chair of the Region 2000 Services Authority, and

WHEREAS: Ms. Svrcek has provided valuable leadership to the Commission, has advocated support for jurisdictions working together cooperatively and has served as a valued representative from the City of Lynchburg, and

WHEREAS: Ms. Svrcek has recently announced her retirement from the position of Lynchburg City Manager, and

WHEREAS: The Central Virginia Planning District Commission will miss Ms. Svrcek's wisdom, candor, and valued perspective.

NOW THEREFORE BE IT RESOLVED,

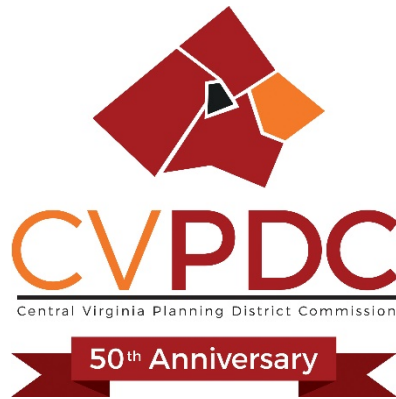
That the Central Virginia Planning District Commission does offer our most sincere appreciation to Ms. Svrcek for her service to the region, to her neighbor jurisdictions and to the City of Lynchburg, and

That we wish her much success in her new adventures and hold her with much appreciation for her work for the Commission and the communities in our region, and

That the Central Virginia Planning District Commission instructs staff to spread these words through the pages of the Commission's minutes as a permanent appreciation of our respect and appreciation.

Chair

Date



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

**May 21, 2020
5:00 pm**

Minutes

Members Present:

Sara Carter, Amherst Town Manager
Jon Hardie, Campbell County Board of Supervisors
Robert Hiss, Bedford County Administrator
Bruce Johannessen, Bedford Town Council
Megan Lucas, Lynchburg Regional Economic Alliance
Dean Rodgers, Amherst County Administrator
Frank Rogers, Campbell County Administrator
Mayor Dwayne Tuggle, Town of Amherst, Chair
Reid Wodicka, City of Lynchburg

Members Absent:

Susan Adams, Appomattox County Administrator
Jimmy Ayers, Amherst County Board of Supervisors
Waverly Coggsdale, Altavista Town Manager
Beverley Dalton, Altavista Town Council
Mayor Paul Harvey, Town of Appomattox
Mark Peake, Senate of Virginia
Gary Shanaberger, Appomattox Town Manager
John Sharp, Bedford County Board of Supervisors
Russell Thurston, Brookneal Town Manager
Mayor Treney Tweedy, City of Lynchburg
Bart Warner, Bedford Town Manager

Others Present:

Gary Christie, Central Virginia Planning District Commission, Executive Director
Mallory Cook, Central Virginia Planning District Commission
Philipp Gabathuler, Central Virginia Planning District Commission
Kelly Hitchcock, Central Virginia Planning District Commission
Rosalie Majerus, Central Virginia Planning District Commission

1. Welcome, Moment of Silence, and Introduction of New Members

Dwayne Tuggle, Chair, welcomed the Commission and began the meeting with a moment of silence.

Mr. Reid Wodicka is in attendance for the City of Lynchburg as the alternate for Bonnie Svrcek. Mr. Jimmy Ayers will be the new member representing the Amherst County Board of Supervisors.

2. Resolution to Allow Electronic Meetings

A motion was made by Megan Lucas, seconded by Frank Rogers, to authorize electronic meetings for the CVPDC. The motion was unanimously approved.

3. Approval of the January 22, 2020 Meeting Minutes

Upon a motion by Frank Rogers, seconded by Jon Hardie, the minutes of the January 22, 2020 meeting passed unanimously as presented.

4. Round Table Discussion about Activities of Localities in Response to Economic Shutdown

Frank Rogers reported that Campbell County initiated a “soft opening” on Monday of this week. Everyone in the county office has been provided masks and hand sanitizer while working with minimal staff, and the local government is encouraging visitors to wear face coverings when coming into the office.

Reid Wodicka shared that the opening procedures in Lynchburg are similar but is somewhat delayed from many of the other localities currently operating a phased approach. A loan program has also been created to provide support to local businesses.

Dean Rodgers reported that Amherst County is taking a similar approach having opened on Monday as well, and they are continually assessing how CARES Act funds can be distributed once they become available. The EDA has distributed \$17,000 of \$25,000 in grants, and they are spending a great amount of effort focusing on the schools with distance learning and broadband capabilities.

Robert Hiss reported that Bedford County also reopened on Monday and they are still encouraging teleworking when possible. The Board of Supervisors is anticipating passing the budget next Tuesday night in addition to discussing how to distribute CARES Act funds. They are also continually assessing how to oversee proper care in the county’s nursing home.

Megan Lucas shared that they have been streaming the “Wednesdays at 1:00” program to provide support and answer questions regarding local business operations with subject matter experts. The Quick Guide for Business Reopening was distributed region-wide about two weeks ago.

5. Proposal to Develop and Action Plan on the Region’s Economy Post-COVID-19

Both GO Virginia and the Economic Development Administration have opportunities with grants in response to COVID-10 that may be able to support any of the recently proposed initiatives. The process will likely take several months, and staff recommended bringing these proposed ideas to the Executive Committee for input.

6. Financial Update

a) Year to Date Revenues/Expenditures and Projected Year-End

Rosalie Majerus reported that as of April 30 the operational expenses should finish approximately \$90,000 under budget. Some of the factors for this include a planner position that was not filled and other operational expenses such as training and travel that have been put on hold with the current health concerns.

Revenue is anticipated to have a shortfall of approximately \$20,000 but should be made up in the FY 2021 once projects from RideShare and others resume, and funds are rolled over.

b) Overview of What to Expect with 2020-2021 Budget

The vacant planner position will not be included in the FY 2021 budget. Frank Rogers asked about the change in need for this position. Gary Christie explained that RideShare and several other programs had room for expansion, but because of the current health concerns, many of these projects are on hold.

The VRS rate has decreased 0.5% for the next two years, while health insurance rates increased 4.5%, which is shared with employees at the same rate as last year. Additionally, salary increases were removed, but may be able to be reconsidered later in the year.

7. PDC Bylaws Change to Allow Chair to Serve More than one Consecutive Year

A change to the bylaws was presented to authorize the Chair to serve more than one consecutive year, however a supermajority is needed to proceed with a vote. This item will be tabled until the next meeting pending enough members are present to conduct the vote.

8. Appointments to the Lynchburg Regional Business Alliance Executive Committee

According to the bylaws of the Alliance, the administrators of investing municipalities sit on the board of directors, with two of those administrators serving on the executive committee. Currently Dean Rodgers and Bonnie Svreck serve on this committee.

A motion was made by Dean Rodgers, seconded by Jon Hardie, to appoint Robert Hiss of Bedford County and Frank Rogers of Campbell County to serve the next term on the Executive Committee for the Alliance. The motion was unanimously approved.

9. Other Business from Staff and Members and Written Reports

a) **Endorsement of Chair Dwayne Tuggle for consideration to serve as a member of the Board of Directors for the Virginia Association of Planning District Commissions**

An endorsement of Mayor Tuggle to serve on the Board of Directors for the VAPDC was recommended to the board. This will allow some involvement of the Central Virginia region on that board which serves to support other Planning Districts throughout the region.

A motion was made by Megan Lucas, seconded by Dean Rodgers, to endorse Chair Dwayne Tuggle for consideration to serve on the Board of Directors for the VAPDC and was unanimously approved.

b) **Transportation Planning Director Recruitment**

Scott Smith will be moving to Missouri in September after serving the Commission for 10 years. Advertising for a new director will begin soon, and the position should remain very similar to the current position.

c) **Update to PDC about Hazard Mitigation planning**

Kelly Hitchcock shared that the hazard mitigation plan continues to move forward and has continued to have great involvement from staff in each of the represented localities. The second public meeting will be on June 25, with all information scheduled to be listed on each locality's website and newsletters.

The draft is scheduled to be submitted to FEMA in July, with the projection of presenting the plan to each locality's board in September.

d) **Campbell County request to join the Central Virginia Radio Board**

The Commission is anticipating a request from Campbell County to join the regional Radio Board at the June meeting. This requires all of the jurisdictions that are currently participating plus the Commission to act on that request.

10. Future PDC and MPO/TPO meetings

The MPO and PDC will meet on June 18, July 16 and August 20 at 4:00 p.m. and 5:00 p.m. respectively.

The June 18 meetings will be conducted electronically.

11. Other Business from Staff and Members

Megan Lucas recognized Kelly Hitchcock for her assistance in drafting a USED A application to assist with financing for the training center.

Adjourn - There being no further business, the meeting adjourned at 5:47 p.m.

Central Virginia Planning District Commission

FY-2021 Rural Transportation Planning Work Program

July 01, 2020 – June 30, 2021



CV PDC

Central Virginia Planning District Commission

Purpose and Objective

The Virginia Department of Transportation (VDOT) allocates part of the State Planning and Research (SPR) funding to provide annual transportation planning assistance for non-urbanized areas within the Commonwealth. The Rural Transportation Planning (RTP) Program was created to aid the State in fulfilling the requirements of the State Planning Process to address the transportation needs of non-metropolitan areas. Funds appropriated under 23 U.S.C. 307(c) (SPR funds) are used in cooperation with the Department of Transportation, Commonwealth of Virginia for transportation planning as required by Section 135, Title 23, U.S. Code. These Federal funds provide 80 percent funding and require a 20 percent local match.

In FY-2020 each planning district commission / regional commission that has rural area will receive \$58,000 from VDOT's Rural Transportation Planning Assistance Program. The corresponding planning district commission / regional commission will provide a local match of \$14,500 to conduct rural transportation planning activities. This resource may be supplemented with additional planning funds. The arrangement of all such funds involves the development of a scope of work, approval and other coordination in the Transportation & Mobility Planning Division's (TMPD) administrative work programs.

The scope of work shall include specific activities as requested by VDOT and/or the Federal Highway Administration. The scope of work may also include activities or studies addressing other transportation planning related issues that may be of specific interest to the region. The criteria for the determination of eligibility of studies for inclusion as part of this work program are based upon 23 U.S.C. 307 (c), State Planning and Research.

FY 2021 - Program Administration (\$20,000.00)

Background and Objective: The purpose of this work element is to facilitate regional participation and consensus building on transportation-related issues through a continuing, comprehensive, and coordinated planning process.

1. Rural Transportation Planning Management - \$19,000.00

Description: This activity includes all program management and administrative responsibilities not directly attributable to specific program activities. There are two defined objectives of this task: (1) the administration of transportation planning work program activities; and (2) the completion of necessary contracts, invoices, progress reports, correspondence, and grant applications in support of the work program.

Deliverable Products: The primary result of this task should be a well-functioning transportation program, including:

- Preparation of quarterly financial progress reports
- Provide oversight and administration of specific projects awarded under the Rural Transportation Grant Program
- Prepare meeting agenda minutes, resolutions, arrange for and/or attend meetings, conferences, and training
- Preparation for and attendance at Project Management Team (Technical Committee) meetings, including any work for special committees
- Review proposed enhancement projects as requested
- Prepare and execute funding agreements and contracts, including contract extensions or supplements, as needed
- Respond to requests for intergovernmental reviews and coordination
- Review, as necessary, consultant contracts or supplements and monitor consultant contracts, negotiations, and work progress on corridor studies and plans employing consultants
- Undertake staff training to enhance the rural transportation planning process, such as attendance at VDOT meetings and training sessions, VAPDC conferences, APA VA conferences, NADO conferences, and other opportunities as identified
- Provide Year End Summary List of accomplishments under the Rural Transportation Planning Assistance Program

2. Rural Transportation Planning Work Program - \$3,000.00

Description: This task provides for the annual preparation of the Rural Transportation Planning Assistance Program – Scope of Work for the upcoming fiscal year. Any amendments or revisions to the existing scope of work are also a part of this element.

Deliverable Products: The FY 2021-2022 Rural Transportation Planning Work Program, which documents the activities to be accomplished by the Central Virginia Planning District Commission staff in the upcoming fiscal year. It will also include any amendments or revisions to the existing scope of work.

SPR Funds (80%)	\$16,800.00
PDC Funds (20%)	\$4,200.00
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Total Budgeted Expenditure for Program Administration	\$21,000.00

FY 2021 - Program Activities (\$50,500.00)

Background and Objective: Address regionalized transportation issues that are identified by the Transportation Technical Committee and the Planning District Commission. Individual projects and work elements are described below:

1. General Technical Assistance- \$18,000.00

Description: This task allows for the assistance to localities and VDOT on transportation related activities on an individual or regional basis as needed.

This task includes, but is not limited to:

- Providing transportation technical input and resources to the PDC's localities outside of the MPO area to improve the overall effectiveness and efficiency of the transportation network
- Reviewing and assisting in the updating of local comprehensive plans to ensure that land use and other elements are consistent with transportation planning elements and the statewide transportation plan; this item includes assisting in the development of comprehensive plan's transportation element.
Other duties as required by VDOT, FHWA, and the PDC
- Development and provision of GIS information for use with transportation projects and planning efforts
- Enhancement and maintenance of a website
- Education, information, and referral assistance to localities on local transportation planning committees such as the 501 Coalition, Lynchburg Regional Transportation Advocacy Group (Lynchburg Regional Business Alliance), and local chamber of commerce transportation committees
- Writing transportation planning grants, including Transportation Alternatives and Safe Routes to School grants. This task includes any research and plan development necessary to support grant application efforts
- Evaluation and review of special situations such as major traffic generators, site plans, elderly and handicapped needs, and para-transit projects, as needed
- GIS training activities
- Complete any outstanding items from the FY 2020-21 Scope of Work.
- Assist the District Planner in the update/review of the Small Urban Area Plans in the PDC #11 region.
- Compile all available current and future land use GIS layers / attribute data from local comprehensive plans within the Planning District Commission boundaries. Use the GIS tool to be provided by VDOT-TMPD to geo-reference local transportation plan recommendations. VDOT-TMPD will provide technical assistance on an as needed basis in accomplishing this task. Information gathered will be used to update existing land use data within the Statewide Planning System and will be used to augment data for the Statewide Travel Demand Model that is currently under development. For localities that do not have GIS layers / attribute data for the current and future land use

plans, develop a schedule and identify resources needed that would allow this data to be captured via GIS. VDOT-TMPD will provide detail instructions and templates to be used to provide consistency across the state

- Participate in the Fall Transportation Meeting held in the region and provide a display to serve as outreach to the region's citizens.
- Participate in meetings and trainings conducted by the Virginia Rural Caucus, Virginia Chapter of the American Planning Association, American Planning Association, National Association of Development Organizations, Virginia Association of Planning District Commissions, and other similar organizations.
- Participate in outreach meetings and review data as requested by VDOT throughout the fiscal year pertaining to VTrans and other appropriate efforts
- Participate in VTrans webinars regarding Needs Consolidation / Recommendations and Smart Scale Regional Meetings
- Participate in meetings with VDOT staff regarding Title VI and Environmental Justice compliance
- Participate with the MPOs and VDOT on meeting performance measure goals.
- Provide VDOT's Transportation Mobility and Planning Division – Central Office with updated Travel Demand Management Plans when submitted to DRPT.
- Assist VDOT's Transportation Mobility and Planning Division with updating a database with information from localities comprehensive plans.

Deliverable Products:

- Assistance as enumerated above;
- Enhance and maintain the PDC's web site transportation component.

1. Village of Rustburg Corridor Study – PDC Staff Support - \$24,000.00

Description: The CVTPO will be undertaking a study of the VA Route 24 / US 501 Corridor (Village Highway) from Patricks Drive on the west to Rustburg High School on the east. The study will evaluate traffic flow and safety, especially as it relates to the elementary, middle, and high schools along the corridor. Bicycle and pedestrian improvements will also be explored. Village Highway serves as the boundary between the Lynchburg Urbanized Area and the Planning District Commission's Rural area, meaning that all three schools and roughly half of the involved businesses and residences are on the rural side of the boundary. PDC staff will assist the CVTPO-procured consultant in executing this project, including conducting research, participating in project management meetings, coordinating and participating in public meetings, and executing other public involvement activities related to the project.

Deliverable Product: Completed study.

2. Alternative Transportation Planning Activities - \$8,500.00

Description: The following items will be accomplished in support of alternative transportation planning efforts. These items coordinate with the CVTPO Alternative Transportation project activities. Activities include:

- Website updates
- Grant assistance
- Bike Month development and execution
- Area Bicycle and Pedestrian Advisory Committee
- Alternative Transportation Webinar Series
- Locality assistance as appropriate
- Assemble bicycle and pedestrian recommendations from comprehensive plans and standalone bicycle and pedestrian plans into a GIS shapefile. TMPD will provide a standardized format

Deliverable Product: A summary report of above referenced activities.

SPR Funds (80%)	\$40,400.00
PDC Funds (20%)	\$10,100.00
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Total Budgeted Expenditure for Program Activities	\$50,500.00

<u>FY-2021 Budget Summary Tasks</u>	VDOT (SPR) 80%	PDC (Match) 20%	Total 100%
<u>Program Administration</u>			
1. Rural Transportation Planning Management	\$15,200.00	\$3,800.00	\$19,000.00
2. FY21-22 Rural Transportation Planning Work Program Development	\$2,400.00	\$600.00	\$3,000.00
Total Budgeted Expenditure for Program Administration	\$17,600.00	\$4,400.00	\$21,000.00
<u>Program Activities</u>			
1. General Technical Assistance	\$14,400.00	\$3,600.00	\$18,000.00
2. Village of Rustburg Corridor Study – Staff Support	\$19,200.00	\$4,800.00	\$24,000.00
3. Alternative Transportation Planning Activities	\$6,800.00	\$1,700.00	\$8,500.00
Total Budgeted Expenditure for Program Activities	\$40,400.00	\$10,100.00	\$50,500.00
Total Budgeted Expenditure for Program Administration and Program Activities	\$58,000.00	\$14,500.00	\$72,500.00



**RESOLUTION APPROVING THE FY-2021
RURAL TRANSPORTATION PLANNING WORK PROGRAM**

WHEREAS, the staff of the Central Virginia Planning District Commission has prepared the FY2021 Rural Transportation Work Program (Work Program); and,

WHEREAS, this Work Program has been reviewed and recommended for approval by the Transportation Technical Committee; and,

WHEREAS, this Work Program is now before the Central Virginia Planning District Commission for final approval.

NOW, THEREFORE, BE IT RESOLVED that the Central Virginia Planning District Commission does hereby approve the FY-2021 Rural Transportation Planning Work Program and does authorize it to be submitted to the Virginia Department of Transportation.

ADOPTED this 18th day of June 2020, by the Central Virginia Planning District Commission.

ATTESTED BY:

CERTIFIED BY:

Gary F. Christie, Secretary

Dwayne Tuggle, Chair

Central Virginia Planning District Commission



CVPDC Budget & Work Plan Summary

Three Organizations, One Budget

Finances for three organizations are found in the Central Virginia Planning District Commission budget:

- Planning District Commission
- Workforce Development Board
- Regional Radio Board

The Workforce Board and Radio Board are technically committees of the PDC and do not have a legal independent structure, therefore their financial records are a component of the Planning District Commission.

FY 2019-2020 Budget Projected Balance

It is likely that the 2019-2020 budget will be in the red by approximately \$20,000. Monies in several areas such as RideSolutions, VanPool- Mobility, Chesapeake Bay Watershed Improvement Program, and VDRPT programs are expected to be carried over from the 2019-2020 year to the 2020-2021 year.

2020-2021 Balanced Budget

The PDC Budget balances at \$3,782,000 and contains a surplus contingency of \$19,494.

Local and State Dues

Local Dues are typically set in November, and the Commission agreed for FY 20-21 to no increase from the \$0.575 rate for Cities and Counties and the flat fee of \$1,045 for Towns.

The General Assembly had approved a dues increase of \$14,000, but was later rescinded due to impact of the COVID-19 pandemic on state revenues and to ensure that next year's state funding will be level.

There has been no change for local dues since they were decreased in 2011 from \$.65 for Cities and Counties and \$1,180 for Towns.

Staffing

A new planner position included in FY 19-20 was removed from the FY 20-21 budget. The programs (RideSolutions, VanPool, Chesapeake Bay Watershed Improvement Program) that the new planner would focus on are dormant during the COVID-19 pandemic for a few months as the state sorts out next steps from the pandemic. These programs will begin again after the summer, but staff proposes to reassess staffing needs after the state sorts out delivery mechanisms and funding. Staff presents a cleaner, more realistic budget without this position. When the state's direction on these programs is clearer, we can come back to the Commission for more discussion on staffing.

No staffing pay adjustments are included. Staff will likely ask for a discussion in November. A 4.8% increase in Health Insurance is included in the budget shared based on our traditional ratios between the employer and employee.

Contractual Services

Staff proposes a 33% increase to \$30,000 in the contractual services line to provide more flexibility throughout the year as we address and respond to COVID-19 pandemic needs and opportunities.

Projects Ending

Some of our services to communities are of a project management nature that have a beginning and an ending. Projects ending in this group include

- Appomattox County Tornado Recovery CDBG
- Appomattox Town Meadowlark Neighborhood Revitalization CDBG

Projects Beginning or Continuing

- Old Town Madison Heights Neighborhood CDBG
- Town of Bedford South Bridget Street Neighborhood CDBG – staff may have a larger project than is currently budgeted
- Van Pool assessment and implementation
- Chesapeake Bay Watershed Improvement Program
- Integration of Campbell County into the Regional Radio system – staff may have a larger involvement in this than is currently budgeted

Recommended Action

Approval of the 2020-2021 work plan and budget of \$3,782,000 as presented.

Central Virginia Planning District Commission
Budget to Actual for FY20; Draft Budget for FY21
Actual as of May 31, 2020

	<u>Actual as of 6/30/19</u>	<u>FY 20 Adjusted Budget</u>	<u>Actual as of 5/31/20</u>	<u>FY21 Draft Budget</u>
OPERATIONS FUND (EXPENDITURES)				
<u>SALARY</u>				
ADMINISTRATION	163,253	169,935	150,429	171,531
FINANCE	138,872	141,649	133,782	133,161
OPERATIONS	223,588	278,060	212,618	252,675
	525,712	589,644	496,830	557,367
PART TIME HELP		10,000	0	10,000
Total Salaries & Wages	525,712	599,644	496,830	567,367
EMPLOYER COST FICA	38,590	45,736	35,827	43,404
EMPLOYER COST V R S	24,755	27,772	23,465	23,409
EMPLOYER COST HEALTH INS	82,456	89,024	82,290	79,952
EMPLOYER COST LIFE INS	6,887	7,724	6,354	7,469
WORKERS COMP	1,462	1,500	1,835	1,900
Total Fringe Benefits	154,151	171,757	149,772	156,134
<u>OFFICE EXPENSES</u>				
AUDITING SERVICES	5,150	5,775	4,360	6,000
PAYROLL ACCOUNTING SERVICES	4,827	6,870	5,105	5,500
LEGAL SERVICES	3,425	3,000	2,216	3,000
LIABILITY INSURANCE	993	1,000	961	1,250
CONTRACTUAL SERVICES	44,049	22,500	16,781	30,000
ADVERTISING	147	1,000	49	1,000
POSTAGE	944	1,000	562	1,000
TELEPHONE	5,196	6,400	4,713	6,400
INTERNET SERVICES	677	700	545	700
OFFICE SUPPLIES	4,043	6,000	3,775	6,000
PRINTING & BINDING	986	1,500		1,000
TRAVEL	3,267	7,500	1,915	7,500
SPECIAL MEETINGS	5,227	7,000	2,661	7,000
EDUCATION & TRAINING	2,081	8,000	2,508	8,000
DUES, SUBSCRIPTIONS	7,315	10,800	8,452	9,500
PUBLICATIONS	251	500	247	500
MISCELLANEOUS EXPENSES	1,049	1,000	398	1,000
FURNITURE & FIXTURES	0	1,000		1,000
RENTAL OFFICE EQUIPMENT	2,455	4,000	1,325	4,000
OFFICE RENT	56,539	57,056	52,664	58,767
PARKING	1,580	1,800	1,100	1,800
COMPUTER EQUIP/SOFTWARE	7,122	12,000	8,179	12,000
Total Office Expenses	157,323	166,401	118,516	172,917
Total Operations Expenses	837,186	937,802	765,117	896,418

Central Virginia Planning District Commission
Budget to Actual for FY20; Draft Budget for FY21
Actual as of May 31, 2020

	<u>Actual as of 6/30/19</u>	<u>FY 20 Adjusted Budget</u>	<u>Actual as of 5/31/20</u>	<u>FY21 Draft Budget</u>
Total Operations Expenses (from Page 1)	837,186	937,802	765,117	896,418
Direct Project Expenses				
Amherst CDBG - Old Town Madison Heights	57	500	65	750
Appomattox CDBG - Meadowlark	428	500	280	0
Appomattox Town Comp Plan		755	148	0
Appomattox Recovery Planning Grant	661	1,500	419	0
Bedford County CDBG				500
CEDS	827	0	0	500
Chesapeake Bay	303	250	170	1,000
CVTC		0	150,000	
DHCD	855	2,500	402	2,500
DRPT / FTA	7,868	30,641	3,491	12,000
Hazard Mitigation	564	59,691	38,026	21,331
Pamplin VDH Water	271	0	927	
Regional Radio Board	503	1,000	396	750
RideSolutions	18,520	20,754	4,966	22,265
RideSolutions - Mobility				1,500
VDOT - PL	12,191	18,750	17,096	27,000
VDOT - Rural	12,764	2,500	21,932	6,000
WIOA	275,129	544,004	260,943	544,004
Total Direct Project Expenses	330,941	683,345	499,261	640,100
TOTAL OPERATING & DIRECT PROJECT EXPENSES	\$1,168,127	\$1,621,147	\$1,264,378	\$1,536,518
Pass Thru Expenses				
Regional Radio Board	1,176,339	1,149,988	1,125,585	1,149,988
VDOT - PL	87,500	78,750	47,415	126,000
WIOA	1,084,679	950,000	927,220	950,000
Total Pass Thru Expenses	\$2,348,518	\$2,178,738	\$2,100,220	\$2,225,988
Total Expenses	\$3,516,645	\$3,799,885	\$3,364,598	\$3,762,506

Central Virginia Planning District Commission
Budget to Actual for FY20; Draft Budget for FY21

Actual as of May 31, 2020

	<u>Actual as of 6/30/18</u>	<u>FY 20 Adjusted Budget</u>	<u>Actual as of 5/31/20</u>	<u>FY21 Draft Budget</u>
Revenues				
OPERATIONS FUND (REVENUE)				
Dues	154,774	155,420	155,420	156,242
Miscellaneous Revenue	13,579	12,000	10,868	12,000
Total Operations Revenue	168,353	167,420	166,287	168,242
Direct Project Revenues				
Amherst County - Old Town Madison Heights	5,360	13,800		30,000
Amherst Construction Ready		750		
Appomattox CDBG - Meadow Lark	11,000	22,500	24,000	
Appomattox Town Comp Plan		14,918		0
Appomattox Recovery Planning & construction C	6,725	9,400	12,825	
Bedford County CDBG				6,000
Chesapeake Bay	50,000	21,500	21,500	52,000
DHCD	75,971	72,471	75,971	75,971
DRPT / FTA	108,379	133,638	77,292	125,262
Hazard Mitigation	17,500	63,700	35,967	31,331
Pamplin VDH Water	2,500	0		0
Regional Radio Board	25,000	25,000	23,434	26,000
Region 2000 Services Authority	160,224	170,838	138,468	175,963
RideSolutions	50,450	44,603	26,323	56,080
RideSolutions - Mobility				12,000
VDOT-PL	132,686	136,286	76,433	123,158
VDOT-Rural	58,000	58,000	29,246	58,000
WIOA	344,961	609,004	324,427	609,004
Total Direct Project Revenues	1,048,755	1,396,408	865,887	1,380,769
Interest	12,927	7,000	10,472	7,000
TOTAL OPERATIONS & DIRECT PROJECT REVENUES	1,230,036	1,570,828	1,042,646	1,556,012
Surplus/(Use of Fund) Balance	61,909	(50,319)	(221,732)	19,494
Funding from Fund Balance			150,000	
Funding from Fund Balance	0	0	150,000	0
	\$61,909	(\$50,319)	(\$71,732)	\$19,494
Pass Thru Revenue				
Regional Radio Board	1,277,456	1,149,988	1,179,150	1,149,988
VDOT - PL	78,750	78,750	47,415	126,000
WIOA	1,091,209	950,000	919,997	950,000
Total Pass Thru Revenues	\$2,447,415	\$2,178,738	\$2,146,563	\$2,225,988
		0		
Total Revenue	3,677,450	3,749,566	3,339,209	3,782,000
Net Surplus/(Use of Fund) Balance	160,805	(50,319)	(25,389)	19,494

Central Virginia Planning District Commission

Cash and Estimated Fund Balance

May 31, 2020

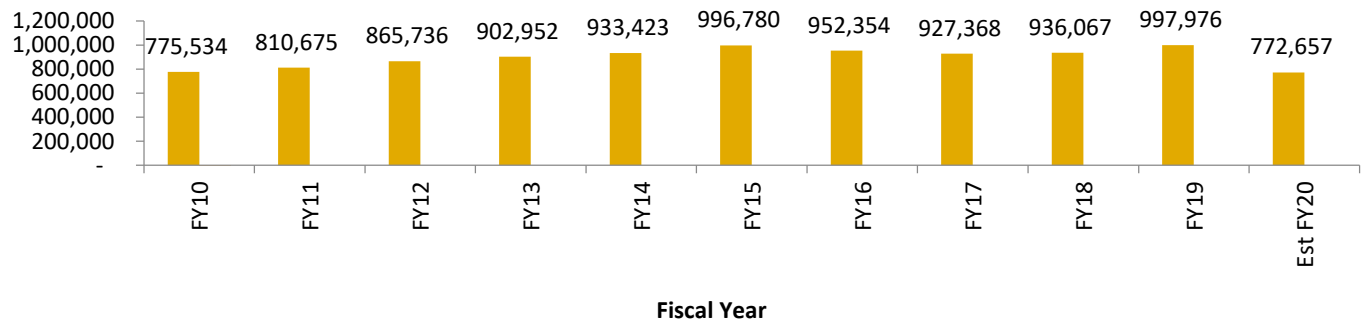
CASH ON HAND

Sun Trust Checking		
CVPDC Funds	225,982	
WIA Trainit Funds	4,429	
Petty Cash	110	
Local Govt Invest Pool	402,371	
Cash on Hand	\$ 632,892	

CALCULATION OF ESTIMATED YEAR-END FUND BALANCE

Estimated Year-end Fund Balance	\$ 772,657	
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Ending Fund Balance





CVPDC FY21 Work Plan

Last Updated: June 10, 2020

2020-2021 Work Objectives of the Central Virginia Planning District Commission

This planning document outlines the major work objectives for 2020-2021 that strives to support the CVPDC's mission:

- to be a **dynamic** public forum for matters of regional significance; and,
- to create **solutions** by coordinating plans and building coalitions; and,
- to provide **service** excellence to our localities and to the Commonwealth.

The annual Work Program is the basis for implementing the projects supported by the CVPDC. The Commission strives to maximize its limited staff and resources by developing a comprehensive work plan based on current and anticipated needs and priorities.

The Work Program is revised annually and will be amended by the Commission as needed.

Since 1969 the Central Virginia Planning District Commission has served as the regional association for the city, county and town governments in the greater Lynchburg, Virginia region.

The CVPDC serves as a forum for localities to advance social, economic and environmental cooperation.

The CVPDC region includes four counties, five towns and the City of Lynchburg spread over 2,000 square miles with an estimated population of 255,000.

Efficient Transportation

Establish priorities, guide investments and support coordinated operations to implement the region's long-range plan for a safe, balanced, multimodal and equitable transportation system.

2020-2021 Major Work Objectives

Long-range transportation planning and policy development

- Complete the Connect Central Virginia 2045 Unified Long Range Transportation Plan (LRTP), which will combine the formerly separate urban and rural long-range plans with the Lynchburg Connectivity Study
- Conduct a corridor study for Village Highway (VA Route 24/US 501) in Rustburg (Campbell County)
- Provide technical assistance to localities in Smart Scale Program applications and other transportation related funding requests
- Develop transportation chapter for Bedford County's comprehensive plan update
- Participate in regional transportation information sessions such as the Lynchburg Business Alliance's Transportation Advocacy Group
- Provide planning and technical assistance to the Greater Lynchburg Transit Company,
- Maintain the Transportation Improvement Program (TIP) for federally funded and regional significant transportation projects consistent with the Long Range Transportation Plan
- Expand the CVTPO Public Participation Plan and Title VI Plan to include additional guidance regarding promotion and communication using social media and other methods. Review CVTPO bylaws and other guiding documents to determine the feasibility of electronic meetings.

Alternative Transportation Services

Advance alternative transportation mode planning, infrastructure implementation and use through multimodal programs, technology and programming

2020-2021 Major Work Objectives

Alternative Transportation Planning and Services

- Market the RIDE Solutions and Commute!VA program to encourage multimodal transportation use to access resources throughout the region.
- Implement the RIDE Solutions/DRPT vanpool program to support access to employment.
- Manage the CVPDC pedestrian/bicycle count program to facilitate active transportation data and inform pedestrian, bicycle, and transit planning and implementation decisions.
- Staff the Lynchburg Pedestrian Advisory Committee, formed to assist in pedestrian planning and implementation improvements
- Partner with GLTC to implement unique transit, multimodal incentive programs with employers
- Assist in facilitation, grant writing, planning, and implementation of pedestrian and bicycle facilities (e.g. trails) in member localities.

Champion Regional Economic Development Strategy

2020-2021 Major Work Objectives

- Provide staff support to the CEDS Steering Committee working with the CEDS partner agency, Lynchburg Regional Business Alliance (LRBA)
- Provide staff support to Arts and Culture, and Rivers and Communities, and Transportation Initiative Councils
- Outline the necessary steps to be in a position to successfully apply for Economic Development District (EDD) in 2020-2021
- Manage and submit appropriate CEDS documentation to the Federal Department of Commerce, Economic Development Administration and appropriate Commonwealth of Virginia departments

Competitive Economy: Workforce

Lead workforce development services to coordinate workforce development systems

2020-2021 Major Work Objectives

Coordinate services and expand employee and employer participation in the region's workforce development programs

- Manage the Workforce Innovation and Opportunity Act program for the Central Region providing funding and technical assistance to Adult, Youth and Displaced Workers
- Coordinate the stakeholder services at the Central Region Career One Stop Center
- Manage and implement the Talent Collaborate Grant for GO Virginia Region 2 for Lynchburg, Roanoke and New River Valley Regions
- Organize and create a non-profit structure to assist the Workforce Development Board with resource development and fund raising
- Provide staff support to the Central Virginia Workforce Development Council and Workforce Development Board

Community Development

Support community development initiatives through technical support, planning assistance, and administrative and management services to localities.

- Support localities recovery from COVID-19 economic shut-down including grant development, project administration, and communications.
- Provide grant administration services to Amherst County to support designed program outcomes for the Old Town Madison Heights Main Street Revitalization Project
- Provide planning grant assistance to the Town of Bedford in development of a neighborhood housing revitalization strategy
- Assist the City of Lynchburg in updating its Future Land Use Map (FLUM)

Healthy Environment

Develop policies, processes and projects that help keep the region's air and water clean, manage solid waste, reduce the amount of waste sent to landfills, protect and conserve green infrastructure and promote resilience.

2020-2021 Major Work Objectives

Solid Waste Management

- Manage the Livestock Road Landfill disposing of almost 200,000 tons of solid waste annually for four jurisdictions
- Explore landfill gas to energy systems
- Provide a hazardous household waste collection service three times during the year

DEQ Chesapeake Bay Watershed (WIP) Program

- Coordinate with locality and area stakeholders, in cooperation with DEQ, to implement the Virginia Chesapeake Bay Watershed 2020 PDC Locality Implementation Program Scope of Work. Activities Include:
- Host & facilitate local meetings on watershed topics, WIP BMP, and watershed management activities.
- Facilitate compilation and coordination of area GIS files with DEQ.
- Collaborate with other Bay PDCs and develop a special urban WIP group.
- Assist with BMP implementation reporting to DEQ.
- Assist with development and distribution of BMP, watershed protection tools & resources.

Public Safety and Emergency Services

Coordinate ongoing enhancement and operation of the regional 9-1-1 and interoperable communications systems. Help ensure the region's ability to prepare, respond and recover with coordinated plans and high-quality training, technology and equipment.

2020-2021 Major Work Objectives

Radio tower network maintenance

- Provide coordination and technical assistance in the operation and maintenance of equipment on 16 Radio Towers and 3 dispatch centers in Amherst, Bedford and Lynchburg

Implementation of Radio Board 2019-2020 CIP Initiatives

- Examine alternatives to the No Business Mountain U.S. Cellular tower and WSET Thaxton Mountain Tower
- Develop maintenance schedules for roads, facilities and equipment at tower sites

Provide coordination services for Radio Board with Campbell County public safety radio communication system implementation process as appropriate

- Track and monitor system implementation activities and communicate to Radio Board members through regular updates on project progress, challenges and opportunities

Regional Hazard Mitigation Plan Update

- Working with the Virginia Tech's Center for Geospatial Information Technology (CGIT) and area stakeholders to complete the FEMA, VDEM, and locality approval and adoption of the CVPDC Hazard Mitigation Plan, or regional pre-mitigation plan to lessen the impact of hazards on humans, property, and infrastructure. With FEMA, VDEM and locality approval, areas will be eligible to apply for mitigation program funding.

Support for Local Governments

Provide high quality training and technical assistance services to local and state governments and develop collaborate efforts and shared services to help localities work more efficiently and effectively.

Community Development

- Assist in developing community development and revitalization strategy projects, including housing rehabilitation, infrastructure improvements and or expansion, trail, park or open space development, and redevelopment planning
- Serve as an organizational partner to advance public health through program participation (e.g. Lynchburg Area Health needs Assessment and Implementation), trail and sidewalk plan and implementation assistance, and watershed protection programs.
- Serve as board representatives on numerous public service and social equity programs

Local Government Services

- Support locality efforts to recover from COVID-19 economic shutdown
- Enhance support to member jurisdictions, including special projects and regular communications
- Provide support to localities in grant writing and grant administration, including GO Virginia grants, planning and administrative services

Research, data and mapping

- Assist in coordinating data, GIS and other technology tools to inform, graphically articulate, and guide planning and implementation programs.

Shared services

- Support multi-jurisdictional programs that result in increased efficiencies and effectiveness and have the potential to save money and time

Legislative advocacy and policy leadership

- Support federal and state legislation in priority areas for local governments in the greater Lynchburg/Central Virginia region
- Support topical forums for local elected officials and engage them in regional efforts

Public Staff Training

- Host seminars, workshops, customized training to advance professional capacity of local government staff and help develop a cadre of volunteer planning officials

Civic Engagement

- Continue to identify and use civic engagement tools and techniques to seek substantive feedback and engage the public in planning and decision-making processes.
- Maximize opportunities for regional cooperative purchasing and increase its utilization

**First Amendment to the 2011
Emergency Communications Regional Cooperation Agreement**

**Agreement to Add Campbell County to the
Central Virginia Radio Communications Board
And to the Regional Emergency Communications System**

WHEREAS, Amherst County, Bedford County, the City of Bedford (now the Town of Bedford), the City of Lynchburg and Virginia's Region 2000 Government Council (now called the Central Virginia Planning District Commission) (collectively the "Original Members") entered in a Regional Cooperative Agreement (the "Original Agreement") in December 2011 for the financing and operation of a regional public safety communication system (the "System"); and

WHEREAS, Campbell County desires to become a Member Jurisdiction, as that term is defined in the Original Agreement, and to participate in the System, which requires the unanimous approval of the governing bodies of the Original Members, the Central Virginia Planning District Commission ("CVPDC") and Campbell County.

NOW THEREFORE, IT IS AGREED by the parties as follows:

1. **Membership.** Upon the approval of this Amendment by the Boards of Supervisors of Campbell County, Amherst County and Bedford County, the Town Council of the Town of Bedford, the City Council of the City of Lynchburg and the board of the CVPDC, Campbell County shall become a Member Jurisdiction of the System as that term is defined in the Original Agreement.
2. **Board Membership.** Upon the approval of this Agreement by all parties, Campbell County shall appoint one representative to serve on the Region 2000 Radio Communications Board, now known as the Central Virginia Radio Communications Board (the "Radio Board") pursuant to Section 4.2 of the Original Agreement. Campbell County may also appoint an alternate for that member who shall be entitled to vote in the member's absence. The member shall be the chief public safety communications officer from Campbell County unless the County does not have one, in which case it shall be the chief law enforcement officer.
3. **Payment of Capital Costs by Campbell County.** The Original Members purchased the System through bonds issued by CVPDC, which bonds are scheduled to be paid off in 2027. In lieu of paying a prorated share of the Capital Costs as defined in the Original Agreement and as set out in Section 4.7 of that agreement, Campbell shall pay its portion of the capital costs of the System through a one-time payment of One Million Six Hundred Twenty Thousand Eight Hundred Eighty Three Dollars (\$1,620,883) ("Capital Payment"). The Capital Payment shall be due within 30 days of the approval of this Amendment by the last party listed in paragraph 1, *supra*. The Capital Payment shall be made to CVPDC and may be applied as approved by the Radio Board for the repayment of debt on the System or for other purposes within the scope of the Original

Agreement to Add Campbell County to the Central Virginia Radio Communications Board and to the Regional Emergency Communications System

5.22.20 DRAFT

Page 1 of 7

Agreement. In the event that Campbell County adds more than 535 active radios to the System, then Campbell County is obligated to pay CVPDC an additional \$3,242.00 for each radio it adds to the System above 535 (“Supplemental Capital Payment”) within 60 days of the additional radio becoming active on the CVPDC system. Other than the Supplemental Capital Payment required for new radios as stated herein, Campbell County shall not be responsible for the annual payment of costs defined in Section 4.7 of the Original Agreement. The Supplemental Capital Payment amount shall be adjusted each year according to the applicable U.S. Consumer Price Index. The Capital Payment and any Supplemental Capital Payments shall be the only capital contributions required by Campbell County until such time as the next bonds are issued or new debt is otherwise incurred by agreement of Radio Board Member Jurisdictions for System upgrades. Once the current CVPDC Bonds are paid in full, Campbell County shall not be required to make any further Supplemental Capital Payments for additional radios added to the system.

4. Towers and Equipment. There will be a need for new communications equipment to be placed on and around six towers as part of Campbell County becoming a member of the System. Campbell County agrees to pay for all such equipment, any required tower structural analysis and any necessary upgrades of all such towers, whether owned or controlled by Campbell County or owned or controlled by CVPDC or other Member Jurisdictions, including but not limited to all radio transmitters, receivers, cables, grounding and electrical improvements and other equipment necessary for these towers (“Campbell County Upgrades”). Campbell County agrees to negotiate and guarantee that the Radio Board has access to all towers and tower sites that will be a part of the Campbell County Upgrades. Campbell County shall provide all equipment lists to the Radio Board and approval of the Radio Board is required prior to installation. Additionally, locations of equipment installation on towers and in shelters at those tower sites owned or controlled by CVPDC or other Member Jurisdictions requires the approval of the Radio Board prior to installation. Campbell County also agrees, to the extent allowed by contract, to assign any necessary leases, co-location agreements, access rights, or other contracts or rights necessary to access and operate the System on such tower sites to CVPDC, to the extent such assets are owned by Campbell County, so that CVPDC has full ownership or control necessary for the Radio Board to properly operate, access and maintain the Campbell County Upgrades as a part of the System upon System Acceptance (as defined in Section 5). Existing Campbell County equipment associated with the towers must be in good working order prior to transfer CVPDC.

5. System Testing and Acceptance. Campbell County shall pay directly for all costs related to the necessary testing of the Campbell County Upgrades and their compatibility with and integration into the System (“System Testing”). Upon final acceptance of the Campbell County Upgrades into the System by Campbell County and the approval of the Radio Board (“System Acceptance”), CVPDC, through the Radio Board pursuant to the terms of the Original Agreement, shall be responsible for maintenance and providing for any additional equipment needed on such towers and at such tower sites. Campbell County shall authorize L3Harris and any other contractors it retains to perform System Testing to share equipment and testing information with the Radio Board prior to System Acceptance, and the Radio Board may conduct additional testing at its expense prior to System Acceptance.

6. Campbell County Radios. Campbell County agrees to purchase new radios that are compatible with the current radios used by the other Member Jurisdictions directly from L3Harris Technologies, Inc. (“L3Harris”), which is the contractor for the System currently in use and provides and maintains radios and associated System equipment for the other Member Jurisdictions. The radios purchased by Campbell County shall remain the property of Campbell County. Upon System Acceptance, CVPDC agrees that the Campbell County Radios shall be serviced and maintained through the CVPDC service agreement with L3Harris and Campbell County will be subject to its prorated share of Annual Operational Costs as defined in the Original Agreement.

7. Equipment Ownership and Transfer. Upon System Acceptance, Campbell County shall transfer ownership of all equipment associated with the Campbell County Upgrades, including but not limited to any associated buildings, shelters or other equipment associated with system operation to the CVPDC, and Campbell County agrees to execute any legal instruments required to effect such transfer. All equipment transferred to CVPDC upon System Acceptance shall be transferred back to Campbell County at the end of the term of this Agreement unless otherwise decided unanimously by the Radio Board as provided in the Original Agreement. Upon termination of this Agreement or upon dissolution pursuant to Section 2.3 of the Original Agreement or withdrawal by Campbell County pursuant to Section 2.2 of the Original Agreement, if Campbell County has paid in full all capital payments required herein, and unless otherwise agreed to by the Radio Board, then (i) all equipment installed at Campbell County’s expense at the Campbell County Tower sites shall be transferred from CVPDC back to Campbell County, and (ii) Campbell County shall remove all System equipment it installed on the towers and in shelters owned or controlled by CVPDC or the other Member Jurisdictions, within 180 days of termination. If Campbell County leaves the System, Campbell County shall pay fair market value for any equipment and improvements made by CVPDC (and paid for by the Radio Board Member Jurisdictions) to the shelters or facilities at the Campbell County tower sites. Any property located in the central server at the City of Lynchburg or at the Bedford Communications Center shall remain the property of CVPDC.

8. New Console Furniture at Campbell Dispatch Center. The Radio Board agrees to install up to six new sets of console furniture at the Campbell Dispatch Center within one year after System Acceptance at a project cost not to exceed \$150,000. The console furniture shall be the property of Campbell County upon installation.

9. Term of Agreement. The term of the Original Agreement expires on December 31, 2031 and this Amendment shall have the same termination date. The Radio Board projects that the System will be functional through 2032, but that a significant upgrade to the System will be required at that time which it is expected will be funded through the issuance of new debt. No later than January 1, 2028, the parties agree to begin the negotiation of an extension of the term of the Agreement, including the terms for such future upgrades will be procured and financed.

10. Operational Costs. The Original Agreement defines Operational Costs, and states in Section 4.7 (B) that each Member Jurisdiction’s share of Annual Operating Costs shall be based

on the number of radios on the System attributable to the Member Jurisdiction as a percentage of total Member Jurisdiction radios on the System. Campbell County shall be responsible for its share of Operational Costs based on this formula beginning as of the date of System Acceptance. If System Acceptance is during the middle of a fiscal year, Campbell County's share of Operational Costs for that year shall be pro-rated as of the date of acceptance.

11. Agreement with Other Terms of Original Agreement. By entering into this Agreement and becoming a Member Jurisdiction, Campbell County agrees to be bound by the terms and conditions of the Original Agreement, which is attached hereto and incorporated herein. The Original Agreement shall control, except as amended or stated otherwise herein. The definitions in the Original Agreement shall apply to this Amendment, as if reproduced fully herein.

12. Entire Agreement; Modification. This Agreement and the Original Agreement, as Applicable, represent the entire agreement between the parties and supersedes all prior negotiations, representations or agreements, either written or oral, governing the relations between the parties, and superseding all other representations or agreements, either written or oral, unless otherwise agreed to by the parties or required by law.

13. Assignment. No assignment of this Agreement, or any rights occurring under this Agreement, shall be made in whole or part by any party express written consent of the other parties.

14. Partnership. Nothing herein shall be construed to constitute a joint venture between the parties or the formation of a partnership.

15. Severability. If any clause, provision or section of this Agreement is held to be illegal or invalid by any court, the invalidity of the clause, provision or section will not affect any of the remaining clauses, provisions or sections, and this Agreement will be construed and enforced as if the illegal or invalid clause, provision or section had not been contained in it.

16. Notices. All notices, certificates, requests or other communications under this Agreement must be in writing and will be deemed given, unless otherwise required, when either mailed by first-class U.S. Mail, postage prepaid, or delivered by hand, to the address set forth below:

If to Commission:	Central Virginia Planning District Commission Executive Director 828 Main Street – 12 th Floor Lynchburg, VA 24504
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If to Town of Bedford:	Bedford, Virginia Town Manager P.O. Box 807 Bedford, VA 24523
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If to City of Lynchburg:	Lynchburg, Virginia City Manager
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Agreement to Add Campbell County to the Central Virginia Radio Communications Board and to the Regional Emergency Communications System

5.22.20 DRAFT

900 Church Street
Lynchburg, VA 24504

If to County of Amherst: Amherst County, Virginia
County Administrator
PO Box 390
Amherst, VA 24521

If to County of Bedford: Bedford County, Virginia
County Administrator
122 East Main Street, Suite 202
Bedford VA 24523

If to County of Campbell: Campbell County, Virginia
County Administrator
P.O. Box 100
Rustburg, VA, US 24588

The parties may by notice given under this Section designate such other addresses as they may deem appropriate for the receipt of notices under this Agreement. If, by reason of the suspension of or irregularities in regular mail service, it is impractical to mail notice of any event when notice is required to be given, then any manner of giving notice which is satisfactory to the intended recipient will be deemed to be sufficient.

17. Representations as to Ability to Perform. Each party represents as to itself that it is not a party to any legal, administrative, arbitration, or other proceeding or controversy pending, or, to the best of its knowledge, threatened, which would materially and adversely affect its ability to perform under this Agreement.

18. Further Documents and Data. The parties to this Agreement will execute and deliver all documents and perform all further acts that may be reasonably necessary to perform the obligations and consummate the transactions contemplated by this Agreement.

19. Counterparts. This Agreement may be executed in any number of counterparts, each of which, when so executed and delivered, will be an original, and the counterparts taken together will constitute one and the same instrument.

20. Litigation. Any litigation involving this Agreement or the operation of the parties shall be brought only in the Circuit Court or District Court for one of the Member Jurisdictions.

21. Representations and Warranties. Each of the parties hereto makes the following representations and warranties, all of which shall continue for the duration of this Agreement:

- a) It has the full power and authority to enter into this Agreement and to consummate and carry out the transaction contemplated herein. It has taken or will take all necessary action required by this Agreement and other applicable agreements and laws in connection therewith.
- b) It has duly authorized the execution and delivery of this Agreement.

22. Headings. The headings of sections throughout this Agreement are intended solely to facilitate reading. Such captions shall not affect the meaning or interpretation of this Agreement.

23. Effective Date. The Effective Date of this amendment shall coincide with the date of the approval of the last party.

IN WITNESS WHEREOF, the parties have each caused this Agreement to be signed as dated below.

Amherst County, Virginia

By: _____ Date: _____
Chair, Board of Supervisors

Bedford County, Virginia

By: _____ Date: _____
Chairman, Board of Supervisors

Town of Bedford, Virginia

By: _____ Date: _____
Mayor

City of Lynchburg, Virginia

By: _____ Date: _____
City Manager

Campbell County, Virginia

By: _____ Date: _____
Chairman, Board of Supervisors

Central Virginia Planning District Commission

By: _____ Date: _____
Executive Director

Confidential - Draft



Consideration of Adding Campbell County to the Regional Radio System

Summary

Campbell County is considering asking to join the Regional Radio Communications system with Amherst, Bedford, and Lynchburg. All of the legacy jurisdictions and the Planning District Commission will need to offer their approval for Campbell to join the system.

Background

In 1996 Amherst and Bedford Counties and Bedford and Lynchburg Cities consolidated their public safety radio broadcast systems into a single trunked 800 MHz system of eleven towers and three dispatch centers. In 2017 the system expanded to sixteen towers and upgraded to Phase I of P25 communication standards.

In recent years several regional or public safety organizations have joined the system as paying customers. These organizations include the Greater Lynchburg Transit Company, the Blue Ridge Regional Jail, the Region 2000 Services Authority (regional landfill), Liberty University Police Department and Central Virginia Community College Security.

The Radio System is managed by a Board of Directors consisting of the Emergency Communications Director or Chief Law Enforcement Officer from each jurisdiction and manage a \$1.16 million budget.

Impacts

The equipment installed in 2017 is fully capable of incorporating the calls from Campbell County without deteriorating the service to the existing jurisdictions. Campbell will be responsible for any costs to upgrade hardware or software at the central server and responsible to equipment on four towers and subscriber equipment (mobile and portable radios).

There will be some financial advantage to the Radio Board when Campbell's 500+ radio units are added to the current 2,700 unit system due to economies of scale. A significant advantage happens around 2030 when the system will likely need to be replaced/upgraded as Campbell will pay their proportional share of the regional system upgrade.

Interoperability

Radio Board members see interoperability in communications with Campbell as the most important aspect of Campbell's membership in the Regional System. Currently with two independent radio systems, communications with Campbell's public safety and emergency service providers requires several steps and transfers. With Campbell a part of a single system, communications become faster and more seamless between public safety and EMS officers. That is especially important with responses to Liberty University and the Regional Airport.

Logistics

The Agreement provides for incorporating Campbell County as an equal voting member of the Regional Radio System and fully incorporating them into the regional radio system.

Campbell will pay a one-time buy-in fee of \$1,620,883 and pay for the equipment necessary to integrate into the system. Campbell will see some savings by integrating into the regional system sharing equipment and capacity. Campbell's radios will also become interoperable with the Lynchburg's, Amherst's and Bedford's, for improved communications.

Once installed, the Regional Radio System will maintain all of Campbell's radios and equipment, as we do for current members.

Recommended Action

If Campbell County asks to join the system by approving the Amendment next week, then it is recommended that the PDC approve the Amendment as well.



Bylaw Proposed Amendment

Bylaw proposed change

1. Bylaws, Article V – Bylaws Amendment presented for consideration

Section 3 - Succession to Office. Officers may be reelected to office, ~~with the exception of the chair, who may not succeed himself, if the chair has served a full twelve month term.~~ This chair shall rotate on a one-year basis by governmental subdivision in alphabetical sequence until each governmental subdivision has had the opportunity of a Commission member to serve as chair before any governmental subdivision may again have representation in the chair's position. If the Commission is representing a governmental subdivision decline the chairmanship that particular governmental subdivision shall relinquish its turn until every other governmental subdivision has had the opportunity of a Commission member to serve as chair.

Bylaws, Article XI

AMENDMENTS. Any proposed amendment to these bylaws shall be presented in writing to the members of the Commission and read at a regular Commission meeting. The members of the Commission shall have at least thirty (30) days to review the proposed amendments. At a regular meeting of the Commission thereafter, a majority vote of the full Commission shall be required to adopt any proposed amendment to the bylaws.