



How to Access CVPDC Electronic Meetings via GoToMeeting

The May 21, 2020 CVPDC electronic will be conducted via GoToMeeting. 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.

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May 21 Meeting Information:

CVPDC Meeting
Thu, May 21, 2020 5:00 PM - 7:00 PM (EDT)

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

<https://global.gotomeeting.com/join/424917613>

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United States: [+1 \(646\) 749-3122](tel:+16467493122)

Access Code: 424-917-613

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.



**Central Virginia Planning
District Commission**

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

Electronic Meeting
May 21, 2020
5:00 p.m.

Agenda

1. **Welcome | Moment of Silence | Introduction of New Members**Dwayne Tuggle, Chair
2. **Resolution to allow electronic meetings**.....Dwayne Tuggle, Chair
(Attached)
3. **Approval of January 16, 2020 Meeting Minutes**Dwayne Tuggle, Chair
(Attached)
4. **Round Table Discussion about activities of localities in response to Economic Shutdown**.....
.....Gary Christie
5. **Proposal to develop an action plan on the region’s economy post-COVID-19**.....
.....Gary Christie
(Attached)
6. **Financial Update**..... Rosalie Majerus
(Attached)
 - a) Year to date revenues/expenditures and projected year end
 - b) Overview of what to expect with 2020-2021 budget
7. **PDC Bylaws change to allow Chair to serve more than one consecutive year**.....Gary Christie
(Attached)
8. **Appointments to the Lynchburg Regional Business Alliance Executive Committee**...Gary Christie
(Attached)
9. **Other Business from staff and members and written reports**..... Gary Christie
 - a) Endorsement of Chair Dwayne Tuggle for consideration to serve as a member of the Board of Directors of the Virginia Association of Planning District Commissions
 - b) Transportation Planning Director Recruitment
 - c) Update to PDC about hazard mitigation planning
 - d) Campbell County request to join the Central Virginia Radio Board expected in June
10. **Future PDC and MPO/TPO meeting dates**.....Dwayne Tuggle, Chair
 - a) MPO/TPO Meetings – June 18, July 16, August 20: 4:00 p.m.
 - b) PDC Meetings – June 18, July 16, August 20: 5:00 p.m.

RESOLUTION OF CENTRAL VIRGINIA PLANNING DISTRICT COMMISSION
AUTHORIZING THE USE OF ELECTRONIC MEETINGS TO DISCUSS TIME
SENSITIVE AND CRITICAL BUSINESS RELATED TO THE COVID-19 PANDEMIC
DISASTER

WHEREAS, on March 12, 2020, Governor Ralph S. Northam issued Executive Order Fifty-One declaring a state of emergency for the Commonwealth of Virginia arising from the novel Coronavirus (COVID-19) pandemic; and

WHEREAS, Executive Order Fifty-One acknowledged the existence of a public health emergency which constitutes a disaster as defined by Virginia Code § 44-146.16 arising from the public health threat presented by a communicable disease anticipated to spread; and

WHEREAS, Executive Order Fifty-One ordered implementation of the Commonwealth of Virginia Emergency Operations Plan, activation of the Virginia Emergency Operations Center to provide assistance to local governments, and authorization for executive branch agencies to waive “any state requirement or regulation” as appropriate; and

WHEREAS, on March 13, 2020, the President of the United States declared a national emergency, beginning March 1, 2020, in response to the spread of COVID-19; and

WHEREAS, on March 11, 2020, the World Health Organization declared the COVID-19 outbreak a pandemic; and

WHEREAS, the governing bodies of the members of the Central Virginia Planning District Commission, being the City of Lynchburg and the Counties of Amherst, Appomattox, Bedford, and Campbell have made individual declarations of a local emergency, specifically finding that the COVID-19 Pandemic constitutes a “disaster” as defined in Virginia Code § 44-146.16, being a “communicable disease of public health threat”; and

WHEREAS, through their Emergency Ordinances, the member jurisdictions specifically found that COVID-19 constitutes a real and substantial threat to public health and safety and constitutes a “disaster” as defined by Virginia Code § 44-146.16 being a “communicable disease of public health threat” and

WHEREAS, through their Emergency Ordinances, the member jurisdictions further found that the COVID-19 pandemic makes it unsafe to assemble in one location a quorum for public bodies including the School Board, the Planning Commission and all local and regional boards, commissions, committees and authorities created by the member jurisdictions or to which the member jurisdictions appoint all or a portion of its members (collectively “Public Entities” and individually “Public Entity”), or for such Public Entities to conduct meetings in accordance with normal practices and procedures; and

WHEREAS, failure of the Central Virginia Planning District Commission to act in a timely manner would lead to significant harm to individuals and businesses who use our services and to the region’s response to the COVID-19 crisis, and

WHEREAS, in addition to the above actions, the Virginia General Assembly on April 22, 2020, on the Governor’s recommendation, adopted budget language stating that notwithstanding any other provision of law, any public body, including any state, local, regional or regulatory body may meet by electronic communication means without a quorum present or any member physically assembled when the Governor has declared a state of emergency, provided that the nature of the emergency makes it impracticable or unsafe for the governing body to assemble in a single location, the purpose of the meeting is to discuss or transact the business statutorily required or necessary to continue the operations of the public body, the

public body shall make available a recording or transcript of the meeting on its website (the “Budget Amendment).

NOW, THEREFORE, BE IT RESOLVED that the Central Virginia Planning District Commission hereby will conduct electronic meetings giving proper notice through e-mail, websites and other means practical.

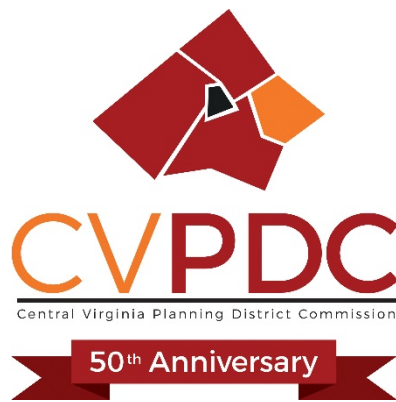
BE IT FURTHER RESOLVED that the Central Virginia Planning District Commission hereby authorizes and directs its officers and staff to take all steps reasonably necessary or appropriate to develop any specific procedures as applicable and appropriate for the Central Virginia Planning District Commission, provided that such specific procedures are consistent with the terms and conditions of the Emergency Ordinances and Budget Amendment; and

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon adoption and shall remain in effect during the pendency of the Emergency Ordinances including for any applicable period upon the re-adoption of the Emergency Ordinances by the members, or when the state of emergency has ended, whichever is later.

ADOPTED by the _____.

APPROVED

ATTEST:



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

**January 16, 2020
5:00 pm**

Minutes

Members Present:

Sara Carter, Amherst Town Manager
Waverly Coggsdale, Altavista Town Manager
Jon Hardie, Campbell County Board of Supervisors
Trevor Higgs, Appomattox County Board of Supervisors
Bruce Johannessen, Bedford Town Council
Amanda Kaufman, Bedford County Deputy Administrator, Proxy for Robert Hiss
Megan Lucas, Lynchburg Regional Business Alliance
Dean Rodgers, Amherst County Administrator
Frank Rogers, Campbell County Administrator
Bonnie Svrcek, City of Lynchburg
Mayor Dwayne Tuggle, Town of Amherst, Chair
Mayor Treney Tweedy, City of Lynchburg

Members Absent:

Susan Adams, Appomattox County Administrator
Beverly Dalton, Altavista Town Council
Mayor Paul Harvey, Town of Appomattox
Robert Hiss, Bedford County Administrator
Mark Peake, Senate of Virginia
Gary Shanaberger, Appomattox Town Manager
John Sharp, Bedford County Board of Supervisors
Russell Thurston, Brookneal Town Manager
Bart Warner, Bedford Town Manager

Others Present:

Ben Bowman, Virginia Career Works
Gary Christie, Central Virginia Planning District Commission, Executive Director
Mallory Cook, 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.

The new members: Jon Hardie of Campbell County and Trevor Hipps of Appomattox County, as well as Amanda Kaufman of Bedford County as proxy for Robert Hiss, were all introduced.

2. Selection of a Vice Chair

A motion was made by Sara Carter, seconded by Waverly Coggsdale, to appoint Appomattox Mayor Paul Harvey as Vice Chair of the PDC to serve the balance of the year through June 30, 2020. The motion was unanimously approved.

3. Approval of the November 21, 2019 Meeting Minutes

Upon a motion by Frank Rogers, seconded by Dean Rodgers, the minutes of the November 21, 2019 meeting were approved, with Sara Carter abstaining.

4. Financial Update

a) Audit Report from Matt McLearen of Robinson, Farmer, Cox of Charlottesville, VA

Matt McLearen presented the FY 2019 audit with no issues or findings.

The motion was made by Sara Carter and seconded by Bonnie Svrcek to accept the audit, and was unanimously approved.

b) Year to Date financial update

Rosalie Majerus reported the financials and operating expenses for the PDC for the month of December. The finances are currently tracking slightly better than projections.

5. Strategic Directions: Discussion on next steps to promote advanced manufacturing sector

Gary Christie reviewed the PDC's efforts regarding surveys, meetings with local elected officials, and the November PDC meeting that identified Advanced Manufacturing as the best area for the PDC to focus on in the region for next steps. Three options were presented by staff:

- 1) An examination and review of assets and gaps within the region's advanced manufacturing
- 2) Partnership with community college and support the development of a Career and Technical Education center on campus to help connect businesses with schools
- 3) Working with localities to target appropriate resources at sight-ready facilities

Megan Lucas reported that the first option is already being assessed by the Lynchburg Regional Business Alliance through CEDS.

Jon Hardie advised that the resources and agencies needed are already present in the region. The need is in having strategic plans to incentivize more individuals choosing career paths like advanced manufacturing, however, the region lacks the infrastructure to do so. Hiring better teachers, supplying new educational equipment, and partnerships with employers are some of the ways this could be addressed.

The Commission supports prioritizing efforts towards the second option presented with a focus on CTE efforts, additionally focusing on ways to help spread awareness about these resources. In order for businesses to choose this region and rely on the workforce present in the region, it is necessary to create the workforce pipeline for training and recruiting individuals to the field of advanced manufacturing.

Bonnie Svrcek made a motion, seconded by Dean Rodgers, for the PDC to focus their efforts on the second presented option regarding workforce and the CTE, and asking the PDC to come back with a plan including a conversation with school district superintendents, CTE directors and CVCC. The motion was unanimously approved.

6. Other Business from Staff and Members

PDC Chair Dwayne Tuggle suggested contacting the VAPDC to get information on a speaker from the state of Ohio who spoke at the summer conference on the impact of the opioid crisis in the workforce. Bonnie Svrcek suggested that an invitation be extended to law enforcement and mental health officials if this speaker is able to come before the PDC.

Gary Christie reported that the Annual Report is now available to review.

Megan Lucas reported that the Regional Intelligence Report is now available. Megan also reminded the PDC of their invitations to the January 31 basketball game at Liberty University in the President's Box, and for those interested to reserve their tickets.

7. Next Meeting: March 19, 2020

Chairman Tuggle suggested that Executive Director Gary Christie notify the Commission regarding whether the March 19 meeting would be a dinner, as well as the location of the meeting.

Adjourn - There being no further business, the meeting adjourned at 6:20 p.m.

Proposal to Develop an Action Plan on the Region's Economy Post-COVID-19

Several grant opportunities are coming up related to responses to the economic impact of the COVID-19 shutdown. Staff encourages a discussion on what localities might be doing and a discussion on what the region ought to be doing to help our economy. One idea for consideration is to develop a set of recommended actions that can be accomplished within the next two years which would include:

- Overview of where we are in a post COVID-19 economy
- Strengthening our economy's resilience
- What can we do to strengthen our workforce/education systems and better respond to business community
- How can we better support and strengthen our manufacturing sector (advanced technology)
- Strengthening agriculture/forestry/tourism in a post COVID-19 environment
- Update CEDS document to meet certain EDA criteria
- Partial funding available from Economic Development Administration

Central Virginia Planning District Commission						
Budget to Actual for FY20; Draft Budget for FY21						
Actual as of April 30, 2020						
	<u>Actual as of 6/30/19</u>	<u>FY 20 Adjusted Budget</u>	<u>Actual as of 4/30/20</u>	<u>Diff Between Budget & Actual</u>	<u>% of Budget Used</u>	<u>FY21 Draft Budget</u>
OPERATIONS FUND (EXPENDITURES)						
SALARY						
ADMINISTRATION	163,253	169,935	136,717	33,218	80.45%	171,531
FINANCE	138,872	141,649	122,685	18,964	86.61%	133,161
OPERATIONS	223,588	278,060	192,901	85,159	69.37%	252,675
	525,712	589,644	452,302	137,342	76.71%	557,367
PART TIME HELP		10,000	0	10,000	0.00%	10,000
Total Salaries & Wages	525,712	599,644	452,302	147,342	75.43%	567,367
EMPLOYER COST FICA	38,590	45,736	32,671	13,065	71.43%	43,404
EMPLOYER COST V R S	24,755	27,772	21,334	6,439	76.82%	23,409
EMPLOYER COST HEALTH INS	82,456	89,024	75,579	13,445	84.90%	79,952
EMPLOYER COST LIFE INS	6,887	7,724	5,770	1,954	74.70%	7,469
WORKERS COMP	1,462	1,500	1,835	(335)	122.36%	1,900
Total Fringe Benefits	154,151	171,757	137,189	34,568	79.87%	156,134
OFFICE EXPENSES						
AUDITING SERVICES	5,150	5,775	4,360	1,415	75.50%	6,000
PAYROLL ACCOUNTING SERVICES	4,827	6,870	4,305	2,565	62.66%	5,500
LEGAL SERVICES	3,425	3,000	2,216	784	73.88%	3,000
LIABILITY INSURANCE	993	1,000	961	39	96.12%	1,250
CONTRACTUAL SERVICES	44,049	22,500	16,054	6,446	71.35%	30,000
ADVERTISING	147	1,000	49	951	4.90%	1,000
POSTAGE	944	1,000	643	357	64.30%	1,000
TELEPHONE	5,196	6,400	4,319	2,081	67.48%	6,400
INTERNET SERVICES	677	700	496	204	70.85%	700
OFFICE SUPPLIES	4,043	6,000	3,128	2,872	52.14%	6,000
PRINTING & BINDING	986	1,500		1,500	0.00%	1,000
TRAVEL	3,267	7,500	1,915	5,585	25.53%	7,500
SPECIAL MEETINGS	5,227	7,000	2,661	4,339	38.01%	7,000
EDUCATION & TRAINING	2,081	8,000	2,528	5,472	31.60%	8,000
DUES, SUBSCRIPTIONS	7,315	10,800	8,452	2,348	78.26%	9,500
PUBLICATIONS	251	500	247	253	49.38%	500
MISCELLANEOUS EXPENSES	1,049	1,000	358	642	35.81%	1,000
FURNITURE & FIXTURES	0	1,000		1,000	0.00%	1,000
RENTAL OFFICE EQUIPMENT	2,455	4,000	1,387	2,613	34.67%	4,000
OFFICE RENT	56,539	57,056	47,856	9,200	83.88%	58,767
PARKING	1,580	1,800	1,000	800	55.56%	1,800
COMPUTER EQUIP/SOFTWARE	7,122	12,000	7,548	4,452	62.90%	12,000
Total Office Expenses	157,323	166,401	110,483	55,918	66.40%	172,917
Total Operations Expenses	837,186	937,802	699,975	237,827	74.64%	896,418

Central Virginia Planning District Commission
Budget to Actual for FY20; Draft Budget for FY21
Actual as of April 30, 2020

	<u>Actual as of 6/30/19</u>	<u>FY 20 Adjusted Budget</u>	<u>Actual as of 4/30/20</u>	<u>Diff Between Budget & Actual</u>	<u>% of Budget Used</u>	<u>FY21 Draft Budget</u>
Total Operations Expenses (from Page 1)	837,186	937,802	699,975	237,827	74.64%	896,418
Direct Project Expenses						
Amherst CDBG - Old Town Madison Heights	57	500	65	435	13.00%	750
Appomattox CDBG - Meadowlark	428	500	280	220	56.03%	0
Appomattox Town Comp Plan		755	148	607	19.61%	0
Appomattox Recovery Planning Grant	661	1,500	419	1,081	27.96%	0
Bedford County CDBG						500
CEDS	827	0	0	0	0.00%	500
Chesapeake Bay	303	250	170	80	68.15%	1,000
CVTC		0	150,000	(150,000)	0.00%	
DHCD	855	2,500	402	2,098	16.07%	2,500
DRPT / FTA	7,868	30,641	3,440	27,201	11.23%	12,000
Hazard Mitigation	564	59,691	38,026	21,665	63.70%	21,331
Pamplin VDH Water	271	0	927	(927)	0.00%	
Regional Radio Board	503	1,000	368	632	36.79%	750
RideSolutions	18,520	20,754	4,966	15,788	23.93%	22,265
RideSolutions - Mobility						1,500
VDOT - PL	12,191	18,750	15,615	3,135	83.28%	27,000
VDOT - Rural	12,764	2,500	16,176	(13,676)	647.04%	6,000
WIOA	275,129	544,004	234,224	309,780	43.06%	544,004
Total Direct Project Expenses	330,941	683,345	465,227	218,118	68.08%	640,100
TOTAL OPERATING & DIRECT PROJECT EXPENSES	\$1,168,127	\$1,621,147	\$1,165,202	\$455,945	71.88%	\$1,536,518
Pass Thru Expenses						
Regional Radio Board	1,176,339	1,149,988	1,046,174	103,814	90.97%	1,149,988
VDOT - PL	87,500	78,750	47,415	31,335	60.21%	126,000
WIOA	1,084,679	950,000	852,131	97,869	89.70%	950,000
Total Pass Thru Expenses	\$2,348,518	\$2,178,738	\$1,945,719	\$233,019	89.30%	\$2,225,988
Total Expenses	\$3,516,645	\$3,799,885	\$3,110,921	\$688,964	81.87%	\$3,762,506

Central Virginia Planning District Commission
Budget to Actual for FY20; Draft Budget for FY21
Actual as of April 30, 2020

	<u>Actual as of 6/30/18</u>	<u>FY 20 Adjusted Budget</u>	<u>Actual as of 4/30/20</u>	<u>Diff Between Budget & Actual</u>	<u>% Of Budget Received</u>	<u>FY21 Draft Budget</u>
Revenues						
OPERATIONS FUND (REVENUE)						
Dues	154,774	155,420	155,420	0	100.00%	156,242
Miscellaneous Revenue	13,579	12,000	10,868	1,132	90.57%	12,000
Total Operations Revenue	168,353	167,420	166,287	1,133	99.32%	168,242
Direct Project Revenues						
Amherst County - Old Town Madison Heights	5,360	13,800		13,800	0.00%	30,000
Amherst Construction Ready		750		750	0.00%	
Appomattox CDBG - Meadow Lark	11,000	22,500	24,000	(1,500)	106.67%	
Appomattox Town Comp Plan		14,918		14,918	0.00%	0
Appomattox Recovery Planning & construction C	6,725	9,400	12,825	(3,425)	136.44%	
Bedford County CDBG						6,000
Chesapeake Bay	50,000	21,500	21,500	0	100.00%	52,000
DHCD	75,971	72,471	75,971	(3,500)	104.83%	75,971
DRPT / FTA	108,379	133,638	77,292	56,346	57.84%	125,262
Hazard Mitigation	17,500	63,700	35,967	27,733	56.46%	31,331
Pamplin VDH Water	2,500	0		0	0.00%	0
Regional Radio Board	25,000	25,000	23,434	1,566	93.74%	26,000
Region 2000 Services Authority	160,224	170,838	123,708	47,130	72.41%	175,963
RideSolutions	50,450	44,603	26,323	18,280	59.02%	56,080
RideSolutions - Mobility						12,000
VDOT-PL	132,686	136,286	76,433	59,853	56.08%	123,158
VDOT-Rural	58,000	58,000	29,246	28,754	50.42%	58,000
WIOA	344,961	609,004	291,573	317,431	47.88%	609,004
Total Direct Project Revenues	1,048,755	1,396,408	818,272	578,136	58.60%	1,380,769
Interest	12,927	7,000	9,767	(2,767)	139.52%	7,000
TOTAL OPERATIONS & DIRECT PROJECT REVENUES	1,230,036	1,570,828	994,326	576,502	63.30%	1,556,012
Surplus/(Use of Fund) Balance	61,909	(50,319)	(170,876)	120,557		19,494
Funding from Fund Balance			150,000			
Funding from Fund Balance	0	0	150,000	(150,000)	0.00%	0
	\$61,909	(\$50,319)	(\$20,876)	(\$29,443)		\$19,494
Pass Thru Revenue						
Regional Radio Board	1,277,456	1,149,988	1,178,839	(28,851)	102.51%	1,149,988
VDOT - PL	78,750	78,750	47,415	31,335	60.21%	126,000
WIOA	1,091,209	950,000	809,137	140,863	85.17%	950,000
Total Pass Thru Revenues	\$2,447,415	\$2,178,738	\$2,035,391	\$143,347	93.42%	\$2,225,988
			0			
Total Revenue	3,677,450	3,749,566	3,179,717	569,849	84.80%	3,782,000
Net Surplus/(Use of Fund) Balance	160,805	(50,319)	68,795			19,494

Central Virginia Planning District Commission

Cash and Estimated Fund Balance

April 30, 2020

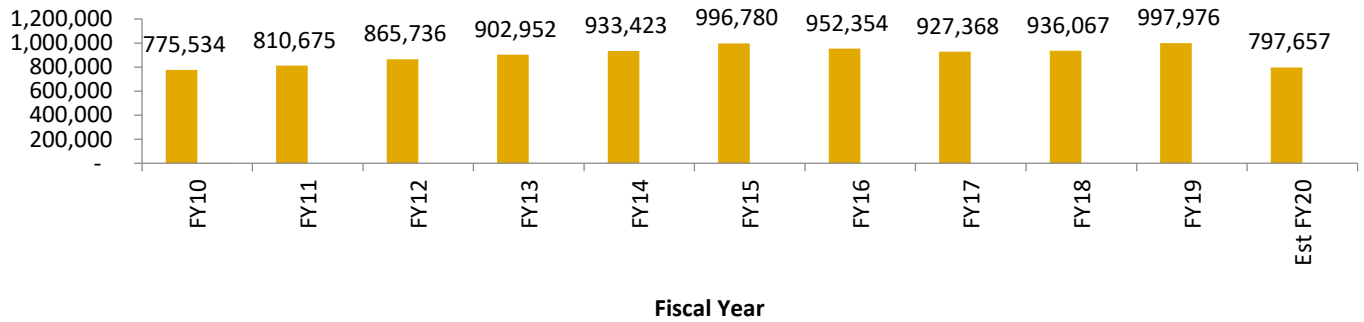
CASH ON HAND

Sun Trust Checking		
CVPDC Funds	193,137	
WIA Trainit Funds	4,429	
Petty Cash	112	
Local Govt Invest Pool	401,033	
Cash on Hand	\$ 598,710	

CALCULATION OF ESTIMATED YEAR-END FUND BALANCE

Estimated Year-end Fund Balance	\$ 797,657	
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Ending Fund Balance



#7 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.

Appointments to the Lynchburg Regional Business Alliance Executive Committee

Local Governments who are members of the Regional Business Alliance have two seats on the Alliance Executive Committee. Lynchburg and Amherst County have filled those seats for the past four years. Staff recommends that we begin to rotate the appointments and further recommends that the Campbell and Bedford representatives on the Alliance Board be invited to serve for a two year term beginning July 1, 2020, with our thanks to Bonnie Svrcek and Dean Rodgers for their service over the past years.