

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

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

Agenda

1. **Welcome | Moment of Silence**.....Dwayne Tuggle, Chair
2. **Thanks to Kenneth Campbell of Amherst County and Bryan Moody of Appomattox County for their service on the Commission. Recognition to PDC retirees Emmie Boley & Susan Cook for 11 years and 16 years of service to the PDC**
3. **Approval of September 19, 2019 Meeting Minutes**Dwayne Tuggle, Chair
(Attached)
4. **Financial Update**..... Rosalie Majerus
 - a) Year to date financial update *(Attached)*
 - b) Setting the dues rate for 2020-2021 *(Attached)*
5. **Review of Report from Zelos on Strategic Direction Meeting**Gary Christie
(Attached)

After discussion about the Strategic Directions meeting on October 17 and Mrs. Lou O’Boyle’s report, we’ll use a paper ballot and vote to narrow down the options on what best will move our region forward.
6. **Update on Hazard Mitigation Planning** Kelly Hitchcock
7. **Personnel Reports**..... Gary Christie and Feedback Committee
 - a) Executive Director Goals for 2020 *(Attached)*
 - b) PDC Salary Study Synopsis *(Attached)*
8. **Legislative Recommendations for 2020 General Assembly**.....Gary Christie

Continued

9. Other Business from Staff and Members

- a) Invite new 23rd District Delegate to become a member of the PDC
- b) Reminder on the use of designees/alternates
- c) Orientation with new PDC members in January/February
- d) Other

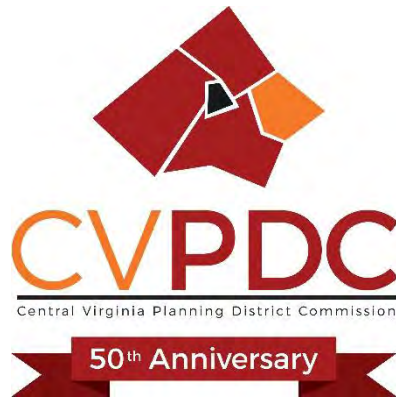
10. Meeting schedule for 2020

- a. January 16, MPO & PDC
- b. March 19, PDC, Dinner meeting with speaker? Amherst location?
- c. April 16, MPO & PDC
- d. May 21, PDC (tentative, if needed)
- e. July16, MPO & PDC
- f. *July 29-31, VAPDC Conference in Staunton*
- g. August 20, MPO & PDC
- h. September 17, MPO & PDC (tentative, if needed)
- i. October 15 Dinner meeting with speaker?, MPO & PDC
- j. November 19, PDC

Recommended Action: Approve Schedule

11. Adjourn

Written reports - Quarterly Status Report



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

**September 19, 2019
5:00 pm**

Draft Minutes

Members Present:

Kenneth Campbell, Amherst 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
John Sharp, Bedford County Board of Supervisors
Mayor Dwayne Tuggle, Town of Amherst, *Chair*
Charlie A. Watts, II, Campbell County Board of Supervisors

Members Absent:

Susan Adams, Appomattox County Administrator
Sara Carter, Amherst Town Manager
Waverly Coggsdale, Altavista Town Manager
Beverley Dalton, Altavista Town Council
Mayor Paul Harvey, Town of Appomattox
Bryan Moody, Appomattox County Board of Supervisors, *Vice-Chair*
Mark Peake, Senate of Virginia
Gary Shanaberger, Appomattox Town Manager
Bonnie Svrcek, City of Lynchburg
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
Susan Cook, Central Virginia Planning District Commission
Kelly Hitchcock, Central Virginia Planning District Commission
Scott Smith, Central Virginia Planning District Commission

1. Welcome and Moment of Silence

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

2. Approval of the July 18, 2019 Meeting Minutes

Upon a motion by Frank Rogers, seconded by Robert Hiss, the minutes of the July 18, 2019 meeting passed unanimously as presented.

3. Financial Update

i. Year to Date Financial Report

Gary Christie reviewed the financial report for F/Y 6/30/19, reporting the year ended in the black with \$61,909. There is a fund balance of \$997,000, of which \$150,000 has been earmarked for Go Virginia.

ii. PDC Budget Amendments for VDRPT Van Pool Study and Town of Appomattox Comprehensive Plan

- Mr. Christie advised that the Town of Appomattox has asked for help with their Comprehensive Plan which would bring \$14,918 in revenue and \$75 in out of pocket expenses. This project will be completed in this budget year. Philip Gabathuler will be working this contract.
- A van pool grant delayed from last spring will use \$28,141 for a consultant to prepare an analysis using van pools to take people to trainings and classes. Currently van pools are restricted to rides to work.

Both of these projects will be handled by existing staff.

A motion was made by Robert Hiss, and seconded by Kenneth Campbell, to incorporate these projects into the Planning District Commission budgets. The motion was unanimously approved.

iii. 2009 Loan to the Center for Advanced Engineering and Research for \$30,000

Gary Christie explained that over ten years ago the PDC had given the CAER Board almost \$100,000. Now they no longer own the building that housed them and they are disbanding. One of the increments of money given to them by the PDC was in a loan format, in the amount of \$30,000 with no interest and no specific demand for a repayment time frame. Now that they are disbanding, the CAER is asking what to do with this loan. Megan Lucas suggested asking that the CAER pay the loan back after all of their obligations have been met.

The PDC, by consensus, agreed to ask of repayment of the loan.

4. Watershed Implementation Plans (WIP) Program Extension Request

Kelly Hitchcock reported that the contract entered into between the PDC and the Department of Environmental Quality to work on the Watershed Implementation Plan will end at the end of September. She explained that the DEQ does want to move forward with new contracts

with PDCs across the state to extend the PDC/DEQ WIP III programing. This will require a match from the PDC.

Gary Christie explained that this is a profitable project for us, in that it is managed with predominantly in house staff, with our match being predominantly in-kind. It will be a \$40,000 addition to the PDC net income. He also advised that a PDC budget amendment will be presented for approval after the contract is executed.

In answer to concerns voiced by Charlie Watts, Ms. Hitchcock advised that she did not see the PDCs getting into activities within the localities involving zoning or development regulations.

A motion was made by John Sharp, and seconded by Frank Rogers, to extend the Phase III Watershed Implementation Plan Program. The motion was unanimously approved.

5. Request to accept a grant to initiate a Vanpool Program in Central Virginia

Gary Christie explained that the PDC has been offered a two-year grant from the DRPT to see if the region can establish a vanpool program that would take people to work. These vanpools would be owned and operated by the private sector. The grant would provide incentive money to cover initial costs.

The motion was made by Megan Lucas, with a second by Robert Hiss, to accept the grant. The motion was unanimously approved.

6. Transportation Alternative Program Resolutions

Scott Smith explained that every two years VDOT opens applications for smaller-scale, non-traditional transportation projects. The Town of Altavista would like to put in an application for a sidewalk extension project which would add about 750 to 800 additional feet of additional sidewalk to connect the pedestrian network near the Town and Country Shopping Center. The Town of Altavista has asked the PDC to adopt a resolution supporting their application for the sidewalk extension.

The motion was made by Dean Rodgers, seconded by Frank Rogers, and unanimously approved.

7. Review of October Meeting

Mayor Tuggle reported on the visits he and Mayor Treney Tweedy have been visiting the localities in advance of the Strategic Direction Roundtable on October 17. He stated that the visits have been going well and they are getting positive feedback.

Mr. Christie added that an electronic survey has been sent to all of the elected officials and local government officials that have been invited to the meeting and some responses are coming back.

8. Other Business

Gary Christie asked the Commission members to be thinking of ideas for the Legislative Agenda, and asked that they be sent to him for discussion at the November meeting.

9. Adjourn

There being no further business, the meeting adjourned at 6:00 p.m.

Central Virginia Planning District Commission

Budget to Actual for FY19

Actual as of October 31, 2019

	<u>Actual as of 6/30/19</u>	<u>FY 20 Adjusted Budget</u>	<u>Actual as of 10/31/19</u>	<u>Diff Between Budget & Actual</u>	<u>% of Budget Used</u>
OPERATIONS FUND (EXPENDITURES)					
<u>SALARY</u>					
ADMINISTRATION	163,253	169,935	54,554	115,381	32.10%
FINANCE	138,872	141,649	47,216	94,433	33.33%
OPERATIONS	223,588	278,060	76,020	202,040	27.34%
	525,712	589,644	177,790	411,854	30.15%
PART TIME HELP		10,000	0	10,000	0.00%
Total Salaries & Wages	525,712	599,644	177,790	421,854	29.65%
EMPLOYER COST FICA	38,590	45,736	12,931	32,805	28.27%
EMPLOYER COST V R S	24,755	27,772	8,374	19,398	30.15%
EMPLOYER COST HEALTH INS	82,456	89,024	35,078	53,946	39.40%
EMPLOYER COST LIFE INS	6,887	7,724	2,329	5,395	30.15%
WORKERS COMP	1,462	1,500	1,835	(335)	122.36%
Total Fringe Benefits	154,151	171,757	60,548	111,209	35.25%
<u>OFFICE EXPENSES</u>					
AUDITING SERVICES	5,150	5,775		5,775	0.00%
PAYROLL ACCOUNTING SERVICES	4,827	6,870	3,144	3,727	45.76%
LEGAL SERVICES	3,425	3,000	165	2,835	5.50%
LIABILITY INSURANCE	993	1,000	961	39	96.12%
CONTRACTUAL SERVICES	44,049	22,500	4,092	18,408	18.19%
ADVERTISING	147	1,000		1,000	0.00%
POSTAGE	944	1,000	(379)	1,379	-37.86%
TELEPHONE	5,196	6,400	1,483	4,917	23.18%
INTERNET SERVICES	677	700	163	537	23.28%
OFFICE SUPPLIES	4,043	6,000	921	5,079	15.34%
PRINTING & BINDING	986	1,500		1,500	0.00%
TRAVEL	3,267	7,500	1,308	6,192	17.44%
SPECIAL MEETINGS	5,227	7,000	1,866	5,134	26.65%
EDUCATION & TRAINING	2,081	8,000	1,202	6,799	15.02%
DUES, SUBSCRIPTIONS	7,315	10,800	5,714	5,086	52.91%
PUBLICATIONS	251	500	(138)	638	-27.50%
MISCELLANEOUS EXPENSES	1,049	1,000	231	769	23.06%
FURNITURE & FIXTURES	0	1,000		1,000	0.00%
RENTAL OFFICE EQUIPMENT	2,455	4,000	527	3,473	13.17%
OFFICE RENT	56,539	57,056	19,009	38,047	33.32%
PARKING	1,580	1,800	400	1,400	22.22%
COMPUTER EQUIP/SOFTWARE	7,122	12,000	2,766	9,234	23.05%
Total Office Expenses	157,323	166,401	43,434	122,967	26.10%
Total Operations Expenses	837,186	937,802	281,772	656,030	30.05%

Central Virginia Planning District Commission					
Budget to Actual for FY19					
Actual as of October 31, 2019					
	<u>Actual as of 6/30/19</u>	<u>FY 20 Adjusted Budget</u>	<u>Actual as of 10/31/19</u>	<u>Diff Between Budget & Actual</u>	<u>% of Budget Used</u>
Total Operations Expenses (from Page 1)	837,186	937,802	281,772	656,030	30.05%
Direct Project Expenses					
Amherst CDBG - Old Town Madison Heights	57	500	6	494	1.23%
Appomattox CDBG - Meadowlark	428	500	96	404	19.26%
Appomattox Town Comp Plan		755	49	706	6.53%
Appomattox Recovery Planning Grant	661	1,500	2,126	(626)	141.76%
CEDS	827	0		0	0.00%
Chesapeake Bay	303	250		250	0.00%
CVTC		0	150,000	(150,000)	0.00%
DHCD	855	2,500	33	2,467	1.32%
DRPT / FTA	7,868	30,641	238	30,403	0.78%
Hazard Mitigation	564	59,691	37,885	21,806	63.47%
Pamplin VDH Water	271	0		0	0.00%
Regional Radio Board	503	1,000	128	872	12.77%
RideSolutions	18,520	20,754	3,124	17,630	15.05%
VDOT - PL	12,191	18,750	4,784	13,966	25.51%
VDOT - Rural	12,764	2,500	169	2,331	6.74%
WIOA	275,129	544,004	102,571	441,433	18.85%
Total Direct Project Expenses	330,941	683,345	301,209	382,136	44.08%
TOTAL OPERATING & DIRECT PROJECT EXPENSES	\$1,168,127	\$1,621,147	\$582,982	\$1,038,166	35.96%
Pass Thru Expenses					
Regional Radio Board	1,176,339	1,149,988	439,403	710,585	38.21%
VDOT - PL	87,500	78,750		78,750	0.00%
WIOA	1,084,679	950,000	323,993	626,007	34.10%
Total Pass Thru Expenses	\$2,348,518	\$2,178,738	\$763,396	\$1,415,342	35.04%
Total Expenses	\$3,516,645	\$3,799,885	\$1,346,378	\$2,453,508	35.43%

Central Virginia Planning District Commission

Budget to Actual for FY19

Actual as of October 31, 2019

	<u>Actual as of 6/30/18</u>	<u>FY 20 Adjusted Budget</u>	<u>Actual as of 10/31/19</u>	<u>Diff Between Budget & Actual</u>	<u>% Of Budget Received</u>
Revenues					
OPERATIONS FUND (REVENUE)					
Dues	154,774	155,420	155,420	0	100.00%
Miscellaneous Revenue	13,579	12,000	138	11,862	1.15%
Total Operations Revenue	168,353	167,420	155,558	11,862	92.91%
Direct Project Revenues					
Amherst County - Old Town Madison Heights	5,360	13,800		13,800	0.00%
Amherst Construction Ready		750		750	0.00%
Appomattox CDBG - Meadow Lark	11,000	22,500	4,500	18,000	20.00%
Appomattox Town Comp Plan		14,918		14,918	0.00%
Appomattox Recovery Planning & construction C	6,725	9,400	4,000	5,400	42.55%
Chesapeake Bay	50,000	21,500	5,000	16,500	23.26%
DHCD	75,971	72,471		72,471	0.00%
DRPT / FTA	108,379	133,638	30,501	103,137	22.82%
Hazard Mitigation	17,500	63,700		63,700	0.00%
Pamplin VDH Water	2,500	0		0	0.00%
Regional Radio Board	25,000	25,000	6,873	18,127	27.49%
Region 2000 Services Authority	160,224	170,838	51,608	119,230	30.21%
RideSolutions	50,450	44,603	11,362	33,241	25.47%
VDOT-PL	132,686	136,286	23,669	112,617	17.37%
VDOT-Rural	58,000	58,000	5,320	52,680	9.17%
WIOA	344,961	609,004	125,559	483,445	20.62%
Total Direct Project Revenues	1,048,755	1,396,408	268,392	1,128,016	19.22%
Interest	12,927	7,000	3,962	3,038	56.59%
TOTAL OPERATIONS & DIRECT PROJECT REVENUES	1,230,036	1,570,828	427,911	1,142,917	27.24%
Surplus/(Use of Fund) Balance	61,909	(50,319)	(155,071)	104,752	
Funding from Fund Balance			150,000		
Funding from Fund Balance	0	0	150,000	(150,000)	0.00%
	\$61,909	(\$50,319)	(\$5,071)	(\$45,248)	
Pass Thru Revenue					
Regional Radio Board	1,277,456	1,149,988	925,463	224,525	80.48%
VDOT - PL	78,750	78,750		78,750	0.00%
WIOA	1,091,209	950,000	311,955	638,045	32.84%
Total Pass Thru Revenues	\$2,447,415	\$2,178,738	\$1,237,418	\$941,320	56.80%
		0			
Total Revenue	3,677,450	3,749,566	1,815,329	1,934,237	48.41%
Net Surplus/(Use of Fund) Balance	160,805	(50,319)	468,951		

Setting the Dues Rate for 2020-2021

Staff recommends a motion that PDC dues remain constant for 2020-2021 at \$0.575 for Cities and Counties per capita and a flat fee of \$1,045 for Towns.

Each \$.01 generates \$2,600 in revenue for the Commission.

History

2010 - \$0.65

2011 – Present - \$.575



Central Virginia Planning District Commission (CVPDC)

Purpose of the CVPDC strategic direction round table 2019

Engage local government officials and stakeholders in setting strategic direction for the Central Virginia Planning District by identifying an area of focus that will advance the region

Pre-event survey:

Prior to the roundtable event, a survey was disseminated to 112 people and there were 37 responses. The groups represented in the survey were:

- Local Elected Officials
- Managers / Administrators
- Economic Development Staff
- EDA/IDA Chairs and Vice Chairs
- Local Planning Commissioners
- Other

The survey consisted of only 1 question: “As you think about the future strategic direction of the Central Virginia Planning District, what area of focus do you believe has the greatest potential to advance our region?”

The compiled responses were reviewed and grouped into focus areas. Within each focus area, themes were identified. See results below:

Focus area	Themes
Workforce development (26)	<ul style="list-style-type: none"> • Provide workforce development opportunities that align with the business needs (14) • Attract workers to stay in and/or move to the region (7) • Attract businesses to locate in the region by providing a ready workforce (5)
Economic development (20)	<ul style="list-style-type: none"> • Implement the existing economic development strategy that serves the entire region (12) • Redevelop the Central Virginia Training Center (8)



Focus area	Themes
Quality of life amenities and tourism (16)	<ul style="list-style-type: none"> • Brand & promote the region as a tourists' destination that takes advantage of the region's asset; natural, historic, etc. (11) • Enhance the desirability of the region by providing and promoting quality of life amenities (7) • Increase access to multi-model transportation options (7)

October 17, 2019 Round table small group work

Following the presentation of the survey results, participants were assigned to a small group. There were 2 small groups formed for each of the focus areas above. In other words, there were 2 small groups to discuss *Workforce development*, 2 small groups to discuss *Economic development* and 2 small groups to discuss *Quality of life amenities and tourism* for a total of 6 small groups.

Each group was asked to consider their focus area and the associated themes and answer 2 questions:

1. What do you think will be the critical success factors?
2. What do you think will be the biggest challenges?

The table below reflects the transcribed results from the small work groups:

Economic Development	
Critical Success Factors	Biggest Challenges
<p>Infrastructure comments</p> <ul style="list-style-type: none"> • Site pads ready • Regional fiber • Infrastructure • H2O • Pads and sites • Infrastructure <p>Jobs / Workforce / Training comments</p> <ul style="list-style-type: none"> • Ready workforce • K-12 focus is a must • Increase in jobs with wages of \$37,000 • Reduce unemployment rate 	<p>Infrastructure comments</p> <ul style="list-style-type: none"> • Railroads, airport • Existing buildings • Transportation • Lack of inventory <p>Jobs / Workforce / Training comments</p> <ul style="list-style-type: none"> • So many programs, not many results • Development match with employees



Economic Development

Finance/resources comments

- Revenue generation
- Put on tax rolls
- Private sector champions
- State money coop
- State coop / leadership
- Increase in real estate tax Bd poll

Regional consensus / agreement comments

- Reaching consensus on what to do
- Determine what types of industry to target (build on what exists, spinoffs, etc.)
- Realistic, economically feasible goals
- Identifying something region can agree on
- Agree on a brand for the region
- A masterplan with regional ROI
- CEDs

Finance/resources comments

- State bonds
- Money required

Regional consensus / agreement comments

- Ownership
- Regional buy-in
- Reaching consensus

Environmental comments

- Environmental nightmare
- Dirty environment



Workforce Development	
Critical Success Factors	Biggest Challenges
<p>Workforce KSAs/ and competency comments</p> <ul style="list-style-type: none"> • Good work ethic • Soft skills training • Problem solving • Increase apprenticeships <p>Career path awareness comments</p> <ul style="list-style-type: none"> • Workforce resource area in libraries (STEM related activities, on-site provided by staff / common platform – business connections, career pathways tie-in • Increase, expand business tours • Career path awareness • Market opportunities & increase awareness of what exists • Multiple training opportunities that are well publicized, coordinated with employers (adult, collegiate, secondary • Common regional marketing plan • Fill 250 open jobs in manufacturing <p>Understand business needs</p> <ul style="list-style-type: none"> • Assess business needs and provide opportunities to develop workforce in those areas 	<p>Workforce KSAs/and competency comments</p> <ul style="list-style-type: none"> • Need to train parents of students • Younger workers/generation want instant gratification • Training available to keep youth in the area • Increase apprenticeships • The need for instant gratification <p>Career path awareness comments</p> <ul style="list-style-type: none"> • Hard to keep youth in the area – global movement; help increase awareness about what it here • Manufacturing – 250+ jobs are available today – let people know • Reach home school students and private schools • Improve marketing / collective / increase awareness, public education, regional pathways <p>Understand business needs</p> <ul style="list-style-type: none"> • Adjusting to needs / demands of employees (physical, emotional, psychological) • Access to high speed internet • More experts from private sector • Differential in compensation <p>Workforce support needs</p> <ul style="list-style-type: none"> • Transportation – rural area, uber, volunteer network • Transportation – mentioned 3 times • Childcare



Quality of life amenities / tourism	
Critical Success Factors	Biggest Challenges
Transportation & accommodation options <ul style="list-style-type: none"> • Full aircraft on American Airlines • Uber & Lyft needs to be present • Airbnb, etc. increasing • Hotels options – measure capacity 	Transportation and accommodation options <ul style="list-style-type: none"> • Only one airline in CLT • Transportation • Connectivity in urbanized area
Things to attract and retain people to the area <ul style="list-style-type: none"> • Need convention / conference center • More cultural activities • More parks and trails • Walkability in town centers, including sense of safety • Marketing plan beyond the region / state • Trails created / improved access • Regional unique “destination” area 	Things to attract and retain people to the area <ul style="list-style-type: none"> • Quality of life and tourism are often in conflict • Tourism revenue generators are not equally distributed • Lack of regional identity • Inconsistent broadband coverage • Not enough broadband access • Access to diversified healthcare • Preserve corridor throughput • Open space and agriculture preservation • Lack of identity • Political will is lacking

Priority ranking for the 3 focus areas

Participants were given 1 voting dot and asked to place the dot on the area of focus they thought would provide the biggest return on investment in advancing the region. The results of the prioritization activity are listed below:

- Economic development – 19 votes
- Quality of life / tourism - 11 votes
- Workforce development - 5 votes

Possible next steps and considerations

- Review the results of the roundtable. Economic development was the area that was identified as the top choice by the participants, however, the roundtable activity was designed to provide the Commission with recommendations, not the answer/
- Consider some ideas that impacted all of the focus areas, for example, broadband was mentioned in all three focus areas
- During the Commission’s review of the roundtable results, look for specific efforts that if tackled, would provide the biggest return on investment for the region. For



example, would redevelopment of the CVTC address a large number of critical success factors and challenges and provide the biggest ROI for economic development. Or, would expansion of broadband be the project to tackle that would contribute the highest ROI for all 3 focus areas. (NOTE, these are simply examples, and not recommendations from Zelos)

BALLOT

Moving the Region Forward

VOTE #1

VOTE #2

Build a Regional Identity to Brand and Promote the Region

Tourism oriented

Business/industry oriented

Economic Development

Industrial/Technology Parks - pad ready sites

CVTC

Broadband and fiber access

Small Business Development/Support for Entrepreneurs

Agriculture and Forestry

Attracting business

Education and Workforce Development

Alignment with Business needs

Technical/vocational Education

K-12

At-risk Youth

Retaining Talent

Adult Worker Advancement

Promote/Market the development of an industry sector

Technology

Advanced Manufacturing

Engineering

Workforce Housing

Increased communications to communities and governments

Stronger CEDS reporting

Outreach to smaller communities

Recreation and Tourism

Bike/Pedestrian trail network

Rivers and Water

Multimodal transportation opportunities

Convention/conference center

- A. *Develop a plan to implement outcomes of facilitated meeting on October 17 and present the plan to the Executive Committee no later than February 2020.*
- B. *Manage existing contracts for services. Ensure that contracts are effectively completed on time and on budget.*
 - i. *Unified Long Range Transportation Plan*
 - ii. *Regional Van Pool Services*
 - iii. *Ride Solutions Marketing*
 - iv. *CEDS and Economic Development District*
 - v. *Solid Waste Management Planning*
 - vi. *Hazard Mitigation Planning*
- C. *Find new contracts and services for members to enhance the region's and individual community's sense of place.*
 - i. *Propose at least one new reasonable project in five communities.*
 - ii. *Propose at least three new reasonable and thoughtful regional projects.*
- D. *Assess and improve effectiveness of communications between PDC and members*
 - i. *Improve the effectiveness of the manager's lunches by adding topics for discussion.*
 - ii. *Disseminate a monthly email to board members regarding the work on the PDC and what has been accomplished regarding performance measures.*
 - iii. *Create a communications plan for community outreach so that other organizations know about the work and opportunities present at the PDC.*
- D. *Be especially watchful to support*
 - i. *Services Authority long range planning*
 - ii. *Radio Board negotiations with Campbell County*
 - iii. *Management of the Youth Component of the WIOA*
 - iv. *The PDC Planning Division as they add a Planner and adjust services to reflect new staffing levels.*

**Central Virginia Planning District Commission
2019 Salary Study
Synopsis**

The detailed Salary Study is available to Commission Members from the Executive Director and has been forwarded under a separate e-mail.

Recommendations:

1. Kelly Hitchcock, Planning and Development Director, be reclassified from a grade 114 to a grade 115 within the PDC’s pay grade system, in the same grade as the Deputy Director of Finance (Rosalie Majerus) and the Solid Waste Operations Manager at the Services Authority (Larry “Buzz” Hall).
2. Kelly receive a 9.5% adjustment on January 1, 2020 to an annual salary of \$70,102. This gets us closer to our comparison PDCs and tells the incumbent that her work is appreciated.
3. It is also recommended that we provide a 1.5% salary increase adjustment effective January 1, 2020 to the other employees listed in the salary study. It would help bring them closer to our comparisons and it would be an indication of our appreciation for their work over the years.
 - a. Deputy Director for Finance
 - b. Transportation Planning Director
 - c. Senior Planner
 - d. Special Project Manager/Regional Planner
4. Action in January 2020 would not preclude a request for consideration of a merit-based pay adjustment with the 2020-2021 budget (July 2020) depending on available PDC resources and individual job performance.

Summary financial impact to the PDC

	Findings behind PDC average	Recommended 1/1/2020	Annual Difference
Planning and Development Director	19.7%	9.5%	\$ 6,093
Senior Planner	9.1%	1.5%	\$ 796
Deputy Director for Finance	6.1%	1.5%	\$ 1,272
Transportation Planning Director	4.4%	1.5%	\$ 962
Regional Planner	1.7%	1.5%	\$ 701
			\$ 9,824

Process:

We compared our staff salaries to the average of comparable positions in the following PDCs:

- Roanoke
- New River Valley
- Danville/Martinsville
- Staunton/Harrisonburg
- Southside (South Hill)
- Charlottesville

If the PDC staff salaries weren't comparable, we used local government average comparable salaries.

Agenda Item 8 2020 Legislative Policy Recommendations - Draft

Proposed by Dean Rodgers, Amherst County:

Equal Taxing Authority

The Central Virginia Planning District Commission supports granting counties equal taxing authority to that enjoyed by cities and towns to enact local excise taxes without referendum, such as the authority to adopt a local meals tax without referendum and to levy and collect a tobacco tax.

Central Virginia Training Center

The Commission supports efforts of a re-development plan for the Training Center to determine the highest and best use of the property and requests allocated funds from the Commonwealth to begin clearing the site for remediation.



CVPDC
Central Virginia Planning District Commission



Quarterly Project Report July through September 2019

Regional Planning – On Target

Hazard Mitigation Plan Update

- Completed Hazard Identification and Risk Assessment

Chesapeake Bay Phase III – Completed contract

Long Range Transportation Plan 2045

- Outreach to communities, updates to MPO

Vanpool Grant

- Contract executed to incentivize the creation of vanpools to work

Comprehensive Economic Development Strategy

- Work on Trails and Transportation initiatives

Strategic Directions

- Planning and invitations underway for October meeting of local officials

Regional Services – On Target

Ride Solutions

- Employer outreach activities implemented
- Marketed the program at the LRBA Transportation Summit
- Preparation of the Agile Mile Marketing video
- Prepare for Bike Film Shorts in October

GLTC Planning

- ADA bus stop accessibility study
- Responded to 3 data requests

Workforce Development

- Recruiting for Youth Navigator/Caseworker for Bedford
- Hosted Governor Northam and Virginia Workforce Board
- Presentation by Ben Bowman to Virginia Workforce Board on Youth Services Program

Services Authority

- Phase III cell partial closure complete and on budget
- Met with Campbell Board of Supervisors
- RFP for beneficial use Livestock Road Landfill Gas developed and advertised
- Household Hazardous Waste Collection event held in October; 2020 planning underway

Services to Localities – On Target

Altavista

Transportation Alternative Application

Amherst County

DCR Recreational Trail Grant
Old Town Madison Heights CDBG

Appomattox County

Tornado Recovery Project

Appomattox Town

Comprehensive Plan
Greater Meadowlark Neighborhood CDBG

Bedford Town

Independence Blvd intersection study
Bedford CDBG Planning Grant

Other Activities

MPO Name Change

MPO approves bylaws updates and submits resolutions to localities

Communication

August newsletter published

Regional Groups Meet

Planners
Managers/Administrators
Deputies/Assistants
Purchasing

Radio Communications Board

- Emergency Dispatch Center furniture updates for Lynchburg and Amherst completed
- Two favorable court decisions for No Business Mountain Road litigation
- Broadband expansion in Amherst County at two tower locations
- Proposal submitted for Campbell County's joining regional radio system

HIGHLIGHT

Central Virginia Radio Communications Board

~ serving Lynchburg, Bedford and Amherst ~

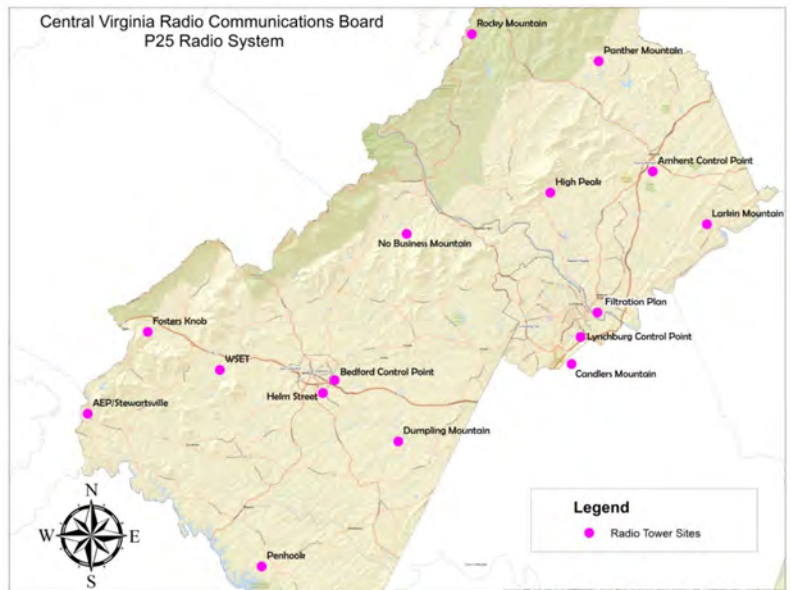
Since 1997, Emergency Public Safety Communications for Lynchburg, Bedford and Amherst have been supplied through a coordinated network of radio towers. With the launch of an IP-based network in 2017, our highly reliable system supports 16 radio tower sites, numerous communication microwaves and antennas, emergency communication systems for three emergency dispatch centers and close to 2,500 mobile and portable communications devices.

Trunked System

As a trunked radio system, a central computers identifies an available channel/talk path when a radio is keyed (activated for use). Using fewer channels than a conventional system, a trunked system which provides advantages in expanded coverage, system reliability, flexibility and security. The Radio Board's system utilizes an 800 MHz bandwidth.

Redundant System

A key characteristic of a robust emergency radio communication system is redundancy. In the event service is disrupted at tower site, the system routes communications through other towers to keep communications open until service is restored to that site. Further, even in the event of a disruption at a local dispatch center, such as a loss of power, then calls are able to be routed to an alternate dispatch center to continue emergency 911 operations.



Maintenance

L3Harris installed the P25IP VIDA Network system and is under contract for repair and maintenance services. With offices in Forest and Lynchburg, they often refer to this as their "home" system as it serves the communities in which their employees live and work. The L3Harris team continuously monitors the system and visits site locations weekly and frequently more often.

Public Safety divisions of local Universities, Colleges and public agencies use the system, too

The emergency and public safety departments of Liberty University, Central Virginia Community College, the Blue Ridge Regional Jail, use the radio communications infrastructure for their radio communications needs as does the Greater Lynchburg Transit Company and the Region 2000 Services Authority. This allows for interoperability and greater coordination among public safety officials in the event of a large-scale event.



**Central Virginia
Radio Communications
Board**

PDC's role

The Planning District's Special Project Manager, Matt Perkins, provides staff support to the Radio Communications Board with procurement and vendor negotiations, meeting agenda development, and maintenance of vendor and service contracts. The Finance Department of the PDC manages the \$1.4 million operating budget and the 2012 \$13.2 million bonds.

More Information: Matt Perkins, matt.perkins@cvpdc.org,
434 845-5678 x 210.