

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

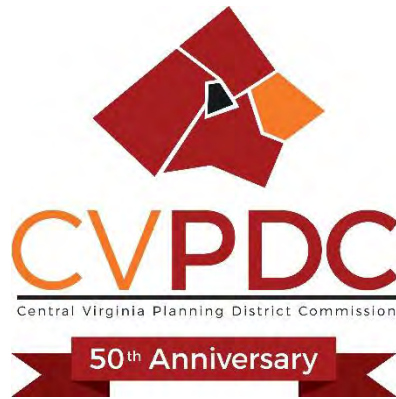
Large Conference Room  
**September 19, 2019**  
**5:00 p.m.**

## Agenda

1. **Welcome | Moment of Silence**..... Dwayne Tuggle, Chair
2. **Approval of July 18, 2019 Meeting Minutes** ..... Dwayne Tuggle, Chair  
(Attachment)
3. **Financial Update**..... Gary Christie  
(Attachment)
  - i. Year to Date Financial Report
  - ii. PDC Budget Amendments for VDRPT Van Pool Study and Town of Appomattox Comprehensive Plan
  - iii. 2009 Loan to CAER for \$30,000
4. **Watershed Implementation Plans (WIP) Program Extension Request** ..... Kelly Hitchcock
5. **Request to accept a Grant to initiate a Vanpool Program in Central Virginia**..... Gary Christie,  
..... Kelly Hitchcock
6. **Transportation Alternative Program Resolutions** ..... Scott Smith  
(Attachment)
7. **Review of October Meeting** ..... Gary Christie
8. **Other Business** ..... Mayor Tuggle
9. **Adjourn**

Next PDC meeting, October 17 at 5:00 p.m. at the Lynchburg Regional Business Alliance Building, 300 Lucado Place, Lynchburg.

MPO meets at 4 p.m. on 10-17 at the same location.



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

**July 18, 2019  
5:00 pm**

## *Draft Minutes*

### **Members Present:**

Kenneth Campbell, Amherst County Board of Supervisors  
Sara Carter, Amherst Town Manager  
Robert Hiss, Bedford County Administrator  
Dean Rodgers, Amherst County Administrator  
Frank Rogers, Campbell County Administrator  
Gary Shanaberger, Appomattox Town Manager  
John Sharp, Bedford County Board of Supervisors  
Bonnie Svrcek, City of Lynchburg  
Russell Thurston, Brookneal Town Manager  
Mayor Dwayne Tuggle, Town of Amherst, *Chair*  
Charlie A. Watts, II, Campbell County Board of Supervisors

### **Members Absent:**

Susan Adams, Appomattox County Administrator  
Waverly Coggsdale, Altavista Town Manager  
Beverley Dalton, Altavista Town Council  
Mayor Paul Harvey, Town of Appomattox  
Bruce Johannessen, Bedford Town Council  
Megan Lucas, Lynchburg Regional Economic Alliance  
Bryan Moody, Appomattox County Board of Supervisors, *Vice-Chair*  
Mark Peake, Senate of Virginia  
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  
Rosalie Majerus, 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.

A Resolution of Appreciation was then presented to Kenneth Campbell for his time of service on the Council.

**2. Approval of the July 18, 2019 Meeting Minutes**

Upon a motion by Bonnie Svrcek, seconded by Kenneth Campbell, the minutes of the July 18, 2019 meeting passed unanimously as presented.

**3. YTD Financial Report**

Rosalie Majerus explained that the financial report included in the meeting packet is from May, as the June report is not yet complete. She pointed out that under the year-end estimate, total operating expense is shown to be \$848,000, but will be closer to \$838,000, for a savings of \$10,000. The surplus use of fund balance was budgeted at \$60,000, which will be closer to \$56,000.

**4. Update on the Process for Discussing the next Regional Initiative at the October 17 PDC Meeting**

Gary Christie explained that the suggestion had been made to look for an initiative or project to engage the elected officials in the region in conversation. He suggested using the meeting in October to have a conversation about what the next regional initiative might be. He would like to identify a regional direction, priority, or initiative that could be a regional focus that local governments can build consensus around. Those invited would include all of the elected officials, decision makers, administrators, planners, and economic developers of the region.

Following discussion, it was agreed that the main concern was how the Planning District Commission could best serve the member jurisdictions. To do this, elected officials were needed to participate in the conversation. Dwayne Tuggle said that he would contact the other mayors and they would plan on visiting the councils and boards to personally invite the elected officials to the October meeting.

**5. Discussion on Policy when Considering Requests for PDC Funding**

Gary Christie explained that occasionally the PDC is approached by people with projects or initiatives, and a request for seed money. The question has come up in the Executive Committee about the need for parameters for managing these requests. Mr. Christie asked if the Commission wanted to move forward with discussion on a policy now, wait until a request is received, or bring it up at a later date. It was decided to put this off for now, unless a request is received.

**6. Roundtable and other Business**

Mr. Christie announced that Bedford has received a \$17,500 AARP grant with the help of PDC staff. This will be used to put in bike racks, benches, and other items to dress up the town.

Gary said that he will plan on getting the Executive Committee together to work on plans for the October meeting.

**7. Next Meeting September 19, CVPDC Offices with MPO Meeting at 4:00 p.m.**

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

**Central Virginia Planning District Commission**

**Budget to Actual for FY19**

**Actual as of August 31, 2019**

*Attachment 3i*

	<u>Actual as of 6/30/19</u>	<u>FY 20 Approved Budget</u>	<u>FY 20 Budget Adjustments</u>	<u>FY 20 Adjusted Budget</u>	<u>Actual as of 8/31/19</u>	<u>Diff Between Budget &amp; Actual</u>	<u>% of Budget Used</u>
<b>OPERATIONS FUND (EXPENDITURES)</b>							
<b>SALARY</b>							
ADMINISTRATION	163,253	169,935		169,935	27,225	142,710	16.02%
FINANCE	138,872	141,649		141,649	23,608	118,041	16.67%
OPERATIONS	223,588	278,060		278,060	38,010	240,050	13.67%
	<b>525,712</b>	<b>589,644</b>	<b>0</b>	<b>589,644</b>	<b>88,843</b>	<b>500,801</b>	<b>15.07%</b>
PART TIME HELP		10,000		10,000	0	10,000	0.00%
<b>Total Salaries &amp; Wages</b>	<b>525,712</b>	<b>599,644</b>	<b>0</b>	<b>599,644</b>	<b>88,843</b>	<b>510,801</b>	<b>14.82%</b>
EMPLOYER COST FICA	38,590	45,736		45,736	6,462	39,275	14.13%
EMPLOYER COST V R S	24,755	27,772		27,772	4,185	23,588	15.07%
EMPLOYER COST HEALTH INS	82,456	89,024		89,024	22,637	66,387	25.43%
EMPLOYER COST LIFE INS	6,887	7,724		7,724	1,164	6,561	15.07%
WORKERS COMP	1,462	1,500		1,500	1,835	(335)	122.36%
<b>Total Fringe Benefits</b>	<b>154,151</b>	<b>171,757</b>	<b>0</b>	<b>171,757</b>	<b>36,282</b>	<b>135,475</b>	<b>21.12%</b>
<b>OFFICE EXPENSES</b>							
AUDITING SERVICES	5,150	5,775		5,775		5,775	0.00%
PAYROLL ACCOUNTING SERVICES	4,827	6,870		6,870	1,816	5,054	26.44%
LEGAL SERVICES	3,425	3,000		3,000		3,000	0.00%
LIABILITY INSURANCE	993	1,000		1,000	961	39	96.12%
CONTRACTUAL SERVICES	44,049	22,500		22,500	975	21,525	4.33%
ADVERTISING	147	1,000		1,000		1,000	0.00%
POSTAGE	944	1,000		1,000	(175)	1,175	-17.48%
TELEPHONE	5,196	6,400		6,400	643	5,757	10.05%
INTERNET SERVICES	677	700		700	109	591	15.52%
OFFICE SUPPLIES	4,043	6,000		6,000	236	5,764	3.93%
PRINTING & BINDING	986	1,500		1,500		1,500	0.00%
TRAVEL	3,267	7,500		7,500	339	7,161	4.52%
SPECIAL MEETINGS	5,227	7,000		7,000	73	6,927	1.04%
EDUCATION & TRAINING	2,081	8,000		8,000	828	7,173	10.34%
DUES, SUBSCRIPTIONS	7,315	10,800		10,800	4,238	6,563	39.24%
PUBLICATIONS	251	500		500		500	0.00%
MISCELLANEOUS EXPENSES	1,049	1,000		1,000	42	958	4.20%
FURNITURE & FIXTURES	0	1,000		1,000		1,000	0.00%
RENTAL OFFICE EQUIPMENT	2,455	4,000		4,000	332	3,668	8.31%
OFFICE RENT	56,539	57,056	0	57,056	9,394	47,662	16.46%
PARKING	1,580	1,800		1,800	200	1,600	11.11%
COMPUTER EQUIP/SOFTWARE	7,122	12,000		12,000	1,016	10,984	8.47%
<b>Total Office Expenses</b>	<b>157,323</b>	<b>166,401</b>	<b>0</b>	<b>166,401</b>	<b>21,026</b>	<b>145,375</b>	<b>12.64%</b>
<b>Total Operations Expenses</b>	<b>837,186</b>	<b>937,802</b>	<b>0</b>	<b>937,802</b>	<b>146,152</b>	<b>791,651</b>	<b>15.58%</b>

Central Virginia Planning District Commission							
Budget to Actual for FY19							
Actual as of August 31, 2019							
	<u>Actual as of 6/30/19</u>	<u>FY 20 Approved Budget</u>	<u>FY 20 Budget Adjustments</u>	<u>FY 20 Adjusted Budget</u>	<u>Actual as of 8/31/19</u>	<u>Diff Between Budget &amp; Actual</u>	<u>% of Budget Used</u>
<b>Total Operations Expenses (from Page 1)</b>	<b>837,186</b>	<b>937,802</b>	<b>0</b>	<b>937,802</b>	<b>146,152</b>	<b>791,651</b>	<b>15.58%</b>
<b>Direct Project Expenses</b>							
Amherst CDBG - Old Town Madison Heights	57	500		500	2	499	0.30%
Appomattox CDBG - Meadowlark	428	500		500	49	451	9.74%
Appomattox Town Comp Plan			755	755	24	731	3.23%
Appomattox Recovery Planning Grant	661	1,500		1,500	997	503	66.49%
CEDS	827	0		0		0	#DIV/0!
Chesapeake Bay	303	250		250		250	0.00%
DHCD	855	2,500		2,500		2,500	0.00%
DRPT / FTA	7,868	2,500	28,141	30,641	230	30,411	0.75%
Hazard Mitigation	564	59,691		59,691		59,691	0.00%
Pamplin VDH Water	271	0		0		0	#DIV/0!
Regional Radio Board	503	1,000		1,000	70	930	6.99%
RideSolutions	18,520	20,754		20,754	92	20,662	0.45%
VDOT - PL	12,191	18,750		18,750	625	18,125	3.33%
VDOT - Rural	12,764	2,500		2,500	4	2,496	0.15%
WIOA	275,129	544,004		544,004	55,798	488,207	10.26%
<b>Total Direct Project Expenses</b>	<b>330,941</b>	<b>654,449</b>	<b>28,896</b>	<b>683,345</b>	<b>57,890</b>	<b>625,455</b>	<b>#REF!</b>
<b>TOTAL OPERATING &amp; DIRECT PROJECT EXPENSES</b>	<b>\$1,168,127</b>	<b>\$1,592,251</b>	<b>\$28,896</b>	<b>\$1,621,147</b>	<b>\$204,042</b>	<b>\$1,417,105</b>	<b>12.59%</b>
<b>Pass Thru Expenses</b>							
Regional Radio Board	1,176,339	1,149,988		1,149,988	251,819	898,169	21.90%
VDOT - PL	87,500	78,750		78,750		78,750	0.00%
WIOA	1,084,679	950,000		950,000	138,635	811,365	14.59%
<b>Total Pass Thru Expenses</b>	<b>\$2,348,518</b>	<b>\$2,178,738</b>	<b>\$0</b>	<b>\$2,178,738</b>	<b>\$390,454</b>	<b>\$1,788,284</b>	<b>17.92%</b>
<b>Total Expenses</b>	<b>\$3,516,645</b>	<b>\$3,770,989</b>	<b>\$28,896</b>	<b>\$3,799,885</b>	<b>\$594,496</b>	<b>\$3,205,389</b>	<b>15.65%</b>

Central Virginia Planning District Commission

Budget to Actual for FY19

Actual as of August 31, 2019

Attachment 3i

	<u>Actual as of 6/30/18</u>	<u>FY 20 Approved Budget</u>	<u>FY 20 Budget Adjustments</u>	<u>FY 20 Adjusted Budget</u>	<u>Actual as of 8/31/19</u>	<u>Diff Between Budget &amp; Actual</u>	<u>% Of Budget Received</u>
<b>Revenues</b>							
<b>OPERATIONS FUND (REVENUE)</b>							
Dues	154,774	155,420		155,420	155,420	0	100.00%
Miscellaneous Revenue	13,579	12,000		12,000	88	11,912	0.74%
<b>Total Operations Revenue</b>	<b>168,353</b>	<b>167,420</b>	<b>0</b>	<b>167,420</b>	<b>155,508</b>	<b>11,912</b>	<b>92.88%</b>
<b>Direct Project Revenues</b>							
Amherst County - Old Town Madison Heights	5,360	13,800		13,800		13,800	0.00%
Amherst Construction Ready		750		750		750	0.00%
Appomattox CDBG - Meadow Lark	11,000	22,500		22,500	4,500	18,000	20.00%
Appomattox Town Comp Plan			14,918	14,918		14,918	0.00%
Appomattox Recovery Planning & construction (	6,725	9,400		9,400	4,000	5,400	42.55%
Chesapeake Bay	50,000	21,500		21,500	5,000	16,500	23.26%
DHCD	75,971	72,471		72,471		72,471	0.00%
DRPT / FTA	108,379	108,312	25,326	133,638		133,638	0.00%
Hazard Mitigation	17,500	63,700		63,700		63,700	0.00%
Pamplin VDH Water	2,500	0		0		0	0.00%
Regional Radio Board	25,000	25,000		25,000		25,000	0.00%
Region 2000 Services Authority	160,224	170,838		170,838	25,049	145,789	14.66%
RideSolutions	50,450	44,603		44,603		44,603	0.00%
VDOT-PL	132,686	136,286		136,286		136,286	0.00%
VDOT-Rural	58,000	58,000		58,000		58,000	0.00%
WIOA	344,961	609,004		609,004	68,310	540,694	11.22%
<b>Total Direct Project Revenues</b>	<b>1,048,755</b>	<b>1,356,164</b>	<b>40,244</b>	<b>1,396,408</b>	<b>106,859</b>	<b>1,289,549</b>	<b>7.65%</b>
Interest	12,927	7,000	0	7,000	1,454	5,546	20.77%
<b>TOTAL OPERATIONS &amp; DIRECT PROJECT REVENUES</b>	<b>1,230,036</b>	<b>1,530,584</b>	<b>40,244</b>	<b>1,570,828</b>	<b>263,820</b>	<b>1,307,008</b>	<b>16.79%</b>
<b>Surplus/(Use of Fund) Balance</b>	<b>61,909</b>	<b>(61,667)</b>	<b>11,348</b>	<b>(50,319)</b>	<b>59,778</b>	<b>(110,098)</b>	
Funding from Fund Balance							
<b>Funding from Fund Balance</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>#DIV/0!</b>
	<b>\$61,909</b>	<b>(\$61,667)</b>	<b>\$11,348</b>	<b>(\$50,319)</b>	<b>\$59,778</b>	<b>(\$110,098)</b>	
<b>Pass Thru Revenue</b>							
Regional Radio Board	1,277,456	1,149,988		1,149,988	787,463	362,525	68.48%
VDOT - PL	78,750	78,750	0	78,750		78,750	0.00%
WIOA	1,091,209	950,000		950,000	145,941	804,059	15.36%
<b>Total Pass Thru Revenues</b>	<b>\$2,447,415</b>	<b>\$2,178,738</b>	<b>\$0</b>	<b>\$2,178,738</b>	<b>\$933,404</b>	<b>\$1,245,334</b>	<b>42.84%</b>
				0			
<b>Total Revenue</b>	<b>3,677,450</b>	<b>3,709,322</b>	<b>40,244</b>	<b>3,749,566</b>	<b>1,197,224</b>	<b>2,552,342</b>	<b>31.93%</b>
<b>Net Surplus/(Use of Fund) Balance</b>	<b>160,805</b>	<b>(61,667)</b>	<b>11,348</b>	<b>(50,319)</b>	<b>602,728</b>		

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

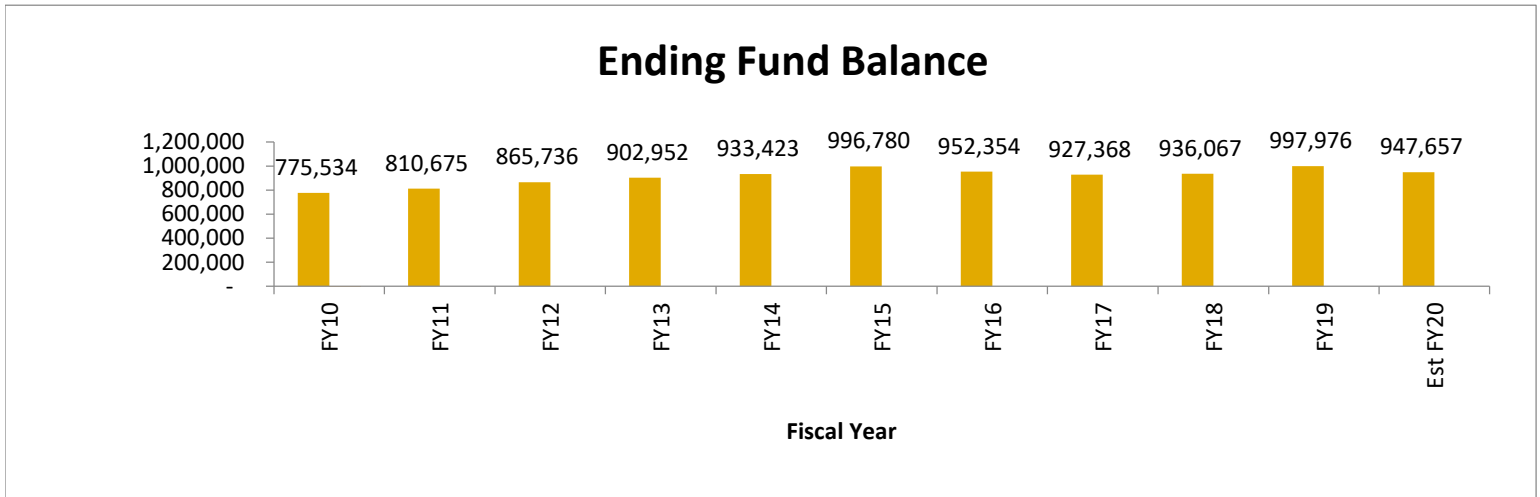
*Attachment 3i*

**CASH ON HAND**

Sun Trust Checking	
CVPDC Funds	269,428
WIA Trainit Funds	4,429
Petty Cash	112
Local Govt Invest Pool	496,296
<b>Cash on Hand</b>	<b><u>\$ 770,265</u></b>

**CALCULATION OF ESTIMATED YEAR-END FUND BALANCE**

<b>Estimated Year-end Fund Balance</b>	<b><u>\$ 947,657</u></b>
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ii: FY 20 Budget Adjustment:

Project: Town of Appomattox 2020 Comprehensive Plan Update

Revenue: \$14,918 - Town of Appomattox

Expenses: \$755

Net budget impact: Increase in net income of \$14,163

Roll-over of DRPT FY19 funds

To fund a study approved by the MPO to examine the use of Van Pools to provide rides to training opportunities. Currently Van Pools are restricted to rides to work (postponed from last year)

Revenue: \$ 25,326

Expenses: \$28,141 (includes our 10% match)

Net budget impact: Decrease in net income of \$2,815

iii. 2009 Loan to CAER:

In 2009 the PDC made a \$30,000 no interest loan to the Center for Advanced Engineering and Research to help facilitate some grant writing and the marketing of the CAER building in New London.

The New London building has been sold to Liberty University and the governing board of CAER has decided to disband.

CAER has asked us for our position regarding this loan. Scenarios include asking for the money back, forgiving the loan, or asking that the money be used for a specific purpose.

CAER is also dealing with the Tobacco Commission who is examining whether they will ask for some of their grant money back.

At this point, PDC staff has asked the CAER Board to pay us back the full amount. This is an opportunity to discuss appropriate action if the Commission wants to do something different.

## **Virginia Chesapeake Bay Phase III Watershed Implementation Plans (WIP) DEQ/PDC Locality Implementation Plan Program - Program Extension Request**

Beginning in July 2018, the CVPDC, along with 14 Bay PDCs across the Commonwealth, entered into contracts with DEQ to assist with Chesapeake Bay Phase III Watershed Implementation Plan (WIP) activities. To date, two contracts have been executed with DEQ:

- July 2018 – December 2018, \$50,000
- March 2019 – September 2019, \$21,500 (approved by Board, March 2019)

Both contracts have been managed by Kelly Hitchcock, have included staff/stakeholder representation from area localities, state agencies (e.g., Virginia Department of Health, Soil & Water Conservation Districts), and non-profits, college, citizen stakeholders; and have included activities, deliverables to guide staff/stakeholder activities as prescribed in an approved Scope of Work.

### **DEQ Anticipating PDC Locality Implementation Plan Program Extension to June 2020**

As noted in the March 2019 CVPDC Board meeting, it was suggested by DEQ that if funding was provided at the State level, it would seek to extend the PDC/DEQ WIP III programming. It was further noted should program extension funding be provided, a portion of these funds will assist in covering a portion of a new planner's salary.

DEQ on August 26, 2019 contacted the Chesapeake Bay PDCs that it anticipates receiving the funding to extend the PDC Locality Implementation Plan Program. DEQ anticipates \$52,000 from DEQ, with a 13,000 (25%) PDC match, for a \$65,000 program for each PDC through June 2020. The funds will be used to staff and execute the DEQ/PDC Locality Implementation Plan Program Scope of Work and establish a regular committee, the CVPDC Watershed Advisory Committee, to guide activities.

Staff developed a Draft Scope of Work, provided as Attachment 4b, to guide program activities. The proposed scope of work was crafted in coordination with area stakeholders. It is anticipated there will be small changes in the final Scope of Work as we work through the DEQ contract.

**Requested Action:** The CVPDC is requested to authorize the Executive Director to contact with DEQ to execute/extend the Virginia Chesapeake Bay Phase III WIP DEQ/PDC Locality Implementation Plan Program as described.

A PDC budget amendment will be presented for approval after the contract is executed.

**Draft Scope of Service (August 2019)**  
**Virginia Chesapeake Bay Watershed**  
**PDC Locality Implementation Program**

**A. CONTACT INFORMATION**

<b>Provider:</b>	Central Virginia PDC	<b>Contact(s):</b>	Kelly Hitchcock, Gary Christie
<b>DUNS #:</b>	130508539	<b>Phone Number:</b>	434-845-3491
<b>Federal ID #:</b>	54-0850361	<b>Email:</b>	<a href="mailto:Kelly.hitchcock@cvpdc.org">Kelly.hitchcock@cvpdc.org</a> <a href="mailto:gary.christie@cvpdc.org">gary.christie@cvpdc.org</a>
<b>Mailing Address:</b>	828 Main St., 12 <sup>th</sup> Floor	<b>Invoice/Checks Payable To:</b>	Central Virginia Planning District Commission
<b>City, State, Zip:</b>	Lynchburg, VA 24504		
<b>Project Title:</b>	Chesapeake Bay Watershed PDC Locality Implementation Program		
<b>Localities Represented:</b>	Amherst, Appomattox, Bedford and Campbell Counties, City of Lynchburg.		

<b>Contract Period:</b>	<b>Start:</b>	October 1, 2019	<b>Interim Report Due:</b>	<b>Month, Day, 2020</b>	<b>End:</b>	Sept 30, 2020
<b>DEQ Project Manager:</b>	Megan Sommers-Bascone / Susan Hale		<b>CBRAP Federal Funds:</b>	\$52,000		
<b>Project Manager Email:</b>	<a href="mailto:megan.bascone@deq.virginia.gov">megan.bascone@deq.virginia.gov</a> / <a href="mailto:susan.hale@deq.virginia.gov">susan.hale@deq.virginia.gov</a>		<b>Match Funds:</b>	\$13,000		

**B. PROJECT OVERVIEW**

*Note: References to "Grant"/"grant"/"grant funds" within section "B" are defined as pertaining strictly to the federal grant awarded to DEQ; the contract awarded by DEQ to the PDC is not a grant contract.*

To be developed through DEQ/PDC coordination.

**C. CVPDC WIP PROJECT FOCUS AND PROGRAM DELIVERABLES**

***(A corresponding timeline will become contract Attachment C, Milestone Table).***

*This is Draft document and represents a preliminary CVPDC 2020 Scope of Work. The items listed have been developed through a combination of factors that include: 1) activities from the April – October 2019 DEQ PDC project work scope; 2) CVPDC area stakeholder comments; and 3) incorporating CVPDC area Input Deck and Program recommendations. It is anticipated that adjustment to the final Scope of Work, to reflect removal, editing, or new projects, will be required. Lastly, the CVPDC Scope of Work does not constitute locality approval.*

**Activity 1: Facilitation of Chesapeake Bay Phase III WIP implementation with localities and regional partners**

The CVPDC will execute programs and projects that directly engage localities, local, regional and state stakeholders regarding Bay WIP III programmatic actions and implementation activities. Program activities will be focused on activities that impact the regions urban sector.

**Program Activities**

- a) Develop an annual Scope of Work that will guide staff and program initiatives. Any adjustments will be submitted to DEQ for approval.
- b) Host and facilitate at least four (4) CVPDC Watershed Advisory Group (WAG) meetings to: review Work Program and Input Deck activity status; review local, regional, or state WIP program activities or policy information; execute WIP Work Program activities. Meetings will be announced, open to the public, and meeting summaries provided on the CVPDC website.
  - Initiate review of local plans and ordinances to review for consistency in execution of Input Deck BMP activities.
- c) Continue to work with local partners, including localities, partner agencies, and local engineering community, to develop cost estimates and budget estimates for implementation of Bay Program-approved BMP projects. Sub activities:
  - Host a meeting with varying locality departments (public works, water resources, engineering) to review DEQ CAST BMP practice cost allocations, record local comments, suggestion on local costs.
  - Develop a draft project WIP activity reporting document.
- d) Continue to work with localities to compile relevant GIS data updates from area stakeholders.

- e) Participate with other Bay-area PDCs in the Urban Sector Group to share best practices, advance DEQ and Chesapeake Bay WIP III Implementation Goals, establish coordinated DEQ program responses and goal development, and facilitate watershed-wide program and project initiatives.
- f) Share information with localities, local stakeholders on state, federal, and private BMP implementation funding opportunities.

**Activity 2: Development and distribution of implementation tools and resources**

The CVPDC will initiate activities that advance outreach and education elements fostering local stakeholder participation in watershed and land use protection and the connection to the Chesapeake Bay Phase III WIP implementation.

**Program Activities**

- a) Maintain, within the CVPDEC website, a section dedicated to watershed, Chesapeake Bay, land use protection. Develop a section with special emphasis on local actions that can be taken by homeowners, businesses, organizations.
- b) Include, as a regular feature, an environmental section in the CVPDC bi-monthly newsletter that is distributed throughout the region.
- c) Develop simple environmental messages for distribution via social media, news outlets, (to include as public service on locality sites), etc.
- d) Maintain/update/distribute to localities and other regional stakeholders a matrix of grant opportunities to advance identified priority projects.
- e) Assist, through coordination among multiple programs/projects (hazard mitigation, transportation, etc.), in identifying potential BMP-installation/implementation projects.
  - Review project list, with communication, to identify potential BMP implementation opportunities.
  - Establish a communication/program recordation methodology.
- f) Assist, as requested, localities in developing grant applications to implement watershed-scale projects.

**Activity 3: BMP implementation reporting and liaison with DEQ**

The CVPDC will continue to work with localities and local stakeholders to increase the efficiency and effectiveness of BMP reporting data.

**Program Activities**

- a) In partnership with DEQ and Bay PDCs, facilitate BMP tracking and reporting training. Focus on needs as identified in the BMP Reporting & Tracking Survey.
- b) Hold a meeting with local stakeholders to review/discuss primary differences between local BMP reporting protocol and the DEQ BMP Warehouse.
- c) Continue to coordinate with local Virginia Department of Health (VDH), SWCDs and local governments stakeholders to implement the program recommendations from the FY2019 Septic Reporting recommendations.
  - Hold a reporting pilot test pilot period to gauge participation, program adjustments.

**Activity 4: CVPDC Phase III WIP Programmatic Actions Implementation**

Initiate specific activities to execute programs, projects or policies as articulated in the CVPDC submitted Phase III WIP Programmatic Action Template. Activities focus on those activities, as established through local stakeholder vetting, that advance BMP programmatic actions and implementation activities.

**Program Activities**

- a) Establish a process to increase street sweeping reporting and advance the value in reporting, environmental impact to local, regional, state stakeholders.
  - Develop survey with localities, VDOT to review current methodologies. Hold a reporting pilot test pilot period to gauge participation, program adjustments.
- b) Evaluate ways to keep nutrient trading within the CVPDC region to target BMP implementation within identified sensitive areas.
  - Facilitate communication among local, regional, PDCs, state stakeholders, to facilitate locally managed nutrient credits.
- c) Seek program funding to execute a CVPDC non-regulated sensitive area GIS evaluation to identify key protection areas to create a map to target BMP-mitigation/trading areas.

- d) Support activities that expand BMP practice, especially new practices, installation and maintenance.
- Host BMP methodologies training to local contractors on installation and maintenance requirements, best practices to increase use, decrease the implementation costs, and ensure proper long-term maintenance and effectiveness.
  - Provide BMP education, to include post-construction maintenance needs, to property owners.
- e) Assist localities, as requested, in maintaining practices, such as septic reserves, as requested that support Bay, local watershed, nutrient/water quality goals.

**Activity 5: Project Administration**

**Program Activities**

- a) Submit an interim CVPDC project report and initial reimbursement request.
- b) Submit the final CVPDC contract report and final reimbursement request.

## **Request approval to accept a \$72,000 VDRPT grant for a two-year program to start vanpools in Central Virginia**

### **Background:**

The CVPDC has for several years been a facilitator and marketer to connect people and carpools through our contract with VDRPT and the Ride Solutions program. [www.ridesolutions.org](http://www.ridesolutions.org). As a VDRPT Transportation Demand Management (TDM) agency, we offer a variety of services for registered commuters, including the newly-established ridematching software and a guaranteed ride home service.

All of the VDRPT's TDM agencies, except RIDE Solutions, include vanpool programs within their services to regularly take people to jobs. These vanpools can be 7-12 passenger vans and are typically privately operated. The vanpools take people to jobs and may be operated by an entrepreneur or by one of the commuters themselves.

In January the Commission approved a staff request to submit grant application to Virginia Department of Rail and Public Transportation (VDRPT) for a two year program for funds to establish vanpools in our area, to address the job-access needs, especially those employees and employers in the region's rural areas, as articulated in the Lynchburg Connectivity Study and the CEDS. The VDRPT Mobility Grant provides funding for staff to market the program, funding to administer the program, and direct vanpool seat and startup costs reimbursement.

The grant will provide money to subsidize seats while a business, entrepreneur or commuter builds ridership in a vanpool. These funds help the vanpool remain financially stable while building paying ridership. Our role would be to administer those funds on VDRPT's behalf and to market the incentives to folks who might be interested in establishing a vanpool.

When we discussed this in January staff reported a study underway to establish employer data, area transit provider National Transit Database (NTD) recording and Federal Highway funding distribution coordination, for the western portion of the Commonwealth. The study, which includes Thomas Jefferson PDC, Central Shenandoah PDC, New River Valley Regional Commission, West Piedmont PDC, and Roanoke-Valley Alleghany Regional Commission, was expected to be available by now, but it is not yet available.

### **Next steps for the PDC to incentivize the creation of vanpools in our region**

We seek authorization from the Commission to move forward with the following steps:

1. As part of the VDRPT grant we would develop a marketing plan and materials to get the word out about how the private sector and local business can use these incentive funds to create vanpools. This plan will be developed in coordination with local economic developers and other stakeholders.



2. Using our 2019 VDRPT roll-over funds we will contract with AECOM (VDRPT's contractor) for assistance with the creation of the system and policies necessary to manage the vanpool incentives and meet state and federal requirements.
3. Once we have a marketing plan and an approved process/mechanism to administer the incentive funds, we will start the effort to establish vanpools to serve area businesses.
4. This is a two-year grant so it will carry into 2020-2021.

### **Grant Budget**

The VDRPT has approved the Mobility Programs \$72,000 grant award, ~~includes~~ and requires a \$18,000 local match contribution. This is a two-year program; includes \$42,800 (salaries/fringe) and \$28,000 vanpool direct incentive, funds only drawn if used.

**Revenue:**                    **\$72,000 – VDRPT funds**  
                                     **\$18,000 – local match from PDC**  
                                     **\$90,000**

**Expenditures:**                    **\$44,800 salaries/fringe/travel/training**  
                                     **\$28,000 direct incentive**  
                                     **\$17,200 marketing and miscellaneous**  
                                     **\$90,000**

### **Requested Action:**

The Commission is asked to authorize the Executive Director to execute the VDRPT contract as described above and begin a two-year pilot program to establish van pools to serve businesses in the Central Virginia region.

We believe that we should not wait for the multi-region study, but instead move forward with developing a vanpool program, as an additional and valuable employer service. Vanpool subsidies, and match, will only be provided for developed vanpools.

## **Resolution of Support**

A motion/resolution of support is requested for Altavista's application for Transportation Alternative Program funds. The Town of Altavista is proposing a sidewalk on the east side of Main Street between Wood Lane and Seventh Street, and along a small portion of the south side of Seventh Street. These projects would fill gaps in a critical area and will help connect residential and commercial areas to pedestrians.

VDOT's Transportation Alternatives Program (TAP) is open for applications every other year. The TAP program can help fund smaller-scale, non-traditional transportation projects with a focus on non-motorized transportation opportunities and enhancements to the transportation experience.

Unlike projects in the urbanized area, where a support resolution from the CVMPO is required, rural projects do not require a resolution from the CVPDC. However, the CVPDC traditionally offers a resolution of support as a courtesy to the locality. Because of the TAP application development timeline, it is possible that other jurisdictions may bring requests for support letters to the September Commission meeting.

### **Recommended Action:**

The Commission is encouraged to support the Town of Altavista's Transportation Alternative Project Application for sidewalks along the east side of Main Street between Wood Lane and Seventh Street, and along a small portion of the south side of Seventh Street.

**Central Virginia Planning District Strategic Direction Roundtable 2019**

Thanks for your participation in the upcoming **Central Virginia Planning District Strategic Direction Roundtable 2019 on October 17.**

And give a special thanks to PDC Chair Mayor Dwayne Tuggle and Lynchburg Mayor Treney Tweedy for their willingness to travel throughout the region inviting and encouraging participation in the event.

**Survey coming by e-mail:**

“In setting a strategic direction for the Central Virginia Planning District, please identify what you believe to be an area of focus that has the greatest potential to advance our region.”  
Provide as much specific information as needed for clarification”:

**Schedule, 10-17**

**MPO – 4 p.m., Lynchburg Regional Business Alliance building, 300 Lucado Pl., Lynchburg**

**5 p.m. Reception**

**5:30 p.m. Central Virginia Planning District Strategic Direction Roundtable 2019**

- Welcome by Mayor Dwayne Tuggle and Mayor Treney Tweedy
- Overview on our region’s connectedness by Gary Christie
- Facilitated discussion by Ms. Lou O’Boyle, Zelos, Inc.
- Identifying the next area of priority for the Planning District
- Closing and thanks by Mayor Dwayne Tuggle and Mayor Treney Tweedy
- Anticipate adjourning by 7:30 p.m.



**Central Virginia Planning  
District Commission**

**VIP Room – Drysdale Student Center  
University of Lynchburg**

**August 08, 2019 | 1:00 pm**

**Executive Committee Minutes**

**Members Present:**

Sara Carter, Amherst Town Manager  
Waverly Coggsdale, Altavista Town Manager  
Dean Rodgers, Amherst County Administrator  
Gary Shanaberger, Appomattox Town of Manager  
Bonnie Svrcek, Lynchburg City Manager  
Russell Thurston, Brookneal Town Manager  
Mayor Dwayne Tuggle, Town of Amherst  
Bart Warner, Bedford Town Manager

**Members Absent:**

Susan Adams, Appomattox County Administrator  
Robert Hiss, Bedford County Administrator  
Frank Rogers, Campbell County Administrator

**Others Present:**

Gary Christie, CVPDC Staff  
Lou O’Boyle, Zelos, Inc.  
Matt Perkins, CVPDC Staff

**Welcome**

Mayor Tuggle welcomed the committee and commenced the meeting at 1:04 pm. On a motion by Sara Carter, seconded by Bonnie Svrcek, the Executive Committee minutes of May 3, 2019 were approved as presented.

**Introduction of Lou O’Boyle of Zelos, Inc.**

After introductions, Lou began by asking for consensus on the purpose of the meeting with local elected officials on October 17.

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

Later in the meeting it was agreed to delete Commission from the statement so that the process is to develop a focus for the region, not just the organization.

Bonnie Svrcek stated that she felt the managers and administrators should make an effort to listen as the elected officials drove this process and to refrain from jumping in to solve problems or steer the conversation. She noted they would risk not having buy-in from the elected officials if the managers and administrators drove the process. There was agreement among those present on this point.

It was agreed that there could be several areas of focus, however, the Committee thought it best to keep the areas narrowed to a couple instead of a long list.

It was generally agreed that we would keep our focus and resources on the area(s) selected for roughly five years and then evaluate.

Mayor Tuggle noted that at the VAPDC Conference he heard of an example of economic expansion because certain roads had been planned and signed for interstate designation.

It was agreed that we would seek to prioritize the list of areas identified, through a voting system. It was agreed that we would have small working groups during the October 17 session and they would be organized by area of focus.

Mayor Tuggle reported that he and Lynchburg Mayor Tweedy would visit other jurisdictions to invite them to the session.

It was agreed that there would be a pre-event survey with this question:

“In setting a strategic direction for the Central Virginia Planning District, please identify what you believe to be an area of focus that has the greatest potential to advance our region.”

It was suggested that Mayor Tuggle welcome the attendees. It was suggested that Gary Christie develop remarks about the interconnectedness of the region and the Lou O’Boyle provide some examples of the benefits of regional thinking, especially showing examples of spillover benefits from regional initiatives.

It was agreed that we use the Alliance building for the meeting on October 17.

It was suggested that we link our prioritization back to the CEDS plan.

There was a discussion about weighted voting or voting by jurisdiction. In the end, it was agreed that anyone who attends has a vote, regardless of their jurisdiction.

It was agreed that invitations/notices would be sent to:

- PDC Members
- Local Elected Officials
- Local Planning Commissioners
- Economic Development Staff and EDA/IDA Chairs and Vice Chairs

Bonnie suggested that every jurisdiction set a goal to bring five people of influence, even if they were not on this above list.

There being no further business to discuss and upon a motion by Bonnie Svrcek, duly seconded by Dean Rodgers, Dwyane Tuggle adjourned the meeting at 2:25 pm.

DRAFT