



12<sup>th</sup> Fl., 828 Main St.  
Lynchburg, VA 24504

**Central Virginia Planning  
District Commission**

Electronic Meeting: GoToMeeting  
**September 17, 2020**  
**5:00 p.m.**

**Agenda**

- 1. Welcome | Moment of Silence | Introduction of New Members** .....Dwayne Tuggle, Chair
- 2. Approval of July 16, 2020 Meeting Minutes** .....Dwayne Tuggle, Chair  
(Attached)
- 3. Financial Update**.....Rosalie Majerus, CVPDC  
(Attached)
- 4. Vote on proposed CVPDC bylaws amendment regarding Chair's eligibility to serve successive terms** .....Gary Christie, CVPDC  
(Attached)
- 5. Discussion about unmet needs due to COVID-19**.....Gary Christie, CVPDC  
(Attached)
- 6. Report on Amherst County National Park Service Planning Services** ....Kelly Hitchcock, CVPDC
- 7. PDC Dues for 2021-2022**.....Gary Christie, CVPDC  
(Attached)
- 8. Resolution of appreciation for Scott Smith and update on PDC Staffing**.....Gary Christie, CVPDC  
(Attached)
- 9. Review of Officers for 2020-2021** .....Gary Christie, CVPDC
  - a. Mayor Richard Conner, Town of Appomattox, Chair
  - b. John Sharp, Bedford County Board of Supervisors, Vice Chair
  - c. Gary Shanaberger, Treasurer
  - d. Gary Christie, Secretary
- 10. Other business from staff or Commission staff** .....Dwayne Tuggle, Chair
  - a. COVID-19 tracking on [www.cvpdc.org](http://www.cvpdc.org)
- 11. Next meeting: October 15, 2020, 5:00 p.m. (topic: Hazard Mitigation Plan Update)**



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

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

## *Minutes*

### **Members Present:**

Mayor Richard Conner, Town of Appomattox  
Jon Hardie, Campbell County Board of Supervisors  
Trevor Hipps, Appomattox County Board of Supervisors  
Robert Hiss, Bedford County Administrator  
Megan Lucas, Lynchburg Regional Economic Alliance  
Dean Rodgers, Amherst County Administrator  
Frank Rogers, Campbell County Administrator  
Mayor Dwayne Tuggle, Town of Amherst, Chair  
Bonnie Svrcek, City of Lynchburg  
Trenay Tweedy, City of Lynchburg

### **Members Absent:**

Jimmy Ayers, Amherst County Board of Supervisors  
Susan Adams, Appomattox County Administrator  
Sara Carter, Amherst Town Manager  
Waverly Coggsdale, Altavista Town Manager  
Beverley Dalton, Altavista Town Council  
Bruce Johannessen, Bedford Town Council  
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, CVPDC Workforce Development Director  
Chris Bryant, Central Virginia Community College  
Dr. John Capps, Central Virginia Community College  
Gary Christie, Central Virginia Planning District Commission, Executive Director  
Mallory Cook, Central Virginia Planning District Commission  
Jason Ferguson, Central Virginia Community College  
Kelly Hitchcock, Central Virginia Planning District Commission

Rosalie Majerus, Central Virginia Planning District Commission  
Tim Saunders, Central Virginia Workforce Development Board  
Scott Smith, Central Virginia Planning District Commission

## **Welcome, Moment of Silence, and Introduction of New Members**

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

Richard Conner, the newly elected Mayor of the Town of Appomattox was welcomed as a new addition to the PDC. Mayor Tuggle also thanked Mayor Paul Harvey for his nine years of service to the PDC.

### **1. Approval of the June 18, 2020 Meeting Minutes**

Upon a motion by Frank Rogers, seconded by Megan Lucas, the minutes of the June 18, 2020 meeting passed unanimously as presented.

### **2. Financial Update**

Rosalie Majerus reported that final year-end numbers for FY 2020 are still being finalized and the year-end report should be available at the next PDC meeting.

Staff anticipated that the year would begin with a deficit of \$50,000, which previously factored in hiring of a new planner. Because the planner position was not filled and has been suspended until a later date, the anticipated overage for the year is between \$2,000-\$5,000. These amounts do not include the distribution to the training center.

### **3. Consideration of a recommendation of the Executive Committee to pledge up to \$134,000 over two fiscal years from PDC reserves to the Central Virginia Community College as a match for a GO Virginia grant that would hire two staff members for the Career and Technical Education Center**

Gary Christie explained that over the past year, the PDC has discussed priorities for workforce development in the region and determined that advanced manufacturing is a key area to support in conjunction with the establishment of a CTE academy through the community college. There is a GO Virginia grant available that will total \$266,000 if matched with \$134,000 from the localities. The Executive Committee previously met with representatives from CVCC and recommended that the PDC invest the needed match \$134,000 from PDC reserves.

Dr. John Capps thanked the Commission for their consideration of funding this grant match. Dr. Capps reported that development of a CTE academy was previously discussed with all of the regional superintendents in 2019 and CVCC began planning for this academy.

The program has the ability to include high school students, recent graduates, as well as adult learners and anyone else pursuing a career in high-demand jobs. This is a one-time request

for funding, after which the CTE academy will be self-sustaining with funds from the Governor's G3 program.

The two positions that would be filled from this funding are a CTE Academy Director to oversee the operations of the academy, and a Business Engagement Liason to work as a liaison between the school districts, the academy, and businesses in the region to focus on recruitment.

Chris Bryant requested that all of the localities consider writing letters of support on behalf of this grant to strengthen the application, which is due on October 8.

Frank Rogers asked for the impact on the PDC reserves if the board moves forward with this pledge. Gary Christie explained that the PDC seeks to always keep \$600,000 in reserve funding for eight months of operating expenses. The reserve account currently has over \$845,000 and giving the full amount of \$134,000 leaves \$113,000 in the reserve that can be spent later if needed.

Mr. Rogers also asked about the options for funding if the PDC does not provide the requested \$134,000. Dr. Capps explained that the funding would need to be sought elsewhere, as GO Virginia requires a match in funding from the localities that they serve. These funds can come from businesses in the region, but GO Virginia prefers applications that show localities' direct investments.

Jon Hardie expressed that these funds may be better used to support students directly, as opposed to administrative positions for the program. Dr. Capps explained that this funding could be considered for scholarships for students, however, GO Virginia grants cannot be used for scholarship funding.

Treney Tweedy noted that soft skills and abilities to maintain employment are important and asked how this program may help to sustain these individuals. Dr. Capps explained that many of these skills are currently being taught in CTE classes now, as this problem has been discussed in sessions with employers in the past.

A motion to approve the recommendation of the Executive Committee to pledge the \$134,000 of reserve funding as a match for the GO Virginia grant was presented. The vote was:

Aye – Richard Conner, Trevor Hipps, Robert Hiss, Megan Lucas, Dean Rodgers, Dwayne Tuggle, Bonnie Svrcek, Treney Tweedy

Nay – Jon Hardie, Frank Rogers

The motion carried.

#### **4. Update on our region's Workforce Development Programs**

Ben Bowman provided performance updates from the workforce programs from the past several years as well as anticipated changes and growth for adult, dislocated worker, and youth programs.

Staff are working to open the Career Center again soon with new protocols in place to maintain health and safety guidelines. When open, the center will operate by appointment only.

Tim Saunders shared some of the staff efforts to meet needs of the individuals served electronically including virtual career fairs and job search resources for workers.

Jon Hardie asked if staff could provide transition rate of participants in the programs, industry-recognized certifications that are earned in programs, and percentages of funding streams were used on training specifically. Ben Bowman said that a report was just completed at the end of June and can be made available to PDC members for review.

**5. Consideration of a resolution for project applications submitted for Smart Scale funding by localities for projects within the boundaries of the PDC**

A motion was made by Jon Hardie, seconded by Trevor Hipps to approve the resolution supporting the submission of project applications for Smart Scale funding within the boundaries of the CVPDC, and it was unanimously approved.

**6. Consideration of an amendment to the CVPDC Bylaws regarding the Chair's ability to serve successive terms**

There has been a discussion over the last several meetings about a proposed change to the bylaws authorizing the Chair to serve more than one consecutive year. A vote for this change requires a supermajority.

At the last meeting, Mr. Hardie noted that the wording was not clear within the proposed amendment. Staff had an attorney review the proposed changes and provided a new recommendation for this amendment.

Gary Christie advised that the options moving forward are to either table the amendment indefinitely or proceed with the vote at the next available opportunity with a supermajority present.

Mayor Tuggle shared that all of the Town of Amherst representatives believe it is best to vote on the measure when the Commission is able to do so instead of tabling indefinitely. Jon Hardie stated that while the language is better, the original bylaws should remain the same.

This item will be tabled until the next meeting.

**7. Election of Officers for 2020-2021**

Mayor Conner of Appomattox has joined the Commission, replacing former Mayor Harvey who has been serving as Vice Chair. As the current rotation for Chair goes to the Appomattox mayor, staff recommends tabling this item until the next meeting to allow continued discussion with Mayor Conner as well as the next potential Vice Chair, John Sharp of Bedford County.

If a nominating committee is needed, tabling until the next meeting will allow time to prepare for such action.

By consensus, this matter will be tabled until the next meeting.

**8. Resolution of appreciation for Amherst Mayor Dwayne Tuggle for service as Chair of the CVPDC during 2019-2020**

Frank Rogers thanked Mayor Tuggle for his work as Chairman of the Commission and his support to the region.

Upon a motion made by Frank Rogers, seconded by Megan Lucas, the resolution of appreciation for Mayor Dwayne Tuggle's service as Chair to the PDC was unanimously approved.

**9. Other Business from Staff and Members**

There was none

The next meeting is scheduled for September 17, 2020, pending there are no business matters for the Commission to review in August.

**Adjourn** - There being no further business, the meeting adjourned at 6:22 p.m.

## Central Virginia Planning District Commission

Attachment #3

## Budget to Actual for FY21

Actual as of July 31, 2020

|                                       | <u>Actual<br/>as of<br/>6/30/20</u> | <u>FY21<br/>Budget</u> | <u>Actual<br/>as of<br/>7/31/20</u> | <u>Diff<br/>Between<br/>Budget &amp;<br/>Actual</u> | <u>% of Budget<br/>Used</u> |
|---------------------------------------|-------------------------------------|------------------------|-------------------------------------|---|-----------------------------|
| <b>OPERATIONS FUND (EXPENDITURES)</b> |                                     |                        |                                     |   |                             |
| <b><u>SALARY</u></b>                  |                                     |                        |                                     |   |                             |
| ADMINISTRATION                        | 165,705                             | 171,531                | 13,994                              | 157,537   | 8.16%                       |
| FINANCE                               | 151,644                             | 133,161                | 11,097                              | 122,064   | 8.33%                       |
| OPERATIONS                            | 232,336                             | 252,675                | 19,718                              | 232,957   | 7.80%                       |
|                                       | 549,685                             | 557,367                | 44,809                              | 512,558   | 8.04%                       |
| PART TIME HELP                        | 0                                   | 10,000                 | 0                                   | 10,000  | 0.00%                       |
| <b>Total Salaries &amp; Wages</b>     | <b>549,685</b>                      | <b>567,367</b>         | <b>44,809</b>                       | <b>522,558</b>                                      | <b>7.90%</b>                |
| EMPLOYER COST FICA                    | 39,697                              | 43,404                 | 3,183                               | 40,220  | 7.33%                       |
| EMPLOYER COST V R S                   | 25,602                              | 23,409                 | 1,918                               | 21,492  | 8.19%                       |
| EMPLOYER COST HEALTH INS              | 89,019                              | 79,952                 | 17,256                              | 62,696  | 21.58%                      |
| EMPLOYER COST LIFE INS                | 6,938                               | 7,469                  | 600                                 | 6,868   | 8.04%                       |
| WORKERS COMP                          | 1,835                               | 1,900                  | 1,883                               | 17  | 99.08%                      |
| <b>Total Fringe Benefits</b>          | <b>163,092</b>                      | <b>156,134</b>         | <b>24,840</b>                       | <b>131,293</b>                                      | <b>15.91%</b>               |
| <b><u>OFFICE EXPENSES</u></b>         |                                     |                        |                                     |   |                             |
| AUDITING SERVICES                     | 4,360                               | 6,000                  |                                     | 6,000   | 0.00%                       |
| PAYROLL ACCOUNTING SERVICES           | 5,935                               | 5,500                  | 593                                 | 4,907   | 10.78%                      |
| LEGAL SERVICES                        | 3,659                               | 3,000                  |                                     | 3,000   | 0.00%                       |
| LIABILITY INSURANCE                   | 961                                 | 1,250                  | 968                                 | 282   | 77.47%                      |
| CONTRACTUAL SERVICES                  | 18,366                              | 30,000                 | 1,927                               | 28,073  | 6.42%                       |
| ADVERTISING                           | 124                                 | 1,000                  |                                     | 1,000   | 0.00%                       |
| POSTAGE                               | 483                                 | 1,000                  | (98)                                | 1,098   | -9.82%                      |
| TELEPHONE                             | 5,492                               | 6,400                  | 339                                 | 6,061   | 5.30%                       |
| INTERNET SERVICES                     | 654                                 | 700                    | 54                                  | 646   | 7.78%                       |
| OFFICE SUPPLIES                       | 3,809                               | 6,000                  | 155                                 | 5,845   | 2.58%                       |
| PRINTING & BINDING                    |                                     | 1,000                  |                                     | 1,000   | 0.00%                       |
| TRAVEL                                | 2,107                               | 7,500                  | 518                                 | 6,982   | 6.90%                       |
| SPECIAL MEETINGS                      | 2,785                               | 7,000                  | 235                                 | 6,765   | 3.35%                       |
| EDUCATION & TRAINING                  | 2,508                               | 8,000                  | 250                                 | 7,750   | 3.13%                       |
| DUES, SUBSCRIPTIONS                   | 8,452                               | 9,500                  | 4,487                               | 5,013   | 47.24%                      |
| PUBLICATIONS                          | 256                                 | 500                    | 9                                   | 491   | 1.73%                       |
| MISCELLANEOUS EXPENSES                | 254                                 | 1,000                  | 22                                  | 978   | 2.18%                       |
| FURNITURE & FIXTURES                  |                                     | 1,000                  |                                     | 1,000   | 0.00%                       |
| RENTAL OFFICE EQUIPMENT               | 1,460                               | 4,000                  | 83                                  | 3,917   | 2.09%                       |
| OFFICE RENT                           | 57,472                              | 58,767                 | 4,808                               | 53,959  | 8.18%                       |
| PARKING                               | 1,200                               | 1,800                  | 100                                 | 1,700   | 5.56%                       |
| COMPUTER EQUIP/SOFTWARE               | 10,497                              | 12,000                 | 85                                  | 11,915  | 0.71%                       |
| <b>Total Office Expenses</b>          | <b>130,834</b>                      | <b>172,917</b>         | <b>14,536</b>                       | <b>158,382</b>                                      | <b>8.41%</b>                |
| <b>Total Operations Expenses</b>      | <b>843,611</b>                      | <b>896,418</b>         | <b>84,185</b>                       | <b>812,233</b>                                      | <b>9.39%</b>                |

**Central Virginia Planning District Commission**

Attachment #3

**Budget to Actual for FY21**

**Actual as of July 31, 2020**

|  | <u>Actual<br/>as of<br/>6/30/20</u> | <u>FY21<br/>Budget</u> | <u>Actual<br/>as of<br/>7/31/20</u> | <u>Diff<br/>Between<br/>Budget &amp;<br/>Actual</u> | <u>% of Budget<br/>Used</u> |
|--|-------------------------------------|------------------------|-------------------------------------|---|-----------------------------|
| <b>Total Operations Expenses (from Page 1)</b>           | <b>843,611</b>                      | <b>896,418</b>         | <b>84,185</b>                       | <b>812,233</b>                                      | <b>9.39%</b>                |
| <b>Direct Project Expenses</b>                           |                                     |                        |                                     |   |                             |
| Amherst CDBG - Old Town Madison Heights                  | 64                                  | 750                    | 2                                   | 748   | 0.27%                       |
| Appomattox CDBG - Meadowlark                             | 280                                 | 0                      |                                     | 0   | 0.00%                       |
| Appomattox Town Comp Plan                                | 148                                 | 0                      |                                     | 0   | 0.00%                       |
| Appomattox Recovery Planning Grant                       | 419                                 | 0                      |                                     | 0   | 0.00%                       |
| Bedford County CDBG                                      |                                     | 500                    |                                     | 500   | 0.00%                       |
| CEDS   | 0                                   | 500                    |                                     | 500   | 0.00%                       |
| Chesapeake Bay   | 170                                 | 1,000                  |                                     | 1,000   | 0.00%                       |
| CVCC-CTE   | 0                                   | 134,000                |                                     | 134,000   | 0.00%                       |
| CVTC   | 150,000                             |                        |                                     | 0   | 0.00%                       |
| DHCD   | 402                                 | 2,500                  |                                     | 2,500   | 0.00%                       |
| DRPT / FTA   | 3,491                               | 12,000                 |                                     | 12,000  | 0.00%                       |
| Hazard Mitigation  | 79,044                              | 21,331                 |                                     | 21,331  | 0.00%                       |
| Pamplin VDH Water  | 927                                 |                        |                                     | 0   | 0.00%                       |
| Regional Radio Board                                     | 543                                 | 750                    | 22                                  | 728   | 2.97%                       |
| RideSolutions  | 5,366                               | 22,265                 | 0                                   | 22,265  | 0.00%                       |
| RideSolutions - Mobility                                 |                                     | 1,500                  |                                     | 1,500   | 0.00%                       |
| VDOT - PL  | 23,425                              | 27,000                 | 10                                  | 26,990  | 0.04%                       |
| VDOT - Rural   | 28,612                              | 6,000                  |                                     | 6,000   | 0.00%                       |
| WIOA   | 284,731                             | 544,004                | 28,113                              | 515,891   | 5.17%                       |
| <b>Total Direct Project Expenses</b>                     | <b>577,623</b>                      | <b>774,100</b>         | <b>28,148</b>                       | <b>745,952</b>                                      | <b>3.64%</b>                |
| <b>TOTAL OPERATING &amp; DIRECT PROJECT<br/>EXPENSES</b> | <b>\$1,421,234</b>                  | <b>\$1,670,518</b>     | <b>\$112,333</b>                    | <b>\$1,558,186</b>                                  | <b>6.72%</b>                |
| <b>Pass Thru Expenses</b>                                |                                     |                        |                                     |   |                             |
| Regional Radio Board                                     | 1,063,756                           | 1,149,988              | 77,718                              | 1,072,270   | 6.76%                       |
| VDOT - PL  | 89,100                              | 126,000                |                                     | 126,000   | 0.00%                       |
| WIOA   | 1,016,159                           | 950,000                | 22,079                              | 927,921   | 2.32%                       |
| <b>Total Pass Thru Expenses</b>                          | <b>\$2,169,015</b>                  | <b>\$2,225,988</b>     | <b>\$99,798</b>                     | <b>\$2,126,190</b>                                  | <b>4.48%</b>                |
| <b>Total Expenses</b>                                    | <b>\$3,590,249</b>                  | <b>\$3,896,506</b>     | <b>\$212,130</b>                    | <b>\$3,684,376</b>                                  | <b>5.44%</b>                |



**Central Virginia Planning District Commission**

Attachment #3

**Budget to Actual for FY21**

**Actual as of July 31, 2020**

|   | <u>Actual<br/>as of<br/>6/30/20</u> | <u>FY21<br/>Budget</u> | <u>Actual<br/>as of<br/>7/31/20</u> | <u>Diff<br/>Between<br/>Budget &amp;<br/>Actual</u> | <u>% Of Budget<br/>Received</u> |
|---|-------------------------------------|------------------------|-------------------------------------|---|---------------------------------|
| <b>Revenues</b>                                       |                                     |                        |                                     |   |                                 |
| <b>OPERATIONS FUND (REVENUE)</b>                      |                                     |                        |                                     |   |                                 |
| Dues  | 155,420                             | 156,242                | 156,242                             | 0   | 100.00%                         |
| Miscellaneous Revenue                                 | 10,868                              | 12,000                 |                                     | 12,000  | 0.00%                           |
| <b>Total Operations Revenue</b>                       | <b>166,287</b>                      | <b>168,242</b>         | <b>156,242</b>                      | <b>12,000</b>                                       | <b>92.87%</b>                   |
| <b>Direct Project Revenues</b>                        |                                     |                        |                                     |   |                                 |
| Amherst County - Old Town Madison Heights             |                                     | 30,000                 |                                     | 30,000  | 0.00%                           |
| Amherst Construction Ready                            |                                     |                        |                                     | 0   | 0.00%                           |
| Appomattox CDBG - Meadow Lark                         | 24,000                              |                        |                                     | 0   | 0.00%                           |
| Appomattox Town Comp Plan                             | 15,431                              | 0                      |                                     | 0   | 0.00%                           |
| Appomattox Recovery Planning & construction C         | 12,825                              |                        |                                     | 0   | 0.00%                           |
| Bedford County CDBG                                   |                                     | 6,000                  |                                     | 6,000   | 0.00%                           |
| Chesapeake Bay  | 21,500                              | 52,000                 |                                     | 52,000  | 0.00%                           |
| DHCD  | 75,971                              | 75,971                 |                                     | 75,971  | 0.00%                           |
| DRPT / FTA  | 97,037                              | 125,262                |                                     | 125,262   | 0.00%                           |
| Hazard Mitigation                                     | 82,236                              | 31,331                 |                                     | 31,331  | 0.00%                           |
| Pamplin VDH Water                                     |                                     | 0                      |                                     | 0   | 0.00%                           |
| Regional Radio Board                                  | 25,000                              | 26,000                 |                                     | 26,000  | 0.00%                           |
| Region 2000 Services Authority                        | 153,123                             | 175,963                | 12,797                              | 163,166   | 7.27%                           |
| RideSolutions   | 30,889                              | 56,080                 |                                     | 56,080  | 0.00%                           |
| RideSolutions - Mobility                              |                                     | 12,000                 |                                     | 12,000  | 0.00%                           |
| VDOT-PL   | 132,720                             | 123,158                |                                     | 123,158   | 0.00%                           |
| VDOT-Rural  | 58,000                              | 58,000                 |                                     | 58,000  | 0.00%                           |
| WIOA  | 353,900                             | 609,004                | 33,743                              | 575,261   | 5.54%                           |
| <b>Total Direct Project Revenues</b>                  | <b>1,082,632</b>                    | <b>1,380,769</b>       | <b>46,540</b>                       | <b>1,334,229</b>                                    | <b>3.37%</b>                    |
| Interest  | 11,150                              | 7,000                  | 6                                   | 6,994   | 0.09%                           |
| <b>TOTAL OPERATIONS &amp; DIRECT PROJECT REVENUES</b> | <b>1,260,069</b>                    | <b>1,556,012</b>       | <b>202,789</b>                      | <b>1,353,223</b>                                    | <b>13.03%</b>                   |
| <b>Surplus/(Use of Fund) Balance</b>                  | <b>(161,165)</b>                    | <b>(114,506)</b>       | <b>90,456</b>                       | <b>(204,963)</b>                                    |                                 |
| Funding from Fund Balance                             | 150,000                             | 134,000                |                                     |   |                                 |
| <b>Funding from Fund Balance</b>                      | <b>150,000</b>                      | <b>134,000</b>         | <b>0</b>                            | <b>134,000</b>                                      |                                 |
|   | <b>(\$11,165)</b>                   | <b>\$19,494</b>        | <b>\$90,456</b>                     | <b>(\$70,963)</b>                                   |                                 |
| <b>Pass Thru Revenue</b>                              |                                     |                        |                                     |   |                                 |
| Regional Radio Board                                  | 1,179,981                           | 1,149,988              | 794,504                             | 355,484   | 69.09%                          |
| VDOT - PL   | 89,100                              | 126,000                |                                     | 126,000   | 0.00%                           |
| WIOA  | 1,019,211                           | 950,000                | 18,914                              | 931,086   | 1.99%                           |
| <b>Total Pass Thru Revenues</b>                       | <b>\$2,288,291</b>                  | <b>\$2,225,988</b>     | <b>\$813,417</b>                    | <b>\$1,412,571</b>                                  | <b>36.54%</b>                   |
| <b>Total Revenue</b>                                  | <b>3,698,360</b>                    | <b>3,916,000</b>       | <b>1,016,206</b>                    | <b>2,899,793</b>                                    | <b>25.95%</b>                   |
| <b>Net Surplus/(Use of Fund) Balance</b>              | <b>108,112</b>                      | <b>19,494</b>          | <b>804,076</b>                      |   |                                 |

|  |                   |  |            |  |               |  |
|--|-------------------|--|------------|--|---------------|--|
| Central Virginia Planning District Commission  |                   |  |            |  | Attachment #3 |  |
| Budget to Actual for FY21                      |                   |  |            |  |               |  |
| July 31, 2020                                  |                   |  |            |  |               |  |
|  |                   |  |            |  |               |  |
| CASH ON HAND                                   |                   |  |            |  |               |  |
|  |                   |  |            |  |               |  |
| Sun Trust Checking                             |                   |  |            |  |               |  |
|  | CVPDC Funds       |  | 64,376     |  |               |  |
|  | WIA Trainit Funds |  | 4,081      |  |               |  |
| Petty Cash                                     |                   |  | 110        |  |               |  |
| Local Govt Invest Pool                         |                   |  | 402,739    |  |               |  |
| Cash on Hand                                   |                   |  | \$ 471,307 |  |               |  |
|  |                   |  |            |  |               |  |
|  |                   |  |            |  |               |  |
| CALCULATION OF ESTIMATED YEAR-END FUND BALANCE |                   |  |            |  |               |  |
|  |                   |  |            |  |               |  |
|  |                   |  |            |  |               |  |
|  |                   |  |            |  |               |  |
|  |                   |  |            |  |               |  |
| Estimated Year-end Fund Balance                |                   |  | \$ 722,305 |  |               |  |
|  |                   |  |            |  |               |  |
|  |                   |  |            |  |               |  |
|  |                   |  |            |  |               |  |

Ending Fund Balance

1,200,000

1,000,000

800,000

600,000

400,000

200,000

-

775,534

810,675

865,736

902,952

933,423

996,780

952,354

936,067

997,976

836,811

722,305

FY11

FY12

FY13

FY14

FY15

FY16

FY17

FY18

FY19

FY20

FY21 Estimate

Fiscal Year

|  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |



## Proposed Bylaw Amendment

Currently the PDC's bylaws call for the Chair to rotate among jurisdictions alphabetically. It is the only officer position that is required to rotate annually.

It has been suggested that we remove this requirement to allow the chair to serve successive terms.

We have 22 active members so approval of the change would require 12 affirmative votes.

The section proposed to be changed is highlighted in red:

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

**Section 2 - Terms of Office.** Commission officers shall be elected for terms of one (1) year or until his/her successor is elected and shall be eligible for reelection

**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.~~ **Unless the Chair is reelected for a subsequent term, the** 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.

The complete bylaws can be found at [www.cvpdc.org](http://www.cvpdc.org) in the “About” section under “Workplans and Documents.”



## **Unmet Community Needs in Response to COVID-19**

What are the unmet needs in your community caused by COVID-19?

There's no normal anymore. So much change in every aspect of our community.

Let's hear from all our jurisdictions about what you're facing, for example:

- Childcare
- Dealing with impact of nonpayment of water/sewer bills
- Use of CARES Act funding
- Recruitment for public safety positions

We'll ask everyone for their thoughts.



## Proposed PDC Dues for 2021-2022

We haven't had a dues increase since 2008 although the inflation has increased by 17.1% through 2019. We lost our cost sharing partner when the Alliance moved away and over the years have eliminated the Deputy Director for Planning position and an administrative assistant position to help balance the budget.

We will collect \$156,242 in dues this year and use \$73,122 to match transportation grants.

### July 1, 2018 Population Estimates for Virginia and its Counties and Cities

Published on January 28, 2019 by the Weldon Cooper Center  
for Public Service Demographics Research Group

| Locality          | July 1, 2018<br>Estimate | July 2020 Billing<br>using July 1, 2018<br>Population<br>Estimate @ \$.575<br>per | COL Change<br>Sept19 /Sept 18<br>1.7% | Difference with<br>a cost of living<br>increase |
|-------------------|--------------------------|---|---------------------------------------|---|
| Amherst County    | 31,867                   | \$18,323.53   | \$18,635                              | \$312   |
| Appomattox County | 15,679                   | \$9,015.43  | \$9,169                               | \$153   |
| Bedford County#   | 78,329                   | \$45,039.18   | \$45,805                              | \$766   |
| Campbell County   | 55,425                   | \$31,869.38   | \$32,411                              | \$542   |
| Lynchburg City    | 81,339                   | \$46,769.93   | \$47,565                              | \$795   |
| Town of Altavista |                          | \$1,045.00  | \$1,063                               | \$18  |
| Town of Amherst   |                          | \$1,045.00  | \$1,063                               | \$18  |
| Appomattox town   |                          | \$1,045.00  | \$1,063                               | \$18  |
| Town of Bedford   |                          | \$1,045.00  | \$1,063                               | \$18  |
| Town of Brookneal |                          | \$1,045.00  | \$1,063                               | \$18  |
|                   | 262,639                  | \$156,242.45  | \$158,899                             | \$2,656   |
|                   |                          |   | \$2,656                               |   |

#2010 Census Estimate Includes numbers for Bedford City

Our dues are at the lower end when compared to almost all of the PDCs around us.

#### CHART OF DUES CHARGED BY OTHER PDC'S

|   |                           |
|---|---------------------------|
| <b>Central Virginia PDC</b>             | <b>\$0.575</b>            |
| Central Shenandoah                      | \$0.70                    |
| West Piedmont (Danville/Martinsville)   | \$0.55                    |
| Mount Rogers/Whytheville/Bristol/Galax  | \$0.85                    |
| New River Valley                        | \$1.27                    |
| Commonwealth (Farmville)                | \$19,000 per jurisdiction |
| Roanoke/Alleghany                       | \$1.00                    |
| Southside/Mecklenburg/Brunswick/Halifax | \$1.25                    |
| Thomas Jefferson/Charlottesville        | \$0.62                    |

#### HOW WE SPEND DUES REVENUE:

For 2020-2021, we generate \$156,242 in dues. 47% goes to match transportation grants that bring in \$500,500.

Another advantage is that we don't nickel and dime localities for match money for these ongoing transportation grants.

|                                 | <b>Grant Funded</b> | <b>Local Match</b> | <b>Total</b> |
|---------------------------------|---------------------|--------------------|--------------|
| <i>DRPT/FTA</i>                 | 125,262             | 13,918             | 139,180      |
| <i>RideSolutions</i>            | 56,080              | 14,020             | 70,100       |
| <i>RideSolutions – Mobility</i> | 12,000              | 3,000              | 15,000       |
| <i>VDOT – PL</i>                | 249,158             | 27,684             | 276,842      |
| <i>VDOT – Rural</i>             | 58,000              | 14,500             | 72,500       |
|                                 | 500,500             | 73,122             | 573,623      |

#### Recommended Action:

The Executive Committee recommends that the Commission consider raising the dues for 2021-2022 by the cost of living rate in September, 2018-2019, 1.7%. That would increase the per capita rate for cities and counties to \$0.585 and the town's flat fee to \$1,063 and generate an additional \$2,656 for the Commission.



## Resolution of Appreciation to W. Scott Smith

Sometimes a hometown boy makes good in his hometown. And sometimes life takes you in different directions. The local boy moves on and the hometown stays behind, and both were better for the experience.

W. Scott Smith has left lasting fingerprints on the Central Virginia – Lynchburg region.

W. Scott Smith has been involved in almost every area of the Central Virginia Planning District Commission over the past 14 years:

- Smart Scale projects in every community of our region has brought millions of dollars of improvements to roads, intersections, and sidewalks
- Families living along the Ebenezer Road area of Amherst County have new and rehabilitated homes.
- With an increased focus on community engagement, a region-wide (urban and rural) transportation plan has been developed that looks twenty-five years into the future.
- Appomattox County and the Towns of Altavista and Brookneal have distinctive wayfinding signage.
- New water infrastructure and sidewalks along Main Street now serve the Town of Amherst including the addition of bicycle lanes.
- Altavista's downtown has improved storefronts and a redevelopment plan whose vision goals are transitioning into reality
- Improved streetscapes along Main and Rush Street welcome visitors to Downtown Brookneal
- Safety and performance improvements along key transportation corridors throughout the region have been identified and recommended
- The site of the Battle of Appomattox Station was pinpointed, studied, and secured for preservation

W. Scott Smith has been a valued resource and ambassador with the highest degree of professionalism and dedication for the Central Virginia Planning District Commission.

**THEREFORE BE IT RESOLVED,**

That the Central Virginia Planning District Commission recognizes the contributions of W. Scott Smith as a valued member of the PDC staff and extends its sincere appreciation for the outstanding services and wishes him and his family well in his future endeavors.

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*Chair*

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*Date*