



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

Central Virginia Planning District Commission

Electronic Meeting: GoToMeeting

November 19, 2020

5:00 p.m.

Agenda

1. **Welcome | Introduction of New Members | Remembrance of former members Stan Goldsmith and Paul Harvey**..... Richard Conner, Chair
(Attached)
2. **Approval of September 17, 2020 Meeting Minutes** Richard Conner, Chair
(Attached)
3. **Financial Update**..... Rosalie Majerus, CVPDC
(Attached)
4. **Consideration of a \$1,000 Bonus for PDC Employees** Gary Christie, CVPDC
(Attached)
5. **2021 General Assembly Recommendations** Gary Christie, CVPDC
(Attached)
6. **2020 Hazard Mitigation Plan Update** Kelly Hitchcock, CVPDC
7. **Training Center Update**..... Megan Lucas, Lynchburg Regional Business Alliance
8. **Introduction to the Connect Central Virginia 2045 Online Dashboard**.....
..... Philipp Gabathuler & Ada Hunsberger, CVPDC
9. **Items from Commissioners and Staff** Richard Conner, Chair
10. **Meeting Schedule for 2021** Richard Conner, Chair
(Attached)
11. Next meeting: January 21, 2021, 5:00 p.m.

Informational Items:

Village Highway Corridor Study: There will be a virtual public meeting at 6:30 p.m. on November 19, 2020 to hear ideas and take comments on a corridor study of the Village Highway in Rustburg. The public meeting can be accessed [here](#). Additional information about the Corridor Study can be found [here](#). The project is led by EPR of Charlottesville and managed by PDC Regional Planner Ada Hunsberger.



Remembering Stan Goldsmith & Paul Harvey

The PDC would like to recognize former PDC members Stan Goldsmith and Paul Harvey.

Stan Goldsmith was the first Executive Director the Region 2000 Economic Development Council and later served on the PDC for 2 years as a Board of Supervisors representative from Campbell County. Stan was a former Town Manager in Altavista.

Paul Harvey was Mayor of Appomattox and served on the PDC for 9 years. He served as Chair in FY 2015-2016 and during his term the PDC:

- a. Consolidated Career and Workforce services at the VEC on Odd Fellows Road and implemented workforce development services in local community libraries
- b. Began work on the Comprehensive Economic Development Strategy Update
- c. Started the update to the 2040 Long Range Transportation Plan
- d. Transitioned the Local Government Council to a free-standing organization with the dissolution of the Region 2000 Partnership.



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

**September 17, 2020
5:00 pm**

Minutes

Members Present:

Susan Adams, Appomattox County Administrator
Sara Carter, Amherst Town Manager
Mayor Richard Conner, Town of Appomattox
Jon Hardie, Campbell County Board of Supervisors
Trevor Hips, 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
Gary Shanaberger, Appomattox Town Manager
Mayor Dwayne Tuggle, Town of Amherst, Chair
Reid Wodicka, City of Lynchburg

Members Absent:

Jimmy Ayers, Amherst County Board of Supervisors
Waverly Coggsdale, Altavista Town Manager
Beverley Dalton, Altavista Town Council
Bruce Johannessen, Bedford Town Council
Mark Peake, Senate of Virginia
John Sharp, Bedford County Board of Supervisors
Russell Thurston, Brookneal Town Manager
Treny Tweedy, City of Lynchburg
Bart Warner, Bedford Town Manager

Others Present:

Ben Bowman, CVPDC Workforce Development Director
Gary Christie, Central Virginia Planning District Commission, Executive Director
Kelly Hitchcock, Central Virginia Planning District Commission
Ada Hunsberger, Central Virginia Planning District Commission
Rosalie Majerus, Central Virginia Planning District Commission

Welcome, Moment of Silence, and Introduction of New Members

PDC Chair Mayor Dwayne Tuggle welcomed the Commission and led a moment of silence. Sara Carter returned to the meeting after several months' absence recovering from an accident and was warmly welcomed.

1. Approval of the July 16, 2020 Meeting Minutes

Upon a motion by Frank Rogers, seconded by Megan Lucas, the minutes of the July 16, 2020 meeting passed unanimously as presented.

2. Financial Update

Rosalie Majerus reported on both the FY 20 Year to Date numbers and July of FY 21. The PDC ended FY 20 with more expenditures than revenue by \$11,165. However, much of those funds can be recaptured in FY 21 and is reflected in the FY 21 budget. Rosalie reported \$722,305 in the Commission reserve accounts.

3. Vote on proposed CVPDC Bylaws Amendment regarding Chair's eligibility to serve successive terms

The Commission discussed whether to change the Bylaws to allow the Chair to serve successive terms, similar to the other officers.

Several member voiced oppositions, preferring the current method of rotation among the jurisdictions. Sara Carter suggested that having someone serve successive terms allows for more experienced leadership both at the Commission and on statewide boards.

Upon a motion by Sara Carter, seconded by Dean Rodgers, the motion to amend Article V, Section 3 of the bylaws was defeated 9-3.

4. Discussion about unmet needs due to COVID-19

Several jurisdictions reported that the CARES Act expenditures, while good to have, is a challenge to administer and is to some degree taking the focus of work away from issues at the local level. Several jurisdictions commented on the pressures of the December 31 deadline. It was reported that use of business grants was not going as quickly as expected.

Robert Hiss noted that child care has become a problem in Bedford County. Megan Lucas said she was working with CENTRA in regular meetings with schools and businesses. Several mentioned broadband and the change in education as issues jurisdictions are dealing with.

5. Report on Amherst County National Park Service Planning Services

Kelly Hitchcock reported that Amherst County has been selected by the National Park Service – Rivers, Trails, and Conservation Assistance Program (RTCA) to receive planning services to develop a vision to expand access and protection for the James River in the Amherst/Lynchburg section, approximately Scotts Mill Dam to Amherst boundary. Kelly

indicated this project directly aligns with CEDS Initiative 10 – Rivers and Communities. She indicated that there will be stakeholder focus group and project participation opportunities, anticipated for early 2021.

6. PDC Dues for 2021-2022

Gary Christie noted that it has been many years since the PDC has had a dues increase and offered two options: first, a five cent increase and second, an increase based on the cost of living increase, or \$0.01.

Jon Hardie asked why Towns were charged at all, since the county was paying their per capita. Gary replied that Town membership is optional, and Towns pay the fee to have voting Commissioners. Pamplin in Appomattox County is an example of a Town who chooses not to pay the fee and not to participate on the Commission.

Upon a motion by Reid Wodicka, seconded by Mayor Richard Conner, the Commission unanimously agreed that the dues rate for FY 21-22 would be \$0.585 for cities and counties and \$1,063 for Towns.

7. Resolution of appreciation for Scott Smith and update on PDC Staffing

Upon a motion by Megan Lucas, seconded by Jon Hardie, the Commission thanked W. Scott Smith for his service and offered a resolution of appreciation for Scott's work with the Commission.

8. Review of Officers for 2020-2021

Upon a motion by M. Lucas, seconded by J. Hardie, the following officers were selected for 2020-2021:

- Chair, Mayor Richard Conner, Appomattox
- Vice Chair, John Sharp, Bedford County
- Gary Shanaberger, Appomattox Town
- Gary Christie, Secretary

9. Other Business from Staff and Members

Megan Lucas reported that work is progressing on the Development Plan for the Training Center. There will be a press announcement on October 1 at 11 a.m. She offered to give a more detailed report at the next PDC meeting.

Megan Lucas also noted the passing of Stan Goldsmith, who led the Region 2000 Economic Development Council for a time.

Gary Christie asked members to submit suggestions for the 2021 Legislative Priorities list.

Adjourn - There being no further business, the meeting adjourned at 5:53 p.m.

Central Virginia Planning District Commission

Attachment #3

Budget to Actual for FY20; Budget for FY21

Actual as of October 31, 2020

	<u>Actual as of 6/30/20</u>	<u>FY21 Budget</u>	<u>Actual as of 10/31/20</u>	<u>Diff Between Budget & Actual</u>	<u>% of Budget Used</u>
OPERATIONS FUND (EXPENDITURES)					
<u>SALARY</u>					
ADMINISTRATION	164,250	171,531	56,555	114,976	32.97%
FINANCE	144,879	133,161	44,387	88,774	33.33%
OPERATIONS	232,336	252,675	90,728	161,947	35.91%
	541,464	557,367	191,671	365,696	34.39%
PART TIME HELP	0	10,000	0	10,000	0.00%
Total Salaries & Wages	541,464	567,367	191,671	375,696	33.78%
EMPLOYER COST FICA	39,077	43,404	13,823	29,581	31.85%
EMPLOYER COST V R S	25,602	23,409	7,862	15,547	33.59%
EMPLOYER COST HEALTH INS	89,019	79,952	39,541	40,411	49.46%
EMPLOYER COST LIFE INS	6,938	7,469	2,448	5,021	32.77%
WORKERS COMP	1,835	1,900	1,883	17	99.08%
Total Fringe Benefits	162,472	156,134	65,557	90,577	41.99%
OFFICE EXPENSES					
AUDITING SERVICES	4,360	6,000		6,000	0.00%
PAYROLL ACCOUNTING SERVICES	5,935	5,500	3,361	2,139	61.10%
LEGAL SERVICES	3,659	3,000	1,256	1,744	41.88%
LIABILITY INSURANCE	961	1,250	968	282	77.47%
CONTRACTUAL SERVICES	18,366	30,000	6,530	23,471	21.77%
ADVERTISING	124	1,000		1,000	0.00%
POSTAGE	483	1,000	252	748	25.17%
TELEPHONE	5,492	6,400	1,940	4,460	30.31%
INTERNET SERVICES	654	700	159	541	22.66%
OFFICE SUPPLIES	3,809	6,000	987	5,013	16.46%
PRINTING & BINDING		1,000		1,000	0.00%
TRAVEL	2,107	7,500	797	6,703	10.62%
SPECIAL MEETINGS	2,785	7,000	562	6,438	8.03%
EDUCATION & TRAINING	2,508	8,000	375	7,625	4.69%
DUES, SUBSCRIPTIONS	8,452	9,500	6,348	3,152	66.82%
PUBLICATIONS	256	500	35	465	6.93%
MISCELLANEOUS EXPENSES	254	1,000	1,710	(710)	170.98%
FURNITURE & FIXTURES		1,000		1,000	0.00%
RENTAL OFFICE EQUIPMENT	1,460	4,000	456	3,544	11.39%
OFFICE RENT	57,472	58,767	19,685	39,082	33.50%
PARKING	1,200	1,800	400	1,400	22.22%
COMPUTER EQUIP/SOFTWARE	10,497	12,000	4,798	7,202	39.98%
Total Office Expenses	130,834	172,917	50,617	122,300	29.27%
Total Operations Expenses	834,770	896,418	307,844	588,574	34.34%

Central Virginia Planning District Commission

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Total Operations Expenses (from Page 1)	834,770	896,418	307,844	588,574	34.34%
Direct Project Expenses					
Amherst CDBG - Old Town Madison Heights	64	750	2,171	(1,421)	289.52%
Appomattox CDBG - Meadowlark	280	0		0	0.00%
Appomattox Town Comp Plan	148	0	0	0	0.00%
Appomattox Recovery Planning Grant	419	0		0	0.00%
Bedford County CDBG		500	97		19.44%
CEDS	0	500		500	0.00%
CVCC-CTE	0	134,000		134,000	0.00%
Chesapeake Bay	170	1,000		1,000	0.00%
CVTC	150,000			0	0.00%
DHCD	402	2,500	149	2,351	5.96%
DRPT / FTA	3,491	12,000	7,272	4,728	60.60%
Hazard Mitigation	79,044	21,331		21,331	0.00%
Pamplin VDH Water	927			0	0.00%
Regional Radio Board	543	750	351	399	46.77%
RideSolutions	5,366	22,265	1	22,264	0.00%
RideSolutions - Mobility		1,500		1,500	0.00%
VDOT - PL	23,425	27,000	9,982	17,018	36.97%
VDOT - Rural	28,612	6,000	152	5,848	2.53%
WIOA	284,731	544,004	91,857	452,147	16.89%
Total Direct Project Expenses	577,623	774,100	112,032	661,665	14.47%
TOTAL OPERATING & DIRECT PROJECT EXPENSES	\$1,412,394	\$1,670,518	\$419,876	\$1,250,239	25.13%
Pass Thru Expenses					
Regional Radio Board	1,916,521	1,149,988	476,941	673,047	41.47%
VDOT - PL	89,100	126,000	45,923	80,078	36.45%
WIOA	1,005,393	950,000	362,085	587,915	38.11%
Total Pass Thru Expenses	\$3,011,013	\$2,225,988	\$884,948	\$1,341,040	39.76%
Total Expenses	\$4,423,407	\$3,896,506	\$1,304,824	\$2,591,280	33.49%

Central Virginia Planning District Commission

Attachment #3

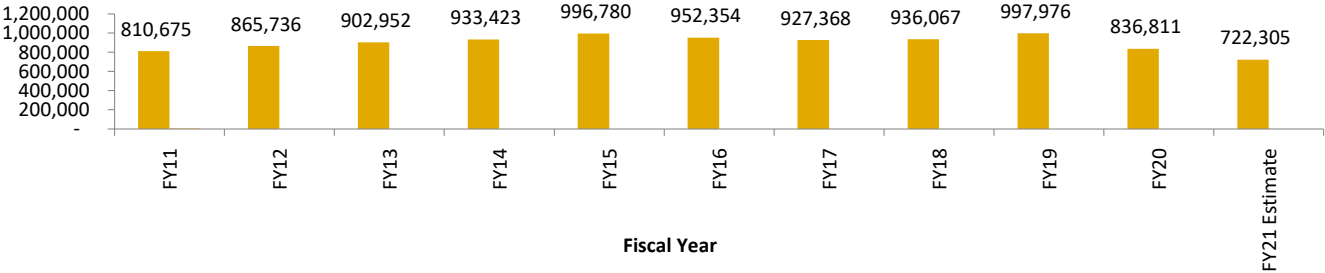
Budget to Actual for FY20; Budget for FY21

Actual as of October 31, 2020

	<u>Actual as of 6/30/20</u>	<u>FY21 Budget</u>	<u>Actual as of 10/31/20</u>	<u>Diff Between Budget & Actual</u>	<u>% Of Budget Received</u>
Revenues					
OPERATIONS FUND (REVENUE)					
Dues	155,420	156,242	156,242	0	100.00%
Miscellaneous Revenue	10,868	12,000		12,000	0.00%
Total Operations Revenue	166,287	168,242	156,242	12,000	92.87%
Direct Project Revenues					
Amherst County - Old Town Madison Heights		30,000	3,350	26,650	11.17%
Amherst Construction Ready				0	#DIV/0!
Appomattox CDBG - Meadow Lark	24,000			0	0.00%
Appomattox Town Comp Plan	15,431			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	36,918	88,344	29.47%
Hazard Mitigation	82,236	31,331		31,331	0.00%
Pamplin VDH Water		0		0	0.00%
Regional Radio Board	25,000	26,000	8,821	17,179	33.93%
Region 2000 Services Authority	153,123	175,963	47,806	128,157	27.17%
RideSolutions	30,889	56,080	4,725	51,355	8.43%
RideSolutions - Mobility		12,000		12,000	0.00%
VDOT-PL	132,720	123,158	39,659	83,499	32.20%
VDOT-Rural	58,000	58,000	14,012	43,988	24.16%
WIOA	353,900	609,004	111,539	497,465	18.32%
Total Direct Project Revenues	1,082,632	1,380,769	266,830	1,113,939	19.32%
Interest	11,150	7,000	285	6,715	4.07%
TOTAL OPERATIONS & DIRECT PROJECT REVENUES	1,260,069	1,556,012	423,357	1,132,654	27.21%
Surplus/(Use of Fund) Balance	(152,324)	(114,506)	3,481	(117,585)	
Funding from Fund Balance	150,000	134,000		134,000	
Funding from Fund Balance	150,000	134,000	0	134,000	
	(\$2,324)	\$19,494	\$3,481	\$16,415	
Pass Thru Revenue					
Regional Radio Board	1,179,981	1,149,988	2,536,985	(1,386,997)	220.61%
VDOT - PL	89,100	126,000	45,923	80,078	36.45%
WIOA	1,019,211	950,000	342,695	607,305	36.07%
Total Pass Thru Revenues	\$2,288,291	\$2,225,988	\$2,925,603	(\$699,615)	131.43%
Total Revenue	3,698,360	3,916,000	3,348,960	567,040	85.52%
Net Surplus/(Use of Fund) Balance	(725,047)	19,494	2,044,136		

Central Virginia Planning District Commission						Attachment #3	
Cash and Estimated Fund Balance							
October 31, 2020							
CASH ON HAND							
Sun Trust Checking							
	CVPDC Funds		89,097				
	WIA Trainit Funds		4,081				
	Petty Cash		110				
	Local Govt Invest Pool		403,010				
Cash on Hand			\$ 496,298				
CALCULATION OF ESTIMATED YEAR-END FUND BALANCE							
Estimated Year-end Fund Balance			\$ 722,305				

Ending Fund Balance





Consideration of a Bonus for PDC Staff

Overview

The PDC budget began 2020-2021 with a \$19,494 surplus in our operating fund and an estimated \$722,305 in our reserves. Staff proposes that we use \$8,000 of our operating surplus on a one-time bonus of \$1,000 for each PDC employee.

We didn't provide a raise in July because we weren't sure what our FY 20-21 finances would look like when we approved the budget in May. Now, we're comfortable for this year that what we guessed in May is what we can expect. We have \$19,000 surplus in our operating funds we recommend using some of that to give staff a bonus.

Background

We've heard from the Virginia Department of Rail and Public Transportation that our RideSolutions and VanPool funds will be reduced to the levels that we projected, but not lower for this year. We're not aware of any other program where our revenues are expected to be reduced. Therefore, we think that the budget we started with is still good.

Employees did not receive a raise or bonus on July 1, 2020. We did give employees a 1.5% raise on January 1, 2020 to help bring employees closer to market pay. We're continuing to refine our market analysis and will continue that discussion during the 2021-2022 budget process.

Several jurisdictions/organizations such as Amherst, Bedford, Campbell, Lynchburg and the Regional Jail have, or are hoping to, give employees raises or bonuses this year.

Recommendation

Authorize a one-time payment to PDC employees of \$1,000 to be paid during the holiday season extending the Commission's appreciation for the work of staff on behalf of the Commission and the region.



2021 Legislative Recommendations

Support for Recovering Communities

The Central Virginia Planning District Commission supports action at the federal, state and local levels to protect local communities and to ensure their viability in the face of the COVID-19 health emergency.

Budgets and Funding

The Central Virginia Planning District Commission urges the governor and legislature to enhance state aid to localities and public schools, to not impose mandates on or shift costs to localities, and to enhance local revenue options.

1. State should fully fund its share of the realistic costs of the Standards of Quality (SOQ).
2. We support the legislature making additional revenue options available to localities in order to diversify local revenue streams.
3. We support further strengthening for counties those revenue options that were enhanced during the 2020 legislative session.
4. The State also should not eliminate or restrict local revenue sources or confiscate or redirect local general fund dollars to the state treasury. This includes Communications Sates and Use Tax Trust Fund dollars and the local share of recordation taxes.

Broadband

The Planning District Commission supports state and federal efforts and financial incentives that assist localities and their communities in deploying universal, affordable access to broadband technology in unserved areas.

Economic and Workforce Development

The Planning District Commission recognizes economic development and workforce training as essential to the continued viability of the Commonwealth. Accordingly, we support the following:

1. Enhanced coordination with the K-12 education community to equip the workforce with in-demand skill sets, to align workforce supply with anticipated employer demands.
2. Continuing emphasis on regional cooperation in economic, workforce and tourism development.
3. Continuation of the *GO Virginia* initiative to grow and diversify the private sector in each region.

4. State job investment and small business grants being targeted to businesses that pay higher wages.
5. Increased state funding for regional planning district commissions.



General Government

The Planning District Commission believes that since so many governmental actions take place at the local level, local governments must have the freedom, flexibility and tools to carry out their responsibilities.

1. We oppose legislation that mandates binding arbitration, meet and confer requirements, and imposes grievance procedures for local employees. We oppose any amendment to the 2020 legislation authorizing collective bargaining that allows localities to choose whether or not they wish to engage in collective bargaining. The PDC opposes any requirements to mandate collective bargaining, require binding arbitration, or repeal Virginia's right to work law.
2. Local and regional public bodies should be allowed to conduct electronic meetings as now permitted for state public bodies, and to use alternatives to newspapers for publishing various legal advertisements and public notices.
3. The state should maintain the principles of sovereign immunity for local governments and their employees, to include regional jail officers.
4. Police oversight commissions should be local choice enabled, rather than be required.
5. The Commonwealth should meet and increase 599 funding obligations.

Environmental

The Planning District Commission believes that environmental quality should be funded and coordinated through a coordinated approach due to its inter-jurisdictional nature.

1. We support dam safety regulations that do not impose unreasonable costs on dam owners whose structures meet current safety standards.
2. The State should not impose a fee, tax or surcharge on water, sewer, solid waste or other local services to pay for state environmental programs.
3. We support increased and ongoing investment in the Stormwater Local Assistance Fund to assist localities with much-needed stormwater projects and in response to any new regulatory requirements.
4. We also request that any stormwater requirements be balanced, flexible and not require waiver of stormwater charges, and that adequate funding and training be available for the State and local governments to meet ongoing costs associated with local stormwater programs.



Airports

The Lynchburg Regional Airport is an important component of the region's transportation and economic development program. The impact of the Coronavirus pandemic on Virginia's commercial service airports has been unprecedented in the history of the aviation industry.

1. The Central Virginia PDC supports increased funding for the "Governor's New Airline Service Incentive Fund" as passed by the General Assembly during its 2019 session (SB 990). This legislation created a special non-reverting fund to be used at the discretion of the Governor for grants to airlines serving commercial service airports in Virginia. The fund is intended to provide or assist in the marketing, advertising and promotional activities by airlines in connection with the launch of new airline service, and to provide incentives to airlines as part of such new service.
2. We support increasing commercial service airport entitlement funding under the Commonwealth Aviation Program (CAF). This initiative, adopted by the Virginia Airport Board (VAB) September 17, 2020, is designed to assist airports in moving forward capital projects during this time that would otherwise be cancelled or deferred, as well as allow those airports to use entitlement funds for operating expenses.
3. The PDC also supports funding a new marketing program, adopted by the VAB September 17, 2020, aimed at maximizing the state-wide potential to create jobs in travel and tourism. This would be accomplished by working together with the various Commonwealth agencies and public/private-sector partners to support grants to communities to promote available airline service and build consumer confidence in air transportation.

Children's Services Act

The Planning District Commission encourages the State to be partners in containing Children's Services Act (CSA) costs and to better balance CSA responsibilities between the State and local governments.

1. We support local ability to use state funds to pay for mandated services provided directly by the locality, specifically for private day placements, where the same services could be offered in schools; additionally, we support rate setting by the state for private day placements.
2. We support the state maintaining cost shares on a sum sufficient basis by both the State and local governments; changing the funding mechanism to a per-pupil basis of state funding would shift the sum sufficient portion fully to localities, which we would oppose.
3. We support enhanced state funding for local CSA administrative costs.
4. We support a cap on local expenditures (with the State making up any gaps) in order to combat higher costs for serving mandated children.
5. We support the State being proactive in making residential facilities, services and service providers available, especially in rural areas, and in supporting locality efforts to provide facilities and services on a regional level.
6. We oppose state efforts to increase local match levels and to make the program more uniform by attempting to control how localities run their programs.



2021 Meeting Schedule

The proposed schedule for 2021 CVPDC meetings is:

- a. January 21, 2021 (TPO meeting at 4:00pm)
- b. March 18, 2021
- c. April 15, 2021 (TPO meeting at 4:00pm)
- d. May 20, 2021
- e. July 15, 2021 (TPO meeting at 4:00pm)
- f. September 16, 2021
- g. October 21, 2021 (TPO meeting at 4:00pm)
- h. November 18, 2021