



## Central Virginia Planning District Commission

September 16, 2021 | 5:00 p.m.

828 Main Street, 12<sup>th</sup> Floor  
Lynchburg, VA

### AGENDA

1. **Welcome | Introduction of New Members**, *Treney Tweedy, Chair*
2. **Consideration of Any Requests for Electronic Meeting Participation**, *Treney Tweedy, Chair*
3. **Minutes of July 15, 2021** | [Attachment 3](#) | *Treney Tweedy, Chair*
4. **Election of FY22-23 Treasurer** (beginning Jan. 1, 2022) | [Attachment 4](#) | *Gary Christie, CVPDC*
5. **Financial Report**, *Rosalie Majerus, CVPDC*
  - a. YTD Financial Report | [Attachment 5a](#)
  - b. CVPDC Budget Amendment for Bedford CDBG Project | [Attachment 5b](#)
6. **PDC Dues for 2022-2023**, *Gary Christie, CVPDC*
  - a. CVPDC Proposed Dues for FY223 | [Attachment 6a](#)
  - b. Financial Impact of \$.03 Change Over 6 Years | [Attachment 6b](#)
7. **Regional Housing Study** | [Attachment 7](#) | *Gary Christie and Kelly Hitchcock, CVPDC*
8. **CVPDC Administration**, *Gary Christie, CVPDC*
  - a. PDC Holiday comparison | [Attachment 8a](#)
  - b. Proposal to examine the makeup of the Commission:  
Specifically, inclusion of General Assembly members | [Attachment 8b](#)
9. **Other Business from Members or Staff**
  - a. Cancellation of Dr. Chris Chmura due to COVID resurgence, *Gary Christie, CVPDC*
  - b. Suggestion to move the date of the November 18 meeting, *Megan Lucas, LRBA*
10. **Next Scheduled Meeting**

October 21, 2021 @ 5:00 p.m.  
*\*No TPO meeting in October 2021*

**Location**  
Office of the CVPDC Offices, 828 Main Street, 12<sup>th</sup> Flr, Lynchburg, VA
11. **Adjourn**, *Treney Tweedy, Chair*

# **Central Virginia Planning District Commission**

## **Draft Minutes**

**July 15, 2021**



### **Present:**

Sara Carter, Amherst Town  
Mayor Richard Conner, Appomattox Town  
Trevor Hipps, Appomattox County  
Bruce Johannessen, Bedford Town  
Frank Rogers, Campbell County  
Dean Rodgers, Amherst County  
Gary Shanaberger, Appomattox Town  
John Sharp, Bedford County

### **Staff:**

Traci Blido  
Gary Christie  
Kelly Hitchcock  
Ada Hunsberger  
Rosalie Majerus

### **Welcome**

PDC Chair Mayor Richard Conner welcomed the Commissioners and thanked them for their participation. He noted that this was the first in-person meeting since the pandemic.

### **Policies for Participation in CDVPC meetings electronically or by telephone**

Upon a motion by John Sharp, seconded by Trevor Hipps, the policies presented were unanimously adopted by the Commission.

### **Minutes of April 15, 2021**

Upon a motion by Sara Carter, seconded by Trevor Hipps, the minutes of April 15, 2021 were unanimously approved as presented.

### **Election of officers for 2021-2022 and recognition of outgoing Commission members**

Upon a motion by Trevor Hipps, seconded by John Sharp, the Commission unanimously approved the following actions:

- a. Election of Treney Tweedy, Lynchburg as Chair and Mayor Dwayne Tuggle, Amherst Town, as Vice Chair for 2021-2022
- b. Resolution of appreciation to Mayor Richard Conner for serving as the PDC Chair in 2020-2021.
- c. Thank you to Gary Shanaberger for serving as PDC Treasurer during 2020-2021 and thank you to outgoing members Waverly Coggsdale, Altavista, and Reid Wodicka, Lynchburg, for their service as members of the Commission.

### **Financial Report**

Rosalie Majerus presented financials through June 30, 2021 with estimated year end numbers. Rosalie estimates that the Commission will end the year with expenses exceeding revenues by \$4,702, which will lower our fund balance. She noted that the pandemic had prevented us from completing certain contracts, that travel was greatly reduced, and that there was an initial error in the health insurance budget. The information was received by the Commission.

### **Virginia Housing presentation by Chris Thompson**

Chris Thompson reported that Virginia Housing has offered to all PDCs a grant program to help facilitate the construction of workforce housing in the Commonwealth. CVPDC will receive a \$2 million grant over a three year period that will be leveraged by housing providers in the region.

Virginia Housing is a quasi-state agency and is using proceeds from its loan programs to fund this initiative.

### **Remarks by Traci Blido, Central Virginia Workforce Board Executive Director**

The Commission welcomed Traci Blido who shared her thoughts about the region's workforce program and her commitment to strengthen connections between education, workers and employers.

### **Regional Property Reassessment**

Gary Christie and Dean Rodgers brought a proposal to the Commission for staff to prepare a briefing paper on options regarding property assessment. John Sharp pressed the importance that the purpose of such an effort should not be to generate revenue.

Upon a motion by Trevor Higgs, seconded by John Sharp, the Commission authorized staff to proceed with the preparation of a report outlining options for property reassessment and work with local purchasing agents as an advisory group.

### **Selection of a date for a dinner meeting of the PDC**

Members of the Commission suggested October 14 as a dinner meeting.

### **Juneteenth as a PDC Holiday**

Staff recommended Juneteenth be added as a PDC holiday. Sara Carter suggested that the policy be changed to follow state holidays. Gary Christie will examine the differences between the PDC's and the State's holidays and report back at the next meeting.

### **Letter to the Virginia Freedom of Information Act Advisory Committee**

Upon a motion by Frank Rogers, seconded by Gary Shanaberger, the Commission unanimously asked that a letter be sent to the Virginia Freedom of Information Act Advisory Committee asking for more flexibility in participating in meetings electronically.

### **Resolution to thank Central Virginia Vaccination Task Force participants**

Upon a motion by Frank Rogers, seconded by Sara Carter, the Commission approved a resolution of appreciation to the local and state staff who served on the Central Virginia Vaccination Task Force.

### **Update on PDC Reorganization of the Planning Staff to restore the Deputy Director of Planning position.**

Gary Christie reported that he plans to promote from within the planning staff and restore the Deputy Director of Planning position to manage both the transportation and community development components of the PDC operations.

### **Brownfields Assessment Grants**

Gary Christie reported that Environmental Standards has been selected as the engineering firm to work with the PDC and interested localities on an EPA application to assess brownfield properties.

### **Adjournment**

With no other business, the meeting was adjourned.

**Policy of the Central Virginia Planning District Commission regarding participation in meetings via video conference or telephone 7-15-21**



1. A quorum of the Planning District Commission members must be physically present.
2. At the beginning of each meeting the Commission must vote to allow electronic participation to verify that the policy is being followed by the member claiming exemption from personal attendance.
3. The member must notify the chair or staff on or before the day of the meeting that he or she plans to use the exemption.
4. The member must identify the reason for the use of the electronic meeting provision:
  - a) a temporary disability or other medical condition that prevents the member's attendance or
  - b) a personal matter which prevents the member's attendance. The nature of the personal matter must be specifically identified and included in the minutes. There is no definition of what constitutes a "personal matter."
  - c) a family member's medical condition that requires the member to provide care for such family member, thereby preventing the member's physical attendance.
  - d) If a member's personal residence is more than 60 miles from the meeting location, he/she may attend electronically.
5. The minutes shall also include a statement as to the remote location where the member is connected electronically.
6. There is no limit to the number of times a member may use:
  - a. the temporary disability or other medical condition reason,
  - c. a family member's medical condition,
  - d. residence more than 60 miles from the meeting location.
7. The use of personal matters (b) is limited to 25% of the annual meetings of the Commission.

## **Resolution of Appreciation to outgoing Chair Mayor Richard Conner**

Whereas, Appomattox Mayor Richard Conner has served the Commission well as Chair during 2020-2021, and

Whereas, Mayor Conner's year was especially challenging due to the COVID-19 pandemic forcing the PDC to meet virtually throughout the year, and

Whereas, Mayor Conner kept our electronic meetings moving with effectiveness and humor, and

Whereas, during Mayor Conner's year as Chair the PDC assisted many of our member jurisdictions with successful grants, project management, transportation projects and clean water initiatives.

Now, therefore, be it resolved that the Central Virginia Planning District Commission recognizes Mayor Richard Conner for his service to the organization and to the region as Commission Chair and expresses our sincere appreciation and respect for Mayor Conner's work during a challenging time, and

Further resolves to instruct the PDC's Clerk to record this resolution of appreciation into the permanent record of the Commission and present the resolution of appreciation to Mayor Conner at a meeting of the Appomattox Town Council.

## **ATTACHMENT 4**

### **Election of a CDPDC Treasurer**

#### **Overview:**

Our practice has been that we invite the Manager/Administrator from the Chair's jurisdiction to serve as the PDC Treasurer. For 2021-2022, the City of Lynchburg's elected representative Treney Tweedy has been elected to serve as our Chair.

We delayed the election of the Treasurer to see how the new City Manager, Wynter Benda, felt about taking on the role of CVPDC Treasurer at the beginning of his work as the City Manager. Mr. Benda has asked to pass on the Treasurer role for this year to allow him time to get settled in as City Manager and to understand the mechanisms of the PDC.

It is suggested, and the two Managers have agreed, that current Treasurer Gary Shanaberger of Appomattox Town continue as Treasurer through December 31, 2021 and that Sara Carter of Amherst Town, who is next in line to be PDC Treasurer, take over on January 1, 2022 and serve through June 30, 2023 thus dividing the current year between the two Managers.

#### **Recommended Action:**

Elect Sara Carter of the Town of Amherst as Treasurer effective January 1, 2022 for a term ending June 30, 2023.

**ATTACHMENT 5a (4 pages)**

Central Virginia Planning District Commission							
Budget to Actual for FY22							
Actual as of August 31, 2021							
	<u>Actual as of 6/30/21</u>	<u>FY 22 Approved Budget</u>	<u>FY 22 Budget Adjustments</u>	<u>FY22 Adjusted Budget</u>	<u>Actual as of 8/31/21</u>	<u>Diff Between Budget &amp; Actual</u>	<u>% of Budget Used</u>
<b>OPERATIONS FUND (EXPENDITURES)</b>							
<b>SALARY</b>							
ADMINISTRATION	169,337	177,535		177,535	22,289	155,246	12.55%
FINANCE	135,161	139,112		139,112	22,969	116,143	16.51%
OPERATIONS	242,606	233,021		233,021	38,667	194,354	16.59%
	547,104	549,668	0	549,668	83,925	465,743	15.27%
PART TIME HELP	2,572	10,000		10,000		10,000	0.00%
<b>Total Salaries &amp; Wages</b>	<b>549,676</b>	<b>559,668</b>	<b>0</b>	<b>559,668</b>	<b>83,925</b>	<b>475,743</b>	<b>15.00%</b>
EMPLOYER COST FICA	38,898	42,815		42,815	6,009	36,806	14.03%
EMPLOYER COST V R S	22,820	23,839		23,839	3,614	20,225	15.16%
EMPLOYER COST HEALTH INS	99,260	98,848		98,848	20,172	78,676	20.41%
EMPLOYER COST LIFE INS	7,078	7,365		7,365	1,125	6,240	15.27%
WORKERS COMP	1,883	1,900		1,900	1,475	426	77.61%
<b>Total Fringe Benefits</b>	<b>169,938</b>	<b>174,767</b>	<b>0</b>	<b>174,767</b>	<b>32,394</b>	<b>142,372</b>	<b>18.54%</b>
<b>OFFICE EXPENSES</b>							
AUDITING SERVICES	4,440	6,000		6,000		6,000	0.00%
PAYROLL ACCOUNTING SERVICES	6,328	6,500		6,500	1,925	4,576	29.61%
LEGAL SERVICES	2,641	3,000		3,000		3,000	0.00%
LIABILITY INSURANCE	968	1,250		1,250	943	307	75.44%
CONTRACTUAL SERVICES	15,084	30,000		30,000	1,978	28,022	6.59%
ADVERTISING	82	1,000		1,000		1,000	0.00%
POSTAGE	441	1,000		1,000	(129)	1,129	-12.87%
TELEPHONE	7,364	8,076		8,076	600	7,476	7.43%
INTERNET SERVICES	670	1,524		1,524	43	1,481	2.85%
OFFICE SUPPLIES	1,722	6,000		6,000	263	5,737	4.39%
PRINTING & BINDING	290	1,000		1,000		1,000	0.00%
TRAVEL	1,099	6,500		6,500		6,500	0.00%
SPECIAL MEETINGS	1,169	6,000		6,000	796	5,204	13.26%
EDUCATION & TRAINING	985	7,000		7,000		7,000	0.00%
DUES, SUBSCRIPTIONS	8,699	9,500		9,500	4,948	4,552	52.08%
PUBLICATIONS	383	500		500	22	478	4.40%
MISCELLANEOUS EXPENSES	1,893	1,000		1,000	45	955	4.54%
FURNITURE & FIXTURES		1,000		1,000		1,000	0.00%
RENTAL OFFICE EQUIPMENT	1,422	4,000		4,000	201	3,799	5.02%
OFFICE RENT	59,359	60,843		60,843	10,066	50,777	16.54%
PARKING	1,200	1,200		1,200	200	1,000	16.67%
COMPUTER EQUIP/SOFTWARE	12,081	12,000		12,000	2,012	9,988	16.77%
<b>Total Office Expenses</b>	<b>128,320</b>	<b>174,893</b>	<b>0</b>	<b>174,893</b>	<b>23,913</b>	<b>150,980</b>	<b>13.67%</b>
<b>Total Operations Expenses</b>	<b>847,933</b>	<b>909,328</b>	<b>0</b>	<b>909,328</b>	<b>140,233</b>	<b>769,095</b>	<b>15.42%</b>



**Central Virginia Planning District Commission**

**Budget to Actual for FY22**

Actual as of August 31, 2021

	<u>Actual as of 6/30/21</u>	<u>FY 22 Approved Budget</u>	<u>FY 22 Budget Adjustments</u>	<u>FY22 Adjusted Budget</u>	<u>Actual as of 8/31/21</u>	<u>Diff Between Budget &amp; Actual</u>	<u>% of Budget Used</u>
<b>Total Operations Expenses (from Page 1)</b>	<b>847,933</b>	<b>909,328</b>	<b>0</b>	<b>909,328</b>	<b>140,233</b>	<b>769,095</b>	<b>15.42%</b>
<b>Direct Project Expenses</b>							
Altavista Comp Plan					29	(29)	0.00%
Amherst CDBG - Old Town Madison Heights	109	200		200	1,012	(812)	506.16%
Appomattox Church Street Water Line	0	585		585			0.00%
Bedford Town CDBG	561	0	2,000	2,000			0.00%
CEDS	0	49,000		49,000		49,000	0.00%
CVCC-CTE	0	134,000		134,000		134,000	0.00%
Chesapeake Bay	7	10,000		10,000		10,000	0.00%
DHCD	171	500		500		500	0.00%
DRPT / FTA	32,009	1,500		1,500	6	1,494	0.37%
Hazard Mitigation	21,485	0		0		0	0.00%
Regional Radio Board - Campbell County	0	1,650		1,650			0.00%
Regional Radio Board	777	750		750	123	627	16.37%
RideSolutions	602	8,675		8,675	4	8,671	0.04%
VDOT - PL	24,716	21,000		21,000	693	20,307	3.30%
VDOT - Rural	1,953	3,000		3,000		3,000	0.00%
WIOA	248,623	544,004		544,004	63,019	480,985	11.58%
<b>Total Direct Project Expenses</b>	<b>331,013</b>	<b>774,864</b>	<b>2,000</b>	<b>776,864</b>	<b>64,886</b>	<b>707,743</b>	<b>8.35%</b>
<b>TOTAL OPERATING &amp; DIRECT PROJECT EXPENSES</b>	<b>\$1,178,946</b>	<b>\$1,684,192</b>	<b>\$2,000</b>	<b>\$1,686,192</b>	<b>\$205,119</b>	<b>\$1,476,838</b>	<b>12.16%</b>
<b>Pass Thru Expenses</b>							
Regional Radio Board	1,296,423	1,167,302		1,167,302	155,902	1,011,400	13.36%
VDOT - PL	134,903	76,500		76,500		76,500	0.00%
WIOA	1,275,249	950,000		950,000	160,178	789,822	16.86%
<b>Total Pass Thru Expenses</b>	<b>\$2,706,575</b>	<b>\$2,193,802</b>	<b>\$0</b>	<b>\$2,193,802</b>	<b>\$316,080</b>	<b>\$1,877,722</b>	<b>14.41%</b>
<b>Total Expenses</b>	<b>\$3,885,521</b>	<b>\$3,877,994</b>	<b>\$2,000</b>	<b>\$3,879,994</b>	<b>\$521,199</b>	<b>\$3,354,560</b>	<b>13.43%</b>

**Central Virginia Planning District Commission**

**Budget to Actual for FY22**

Actual as of August 31, 2021

	<u>Actual as of 6/30/21</u>	<u>FY 22 Approved Budget</u>	<u>FY 22 Budget Adjustments</u>	<u>FY22 Adjusted Budget</u>	<u>Actual as of 8/31/21</u>	<u>Diff Between Budget &amp; Actual</u>	<u>% Of Budget Received</u>
<b>Revenues</b>							
<b>OPERATIONS FUND (REVENUE)</b>							
Dues	156,242	158,835		158,835	158,835	(0)	100.00%
Miscellaneous Revenue	10,876	11,000		11,000		11,000	0.00%
<b>Total Operations Revenue</b>	<b>167,118</b>	<b>169,835</b>	<b>0</b>	<b>169,835</b>	<b>158,835</b>	<b>11,000</b>	<b>93.52%</b>
<b>Direct Project Revenues</b>							
Amherst County - Old Town Madison Heights	12,770	12,500		12,500		12,500	0.00%
Appomattox Church Street Water Line		10,000		10,000		10,000	0.00%
Bedford Town CDBG	10,356	0	13,200	13,200		13,200	0.00%
CEDS	0	30,000		30,000		30,000	0.00%
Chesapeake Bay	52,000	58,000		58,000		58,000	0.00%
DHCD	75,971	89,971		89,971		89,971	0.00%
DRPT / FTA	129,529	109,791		109,791		109,791	0.00%
Hazard Mitigation	29,764	0		0		0	0.00%
Regional Radio Board - Campbell County		9,500		9,500		9,500	0.00%
Regional Radio Board	35,796	28,000		28,000		28,000	0.00%
Region 2000 Services Authority	145,462	175,963		175,963	23,750	152,213	13.50%
RideSolutions	25,514	48,083		48,083		48,083	0.00%
VDOT-PL	122,514	108,380		108,380		108,380	0.00%
VDOT-Rural	53,553	58,000		58,000		58,000	0.00%
WIOA	324,209	609,004		609,004	74,385	534,619	12.21%
<b>Total Direct Project Revenues</b>	<b>1,017,438</b>	<b>1,347,192</b>	<b>13,200</b>	<b>1,360,392</b>	<b>98,135</b>	<b>1,262,257</b>	<b>7.21%</b>
Interest	639	1,000	0	1,000		1,000	0.00%
<b>TOTAL OPERATIONS &amp; DIRECT PROJECT REVENUES</b>	<b>1,185,195</b>	<b>1,518,027</b>	<b>13,200</b>	<b>1,531,227</b>	<b>256,971</b>	<b>1,274,256</b>	<b>16.78%</b>
<b>Surplus/(Use of Fund) Balance</b>	<b>6,249</b>	<b>(166,165)</b>	<b>11,200</b>	<b>(154,965)</b>	<b>51,852</b>	<b>(202,581)</b>	
<b>Funding from Fund Balance</b>							
CVCC-CTE		134,000		134,000		134,000	
CEDS		30,000		30,000		30,000	
<b>Funding from Fund Balance</b>	<b>0</b>	<b>164,000</b>	<b>0</b>	<b>164,000</b>	<b>0</b>	<b>164,000</b>	
	<b>\$6,249</b>	<b>(\$2,165)</b>	<b>\$11,200</b>	<b>\$9,035</b>	<b>\$51,852</b>	<b>(\$38,581)</b>	
<b>Pass Thru Revenue</b>							
Regional Radio Board	2,785,381	1,167,302		1,167,302	829,027	338,275	71.02%
VDOT - PL	134,903	76,500		76,500		76,500	0.00%
WIOA	1,273,538	950,000		950,000	137,761	812,239	14.50%
<b>Total Pass Thru Revenues</b>	<b>\$4,193,822</b>	<b>\$2,193,802</b>	<b>\$0</b>	<b>\$2,193,802</b>	<b>\$966,788</b>	<b>\$1,227,014</b>	<b>44.07%</b>
<b>Total Revenue</b>	<b>5,379,017</b>	<b>3,875,829</b>	<b>13,200</b>	<b>3,889,029</b>	<b>1,223,758</b>	<b>2,665,271</b>	<b>31.47%</b>
<b>Net Surplus/(Use of Fund) Balance</b>	<b>1,493,496</b>	<b>(2,165)</b>	<b>11,200</b>	<b>9,035</b>	<b>702,560</b>	<b>(693,524)</b>	

**Central Virginia Planning District Commission**

**Cash and Estimated Fund Balance**

**August 31, 2021**

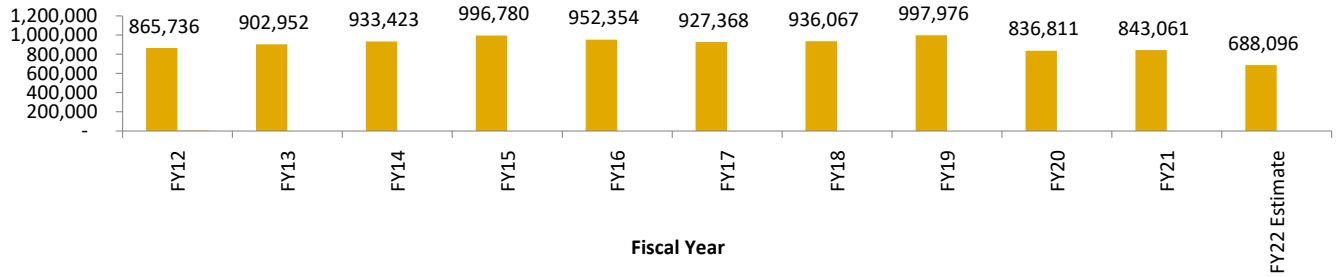
**CASH ON HAND**

Sun Trust Checking		
CVPDC Funds		290,080
WIA Trainit Funds		4,081
Petty Cash		130
Local Govt Invest Pool		403,357
<b>Cash on Hand</b>		<b>\$ 697,649</b>

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

<b>Estimated Year-end Fund Balance</b>		<b>\$ 688,096</b>
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**Ending Fund Balance**



**Budget amendment for FY 21-22 Budget**

The PDC will administer a \$963,983 grant for the Town of Bedford in the Hilltop community to improve eleven (11) houses over a two-year period.

Revenue:       \$13,200

Expenditures \$ 2,000

**Recommended Action:** Approve FY 21-22 budget amendment

**Proposed PDC Dues for 2022-2023**

**Background**

For 2021-2022, local dues accounts for \$158,835 which is about 20% of the PDC budget, the rest coming from contracts for services and the General Assembly.

We use local dues to match certain grants and programs. The remainder of local dues give flexibility in having resources that are not tied to a grant or project. This flexibility allows us to work with localities developing new projects or responding to unplanned requests.

For the current year we raised dues by \$0.01 TO \$0.585 per capita for the City and Counties and a proportional amount for Towns which generates \$2,593.

**Recommended Action:**

For 2022-2023, a \$0.03 per capita dues increase from \$0.585 to \$0.615 for the City and Counties and a \$55.00 increase for Towns from \$1,063 to \$1,118 is recommended. This will increase local dues revenues by \$8,960, from \$158,835 to \$167,793 (5.6%).

The Commission should look on this as the first year of a six-year plan to increase local revenues \$0.03 per year for six years.

\$0.03 per year for six years builds incrementally to an amount that we can work with for supplementing new staffing or additional project matching.

**History of per capita dues:**

2010 - \$0.65 per capita

2011-2020 - \$0.575 per capita

2021 - \$0.585 per capita

**Comparison Regions**

West Piedmont (Danville)	\$0.55
<b>CVPDC</b>	<b>\$0.585</b>
Thomas Jefferson/Charlottesville	\$0.62
Central Shenandoah -	\$0.70
Roanoke/Alleghany	\$1.00
Southside/Mecklenburg	\$1.25
New River Valley	\$1.27
Commonwealth (Farmville)	\$19,000 per jurisdiction

**Local Dues Match State Grants**

Rail and Public Transportation	\$12,198
RideSolutions	\$11,868
VDOT – Metro	\$25,027
VDOT – Rural	\$14,500
Chesapeake Bay/DEQ	<u>\$14,500</u>
 Total	 \$78,093

**Impact of a \$0.03 dues increase for FY 23**

<b>Locality</b>	<b>FY 22 Billing @ \$.585 per ##</b>	<b>Proposed FY23 @\$0.61.5</b>	<b>Difference</b>
Amherst County	\$18,583	\$19,588	\$1,005
Appomattox County	\$9,254	\$9,840	\$586
Bedford County#	\$45,970	\$48,575	\$2,605
Campbell County	\$32,456	\$34,224	\$1,768
Lynchburg City	\$47,258	\$49,979	\$2,721
Town of Altavista	\$1,063	\$1,118	\$55
Town of Amherst	\$1,063	\$1,118	\$55
Appomattox Town	\$1,063	\$1,118	\$55
Town of Bedford	\$1,063	\$1,118	\$55
Town of Brookneal	\$1,063	\$1,118	\$55
 Total	 \$158,835	 \$167,793	 \$8,960 5.6%



**Virginia Housing PDC Development Program – Proposed Activities**

At the July meeting Chris Thompson of Virginia Housing provided an overview of the three-year, \$2 million grant awarded to the CVPDC for housing development projects in the region. Grant funding provides the funding to support coordination with Certified Housing Development Organizations (CHDOs), or housing non-profits, and experienced developers to increase the working family housing stock in the region.

The following outlines two proposed actions within the Virginia Housing CVPDC Housing Development Grant.

- 1) Provide \$450,000 to Rush Homes
  - Ruch Homes, Lynchburg-area CHDO since 1996, creates affordable housing for low-income families with disabilities, including developmental/intellectual, brain and spinal cord, sensory impairments, and mobility impairments.
  - Funding will provide final gap funding for close and development execution of Florida Terrace, a 31-unit affordable and accessible apartment complex at 2117 Florida Ave.
  - Per [Rush Homes Prospectus](#)
    - CVPDC VA Housing Funds = 5% of \$8,085,709 estimated project cost.
    - \$14,516/unit (VA Housing Contract 10/\$1,000,000).
    - Any of the CVPDC VA Housing Funds needed will be used.
    - Project focused on lower, lowest income, special needs population.
  - Action Benefits
    - Completes Contract Execution Requirements of 20 units for \$2M in funding.
    - Provides support to Lynchburg and other local funding partners.
    - Completes housing and serves identified housing gap.
  
- 2) Execute Regional Housing Market Assessment
  - Apply for Virginia Housing Community Impact Grant to execute a Regional Housing Market Assessment.
    - Identify gaps in all housing types: multifamily, single-family starter/working family homes, upper income single family, senior, mixed use.
    - Study to include analysis of rental and home ownership supply, price range, geographic diversity.
    - Developed by procured firm.
    - Activity guided by Management Team.
  - Funded 100% by Virginia Housing
    - \$20,000/county & City = \$100,000 in eligible funding.
  - Application Requirements
    - Confirmation of participation from each participating County and City
    - Draft Request for Proposal (Scope of Work).  
Provides localities confirmation/concurrence of project scope, activities, outcomes.
  - Action Benefits
    - Regional housing study/gap analysis to inform individual locality policy and development goals.
    - Guide and inform execution of the remaining VA Housing PDC Housing Development grant funding.

**Recommended Action**

- Authorize staff to proceed with executing program grant funding of \$450,000 to Rush Homes.
- Authorize staff to proceed with applying for a Community Impact Grant with Virginia Housing for the purpose of executing a Regional Housing Market Assessment.



**CVPDC Holiday comparison**

At the July meeting we discussed adding Juneteenth to the list of recognized holidays for CVPDC employees. We also discussed adopting the State of Virginia holiday list and following that list whenever there are changes.

Our current holiday schedule follows the state except for:

- Juneteenth
- Election Day
- 4 hours Wednesday before Thanksgiving

Virginia Holidays:

New Year's Day  
Martin Luther King, Jr. Day  
George Washington Day  
Memorial Day  
Juneteenth  
Independence Day  
Labor Day  
Columbus Day & Yorktown Victory Day  
Election Day  
Veterans Day  
Wednesday before Thanksgiving 4 hours additional holiday time  
Thanksgiving Day  
Friday After Thanksgiving  
Christmas Eve  
Christmas Day

**Recommended Action:**

Amend our Personnel Policies to adopt and follow the state holiday list.

**Examine the makeup of the PDC, specifically whether the Commission should include General Assembly members.**

**Overview:**

State code requires that PDCs be made up of a majority of elected officials. Since 2000 General Assembly members have had seats on the PDC Board and count toward that majority of elected officials.

At the September 2020 Executive Committee meeting the Committee asked that we poll the General Assembly members to find out their interest in serving on the PDC. Only Terry Austin responded asking about the frequency of the meetings.

Currently State Senator Mark Peake continues to serve on the PDC. The Delegate seat has been vacant for eighteen months.

Because General Assembly Members count toward our elected official majority, it's likely that an overall re-examination of how we constitute the PDC Board would be an outcome of this examination if we move forward.

Any change will require a charter change to be approved by six of our member jurisdictions after the proposed amendments have been circulated to all of the member jurisdictions.

**Recommended Action:**

If the Commission wishes to pursue alternatives to General Assembly member membership on the PDC, then staff will lead a discussion of options at a future PDC meeting.