

**Central Virginia Planning District Commission
Meeting Agenda
May 19, 2022, 5 p.m.**



**CVPDC Offices – 828 Main Street, 12th Floor,
Lynchburg**

Electronic connection:

<https://us02web.zoom.us/j/87973588322?pwd=QkZnQytGS2VuRWdNcXZSajFoOUxmdz09>

Dial In: (646) 558-8656

Meeting ID: 879-735-88-322

Passcode: 869-354

- 1) Welcome.....Dr. Treney Tweedy, CVPDC Chair
- 2) Electronic participation approval (attachment).....Dr. Tweedy, Chair
- 3) Minutes of March 17, 2022 (attachment).....Dr. Tweedy, Chair
- 4) Resolution for Gary Christie (attachment).....Dr. Tweedy, Chair
- 5) Financial reportTonya Hengeli and Gary Christie
 - a) Year to date through April and FY 2022-2023 Budget
 - b) Workplan (Attachment)
 - c) Staffing Update
- 6) Presentation on Central Virginia Training Center Redevelopment Plan...Megan Lucas
- 7) Discussion on two (2) two-year appointments to the LRBA Executive Committee (attachment).....Gary Christie
- 8) Selection of PDC officers for 2022-2023.....Dr. Tweedy, Chair
 1. Chair – Mayor Dwayne Tuggle, Amherst Town
 2. Vice Chair – Mayor Richard Conner, Appomattox Town
- 9) Thanks to Dr. Treney Tweedy for serving as Chair in 2021-2022.....Gary Christie
- 10) Other business.....Dr. Tweedy, Chair
 - a) US DOT Safe Roads and Streets for All (SS4A) Grant Program (Attachment)
 - b) Information update (Attachment)(Attachment)
- 11) Next meeting: June 16, 2022, 5 p.m.

**Central Virginia Planning District
Commission
Draft Minutes**

March 17, 2022; 5:00 p.m.

CVPDC Offices

828 Main Street, 12th Floor

Lynchburg, VA 24504



Members Present:

Robert Hiss, Bedford County

Bruce Johannessen, Bedford Town

Megan Lucas, Lynchburg Regional Business Alliance (attendance via Zoom)

Sara McGuffin, Amherst Town (attendance via Zoom)

Dean Rodgers, Amherst County

Frank Rogers, Campbell County

John Sharp, Bedford County

John Spencer, Appomattox County, proxy for Susan Adams

Mayor Dwayne Tuggle, Amherst Town

Dr. Treney Tweedy, Lynchburg City, Chair

Drew Wade, Amherst County

Charlie Watts, Campbell County

Reid Wodicka, Lynchburg City, proxy for Wynter Benda

Members Absent:

Roxanne Casto, Appomattox Town

Mayor Richard Conner, Appomattox Town

Trevor Hipps, Appomattox County

Wayne Mitchell, Altavista Town

Hon. Mark Peake, State Senate

Gary Shanaberger, Altavista Town

Russell Thurston, Brookneal Town

Bart Warner, Bedford Town

Staff and Others Present:

Alec Brebner, CVPDC Executive Director candidate

Gary Christie, CVPDC

Robin Craig, CVPDC

Ted Cole, Davenport Inc., LLC

Tonya Hengeli, CVPDC

Kelly Hitchcock, CVPDC

Nat Marshall, Chair, Workforce Development Board (attendance via Zoom)

Ben Packett, Robinson, Farmer, Cox Associates (attendance via Zoom)

1. Welcome

Chair Treney Tweedy called the meeting to order at 5:00 p.m. She recognized Drew Wade from the Amherst County Board of Supervisors for his first meeting since being appointed to the Commission.

2. Consideration of Any Requests for Electronic Meeting Participation

Frank Rogers made a motion, which was seconded by Dwayne Tuggle, to allow Sara McGuffin and Megan Lucas to participate electronically. The motion passed unanimously.

3. Resolution of Appreciation for Matt Perkins, Special Projects Manager

Gary Christie explained that Matt Perkins has been with the CVPDC for about ten years. He is leaving to take on the role of Assistant Town Manager of Altavista. Gary explained that often a PDC shapes new leaders and prepares them for a job in the public sector.

Chair Tweedy presented the resolution and thanked Matt for his service. John Sharp made a motion to approve the resolution, which was seconded by John Spencer. The motion passed unanimously.

4. Minutes of January 20, 2022

Upon a motion by Reid Wodicka, seconded by Drew Wade, the minutes of the January 20, 2022 meeting were approved.

5. Financial Update

a. Financial Report through January 31, 2022: Gary Christie gave some highlights from the financial report. We should be at 58% in our revenues and expenditures monies spent, but we have not met some of our revenue streams. We have been short a planner since September and our Transportation Planner, Ada Hunsberger, has been on maternity leave. Therefore, we have not been able to bill everything that we would bill if we were at full staff. We have been focusing our billing time on those areas that do not carry over. Gary said we are likely to end the year in the red and draw from some of our reserve.

Frank Rogers asked if they are hitting the reserves because they cannot charge against the grants and then hit the grants next year because they will still be available. Gary said yes but the next year's monies are not likely to go back into reserves because they are one-time projects. Gary said we will have excess monies next year for these one-time projects. Most likely they will utilize consultants rather than in-house staff. They do not make as much for their operations when they use consultants, and they will have to rebuild their reserves from other opportunities.

Dean Rodgers asked if the PDC has the money or if they will have to go ask for it. Gary said it is contracted and it will be carried over on someone's books like VDOT. Gary explained that we do not have it, but they have it pledged to us. They will be able to draw down on it and spend it when they have a contract and a vendor.

b. Auditor Report: Ben Packett with Robinson, Farmer, Cox explained that the audit work was done by a team of four auditors the week of August 23, 2021. They performed about three days of field work on site. They evaluated and tested internal controls, performed detailed testing of records and concluded on the financial statements.

Mr. Packett summarized the contents of the letter entitled "Communication with Those Charged with Governance." There were no questions or comments from the commissioners regarding the letter.

Mr. Packett summarized the unmodified audit report. He remarked that the main takeaway of the audit can be found in the opinion paragraph. "In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the business-type activities of Central Virginia Planning District Commission, as of June 30, 2021 and 2020, and the changes in financial position, and cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America."

Mr. Packett mentioned that the Management's Discussion and Analysis provides a good financial analysis and some analytical comparisons to the prior fiscal year, as well as any highlights. In going over the financial statements, he explained that the unrestricted net position of \$3,560,940 represents 78 percent of operating expenses. This is an increase of last year's, which was about 56 percent. He pointed out that the net pension asset decreased about \$91,000 from the prior year. He went over the revenues and mentioned that the increase of operating revenues from 2020 to 2021 is mainly due to grant revenue. The increase in expenses is attributable to an increase in direct program expenses. There was an increase of \$1,725,932 in net position; \$1,620,883 is a capital contribution from Campbell County. That capital contribution also accounts for most of the \$1,350,859 in the net increase in cash.

Mr. Packett pointed out Note 4 on page 15 and said it is a good place to get an overall picture of the capital asset activity. Frank Rogers asked about the number of \$100,000 for land. Mr. Packett said he would have to research the depreciable schedule. Gary said it could be tower sites for the Radio Board. Mr. Packett said he could investigate that and provide an answer.

Mr. Packett remarked that it looks like the \$100,000 land has one title next to it and it is High Peak. It is listed with the Radio Board. Mr. Christie said they do not actually own land; they lease land there at High Peak. They do own the tower. Mr. Packett said he would need to see what went into that number and can get the commission the answer.

Mr. Packett pointed out Note 14 – Long Term Obligations and remarked that you can see the reduction in direct borrowings and placements from 2020 to 2021.

The internal control report says basically that the auditors disclosed no material weaknesses or any significant deficiencies or any illegal acts of which they became aware of during the audit process. He further explained that the Independent Auditors' Report or single audit contained

on pages 49 and 50 is required to be performed on federal revenues. They did not report any findings or question any costs related to their federal testing.

Mr. Packett concluded by saying the Commission's financial records were intact and accurate. The overall audit provided a clean opinion.

Gary Christie asked Mr. Packett to find out the answer to Frank Rogers' question about the land and he will circulate the answer to the commission.

Frank Rogers thanked Mr. Packett for the detailed report. He asked if the Commission, based on his work with them, is in a strong financial position. Mr. Packett said it would appear so. Mr. Packett pointed out again the portion of unrestricted net position (the percent of operating expenses that are covered by that) is 78 percent. It was 56 percent last year and the usual recommendation is that it be between 15 and 20 percent. He would point to that as a good example of the financial position of the commission.

Chair Tweedy thanked Mr. Packett for the presentation.

7. Consideration of Community Flood Preparedness and EPA Small Watershed Grants

Gary Christie explained that this is a request to use \$9,500 of the reserve funds to apply for three environmental grants. They are consultant driven since we are currently short staffed. The first grant would be to compile and compare local stormwater ordinances and develop options for consistent best practices that could be considered by the localities. The second grant would be to identify and compile flood impacted areas and have high level engineering estimates. It would allow future grant applications to have some numbers and information to back up the request for funds. The third grant application would be for funds to evaluate the portion of the James River around downtown Lynchburg to identify sediment and nutrient habitat protection practices to expand the river's opportunities for recreational uses. He explained they need a vote tonight because the grant deadlines are between now and the next PDC meeting.

Frank Rogers asked for clarification that these are planning grants and are a necessary next step for any localities that would like to pursue funding for projects. Kelly Hitchcock indicated affirmatively and pointed out that two out of the three applications would be through the Community Flood Preparedness Fund. The one looking at the James River would be through the National Fish and Wildlife Federation.

Frank Rogers made a motion to approve staff's request. The motion was seconded by Reid Wodicka and passed unanimously.

8. Closed session in accordance with Virginia Code 2.2.3711(a)(1) of the Code of Virginia for discussion, consideration, or interviews of prospective candidates for employment

Mr. Christie explained that Nat Marshall, the Chair of the Workforce Development Board would be joining the commission for the closed session as he works closely with the Executive Director of the CVPDC. John Spencer made a motion, which was seconded by Dwayne Tuggle, to go into closed session in accordance with Virginia Code 2.2.3711(a)(1) of the Code of Virginia for discussion, consideration or interviews of prospective candidates for employment. The motion passed unanimously.

A motion by Dr. Treney Tweedy, seconded by Frank Rogers, to return to open session and to certify that only those matters in the original motion were discussed was unanimously approved.

A motion was made by Frank Rogers to:

- Accept the recommendation of the Executive Committee that the Commission retain the services of Alexander Brebner as CVPDC Executive Director effective June 1, 2022
- Accept the contract as negotiated and presented between Mr. Brebner and the CVPDC
- Recognize that current Executive Director Gary Christie will be working three days at home and two days in the office during the month of May.

The motion to hire Mr. Brebner was unanimously approved by the Commission.

Frank Rogers offered a note of appreciation to CVPDC Vice Chair Mayor Dwayne Tuggle who led the Executive Committee's search process and current Treasurer Sara McGuffin for their work and leadership in the search. The Commission members present agreed with this note of appreciation.

Other business

Megan Lucas of the Lynchburg Business Alliance noted that the Central Virginia Training Center master redevelopment plan will be presented to the Amherst Board of Supervisors at their April meeting. Megan noted that Senator Steve Newman has proposed state budget amendments now under consideration which would pay off the bonds for the CVTC complex.

With no other business the meeting was adjourned until April 21, 2022.

**RESOLUTION OF APPRECIATION FOR
MATTHEW D. PERKINS, SPECIAL PROJECTS MANAGER**

WHEREAS, Matt Perkins has worked with the Commission since 2012 in a variety of positions, and

WHEREAS, Matt has served our communities and boards well managing grants in Pamplin, Amherst County and Bedford County, providing staff support to the Central Virginia Radio Board, and assisting in the office organization and the Commission's communications and social media, and

WHEREAS, Matt added to the Commission's image by designing our cardinal/regional map logo, and

WHEREAS, Matt brought strong organization, excellent customer service and conscientious detail to his work with an eye toward cost effectiveness.

NOW THEREFORE BE IT RESOLVED that the Central Virginia Planning District Commission expresses its sincere appreciation to Matthew D. Perkins for his dedication to serving our communities and the organization, and

BE IT FURTHER RESOLVED that the Central Virginia Planning District Commission expresses its heartfelt best wishes and much success as Matt undertakes a new adventure as the Altavista Assistant Town Manager and continues a career in public service.

IT IS FURTHER RESOLVED, that the Central Virginia Planning District Commission instructs its Secretary to enter this Resolution of Appreciation into the permanent record of the organization as an expression of our appreciation.

Date: March 17, 2022

Agenda Item 4

Resolution Honoring Gary F. Christie, Executive Director Central Virginia Planning District Commission (CVPDC)

WHEREAS, Gary F. Christie, was appointed Executive Director of the Central Virginia Planning District Commission in 2004 after a distinguished career in local government as a City Manager, County Administrator and Executive Director of a Regional Commission; and

WHEREAS, during his tenure as Executive Director, Gary has earned a reputation as an objective champion of initiatives to improve the quality of life in the region; and

WHEREAS, as Executive Director, Gary has convened discussions on numerous concerns and projects to move the region forward through successful regional partnerships including, but not limited to: The establishment of the Region 2000 Services Authority; implementation of the Region's P25 digital public safety radio system; numerous transportation corridor studies; and administration of numerous grants for CDBG housing and utility improvements; and

WHEREAS, Gary's efforts and accomplishments were recognized on numerous occasions including receipt of the Robert W. Baker Achievement Award from the Virginia Association of Planning Commissions in 2008 and the Innovation Award from the National Association of Development Organizations for the CVPDC's work with the Region 2000 Partnership in 2010; and

WHEREAS, Gary's commitment to the region is further embodied in his on-going service and loyal civic engagement through the Rotary Club, including serving as the Rotary District Assistant Governor from 2016-2019; and

WHEREAS, Gary F. Christie always used his copious knowledge and peaceful and calming demeanor to diffuse difficult situations and help others to find the best, most workable solutions to seemingly intractable problems; and

WHEREAS, Gary F. Christie led the CVPDC in a time of transition, creating the Region 2000 partnership and becoming the Central Virginia Planning District Commission once again, and through it all, worked to keep the interests of the region at the forefront; and

WHEREAS, Gary F. Christie led the CVPDC through projects that brought federal funds to all of the region's localities, improving our economic development, community development, transportation, downtowns, sidewalks, and quality of life;

WHEREAS, Gary F. Christie is at the cusp of his next life journey- that of beginning retirement after many years of service to all of the communities where he has lived, including 18 years as our region's Planning District Executive Director.

NOW THEREFORE BE IT RESOLVED THAT the Central Virginia Planning District Commission Board of Directors does hereby officially recognize Gary F. Christie for his many years of

outstanding service to all of the communities where he has so faithfully served and we wish he and his family many years of joy, peace and health in retirement, and we all pass along our many thanks for his work.

Agenda Item 5 A – 2022-2023 Budget Summary

From Gary Christie



1. Financial Projection for 2021-2022

As you probably know we've been understaffed most of the year. Mr. Brebner and the team will be looking to fill three positions overall consisting of two positions who work primarily in transportation and the administrative assistant position.

One result of being understaffed is that we didn't spend our budgeted amount on salaries. Another result is that we didn't draw down certain contract funds which will carry over into future fiscal years and likely be used for one-time projects. For example, in 2022-2023 we'll be proposing to use VDRPT carry over funds to conduct a multimodal study for the region.

We project that we will end this year with a positive balance of \$7,688. April 2022 financials and the FY 22-23 Budget are included in a separate attached file.

2. FY 2022-2023 Proposed Budget - Starts in the black

Some years our budget starts with a negative number and we work our way to the black through new projects and initiatives. For 2022-2023 we present a balanced budget that has a comfortable balance of \$33,013 for unexpected expenses, missed obligations or new initiatives.

7% pay raise budgeted

We've built in a 7% pay raise that starts July 1 for legacy employees and starts at the end of their six month probationary period for new employees. You and Alec may have different ideas on the probationary employees, but at least funds are there as an option.

Part time help increased

Ada Hunsberger, one of our Transportation Planners, had a healthy baby boy in March and decided not to return to work full time. Instead, we've budgeted funds to pay her on a part-time basis as needed for project work.

Training and professional development increased

With the unusual number of new staff, we've proposed to increase the travel and education and training line items.

Dues

The budget reflects the additional \$8,958 that we will receive in jurisdictions for the increase in dues for 22-23 that was recommended by the Commission last fall. No jurisdiction has indicated a problem with the increase to date.

Projects

- Amherst County Madison Heights CDBG and Bedford Town Hilltop CDBG
- Altavista Comprehensive Plan

- Appomattox Town Church Street Water Line
- Brownfields Assessment
- CEDS
- DEQ Watershed Improvement Program – Phase III
- Virginia Department of Rail and Public Transportation (VDRPT)
- Regional Radio System
- Regional Services Authority
- RideSolutions
- RideSolutions Mobility project
- VDOT – TPO-PL urban area
- VDOT – SPR rural area
- Virginia Housing Project
- Virginia Housing Regional Market Analysis
- Workforce Investment Board

Funds from Fund Balance

We budgeted funds to complete our commitment to CVCC to pay the match for the GO Virginia grant that provides staffing for the Career and Technical Education Center. We also budgeted matching funds for the CEDS update.

Pass Through Revenues and Expenditures

A few years ago the previous Finance Director, Rosalie Majerus, set up a place on the budget report for funds that pass through the CVPDC accounts (Workforce, Radio Board, and certain VDOT expenditures) but are not directly part of the Planning District Commission. We're still learning about Rosalie's systems and looking at other ways of showing our financial status and have chosen not to include these pass through funds in the 2022-23 budget at this time. That may change in the future or we may develop another method to show these monies that are in effect managed by other boards.

Tonya Hengeli, CVPDC Finance Director

This is Tonya's first budget for the CVPDC and she has done a great job. Her work keeping the financial system running smoothly since Rosalie retired has been invaluable. If during the course of the coming year you find that we've missed something in the budget, that's on me.

Schedule

You have the option of approving the budget (and workplan) at May's meeting or approving them at the June 16 meeting. If approved in May, either can be amended during the course of the year.



Central Virginia Planning District Commission							
Budget to Actual for FY22							
Actual as of April 30, 2022							
	<u>FY22 Adjusted Budget</u>	<u>Actual as of 04/30/22</u>	<u>Diff Between Budget & Actual</u>	<u>% of Budget Used Y-T-D</u>	<u>Projection for Remainder of 2021-2022</u>	<u>Proposed 2022-2023 Budget</u>	<u>Percentage Change Between FY22 & FY23</u>
OPERATIONS FUND (EXPENDITURES)							
SALARY							
ADMINISTRATION	177,535	128,754	48,781	72.52%	162,032	156,162	
FINANCE	139,112	132,370	6,742	95.15%	150,436	132,788	
OPERATIONS	233,021	163,846	69,175	70.31%	176,323	269,154	
	549,668	424,970	124,698	77.31%	488,790	558,103	
PART TIME HELP	10,000	204	9,796	2.04%	1,645	19,890	
Total Salaries & Wages	559,668	425,174	134,494	75.97%	490,435	577,993	3.3%
EMPLOYER COST FICA	42,815	31,856	10,959	74.40%	37,518	44,216	
EMPLOYER COST V R S	23,839	18,040	5,799	75.68%	21,199	24,205	
EMPLOYER COST HEALTH INS	98,848	75,782	23,066	76.66%	90,938	106,756	
EMPLOYER COST LIFE INS	7,365	5,592	1,773	75.92%	6,710	7,733	
WORKERS COMP	1,900	1,475	426	77.61%	1,500	1,900	
Total Fringe Benefits	174,767	132,744	42,022	75.96%	157,865	184,811	5.7%
OFFICE EXPENSES							
AUDITING SERVICES	6,000	6,840	(840)	114.00%	6,840	7,000	
PAYROLL ACCOUNTING SERVICES	6,500	6,168	332	94.89%	7,400	7,400	
LEGAL SERVICES	3,000	2,635	365	87.83%	3,000	3,000	
LIABILITY INSURANCE	1,250	943	307	75.44%	943	1,000	
CONTRACTUAL SERVICES	30,000	21,758	8,242	72.53%	18,641	30,000	
ADVERTISING	1,000	2,527	(1,527)	252.71%	3,000	1,500	
POSTAGE	1,000	135	865	13.49%	250	500	
TELEPHONE	8,076	4,108	3,968	50.86%	5,500	6,000	
INTERNET SERVICES	1,524	456	1,068	29.92%	1,000	1,000	
OFFICE SUPPLIES	6,000	1,529	4,471	25.49%	2,500	6,000	
PRINTING & BINDING	1,000		1,000	0.00%	-	1,000	
TRAVEL	6,500	2,342	4,158	36.04%	3,500	10,000	
SPECIAL MEETINGS	6,000	909	5,091	15.14%	1,500	7,000	
EDUCATION & TRAINING	7,000	829	6,171	11.84%	1,500	10,000	
DUES, SUBSCRIPTIONS	9,500	9,286	214	97.74%	9,500	9,500	
PUBLICATIONS	500	136	364	27.18%	350	500	

Central Virginia Planning District Commission							
Budget to Actual for FY22							
Actual as of April 30, 2022							
MISCELLANEOUS EXPENSES	1,000	5,184	(4,184)	518.42%	5,184	1,000	
FURNITURE & FIXTURES	1,000		1,000	0.00%	-	1,000	
RENTAL OFFICE EQUIPMENT	4,000	1,217	2,783	30.42%	1,500	4,000	
OFFICE RENT	60,843	50,917	9,926	83.69%	61,101	62,668	
PARKING	1,200	1,000	200	83.33%	1,000	1,200	
COMPUTER EQUIP/SOFTWARE	12,000	9,586	2,414	79.88%	12,000	12,000	
Total Office Expenses	174,893	128,504	46,389	73.48%	146,209	183,268	4.8%
Total Operations Expenses	909,328	686,423	222,905	75.49%	794,509	946,072	4.0%
	<u>FY22 Adjusted Budget</u>	<u>Actual as of 04/30/22</u>	<u>Diff Between Budget & Actual</u>	<u>% of Budget Used Y-T-D</u>	<u>Estimated for 2021-2022</u>	<u>2022-2023 Budget</u>	<u>% difference between FY 22 & 23</u>
Total Operations Expenses (from Page 1)	909,328	686,423	222,905	75.49%	794,509	946,072	4.0%
Direct Project Expenses							
Altavista Comp Plan		168	(168)	0.00%	168	1,055	
Amherst CDBG - Old Town Madison Heights	200	719	(519)	359.31%	1,000	-	
Amherst Town		63			63	-	
Appomattox Church Street Water Line	585	886	(301)	151.45%	-	300	
Bedford Town CDBG	2,000	248	1,752	12.39%	1,000	2,000	
CEDS	49,000		49,000	0.00%	-	49,000	
Brownfields Assessment - EPA					-	3,000	
CVCC-CTE	134,000	49,716	84,284	37.10%	49,716	84,284	
Chesapeake Bay WIP III - DEQ	10,000		10,000	0.00%	-	10,000	
DHCD	500		500	0.00%	-	500	
DRPT / FTA	1,500	3,131	(1,631)	208.75%	3,131	86,500	
Hazard Mitigation	0		0	0.00%	-	-	
Regional Radio Board - Campbell County	1,650	32	1,618	1.93%	250	1,000	
Regional Radio Board	750	473	277	63.01%	750	1,000	
RideSolutions	8,675	1,068	7,607	12.31%	5,068	9,875	
RideSolutions Mobility					-	9,600	
VDOT - PL	21,000	9,189	11,811	43.76%	19,000	105,000	
VDOT - Rural	3,000	3,955	(955)	131.83%	4,050	5,000	

Central Virginia Planning District Commission								
Budget to Actual for FY22								
Actual as of April 30, 2022								
Virginia Housing	450,000		450,000	0.00%	-	550,000		
Virginia Housing Study Grant					-	96,000		
WIOA	544,004	204,331	339,673	37.56%	544,004	544,004		
Total Direct Project Expenses	1,226,864	273,978	952,949	22.33%	628,200	1,558,118		27.0%
TOTAL OPERATING & DIRECT PROJECT EXPENSES	\$2,136,192	\$960,400	\$1,175,854	44.96%	\$1,422,709	\$2,504,190		17.2%
Pass Thru Expenses								
Regional Radio Board	1,167,302	1,854,895	(687,593)	158.90%	1,854,895			
VDOT - PL	76,500	66,325	10,175	86.70%	76,500			
WIOA	950,000	921,561	28,439	97.01%	950,000			
Total Pass Thru Expenses	\$2,193,802	\$2,842,781	(\$648,979)	129.58%	\$2,881,395	\$0		
Total Expenses	\$4,329,994	\$3,803,181	\$526,876	87.83%	\$4,304,104	\$2,504,190		
	<u>FY22 Adjusted Budget</u>	<u>Actual as of 04/30/22</u>	<u>Diff Between Budget & Actual</u>	<u>% Of Budget Received</u>	<u>Estimated for 2021-2022</u>	<u>2022-2023 Budget</u>		<u>% difference between FY 22 & 23</u>
Revenues								
OPERATIONS FUND (REVENUE)								
Dues	158,835	158,835	(0)	100.00%	158,835	167,793		
Miscellaneous Revenue	11,000	40,500	(29,500)	368.18%	40,500	11,000		
Total Operations Revenue	169,835	199,335	(29,500)	117.37%	199,335	178,793		5.3%
Direct Project Revenues								
Amherst County - Old Town Madison Heights	12,500		12,500	0.00%	11,655	-		
Altavista Comprehensive Plan					-	10,542		
Amherst Town					-	-		
Appomattox Church Street Water Line	10,000		10,000	0.00%	-	10,000		
Bedford Town CDBG	13,200		13,200	0.00%	5,200	12,500		
CEDS	30,000		30,000	0.00%	-	30,000		

Central Virginia Planning District Commission								
Budget to Actual for FY22								
Actual as of April 30, 2022								
Brownfields - EPA					-	11,000		
Chesapeake Bay WIP III - DEQ	58,000	58,000	0	100.00%	58,000	58,000		
DHCD	89,971	67,478	22,493	75.00%	89,971	89,971		
DRPT / FTA	109,791	33,624	76,167	30.63%	40,817	199,138		
Hazard Mitigation	0		0	0.00%	-	-		
Regional Radio Board - Campbell County	9,500	11,908	(2,408)	0.00%	15,000	8,000		
Regional Radio Board	28,000	22,566	5,434	80.59%	26,000	32,000		
Region 2000 Services Authority	175,963	111,164	64,799	63.17%	150,000	175,000		
RideSolutions	48,083	10,908	37,175	22.69%	26,060	50,882		
Ride Solutions Mobility					-	10,000		
VDOT-PL	108,380	77,352	31,028	71.37%	91,463	179,579		
VDOT-Rural	58,000	24,457	33,543	42.17%	58,000	58,000		
Virginia Housing	458,000		458,000	0.00%	-	600,000		
Virginia Housing Study Grant					-	100,000		
WIOA	609,004	243,987	365,017	40.06%	609,004	609,004		
Total Direct Project Revenues	1,818,392	661,445	1,156,947	36.38%	1,181,170	2,243,616	23.4%	
Interest	1,000	143	857	14.27%	175	600	-40.0%	
TOTAL OPERATIONS & DIRECT PROJECT REVENUES	1,989,227	860,924	1,128,303	43.28%	1,380,680	2,423,009	21.8%	
Surplus/(Use of Fund) Balance	(146,965)	(99,477)	(47,551)		(42,028)	(81,181)	-44.8%	
Funding from Fund Balance								
CVCC-CTE	134,000	49,716	84,284		49,716	84,284		
CEDS	30,000		30,000		-	30,000		
Funding from Fund Balance	164,000	49,716	114,284		49,716	114,284	-30.3%	
	\$17,035	(\$49,760)	\$66,733		\$7,688	\$33,103	94.3%	
Total Revenue	4,347,029	2,582,685	1,714,628	59.41%	4,311,791	2,537,293	-41.6%	
Net Surplus/(Use of Fund) Balance	17,035	(1,220,496)	1,237,531		7,688	33,103	94.3%	

Agenda Item 5 B

FY 2022-2023 Work Plan

DRAFT



The PDC's major work objectives for 2022-2023 strives to support the CVPDC's mission:

- to be a **dynamic** public forum for matters of regional significance; and,
- to create **solutions** by coordinating plans and building coalitions; and,
- to provide **service** excellence to our localities and to the Commonwealth.

Planning and Community Development

1. Assist localities with applications and grant management for community development, housing, infrastructure, trail, park or open space development projects.
2. Provide technical assistance to localities such as GIS, project management and Comprehensive Plan services

Community Development

1. Manage Virginia Housing regional housing study and begin implementation of Virginia Housing grant
2. Manage Bedford Town CDBG Hilltop Community Development Block Grant Project
3. Assist localities in administration of facility improvement, Comprehensive Plan, and strategic project development
4. Serve as regional liaison between the region and state agencies, including Virginia Department of Housing and Community Development and U. S. Department of Agriculture – Rural Development.

Transportation

1. Continue to provide staff support to the Central Virginia Transportation Planning Organization
2. Execute the FY23 UPWP, guiding VDOT and VDRPT program activities (available at: <https://www.cvtpo.org/connect-central/unified-planning-work-program-upwp.html>).
3. Support GLTC in executing route and program planning and transit services, including evaluation of existing resources and methodology to consider access needs and grant

assistance; ADA (Americans with Disabilities Act) evaluations; membership on Customer Route Advisory Committee.

4. In partnership with GLTC and local stakeholders execute a multimodal study that will evaluate existing resources (GIS layers), consider socio-economic, demographic, and socio-economic factors, bike and pedestrian first and last mile connectivity, route, and primary destination factors. This action will provide the data foundation and supporting program funding foundation to guide program short and long-term infrastructure, program, and service efficiency actions.
5. Administer the DRPT Commuter Assistance Program through coordination and partnership in advancing the Commute!VA program, transit and other multimodal programs that support access to jobs, essential services, and community resources. Action includes support in vanpool program development.

Environment

1. Provide environmentally safe and cost-effective solid waste disposal through the Region 2000 Services Authority
2. Coordinate with locality and area stakeholders, in cooperation with DEQ, to implement the Virginia Chesapeake Bay Watershed 2022 PDC Locality Implementation Program Scope of Work. Activities Include:
 - a) Host & facilitate local meetings on watershed topics.
 - b) Facilitate BMP education and implementation activities.
 - c) Assist with grant and program execution to meet nutrient load goals.
 - d) Collaborate with other Bay PDCs to execute program activities unique to urban environments.
 - e) Assist with development and distribution of BMP, watershed protection tools & resources.

Economic Development

1. Update the Comprehensive Economic Development Strategy over FY 23 & 24
2. Continue to identify mechanisms to support the region's advanced manufacturing economy
3. Continue to support local Technology Councils, Chambers of Commerce and Economic Development Organizations

Public Safety and Emergency Services

1. Provide staff and financial management services to the Central Virginia Radio and Communications Board
 - a. Oversee the general administration, maintenance coordination, and financial maintenance to the CVRCB.

- b. Examine alternatives to the No Business Mountain U.S. Cellular tower and WSET Thaxton Mountain Tower
 - c. Develop maintenance schedules for roads, facilities and equipment at tower sites
2. Provide coordination services for Radio Board with Campbell County public safety radio communication system cutover implementation process.
 3. Coordinate the communication and summary of locality strategy execution of the Central Virginia Hazard Mitigation Plan.

Workforce Development

1. Continue to provide staff support to the Central Virginia Workforce Development Board
2. Continue to support the Central Virginia Community College Career and Technical Education Academy.
3. Support the search for additional resources to expand workforce development opportunities and services

Communications

1. Publish monthly newsletters and an annual report
2. Maintain information on social media sites
3. Make periodic reports to localities and elected officials

Agenda Item 8

Discussion on two appointments to the Lynchburg Regional Business Alliance Executive Committee

Local governments who pay dues to the Alliance for economic development services each have a seat on the full Alliance Board and share two seats on the Alliance's Executive Committee. The Lynchburg City Manager and the Amherst County Administrator served initially. In 2020 the PDC appointed Frank Rogers and Robert Hiss to two-year terms that end June 30, 2022. Traditionally managers/administrators from investor local governments have served on this Executive Committee.

Recommended Action: for discussion and appointment effective July 1

Attachment 10 a. - US DOT Safe Roads and Streets for All (SS4A) Grant Program

The Bipartisan Infrastructure Law (BIL) provided the foundation for a new Safe Streets and Road for All (SS4A) discretionary program that will, over the next five years, provide \$5-6 billion in grant funding to support regional, local, Tribal initiatives to prevent roadway deaths and series injuries.

A general program overview is provided below

The Notice of Funding Opportunity (NOFO) for the SS4A first grant round is anticipated to open in May 2022; with grants anticipated to be due in late August to late September. In order to receive project implementation funds, an approved Comprehensive Safety Action Plan, or equivalent document, developed according SS4A NOFO specifications, must be adopted by a locality and/or regional entity.

The SS4A first grant round will make available planning and implementation funding. Planning funding, at standard 80%/20% match rate, will be available to provide funding to undergo an extensive planning process to develop a Comprehensive Safety Action Plan.

The ability to be ready for these funds will require dedicated evaluation to assure that all parties are apprised of important details and able to move through appropriate review, approval, and potential financial contribution considerations. Staff is recommending the creation of a CVPDC/CVTPO Safe Roads and Streets for All Subcommittee, that will be comprised of dedicated CVTPO members, CVTPO appointed members, and TTC members. This short-term subcommittee will serve to oversee the SS4A program review, evaluation, and action recommendation(s) which will be brought back to the CVPDC, CVTPO, and as necessary, localities.

Recommendation: Staff recommends that at least one CVPDC representative serve on a committee to review program information and, if determined of value, guide development of recommended actions (i.e. SS4A application).

(continued on next page)

Safe Streets and Roads for All (SS4A) Grant Program Overview

The [Bipartisan Infrastructure Law](#) (BIL) provided the foundation for a new Safe Streets and Road for All (SS4A) discretionary program that will, over the next five years, provide \$5-6 billion in grant funding to support regional, local, Tribal initiatives to prevent roadway deaths and series injuries.

The SS4A supports the National Roadway Safety Strategy, a goal for zero deaths and series injuries on the nation's roadways. Program is eligible to urban and rural communities.

The following is SS4A information, as of May 9, 2022.

General Information

- The SS4A for grant round, which will offer \$1 Billion in funding, will open spring 2022.
- The NOFO is not yet posted but is anticipated to be released in May 2022.
- Suggested 1st application due in late summer/early fall 2022.
- Two funding pots
 - Planning: Develop Action Plans, Sub-plans
 - Implementation – Identified projects via approved DOT Plan format (NOFO will identify)

Eligible to Activities

- Develop or update a *Comprehensive Safety Action Plan*
- Conduct planning, design, and development activities in support to an Action Plan
- Carry out project and strategies identified in an Action Plan

Key Factors – Per Program Webinar & As Known 5/9/2022

- Development and establishment of a *Comprehensive Safety Action Plan* is a KEY program factor
 - Focus on developing Safety Action Plan – per pending NOFO requirements
 - Exploring entities to ask questions of existing plans/prepare for development of Comp Safety Action Plans
- Program will follow actions as outlined in the *USDOT's National Roadway Safety Strategy*
<https://www.transportation.gov/NRSS>, rolled out January 2022
- Establish Process to Get Ready for the Program
 - Be ready when NOFO launches
 - Have process in place to evaluate existing Plans/Programs to the NOFO Comprehensive Safety Action Plan element requirements.
NOTE: Action Plan requirements beyond – what is in plans, includes how were elements in the Plans derived, do the plans include all factors of consideration (climate, EJ, etc.) within required Action Plan NOFO.

LEARN MORE

Subscribe to receive program updates and additional information:

https://service.govdelivery.com/accounts/USDOT/subscriber/new?topic_id=USDOT_165

Watch an informational webinar recording: <https://www.transportation.gov/node/215491>

Grant Round open once NOFO released: <https://www.transportation.gov/SS4A>

Agenda Item 11 ii. - Information Items

Buffer and Boats Field Day – Amherst County May 26th

Our region loves its rivers and trees. On Thursday, May 26th join the James River Association and other conservation partners, including the CVPDC, to learn about the important role trees and other Best Management Practices play in protecting the James River.

Participants will meet at Riveredge Park across the James from downtown Lynchburg. We will then tour an Amherst County property owner, Robert Schumacher's James River Buffer Program project, and then back to Riveredge Park to enjoy lunch (provided) and hear partners share information on local water quality initiatives. Also, for those that choose, enjoy a short, free guided trip on the James River!

Learn more, see a full schedule, and register here: <https://form.jotform.com/220725606869969>

Housing Project Update

The CVPDC applied for and has received a Community Impact Grant (CIG) from Virginia Housing to execute the CVPDC Regional Housing Market Analysis Study. The grant is \$100,000 and will examine the housing market in all of our communities. A RFP was issued in early May and our goal is to have a consultant firm on board and project underway in July.

This grant is in addition to the \$2 million received for the housing project implementation.

Brownfields Assessment Grant

In March 2021 the Commission authorized the application to EPA for Brownfields Assessment funds, which will provide funds to assess environmental hazards in abandoned or underutilized structures in an effort to make the sites more attractive for re-use and development. Since the City of Lynchburg already has this program in place, our grant was written to serve Amherst, Appomattox, Bedford and Campbell Counties.

I'm pleased to let you know that CVPDC was one of seven Virginia localities awarded funds in this year's application cycle. We have been awarded \$500,000 and have three years to expend the funds. The City of Lynchburg was also awarded \$500,000.

Helpful local government staff members who provided important information to make the application successful were:

- Pam Bailey, Bedford County
- Jeremy Bryant, Amherst County
- Mayor Richard Conner, Appomattox Town
- Sara McGuffin, Amherst Town
- Nina Rezai, Campbell County
- Gary Shanaberger, Appomattox Town
- Russell Thurston, Brookneal
- Mary Zirkle, Bedford Town