

**Central Virginia Planning District Commission  
Regular Meeting Agenda  
5:00 p.m., November 16, 2023**



**CVPDC Offices – 828 Main Street, 12<sup>th</sup> Floor  
Lynchburg, VA**

Electronic connection:

<https://us02web.zoom.us/j/85960279097?pwd=ZU1qNGpmbE9ubGVMNzFFMFRBaTA3dz09>

Dial In: (301) 715-8592

Meeting ID: 859 6027 9097

Passcode: 345756

- 1) Welcome .....Richard Conner, CVPDC Chair
- 2) Consideration of Requests for Electronic Participation ..... Chair
- 3) Meeting Minutes: Regular meeting, September 21, 2023 ..... Chair
- 4) On-Call Consulting Services Procurement ..... Chair & Staff
- 5) Regional Cooperation Agreement (attachment) ..... Chair & Staff
- 6) VAPDC Request for Regional Cooperation Funding Increase (attachment)..... Chair & Staff
- 7) Organizational Reports.....Staff
  - a) Financial Report.....Sandy Dobyns
  - b) Executive Director’s Report..... Alec Brebner
    - i. Southeast Crescent Regional Commission Local Development District
    - ii. TPO Funding
    - iii. Staffing Update
- 8) Member Local Government Contributions (attachment)..... Chair & Staff
- 9) Schedule of Events ..... Chair
  - a) Holiday social: December 21, 2023
  - b) Next meeting: January 18, 2024
- 10) Other Business and Regional Roundtable ..... Chair
- 11) Adjournment..... Chair



**Central Virginia Planning District Commission**  
**Amended Meeting Agenda Brief Sheet**  
**5:00 p.m., November 16, 2023**



- 1) Welcome and Introduction of New Members..... Richard Conner, CVPDC Chair
- 2) Consideration of Requests for Electronic Participation..... Chair
- 3) Meeting Minutes: Regular meeting, September 21, 2023 (page 5)..... Chair  
*The request of the Commission is approval of the minutes for its September meeting.*
- 4) On-Call Consulting Services Procurement ..... Chair & Staff  
 CVPDC issued a request for proposals for qualified planning, design, and engineering firms to serve “on call” to the PDC and its member local governments through cooperative procurement. Response to the RFP has been tremendous, positioning CVPDC to significantly expand its bench of consultants for its own programs, including CVTPO, and for planning services as may be requested by localities. Staff will review the proposals and interview firms for inclusion and seek to engage in contractual agreements in December.  
*The request of the Commission is authorization to proceed.*
- 5) Regional Cooperation Agreement (page 9)..... Chair & Staff  
*The request of the Commission is approval of the annual Regional Cooperation Agreement with which comes CVPDC’s appropriation of \$89,971 from the General Assembly.*
- 6) VAPDC Request for Regional Cooperation Funding Increase (page \_\_)..... Chair & Staff  
 The Virginia Association of Planning District Commissions is leading an effort to increase membership’s annual appropriation from the General Assembly from \$89,971 to \$150,000. CVPDC’s Fiscal Year 2006 appropriation was \$90,000. Staff has tailored VAPDC’s template letter for submittal to the Governor’s office together with all participating PDCs.  
*The request of the Commission is approval of the attached letter for submittal by VAPDC to the Governor’s office.*
- 7) Organizational Reports ..... Staff
  - a) Financial Report (page 12).....Sandy Dobyns
  - b) Executive Director’s Report .....Alec Brebner
    - i. Southeast Crescent Regional Commission Local Development District
    - ii. TPO Funding
    - iii. Staffing Update
- 8) Member Local Government Contributions (page 18)..... Chair & Staff  
 Planning District Commissions must develop recommendations to member local governments regarding membership contributions in November. Once developed by the Commission, staff

transmits the requests to each member locality for consideration in its budget deliberations. The PDC subsequently develops its annual budget (April-May). In 2021, the Commission contemplated a multi-year program of annual increases of \$0.03 per capita. Local revenue is necessary to match state and federal grants. In the current fiscal year, CVPDC has grants requiring a total of \$193,263 in match while membership contributions total \$175,688.

*The request of the Commission is approval of a schedule of membership contributions based on \$0.675 per capita, a 3-cent increase that would also increase requested membership contributions from towns by \$55 (4.65%) each.*

9) Schedule of Events ..... Chair

a) Holiday social: December 21, 2023

b) Next meeting: January 18, 2024

10) Other Business and Regional Roundtable ..... Chair  
Commissioners may address the group with items of interest to the region.

11) Adjournment ..... Chair



**Central Virginia Planning  
District Commission**  
828 Main Street, 12<sup>th</sup> Floor  
Lynchburg, VA 24504  
Office: (434) 845-3491  
cvpdc.org

CVPDC

## **Central Virginia Planning District Commission Regular Meeting Minutes**

### **Draft Minutes September 21, 2023; 5:00 p.m.**

**CVPDC Offices**  
**828 Main Street, 12<sup>th</sup> Floor**  
**Lynchburg, VA 24504**

#### **Members Present:**

Chairman Richard Conner, Appomattox Town  
Wynter Benda, City of Lynchburg (Virtually)  
Jeff Helgeson, City of Lynchburg (Virtually)  
Drew Wade, Amherst County  
John Sharp, Bedford County  
Robert Hiss, Bedford County (Virtually)  
Terry McGhee, Appomattox Town  
Bruce Johannessen, Bedford Town  
Gary Shanaberger Altavista Town  
Reggie Bennett, Altavista Town  
John Spencer, Appomattox County  
Trevor Hipps, Appomattox County  
Megan Lucas, Lynchburg Regional Business Alliance (Virtually)

#### **Staff Present:**

Alec Brebner, CVPDC Executive Director  
Kelly Hitchcock, CVPDC  
Kirsten Trautman, CVPDC  
Sandra Dobyms, CVPDC

#### **Other Present:**

David Blount, VAPDC  
Jonathan Knopf, Housing Forward (Virtually)  
Maria Dougherty, Housing Forward (Virtually)  
Eric Mai, Housing Forward (Virtually)

#### **1. Welcome and Introductions**

Richard Conner welcomed and thanked the board and visitors for joining in the meeting today.



**2. Consideration of Requests for Electronic Participation**

Richard entertained a motion to allow electronic participation of the members who were unable to attend in person.

Drew Wade made the motion to allow electronic participation and Gary Shanaberger seconded the motion. All were in favor. The motion passed.

**3. Special Guest: David Blount, Executive Director of the Virginia Association of PDCs**

Alec Brebner introduced David Blount, the executive director of the Virginia Association of PDCs. From there, David delivered a brief presentation on the VAPDC and how the organization is helping the PDCs in the state.

**4. Presentation: CVPDC Housing Market Analysis**

CVPDC commissioned a regional housing market analysis funded by a \$100,000 grant from Virginia Housing (formerly VHDA). The analysis process included conversations with local governments, homebuilders, realtors, non-profit housing providers, and other stakeholders in the spaces of housing markets, choice, and attainability. Eric Mai and Maria Dougherty presented a rough draft of the analysis that has been completed. The final version of the study will be presented in November.

**5. Meeting Minutes: Regular meeting, July 20, 2023**

Richard entertained a motion to approve the July 20<sup>th</sup> regular meeting minutes.

Terry McGhee made the motion for approval, and Gary Shanaberger seconded the motion. All were in favor. The motion passed.

**6. CVPDC Housing Development Program Awards**

Richard opened the floor to Alec Brebner to present on the CVPDC Housing Development Program Awards. Alec explained that this was round three of the Housing Development awards and they had received seven applications in this round, totaling \$1.6 million.

The first application recommended for approval was from Greater Lynchburg Habitat for Humanity. Their project is four Knott Street single-family houses, these homes would be occupied by the owner, and their request was for \$220,000 (\$55,000 per unit).

The second application recommended for conditional approval was from Amherst County Habitat for Humanity. Their project is for two scattered-site single-family homes to be



occupied by the owners. They requested \$150,000 (\$75,000 per unit). The conditions of their approvals were that the sites must be secured by the end of the 2023 calendar year and the projects must be ready to go to construction by the end of FY2024.

The third and final application recommended for approval was from RUSH Homes. Their project is for an eight-unit residential structure to be occupied by renters. They requested \$500,000 (\$62,500 per unit). The staff recommendation is to fund RUSH homes with \$106,800 (\$13,350/unit) with the conditions that the site be secured by the end of the 2023 calendar year and the projects must be ready for construction by the end of FY2024.

Richard entertained a motion to take staff recommendations for the Affordable Housing Development Program.

Gary Shanaberger made the motion to approve the recommendations as presented, and Reggie Bennett seconded the motion. All were in favor. The motion passed.

## **7. Organizational Reports**

### **a. Financial Report, Month Ending June 2023**

Richard opened the floor to Sandy Dobyms to present the current financial report.

Sandy reported that currently, everything is even and normal.

### **b. Executive Director Report**

Alec continued giving an update on the annual audit, and this year, the auditors needed everyone to fill out the ethics statements. He mentioned that many have already done this through their localities and if they could send those over to staff, he would appreciate it. This year they did not have the board vote on the engagement letter, and Alec said he included it in the packet. He and the Chairman would sign it.

The next item Alec had was on transportation. He mentioned the VAMPO, of which he is a part. The SMART SCALE program is going through changes. The number of different applications per locality that can be submitted will be changing, and Alec said he had wanted to make sure everyone was aware.

The last time Alec had was on the On-Call Service Providers Procurement Renewal. They will be starting up a renewing lunch that happened with purchasing officers in the area which will happen in October. They will discuss what is needed and impacts for RFPs and general planning at the meeting. He will bring the item to the board at the November meeting.



**8. Schedule of Events**

**a. Next meeting: November 16, 2023**

Richard announced that their next regular meeting would be in November.

**b. Holiday social/ informal gathering**

There are current plans to have a holiday event for everyone and their spouses on the board. This event will be on December 21<sup>st</sup>, and it is to be determined where the event will take place.

**c. Other Business and Regional Roundtable**

Continuing on, Richard opened the floor to the members of the board and each person was able to give an update on what was happening in their area.

**9. Adjournment**

Richard entertained a motion to adjourn the meeting.

Gary Shanaberger made the motion to adjourn, and Reggie Bennett seconded the motion. All were in favor. The meeting adjourned at 6:18 pm.

X \_\_\_\_\_  
Secretary Alec Brebner

Date: \_\_\_\_\_



## **PLEASE SUPPORT ENHANCED STATE FUNDING for PLANNING DISTRICT COMMISSIONS**

### **Background:**

The Virginia Association of Planning District Commissions is seeking to increase state funding for Planning District Commissions (PDCs) by \$150,000 per PDC (total funding request of \$3.15 million per fiscal year in both FY25 and FY26). The amount requested for inclusion in the governor's introduced budget (to be submitted in December) would extend PDC staff capacity to assist the State on joint work; to execute regional projects and plans; and to help create more efficiencies in how local citizens are served.

### **Rationale:**

- >State funding for PDCs remains below the \$90,000 per year level (for most PDCs) provided in FY2006, with the amount of state support for our three largest PDCs having fallen much further behind previous amounts.
- >State and federal agencies rely on PDCs to convene key players and to administer and broker key local and regional projects of importance to the State; this requires a core competency that has had stagnant funding the past 15 years.
- >With an unprecedented amount of federal grant funding being available, additional resources for PDCs will help bring these dollars to the State and regions.
- >The State benefits from the key activities performed by PDCs in working cooperatively to address/administer state programs and assist state agencies with statewide planning processes.

### **Summary:**

**WHAT:** Request for additional state funding for PDCs to be included in the next state budget.

**HOW MUCH:** \$150,000 per PDC in both FY25 and FY26.

**WHY:** To increase PDC capacity to secure federal dollars, to push collaborative projects and to assist the State.

## **Please support increasing state base funding for Planning District Commissions.**



**Central Virginia Planning  
District Commission**  
828 Main Street, 12<sup>th</sup> Floor  
Lynchburg, VA 24504  
Office: (434) 845-3491  
cvpdc.org

CVPDC

November 16, 2023

The Honorable Glenn Youngkin, Governor  
Commonwealth of Virginia  
P. O. Box 1475  
Richmond, VA 23218

Dear Governor Youngkin:

Please accept this request to include additional state funding for regional planning district commissions (PDCs) in the FY25/26 budget that you will introduce to the General Assembly's money committees in December.

In your remarks to the joint money committees on August 23, you spoke of your Administration's "culture of striving to improve, of carving out pockets of savings....empowers more investments to increase the effectiveness of government." Planning district commissions are critical components of the work that state and local governments do to promote and provide efficient and effective services. Indeed, the Central Virginia Planning District Commission is fulfilling its responsibilities under the Regional Cooperation Act (§15.2-4207), "to encourage and facilitate local government cooperation and state-local cooperation in addressing on a regional basis, problems of greater than local significance."

CVPDC is one of 21 planning district commissions sharing their experience and expertise in convening, cooperating, and collaborating with these other partners to facilitate the "recognition and analysis of regional opportunities and (to) take account of regional influences in planning and implementing public policies and services." CVPDC facilitates regional radio communications, solid-waste management, transportation planning, workforce development, environmental protection, community development and redevelopment, infrastructure improvements, housing analysis and development, and database management.

In performing these duties, PDCs are challenged by the adequacy of resources to carry out these functions. Funding limitations coupled with regulatory requirements inhibit worthwhile projects that assist the state and local governments. Accordingly, we respectfully request your consideration of increasing state funding for PDCs in the next biennial budget by \$150,000 per PDC.

CVPDC has been a vital partner for effective and efficient state and local government, providing critical services to the Commonwealth through implementation of state programs and administration of statewide processes in collaboration with state agencies. CVPDC's allocation from the Commonwealth nevertheless remains below the level provided in Fiscal Year 2006.

Regards,

Richard Conner, Chairman

*(Insert locality logo here)*

*(Insert date)*

The Honorable Glenn Youngkin, Governor  
Commonwealth of Virginia  
P. O. Box 1475  
Richmond, VA 23218

Dear Governor Youngkin:

I write this letter to express strong support for increased funding for Planning District Commissions (PDC) to be included in your biennial budget for FY25/26 to be introduced in December. Additional state funding of \$150,000 per PDC/per year in Virginia is critically needed, is long overdue and would enhance the capacity of PDCs to support and assist the State and their communities.

Despite a small bump several years ago, state funding for most PDCs remains at about the same level as 15 years ago, in the aftermath of the Great Recession. State dollars for the largest PDCs remain even farther behind previous levels. Many state agencies benefit from strong and capable PDCs that work cooperatively with them to address and administer state programs and to assist state agencies with statewide planning processes.

Further, in our locality, \_\_\_\_\_ *(insert local testimonial/anecdote here to emphasize the value/benefits that your PDC provides to your locality)*.

We feel strongly that the \_\_\_\_\_ *(name of PDC)* has been a critical partner to help our community and region to proactively address collective challenges. But there is more that can be done. We are at an opportune time with the availability of grant funding being available; adding resources to PDCs will help bring federal dollars to the state and regions. This additional state funding being requested also could be used to extend PDC staff capacity to assist the State and to prepare and execute additional projects with their member local governments, driving more effective and efficient local government.

We appreciate the efforts of the Youngkin Administration to work alongside localities to promote and enhance efficiency in government. On behalf of \_\_\_\_\_ *(name of locality)*, thank you for your consideration of these views and this request. Your support and favorable action would be greatly appreciated.

Sincerely,

*(City/County Manager/Administrator/Executive)*

cc:

Central Virginia Planning District Commission				
Budget vs Actual FY24				
Actual as of October 31, 2023				
	<u>FY 24</u> <u>Approved</u> <u>Budget</u>	<u>Actual</u> <u>as of</u> <u>10/31/2023</u>	<u>Balance of</u> <u>Budget</u> <u>Available</u>	<u>% of Budget</u> <u>Used Y-T-D</u>
<b>OPERATIONS FUND (EXPENDITURES)</b>				
<b>SALARY</b>				
ADMINISTRATION	180,621	60,207	120,414	33.33%
FINANCE	138,600	31,877	106,723	23.00%
OPERATIONS	228,469	64,156	164,313	28.08%
	547,690	156,240	391,450	28.53%
INTERNSHIP	5,400		5,400	
PART TIME HELP	20,857	4,993	15,864	23.94%
<b>Total Salaries &amp; Wages</b>	<b>573,947</b>	<b>161,233</b>	<b>412,714</b>	<b>28.09%</b>
EMPLOYER COST FICA	43,907	11,962	31,945	27.24%
EMPLOYER COST V R S	23,753	5,435	18,318	22.88%
EMPLOYER COST HEALTH INS	116,257	12,332	103,925	10.61%
EMPLOYER COST LIFE INS	7,733	2,082	5,651	26.92%
WORKERS COMP	1,900	466	1,434	24.54%
UNEMPLOYMENT COMPENSATION			0	#DIV/0!
<b>Total Fringe Benefits</b>	<b>193,550</b>	<b>32,278</b>	<b>161,272</b>	<b>16.68%</b>
<b>OFFICE EXPENSES</b>				
AUDITING SERVICES	7,500		7,500	0.00%
PAYROLL ACCOUNTING SERVICES	8,000	3,990	4,010	49.87%
LEGAL SERVICES	3,000		3,000	0.00%
LIABILITY INSURANCE	1,200	3,546	(2,346)	295.51%
CONTRACTUAL SERVICES	35,000	6,935	28,065	19.81%
ADVERTISING	1,500		1,500	0.00%
POSTAGE	600	271	329	45.12%
TELEPHONE	6,000	2,673	3,327	44.55%
INTERNET SERVICES	1,000	333	667	33.29%
OFFICE SUPPLIES	5,000	1,183	3,817	23.65%
PRINTING & BINDING	1,000		1,000	0.00%
TRAVEL	10,000	899	9,101	8.99%
SPECIAL MEETINGS	5,000	1,627	3,373	32.53%
EDUCATION & TRAINING	5,000	2,397	2,603	47.94%
DUES, SUBSCRIPTIONS	10,000	4,323	5,677	43.23%
PUBLICATIONS	500		500	0.00%
MISCELLANEOUS EXPENSES	1,000	226	774	22.59%
FURNITURE & FIXTURES	1,000	-	1,000	0.00%
RENTAL OFFICE EQUIPMENT	4,000	1,213	2,787	30.33%
OFFICE RENT	71,314	23,962	47,352	33.60%
PARKING	1,200	400	800	33.33%
CONTINGENT 2% SALARY INCREASE	10,297		10,297	
COMPUTER EQUIP/SOFTWARE	12,000	8,952	3,048	74.60%
<b>Total Office Expenses</b>	<b>201,111</b>	<b>62,930</b>	<b>138,181</b>	<b>31.29%</b>
<b>Total Operations Expenses</b>	<b>968,608</b>	<b>256,441</b>	<b>712,167</b>	<b>26.48%</b>

Central Virginia Planning District Commission				
Budget vs Actual FY24				
Actual as of October 31, 2023				
	<u>FY 24</u> <u>Approved</u> <u>Budget</u>	<u>Actual</u> <u>as of</u> <u>10/31/2023</u>	<u>Balance of</u> <u>Budget</u> <u>Available</u>	<u>% of Budget</u> <u>Used Y-T-D</u>
<b>Total Operations Expenses (from Page 1)</b>	<b>968,608</b>	<b>256,441</b>	<b>712,167</b>	<b>26.48%</b>
<b>Direct Project Expenses</b>				
Appomattox Church Street Water Line	300	-	300	0.00%
Bedford Town CDBG	700	587	113	83.92%
CEDS	49,000	-	49,000	0.00%
Brownfields Assessment - EPA	160,000	46,572	113,428	29.11%
CVCC-CTE GoVA	13,939		13,939	0.00%
Chesapeake Bay WIP III - DEQ	4,000	182	3,818	4.56%
DCR CFPF Resiliency Plan	60,000	14,290	45,710	23.82%
DRPT / FTA	90,000	281	89,719	0.31%
National Fish & Wildlife Middle James Proj	40,000		40,000	0.00%
Regional Radio Board	1,000		1,000	0.00%
RideSolutions	8,216	306	7,910	3.72%
RideSolutions Mobility	8,000		8,000	0.00%
US DOT Safe Streets & Roads for All (SS4A)	160,000		160,000	0.00%
VDOT - PL	320,000	36,085	283,915	11.28%
VDOT - Rural	3,000	27	2,973	0.89%
Virginia Housing	100		100	0.00%
WIOA	544,004		544,004	0.00%
	-		-	
<b>Total Direct Project Expenses</b>	<b>1,462,259</b>	<b>98,330</b>	<b>1,363,929</b>	<b>6.72%</b>
<b>TOTAL OPERATING &amp; DIRECT PROJECT EXPENSES</b>	<b>\$2,430,867</b>	<b>354,770</b>	<b>\$2,076,097</b>	<b>14.59%</b>
<b>Pass Thru Expenses</b>				
Regional Radio Board	1,248,668	390,514	858,154	31.27%
Virginia Housing	1,300,000	95,086	1,204,914	
WIOA	1,135,000	440,284	694,716	38.79%
<b>Total Pass Thru Expenses</b>	<b>\$3,683,668</b>	<b>925,883</b>	<b>\$2,757,785</b>	<b>25.13%</b>
<b>Total Expenses</b>	<b>\$6,114,535</b>	<b>1,280,654</b>	<b>\$4,833,881</b>	<b>20.94%</b>

Central Virginia Planning District Commission				
Budget vs Actual FY24				
Actual as of October 31, 2023				
	<u>FY 24 Approved Budget</u>	<u>Actual as of 10/31/2023</u>	<u>Balance of Budget Available</u>	<u>% Of Budget Received</u>
<b>Revenues</b>				
<b>OPERATIONS FUND (REVENUE)</b>				
Dues	175,688	175,688	0	100.00%
DHCD	89,971		89,971	0.00%
Miscellaneous Revenue	0		0	#DIV/0!
<b>Total Operations Revenue</b>	<b>265,659</b>	<b>175,688</b>	<b>89,971</b>	<b>66.13%</b>
<b>Direct Project Revenues</b>				
Appomattox Church Street Water Line	10,000	1,300	8,700	13.00%
Bedford Town CDBG (Hilltop)	46,250		46,250	0.00%
CEDS	30,000		30,000	0.00%
Brownfields - EPA	203,500	49,607	153,893	24.38%
Chesapeake Bay WIP III - DEQ	35,000		35,000	0.00%
DCR CFPF Resiliency Plan	54,000		54,000	
DRPT / FTA	131,879	9,252	122,627	7.02%
National Fish & Wildlife Middle James Proj	44,000		44,000	
Regional Radio Board	34,000	10,284	23,716	30.25%
Region 2000 Services Authority	182,700	24,435	158,265	13.37%
RideSolutions	51,200	4,016	47,184	7.84%
Ride Solutions Mobility	14,000		14,000	0.00%
US DOT Safe Streets & Roads for All (SS4A)	160,000		160,000	
VDOT-PL	445,851	35,032	410,819	7.86%
VDOT-Rural	58,000	7,779	50,221	13.41%
Virginia Housing	50,000	16,782	33,218	33.56%
WIOA	609,004	28,628	580,376	4.70%
<b>Total Direct Project Revenues</b>	<b>2,159,384</b>	<b>187,115</b>	<b>1,972,269</b>	<b>8.67%</b>
Interest	6,000	4,071	1,929	67.86%
<b>TOTAL OPERATIONS &amp; DIRECT PROJECT REVENUES</b>	<b>2,431,043</b>	<b>366,875</b>	<b>2,064,168</b>	<b>15.09%</b>
<b>Surplus/(Use of Fund) Balance</b>	<b>176</b>	<b>12,104</b>	<b>(11,928)</b>	<b>6877.49%</b>
<b>Funding from Fund Balance</b>				
CVCC-CTE			0	#DIV/0!
CEDS	30,000	-	30,000	0.00%
<b>Funding from Fund Balance</b>	<b>30,000</b>	<b>-</b>	<b>30,000</b>	<b>0.00%</b>
	<b>\$30,176</b>	<b>\$12,104</b>	<b>\$18,072</b>	<b>40.11%</b>
<b>Pass Thru Revenue</b>				
Regional Radio Board	1,248,668	1,144,131	104,537	91.63%
Virginia Housing	1,300,000	95,086	1,204,914	
WIOA	1,135,000	435,383	699,617	38.36%
<b>Total Pass Thru Revenues</b>	<b>\$3,683,668</b>	<b>\$1,674,599</b>	<b>\$2,009,069</b>	<b>45.46%</b>
<b>Total Revenue</b>	<b>6,144,711</b>	<b>2,041,474</b>	<b>4,103,237</b>	<b>33.22%</b>
<b>Net Surplus/(Use of Fund) Balance</b>	<b>30,176</b>	<b>760,820</b>	<b>(730,644)</b>	
<b>Local Government Investment Pool (LGIP) Balance</b>	<b>300,598</b>			

**Central Virginia Planning District Commission**  
**Balance Sheet**  
 As of October 31, 2023

	<u>Oct 31, 23</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1010 · Local Govt Investment Pool	300,597.99
1012 · LGIP - Radio Communications	291,578.59
1012A · Regional Radio - Campbell Count	136,550.73
1012B · No Business Mtn Planning	389,505.81
1013 · VIP - Radio	
1013-A · VIP - Radio - Stable NAV LP	207,382.17
<b>Total 1013 · VIP - Radio</b>	<u>207,382.17</u>
1020 · Petty Cash	137.01
1021 · SunTrust	
1023 · WIA - TrainIT	4,081.12
1021 · SunTrust - Other	184,224.26
<b>Total 1021 · SunTrust</b>	<u>188,305.38</u>
1027 · No Business Mountain Escrow Acc	250,000.00
1028 · Regional Radio Bank of the Jame	
1028A · Planning funds Set aside	202,500.00
1028 · Regional Radio Bank of the Jame - Other	540,208.29
<b>Total 1028 · Regional Radio Bank of the Jame</b>	<u>742,708.29</u>
<b>Total Checking/Savings</b>	<u>2,506,765.97</u>
<b>Accounts Receivable</b>	
1500 · Accounts Receivable	369,753.59
<b>Total Accounts Receivable</b>	<u>369,753.59</u>
<b>Other Current Assets</b>	
1600 · Pre-paid Expenses	
1606 · Pre paid computer software fee	388.02
1600 · Pre-paid Expenses - Other	42,696.90
<b>Total 1600 · Pre-paid Expenses</b>	<u>43,084.92</u>
<b>Total Other Current Assets</b>	<u>43,084.92</u>
<b>Total Current Assets</b>	<u>2,919,604.48</u>
<b>Fixed Assets</b>	
1800 · Fixed Assets	92,412.72
1815 · Regional Radio CIP	
1815d · Towers	495,000.00
<b>Total 1815 · Regional Radio CIP</b>	<u>495,000.00</u>
1820 · Regional Radio Fixed Assets	
1821 · Regional Radio Buildings	
1821a · Radio Buildings - Accum Deprec	-745,319.05
1821 · Regional Radio Buildings - Other	2,515,078.13
<b>Total 1821 · Regional Radio Buildings</b>	<u>1,769,759.08</u>
1822 · Regional Radio Equipment	
1822a · Radio Equipment Accum Dep	-4,738,022.99
1822 · Regional Radio Equipment - Other	11,912,113.49
<b>Total 1822 · Regional Radio Equipment</b>	<u>7,174,090.50</u>

# Central Virginia Planning District Commission Balance Sheet

As of October 31, 2023

	Oct 31, 23
1823 · Regional Radio Land	100,000.00
1824 · Antenna	1,192,906.14
1825 · Property in the Open	686,242.53
1826 · Towers	1,834,377.95
<b>Total 1820 · Regional Radio Fixed Assets</b>	<b>12,757,376.20</b>
1831 · Leased Land GASB 87	193,430.19
1832 · Leased Building GASB 87	441,088.46
1850 · Accumulated Depreciation	-87,581.41
1851 · Accumulated Amortization GASB 8	-15,683.52
1852 · Accumulated Depreciation GASB 8	-143,705.52
<b>Total Fixed Assets</b>	<b>13,732,337.12</b>
<b>Other Assets</b>	
1750 · Deferred Outflow - pension	74,481.00
1752 · Def Outflow group life contribu	14,127.00
1753 · Deferred Outflow OPEB Health In	943.00
<b>Total Other Assets</b>	<b>89,551.00</b>
<b>TOTAL ASSETS</b>	<b>16,741,492.60</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 · Accounts Payable	91,043.96
<b>Total Accounts Payable</b>	<b>91,043.96</b>
<b>Other Current Liabilities</b>	
2040 · Prepayment of Contract Services	4,271.00
2050 · Funds held for others	5,071.89
2060 · Accrued Leave	64,278.22
2073 · Deferred inflow - diff between	244,164.00
2076 · OPEB Group life Liab	41,001.00
2077 · Def inflows - Group life	24,134.00
2080 · Accrued Radio Bond Int Payable	11,670.12
<b>2100 · Payroll Liabilities</b>	
2107 · Flex Spending Accounts	
2109K · Flex Spending 20	-1,800.00
<b>Total 2107 · Flex Spending Accounts</b>	<b>-1,800.00</b>
2110 · VRS - Do not Post	
2111EE2 · VRS - Employee Contr Plan 2	2,257.75
2111EEH · VRS-Employee Contr Hybrid	3,681.51
2111ER2 · VRS - Employer Contr Plan 2	1,210.15
2111ERH · VRS-Employer Cont-Hybrid	814.12
2112 · VRS Life - do not Post	
2113 · VRS Group Life	1,838.45
<b>Total 2112 · VRS Life - do not Post</b>	<b>1,838.45</b>
<b>Total 2110 · VRS - Do not Post</b>	<b>9,801.98</b>
2119 · AFLAC Payable	822.83

Central Virginia Planning District Commission  
**Balance Sheet**

As of October 31, 2023

	<u>Oct 31, 23</u>
Total 2100 - Payroll Liabilities	8,824.81
2200 - 2012 Bond Debt Payable-RegRadio	4,119,000.00
2501 - Current Lease Liability GASB 87	156,516.68
Total Other Current Liabilities	<u>4,678,931.72</u>
Total Current Liabilities	4,769,975.68
Long Term Liabilities	
2070 - OPEB Liability	10,866.45
2071 - Net Pension Liability	-757,067.00
2072 - Deferred Inflow - pension	11,553.00
2075 - Def Inflow - OPEB Chg Assumptio	68,636.00
2502 - Noncurrent Lease Liability GASB	327,229.03
Total Long Term Liabilities	<u>-338,782.52</u>
Total Liabilities	4,431,193.16
Equity	
2900 - Radio Planning Reserves	202,500.00
3000 - Opening Bal Equity	157,600.08
3900 - Retained Earnings	11,176,021.07
Net Income	<u>774,178.29</u>
Total Equity	12,310,299.44
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u><u>16,741,492.60</u></u></b>

# Staff Report: CVPDC Membership Contributions

## Background and Situation

At its October 2021 meeting, the Commission reviewed documentation about membership contributions which included forecasted growth in the per capita rate from the current year to Fiscal Year 2029. At that point, the per-capita rate for membership dues would reach \$0.795 if it rose three cents each year.

Then-executive director Gary Christie asked the Commission to contemplate the three-cent increase as the first step in a six-year plan to increase local government membership contributions closer to the average rate received by nearby PDCs in Virginia. A \$0.03 increase per year for six years builds incrementally to an amount with which CVPDC can supplement staff, expand current offerings, begin new initiatives, and match state and federal grants.

The capacity to respond quickly to state and federal funding opportunities is a powerful tool to attract new revenues to the region for innovative initiatives. CVPDC's reserves enabled the region to obtain a GO Virginia grant to help fund Career and Technical Education positions at CVCC. Continued use of CVPDC resources to fund complementary efforts requires ongoing investment.

CVPDC is always looking for more ways to assist member local governments and new revenue from statewide and federal sources. In the past 18 months, CVPDC successfully applied to the Federal Highways Administration, the Federal Emergency Management Agency, the US Environmental Protection Agency, Virginia's Department of Housing & Community Development, the Commonwealth Transportation Board, the Tobacco Region Revitalization Commission, and Virginia Housing for new revenues. Staff has strong leads to new grants from GO Virginia, VDEM, and US EDA in the coming months or the region and member local governments. Working alongside MPO administrators throughout the state, CVPDC staff negotiated an increase in TPO funding by at least \$25,000 that will require a 10% match.

Most of these grants require matching commitments from CVPDC. The organization must raise local matching dollars through membership contributions. The gap between membership contributions and matching obligations in Fiscal Year 2024 is (\$17,575).

## History of Contributions by Fiscal Year:

2010: \$0.65 per capita

2011-2021: \$0.575 per capita

2022: \$0.585 per capita

2023: \$0.615 per capita

2024: \$0.645 per capita

## Comparison Regions

Northern Virginia	\$0.60	Northern Shenandoah	\$1.011
Richmond Regional	\$0.60	Mt. Rogers (Marion)	\$1.05
Geo. Washington (Fredericksburg)	\$0.6433	New River Valley	\$1.32
<b>CVPDC</b>	<b>\$0.645</b>	Southside (South Hill)	\$1.60
West Piedmont (Martinsville)	\$0.65	LENOWISCO (Duffield)	\$1.68
Rappahannock-Rapidan (Culpepper)	\$0.83	Commonwealth (Farmville): \$19,000 per jurisdiction	
Roanoke/Alleghany	\$1.00		

## Local Membership Contributions Match State and Federal Grants, FY24

VDOT (Metropolitan Transportation Planning)	\$49,539
DRPT (Metropolitan Transportation Planning)	\$16,485
VDOT (Rural Planning and Research)	\$14,500
RideSolutions (Commuter Assistance Program)	\$16,300
SS4A (Comprehensive Safety Action Plan)	\$32,000
GO Virginia (CTE Academy)	\$13,939
US EDA (Strategic Planning)	\$30,000
CFPF (Regional Resiliency Plan)	\$ 6,000
DEQ (Chesapeake Bay Water Quality Implementation)	<u>\$14,500</u>
<i>Total</i>	<i>\$193,263</i>

## Impact of a \$0.03 Increase for FY24 and Hypothetically, FY25

Total state, federal, and non-local grant revenues budgeted for CVPDC initiatives in FY23 is \$2,032,655.

This does not include revenues for the construction of housing and infrastructure received through grant applications or pass-through revenues.

Locality	FY23 \$0.615 per capita	FY24 \$0.645 per capita	FY25 \$0.675 per capita	Difference FY24 – FY25
Amherst County	\$19,588	\$20,312	\$21,019	\$707
Appomattox County	\$9,840	\$10,453	\$11,160	\$707
Bedford County	\$48,575	\$51,513	\$53,962	\$2,449
Campbell County	\$34,224	\$35,915	\$37,770	\$1,855
City of Lynchburg	\$49,979	\$51,635	\$54,086	\$2,451
Town of Altavista	\$1,118	\$1,172	\$1,227	\$55
Town of Amherst	\$1,118	\$1,172	\$1,227	\$55
Town of Appomattox	\$1,118	\$1,172	\$1,227	\$55
Town of Bedford	\$1,118	\$1,172	\$1,227	\$55
Town of Brookneal	\$1,118	\$1,172	\$1,227	\$55
<i>Total</i>	<i>\$167,793</i>	<i>\$175,688</i>	<i>\$184,156</i>	<i>\$8,444</i>
				4.65%