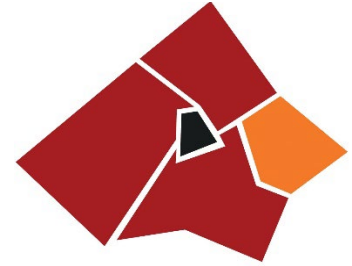


**Central Virginia Planning District Commission
Regular Meeting Agenda
5:00 p.m., January 16, 2025**



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

- 1) Welcome and Introduction of New Members..... Reggie Bennett, CVPDC Chair
- 2) Consideration of Requests for Electronic Participation Chair
- 3) Minutes: Regular Meeting, November 21, 2024 Chair
- 4) Fiscal Year 2024 Financial Statements..... Zach Hipes – Robinson, Farmer, Cox Associates
- 5) 2025 Meeting Schedule..... Chair
 - a) Regular meetings (third Thursday of odd months): 5:00 PM on January 16, March 20, May 15, July 17, September 18, November 20, 2025, and January 15, 2026
 - b) Executive Committee budget meeting: 1:00 PM on Thursday, April 10, 2025
 - c) Social: 5:00 PM on Thursday, February 20, 2025
- 6) Organizational Reports..... Staff
 - a) Financial Report and Balance Sheet Sandy Dobyns
 - b) Executive Director’s Report Alec Brebner
- 7) Other Business and Regional Roundtable Chair
- 8) Adjournment..... Chair

Central Virginia Planning District Commission
Amended Meeting Agenda Brief Sheet
5:00 p.m., January 16, 2025



- 1) Welcome and Introduction of New Members..... Reggie Bennett, CVPDC Chair
- 2) Consideration of Requests for Electronic Participation Chair
- 3) Meeting Minutes: Regular meeting, November 21, 2024 (page __) Chair
The request of the Commission is approval of the minutes for its November meeting.

4) Fiscal Year 2024 Financial Statements (separately attached)..... RFCA
 The audit of the finances of the Central Virginia Planning District Commission is complete. Robinson, Farmer, Cox Associates will present their findings, as well as a governance letter, to the Commission. If accepted, the financial statements will be provided to the Federal Audit Clearinghouse, to VDOT as CVPDC’s cognizant agency, and to DHCD in its oversight role over the Commonwealth’s PDCs.

The request of the Commission is acceptance of the financial statements as presented.

- 5) 2025 Meeting Schedule..... Chair
 - a) Regular meetings (third Thursday of odd months): 5:00 PM on January 16, March 20, May 15, July 17, September 18, November 20, 2025, and January 15, 2026
 - b) Executive Committee budget meeting: 1:00 PM on Thursday, April 10, 2025
 - c) Social: 5:00 PM on Thursday, February 20, 2025

The Planning District Commission has met at 5 PM on the third Thursday of odd months for the past two years. The 2025 meeting schedule is subject to revision and formal approval by the Commission and must be posted for public notice.

The request of the Commission is review and approval of the 2025 meeting calendar.

- 6) Organizational Reports..... Staff
 - a) Financial Report..... Sandy Dobyns
 - b) Executive Director’s Report (page __) Alec Brebner

No action is required of Commissioners regarding organizational reports, but discussion is encouraged!

7) Other Business and Regional Roundtable Chair
 Megan Lucas of the Lynchburg Regional Business Alliance will kick off a roundtable conversation of items of interest to the region. Commissioners are encouraged to follow suit with significant developments in their communities. No formal action is required.

- 8) Adjournment..... Chair



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

**Central Virginia Planning District Commission
Executive Committee Meeting – Draft Minutes
November 21, 2024, 5:00 p.m.**

**Meeting Location - CVPDC Offices
828 Main Street, 12th Floor
Lynchburg, VA 24504**

Members Present:

Chairman Reggie Bennett, Town of Altavista
Frank Rogers, Campbell County
Tom Lawton, Campbell County
Jeremy Bryant, Amherst County
Drew Wade, Amherst County
Robert Hiss, Bedford County
John Sharp, Bedford County
Jeff Helgeson, City of Lynchburg
Dwayne Tuggle, Town of Amherst
Gary Shanaberger, Town of Altavista
Bruce Johannessen, Town of Bedford
John Spencer, Appomattox County
Richard Conner, Town of Appomattox
Rob Fowler, Town of Appomattox
Megan Lucas, Lynchburg Regional Business Alliance

Members Joining Virtually:

Wynter Benda, City of Lynchburg

Staff Present:

Alec Brebner
Sandy Dobyns
Patti Lassiter
Ada Hunsberger

Others Present:

Katie Conner, VA Tourism Corporation (Guest Speaker)

1. Welcome and Introductions

Chairman Reggie Bennett welcomed the Board and guests. The meeting started at 5:00 p.m..

2. Consideration of Requests for Electronic Participation

Wynter Benda was approved to join the meeting virtually.

3. Special Guests: Virginia Tourism Corporation – Katie Conner

Katie Conner gave a presentation on the tourism industry in Virginia. Virginia Tourism is an entity of the Secretary of Commerce and Trade within the Governor's office. Their role in Virginia is to market Virginia both domestically and internationally. "We want to make sure we're giving the most people the opportunity to spend the most money and stay the longest in our communities. We do this by promoting Virginia as a premier travel destination."

Katie shared that the Economic Impact Study from 2023 showed tourism accounted for \$33.3 billion in spending in the Commonwealth. Jobs accounted for over 224,000 jobs in the tourism industry. The most impactful is looking at what tourism means and how tourism daily spending in Virginia is. Per the study, it is \$91,000,000. "What does that mean here in your region?" The footprint represented in this room is over \$518,000,000 in visitor spending, of which the most significant spend is from the food and restaurant industry.

Katie discussed the 10 tourism regions and why they are essential to note. In the travel guides provided, the travel regions are laid out in print and on VTC's website. Visitors travel based on their experience. They may be staying in one area, but they may also explore the surrounding areas. It really is about a collaborative effort.

The Chair asked, "The first step of this process is to talk to you and set up an appointment. Then, work out the details with the budgets and stories, events, places, and how you would like those presented about your area. That all begins with you. Then, after you gain a plan, you have different avenues to distribute this." Katie responded, "Every community has a story to tell, and it's our goal to make sure we're telling it in the most accurate way possible. The best way to do that is through these conversations."

Jeremy Bryant asked how to communicate with Katie's office when their localities are having events so the message is being pushed out to a bigger audience. Katie responded, "That's an event that can be listed through the account within virginia.org," "We don't add the listings, but make sure that you have the tools to list it there."

Tom Lawton asked, "Under one of your slides about a grant program for special events. Would a county fair fall into that category? If so, what can these grant funds be used for? Katie answered that with special events and festivals, it's a minimum of two consecutive years that have been conducted, and you have to show how many attendees you have. "We do have some thresholds to be mindful of, as well as what that marketing budget looks like as long as you meet some of those peak criteria and the terms and conditions of the grant." Katie believes that with the Fairs, as long as they reach and meet those criteria, then absolutely.

Tom asked, "If we were eligible, does it have to be used for marketing, or can it be used for

infrastructure?” Katie responded, “It does not allow for permanent infrastructure, but there are allowables. For example, temporary staging and parking needs. Without further questions or comments, the Board thanked Katie for her presentation.”

The Chair took a few minutes to recognize Councilman Jeff Helgeson, as this will be his last meeting as a commissioner. He has served CVPDC as the Vice-Chairman for FY2024 and has served 20 years on Lynchburg City Council. “We appreciate all the hard work you do,” said Reggie Bennett. Councilman Helgeson said it was nice to be at the meeting and to see the areas where we can work on things regionally because there is a lot of good crossover.

4. Approval of Regular Meeting Minutes, September 19, 2024

Reggie asked if there were any changes to the minutes of the September 19, 2024 meeting. Tom Lawton mentioned his name was misspelled, but no further comments or corrections were made. Tom Lawton made a motion to approve the minutes, which was seconded by Megan Lucas. All were in favor, and the motion passed.

5. Central Virginia Commuter Assistance Program Strategic Plan

The Chair presented the request for adoption of the CVPDC Central Virginia Commuter Assistance Program Strategic Plan as presented by Ada Hunsberger to the Commission at its regular September meeting. The plan is in draft form, and to date, staff has not received any comments or corrections. The adopted strategy is due to the Department of Rail and Public Transportation.

The Chair requested that the Commission adopt the CVPDC Central Virginia Commuter Assistance Program Strategic Plan as presented. Richard Conner made a motion to approve the plan, which was seconded by Drew Wade. All were in favor, and the motion passed.

6. Electric Vehicle Charging Infrastructure Research: Next Steps

Alec Brebner gave a brief update on this project and its status. Virginia Clean Cities has proposed a scope of work at no cost to the PDC, which includes conducting research and analysis to identify sites, providing cost estimates for installing EV charging infrastructure at those locations, coordinating outreach efforts to local businesses, developing project plans and budgets, and fair funding applications.

Alec explained that this is not something the local governments are taking on but is an opportunity to coordinate between Virginia Clean Cities business owners and funding sources that might derive from VDOT as a program. PDC staff time would be required to coordinate. There are no funding obligations involved. Alec asked the Commission if they would like, as a region, to support this venture and, if so, for direction accordingly.

Discussion ensued about the support for and against this project. Since there was no need for a vote, the Chair asked for a show of hands for a consensus on what direction to take. If there is a majority, then staff will seek to contact the Virginia Clean Cities. If a majority is opposed, then staff will not. Councilman Hegelsen asked if there was a timeframe for this. Councilman Hegelsen suggested that the Commission table this item for a year to see what is happening after the newly elected officials are in office. The Chair asked for a show of hands of members' interest in tabling this for a year. A majority of members wanted to table this opportunity for one year. It will be revisited in November 2025.

7. Organizational Reports

b. Financial Report – Fiscal Year 2025

Alec updated the Commission on the new format for the financial report. Staff would like to start using the reports directly provided by Quickbooks instead of the Excel Spreadsheets. Staff believe this allows for more transparency and less room for error. Alec asked Sandy to give some highlights about the new financial report. Sandy stated that it was a much cleaner presentation. The only difference between the Quickbooks versus the Excel spreadsheet is the breakdown of the grants. Sandy is confident that if members had any questions about the grants, the staff would be happy to provide a breakdown.

Tom Lawton asked how often the Commission can see the balance sheet. Alec answered, "As often as you'd like." Tom asked that the balance sheet be provided to the Commission as part of the financial reports. The staff responded affirmatively.

b. Executive Director's Report

i. FEMA

Alec mentioned that a group from FEMA has been visiting Planning District Commissions on this side of the state because of the impact of Hurricane Helene. Earlier on the day of the meeting, they visited CVPDC offices. FEMA discussed relief opportunities that exist as a result of the disaster recovery response, hazard mitigation, and preparedness. There will be an announcement soon regarding the availability of \$50 million. FEMA encouraged participants to think about the projects they have, tie those projects to the disaster, and get them funded. If you can't tie a project directly to the funding, other funding opportunities are related to resilience to storms and better preparing our infrastructures against these impacts.

ii. United Way of Southern Virginia

Alec updated the Board on a request he received from Kim Soerensen, who attended a meeting in July and gave a presentation about an initiative she's working on for childcare in our Central Virginia area. They are seeking a planning grant from GO Virginia for \$100,000. With this grant, they hope to develop a strategy and perhaps pursue additional implementation dollars. What they are seeking from the Commission is letters of support. If you would like to send a letter of support, staff would be happy to provide Kim's contact information.

iii. Regional Water Supply Plan

Alec updated the Commission on the unfunded mandate from the state for a Regional Water Supply Plan. In October, a letter arrived at localities stipulating that every locality needed to indicate to DEQ a representative who would participate in a water supply plan. DEQ has identified some regions that they want to work together in, and they have. Some options to consider include a planning district commission agreeing to do that, or DEQ having to do it themselves. The latter was discussed as the preferred option, at least in the near term, between Alec and the CAOs. The PDC did a water supply plan almost 15 years ago; now the updates are overdue statewide. All regions have been waiting for these

regulations to come out. At this time, there is no necessary action from the Commission. John Sharp asked why this is being required. Alec commented that DEQ is trying to understand what the impacts may or may not be on regional draws. Discussion ensued regarding our region's collaborative efforts already being done regarding this.

iv. Central Virginia Planning District Commission – Membership Contributions

The chairman introduced the next item on the agenda, Membership Contributions. The Planning District Commission must develop recommendations to member local governments regarding membership contributions in November. Once recommended by the Commission, staff transmits requests to all members for consideration in their budget deliberations. After local government budget development, the PDC prepares its annual budget for action in April and May. The request of the Commission is approval of a schedule of membership contributions based on \$0.675 per capita. No increase is recommended.

Alec discussed the population estimates published by the Weldon Cooper Center. The Towns will pay the same amount as last year, and the per capita rate will stay the same, but the localities may have increased by a few people since last year.

The total revenue for the upcoming fiscal year is \$184,132. The suggested contribution for FY2026 is \$185,330. The revenue is used by the Planning District Commission to match those state and federal grants that have been agreed upon or would be expected to receive in the coming fiscal year.

John Sharp moved to approve the membership contributions, which was seconded by Jeff Hegelsen. All were in favor, and the motion passed.

v. Tobacco Commission Strategic Plan Input Session

Alec has been invited to provide input into the Virginia Tobacco Regional Revitalization Commission Strategic Plan. Alec seeks input from the Commission on the questions being presented by the Tobacco Commission regarding how you'd like to see the settlement funding spent.

Conservation was started by Robert Hiss for question number two about workforce education. There has been much discussion in Central Virginia about this topic. In the past the focus has been to get big industries to come and train people to fit in this industry. That's great, but what about nursing, educators, fire, and EMS? Is there a role to enhance workforce education capacity and certification in some of those hard-to-fill sectors at the core of our community's functioning? What we see happening is that the supply into the profession of Fire and EMS is not what it needs to be. It seems like the current employees are local to a locality but are drawn to who will pay more, so localities seem to be "swapping" employees.

Alec added that in this question, there seems to be an implication that the Department of Workforce Development and Advancement will now add these additional services or training that will duplicate what the Tobacco Commission

may have done in the past. This is not the experience in Central Virginia. The new department is a reorganization at the State level. Staff is not seeing new programs or resources in any significant or recurring way that the Tobacco Commission doesn't need to be in this space. To date, the Tobacco Commission's efforts in the workforce have focused on those 18 and up. There's an increasing need for EMTs and other professions that need to start in high school before they make career decisions for a degree they can't use. The focus should be to have them get into fields where they can be successful and contribute to our region.

Alec added that at the federal level, there is an increasing likelihood that the balancing of programs specific to the requirements of workforce development will change and focus more on training in Virginia, especially in Central Virginia. This doesn't make sense in this area when we have such a robust Community College system when our staff members on the workforce development board are already doing this. So those aspects of workforce training, especially for people who have been laid off, are valuable, and staff would hate to see this decrease from the Federal level.

Frank Rogers agreed with Robert's point of view. The Tobacco Commission, particularly in rural counties, could reinvest some additional attention and resources in the public safety system. It's fundamental to economic development, which is desperate for additional workforce development investment. While this is very specific, it would help achieve some of their macro-level goals, as rural counties would have some help in the area, which would help the region as a whole.

11. Other Business

The Chair introduced the next item for conversation, the schedule of events including a social gathering in 2025. After the past two years of trying to hold a holiday social gathering downtown, staff has suggested trying something new. Alec suggested that perhaps we have the gathering in the Chairman of that year's town. The Chairman's community would host and have a "show and tell" of the things happening there. Alec also suggested maybe doing this in February. Discussion ensued about this idea and the timing. It was decided to schedule this in February on the 3rd Thursday of the month, being mindful of budget sessions and holidays. It was also agreed that the Avoca would be the place for the dinner after a tour of the Spark Innovation Center.

12. Adjournment

The chair entertained the motion to adjourn. Gary Shanaberger made the motion, and Frank seconded it. The meeting was adjourned at 6:14 p.m.

X _____
Signature attest

Date

Central Virginia Planning District Commission
Profit & Loss Budget vs. Actual
 July through December 2024

	Jul - Dec 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4100 - Dues	184,132.00	184,132.00	0.00	100.0%
4150 - DHCD	0.00	114,971.00	-114,971.00	0.0%
4200 - Grant Revenue				
0000001 - Appomattox Church St water line	0.00	7,500.00	-7,500.00	0.0%
0000002 - Bedford Town CDBG (Hilltop)	21,330.15	26,500.00	-5,169.85	80.49%
0000003 - CEDS	0.00	30,000.00	-30,000.00	0.0%
0000004 - Brownfields EPA	13,391.83	20,000.00	-6,608.17	66.96%
0000005 - Chesapeake Bay WIP III - DEQ	0.00	58,000.00	-58,000.00	0.0%
0000007 - DRPT/FTA	32,987.88	263,250.00	-230,262.12	12.53%
0000008 - Natl Fish & Wildlife-Middle James	0.00	75,000.00	-75,000.00	0.0%
0000010 - Ride Solutions	-84.75	0.00	-84.75	100.0%
0000011 - USDOT Safe Streets & Roads 4A	79,539.11	210,000.00	-130,460.89	37.88%
0000012 - VDOT PL	92,098.30	362,700.00	-270,601.70	25.39%
0000013 - VDOT Rural	17,233.34	58,000.00	-40,766.66	29.71%
0000014 - Virginia Housing				
5450 - Pass through grant revenues	-249,551.82	0.00	-249,551.82	100.0%
0000014 - Virginia Housing - Other	260,476.08	50,000.00	210,476.08	520.95%
Total 0000014 - Virginia Housing	10,924.26	50,000.00	-39,075.74	21.85%
0000019 - GO Virginia	23,094.37			
0000020 - SCRC	2,425.12	22,000.00	-19,574.88	11.02%
0000021 - DHCD	57,485.00			
0000023 - Altavista Planning Grant - CDBG	7,617.00	11,500.00	-3,883.00	66.24%
0000024 - Altavista Streambank Stabilizat	0.00	7,000.00	-7,000.00	0.0%
0000025 - Amherst Co Madison Heights PG	0.00	11,500.00	-11,500.00	0.0%
0000026 - Appomattox CVCC welding - GoVA	0.00	7,500.00	-7,500.00	0.0%
0000027 - Appomattox CVCC Welding - TRRC	0.00	5,000.00	-5,000.00	0.0%
0000028 - Pamplin Lead Assessment	0.00	6,000.00	-6,000.00	0.0%
0000029 - FEMA Hazard Mitigation Plan	0.00	55,000.00	-55,000.00	0.0%
0000030 - Bedford Hilltop Phase II	6,871.34	33,333.00	-26,461.66	20.61%
0000031 - Agribusiness Planning TRRC	0.00	20,000.00	-20,000.00	0.0%
0000032 - Agribusiness Planning VDACS	0.00	35,000.00	-35,000.00	0.0%
0000034 - DRPT - CAP	5,557.29	51,200.00	-45,642.71	10.85%
4200 - Grant Revenue - Other	7,500.00	0.00	7,500.00	100.0%
Total 4200 - Grant Revenue	377,970.24	1,425,983.00	-1,048,012.76	26.51%
4250 - Revenue - WIOA services billed	26,553.29	70,000.00	-43,446.71	37.93%
4255 - Revenue - SA services	65,740.12	164,000.00	-98,259.88	40.09%

	Jul - Dec 24	Budget	\$ Over Budget	% of Budget
4260 · Revenue - Radio Board services	10,008.79	36,000.00	-25,991.21	27.8%
4300 · Interest Income	8,140.49	10,000.00	-1,859.51	81.41%
Total Income	672,544.93	2,005,086.00	-1,332,541.07	33.54%
Gross Profit	672,544.93	2,005,086.00	-1,332,541.07	33.54%
Expense				
5100 · Operations				
5002 · Full Time Salary	244,875.47	607,748.00	-362,872.53	40.29%
5040 · Part-time	5,940.72	26,272.00	-20,331.28	22.61%
5050 · Benefits	63,896.59	209,754.00	-145,857.41	30.46%
5101 · Accounting Services	4,784.74	9,000.00	-4,215.26	53.16%
5102 · Auditing Services	0.00	11,000.00	-11,000.00	0.0%
5103 · Printing and Binding	0.00	1,000.00	-1,000.00	0.0%
5104 · Legal Services	2,805.00	3,000.00	-195.00	93.5%
5106 · Advertising	200.00	1,500.00	-1,300.00	13.33%
5109 · Fiscal Agent Expense	-26,553.29			
5120 · Contractual Services	11,859.18	22,000.00	-10,140.82	53.91%
5140 · Insurance	3,589.90	3,600.00	-10.10	99.72%
5150 · Communication - Internet svcs	1,295.36	2,600.00	-1,304.64	49.82%
5152 · Telephone	3,065.53	7,300.00	-4,234.47	41.99%
5153 · Postage	414.00	1,000.00	-586.00	41.4%
5161 · Lease/ Rent of Building	37,019.00	74,219.00	-37,200.00	49.88%
5170 · Lease/Rent of Equipment	1,742.31	4,000.00	-2,257.69	43.56%
5210 · Furniture and Fixtures	69.99	1,000.00	-930.01	7.0%
5220 · Computer Equipment & Software	13,046.48	25,000.00	-11,953.52	52.19%
5230 · Office Expenses	1,467.24	5,000.00	-3,532.76	29.35%
5240 · Books and Subscriptions	224.80	500.00	-275.20	44.96%
5300 · Travel	5,618.03	10,000.00	-4,381.97	56.18%
5303 · Education and Seminars	801.08	5,000.00	-4,198.92	16.02%
5403 · Special Meetings	365.97	5,000.00	-4,634.03	7.32%
5404 · Dues and Subscriptions	11,572.75	10,000.00	1,572.75	115.73%
5405 · Miscellaneous Expenses	131.70	1,000.00	-868.30	13.17%
Total 5100 · Operations	388,232.55	1,046,493.00	-658,260.45	37.1%
6200 · Direct project expenses				
6201 · Consultants	245,224.10			
6202 · Contracted services	24,095.57			
6203 · Advertising	5,748.97			
6240 · Miscellaneous	629.00			
6280 · Website maintenance	8,850.00			
6200 · Direct project expenses - Other	0.00	958,593.00	-958,593.00	0.0%
Total 6200 · Direct project expenses	284,547.64	958,593.00	-674,045.36	29.68%
Total Expense	672,780.19	2,005,086.00	-1,332,305.81	33.55%

Net Ordinary Income
Net Income

Jul - Dec 24	Budget	\$ Over Budget	% of Budget
-235.26	0.00	-235.26	100.0%
-235.26	0.00	-235.26	100.0%

Central Virginia Planning District Commission
Balance Sheet
As of December 31, 2024

	<u>Dec 31, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
1010 · Local Govt Investment Pool	321,314.76
1012 · LGIP - Radio Communications	311,673.82
1012A · Regional Radio - Campbell Count	145,961.68
1012B · No Business Mtn Planning	416,350.02
1013 · VIP - Radio	
1013-A · VIP - Radio - Stable NAV LP	220,688.69
Total 1013 · VIP - Radio	<u>220,688.69</u>
1020 · Petty Cash	137.01
1021 · Truist Bank	
1021B · Cash - WIOA	6,000.00
1023 · WIA - TrainIT	3,972.26
1021 · Truist Bank - Other	488,167.86
Total 1021 · Truist Bank	<u>498,140.12</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	497,228.79
Total 1028 · Regional Radio Bank of the Jame	<u>699,728.79</u>
Total Checking/Savings	2,863,994.89
Accounts Receivable	
1500 · Accounts Receivable	36,441.06
Total Accounts Receivable	<u>36,441.06</u>
Other Current Assets	
1600 · Pre-paid Expenses	
1607 · Prepaid - misc items	1,500.00
Total 1600 · Pre-paid Expenses	<u>1,500.00</u>
Total Other Current Assets	<u>1,500.00</u>
Total Current Assets	<u>2,901,935.95</u>
Fixed Assets	
1800 · Fixed Assets	92,412.72
1815 · Regional Radio CIP	
1815d · Towers	495,000.00
1815 · Regional Radio CIP - Other	-495,000.00
Total 1815 · Regional Radio CIP	<u>0.00</u>
1820 · Regional Radio Fixed Assets	
1821 · Regional Radio Buildings	
1821a · Radio Buildings - Accum Deprec	-808,343.50

	<u>Dec 31, 24</u>
1821 · Regional Radio Buildings - Other	2,515,078.13
Total 1821 · Regional Radio Buildings	1,706,734.63
1822 · Regional Radio Equipment	
1822a · Radio Equipment Accum Dep	-5,779,093.38
1822 · Regional Radio Equipment - Other	11,984,525.70
Total 1822 · Regional Radio Equipment	6,205,432.32
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
1820 · Regional Radio Fixed Assets - Other	495,000.00
Total 1820 · Regional Radio Fixed Assets	12,220,693.57
1831 · Leased Land GASB 87	193,430.19
1832 · Leased Building GASB 87	667,380.80
1850 · Accumulated Depreciation	-92,193.61
1851 · Accumulated Amortization GASB 8	-31,367.04
1852 · Accumulated Depreciation GASB 8	-168,793.34
Total Fixed Assets	12,881,563.29
Other Assets	
1750 · Deferred Outflow - pension	38,856.00
1752 · Def Outflow group life contribu	10,561.00
1753 · Deferred Outflow OPEB Health In	927.00
Total Other Assets	50,344.00
TOTAL ASSETS	15,833,843.24
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	109,682.84
Total Accounts Payable	109,682.84
Other Current Liabilities	
2040 · Prepayment of Contract Services	10,271.00
2050 · Funds held for others	5,071.89
2060 · Accrued Leave	38,203.76
2073 · Deferred inflow - diff between	61,360.00
2076 · OPEB Group life Liab	40,341.00
2077 · Def inflows - Group life	15,881.00
2080 · Accrued Radio Bond Int Payable	9,405.05
2100 · Payroll Liabilities	
2107 · Flex Spending Accounts	
2109K · Flex Spending 20	2,550.00
2107 · Flex Spending Accounts - Other	-3,436.43
Total 2107 · Flex Spending Accounts	-886.43

Dec 31, 24

2110 · VRS - Do not Post	
2111EE2 · VRS - Employee Contr Plan 2	2,427.82
2111EEH · VRS-Employee Contr Hybrid	3,381.87
2111ER2 · VRS - Employer Contr Plan 2	92.26
2111ERH · VRS-Employer Cont-Hybrid	160.64
2112 · VRS Life - do not Post	
2113 · VRS Group Life	1,570.61
Total 2112 · VRS Life - do not Post	1,570.61
Total 2110 · VRS - Do not Post	7,633.20
2119 · AFLAC Payable	633.20
2125 · Hybrid - ICMA - Do not post	
2125ERH · Hybrid Only - Employer portion	2,037.33
Total 2125 · Hybrid - ICMA - Do not post	2,037.33
Total 2100 · Payroll Liabilities	9,417.30
2200 · 2012 Bond Debt Payable-RegRadio	3,112,000.00
2501 · Current Lease Liability GASB 87	144,889.77
Total Other Current Liabilities	3,446,840.77
Total Current Liabilities	3,556,523.61
Long Term Liabilities	
2070 · OPEB Liability	14,797.45
2071 · Net Pension Liability	-706,010.00
2072 · Deferred Inflow - pension	53,527.00
2075 · Def Inflow - OPEB Chg Assumptio	54,582.00
2502 · Noncurrent Lease Liability GASB	530,539.78
Total Long Term Liabilities	-52,563.77
Total Liabilities	3,503,959.84
Equity	
2900 · Radio Planning Reserves	202,500.00
3000 · Opening Bal Equity	157,600.08
3900 · Retained Earnings	11,346,952.35
Net Income	622,830.97
Total Equity	12,329,883.40
TOTAL LIABILITIES & EQUITY	15,833,843.24

Executive Director's Report

To: Central Virginia Planning District Commissioners

From: Alec Brebner, AICP

Date: January 16, 2025

New Planning District Commissioners

The Central Virginia Planning District Commission is set to welcome new representatives from member local governments early in 2025. Two of last year's commissioners, Lynchburg City Councilor Jeff Helgeson and Bedford Town Councilor Bruce Johannessen retired from long runs as local elected officials in 2024. The council of each municipality will appoint a new representative to the CVPDC as part of a broad list of assignments.

The towns of Appomattox and Brookneal have each hired new town managers. Both gentlemen they succeed served on the Central Virginia Planning District Commission as well. The chief administrative officer of each member local government usually occupies the second of its two seats on the Commission alongside one local elected official.

Meeting Schedule

The Planning District Commission must adopt a meeting schedule each year and post it on its website for public notice. In 2023, the Commission changed from ten meetings per year to six. In 2024, at time change was discussed but not enacted. No changes are recommended at this time, yet discussion is welcome.

The bylaws of the Central Virginia Planning District Commission provide that its Executive Committee shall make a recommendation on an annual budget to the full Commission. The chairman and the chief administrative officers constitute the Executive Committee. Last year's budget meeting of the Executive Committee occurred on the second Thursday of April. The full Commission took up the recommendation at its regular May meeting and adopted its FY2025 budget. The time and date of this year's budget meeting of the Executive Committee is 1 PM, Thursday, April 10, 2025.

The Commission hosted holiday social gatherings near CVPDC offices in downtown Lynchburg in 2022 and 2023. For the current fiscal year, the social has been moved both in time and date. The locality of the chairman, Altavista is the Commission's destination on February 20, 2025. First, the Commission will tour the Town's Spark Center at 4:00, then gather for a reception at Avoca at 5:00 for food catered by the Town police chief and refreshments. The destinations stand along Main Street, a short drive from each other.

Operations Report

Region 2000 Services Authority

The Central Virginia Planning District Commission provides financial management and human resources to the Region 2000 Services Authority. The City of Lynchburg and the Counties of Appomattox, Campbell, and Nelson comprise the Authority, which manages solid waste at two landfills on Concord Turnpike in Lynchburg and Livestock Road in Rustburg. The county administrators and the Deputy City Manager sit on its board. Twenty Central Virginia Planning District Commission employees work at the

open landfill in Campbell County. CVPDC finance staff provides support, and the executive director of the CVPDC is also the executive director of the Region 2000 Services Authority.

The Authority bought and closed the City's landfill after using up its capacity in 2012. The Authority bought air rights – unused space permitted by the state – from Campbell County. Landfilling at Livestock Road resumed in 2012, and the Authority bought land on which to expand in 2014. The expansion required land-use approval from the Campbell County Board of Supervisors, which was denied in 2015 and again last month.

The Livestock Road Landfill's capacity is projected to last into early 2029. In all likelihood, the Authority will begin planning for closure in 2025. Closure itself involves construction of a cap, which will take much of 2029. The Authority must then maintain the closed landfill for a 30-year post-closure period that includes environmental monitoring.

An important early step in closure planning is employee retention for the remaining life of the facility. Authority board members expressed openness to an incentive-based strategy to retain employees and help them identify landing spots once their positions are no longer needed. Staff will develop this strategy for the Authority board in 2025.

As CVPDC employees, the landfill operators rely on the CVPDC employee handbook. If successful, the strategy would be funded by the Authority and formalized in the CVPDC employee handbook. Staff will keep the Planning District Commission apprised of the progress of the Authority board and subsequently bring any appropriate employee handbook changes.

[Central Virginia Radio Communications Board](#)

The Counties of Amherst, Bedford, and Campbell, the City of Lynchburg, and the Town of Bedford participate in the Central Virginia Radio Communications Board, which manages towers and equipment across the region to ensure seamless radio communications across municipal boundaries for mutual aid, major event support, and other multi-jurisdictional activities of first responders.

The Radio Board has met four times since the beginning of December to discuss long-term lease security for its equipment. The Radio Board had sought audience with the CVPDC Executive Committee on January 9th to present options; however, a communication breakthrough with a tower owner alleviated the urgency of that need. The Chairman called off the special meeting.

[Regional Housing](#)

CVPDC staff has follow-up initiatives for each of two recent regional housing initiatives. On January 13th, staff convened housing providers to discuss funding options for affordable housing via the PDC Housing Development Program.

The CVPDC received \$2 million from Virginia Housing from 2021 to 2025 to fund housing for households earning less than 80% of area median income. The Planning District Commission has awarded funding to help build 63 units to date in Amherst County, Lynchburg, and Altavista.

The next iteration of the PDC Housing Development program will be competitive on a statewide basis. Staff is communicating with prospective partners for a possible grant application to Virginia Housing. More to come!

Staff is also working to organize a housing information event for developers interested in increasing the supply of housing in Central Virginia. Affordable housing will be an important but not sole focus. Virginia Housing is offering funding and support for this event. The Mount Rogers, Thomas Jefferson, George Washington, and other PDCs have convened similar events. Staff has just begun to coordinate with prospective event partners and looks forward to sharing more information with the Commission at a subsequent meeting.

CEDS

The CVPDC will embark on a Comprehensive Economic Development Strategy (CEDS) in 2025 and 2026 with funding from the US Economic Development Administration. According to the US EDA, “economic development planning...serves as a means to engage community leaders, leverage the involvement of the private sector, and establish a strategic blueprint for regional collaboration. The CEDS provides the capacity-building foundation by which the public sector, working in conjunction with other economic actors (individuals, firms, industries), creates the environment for regional economic prosperity.”

Simply put, a CEDS is a strategy-driven plan for regional economic development. A CEDS is the result of a regionally-owned planning process designed to build capacity and guide the economic prosperity and resiliency of an area or region. It is a key component in establishing and maintaining a robust economic ecosystem by helping to build regional capacity (through hard and soft infrastructure) that contributes to individual, firm, and community success. The CEDS provides a vehicle for individuals, organizations, local governments, institutes of learning, and private industry to engage in a meaningful conversation and debate about what capacity-building efforts would best serve economic development in the region. The CEDS should take into account and, where appropriate, integrate or leverage other regional planning efforts, including the use of other available federal funds, private sector resources, and state support which can advance a region’s CEDS goals and objectives. In addition, a CEDS is a prerequisite for designation by EDA as an Economic Development District (EDD).

Staff will begin assembling a CEDS Committee (a required part of the process that includes a broad spectrum of stakeholders) and solicit interest from economic development planners on our bench of on-call consultants. The Commission will learn more as 2025 progresses.