

**Central Virginia Planning District Commission
Regular Meeting Agenda
5:00 p.m., March 20, 2025**



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

Electronic connection: <https://us02web.zoom.us/j/84210030591?pwd=1NdjhQD72rqWnNWcEFjrQ3iucR1J4P.1>

Dial In: (301) 715-8592

Meeting ID: 842 1003 0591

Passcode: 491957

- 1) Welcome and Introduction of New Members.....Drew Wade, CVPDC Vice-Chair
- 2) Consideration of Requests for Electronic Participation..... Chair
- 3) Special Guest.....Traci Blido, Virginia Career Works – Central Region
- 4) Minutes: Regular Meeting, January 16, 2025..... Chair
- 5) Two-Year Appointments to LRBA Executive Committee Chair & Staff
- 6) Organizational Reports Staff
 - a) Financial ReportSandy Dobyns
 - b) Executive Director’s ReportAlec Brebner
 - i. Transportation Funding Briefing
 - ii. Upcoming events incl. Regional Gathering
- 7) Other Business and Regional Roundtable Chair
- 8) Adjournment..... Chair

Central Virginia Planning District Commission
Amended Meeting Agenda Brief Sheet
5:00 p.m., March 20, 2025



1) Welcome and Introduction of New Members..... Drew Wade, CVPDC Vice-Chair

2) Consideration of Requests for Electronic Participation..... Chair

3) Special Guest..... Traci Blido, Virginia Career Works – Central Region
The CVPDC houses the Central Virginia Workforce Development Board and its staff, Traci Blido and Tim Saunders, doing business as Virginia Career Works – Central Region. CVPDC and VCW-CR staff work together closely, helping to expand career and technical education opportunities in support of Central Virginia Community College.

Traci will update the Commission on the Workforce Development Board’s work and accomplishments and discuss federal and state funding prospects. No action is needed.

4) Meeting Minutes: Regular meeting, January 16, 2025 (page 3) Chair
The request of the Commission is approval of the minutes for its January meeting.

5) Two-Year Appointments to LRBA Executive Committee Chair
The Executive Committee of the Lynchburg Regional Business Alliance includes two seats for the chief administrative officers of member local governments. The Commission nominates candidates from among its membership to fill these seats and rotates them through member local governments. At the October 2022 meeting, Wynter Benda and Frank Rogers accepted nominations to serve on the LRBA Executive Committee. The Commission is due to update its rotation.

The LRBA Executive Committee meets eight times per year at 3:00 on the second Thursday of the month. The next meeting is April 10, 2025.

The Request of the Commission is nomination of two eligible candidates from among its membership to serve on the LRBA Executive Committee.

6) Organizational Reports Staff

a) Financial Report (page 8) Sandy Dobyns

b) Executive Director’s Report Alec Brebner

Alec Brebner will provide the Commission an update of notable projects and upcoming events. Alec will brief the Commission on important developments in transportation including developments around federal revenue streams and SMART SCALE, the process by which the Commonwealth awards funding for transportation improvements. No action is needed.

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

8) Adjournment..... Chair



Central Virginia Planning
District Commission
828 Main Street, 12th Floor
Lynchburg, VA 24504
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Central Virginia Planning District Commission Regular Meeting Minutes January 16, 2025 @ 5:00 PM

**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
Dwayne Tuggle, Town of Amherst
Gary Shanaberger, Altavista Town
John Sharp, Bedford County
John Spencer, Appomattox County
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
Richard White

Others Present:

Zach Hipes, Auditor with Robinson, Farmer, Cox Associates (virtually)

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

Reggie asked for a motion for Wynter Benda to participate electronically. Drew Wade made the motion, which was seconded by Gary Shanaberger. Wynter was approved to participate in the meeting virtually.

3. Approval of Regular Meeting Minutes, November 21, 2024

Reggie asked if there were any changes to the November 21, 2024, meeting minutes. Tom Lawton mentioned his name was misspelled, but no further comments or corrections were made. Tom Lawton made a motion to approve the minutes with noted corrections, which was seconded by Megan Lucas. All were in favor, and the motion passed.

4. Fiscal Year 2024 Financial Statements - Zach Hipes, Auditor with Robinson, Farmer, Cox Associates

Zach started by presenting the management and auditors' responsibilities as outlined in the governance letter. Per the audit, no difficulties were noted during the audit. Zach mentioned that, to his knowledge, management did not consult a second audit firm and had no knowledge that management requested a second opinion. Zach then presented the independent auditors' report, including the financial statements: statement of net position, statement of revenues, expenses, changes in net position, and statement of cash flows. Zach discussed corrected and uncorrected misstatements, noting no uncorrected misstatements for FY24. Zach highlighted the financial report's key points, including the net position, changes in net position, and cash increase. Zach ended his presentation with the independent auditors' report on internal controls or financial reporting. This report is a required compliance report for governmental agencies. This report is a required compliance report for governmental agencies. This report, if applicable, would describe any significant deficiencies or material weaknesses and internal controls and processes over financial reporting. No significant deficiencies or material weaknesses were disclosed for the fiscal year 2024.

Frank Rogers asked Zach if the PDC is in good financial condition, to which Zach responded affirmatively. The Chair then invited discussions or comments regarding the financial report. Gary Shanaberger summarized that there were no material findings, which is what you want with an audit.

A motion to approve the Fiscal Year 2024 Financial Statements as presented by Robinson, Farmer, Cox Associates, was made by Frank Rogers, and seconded by Megan Lucas. All members were in favor, and the motion passed unanimously.

5. 2025 Meeting Schedule

- 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

a) Financial Report and Balance Sheet

Sandy provided a brief overview of the financial statements, noting that there is nothing significant to report at this time. Alec mentioned that during the last meeting, Tom Lawton requested the inclusion of the Balance Sheet with the financial statements, which have now been provided.

b) Executive Director's Report

Region 2000 Services Authority

Alec provides updates on the Executive Committee, landfill operations, and potential workforce reductions due to landfill closure. 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 involves constructing a cap, which will take much of 2029. The Authority must then maintain the closed landfill for a 30-year post-closure period, including environmental monitoring.

An essential 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.

The landfill operators rely on the CVPDC employee handbook as CVPDC employees. If successful, the strategy would be funded by the Authority and formalized in the CVPDC employee handbook. Staff will keep the Planning District Commission informed about the Authority board's progress and will later propose any necessary changes to the employee handbook. Frank Rogers expressed gratitude to Greg Patrick and Alec for their presentations and attendance at the Board meeting. He also remarked on their professionalism.

Radio Communications Board

Alec mentions the radio board's positive update regarding a potential lease extension and the importance of maintaining operational equipment. 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 an 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

Alec discussed regional housing initiatives, including a \$2 million grant for affordable housing projects and the need for competitive grant applications. CVPDC staff has follow-up initiatives for each of the 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 the area's 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 are communicating with prospective partners for a possible grant application to Virginia Housing. More to come!

Staff are also working to organize a housing information event for developers interested in increasing the housing supply in Central Virginia. Affordable housing will be an essential but not sole focus. Virginia Housing is offering funding and support for this event. Mount Rogers, Thomas Jefferson, George Washington, and other PDCs have convened similar events. Staff have just begun coordinating with prospective event partners and look 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 US Economic Development Administration funding. 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. CEDS provides the capacity-building foundation by which the public sector, working with other economic actors (individuals, firms, industries), creates the environment for regional economic prosperity."

Staff will assemble 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.

7. Other Business and Regional Roundtable

Megan Lucas of the Lynchburg Regional Business Alliance presented an update on the regional economic development strategy, including goals for retaining and growing existing businesses:

1. Retain and grow existing businesses.
2. Develop our workforce.
3. Expand sites and buildings.
4. Enhance our sense of place.

LRBA has completed the Central Virginia Rail Study and partnered with the Energy Communities Alliance to highlight the role of energy and higher education in economic growth. The Business Retention and Expansion (BRE) program involves collaborations with local economic developers and the Virginia Department of Economic Development to support existing manufacturers.

In 2024, LRBA facilitated the \$63 million purchase of the Teva Pharmaceutical facility, focusing on inquiries from the energy sector. While successfully expanding local businesses, attracting new projects is challenging due to a shortage of available properties ready for quick operation.

LRBA has rebranded as "Lynchburg Region, Virginia: The Edge of the Blue Ridge" and prioritizes workforce development. Efforts include a new workforce roadmap and initiatives for recruiting engineers and exposing students to manufacturing.

Upcoming initiatives for 2025 include an inner-city visit to Greenville, South Carolina, and updates to the nuclear and energy sector plans. LRBA will also host site consultants at the Select USA Summit. Congratulations to Appomattox and Altavista on their recent achievements!

Reggie inquired about AI's impact on our field, and Megan noted that while automation is evolving, quantum computing's potential presents both challenges and opportunities.

John Sharp raised concerns about diversity, equity, and inclusion in leadership efforts. Megan noted, "Thanks for telling me about Leadership Lynchburg. I'll follow up."

John replied, "The workforce is competitive, and if AI can replace someone, it will. I'm worried we're moving away from judging merit. Many localities discuss funding, and Bedford County is caught between Roanoke and Lynchburg. Bedford is being asked if they should consider Roanoke's funding model." Megan mentioned a larger spending plan.

John expressed concern about associating with anything that undermines the country's foundation and stressed the need for graduates to be workforce-ready with essential skills like reading and math. Megan acknowledged the issue related to the Lynchburg Regional Business Alliance.

John concluded that graduating should mean being prepared for life, not just meeting minimum requirements.

Alec announced that the Central Virginia Transportation Safety Summit will take place on January 31 at the Alliance. Join us to hear from transportation experts as they discuss ways to make our roads safer. Feel free to invite your friends and neighbors; the event is open to the public.

Lastly, Alec introduced the newest member of the PDC staff, Richard White, who started in January and will serve as our Regional Planner.

12. Adjournment

The motion to adjourn was entertained by the Chair. Tom Lawton made a motion to adjourn, and Drew Wade seconded the motion. The meeting was adjourned at 6:14 PM.

X _____
Signature attest

Date

Central Virginia Planning District Commission
Profit & Loss Budget vs. Actual
 July 2024 through February 2025

	Jul '24 - Feb 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4100 - Dues	184,132.00	184,132.00	0.00	100.0%
4150 - DHCD	86,228.00	114,971.00	-28,743.00	75.0%
4200 - Grant Revenue				
0000001 - Appomattox Church St water line	7,500.00	7,500.00	0.00	100.0%
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	80,334.18	263,250.00	-182,915.82	30.52%
0000008 - Natl Fish & Wildlife-Middle James	0.00	75,000.00	-75,000.00	0.0%
0000010 - Ride Solutions	3,875.25	0.00	3,875.25	100.0%
0000011 - USDOT Safe Streets & Roads 4A	156,335.50	210,000.00	-53,664.50	74.45%
0000012 - VDOT PL	126,957.73	362,700.00	-235,742.27	35.0%
0000013 - VDOT Rural	20,401.28	58,000.00	-37,598.72	35.18%
0000014 - Virginia Housing				
5450 - Pass through grant revenues	-304,551.82	0.00	-304,551.82	100.0%
0000014 - Virginia Housing - Other	396,378.61	50,000.00	346,378.61	792.76%
Total 0000014 - Virginia Housing	91,826.79	50,000.00	41,826.79	183.65%
0000020 - SCRC	2,425.12	22,000.00	-19,574.88	11.02%
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	8,117.00	11,500.00	-3,383.00	70.58%
0000026 - Appomattox CVCC welding - GoVA	23,094.37	7,500.00	15,594.37	307.93%
0000027 - Appomattox CVCC Welding - TRRC	84,683.43	5,000.00	79,683.43	1,693.67%
0000028 - Pamplin Lead Assessment	0.00	6,000.00	-6,000.00	0.0%

	Jul '24 - Feb 25	Budget	\$ Over Budget	% of Budget
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	12,279.95	51,200.00	-38,920.05	23.98%
Total 4200 · Grant Revenue	667,040.92	1,425,983.00	-758,942.08	46.78%
4250 · Revenue - WIOA services billed	32,743.49	70,000.00	-37,256.51	46.78%
4255 · Revenue - SA services	114,576.99	164,000.00	-49,423.01	69.86%
4260 · Revenue - Radio Board services	19,459.34	36,000.00	-16,540.66	54.05%
4300 · Interest Income	10,485.77	10,000.00	485.77	104.86%
Total Income	1,114,666.51	2,005,086.00	-890,419.49	55.59%
Gross Profit	1,114,666.51	2,005,086.00	-890,419.49	55.59%
Expense				
5100 · Operations				
5002 · Full Time Salary	330,781.85	607,748.00	-276,966.15	54.43%
5040 · Part-time	7,706.88	26,272.00	-18,565.12	29.34%
5050 · Benefits	80,585.45	209,754.00	-129,168.55	38.42%
5101 · Accounting Services	6,380.36	9,000.00	-2,619.64	70.89%
5102 · Auditing Services	11,600.00	11,000.00	600.00	105.46%
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%
5120 · Contractual Services	21,515.94	22,000.00	-484.06	97.8%
5140 · Insurance	3,589.90	3,600.00	-10.10	99.72%
5150 · Communication - Internet svcs	1,752.78	2,600.00	-847.22	67.42%
5152 · Telephone	3,891.92	7,300.00	-3,408.08	53.31%
5153 · Postage	684.90	1,000.00	-315.10	68.49%
5161 · Lease/ Rent of Building	49,419.00	74,219.00	-24,800.00	66.59%
5170 · Lease/Rent of Equipment	2,262.30	4,000.00	-1,737.70	56.56%
5210 · Furniture and Fixtures	69.99	1,000.00	-930.01	7.0%

	Jul '24 - Feb 25	Budget	\$ Over Budget	% of Budget
5220 · Computer Equipment & Software	18,914.44	25,000.00	-6,085.56	75.66%
5230 · Office Expenses	1,797.81	5,000.00	-3,202.19	35.96%
5240 · Books and Subscriptions	281.12	500.00	-218.88	56.22%
5300 · Travel	5,988.87	10,000.00	-4,011.13	59.89%
5303 · Education and Seminars	801.08	5,000.00	-4,198.92	16.02%
5403 · Special Meetings	510.06	5,000.00	-4,489.94	10.2%
5404 · Dues and Subscriptions	12,397.75	10,000.00	2,397.75	123.98%
5405 · Miscellaneous Expenses	175.60	1,000.00	-824.40	17.56%
Total 5100 · Operations	564,113.00	1,046,493.00	-482,380.00	53.91%
6200 · Direct project expenses				
6201 · Consultants	343,169.58			
6202 · Contracted services	109,304.00			
6203 · Advertising	6,848.43			
6240 · Miscellaneous	658.60			
6280 · Website maintenance	13,385.00			
6200 · Direct project expenses - Other	0.00	958,593.00	-958,593.00	0.0%
Total 6200 · Direct project expenses	473,365.61	958,593.00	-485,227.39	49.38%
Total Expense	1,037,478.61	2,005,086.00	-967,607.39	51.74%
Net Ordinary Income	77,187.90	0.00	77,187.90	100.0%
Net Income	77,187.90	0.00	77,187.90	100.0%

Central Virginia Planning District Commission
Balance Sheet
As of February 28, 2025

	Feb 28, 25
ASSETS	
Current Assets	
Checking/Savings	
1010 - Local Govt Investment Pool	323,645.00
1012 - LGIP - Radio Communications	313,934.08
1012A - Regional Radio - Campbell Count	147,020.20
1012B - No Business Mtn Planning	419,369.41
1013 - VIP - Radio	
1013-A - VIP - Radio - Stable NAV LP	222,301.77
Total 1013 - VIP - Radio	222,301.77
1020 - Petty Cash	137.01
1021 - Truist Bank	403,272.47
1027 - No Business Mountain Escrow Acc	250,000.00
1028 - Regional Radio Bank of the Jame	601,854.47
Total Checking/Savings	2,681,534.41
Accounts Receivable	
1500 - Accounts Receivable	1,249,953.78
Total Accounts Receivable	1,249,953.78
Other Current Assets	
1600 - Pre-paid Expenses	2,850.00
Total Other Current Assets	2,850.00
Total Current Assets	3,934,338.19
Fixed Assets	
1800 - Fixed Assets	92,412.72
1815 - Regional Radio CIP	0.00
1820 - Regional Radio Fixed Assets	11,040,363.94
1831 - Leased Land GASB 87	193,430.19
1832 - Leased Building GASB 87	667,380.80
1850 - Accumulated Depreciation	-92,412.72
1851 - Accumulated Amortization GASB 8	-47,050.56
1852 - Accumulated Depreciation GASB 8	-307,861.94
Total Fixed Assets	11,546,262.43
Other Assets	
1750 - Deferred Outflow - pension	31,130.00
1752 - Def Outflow group life contribu	8,196.00
1753 - Deferred Outflow OPEB Health In	116.00
Total Other Assets	39,442.00
TOTAL ASSETS	15,520,042.62
LIABILITIES & EQUITY	
Liabilities	

Feb 28, 25

Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	120,692.67
Total Accounts Payable	120,692.67
Other Current Liabilities	
2040 · Prepayment of Contract Services	10,271.00
2050 · Funds held for others	5,071.89
2060 · Accrued Leave	57,306.14
2073 · Deferred inflow - diff between	29,819.00
2076 · OPEB Group life Liab	33,942.00
2077 · Def inflows - Group life	12,891.00
2080 · Accrued Radio Bond Int Payable	7,105.73
2100 · Payroll Liabilities	15,247.51
2200 · 2012 Bond Debt Payable-RegRadio	3,112,000.00
2501 · Current Lease Liability GASB 87	151,063.99
Total Other Current Liabilities	3,434,718.26
Total Current Liabilities	3,555,410.93
Long Term Liabilities	
2070 · OPEB Liability	8,435.45
2071 · Net Pension Liability	-678,576.00
2072 · Deferred Inflow - pension	21,305.00
2075 · Def Inflow - OPEB Chg Assumptio	47,815.00
2502 · Noncurrent Lease Liability GASB	380,746.61
Total Long Term Liabilities	-220,273.94
Total Liabilities	3,335,136.99
Equity	
2900 · Radio Planning Reserves	202,500.00
3000 · Opening Bal Equity	157,600.08
3900 · Retained Earnings	10,109,462.38
Net Income	1,715,343.17
Total Equity	12,184,905.63
TOTAL LIABILITIES & EQUITY	15,520,042.62