Central Virginia Planning District Commission Amended Meeting Agenda 5:00 p.m., July 17, 2025



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

Electronic connection: https://us02web.zoom.us/j/82357472825?pwd=dkjRj6CdCUhpmyEGhM7mboyhShufD7.1

Dial	In: (301) 715-8592	Meeting ID: 82357472825	Passcode: 436296	
1)	Welcome		Reggie Bennett, CVPDC Cha	ir
2)	Consideration of Reques	ts for Electronic Participati	on Cha	ir
3)	Special Guest: Ryan Price	e, Virginia Association of Re	ealtors	
4)	Regular Meeting Minute	s: May 15, 2025	Cha	ir
5)	CVPDC Virtual Meeting a	nd Participation Policies	Chair & Sta	lff
6)	Central Virginia Compret	nensive Transportation Safe	ety Action Plan EPR (Consultan	t)
7)	Water Supply Planning –	Application to VDEM	Sta	lff
8)	a) Financial Report.		StaStandy Doby Alec Brebne	ns
9)	Selection of PDC Officers	for 2025-2026	Cha	air
10)	Other Business & Region	al Roundtable	Chair & Commissione	rs
11)	Adjournment		Cha	ir



Central Virginia Planning District Commission Amended Meeting Agenda Brief Sheet 5:00 p.m., July 17, 2025

1) Welcome Reggie Bennett, CVPDC Chair

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

3) Special Guest: Ryan Price, Virginia Association of Realtors

The CVPDC organized the Central Virginia Regional Housing Summit and co-presented it with the Lynchburg Regional Business Alliance. Staff convened professionals from member local governments and the housing industry to advise planning and programming the event. Nearly 150 participants learned more about the diverse needs for housing in Central Virginia and, importantly, strategies and resources to meet those needs. Mr. Price spoke about challenges the housing market has in meeting demand in Central Virginia and will provide a brief recap of his comments to the Commission.

Discussion is encouraged.

4) Regular Meeting Minutes: May 15, 2025 (Page 4).....Chair The request of the Commission is approval of the minutes of the May meetings.

5) CVPDC Virtual Meeting and Participation Policies (Page 8) Chair & Staff Recent changes to the Code of Virginia require the Planning District Commission to approve virtual meeting participation policies each year.

The request of the Commission is approval of updates to virtual meeting policies in accordance with the Code of Virginia.

The request of the Commission is to receive the draft plan as information. No action is required at this meeting.

7) Water Supply Planning – Application to VDEMStaff As discussed at the May meeting, staff submitted a pre-application to VDEM to fund regional water supply planning in the amount of \$450,000. VDEM has invited the CVPDC to submit a full application by July 18, 2025. If funded, the planning effort will emphasize drought mitigation and run in tandem with the hazard mitigation plan update already funded by VDEM and satisfy regulations published in October 2024 requiring all local governments to prepare regional water quality plans. Each participating Central Virginia locality has provided form a letter indicating a local match commitment of roughly 1% of the project budget. No CVPDC funds would be encumbered at this time.

No action by the Commission is necessary at this time. The topic will appear on the September meeting agenda for next steps.

8) Organ	izational Reports	Staff		
a)	Financial Report, Month Ending June 2025 (Page 10)	Sandy Dobyns		
b)	Executive Director's Report	Alec Brebner		
Staff will present items that may be of interest to the Commission.				
Discussion is encouraged. No action is required.				
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9) Selection of PDC officers for 2025-2026.....Chair The CVPDC's bylaws provide that its chairmanship shall rotate each year in alphabetical order of locality. The PDC has developed a practice whereby the chief administrative officer of the locality of the chairman serves as Treasurer. The slate of officers for Fiscal Year 2026 is proposed as follows:

Chairman: Dwayne Tuggle – Town of Amherst Vice-Chairman: Richard Conner – Town of Appomattox Treasurer: Sara McGuffin – Town of Amherst

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, 12th Floor Lynchburg, VA 24504 Office: (434) 845-3491 cvpdc.org

Central Virginia Planning District Commission Regular Meeting Minutes May 15, 2025 @ 5:00 PM

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

Members Present:

Reggie Bennett, Town of Altavista, Chairman Frank Rogers, Campbell County Tom Lawton, Campbell County Dwayne Tuggle, Town of Amherst Robert Hiss, Bedford County Richard Conner, Town of Appomattox Michael Campbell, Town of Appomattox Curt Diemer, City of Lynchburg Gary Shanaberger, Town of Altavista Barbara LaPrade, Town of Brookneal Craig Hughes, Town of Brookneal Greg Patrick, City of Lynchburg (Proxy for Wynter Benda)

Staff Present:

Alec Brebner Sandy Dobyns Patti Lassiter Traci Blido Tim Saunders

Others Present:

Sarah Sayer, Centra College Jason Ferguson, Associate Vice President, CVCC (Virtual)

1. Welcome and Introductions

Chairman Reggie Bennett welcomed the Commission, guests, and new board members. For new members who could join, a brief introduction was given. The meeting started at 5:02 p.m.

2. Consideration of Requests for Electronic Participation

Chairman Bennett asked if there were any electronic participants among Commissioners. There were none.

3. Meeting Minutes: Regular Meeting, March 20, 2025, Executive Committee Meeting, April 10, 2025

Chairman Bennett inquired about any changes to the minutes from the March 20, 2025, meeting or the April 10, 2025, Executive Committee meeting. With no comments or corrections, Frank Rogers made a motion to approve the minutes, which Gary Shanaberger seconded. All were in favor, and the motion passed.

4. Appointments of LRBA Executive Committee

Chairman Bennett reminded the board that this item had been deferred from the March meeting. Megan Lucas and Alec Brebner conferred and recommended seeking a rotation schedule similar to the regional economic developers (RED) Team chairmanship. This request presented to the board to appoint Jeremy Bryant and Frank Rogers to the LRBA Executive Commission for the fiscal year 2026.

Chairman Bennett asked for a motion to approve Jeremy Bryant and Frank Rogers as appointees to the LRBA Executive Commission for the Fiscal year 2026. The motion was made by Richard Conner, which Gary Shanaberger seconded. All were in favor, and the motion passed.

5. LPN Training Grant Request; "Facilitating Career Pivots into High-Demand Occupations" Grant Application; FY26 Budget with WIOA Grant Match

Alec introduced Traci Blido, Executive Director for the Virginia Career Works - Central Region, who will be speaking about an important project the Central Virginia Workforce Development is working on regarding a grant application.

Traci introduced Dr. Jason Ferguson of CVCC and Dr. Sayer, thanking the board for their time. The Central Virginia Workforce Development Board (CVWDB) has an opportunity from the governor's office, with Secretary Brian Slater making 15% of Virginia's Title I federal funds available through competitive grants. CVWDB staff has applied for a \$100,000 grant focused on addressing the shortage of Licensed Practical Nurses (LPNs), particularly since Certified Nursing Assistants (CNAs) may struggle to transition to LPN roles without financial support.

Traci shared with the board that currently, there are about 500 LPNs in our region, with 328 job openings. Central College can graduate about 30 LPNs, but many students can't afford the tuition, which is not covered by the FastForward grant. This funding could help close the gap.

Traci explained the need to secure matching funds from localities or nonprofits for this grant. Traci seeks the Planning District Commission's support for regional funds to help elevate 15 CNAs to LPNs through foundational classes.

Traci asked Dr. Ferguson to discuss the program's challenges and how this initiative could help meet the training needs of candidates Sarah works with.

Dr. Ferguson started by thanking the board for accommodating his need to join via Zoom. During

a discussion about a funding opportunity, Tracy and Tim approached CVCC regarding the limitations of G3 funding, which serves as a crucial source for credit and credential programs.

CVCC is the only community college in Virginia without a nursing program, as it partners with Central College to provide general education courses for LPN and RN programs. Recently, CVCC established a co-enrollment opportunity for students in the CNA program, allowing them to attend CVCC while also enrolled at Central College, often at no cost. CVCC also covers expenses like background checks, drug screens, and scrubs to help students overcome barriers.

This funding opportunity will allow students to progress from CNA to LPN, in line with Central College's model. By funding the Health Sciences Career Studies Certificate, these students can earn an academic award while meeting the first-semester requirements of the LPN program at Central College. CVCC will continue to support them in their educational journey.

Dr. Sayer introduced herself and went on to explain the importance of this program to the region. Central College, a private, not-for-profit institution, currently has 250 to 270 students and offers four programs: CNA (in partnership with CVCC), LPN, RN, and RN to BSN. Centra College's LPN program has achieved a remarkable 100% first-time pass rate on the licensure exam for over two years, a significant accomplishment.

While our LPN program is a certificate program, students need college credits to enroll, which prepares them for successful nursing careers. LPNs can earn from \$25 to over \$35 an hour, and about 95% of our graduates remain in the local workforce. Our students are primarily non-traditional learners who fund their education and are committed to working in our community.

Currently, Centra College graduates around 30 students per year, but there's a greater need for LPNs. By enrolling an additional 15 students currently working as CNAs, they can boost their salaries significantly by completing our LPN program.

As for the future, this initiative will help address the LPN shortage and that the region can continue to support students through Title I funds. The effort will enhance marketing efforts for the program, raising awareness about the demand for LPNs.

Discussion ensued among the Commissioners about the adoption of a motion for this grant funding match. Alec discussed the availability of funds from the CVPDC fund balance and the potential impact.

Richard Conner made a motion to approve the grant and the \$50,000 local match fund to support the LPN training grant. Robert Hiss seconded the motion. All were in favor, and the motion passed.

6. Rural Transportation Planning Work Program; Rural Transportation Planning Work Program Resolution

Alec introduced the rural transportation planning work program, which guides \$58,000 of federal funding for transportation planning in rural areas. CVPDC has been working closely with the Lynchburg VDOT office to develop this program. After it was submitted to the federal government, the state central office asked for some additional phrasing and revisions. CVPDC staff asks that

the board adopt a resolution with those revisions so staff can resubmit. Robert Hiss made a motion to adopt the resolution for the Rural Transportation Planning Work Program. The motion was seconded by Robert Hiss. All voted in favor, and the motion passed.

7. Fiscal Year 2026 Work Plan; Budget

Alec presented the fiscal year 2026 work planning budget, highlighting the following key initiatives and budget allocations.

- Yearly audit cost increase
- ADA 3rd party COBRA increase
- Not filling the vacant admin position for the front desk
- Planning to hire a transportation planner

The CVPDC Executive Committee, consisting of the chairman and the chief administrative officers of each member local government, met on April 10, 2025. Their task was to review and make recommendations on a draft work plan and budget. They unanimously recommended the documents as submitted, which now appear in the CVPDC's May agenda packet.

Dwayne Tuggle departed the meeting at 5:45 for another engagement. Greg Patrick and Curt Diemer departed the meeting at 5:54 for another engagement.

Tom Lawton made a motion to adopt the work planning budget as presented and Gary Shanaberger seconded the motion. All were in favor and the motion was unanimously approved.

8. Organizational Reports

a) Financial Report and Balance Sheet

Sandy stated that there was nothing out of the ordinary within the financial reports that needed to be brought to the board's attention.

b) Executive Director's Report

Alec stated that the next board meeting will be on July 17. That meeting is the annual election of officers.

9. Other Business and Regional Roundtable

Michael Campbell and Richard Conner shared that Appomattox will be having its first centennial on June 7 from 5 to 8. The Town of Altavista will be having a ribbon-cutting ceremony for the Spark Innovation Center. Bedford County held a groundbreaking for its animal shelter expansion.

10. Adjournment

The motion to adjourn was entertained by the Chairman. Dwayne Tuggle made a motion to adjourn, and Richard Conner seconded the motion. The meeting was adjourned at 6:10 PM.

Χ

Signature attest

Date



CVPDC Policy for All-Virtual Meetings

- 1. The Chairperson of the Central Virginia Planning District Commission may, upon determining that a meeting is required, whether regular or special called, call a virtual meeting of the PDC if, in his/her judgement, a virtual meeting will encourage participation necessary for a quorum of the body.
- 2. A quorum of the Planning District Commissioners must affirm a virtual meeting by majority vote.
- 3. An audio recording of the virtual meeting shall be maintained along with the meeting minutes.
- 4. This policy shall be invoked no more than twice per calendar year.



Policy of the Central Virginia Planning District Commission regarding participation in meetings via video conference or telephone

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

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

	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
dinary Income/Expense				
Income				
4100 · Dues	184,132.00	184,132.00	0.00	100.09
4150 · DHCD	114,971.00	114,971.00	0.00	100.09
4200 · Grant Revenue				
0000001 · Appomattox Church St water line	7,500.00	7,500.00	0.00	100.09
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	25,439.04	20,000.00	5,439.04	127.2
0000005 · Chesapeake Bay WIP III - DEQ	53,000.00	58,000.00	-5,000.00	91.38
0000007 · DRPT/FTA	104,845.68	263,250.00	-158,404.32	39.83
0000008 · Natl Fish & WIdlfe-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	246,845.52	210,000.00	36,845.52	117.55
0000012 · VDOT PL	164,247.21	362,700.00	-198,452.79	45.29
0000013 · VDOT Rural	30,763.58	58,000.00	-27,236.42	53.04
0000014 · Virginia Housing				
5450 · Pass through grant revenues	-282,601.82	0.00	-282,601.82	100.0
0000014 · Virginia Housing - Other	385,555.72	50,000.00	335,555.72	771.11
Total 0000014 · Virginia Housing	102,953.90	50,000.00	52,953.90	205.91
0000020 · SCRC	2,425.12	22,000.00	-19,574.88	11.02
0000023 · Altavista Planning Grant - CDBG	20,117.00	11,500.00	8,617.00	174.93
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	6,578.00	7,500.00	-922.00	87.71
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	21,482.90	51,200.00	-29,717.10	41.96
Total 4200 · Grant Revenue	826,391.69	1,425,983.00	-599,591.31	57.95
4250 · Revenue - WIOA services billed	44,369.42	70,000.00	-25,630.58	63.39
4255 · Revenue - SA services	173,779.87	164,000.00	9,779.87	105.96
4260 · Revenue - Radio Board services	35,217.34	36,000.00	-782.66	97.83
4300 · Interest Income	15,311.65	10,000.00	5,311.65	153.12
Total Income	1,394,172.97	2,005,086.00	-610,913.03	69.53

		Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
Expense					
5100 · Ope	rations				
5002 ·	Full Time Salary	499,389.48	607,748.00	-108,358.52	82.17%
5040 ·	Part-time	11,854.68	26,272.00	-14,417.32	45.12%
5050 ·	Benefits	126,887.41	209,754.00	-82,866.59	60.49%
5101 ·	Accounting Services	9,210.40	9,000.00	210.40	102.34%
5102 ·	Auditing Services	11,600.00	11,000.00	600.00	105.46%
5103 ·	Printing and Binding	903.99	1,000.00	-96.01	90.4%
5104 ·	Legal Services	2,945.00	3,000.00	-55.00	98.17%
5106 ·	Advertising	1,112.32	1,500.00	-387.68	74.16%
5120 ·	Contractual Services	25,405.94	22,000.00	3,405.94	115.48%
5140 ·	Insurance	3,589.90	3,600.00	-10.10	99.72%
5150 ·	Communication - Internet svcs	2,697.62	2,600.00	97.62	103.76%
5152 ·	Telephone	5,993.24	7,300.00	-1,306.76	82.1%
5153 ·	Postage	1,116.26	1,000.00	116.26	111.63%
5161 ·	Lease/ Rent of Building	74,219.00	74,219.00	0.00	100.0%
5170 ·	Lease/Rent of Equipment	3,023.12	4,000.00	-976.88	75.58%
5210 ·	Furniture and Fixtures	69.99	1,000.00	-930.01	7.0%
5220 ·	Computer Equipment & Software	24,734.37	25,000.00	-265.63	98.94%
5230 ·	Office Expenses	3,266.14	5,000.00	-1,733.86	65.32%
5240 ·	Books and Subscriptions	491.39	500.00	-8.61	98.28%
5300 ·	Travel	8,119.32	10,000.00	-1,880.68	81.19%
5303 ·	Education and Seminars	3,827.72	5,000.00	-1,172.28	76.55%
5403 ·	Special Meetings	1,112.66	5,000.00	-3,887.34	22.25%
5404 ·	Dues and Subscriptions	12,527.75	10,000.00	2,527.75	125.28%
5405 ·	Miscellaneous Expenses	513.40	1,000.00	-486.60	51.34%
Total 5100	· Operations	834,611.10	1,046,493.00	-211,881.90	79.75%
6200 · Dire	ect project expenses				
6201 ·	Consultants	527,406.67			
6202 ·	Contracted services	2,998.00			
6203 ·	Advertising	12,509.04			
6240 ·	Miscellaneous	666.17			
6280 ·	Website maintenance	16,361.34			
6200 ·	Direct project expenses - Other	0.00	958,593.00	-958,593.00	0.0%
Total 6200	· Direct project expenses	559,941.22	958,593.00	-398,651.78	58.41%
Total Expense		1,394,552.32	2,005,086.00	-610,533.68	69.55%
Net Ordinary Income		-379.35	0.00	-379.35	100.0%
ncome	•	-379.35	0.00	-379.35	100.0%

Central Virginia Planning District Commission Balance Sheet As of June 30, 2025

Jun 30, 25

	Jun 30, 25
ASSETS	
Current Assets	
Checking/Savings	
1010 · Local Govt Investment Pool	328,449.00
1012 · LGIP - Radio Communications	318,593.90
1012A · Regional Radio - Campbell Count	149,202.48
1012B · No Business Mtn Planning	425,594.27
1013 · VIP - Radio	
1013-A · VIP - Radio - Stable NAV LP	225,619.95
Total 1013 · VIP - Radio	225,619.95
1020 · Petty Cash	137.01
1021 Truist Bank	
1021B · Cash - WIOA	6,000.00
1021C · Cash - Housing Summit	4,250.00
1023 · WIA - TrainIT	3,958.47
1021 · Truist Bank - Other	194,705.71
Total 1021 · Truist Bank	208,914.18
1027 · No Business Mountain Escrow Acc	250,000.00
1028 · Regional Radio Bank of the Jame	
1028A · Planning funds Set aside	237,500.00
1028 · Regional Radio Bank of the Jame - Other	37,590.87
Total 1028 · Regional Radio Bank of the Jame	275,090.87
Total Checking/Savings	2,181,601.66
Accounts Receivable	269,181.63
Other Current Assets	
1600 · Pre-paid Expenses	9,410.61
Total Other Current Assets	9,410.61
Total Current Assets	2,460,193.90
Fixed Assets	
1800 · Fixed Assets	92,412.72
1815 · Regional Radio CIP	0.00
1820 · Regional Radio Fixed Assets	
1821 · Regional Radio Buildings	1,706,734.63
1822 · Regional Radio Equipment	5,025,102.69
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	11,040,363.94

	Jun 30, 25
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	14,045,898.33
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	98,838.41
Total Accounts Payable	98,838.41
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	4,772.17
2100 · Payroll Liabilities	
2107 · Flex Spending Accounts	270.26
2110 · VRS	7,598.78
2119 · AFLAC Payable	473.85
Total 2100 · Payroll Liabilities	8,342.89
2200 · 2012 Bond Debt Payable-RegRadio	2,090,000.00
2501 · Current Lease Liability GASB 87	151,063.99
Total Other Current Liabilities	2,403,480.08
Total Current Liabilities	2,502,318.49
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	2,282,044.55

	Jun 30, 25
Equity	
2900 · Radio Planning Reserves	237,500.00
3000 · Opening Bal Equity	157,600.08
3900 · Retained Earnings	10,074,462.38
Net Income	1,294,291.32
Total Equity	11,763,853.78
TOTAL LIABILITIES & EQUITY	14,045,898.33