



Central Virginia Planning

District Commission

828 Main Street, 12th Floor

Lynchburg, VA 24504

Office: (434) 845-3491

cvpdc.org

Date: January 26, 2023

Time: 5:00-6:00 PM

Attending: Chairman Dwayne Tuggle, Sara McGuffin, Frank Rogers, Terry McGhee, Jeremy Bryant, Robert Hiss, John Spencer, Bruce Johannessen, Richard Connor

Virtually: Wynter Benda

Staff: Alec Brebner, Tonya Hengeli, and Kirsten Trautman

Other: Ben Packett (virtually)

1. Welcome and Introductions

Dwayne Tuggle welcomed everyone for coming. He then entertained a motion to allow the members who needed to attend virtually to do so.

Sarah McGuffin made the motion and Richard Connor seconded it. All were in favor. The motion passed.

2. Minutes Approval

Dwayne then entertained a motion to approve the October 2022 meeting minutes.

Frank Rogers made the motion, to which Sarah McGuffin seconded the motion. All were in favor. The motion passed.

3. FY22 Statements

Dwayne opened the floor to Ben Packett of Robinson, Farmer, Cox and Associates to explain more about the FY22 statements.

Ben Packett explained that the independent auditor's report format did change this year. Ben went right into the statements explaining that the total net position was last year at \$10.43 million, a slight decrease from the prior year of \$46,000.

Moving to the last section, Ben pointed out was the Compliance report. This report contains an internal control report. RFCA's opinion was that they had state they had found no material weaknesses, deficiencies, or illegal acts that they became aware of. That report that Ben briefed over was the single audit and compliance with each single program. Again, they found no material weaknesses, deficiencies, or illegal acts.

With that, Ben opened the floor to any questions, anyone may have.

Frank Rogers asked for more information regarding the \$46,000 drop in net position. Ben explained that there was a decrease in operating expenses and a decrease in operating revenues and a lot of these revenues were due to grant funds.

Dwayne then entertained a motion to accept the audit as presented. Frank Rogers made the motion and Richard Conner seconded the motion. All were in favor. The motion passed.

4. Member Local Government Contributions

After this Dwayne opened the floor to Alec Brebner.

Alec Brebner thanked everyone and spoke about the contributions that were discussed at the October 20, 2022, meeting. He approached everyone about a final decision on this that needed to be made. Alec appreciated all the support and reports that CVPDC's is the third lowest in the state in per capita rate.

The current indirect rate is at 35.8 percent, up from 24.7%. With the low staff, low collection of revenue from VDOT, and rent possibly increasing, and the indirect rate going up, there would be a drag between expenses and grant revenues. Over the next two years, CVPDC will match a grant from GO VA to fund the CTE Academy. Choosing to increase the per capita contribution rate would offset depleted funds.

Frank Rogers asked if the increase would give the PDC an opportunity to recoup funds. Alec answered yes and added that VDOT offers matching funds as well. With the population growing, they want to make sure that they stay on the ball for the growing population.

John Spencer stated that everything Alec said had made sense and appreciates the support that the PDC offers. Dwayne called on each member present and all agreed that the proposal made sense.

Dwayne then entertained a motion to support and recommend the raise in dues as presented. Richard Connor made the motion and Sara McGuffin seconded it. All were in favor. The motion passed.

5. Organizational Reports

a. Financial Reports

Dwayne opened the floor to Tonya Hengeli to give an update on the 2nd FY23 Finances.

Tonya thanked Dwayne and started on the report. She stated that their operations were down and in total, they were under budget by 39.7%. The expenses were heavy for pass-through programs compared to the actual projects. Overall, the total budget is around 44% expended.

Jeremy Bryant spoke up about the possible rent going up for the PDC offices as Alec had mentioned, he wondered where they saw this going. Alec agreed that there was too much space and mentioned that he will reach out to the landlord about this. Everyone agreed that other options should be looked into.

b. Executive Director's Report

Alec started his report by going into the recent Executive Committee joint meeting with the Central Virginia Radio Communications Board on January 12th of 2023. The topic of the meeting was real estate acquisition to support the regional radio network. No action had been taken and the topic will be revisited in May.

Continuing, Alec went into the CV public safety directors from Amherst, Bedford, and Campbell counties have been meeting monthly to discuss constraints in current and future personnel and instructor resources. The group met with CVCC on Tuesday, Jan 24 to explore establishing a firefighter course framework that would complement existing EMT courses. These solutions aim to attract students and adults in both professions and volunteer forces.

Alec then spoke on the regional housing market analysis. He explained that four virtual focus groups have been scheduled and will be taking place very soon. \$100,000 from Virginia Housing was given to analyze housing needs throughout the region due to supply and cost constraints.

Alec also touched on two CVPDC initiatives, the CVPDC Affordable Housing Development Program, and the Brownfields Assessment Program. RFPs for Phase 2 were received through February 3, 2023, for the Affordable Housing Development Program. \$1.5 million is available to expand housing options throughout the region. The CVPDC is currently receiving inquiries from landowners interested in redeveloping property through the Brownfields Program.

Moving to Smart Scale, Alec explained that the Commonwealth Transportation Board received a staff proposal for Round-5 projects. The Transportation Board currently has \$1.7 million dollars available for funding. The next steps will begin in February and continue to April when the board will consider potential revisions to staff-recommended funding scenarios.

c. Other Matters

Alec touched on the staff changes that will be happening in the next upcoming months stating that Sandy Dobyms will be moving into Tonya Hengeli's position when she leaves.


Richard Connor asked about what this year's meeting schedule would be. Alec explained that after speaking with Dwayne, there would be merit in having a meeting every other month, and if they approve the schedule change, the next meeting would be in March. He reminded everyone that the budget is due by May 15th.

Dwayne entertained the motion to change the meeting schedule. Richard Connor made the motion and Frank Rogers seconded the motion. All were in favor. The motion passed.

6. Adjournment

Dwayne Tuggle entertained a motion to adjourn. Richard Connor made the motion and Sara McGuffin seconded the motion. All were in favor. The meeting was adjourned at 6:00 p.m.

X 
Chairman Dwayne Tuggle

X 
Secretary Alec Brebner