



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

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

**October 20, 2022, 5:00 p.m.**

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

### **Members Present:**

Chairman Dwayne Tuggle, Town of Amherst  
Vice-Chairman Richard Connor, Town of Appomattox  
Frank Rogers, Campbell County  
Wynter Benda, City of Lynchburg  
Jeremy Bryant, Amherst County  
Robert Hiss, Bedford County  
Sara McGuffin, Town of Amherst  
Terry McGhee, Town of Appomattox  
Bruce Johannessen, Town of Bedford  
Gary Shanaberger, Town of Altavista  
John Spencer, Appomattox County (via Zoom)

### **Staff Present:**

Alec Brebner, CVPDC Executive Director  
Kelly Hitchcock, CVPDC  
Tony Hengeli, CVPDC  
Kirsten Trautman, CVPDC

#### **1. Welcome**

Dwayne Tuggle welcomes everyone when they are seated and the new member, Jeremy Bryant, Interim County Administrator of Amherst County.

#### **2. Requests for Electronic Participation**

Dwayne asked Alec Brebner if there was anyone attending the meeting electronically.

Alec confirmed that John Spencer, from Appomattox County, was on the phone.

Dwayne said he will need the motion to consider the electronic request from Mr. Spencer.

Sara McGuffin made the motion and Richard Connor seconded the motion. All were in favor of the motion for electronic participation. The motion passed.

### **3. Minutes of Regular Meeting, July 21, 2022**

Concerning the minutes from July 21, 2022, Dwayne asked if there were any additions, corrections, or questions about these. When there were none, Dwayne said he would entertain a motion for the meetings as presented.

Robert Hiss made the motion and Richard Connor seconded the motion. Dwayne asked for any comments, then who was in favor.

All were in favor of approving the meeting minutes. The motion passed.

### **4. Two-Year Appointments to LRBA Executive Committee**

Dwayne asked Alec to elaborate on the two-year appointments.

Alec Brebner said with consideration of the board, they needed to revisit an issue that was brought up in July which was two-year appointments to LRBA Executive Committee. In the July meeting, they voted for Wynter Benda and Dean Rogers. With Dean Rogers no longer available, it was necessary to find a successor for him. The Regional Business Alliance reached out to Frank Rogers and asked if he would sit for the remainder of the term. Alec said that he believed Frank had agreed to do so, even though he was not in attendance at the last meeting. They needed to have a vote to have Frank fill the unexpired term of Dean Rogers.

Dwayne Tuggle said that he would entertain a motion for this.

Richard Connor made the motion and Terry McGhee seconded the motion. All were in favor of the motion. The motion passed.

### **5. Audit Engagement Letter**

Alec thanked the chairman, Dwayne, and proceeded to explain the annual audit was taking place and the process to sign an engagement letter with the auditor. The auditors, Robinson, Farmer, Cox, and Associates based in Charlottesville, have indicated that they are trying to evolve their process and would like the entire body to take action on the engagement letter. Alec said that he knows in years past that this was something signed by the manager and the chair, and he did not see any harm in doing this. The auditors felt like this was the best practice to provide notification to the board itself because the board has fiduciary responsibility for the entity. Alec referenced the agenda provided to everyone and said this has been put on the agenda for everyone's consideration.

Alec also noted that there is another practice: the auditors have asked several board members to fill out a form on the steps they are taking to avoid fraud. Alec noted that Robert Hiss had stated he was not sure about how to answer these questions, and Alec stated that it was okay to say they didn't know according to the auditors.

Alec said that they chose a random sample of board members and asked them to participate. There is no penalty if one chooses not to do it but they ask for this information to assess our knowledge of fraud risks.

Dwayne entertained a motion to approve the audit engagement letter.

Frank Rogers made the motion to approve, and Susan McGuffin seconded the motion.

Dwayne asked if there was any discussion on the motion and when none was brought up, all were in favor of the motion.

## **6. Regional Cooperation Agreement with the Commonwealth of Virginia**

Alec said that this next item is our annual agreement which provides \$89,971 to the commission, which was the same as it was last year. This number went up about \$15,000 two years ago and was restored to pre-Great-Recession levels. Alec explained that the General Assembly is not sharing its surplus with the Commission.

CVPDC has a variety of standards by which to follow, one being that the commission has been asked to submit a strategic plan within five years of age and currently, there is not one. The Commonwealth has provided some leeway. Alec said that a lot of PDCs, those that are economic development districts, submit their comprehensive economic development strategies as their plan. Alec explained a few things that could be done, such as having a normal strategic plan exercise with the board like CEDS, and this entity has \$30,000 budgeted to match a \$30,000 grant from US EPA. They could also do something broader in scope, such as a comprehensive growth strategy that touches on housing, transportation, and environmental quality. Alec said the guidance from EPA is that land use can be considered in the CEDS if the Commission decided to go that route. This would be something they would consider for the comprehensive regional growth strategy.

Alec said he was concerned about messaging since the Lynchburg Regional Business Alliance had just conducted an exercise they referred to as a Regional Economic Development Strategy. For members of the public and interested parties, it might be useful to be clear on how the Commission is differentiating its activity from that strategy and how it adding value to our region.

A CVPDC plan would a couple of important things, as Alec explained. One, it requires a public input process, and second, it has a list of projects that one would seek funding from the US EDA, which is an important piece.

Alec said he had spoken to Lauren Stuhldreher of the US EDA, and the process is set up that PDC directors are supposed to be liaisons for their regions. Alec also mentioned that Lauren was looking for guidance from PDC directors and their staff as to what projects are of regional significance and how those projects may benefit multiple localities. This is not completely locked in that one cannot get funding from EPA by going to them directly; however, Lauren did encourage them to look into it and think about including a public input process and a list of projects in the plan that they would seek to have funding for the region.

Alec said the Regional Cooperation Agreement is a contract with DHCD, and the contract was included in the agenda that everyone had. Alec said he was looking for approval on the contract from the board.

Dwayne Tuggle entertained a motion for approval of the contract.

Richard Connor made the motion to approve, and Robert Hiss seconded the motion.

When the floor was opened for discussion, Frank Rogers said he supported Alec’s interest in getting the board on a planning endeavor and it sounded like a good strategy to pursue. Frank looked forward to the additional discussion and was happy to support the agreement as is.

All were in favor of this motion. The motion passed.

**7. Member Local Government Contributions**

Alec said that this is the time of year when many PDCs start to think about contribution levels and the upcoming year’s fiscal budget. The board had a conversation last year at this time about a three-cent annual growth in the membership dues. Alec said he wanted to remind everyone of this and ask for their opinions on how they would like to proceed.

Alec presented each membership contribution for this fiscal year currently collected. He likewise showed calculations if the PDC was to request the same rate of \$0.615 and applied that to the estimated populations for the fiscal year ’24. Alec said he then took the three cents added, which was discussed, not agreed to, and everyone was able to see the increases that are worth the total bottom line that contributions from the member of local governments to the PDC with the increase.

Locality	FY23 (\$0.615)	FY24 (\$0.615)	FY24 (\$0.645)
Amherst County	\$19,588	\$19,367	\$20,312
Appomattox Co.	\$9,840	\$9,967	\$10,453
Bedford County	\$48,575	\$49,117	\$51,513
Campbell County	\$34,224	\$34,224	\$35,915
Lynchburg	\$49,979	\$49,233	\$51,635
Towns	\$1,118	\$1,118	\$1,172
<i>Total</i>	<i>\$167,793</i>	<i>\$167,498</i>	<i>\$175,688</i>

From the table above, Alec explained that the bottom line of the middle column shows no increase for localities. It would be a slight drop because the Weldon Cooper Center, which our bylaws require us to use, reports a slight decrease in population across the region relative to their 2020. A flat per-capita-rate scenario would bring a slight total decrease in funding to the PDC.

Alec explained the purpose of these membership dues. One, they match all of the income streams from the state and federal entities, like US EDA, VDOT, and DRPT, and second, they provide the PDC with the capacity to do things with additional staff. Alec said as an example the PDC is currently assisting with EMT training which is not something for which there is a dedicated revenue stream; this is something supported by the membership contributions. This gets built into the indirect rate and billed out to the funding partners, which does require local money to fund. Alec detailed this, saying this was the purpose of the match dollars and he had spoken to the chairman about the situation ahead of the meeting. The chairman asked the board members to think about what had been presented and, as they are doing their budgets for the upcoming fiscal year, contemplate how they would like to act. No later than January, they will meet again and decide how they would like to proceed on this.

Bruce Johannsen said that as a town, they are also considered part of a county.

Alec responded by saying that on the table he did put a column putting the flat rate to which each of the five towns, who are members, contributed. This is at \$1,118, which would go up if they took the three-cent per capita rate and looked at what percentage increase that would be, it would be applied to the towns to increase to \$1,172, around a \$54 increase.

Bruce said he wanted to make sure everything was clear to everyone regarding that.

Frank Rogers spoke up saying he would like to thank the chairman and Alec for letting them know about this early and he was not averse to nominal increases over time. Frank said that part of the conversation he wanted to continue with was the increases were not going up because that is a good thing but what the additional dollars would be used for, such as the EMT marketing and training, which is a good thing for many different counties. It helps build the narrative for when the request for the increase comes forward.

## **8. Organizational Reports**

### **A. Financial Report**

Alec introduced Tonya Hengeli, the CVPDC Finance Director, to present the FY23 first quarter report.

Tonya greeted everyone and proceeded to go over some of the highlights of what was happening in the first quarter. Tonya said, referencing the top of the report that was included in the packet, that salaries should be through about 25% of the budget. The administration is slightly over due to an overlap from when Gary Christie, former CVPDC Executive Director, was still in the office. Tonya said Gary had used some of his VRS time and stayed on the books, as he can, until June, and the final payout will not be until July.

Tonya said finances are on track and operations are low because they are down one planner. She pointed out that on the report there is part-time help, who is Ada Hunsberger. Continuing down the report, the FICA, VRS, and Health Insurance are all going as they should. Tonya said there was one thing she wanted to point out and that was the unemployment compensation was not budgeted and there was not a line item for that. Tonya said she wanted to put that on there because there was unemployment that had been paid, at a total of \$1,900 for the first quarter.

Bruce Johannsen asked as a nonprofit, is CVPDC reimbursable or a taxed employer? He continued explaining that reimbursable means that if the Commission pays out, they have to pay the commission, and if they are taxed, they would get a taxed rate based on the number of claims filed against them.

Tonya said that she would check into that, she knows that they don't file taxes.

Bruce said that if they don't pay taxes then the wages would be requested.

Sara McGuffin wondered if that was why unemployment wasn't a line item before, giving an example that as a town they have a line item because they were paying a rate.

Alec spoke up saying that they would investigate it more and fix this.

Sara thanked Bruce for bringing that item up because it was not something she was aware of.

Tonya continued with the report, saying that the office expenses are as they should be. So far into the year, they have spent 16% of the office expenses budget. The direct project expenses were low as well. The pass-through expenses were at 22.26% so far, for the first quarter. Tonya highlighted that they have three more dollars than they should in dues. Direct project revenues were at 4% for the first quarter with interest rates up.

Tonya pointed out the report shows a Surplus/Use of Fund Balance. Former executive director, Gary Christie created the budget last year. It raises a question where he was thinking they would use or need to use about \$80,000 of expenses compared to revenues. So far, Tonya said, CVPDC is in positive territory, relatively speaking, in that only \$40,000 is used in the first quarter.

Alec explained that the use of fund balance is largely due to the big match commitments that they made to GO Virginia grants.

Tonya also said that she also added at the bottom of the report a current balance of the LGIP Fund which was at \$328,725.

Alec thanked Tonya and then presented his own report on what had been happening recently with the CVPDC.

## **B. Executive Director's Report**

Alec gave Kelly Hitchcock a lot of the credit for this news since she had been working on these things before he had come to the office.

### **i. US EPA Brownfields Assessment Grant**

This is a \$500,000 grant that CVPDC has received to consider Brownfields throughout the region. A consultant is not only going to help the CVPDC with the study but also with the specific investigation of sites where there are known issues, and where they can get permission from the owner. This should provide real benefits to the environmental quality of economic development in our region.

Robert Hiss asked that he assumed that there was a committee that was determining what sites should be studied under the grant, and how are they going to determine how to spend the grant.

Kelly Hitchcock spoke up saying that letters will be going out to a committee that will oversee elements that come in. She said that typically with the brownfields, while they may have ideas, it really is about private property owners coming forward, who first may be reluctant. They will have information on the website and will be reaching out to the region's economic developers to share this information to get it to the people.

Jeremy Bryant said that as long the property is state-owned, it would not qualify.

Frank Rogers asked if he should get his projects in before the state claimed ownership of the properties.

Kelly answered if you are using the funds and doing everything correctly, EPA encourages everyone to come back with more grants and opportunities. If you spend 25% in the first 18 months, then EPA will make the project eligible for the same amount of funding in the next round. In theory, you could spend all the money in one place but that typically does not happen because EPA does watch and stops that from happening.

Jeremy asked Kelly if there was still the DEQ list for larger brownfields.

Kelly said for larger sites, they still have the list, but a brownfield can be a number of different locations, not just the larger properties.

**ii. Regional Resiliency Plan**

This is a \$75,000 fund via Community Flood Preparedness Fund to develop detailed project recommendations to address flash flooding.

Alec said that this was an opportunity for them to get specific actionable items to pursue for future funding should the Community Flood Preparedness Fund continue.

**iii. Middle James Preservation Plan**

This is a \$54,000 grant via NFWF to develop detailed project recommendations to address erosion and sedimentation in urbanized area.

**iv. Regional Housing Needs Assessment**

This is a \$1000,00 grant from the Virginia Housing (VHDA) to analyze housing needs throughout our region due to supply cost constraints. Alec explained that Kelly Hitchcock will be moving forward with this by identifying committee members to help with this.

**v. Legislative Issues**

Alec wanted to bring before the board what they felt their posture would be for legislative reports, bringing up previous years. He referred to State Senator Mark Peake, who is open to more engagement from this PDC. Alec then offered to do a legislative report to show what was and is currently happening.

Wynter Benda agreed and said that it would be helpful to have a year-end legislative package that included at least two to three things that were of top priority of the PDC. Robert Hiss also agreed with this approach and said that his region had also taken this approach as well.

Alec asked if they should start developing something for the January meeting coming up or start developing something now with the issue at hand.

Sarah McGuffin spoke up saying that she thought it would be important to develop something right now in the actions that this PDC is involved.

Robert Hiss brought up that, at their last luncheon, workforce development was brought up and the changes that were being made there and thought this would be something to note on a legislative report.

Gary Shanaburger agreed with Robert but brought up VTI, which helps with workforce development training. Since it is privately owned, they are unable to receive state funding to help the students in the program.

Wynter said that right now he is looking into K-12 schools, and they are currently going through a study to look at what to do with different schools. He thought of transportation because with people going through workforce development, they need to be able to get there. Wynter also brought up that the governor was looking into state police training and he thought that the region should be figuring out how to get that here to support the region as a whole.

Alec explained that VAPDC is currently looking at rural transportation funding, and there were two pieces to this. The first is the actual money that the PDC receives for rural transportation is \$58,000 which they have received for 20 years and VAPDC is interested in approaching VDOT to move that amount up. The CVPDC would be in a good position to receive this because it has folded together urban and rural transportation.

Frank Rogers spoke up saying he didn't disagree with what Alec was saying about transportation but he also brought up that the board should consider qualifying projects for GO Virginia.

Robert agreed with Frank however was concerned about the narrow criteria that qualify projects for GO Virginia.

Alec said that he will be meeting with PDC directors that are also a part of GO Virginia Region 2. He will speak with them about what they have found is needed.

Wynter and Frank said that they are looking for more clarification on what they needed to ask and more information that would help to have the projects qualify for GO Virginia.

### **C. Upcoming Meetings**

Alec went into the schedule for the CVPDC and the next regularly scheduled meeting was November 17<sup>th</sup>. He also brought up the fact that they do need to have a December meeting and he is looking at putting together a social event for December 15<sup>th</sup> to encourage participation for others.

Frank was on board with moving the meeting to December 15<sup>th</sup> and having an event afterward.

Dwayne said that he wanted to invite many representatives to not only show them what the PDC does but also to bring awareness.

### **D. Other Business**

Frank Rogers thanked Alec for all of his work and outreach that he had been doing. He appreciated seeing everything that was coming together and the clarification on many things that were going on in the region. Wynter Benda also spoke up agreeing with Frank.

Dwayne Tuggle said that he is now the First Vice President for the VAPDC now as well.

Alec introduced Kirsten Trautman, the new executive assistant, and also announced that Tonya Hengeli will be leaving in mid-2023.



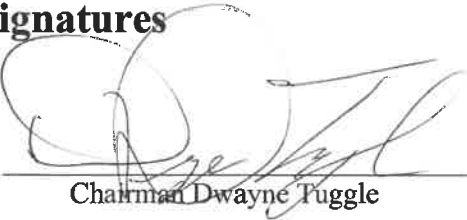
**E. Adjournment**


Dwayne Tuggle thanked everyone for coming and entertained a motion to adjourn.

Richard Connor made the motion and Robert Hiss seconded it.

All were in favor, and the meeting was adjourned.

**Signatures**

X   
Chairman Dwayne Tuggle

X   
Secretary Alec Brebner