



Central Virginia Planning District Commission

January 20, 2022 | 5:00 p.m.

828 Main Street, 12th Floor
Lynchburg, VA

AGENDA

1. **Welcome** | *Treney Tweedy, Chair*
 - a. Note the passing of Mayor Champ Nowlin, Brookneal, CVPDC Commission member since 2019
 - b. Welcome to Gary Shanaberger, Town Manager of Altavista and Roxanne Casto, Interim Town Manager of Appomattox
2. **Resolution of Appreciation for Rosalie H. Majerus, Deputy Director of Finance** | Attachment 1 | *Treney Tweedy, Chair*
3. **Consideration of Any Requests for Electronic Meeting Participation** | *Treney Tweedy, Chair*
4. **Approval of the Minutes of October 21, 2021** | Attachment 2 | *Treney Tweedy, Chair*
5. **Financial Update** | Attachment 3 | *Rosalie Majerus, CVPDC*
6. **Discussion of CVPDC Dues for 2022-2023** | Attachment 4 | *Gary Christie, CVPDC*
7. **Discussion of refinancing the 2012 bond for the Central Virginia Radio Communication Board** | Attachment 5, Attachment 6 and Attachment 7 | *Gary Christie, CVPDC, Mitch Brigulio, Davenport and Dan Siegel, Sands Anderson*
8. **Rural Transportation Work Program** | Attachment 8 and Attachment 9 | *Ada Hunsberger, CVPDC*
 - a. Update to 2021-2022 Rural Work Program
 - b. Adoption of 2022-2023 Rural Work Program
9. **2022 Regional Legislative Priorities** | Attachment 10 | *Gary Christie, CVPDC*
10. **Update on Regional Workforce Development** | Attachment 11 | *Traci Blido, Virginia Career Works*
11. **Other Business from Commission Members or Staff** | Attachment 12 | *Gary Christie, CVPDC*
 - a. Consideration of the establishment of a personnel committee
12. **Upcoming meeting schedule and update on search for a new CVPDC Executive Director** | *Gary Christie, CVPDC*
 - a. Executive Committee meeting: January 27, 3:30 p.m. to screen applications
 - b. Full CVPDC meeting for in person interviews: To be discussed
13. **Adjourn** | *Treney Tweedy, Chair*

Informational Items:

Quarterly Activity Report October 2021 to December 2021 – Attachment 13

2022 CVPDC Calendar – Attachment 14

(In case of snow) Meeting will be rescheduled to January 27, 2022 | 5:00 p.m.



**RESOLUTION OF APPRECIATION FOR
ROSALIE HURLEY MAJERUS, DEPUTY DIRECTOR OF FINANCE**

WHEREAS, Rosalie Hurley Majerus has served the Commission, our client organizations and the communities of the Central Virginia Region for over 20 years as Deputy Director of Finance, and

WHEREAS, Rosalie has performed her work with utmost professionalism and accuracy throughout her years of service from March 2001 to February 2022, and

WHEREAS, Rosalie has maintained complex financial records for a variety of organizations such as the Workforce Board, Economic Development Council, Services Authority, Radio Board, Center for Advanced Engineering and Research, Technology Council and many countless individual grants and projects, and

WHEREAS, Rosalie instituted new and improved processes and systems to improve operations and save the Commission and its employees money and resources, such as Health Savings Accounts, and

WHEREAS, under Rosalie's watchful care, there has never been a problem with audits or financial reviews where the Commission suffered a financial penalty or was obligated to repay funds, and

WHEREAS, over her twenty-one years of service, Rosalie has become a trusted advisor and outstanding financial manager to the benefit of a variety of Boards and Commissions.

NOW, THEREFORE BE IT RESOLVED, that the Central Virginia Planning District Commission offers Rosalie Hurley Majerus our sincere thanks and appreciation for her vigilance, professionalism and trusted advice in maintaining the region's financial accounts and records, and

BE IT FURTHER RESOLVED, that the Central Virginia Planning District Commission offers Rosalie this special tribute and commends her vision, enthusiasm, commitment, passion and leadership in service to the communities of the Central Virginia region and the Planning District Commission, and

IT IS FURTHER RESOLVED, that the Central Virginia Planning District Commission instructs its Secretary to enter this Resolution of Appreciation into the permanent record of the organization as an expression of our appreciation.

Gary Christie, Executive Director
Central Virginia Planning District Commission

Treney Tweedy, Chair
Central Virginia Planning District Commission

Date: January 20, 2022

Central Virginia Planning District Commission

Draft Minutes

October 21, 2021



Members Present:

Wynter Benda, City of Lynchburg
Sara Carter, Amherst Town
Megan Lucas, Lynchburg Regional Business Alliance
Dean Rodgers, Amherst County
Frank Rogers, Campbell County
Gary Shanaberger, Appomattox Town
John Spenser, Appomattox County, proxy for Susan Adams
Mayor Dwayne Tuggle, Amherst Town

Staff Present

Gary Christie
Kelly Hitchcock, via zoom
Rosalie Majerus

Welcome

Mayor Dwayne Tuggle, PDC Vice Chair, called the meeting to order and explained that Chair Treney Tweedy has a work commitment that prevented her from attending. Mayor Tuggle welcomed John Spenser of Appomattox County, proxy for Susan Adams.

Consideration of requests to participate in the meeting electronically

There were no requests from Commission members.

Minutes of September 16, 2021

Upon a motion by Dean Rodgers, seconded by Sara Carter, the minutes of the September 16, 2021 meeting were unanimously approved as presented.

Financial Report through September 30, 2021

CVPDC Deputy Director Rosalie Majerus reviewed the year-to-date financial report with the Commission noting no unusual revenues or expenditures through September 30. Rosalie did point out that CAER has repaid the 2009 loan of \$30,000 and that billing for VDOT and VDRPT programs have been done which will be reflected in October's report.

Budget amendment for Virginia Housing project and Rush Homes

Upon a motion by Frank Rogers, seconded by Gary Shanaberger, the Commission unanimously approved an amendment to the 2021-2022 PDC budget as follows:

Revenues: Virginia Housing	\$458,000
Expenditures: Rush Homes	\$450,000

Dues for 2022-2023

At the September meeting, staff requested a \$0.03 dues increase for Cities and Counties and a proportional increase for Towns.

Upon a motion by Frank Rogers, seconded by Wynter Benda, the Commission unanimously tabled the request until the January meeting.

Legislative Priorities for 2022

PDC Executive Director Gary Christie reminded the Commission to identify those priorities that should be incorporated in the 2022 legislative priority list. Christie encouraged the Commission to keep the list to a few bullet points.

Commission members noted that they were working with their Councils/Boards now. Frank Rogers pointed out that an issue for Campbell County is time spent by law enforcement providing escort and security for mental health patient/referrals related to Emergency Custody Orders (ECO) and Temporary Detention Orders (TDO).

Dean Rodgers noted that VACo will be supporting a state created "Closure Board" like a Base Realignment and Closure committee for a variety of state properties.

Wynter Benda asked who takes the lists to the legislators. Since lists are often duplicated, Wynter suggested we pare down the list to the impactful items. There was general agreement that a one-pager with bullet points was most effective.

Lynchburg and Appomattox Town will be asking for charter changes related to election cycles.

Dean Rodgers noted that Amherst County does not produce a legislative priority list. He would support including financial support to reuse the Central Virginia Training Center site.

Frank Rogers reviewed the discussion

- CVTC redevelopment funding
- Revise processes and responsibilities for Emergency Custody Orders and Temporary Detention Orders
- Support for a state committee to address reuse of abandoned or unused state properties
- Fewer mandates

Executive Director retirement announcement and discussion of recruitment process

Gary Christie thanked the Commission for their support over the past 16 years and noted that it has been an honor and a pleasure serving this region.

Gary noted that the Commission could hire a search firm, let Commission staff manage the process or have one of the jurisdictions serve to receive applications.

Wynter asked if there were funds for a search firm and staff responded that there were adequate funds in the CVPDC's reserve.

Mayor Tuggle suggested that the Executive Committee meet and determine the process.

Dean Rodgers suggested that the position description was just updated a few years ago and, with a few edits, could be circulated to VACo/VML/VAPDC.

Dean Rodgers moved that the Executive Committee be asked to oversee the search and determine the best marketing and application handling process. The motion was seconded by John Spencer.

Frank Rogers noted that the Commission ought to keep our elected official members engaged. Sara Carter noted that the Executive Committee could insure that the process is fair and well-advertised and that elected officials on the Commission could be involved in the vetting, interview and selection phases.

Mayor Tuggle noted that the Executive Committee would allow more consistency throughout the process.

The Executive Committee agreed to meet on Wednesday, November 3 at 3:00 p.m. to begin work.

Sara noted that it may be beneficial to use one of the larger Human Resource departments to receive the applications.

The motion was unanimously approved.

Frank Rogers thanked Gary Christie for his service to the Commission and offered congratulations on a job well done.

Discussion on Hiring and Retaining Public Employees

Localities may be struggling with similar HR issues. Wynter noted that Lynchburg is examining a variety of creative strategies in all areas, including public works. Wynter is examining what might be the barriers to hiring and/or retaining. Rules about tattoos, facial hair, having interviews off-site, banning the previous criminal record box, medical/annual leave payout when leaving, residency requirements and remote work environment are examples of what they are looking at to become an employer of choice.

Frank Rogers asked if there is something regionally in terms of brand that would help to share the message to invite people in. How do we become the destination to become the rising star for public sector employees? How can we cultivate our own talent?

Dean Rodgers noted that localities often have the same services and we tend to steal employees from each other. Dean reported that police chiefs want to be able to negotiate wages instead of a uniform wage system. Perhaps it would be helpful we had a table of benefits and requirements.

Sara Carter commented that we should focus efforts on retaining college graduates. We have many college students and we might want to examine that pool for entry level positions. Wynter noted that he has met with Sweet Briar college and other colleges/universities about accessing recent graduates. There are models where recent grads are targeted to connect with local businesses. The program may start in Lynchburg and could potentially move to an organization like the PDC.

Meeting Schedule for 2022

Frank Rogers moved to accept the meeting schedule as presented, seconded by Megan Lucas, and was unanimously approved.

- January 20, 2022
- February 17, 2022
- March 17, 2022
- April 21, 2022
- May 19, 2022
- June 16, 2022
- July 21, 2022
- September 15, 2022
- October 20, 2022
- November 17, 2022

Other Business from Commission or Staff

Megan Lucas reported that the Region 2 GO Virginia Board is considering a request by the Regional Business Alliance to provide matching funding to make up the shortfall on the design process for the Central Virginia Training Center. Megan also reported that local economic developers are taking a trip to the Port of Virginia.

Traci Blido reported increased activity in ransom ware attacks on local businesses.

Dean Rodgers noted the master planning on a 300 acre site for the Amherst/Nelson Agricultural center is underway.

No meeting date in November will be held unless needed since the Executive Committee will be meeting.

With no further business, the meeting was adjourned.

Central Virginia Planning District Commission					
Budget to Actual for FY22					
Actual as of December 31, 2021					
	<u>Actual as of 6/30/21</u>	<u>FY22 Adjusted Budget</u>	<u>Actual as of 12/31/21</u>	<u>Diff Between Budget & Actual</u>	<u>% of Budget Used</u>
OPERATIONS FUND (EXPENDITURES)					
SALARY					
ADMINISTRATION	169,337	177,535	69,907	107,628	39.38%
FINANCE	135,161	139,112	70,028	69,084	50.34%
OPERATIONS	242,606	233,021	106,985	126,036	45.91%
	547,104	549,668	246,921	302,747	44.92%
PART TIME HELP	2,572	10,000		10,000	0.00%
Total Salaries & Wages	549,676	559,668	246,921	312,747	44.12%
EMPLOYER COST FICA	38,898	42,815	19,181	23,634	44.80%
EMPLOYER COST V R S	22,820	23,839	10,543	13,296	44.22%
EMPLOYER COST HEALTH INS	99,260	98,848	47,459	51,389	48.01%
EMPLOYER COST LIFE INS	7,078	7,365	3,276	4,089	44.48%
WORKERS COMP	1,883	1,900	1,475	426	77.61%
Total Fringe Benefits	169,938	174,767	81,933	92,833	46.88%
OFFICE EXPENSES					
AUDITING SERVICES	4,440	6,000		6,000	0.00%
PAYROLL ACCOUNTING SERVICES	6,328	6,500	4,454	2,046	68.53%
LEGAL SERVICES	2,641	3,000	695	2,305	23.17%
LIABILITY INSURANCE	968	1,250	943	307	75.44%
CONTRACTUAL SERVICES	15,084	30,000	11,938	18,062	39.79%
ADVERTISING	82	1,000	1,322	(322)	132.21%
POSTAGE	441	1,000	384	616	38.38%
TELEPHONE	7,364	8,076	2,556	5,520	31.65%
INTERNET SERVICES	670	1,524	240	1,284	15.76%
OFFICE SUPPLIES	1,722	6,000	273	5,727	4.55%
PRINTING & BINDING	290	1,000		1,000	0.00%
TRAVEL	1,099	6,500	374	6,126	5.75%
SPECIAL MEETINGS	1,169	6,000	611	5,389	10.19%
EDUCATION & TRAINING	985	7,000	169	6,831	2.41%
DUES, SUBSCRIPTIONS	8,699	9,500	8,888	612	93.55%
PUBLICATIONS	383	500	125	375	24.99%
MISCELLANEOUS EXPENSES	1,893	1,000	(59)	1,059	-5.93%
FURNITURE & FIXTURES		1,000		1,000	0.00%
RENTAL OFFICE EQUIPMENT	1,422	4,000	676	3,324	16.89%
OFFICE RENT	59,359	60,843	30,492	30,351	50.12%
PARKING	1,200	1,200	600	600	50.00%
COMPUTER EQUIP/SOFTWARE	12,081	12,000	4,904	7,096	40.86%
Total Office Expenses	128,320	174,893	69,584	105,309	39.79%
Total Operations Expenses	847,933	909,328	398,439	510,889	43.82%

Central Virginia Planning District Commission

Budget to Actual for FY22

Actual as of December 31, 2021

	<u>Actual as of 6/30/21</u>	<u>FY22 Adjusted Budget</u>	<u>Actual as of 12/31/21</u>	<u>Diff Between Budget & Actual</u>	<u>% of Budget Used</u>
Total Operations Expenses (from Page 1)	847,933	909,328	398,439	510,889	43.82%
Direct Project Expenses					
Altavista Comp Plan			133	(133)	0.00%
Amherst CDBG - Old Town Madison Heights	109	200	4,034	(3,834)	2016.84%
Appomattox Church Street Water Line	0	585	886	(301)	151.45%
Bedford Town CDBG	561	2,000	1,805	195	90.26%
CEDS	0	49,000		49,000	0.00%
CVCC-CTE	0	134,000	29,233	104,767	21.82%
Chesapeake Bay	7	10,000		10,000	0.00%
DHCD	171	500		500	0.00%
DRPT / FTA	32,009	1,500	2,558	(1,058)	170.55%
Hazard Mitigation	21,485	0		0	0.00%
Regional Radio Board - Campbell County	0	1,650	32	1,618	1.93%
Regional Radio Board	777	750	384	366	51.22%
RideSolutions	602	8,675	582	8,093	6.71%
VDOT - PL	24,716	21,000	7,830	13,170	37.29%
VDOT - Rural	1,953	3,000	1,075	1,925	35.83%
Virginia Housing - Rush Homes		450,000		450,000	0.00%
WIOA	248,623	544,004	174,894	369,110	32.15%
Total Direct Project Expenses	331,013	1,226,864	223,446	1,003,418	18.21%
TOTAL OPERATING & DIRECT PROJECT EXPENSES	\$1,178,946	\$2,136,192	\$621,885	\$1,514,307	29.11%
Pass Thru Expenses					
Regional Radio Board	1,296,423	1,167,302	1,219,782	(52,480)	104.50%
VDOT - PL	134,903	76,500	37,125	39,375	48.53%
WIOA	1,275,249	950,000	480,382	469,618	50.57%
Total Pass Thru Expenses	\$2,706,575	\$2,193,802	\$1,737,289	\$456,513	79.19%
Total Expenses	\$3,885,521	\$4,329,994	\$2,359,173	\$1,970,820	54.48%

Central Virginia Planning District Commission

Budget to Actual for FY22

Actual as of December 31, 2021

	<u>Actual as of 6/30/21</u>	<u>FY22 Adjusted Budget</u>	<u>Actual as of 12/31/21</u>	<u>Diff Between Budget & Actual</u>	<u>% Of Budget Received</u>
Revenues					
OPERATIONS FUND (REVENUE)					
Dues	156,242	158,835	158,835	(0)	100.00%
Miscellaneous Revenue	10,876	11,000	30,000	(19,000)	272.73%
Total Operations Revenue	167,118	169,835	188,835	(19,000)	111.19%
Direct Project Revenues					
Amherst County - Old Town Madison Heights	12,770	12,500		12,500	0.00%
Appomattox Church Street Water Line		10,000		10,000	0.00%
Bedford Town CDBG	10,356	13,200		13,200	0.00%
CEDS	0	30,000		30,000	0.00%
Chesapeake Bay	52,000	58,000		58,000	0.00%
DHCD	75,971	89,971	44,986	44,985	50.00%
DRPT / FTA	129,529	109,791	33,515	76,276	30.53%
Hazard Mitigation	29,764	0		0	0.00%
Regional Radio Board - Campbell County		9,500	11,908	(2,408)	0.00%
Regional Radio Board	35,796	28,000	15,869	12,131	56.68%
Region 2000 Services Authority	145,462	175,963	72,327	103,636	41.10%
RideSolutions	25,514	48,083	10,908	37,175	22.69%
VDOT-PL	122,514	108,380	44,067	64,313	40.66%
VDOT-Rural	53,553	58,000	19,998	38,002	34.48%
Virginia Housing		458,000		458,000	0.00%
WIOA	324,209	609,004	208,445	400,559	34.23%
Total Direct Project Revenues	1,017,438	1,818,392	462,024	1,356,368	25.41%
Interest	639	1,000	111	889	11.11%
TOTAL OPERATIONS & DIRECT PROJECT REVENUES	1,185,195	1,989,227	650,970	1,338,257	32.72%
Surplus/(Use of Fund) Balance	6,249	(146,965)	29,086	(176,050)	
Funding from Fund Balance					
CVCC-CTE		134,000	29,233	104,767	
CEDS		30,000		30,000	
Funding from Fund Balance	0	164,000	29,233	134,767	
	\$6,249	\$17,035	\$58,319	(\$41,284)	
Pass Thru Revenue					
Regional Radio Board	2,785,381	1,167,302	1,060,555	106,747	90.86%
VDOT - PL	134,903	76,500	37,125	39,375	48.53%
WIOA	1,273,538	950,000	497,697	452,303	52.39%
Total Pass Thru Revenues	\$4,193,822	\$2,193,802	\$1,595,377	\$598,425	72.72%
Total Revenue	5,379,017	4,347,029	2,275,581	2,071,448	52.35%
Net Surplus/(Use of Fund) Balance	1,493,496	17,035	(83,592)	100,628	

Central Virginia Planning District Commission

Cash and Estimated Fund Balance

December 31, 2021

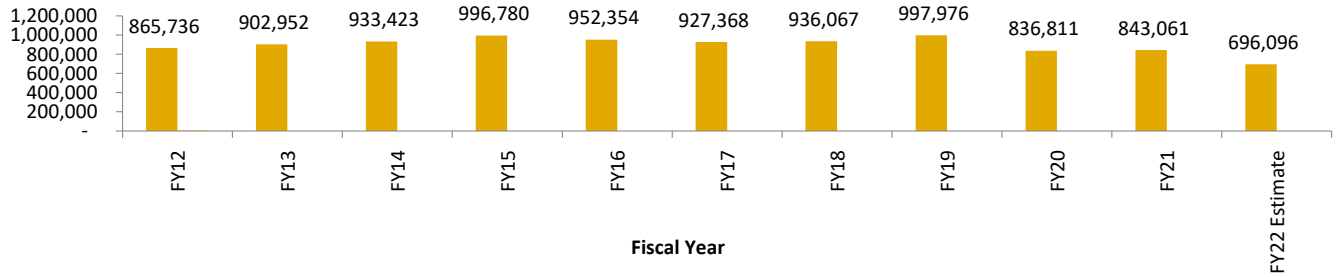
CASH ON HAND

Sun Trust Checking		
CVPDC Funds		271,286
WIA Trainit Funds		4,081
Petty Cash		130
Local Govt Invest Pool		403,460
Cash on Hand		\$ 678,957

CALCULATION OF ESTIMATED YEAR-END FUND BALANCE

Estimated Year-end Fund Balance		\$ 696,096
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Ending Fund Balance



Dues for 2022-2023

At our October meeting the Commission agreed to wait until January to set the dues rate for 2022-2023. At that meeting we discussed a \$0.03 per capital increase for the City and the Counties to \$0.615 per capita and a proportional increase for Towns of \$55.00 to a flat fee of \$1,118. This will increase local dues revenues by \$8,960, from \$158,835 to \$167,793 (5.6%).

Impact of a \$0.03 dues increase for FY 22-23

Locality	FY 21-22 Billing @ \$.585 per capita	Proposed FY22-23 @\$0.615 per capita	Difference
Amherst County	\$18,583	\$19,588	\$1,005
Appomattox County	\$9,254	\$9,840	\$586
Bedford County	\$45,970	\$48,575	\$2,605
Campbell County	\$32,456	\$34,224	\$1,768
Lynchburg City	\$47,258	\$49,979	\$2,721
Town of Altavista	\$1,063	\$1,118	\$55
Town of Amherst	\$1,063	\$1,118	\$55
Appomattox Town	\$1,063	\$1,118	\$55
Town of Bedford	\$1,063	\$1,118	\$55
Town of Brookneal	\$1,063	\$1,118	\$55
Total	\$158,835	\$167,793	\$8,960
			5.6%

Local dues are a small but important part of our revenue stream predominately because the funds are not restricted to a specific use, as is most of our contracts.

Recommended Action:

Set the FY 22-23 dues rate at \$0.615 for the City and Counties and \$1,118 for Towns.

Refinancing the 2012 Radio Board Bond

Background

The CVPDC holds the bond for the Radio Board's 2012 equipment purchase. There's \$5.98 million left to pay over the next five years at 3.04% interest. The Radio Board is a committee of the PDC and doesn't have legal standing to incur debt. The bond is being repaid by the participating localities under an agreement.

Although the PDC has the authority to borrow money, we do not have the authority to issue tax exempt bonds as Counties, Cities and Towns do. Therefore, for this borrowing we worked with the Town of Amherst's IDA in issuing the bonds for us. We intend to continue to work through and with Amherst Town's IDA if we do any refinancing.

We asked Davenport, our financial advisor, whether a refinancing at current rates would result lower overall costs. Bank of America, the current bond holder, is offering 1.37% for the remainder of the loan under a complete refinancing. Davenport estimates that we would have to get a rate of .85% to do better than the Bank of America offer and, with interest rates rising, is skeptical that we would get .85% interest rates through a bidding process.

There would be \$55,000 in issuance costs that could be rolled into the new loan. No out of pocket costs would be incurred by the Radio Board, by the PDC, or by our member localities.

The result is lower costs for the participating communities. We have run this idea by the Radio Board and they have no objection to saving money.

A summary provided by Davenport is attached.

Recommended Action

Staff proposes to refinance the balance of the loan and roll the \$55,000 cost of issuance into the new note with Bank of America at 1.37% interest for the five remaining years.

The Commission is asked to approve the attached resolution.

Interest Rate Modification / Refinancing of 2012 Public Facilities Revenue Bond

Central Virginia Radio Communications Board (CVRCB)

January 20, 2022

Overview of 2012 Public Facilities Revenue Bond

Industrial Development Authority of the Town of Amherst, Virginia
Public Facilities Revenue Bond
(Virginia’s Region 2000 Local Government Council Project), Series 2012 (the “2012 Bond”)

- In May 2012, the Central Virginia Planning District Commission (the “Commission” or “CVPDC”)(¹) secured financing on behalf of the Central Virginia Radio Communications Board (the “CVRCB”)(²) in the amount of \$13,100,000 through a Direct Bank Loan with Banc of America Public Capital Corp (“BAPCC”) via the Industrial Development Authority (“IDA”) of the Town of Amherst, Virginia (as the conduit issuer).

- The 2012 Bond provided the CVRCB with the following terms:
 - Fixed interest rate of 3.04%.
 - 15 Years amortization with a Final Maturity of 5/1/2027.
 - Prepayment provisions as follows:
 - Principal of the Bond may be prepaid in whole on a scheduled payment date on or after November 1, 2019 at par.
 - Prepayment in part is allowed, in an amount of at least \$500,000, on a scheduled payment date on or after November 1, 2019 at par.
 - Collateral / Security
 - Repaid through payments received from operation of the Facilities by the CVRCB and from the Member Jurisdictions under a Regional Cooperative Agreement (the “Cooperative Agreement”); and
 - Security interest in the System and Facilities.
 - The 2012 Bond has approximately \$5.98 Million of principal outstanding and approximately 5 years remaining until maturity.

(1) Formerly known as Virginia’s Region 2000 Local Government Council.

(2) Formerly known as the Region 2000 Radio Communications Board.

Overview of Interest Rate Modification Opportunity

- BAPCC has provided the CVRCB with a proposal to modify the interest rate on the existing loan. The modification includes the following terms:

- Modified Interest Rate: 1.37%
- Accrued Interest at Old Rate: Only through Modification Date (will not require 3.04% through next payment date of 5/1/2022)
- Modification / Closing Date: NLT February 11, 2022
- BAPCC would allow the CVRCB to:
 - Keep the Principal Amortization the same as the existing loan, resulting in a more front-loaded savings structure and requiring that any issuance costs be paid out-of-pocket rather than included in the borrowing; or
 - Re-Amortize the principal in order to solve for level annual savings and include any Costs of Issuance or the Accrued Interest.
- Prepayment Provisions:
 - No Penalty;
 - On any payment date; and
 - In whole, or in part with a prepayment minimum of \$500,000.
- All other terms and conditions remain unchanged.

Potential Modification to Loan* | Scenario 1 – Orig. Amortization Unchanged

Assumes a Modified Interest Rate of 1.37% per the BAPCC Proposal

	A	B	C	D	E	F
	Preliminary Results	Prior Debt Service	Modified Debt Service	Savings Without Costs of Issuance (B-C)	Costs of Issuance	Savings Net of Costs of Issuance
1	Fiscal Year					
2	2022	1,010,896	988,149	22,747	(55,000)	(32,253)
3	2023	1,110,149	1,025,647	84,502	-	84,502
4	2024	1,110,082	1,041,445	68,637	-	68,637
5	2025	1,110,065	1,057,794	52,271	-	52,271
6	2026	1,110,066	1,074,679	35,387	-	35,387
7	2027	1,110,055	1,092,086	17,969	-	17,969
8	Total	\$6,561,313	\$6,279,799	\$ 281,514	\$ (55,000)	\$ 226,514
9	NPV Savings (\$)					218,360
10	NPV Savings (%)					3.65%

Notes:

(i) Modified Debt Service includes accrued interest at 3.04% from 11/1/2021 payment to modification/closing date of 2/9/2022, which will be paid on 5/1/2022, the next scheduled payment date.

(ii) Prior Debt Service and Modified Debt Service both account for (include) the associated annual fee of 12.5bps (0.125%) related to the IDA of the Town of Amherst, as the conduit issuer.

Notes:

- Modification Interest Rate per BAPCC's proposal of 1.37%
- Assumes a closing date of 2/9/2022.
- Net of estimated Costs of Issuance totaling \$55,000. Assumes the CVRCB makes an Equity Contribution to cover the Costs of Issuance.
- Assumes Accrued Interest through 2/9/2022 is paid on 5/1/2022, the next scheduled payment date.
- The Original Principal Amortization is unchanged.
- Prior Debt Service and Modified Debt Service both account for (include) the associated annual fee of 12.5bps (0.125%) related to the IDA of the Town of Amherst, as the conduit issuer.

* Preliminary, subject to change.

Potential Modification to Loan* | Scenario 2 – RE-Amortized (includes COI)

Assumes a Modified Interest Rate of 1.37% per the BAPCC Proposal

	A	B	C	D
	Preliminary Results	Prior Debt Service	Modified Debt Service	Savings Net of Costs of Issuance
1	Fiscal Year			
2	2022	1,010,896	994,039	16,857
3	2023	1,110,149	1,068,409	41,740
4	2024	1,110,082	1,068,579	41,502
5	2025	1,110,065	1,068,524	41,540
6	2026	1,110,066	1,068,246	41,821
7	2027	1,110,055	1,068,742	41,313
8	Total	\$6,561,313	\$ 6,336,539	\$ 224,773
9	NPV Savings (\$)			216,806
10	NPV Savings (%)			3.63%

Notes:

(i) Modified Debt Service includes accrued interest at 3.04% from 11/1/2021 payment to modification/closing date of 2/9/2022, which will be paid on 5/1/2022, the next scheduled payment date.

(ii) Prior Debt Service and Modified Debt Service both account for (include) the associated annual fee of 12.5bps (0.125%) related to the IDA of the Town of Amherst, as the conduit issuer.

Notes:

- Modification Interest Rate per BAPCC's proposal of 1.37%
- Assumes a closing date of 2/9/2022.
- Net of estimated Costs of Issuance totaling \$55,000.
- Assumes Accrued Interest through 2/9/2022 is paid on 5/1/2022, the next scheduled payment date.
- The Principal is increased to include the costs of issuance and re-amortized to provide for level annual cash flow savings.
- Prior Debt Service and Modified Debt Service both account for (include) the associated annual fee of 12.5bps (0.125%) related to the IDA of the Town of Amherst, as the conduit issuer.
- CVRCB would have to receive a 0.85% interest rate refinancing proposal through a Direct Bank Loan RFP process (with another lender) in order to generate "break-even" results with the BAPCC Modification Proposal of 1.37%.

* Preliminary, subject to change.

Potential Next Steps / Preliminary Schedule*

Date	Action / Task
January 7, 2022 9am	CVRCB (Radio) Board Meeting <ul style="list-style-type: none">No action necessary.
January 20, 2022 5pm	CVPDC Board Meeting <ul style="list-style-type: none">The CVPDC Board considers approving the authorizing resolution(s) and form of modification/financing documents.
February 7, 2022	IDA Town of Amherst Board Meeting <ul style="list-style-type: none">The IDA Board considers approving the appropriate resolution(s) and form of modification/financing documents.
February 9, 2022	Tentative Closing Date for Modification.
By February 11, 2022	Closing Deadline.

* Preliminary, subject to change.

Municipal Advisor Disclosure

The enclosed information relates to an existing or potential municipal advisor engagement.

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**RESOLUTION OF THE CENTRAL VIRGINIA PLANNING DISTRICT COMMISSION
APPROVING RATE ADJUSTMENT OF EXISTING FINANCING THROUGH
INDUSTRIAL DEVELOPMENT AUTHORITY
OF THE TOWN OF AMHERST, VIRGINIA**

WHEREAS, the Counties of Amherst, Bedford and Campbell, the Town of Bedford (formerly City of Bedford) and the City of Lynchburg (**collectively, the “Member Jurisdictions”**) acting through a committee, the Central Virginia Radio Communications Board, formerly known as the Region 2000 Radio Communications Board (**the “Radio Board”**) of the Central Virginia Planning District Commission, formerly Virginia’s Region 2000 Local Government Council (**“CVPDC”**) owns and operates an emergency communications system (**the “Facilities”**) serving the Member Jurisdictions with portions of the Facilities located in each of the Member Jurisdictions;

WHEREAS, in 2012, CVPDC upgraded and replaced the existing emergency communications system (**the “Existing System”**) serving the then Member Jurisdictions through a financing with the Industrial Development Authority of the Town of Amherst, Virginia (**the “Authority”**) by the Authority’s issuance of its \$13,100,000 Public Facilities Revenue Bond (Virginia’s Region 2000 Local Government Council Project), Series 2012 (**the “2012 Bond”**) pursuant to a Loan Agreement, dated as of May 1, 2012 (**the “Loan Agreement”**) among the Authority, CVPDC and Banc of America Public Capital Corp (**the “Lender”**);

WHEREAS, simultaneously with the issuance of the 2012 Bond, CVPDC issued its promissory note (**the “2012 Borrower Note”**) in the same amount as the 2012 Bond, reflecting the undertaking of CVPDC to provide the source of revenue for payment of the 2012 Bond;

WHEREAS, pursuant to a Security Agreement, dated as of May 1, 2012 (**the “Security Agreement”**) between CVPDC and the Lender, CVPDC assigned certain payments under a Cooperative Agreement with the Member Jurisdictions for the benefit of the Lender and granted the Lender a security interest in the Facilities, including the Existing System, with the Existing System to be released upon the final installation of the portion of the Facilities to be financed with the proceeds of the 2012 Bond;

WHEREAS, Davenport & Company LLC (**the “Financial Advisor”**) on behalf of CVPDC, requested the Lender to consider a refunding or rate reduction of the 2012 Bond and received a proposal from the Lender dated December 28, 2021 (**the “Proposal”**) reducing the interest rate on the 2012 Bond from 3.04% to 1.37%, which the CVPDC has reviewed and considered as the most advantageous manner to refinance the costs of the Facilities for debt service savings;

WHEREAS, CVPDC have requested that the Authority (a) issue, offer and sell its public facilities revenue refunding bond in the principal amount of not to exceed \$6,200,000 (**the “2022 Bond”**) to refund and refinance the 2012 Bond issued to finance the costs of the Facilities, plus accrued interest through the next payment date on the 2012 Bond and the cost of issuing the 2022 Bond, (b) secure the payment of the 2022 Bond through amendments to the Loan Agreement and

the Security Agreement (the “Existing Financing Documents”) to secure the 2022 Bond on the same basis as the 2012 Bond;

WHEREAS, there have been presented to this meeting, drafts of the following documents (collectively, the “Documents”) in connection with the transactions described above, copies of which shall be filed with the records of CVPDC:

1. An Amendment Agreement (the “Amendment Agreement”) among the Authority, CVPDC and the Lender amending the Existing Financing Documents to reflect the terms of the Proposal and the 2022 Bond and releasing the Existing System from the provisions of the Security Agreement;
2. a Specimen Public Facilities Revenue Refunding Bond (CVPDC Radio Board Rate Adjustment), Series 2022 in the maximum aggregate principal amount of \$6,200,000, maturing on or about May 1, 2027 from its date of issuance with an interest rate of 1.37% per annum; and
3. a Promissory Note of CVPDC corresponding to the terms of the 2022 Bond.

NOW THEREFORE, BE IT RESOLVED BY THE CENTRAL VIRGINIA PLANNING DISTRICT COMMISSION:

1. All costs and expenses in connection with the issuance of the 2022 Bond, including but not limited to the Authority’s expenses, the fees and expenses of CVPDC and its counsel, bond counsel, the Financial Advisor and the Authority’s counsel for the sale of the 2022 Bond, shall be paid from the proceeds therefrom or other funds of CVPDC. If for any reason the 2022 Bond is not issued, it is understood that all such expenses shall be paid by CVPDC and that the Authority shall have no responsibility therefor.
2. CVPDC hereby approves the Documents, the Proposal and the form of the 2022 Bond in the maximum aggregate principal amount of up to \$6,200,000 with a maturity date on or about May 1, 2027 from the date of issuance, payable as to interest semiannually at the rate of 1.37%, subject to such adjustment as set forth in the form of the 2022 Bond, and payable as to principal annually, as set forth in the form of 2022 Bond, with such changes, including but not limited to changes in the amounts, dates, payment dates and rates as may be approved by the Chairman or Vice Chairman of CVPDC or the Executive Director of CVPDC, either of whom may act (the “CVPDC Representative”) whose signature or signatures on the Documents and related instruments and certificates shall be conclusive evidence of his or their approval of the same.
3. The CVPDC Representative is hereby authorized and directed to execute the Documents and such other instruments and documents as are necessary to create and perfect a security interest in the Collateral in favor of the Lender, to amend the Existing Financing Documents and to issue the 2022 Bond.

4. The CVPDC Representative is hereby authorized and directed to execute, deliver and file all certificates and documents and to take all such further action as he may consider necessary or desirable in his sole and absolute discretion in connection with the issuance and sale of the 2022 Bond, including without limitation (a) execution and delivery of a certificate setting forth the expected use and investment of the proceeds of the 2022 Bond to show that such expected use and investment will not violate the provisions of Section 148 of the Internal Revenue Code of 1986, as amended, and regulations thereunder, applicable to “arbitrage bonds,” (b) making any elections that such CVPDC Representative deems desirable regarding any provision requiring rebate to the United States of “arbitrage profits” earned on investment of proceeds of the 2022 Bond, (c) providing for the Member Jurisdictions to pay any such rebate amount and (d) filing Internal Revenue Service Form 8038-G, and to take all such further action as he may consider necessary or desirable in connection with the issuance and sale of the 2022 Bond, refinancing of the Facilities, the amending of the Existing Financing Documents and the providing of a lien on the Facilities as additional security for the 2022 Bond.
5. Any authorization herein to execute a document shall include authorization to deliver it to the other parties thereto and to record such document where appropriate.
6. All other acts of CVPDC Representative that are in conformity with the purposes and intent of this resolution and in furtherance of the issuance and sale of the 2022 Bond, the refunding of the Facilities and the amending of the Existing Financing Documents are hereby approved, ratified and confirmed.
7. This resolution shall take effect immediately.

Adopted this 20th day of January, 2022.

CERTIFICATION OF ADOPTION OF RESOLUTION

The undersigned Executive Director of the Central Virginia Planning District Commission hereby certifies that the Resolution set forth above was adopted in an open meeting on January 20, 2022, by the Central Virginia Planning District Commission with the following votes:

Aye:

Absent:

Nay:

Abstentions:

Signed this ___ day of _____, 2022.

By: _____
Executive Director, Central Virginia Planning District Commission

Background:

The CVPDC's Rural Transportation Work Program included a Rural Flood Impact Project. However, CVPDC has recently been given the opportunity to partner with University of Virginia's Local Technical Assistance Program (LTAP) to utilize their consultant (at no charge to the PDC) to identify low-cost road safety improvements (also known as countermeasures) that the localities could easily implement.

The CVPDC would be the first in Virginia to partner with LTAP for this type of project. Staff believes this opportunity will provide valuable data and information that the localities can use to improve roadway safety.

Recommendation: Adoption of the amended FY 21-22 Rural Work Program to include the Rural Countermeasure Identification Project.

Existing FY 2022-23 Work Program

<u>FY-2022 Budget Summary Tasks</u>	VDOT (SPR) 80%	PDC (Match) 20%	Total 100%
<u>Program Administration</u>			
1. Rural Transportation Planning Management	\$20,000.00	\$5,000.00	\$25,000.00
2. FY 22-23 Rural Transportation Planning Work Program Development	\$2,400.00	\$600.00	\$3,000.00
Total Budgeted Expenditure for Program Administration	\$22,400.00	\$5,600.00	\$28,000.00
<u>Program Activities</u>			
1. General Technical Assistance	\$16,000.00	\$4,000.00	\$20,000.00
2. Rural Flood Impact Project	\$9,600.00	\$2,400.00	\$12,000.00
3. Active Transportation Planning Activities	\$10,000.00	\$2,500.00	\$12,500.00
Total Budgeted Expenditure for Program Activities	\$35,600.00	\$8,900.00	\$44,500.00
Total Budgeted Expenditure for Program Administration and Program Activities	\$58,000.00	\$14,500.00	\$72,500.00

2. Rural Flood Impact Project - \$12,000.00

Description: The CVTPO will be exploring the regional roadways which are susceptible to flooding, as identified by the Central Virginia Planning District Commission's Hazard Mitigation Plan. PDC staff will work with local officials, Virginia Department of Emergency Management (VDEM) and Virginia Department of Transportation (VDOT) to evaluate potential need for rerouting of emergency vehicles and consideration of mitigation projects for the future.

Deliverable Product: Set of recommendations for localities to use as a basis for mitigation projects or rerouting.

Proposed Change to FY 2022-23 Work Program

<u>FY-2022 Budget Summary Tasks</u>	VDOT (SPR) 80%	PDC (Match) 20%	Total 100%
<u>Program Administration</u>			
1. Rural Transportation Planning Management	\$20,000.00	\$5,000.00	\$25,000.00
2. FY 22-23 Rural Transportation Planning Work Program Development	\$2,400.00	\$600.00	\$3,000.00
Total Budgeted Expenditure for Program Administration	\$22,400.00	\$5,600.00	\$28,000.00
<u>Program Activities</u>			
1. General Technical Assistance	\$23,200.00	\$5,800.00	\$29,000.00
2. Rural Countermeasure Identification Project	\$2,400.00	\$600.00	\$3,000.00
3. Active Transportation Planning Activities	\$10,000.00	\$2,500.00	\$12,500.00
Total Budgeted Expenditure for Program Activities	\$35,600.00	\$8,900.00	\$44,500.00
Total Budgeted Expenditure for Program Administration and Program Activities	\$58,000.00	\$14,500.00	\$72,500.00

2. **Rural Countermeasure Identification Project** - \$3,000.00

Description: The CVPDC will be partnering with the University of Virginia's Transportation Training Academy (TTA) and Local Technical Assistance Program (LTAP) to identify low-cost countermeasures which can be implemented by localities to improve roadway safety.

Deliverable Product: Set of recommendations for localities to use as a basis for roadway safety projects.

Central Virginia Planning District Commission

**FY-2023 Rural Transportation Planning Work Program
July 01, 2023 – June 30, 2023**



CVPDC

Central Virginia Planning District Commission

Purpose and Objective

The Virginia Department of Transportation (VDOT) allocates part of the State Planning and Research (SPR) funding to provide annual transportation planning assistance for non-urbanized areas within the Commonwealth. The Rural Transportation Planning (RTP) Program was created to aid the State in fulfilling the requirements of the State Planning Process to address the transportation needs of non-metropolitan areas. Funds appropriated under 23 U.S.C. 307(c) (SPR funds) are used in cooperation with the Department of Transportation, Commonwealth of Virginia for transportation planning as required by Section 135, Title 23, U.S. Code. These Federal funds provide 80 percent funding and require a 20 percent local match.

In FY-2023 each planning district commission / regional commission that has rural area will receive \$58,000 from VDOT's Rural Transportation Planning Assistance Program. The corresponding planning district commission / regional commission will provide a local match of \$14,500 to conduct rural transportation planning activities. This resource may be supplemented with additional planning funds. The arrangement of all such funds involves the development of a scope of work, approval and other coordination in the Transportation & Mobility Planning Division's (TMPD) administrative work programs.

The scope of work shall include specific activities as requested by VDOT and/or the Federal Highway Administration. The scope of work may also include activities or studies addressing other transportation planning related issues that may be of specific interest to the region. The criteria for the determination of eligibility of studies for inclusion as part of this work program are based upon 23 U.S.C. 307 (c), State Planning and Research.

FY 2022 - Program Administration (\$28,000.00)

Background and Objective: The purpose of this work element is to facilitate regional participation and consensus building on transportation-related issues through a continuing, comprehensive, and coordinated planning process.

1. Rural Transportation Planning Management - \$25,000.00

Description: This activity includes all program management and administrative responsibilities not directly attributable to specific program activities. There are two defined objectives of this task: (1) the administration of transportation planning work program activities; and (2) the completion of necessary contracts, invoices, progress reports, correspondence, and grant applications in support of the work program.

Deliverable Products: The primary result of this task should be a well-functioning transportation program, including:

- Preparation of quarterly financial progress reports
- Provide oversight and administration of specific projects awarded under the Rural Transportation Grant Program
- Prepare meeting agenda minutes, resolutions, arrange for and/or attend meetings, conferences, and training
- Preparation for and attendance at Project Management Team (Technical Committee) meetings, including any work for special committees
- Review proposed enhancement projects as requested
- Prepare and execute funding agreements and contracts, including contract extensions or supplements, as needed
- Respond to requests for intergovernmental reviews and coordination
- Review, as necessary, consultant contracts or supplements and monitor consultant contracts, negotiations, and work progress on corridor studies and plans employing consultants
- Undertake staff training to enhance the rural transportation planning process, such as attendance at VDOT meetings and training sessions, VAPDC conferences, APA VA conferences, NADO conferences, and other opportunities as identified
- Provide Year End Summary List of accomplishments under the Rural Transportation Planning Assistance Program

2. Rural Transportation Planning Work Program - \$3,000.00

Description: This task provides for the annual preparation of the Rural Transportation Planning Assistance Program – Scope of Work for the upcoming fiscal year. Any amendments or revisions to the existing scope of work are also a part of this element.

Deliverable Products: The FY 2022-2023 Rural Transportation Planning Work Program, which documents the activities to be accomplished by the Central Virginia Planning District Commission staff in the upcoming fiscal year. It will also include any amendments or revisions to the existing scope of work.

SPR Funds (80%)	\$22,400.00
PDC Funds (20%)	\$5,600.00
<hr/>	
Total Budgeted Expenditure for Program Administration	\$28,000.00

FY 2022 - Program Activities (\$44,500.00)

Background and Objective: Address regionalized transportation issues that are identified by the Transportation Technical Committee and the Planning District Commission. Individual projects and work elements are described below:

1. General Technical Assistance- \$20,000.00

Description: This task allows for the assistance to localities and VDOT on transportation related activities on an individual or regional basis as needed.

This task includes, but is not limited to:

- Providing transportation technical input and resources to the PDC's localities outside of the MPO area to improve the overall effectiveness and efficiency of the transportation network
- Reviewing and assisting in the updating of local comprehensive plans to ensure that land use and other elements are consistent with transportation planning elements and the statewide transportation plan; this item includes assisting in the development of comprehensive plan's transportation element.
Other duties as required by VDOT, FHWA, and the PDC
- Development and provision of GIS information for use with transportation projects and planning efforts
- Enhancement and maintenance of a website
- Education, information, and referral assistance to localities on local transportation planning committees such as the 501 Coalition, Lynchburg Regional Transportation Advocacy Group (Lynchburg Regional Business Alliance), and local chamber of commerce transportation committees
- Writing transportation planning grants, including Transportation Alternatives and Safe Routes to School grants. This task includes any research and plan development necessary to support grant application efforts
- Evaluation and review of special situations such as major traffic generators, site plans, elderly and handicapped needs, and para-transit projects, as needed
- GIS training activities
- Complete any outstanding items from the FY 2021 Scope of Work.
- Assist the District Planner in the update/review of the Small Urban Area Plans in the PDC #11 region.
- Compile all available current and future land use GIS layers / attribute data from local comprehensive plans within the Planning District Commission boundaries. Use the GIS tool to be provided by VDOT-TMPD to geo-reference local

transportation plan recommendations. VDOT-TMPD will provide technical assistance on an as needed basis in accomplishing this task. Information gathered will be used to update existing land use data within the Statewide Planning System and will be used to augment data for the Statewide Travel Demand Model that is currently under development. For localities that do not have GIS layers / attribute data for the current and future land use plans, develop a schedule and identify resources needed that would allow this data to be captured via GIS. VDOT-TMPD will provide detail instructions and templates to be used to provide consistency across the state

- Participate in the Fall Transportation Meeting held in the region and provide a display to serve as outreach to the region's citizens.
- Participate in meetings and trainings conducted by the Virginia Rural Caucus, Virginia Chapter of the American Planning Association, American Planning Association, National Association of Development Organizations, Virginia Association of Planning District Commissions, and other similar organizations.
- Participate in outreach meetings and review data as requested by VDOT throughout the fiscal year pertaining to VTrans and other appropriate efforts
- Participate in VTrans webinars regarding Needs Consolidation / Recommendations and Smart Scale Regional Meetings
- Participate in meetings with VDOT staff regarding Title VI and Environmental Justice compliance
- Participate with the MPOs and VDOT on meeting performance measure goals.
- Provide VDOT's Transportation Mobility and Planning Division – Central Office with updated Travel Demand Management Plans when submitted to DRPT.
- Assist VDOT's Transportation Mobility and Planning Division with updating a database with information from localities comprehensive plans.
- Analyze and collect updated socioeconomic and demographic data for all CVPDC localities from the recently released 2020 Census dataset in preparation for updates to the Rural Long Range Plan and the Travel Demand Model as well as for use in future PDC studies.

Deliverable Products:

- Assistance as enumerated above;
- Enhance and maintain the PDC's web site transportation component.

2. Rural Flood Impact Project - \$8,000.00

Description: The CVTPO will be exploring the regional roadways which are susceptible to flooding, as identified by the Central Virginia Planning District

Commission's Hazard Mitigation Plan. PDC staff will work with local officials, Virginia Department of Emergency Management (VDEM) and Virginia Department of Transportation (VDOT) to evaluate potential need for rerouting of emergency vehicles and consideration of mitigation projects for the future.

Deliverable Product: Set of recommendations for localities to use as a basis for mitigation projects or rerouting.

3. Rural Countermeasure Identification Project - \$4,000.00

Description: The CVPDC will be partnering with the University of Virginia's Transportation Training Academy (TTA) and Local Technical Assistance Program (LTAP) to identify low-cost countermeasures which can be implemented by localities to improve roadway safety.

Deliverable Product: Set of recommendations for localities to use as a basis for roadway safety projects.

4. Active Transportation Planning Activities - \$12,500.00

Description: The following items will be accomplished in support of active transportation planning efforts. These items coordinate with the CVTPO Active Transportation project activities. Activities include:

- Website updates
- Grant assistance
- Bike Month development and execution
- Area Bicycle and Pedestrian Advisory Committee
- Active Transportation Webinar Series
- Locality assistance as appropriate
- Assemble bicycle and pedestrian recommendations from comprehensive plans and standalone bicycle and pedestrian plans into a GIS shapefile.
- Update to the Region 2000 Greenways, Blueways and Trails Plan

Deliverable Product: A summary report of above referenced activities.

SPR Funds (80%)

\$35,600.00

PDC Funds (20%)	\$8,900.00
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Total Budgeted Expenditure for Program Activities	\$44,500.00
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<u>FY-2023 Budget Summary Tasks</u>	VDOT (SPR) 80%	PDC (Match) 20%	Total 100%
<u>Program Administration</u>			
1. Rural Transportation Planning Management	\$20,000.00	\$5,000.00	\$25,000.00
2. FY 23-24 Rural Transportation Planning Work Program Development	\$2,400.00	\$600.00	\$3,000.00
Total Budgeted Expenditure for Program Administration	\$22,400.00	\$5,600.00	\$28,000.00
<u>Program Activities</u>			
1. General Technical Assistance	\$16,000.00	\$4,000.00	\$20,000.00
2. Rural Flood Impact Project	\$6,400.00	\$1,600.00	\$8,000.00
3. Rural Countermeasure Identification Project	\$3,200.00	\$800.00	\$4,000.00
4. Active Transportation Planning Activities	\$10,000.00	\$2,500.00	\$12,500.00
Total Budgeted Expenditure for Program Activities	\$35,600.00	\$8,900.00	\$44,500.00
Total Budgeted Expenditure for Program Administration and Program Activities	\$58,000.00	\$14,500.00	\$72,500.00



CVPDC

Central Virginia Planning District Commission

**RESOLUTION APPROVING THE FISCAL YEAR 2023
RURAL TRANSPORTATION PLANNING WORK PROGRAM**

WHEREAS, the staff of the Central Virginia Planning District Commission (CVPDC) has prepared the annual Rural Transportation Planning Work Program for fiscal year 2023; and,

WHEREAS, the Rural Transportation Planning Work Program has been reviewed and recommended for approval by the Transportation Technical Committee; and,

WHEREAS, this Rural Transportation Planning Work Program is now before the Central Virginia Planning District Commission (CVPDC) for approval.

NOW, THEREFORE, BE IT RESOLVED THAT that the Central Virginia Planning District Commission does hereby approve the Rural Transportation Planning Work Program for Fiscal Year 2023 and authorizes it to be submitted to the Virginia Department of Transportation.

ADOPTED this 20th day of January 2022 by the Central Virginia Planning District Commission.

ATTESTED BY:

CERTIFIED BY:

Gary F. Christie, *Secretary*
Central Virginia Planning District
Commission

Treney Tweedy, *Chair*
Central Virginia Planning District
Commission

2022 Legislative Priorities

The CVPDC Executive Committee met twice since October and agreed on the following legislative priorities which have been sent to our legislative delegation. As is our practice, actions of the Executive Committee are brought to the full Commission for consideration and ratification.

2022 Central Virginia Planning District Commission Legislative Priorities

At its meeting of December 1, 2021, the Central Virginia Planning District Commission Executive Committee unanimously agreed to support the following legislative priorities:

1. Central Virginia Training Center Redevelopment Funding

The Central Virginia Training Center is now closed and its property and facilities are a significant potential economic development asset for the region. The Commission supports state funding to restore the site to an appropriate condition for economic development marketing.

2. Support for a State Committee to Address Reuse of Abandoned or Unused State Properties

Properties owned by the state which have been abandoned or lie utilized should be managed for repurposing by a state committee.

3. Revision of Processes and Responsibilities for Emergency Custody Orders and Temporary Detention Orders

The Commission supports an active reevaluation of the use of police and sheriff staff in Emergency Custody Orders and Temporary Detention Orders.

4. More Flexibility for Regional Organizations Regarding Participation in Electronic Meetings

The Commission recommends more flexibility for the use of electronic meetings for regional organizations. We have seen how the use of electronic meetings can increase transparency and community involvement.

5. Full Reimbursement for State Inmates

The Commission encourages the Commonwealth to pay the actual cost of housing state prisoners.

Recommended Action

Ratify the 2022 Legislative Priorities identified by the Executive Committee.

Update on Regional Workforce Development

At the December meeting of the CVPDC Executive Committee we discussed the region's workforce development initiatives and how our efforts through the Workforce Development Board are helping the business community and individuals meet their needs.

Traci Blido has been the Director of the region's workforce program since July and will be on hand to discuss what the workforce board is doing related to educating workers and matching them to jobs in the region.

Check out the new commercial: <https://www.youtube.com/watch?v=5gbBrfiLSpE>

Discussion only...no action required

Consideration of the establishment of a personnel committee

In March 2015 the Commission established the framework for an “Executive Director Feedback Committee” which would meet annually with the Executive Director for a performance review. The committee is made up of the Current Chair, the previous year’s Chair, the current Treasurer and the previous year’s Treasurer.

Over the years this rotating system of committee membership has worked well some years, and less well other years. To some degree the success of the committee depended upon the level of interest and time that the committee members had.

Another suggestion is to establish an ongoing Personnel Committee who would have a similar function of providing feedback to the Executive Director, but it would consist of volunteers from the Commission serving a three-year term. The Commission Chair could appoint a Committee Chair from among the committee members.

A good system of feedback will be important for the new Executive Director. Consistency among the members of the committee may help communications with the new Executive Director.

**CVPDC Quarterly Report
October 2021- December 2021**



CVPDC: The place where localities can talk with each other, prepare regional plans and develop multi-jurisdictional projects to save localities money.

Housing

- Virginia Housing Community Impact Grant (CIG) - \$100,000 application request for the development of a CVPDC Regional Housing Market Analysis Study. Draft submitted to VA Housing and Virginia Housing provided a Staff Approval Recommendation letter to be included in early January submitted application
- Entered into a contract for up to \$2 million in funding from Virginia Housing to execute the FY2022 Planning District Commission Housing Development Program. Program activity included award of \$450,000 to Rush Homes to contribute to the development of a 31-unit Florida Terrace housing community located in Lynchburg that will provide affordable housing for the special needs population. Program development and evaluation of future expenditure coordinated with the VA Housing CIG Housing Study application.
- Old Town Madison Heights Main Street Improvement Project (CDBG) was granted an extension to April 30, 2022 to complete one additional substantial rehabilitation and two investor-own housing rehabilitations in Amherst - underway
- Town of Bedford Hilltop Community Revitalization Project (CDBG) – Conducted pre-contract review with Department of Housing and Community Development; contract pending final internal review at DHCD. Coordinated and participated in first Hilltop Neighborhood Trash-Off event for this CDBG. Collected and disposed of 1.8 tons of household trash and 21 tires.

Economic Development

- Comprehensive Economic Development Strategy Update – Application preparation activities including communication with localities. Application submitted for EDA grant evaluation in late January. With successful EDA approval, it should be under contract and moving into consultant procurement in mid-spring with project beginning in summer.
- Brownfields Assessment Grant application – application submitted
- Coordinated EDA Build Back Better grant program discussions with area partners.

Transportation

- Continue a regional safety study of ten intersections across three jurisdictions
- Transit planning services for GLTC – continues
- VDOT Transportation Alternatives program grant application submitted for Riveredge Trail Design and Construction ((\$1,999,019 to be matched by \$400,754) to complete a 5,200- foot trail
- DRPT Program Activity – continue GLTC Transit Service programming including Trillium Google Transit training; coordination/evaluation of program funding eligibility with DRPT; multimodal coordination work program development.

- Commuter Assistant Program services – ridesharing, transit, and vanpool program services continue. Program included vanpool program presentation to RED Team and action to see sharing Enterprise vanpool programming with area employers, preliminary spring promotion event planning including Bike to Ballpark event with Hillcats and FY23 new DRPT program training
- Update to the Greenways and Blueways Plan – no activity
- Long Range Transportation plan – accepted by VDOT, refinement of constrained project list underway

Environmental

- DEQ PDC Watershed Implementation Program (WIP)
 - Continued BMP and streambank buffer education and outreach activities. Included funding and sharing course credit offering to area landscape firms. Coordination with James River Association for a local BMP and buffer field day to be held in Amherst County in May 2022. Coordination with Chesapeake Bay Landscape Professional Program to host series of future credit and course offerings in our region in 2022.
 - Continue Middle James Vision Plan Project; draft plan for public at end of Quarter 3.
 - Developed FY23 WIP Program Scope of Work
- Operate the landfill in Rustburg,
- Provide agency grant and technical assistance program information that supports execution of the CVPDC Hazard Mitigation Plan, with special emphasis on stormwater, BMP, and resiliency activities.

Planning and Community Development

- Town of Altavista Comprehensive Plan update - underway
- Town of Appomattox Church Street Water Line Replacement project administration – All pre-contract activities completed. Town to be under contract with both DHCD and USDA Rural Development by end of January.

Radio Communications Board

- Continue effort to integrate Campbell County’s new P25 digital emergency communications system into the regional system – completion expected in spring 2022
- Planning effort for No Business Mountain relocation of equipment

Workforce Development Board

- Youth partnerships with Bedford, Campbell and Park View Missions in Lynchburg resulting in 348 youth and 883 adults served for the quarter
- Completed successful strategic/local plan and Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis
- Thirty businesses served with workforce services
- Held seven targeted hiring events

2022 Central Virginia Planning District Commission Calendar

January						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
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February						
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March						
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April						
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May						
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June						
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*Please note there are two meetings this date

Date	Event
1/7/2022	Central Virginia Radio Communications Board - 9:00 a.m.; Lynchburg Communication Center
1/11/2022	Central Virginia Workforce Development Board - 3:00 p.m.; Lynchburg Regional Business Alliance
1/13/2022	Central Virginia Transportation Technical Committee - 10:30 a.m.; CVPDC Office
1/17/2022	Martin Luther King Jr. Day - Office Closed
*1/20/2022	Central Virginia Transportation Planning Organization - 4:00 p.m.; CVPDC Office
*1/20/2022	Central Virginia Planning District Commission - 5:00 p.m.; CVPDC Office
1/27/2022	Executive Committee - 3:30 p.m.; CVPDC Office
2/4/2022	Central Virginia Radio Communications Board - 9:00 a.m.; Lynchburg Communication Center
2/10/2022	Central Virginia Transportation Technical Committee - 10:30 a.m.; CVPDC Office
2/21/2022	Presidents Day - Office Closed
3/4/2022	Central Virginia Radio Communications Board - 9:00 a.m.; Lynchburg Communication Center
3/10/2022	Central Virginia Transportation Technical Committee - 10:30 a.m.; CVPDC Office
3/17/2022	TENTATIVE - Central Virginia Planning District Commission - 5:00 p.m.; CVPDC Office
3/23/2022	Region 2000 Services Authority - 2:00 p.m.; CVPDC Office
4/1/2022	Central Virginia Radio Communications Board - 9:00 a.m.; Lynchburg Communication Center
4/12/2022	Central Virginia Workforce Development Board - 3:00 p.m.; Location to be announced
4/14/2022	Central Virginia Transportation Technical Committee - 10:30 a.m.; CVPDC Office
*4/21/2022	Central Virginia Transportation Planning Organization - 4:00 p.m.; CVPDC Office
*4/21/2022	Central Virginia Planning District Commission - 5:00 p.m.; CVPDC Office
5/6/2022	Central Virginia Radio Communications Board - 9:00 a.m.; Lynchburg Communication Center
5/12/2022	Central Virginia Transportation Technical Committee - 10:30 a.m.; CVPDC Office
5/19/2022	Central Virginia Planning District Commission - 5:00 p.m.; CVPDC Office
5/25/2022	Region 2000 Services Authority - 2:00 p.m.; CVPDC Office
5/30/2022	Memorial Day - Office Closed
6/3/2022	Central Virginia Radio Communications Board - 9:00 a.m.; Lynchburg Communication Center
6/9/2022	Central Virginia Transportation Technical Committee - 10:30 a.m.; CVPDC Office
6/16/2022	Central Virginia Planning District Commission - 5:00 p.m.; CVPDC Office
6/20/2022	Juneteenth Observed - Office Closed

2022 Central Virginia Planning District Commission Calendar

July						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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August						
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September						
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October						
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November						
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December						
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7/1/2022	Central Virginia Radio Communications Board - 9:00 a.m.; Lynchburg Communication Center
7/4/2022	Independence Day - Office Closed
7/12/2022	Central Virginia Workforce Development Board - 3:00 p.m.; Location to be announced
7/14/2022	Central Virginia Transportation Technical Committee - 10:30 a.m.; CVPDC Office
*7/21/2022	Central Virginia Transportation Planning Organization - 4:00 p.m.; CVPDC Office
*7/21/2022	Central Virginia Planning District Commission - 5:00 p.m.; CVPDC Office
8/5/2022	Central Virginia Radio Communications Board - 9:00 a.m.; Lynchburg Communication Center
8/11/2022	Central Virginia Transportation Technical Committee - 10:30 a.m.; CVPDC Office
August 2022	NO MEETING - Central Virginia Planning District Commission
9/2/2022	Central Virginia Radio Communications Board - 9:00 a.m.; Lynchburg Communication Center
9/5/2022	Labor Day - Office Closed
9/8/2022	Central Virginia Transportation Technical Committee - 10:30 a.m.; CVPDC Office
9/15/2022	Central Virginia Planning District Commission - 5:00 p.m.; CVPDC Office
10/7/2022	Central Virginia Radio Communications Board - 9:00 a.m.; Lynchburg Communication Center
10/10/2022	Columbus Day - Office Closed
10/11/2022	Central Virginia Workforce Development Board - 3:00 p.m.; Location to be announced
10/13/2022	Central Virginia Transportation Technical Committee - 10:30 a.m.; CVPDC Office
*10/20/2022	Central Virginia Transportation Planning Organization - 4:00 p.m.; CVPDC Office
*10/20/2022	Central Virginia Planning District Commission - 5:00 p.m.; CVPDC Office
10/26/2022	Region 2000 Services Authority - 2:00 p.m.; CVPDC Office
11/4/2022	Central Virginia Radio Communications Board - 9:00 a.m.; Lynchburg Communication Center
11/8/2022	Election Day - Office Closed
11/10/2022	Central Virginia Transportation Technical Committee - 10:30 a.m.; CVPDC Office
11/11/2022	Veterans Day - Office Closed
11/17/2022	Central Virginia Planning District Commission - 5:00 p.m.; CVPDC Office
11/23/2022	Holiday (half day) - Office Closes at noon
11/24/2022	Thanksgiving Day - Office Closed
11/25/2022	Holiday - Office Closed
12/2/2022	Central Virginia Radio Communications Board - 9:00 a.m.; Lynchburg Communication Center
12/8/2022	Central Virginia Transportation Technical Committee - 10:30 a.m.; CVPDC Office
December 2022	NO MEETING - Central Virginia Planning District Commission
12/23/2022	Christmas Eve Observed - Office Closed
12/26/2022	Christmas Day Observed - Office Closed

*Please note there are two meetings this date