

**Representatives to External
Boards, Commissions, Councils and Committees**

Attachment 1

Representative Report

Organization: LOCAL Government Council

Meeting Date/Time: March 16, 2017, 5:00 P.M.

Meeting Location: REGIONAL Commission Conference Room

Agenda/Discussion Topics of Interest to Amherst County:

AGENDA -
minutes JAN 19, 2017

RESOLUTION ADOPTED FOR FY 2018 RURAL TRANSPORTATION PLANNING
WORK PROGRAM.

Representations Made:

CHRISTIE CONVEYED REPORT OF LOBBYING EFFORT RESULTS, which has
SECURED \$260K FOR AN ENVIRONMENT ASSESSMENT OF THE CUTC PROPERTY.
KEN CAMPBELL EXPRESSED APPRECIATION TO OTHER LOCALITIES WHO CONTRIBUTED
TO THE COST OF LEGISLATIVE LIASON SERVICES.
Instructions, Goals, Objectives received from Supervisors or Administrator:

Guidance needed from Board of Supervisors:

Upcoming Matters:

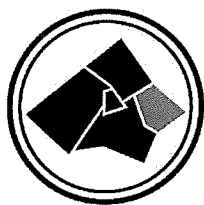
LGC meeting ~~meeting~~ CANCELED FOR APRIL
APRIL 20TH DINNER + SPEAKER SCHEDULED FOR 7:00 P.M.

Report By:



Date:

3/16/2017



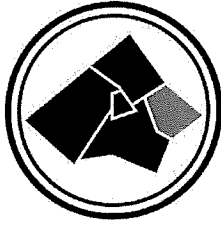
VIRGINIA'S REGION 2000
— LOCAL —
GOVERNMENT
COUNCIL

Local Government Council
828 Main Street, 12th Floor
Lynchburg, Virginia 24504

Large Conference Room
March 16, 2017
5:00 p.m.

Agenda

- 4BT signed copy
1. **Welcome and Moment of Silence** John Sharp
 2. **Minutes from January 19, 2017** John Sharp, Chair
(Attachment)
 3. **Financial Update** Rosalie Majerus
(Attachment)
 4. **GO Virginia Planning and Implementation**...EW Tibbs, President and CEO of Centra Health and Representative on the Regional GO Virginia Selection Committee
 5. **FY 18 Rural Transportation Work Program And Resolution** Scott Smith
(Attachment)
 - 2 6. **Report on General Assembly Action Regarding the Central Virginia Training Center..**
..... Dean Rodgers
 7. **Opportunities for New Regional Initiatives** Gary Christie
 8. **Workforce Development Strategic Plan** Ben Bowman
 9. **Staff Report** Gary Christie
 10. **Other Business** John Sharp
 11. **Next Meeting April 20, 2017 at the Kirkley**
 1. MPO – 4 p.m.
 2. LGC – 5 p.m.
 3. Reception – 6 p.m.
 4. Dinner – 6:45 p.m.
 5. Dr. Bob Holsworth is the speaker, “Virginia Politics: 2017 and Beyond”



**Virginia's Region 2000
Local Government Council Meeting
March 16, 2017**

Executive Summary

1. Welcome | Moment of Silence

Sen. Mark Peake has agreed to serve on the Local Government Council.

2. Approval of Minutes: January 19, 2017

(Attachment)

Recommended Action: Approve minutes as presented subject to revisions noted by members of Council.

3. Finance Report

(Attachment)

Recommended Action: No formal action requested; for Council's information, review and discussion.

4. GO Virginia

E.W. Tibbs, President and CEO of Centra Health will join us. E.W. has been selected to serve on a committee to select the GO Virginia representatives from Lynchburg, Roanoke and the New River Valley.

No action is requested.

5. Rural Transportation FY 18 Work Plan and Resolution

VDOT provides \$58,000 to be matched with \$12,500 in LGC funds for rural transportation planning services.

Council Action is requested to approve the work plan and resolution.

(Attachments: Work Plan Summary and Resolution)

6. Opportunities for New Regional Initiatives

In December and January Managers/Administrators discussed opportunities for future multi-jurisdictional cooperation.

From those discussions, one initiative is already under discussion. Local public works and utility officials have met to discuss public works safety and risk management record keeping. A working group is being formed and meetings are expected to continue in 2017.

Please offer suggestions that are not on the list below.

You will be asked to prioritize the suggestions below brought up by the managers/administrators and any new ones brought up at the meeting.

1. Shared Real Estate Assessment Services
2. Tourism
 - i. Shared grant opportunities for marketing and destination development
 - ii. Regional Sports Complex
3. Public Safety
 - i. EMS Staffing
 - ii. Shared Academy for Fire and EMS
 - iii. Shared Fire Marshall Services
 - iv. Shared Dispatch Services
4. Shared Department of Social Services
5. Shared Education Services
 - i. Vocational Education
 - ii. Support services like transportation, administration, food services
6. IT-Computer Maintenance
 - i. Open GOV presentation
 - ii. Shared contracts
 - iii. Maintenance services
 - iv. Help desk services
 - v. Financial services software
7. Economic Development Marketing
 - i. Central Virginia Training Center opportunities
 - ii. Survey of needed infrastructure
 - iii. Comparing jurisdictional economic development plans

7. **Workforce Development Strategic Plan**

Ben Bowman will provide a report.

Found at <http://region2000works.org/strategic-planning/>

No action is required.

8. **Items from Staff**

- a. The Virginia Association of Planning District Commission is looking for board members. Two in-person meetings per year: Norfolk, July 20-21 and Richmond, Feb. 2018. Also, several phone conference calls per year. Please see Gary Christie if you are interested in serving a two year term on this statewide organization board. www.vapdc.org. The LGC can help with your travel expenses.

- b. CEDS Implementation Report – Work is underway to establish working groups focusing on the goals identified in the report and to establish an oversight implementation committee. All of the groups and committees are expected to be in place by July 1.

9. Items from the Council

10. Adjourn

11. Next Meeting April 20, 2017 at the Kirkley

1. PO – 4 p.m.
 2. LGC – 5 p.m.
 3. Reception – 6 p.m.
 4. Dinner – 6:45 p.m.
 - \$35. Reservations through Susan Cook, scCook@region2000.org; 434 845-3491
5. Dr. Bob Holsworth is the speaker, "Virginia Politics: 2017 and Beyond"



**Virginia's Region 2000
Local Government Council**
828 Main Street, 12th Floor
Lynchburg, VA 24504

**January 19, 2017
5:00 pm**

DRAFT – Minutes

Members Present:

Kenneth Campbell, Amherst County Board of Supervisors
Waverly Coggsdale, Altavista Town Manager
Joan Foster, Lynchburg City Council
Jack Hobbs, Amherst Town Manager
Bruce Johannessen, Town of Bedford
Charles Kolakowski, Bedford Town Manager
Megan Lucas, Lynchburg Regional Economic Alliance
Mayor Mike Mattox, Town of Altavista
Dean Rodgers, Amherst County Administrator
Frank Rogers, Campbell County Administrator
Bonnie Svrcák, Lynchburg City Manager
Mayor Dwayne Tuggle, Town of Amherst

Members Absent:

Susan Adams, Appomattox County Administrator
Carl Boggess, Bedford County Administrator, Treasurer of Council
Mayor Phyllis Campbell, Town of Brookneal
Del. Ben Cline, Virginia House of Delegates
Mayor Paul Harvey, Town of Appomattox
Bryan Moody, Appomattox County Board of Supervisors
Michael Rousseau, Campbell County Board of Supervisors
John Sharp, Bedford County Board of Supervisors, Chair of Council
Russell Thurston, Brookneal Town Manager

Others Present:

Scott Baker, Virginia Coop. Extension
Ben Bowman, Local Government Council
Kevin Camm, Virginia Coop. Extension
Gary Christie, Local Government Council, *Executive Director*
Susan Cook, Local Government Council
Adam Duncan, Robinson, Farmer, Cox Associates
Philipp Gabathuler, Local Government Council
Rosalie Majerus, Local Government Council, *Deputy Director of Finance*

Scott Smith, Region 2000
Margaret Carmel, News & Advance

1. Welcome and Moment of Silence

Joan Foster, Vice-Chair, welcomed everyone and opened the meeting at 5:00 p.m. with a moment of silence.

- **Introduction of New Members**

Mayor Foster introduced new members Mayor Dwayne Tuggle, Town of Amherst and Bruce Johannessen, Town of Bedford, and reported that Del. Ben Cline has also agreed to serve.

- **Expression of Thanks to Outgoing LGC Members**

The council agreed, by consensus, to send letters to outgoing members Kenneth Bumgarner, Stacey Hailey, and Del. Scott Garret, thanking them for their service as representatives on the Local Government Council.

2. Approval of Minutes from November 17, 2016

Upon a motion by Kenneth Campbell, and seconded by Dean Rodgers, the minutes of the November 17th meeting were approved as presented.

3. Discussion on Next Steps to Support the Agriculture Economy of the Region

Scott Baker, Extension Agent for Bedford County, gave the council an update on where they have been and where they want to go next, developing a plan for the future of agriculture and forestry in the region. Part of this process involved updating their Strategic Plan, which can be found on the Local Government Council website.

Kevin Camm, Extension Agent for Lynchburg, presented three priority areas they identified with the first plan:

- 1) Coordinate regional outreach and marketing
- 2) Strengthen resources for producers
- 3) Promote career and small business development opportunities

Gary Christie noted that an update to the Strategic Plan was appropriate, and suggested having a discussion with stakeholders in each of the counties and Lynchburg.

Frank Rogers asked if agriculture, as economic development, could be moved forward through the CEDS implementation.

The consensus of the Local Government Council was to continue to work on the Agriculture and Forestry Strategic Plan.

4. Financial Update and Audit

Adam Duncan, from Robinson, Farmer, Cox Associates, reviewed the audit report. He reported that there were no findings or recommendations to report.

Bonnie Svrcek questioned the excess funding of VRS. Gary Christie said this would be looked into.

The motion was made by Bonnie Svrcek, and seconded by Frank Rogers, to accept the audit report for FY 2016. The motion was unanimously approved.

Rosalie Majerus reviewed the financial report, stating that operating expenses are currently under budget.

5. Review of Current Staffing and Proposal to Hire a Communications Manager

Gary Christie reported that with Bob White's retirement, he was put into the budget this year for ½ of his salary. Kelly Hitchcock has been moved into the Planning and Development Director slot that was created in November. Scott Smith has been moved into the Transportation Director position that was created last summer. Matt Perkins has been moved into a direct operations role, managing grants and doing field work.

Mr. Christie proposed a new position to be shared with the Workforce Development Board. Each would pay ½ for a new communications person. Services provided for the Workforce Development Board would be working with the business community to market the services of the Workforce Board. Services provided for the Local Government Council would be to tie the Rideshare Program more closely into Workforce Development, and to help with the CEDS process. This staff person would also work with both organizations doing the website, annual reports, and newsletters. Ben Bowman added that this position is also contingent upon the Workforce Board approving their ½ of the position as well.

Dean Rodgers asked if his locality could draw on this person, as on other resources. Gary Christie replied that this would be possible, as long as fair compensation could be worked out and time was available.

Bonnie Svrcek asked for clarification on the intersection of the work related to EDA and Economic Development. Mr. Christie explained that for the CEDS process Kelly Hitchcock will be the point person working with the implementation committee. Staff is being organized in order to help the implementation committee to stay on track for the CEDS process. The Local Government Council will provide the planning and a little bit of staff support, while Megan Lucas does the marketing and implementation.

Mr. Christie explained to the council that he could not promise, at this point, that the new fiscal year would be started with a balanced budget. He assured the council that he would continue to search for new contracts and work to reduce expenses. Options for office space is one consideration for reducing expenses.

Dean Rodgers made a motion to authorize the hiring of a Communications Manager. Kenneth Campbell seconded the motion, contingent upon the Workforce Board also approving their portion of the position. The motion carried unanimously.

A motion was made by Charlie Kolakowski, and seconded by Jack Hobbs, to approve the job description for the Special Projects Manager. The motion was unanimously approved.

6. Resolutions

Dean Rodgers presented a resolution in support of exploring future use of the Central Virginia Training Center site.

A motion was made by Frank Rogers, and seconded by Jack Hobbs, to approve this resolution. The motion was carried unanimously.

7. Senator Representative on the LGC – 22nd Senate District Representative

Gary Christie asked the Local Government Council for permission to invite Sen. Mark Peake to serve on the Local Government Council.

The motion was made by Bonnie Svrcek, second by Megan Lucas, to allow Mr. Christie to as Sen. Peake to serve on the Local Government Council. The motion carried unanimously.

8. Other Business and Reports

- CEDS Implementation Committee – Gary Christie reported that the CEDS process has been completed and the implementation committee is being formed.
- Go Virginia Update – GO Virginia continues to build a regional board with Lynchburg, Blacksburg and Roanoke. The Governor's budget amendments reduced GO Virginia's budget from \$35m to about \$15m.
- Executive Committee Voting – Mr. Christie explained that the Local Government Council Bylaws has an unusual Executive Committee, where one representative from each jurisdiction has a vote on the committee. This has traditionally not been followed. Mr. Christie presented two scenarios:
 - 1) Have a roll call at the beginning of each meeting and identify who the voting members are
 - 2) Do not have Executive Committee meetings

After discussion by the council, future meetings will be announced as full Local Government Council meetings. Everyone present would be eligible to make motions and to vote.

- Mr. Christie reminded everyone that they can send a substitute with a proxy vote, if unable to attend a meeting.

9. Adjourn

There being no further business, the meeting adjourned at 6:15 P.M.

The next meeting of the Local Government Council will be on March 16, 2017.

Signed: _____

By: _____, _____ (title)

VIRGINIA'S REGION 2000 LOCAL GOVERNMENT COUNCIL

Budget to Actual for FY17

as of February 28, 2017

	<u>FY17 Adjusted Budget</u>	<u>Actual as of 2/28/17</u>	<u>Diff Between Budget & Actual</u>	<u>% of Budget Used</u>
OPERATIONS FUND (EXPENDITURES)				
<u>SALARY</u>				
ADMINISTRATION	193,290	129,182	64,108	66.83%
FINANCE	133,479	88,986	44,493	66.67%
OPERATIONS	171,771	91,517	80,254	53.28%
WIA	135,916	92,239	43,677	67.86%
	634,456	401,924	232,532	63.35%
PART TIME HELP	43,280	14,309	28,971	33.06%
Total Salaries & Wages	677,736	416,233	261,503	61.42%
EMPLOYER COST FICA	51,847	30,157	21,690	58.17%
EMPLOYER COST V R S	41,176	26,085	15,091	63.35%
EMPLOYER COST HEALTH INS	93,890	58,802	35,088	62.63%
EMPLOYER COST LIFE INS	8,311	5,265	3,046	63.35%
WORKERS COMP	700	418	282	59.71%
Total Fringe Benefits	195,924	120,727	75,197	61.62%
<u>OFFICE EXPENSES</u>				
AUDITING SERVICES	5,100	5,050	50	99.02%
PAYROLL ACCOUNTING SERVICES	8,400	5,770	2,630	68.69%
LEGAL SERVICES	3,000	1,480	1,520	49.33%
LIABILITY INSURANCE	1,200	1,427	(227)	118.92%
CONTRACTUAL SERVICES	21,000	10,615	10,385	50.55%
ADVERTISING	1,000	896	104	89.60%
POSTAGE	1,500	423	1,077	28.20%
TELEPHONE	5,000	3,303	1,697	66.06%
INTERNET SERVICES	700	346	354	49.43%
OFFICE SUPPLIES	6,000	3,478	2,522	57.97%
PRINTING & BINDING	2,500		2,500	0.00%
TRAVEL	7,500	1,959	5,541	26.12%
SPECIAL MEETINGS	9,500	2,510	6,990	26.42%
EDUCATION & TRAINING	6,000	3,155	2,845	52.58%
DUES, SUBSCRIPTIONS	10,800	7,623	3,177	70.58%
PUBLICATIONS	700	205	495	29.29%
MISCELLANEOUS EXPENSES	1,000	381	619	38.10%
FURNITURE & FIXTURES	1,000	555	445	55.50%
RENTAL OFFICE EQUIPMENT	4,500	2,001	2,499	44.47%
OFFICE RENT	61,797	39,058	22,739	63.20%
PARKING	4,200	2,650	1,550	63.10%
COMPUTER EQUIP/SOFTWARE	10,000	11,521	(1,521)	115.21%
Total Office Expenses	172,397	104,406	67,991	60.56%
Total Operations Expenses	1,046,057	641,366	404,691	61.31%

VIRGINIA'S REGION 2000 LOCAL GOVERNMENT COUNCIL

Budget to Actual for FY17

as of February 28, 2017

	<u>FY17 Adjusted Budget</u>	<u>Actual as of 2/28/17</u>	<u>Diff Between Budget & Actual</u>	<u>% of Budget Used</u>
Total Operations Expenses (from Page 1)	1,046,057	641,366	404,691	61.31%
Direct Project Expenses				
Amherst CDBG - Old Town Madison Heights	1,000	0	1,000	0.00%
Amherst Training Center	20,000	20,000	0	100.00%
Appomattox County Comp Plan	250	0	250	0.00%
Appomattox CDBG - Meadowlark	8,500	4,214	4,286	49.58%
Appomattox CDBG - Planning	750	0	750	0.00%
Appomattox Recovery Planning Grant	20,000	14,153	5,847	70.77%
Brookneal Streetscape	0	34	(34)	#DIV/0!
Campbell County Route 29 Corridor Planning (VTRC)	57,500	82,951	(25,451)	144.26%
DHCD	2,500	141	2,359	5.64%
DRPT / FTA	2,500	1,625	875	65.00%
EDA CEDS - LGC	64,966	68,428	(3,462)	105.33%
Pamplin CDBG	0	255	(255)	#DIV/0!
Pamplin VDH Water	4,000	1,513	2,487	37.83%
Regional Radio Board	2,000	304	1,696	15.20%
RideSolutions	22,414	3,326	19,088	14.84%
TMDL Redevelopment	250	1,500	(1,250)	600.00%
Town of Amherst Main Street Waterline	800	189	611	23.63%
VDOT - PL	17,000	9,908	7,092	58.28%
VDOT - Rural	2,500	1,646	854	65.84%
WIOA Career Center	5,000	0	5,000	0.00%
WIOA	198,000	36,351	161,649	18.36%
Total Direct Project Expenses	429,930	246,538	183,392	57.34%
TOTAL OPERATING & DIRECT PROJECT EXPENSES	\$1,475,987	\$887,904	\$588,083	60.16%
Pass Thru Expenses				
Regional Radio Board	1,249,988	663,005	586,983	53.04%
VDOT - PL	85,500	36,279	49,221	42.43%
WIOA	950,000	508,382	441,618	53.51%
Total Pass Thru Expenses	\$2,285,488	\$1,207,666	\$1,077,822	52.84%
Total Expenses	\$3,761,475	\$2,095,570	\$1,665,905	55.71%

VIRGINIA'S REGION 2000 LOCAL GOVERNMENT COUNCIL

Budget to Actual for FY17

as of February 28, 2017

	<u>FY17 Adjusted Budget</u>	<u>Actual as of 2/28/17</u>	<u>Diff Between Budget & Actual</u>	<u>% of Budget Received</u>
Revenues				
<u>OPERATIONS FUND (REVENUE)</u>				
Dues	154,428	154,429	(1)	100.00%
Miscellaneous Revenue	12,000	5,443	6,557	45.36%
Total Operations Revenue	166,428	159,872	6,556	96.06%
Direct Project Revenues				
Amherst County - Old Town Madison Heights	9,000	3,000	6,000	33.33%
Appomattox County Comp Plan	2,000	0	2,000	0.00%
Appomattox CDBG - Meadow Lark	40,000	0	40,000	0.00%
Appomattox CDBG - Planning	6,000	0	6,000	0.00%
Appomattox Recovery Planning Grant	30,000	0	30,000	0.00%
Campbell County Route 29 Corridor Planning (VTRC)	62,500	85,510	(23,010)	136.82%
DHCD	72,471	56,978	15,493	78.62%
DRPT / FTA	104,468	45,728	58,740	43.77%
Hazard Mitigation		2,500		
EDA/CEDS - LGC	50,000	40,862	9,138	81.72%
Pamplin VDH Water	15,000	9,721	5,279	64.81%
Regional Radio Board	25,000	18,520	6,480	74.08%
Region 2000 Services Authority	169,985	98,530	71,455	57.96%
RideSolutions	44,214	11,100	33,114	25.11%
TMDL Redevelopment	3,000	0	3,000	0.00%
Town of Amherst Main Street Waterline	7,000	3,009	3,991	42.99%
VDOT-PL	111,936	64,591	47,345	57.70%
VDOT-Rural	58,000	33,008	24,992	56.91%
WIOA	434,399	190,042	244,357	43.75%
Total Direct Project Revenues	1,244,973	663,099	584,374	53.26%
Interest	750	1,811	(1,061)	241.47%
TOTAL OPERATIONS & DIRECT PROJECT REVENUES	1,412,151	824,782	589,869	58.41%
Surplus/(Use of Fund) Balance	(63,836)	(63,122)	1,786	
Funding from Fund Balance for EDA CEDS	65,027	29,363	35,664	45.16%
Funding from Fund Balance for Amherst Training Ctr	20,000	20,000	0	
Funding from Fund Balance for Career Center Location	5,000		5,000	
Funding from Fund Balance	90,027	49,363	40,664	54.83%
	\$26,191	(\$13,759)	\$42,450	
Pass Thru Revenue				
Regional Radio Board	1,249,988	1,117,456	132,532	89.40%
VDOT - PL	85,500	36,279	49,221	42.43%
WIOA	950,000	508,382	441,618	53.51%
Total Pass Thru Revenues	\$2,285,488	\$1,662,117	\$623,371	72.72%
Total Revenue	3,787,666	2,516,262	1,248,904	
Net Surplus/(Use of Fund) Balance	26,191	420,692		

LOCAL GOVERNMENT COUNCIL						
Budget to Actual for FY17						
as of February 28, 2017						
CASH ON HAND						
Sun Trust Checking						
	LGC Funds		99,245			
	WIA Trainit Funds		4,429			
Local Govt Invest Pool			474,637			
Petty Cash			155			
Cash on Hand			\$ 578,466			
CALCULATION OF ESTIMATED YEAR-END FUND BALANCE						
Estimated Year-end Fund Balance			\$ 888,518			

Year-end Fund Balance

Fiscal Year	Year-end Fund Balance
FY08	805,675
FY09	797,166
FY10	775,534
FY11	810,675
FY12	865,736
FY13	902,952
FY14	933,423
FY15	996,780
FY16	952,354
FY17 Estimate	888,518

Virginia's Region 2000 Local Government Council

**FY-2018 Rural Transportation Planning Work Program
July 01, 2017 – June 30, 2018**

**Transportation Technical Committee Approval: March 9, 2017
Region 2000 Local Government Council Approval: March 16, 2017**

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-2018 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 2018 - Program Administration (\$21,000.00)

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 - \$16,800.00

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, 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, VAPA conferences and other opportunities as identified
- Provide Year End Summary List of accomplishments under the Rural Transportation Planning Assistance Program

2. Rural Transportation Planning Assistance Program-Scope of Work - \$4,200.00

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 2019 Rural Transportation Planning Assistance Program –

Scope of Work, which documents the activities to be accomplished by the Region 2000 Local Government Council staff in the upcoming fiscal year. It will also include any amendments or revisions to the existing scope of work.

SPR Funds (80%)	\$16,800.00
PDC Funds (20%)	\$4,200.00
<hr/>	
Total Budgeted Expenditure for Program Administration	\$21,000.00

FY 2018 - Program Activities (\$51,500.00)

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

1. General Technical Assistance- \$12,000.00

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 Council'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 Council
- 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 Advisory Group (Lynchburg Regional Business Alliance), and local chamber of commerce transportation committees
- Writing transportation planning grants, including enhancement 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 2017 Scope of Work. (None anticipated at this time)
- Assist the District Planner in the update/review of the Small Urban Area Plans in Region 2000
- 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 your region and provide a display to serve as outreach to the region's citizens.
- 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 Central Virginia Metropolitan Planning Organization (CVMPO) and VDOT on setting performance measure goals.

Deliverable Products:

- Assistance as enumerated above;
- Enhance and maintain the Council's website transportation component;

2. Rural Long-Range Transportation (RLRTP) Activities - \$21,500.00

Description: Continue to build competency in corridor and intersection safety analysis using guidance documents from VDOT and other best practices. Conduct a corridor study or analysis of a roadway segment or intersection and identify potential improvements (including access management) to the corridor for safety and/or congestion. This task will involve coordinating location selection with the transportation technical committee, localities, and VDOT.

Deliverable Product: Draft report documenting activities accomplished.

3. Alternative Transportation Planning Activities - \$6,000.00

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

- Website updates
- Grant assistance
- Bike Month development and execution
- Area Bicycle and Pedestrian Advisory Committee
- Bike/Pedestrian Annual Report
- Alternative Transportation Webinar Series
- Assist in project development and administration relating to trail connectivity in and between Appomattox County and Appomattox Court House National Park.
- Locality assistance as appropriate.

Deliverable Product: A summary report of above referenced activities.

4. Comprehensive Plan Transportation Elements: Bedford County and Town of Brookneal - \$12,000.00

- Staff will assist Bedford County in the development of its comprehensive plan transportation element.

Deliverable Product: Draft comprehensive plan transportation element for Bedford County.

- Staff will assist the Town of Brookneal in the development of its comprehensive plan transportation element.

Deliverable Product: Draft comprehensive plan transportation element for the Town of Brookneal.

SPR Funds (80%)	\$41,200.00
PDC Funds (20%)	\$10,300.00
<hr/>	
Total Budgeted Expenditure for Program Activities	\$51,500.00

FY-2018 Budget Summary

Tasks	VDOT (SPR) 80%	PDC (Match) 20%	Total 100%
<u>Program Administration</u>			
1. Rural Transportation Planning Management	\$13,440.00	\$3,360.00	\$16,800.00
2. Rural Transportation Planning Assistance Program – Scope of Work	\$3,360.00	\$840.00	\$4,200.00
3.	\$xx,xxx.xx	\$xx,xxx.xx	\$xx,xxx.xx
4.	\$xx,xxx.xx	\$xx,xxx.xx	\$xx,xxx.xx
Total Budgeted Expenditure for Program Administration	\$16,800.00	\$4,200.00	\$21,000.00
<u>Program Activities</u>			
1. General Technical Assistance	\$9,600.00	\$2,400.00	\$12,000.00
2. Rural Long Range Transportation Plan (RLRTP) Activities	\$17,200.00	\$4,300.00	\$21,500.00
3. Alternative Transportation Planning Activities	\$4,800.00	\$1,200.00	\$6,000.00
4. Comprehensive Plan Transportation Elements	\$9,600.00	\$2,400.00	\$12,000.00
Total Budgeted Expenditure for Program Activities	\$41,200.00	\$10,300.00	\$51,500.00
Total Budgeted Expenditure for Program Administration and Program Activities	\$58,000.00	\$14,500.00	\$72,500.00



**RESOLUTION APPROVING FY-2018 RURAL TRANSPORTATION
PLANNING WORK PROGRAM**

WHEREAS, the staff of the Virginia's Region 2000 Local Government Council has prepared the FY-2018 Rural Transportation Work Program (Work Program); and,

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

WHEREAS, this Work Program is now before the Virginia's Region 2000 Local Government Council for final approval.

NOW, THEREFORE, BE IT RESOLVED that the Virginia's Region 2000 Local Government Council does hereby approve the FY-2018 Rural Transportation Planning Work Program and does authorize it to be submitted to the Virginia Department of Transportation.

ADOPTED this 16th day of March, 2017, by the Virginia's Region 2000 Local Government Council.

ATTESTED BY:

CERTIFIED BY:

Gary F. Christie, Secretary
Region 2000 Local Government Council

John Sharp, Chair
Region 2000 Local Government Council



January LGC Minutes
Susan Cook to: David Proffitt

03/17/2017 10:07 AM

1 attachment



Local Government Council Minutes 1.19.17.pdf

Good morning David,

Attached are the signed January Local Government Council minutes, as promised.
It was good to see you at the meeting last night.

Thank you,
Susan

Susan Cook

Administrative Assistant
Virginia's Region 2000 **Local Government** Council
828 Main Street, 12th Floor | Lynchburg, VA 24504
Phone: 434.845.3491

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**Virginia's Region 2000
Local Government Council**
828 Main Street, 12th Floor
Lynchburg, VA 24504

**January 19, 2017
5:00 pm**

Minutes

Members Present:

Kenneth Campbell, Amherst County Board of Supervisors
Waverly Coggsdale, Altavista Town Manager
Joan Foster, Lynchburg City Council
Jack Hobbs, Amherst Town Manager
Bruce Johannessen, Town of Bedford
Charles Kolakowski, Bedford Town Manager
Megan Lucas, Lynchburg Regional Economic Alliance
Mayor Mike Mattox, Town of Altavista
Dean Rodgers, Amherst County Administrator
Frank Rogers, Campbell County Administrator
Bonnie Svrcek, Lynchburg City Manager
Mayor Dwayne Tuggle, Town of Amherst

Members Absent:

Susan Adams, Appomattox County Administrator
Carl Boggess, Bedford County Administrator, Treasurer of Council
Mayor Phyllis Campbell, Town of Brookneal
Del. Ben Cline, Virginia House of Delegates
Mayor Paul Harvey, Town of Appomattox
Bryan Moody, Appomattox County Board of Supervisors
Michael Rousseau, Campbell County Board of Supervisors
John Sharp, Bedford County Board of Supervisors, Chair of Council
Russell Thurston, Brookneal Town Manager

Others Present:

Scott Baker, Virginia Coop. Extension
Ben Bowman, Local Government Council
Kevin Camm, Virginia Coop. Extension
Gary Christie, Local Government Council, *Executive Director*
Susan Cook, Local Government Council
Adam Duncan, Robinson, Farmer, Cox Associates
Philipp Gabathuler, Local Government Council
Rosalie Majerus, Local Government Council, *Deputy Director of Finance*

Scott Smith, Region 2000
Margaret Carmel, News & Advance

1. Welcome and Moment of Silence

Joan Foster, Vice-Chair, welcomed everyone and opened the meeting at 5:00 p.m. with a moment of silence.

- **Introduction of New Members**

Mayor Foster introduced new members Mayor Dwayne Tuggle, Town of Amherst and Bruce Johannessen, Town of Bedford, and reported that Del. Ben Cline has also agreed to serve.

- **Expression of Thanks to Outgoing LGC Members**

The council agreed, by consensus, to send letters to outgoing members Kenneth Bumgarner, Stacey Hailey, and Del. Scott Garret, thanking them for their service as representatives on the Local Government Council.

2. Approval of Minutes from November 17, 2016

Upon a motion by Kenneth Campbell, and seconded by Dean Rodgers, the minutes of the November 17th meeting were approved as presented.

3. Discussion on Next Steps to Support the Agriculture Economy of the Region

Scott Baker, Extension Agent for Bedford County, gave the council an update on where they have been and where they want to go next, developing a plan for the future of agriculture and forestry in the region. Part of this process involved updating their Strategic Plan, which can be found on the Local Government Council website.

Kevin Camm, Extension Agent for Lynchburg, presented three priority areas they identified with the first plan:

- 1) Coordinate regional outreach and marketing
- 2) Strengthen resources for producers
- 3) Promote career and small business development opportunities

Gary Christie noted that an update to the Strategic Plan was appropriate, and suggested having a discussion with stakeholders in each of the counties and Lynchburg.

Frank Rogers asked if agriculture, as economic development, could be moved forward through the CEDS implementation.

The consensus of the Local Government Council was to continue to work on the Agriculture and Forestry Strategic Plan.

4. Financial Update and Audit

Adam Duncan, from Robinson, Farmer, Cox Associates, reviewed the audit report. He reported that there were no findings or recommendations to report.

Bonnie Svrcek questioned the excess funding of VRS. Gary Christie said this would be looked into.

The motion was made by Bonnie Svrcek, and seconded by Frank Rogers, to accept the audit report for FY 2016. The motion was unanimously approved.

Rosalie Majerus reviewed the financial report, stating that operating expenses are currently under budget.

5. Review of Current Staffing and Proposal to Hire a Communications Manager

Gary Christie reported that with Bob White's retirement, he was put into the budget this year for ½ of his salary. Kelly Hitchcock has been moved into the Planning and Development Director slot that was created in November. Scott Smith has been moved into the Transportation Director position that was created last summer. Matt Perkins has been moved into a direct operations role, managing grants and doing field work.

Mr. Christie proposed a new position to be shared with the Workforce Development Board. Each would pay ½ for a new communications person. Services provided for the Workforce Development Board would be working with the business community to market the services of the Workforce Board. Services provided for the Local Government Council would be to tie the Rideshare Program more closely into Workforce Development, and to help with the CEDS process. This staff person would also work with both organizations doing the website, annual reports, and newsletters. Ben Bowman added that this position is also contingent upon the Workforce Board approving their ½ of the position as well.

Dean Rodgers asked if his locality could draw on this person, as on other resources. Gary Christie replied that this would be possible, as long as fair compensation could be worked out and time was available.

Bonnie Svrcek asked for clarification on the intersection of the work related to EDA and Economic Development. Mr. Christie explained that for the CEDS process Kelly Hitchcock will be the point person working with the implementation committee. Staff is being organized in order to help the implementation committee to stay on track for the CEDS process. The Local Government Council will provide the planning and a little bit of staff support, while Megan Lucas does the marketing and implementation.

Mr. Christie explained to the council that he could not promise, at this point, that the new fiscal year would be started with a balanced budget. He assured the council that he would continue to search for new contracts and work to reduce expenses. Options for office space is one consideration for reducing expenses.

Dean Rodgers made a motion to authorize the hiring of a Communications Manager. Kenneth Campbell seconded the motion, contingent upon the Workforce Board also approving their portion of the position. The motion carried unanimously.

A motion was made by Charlie Kolakowski, and seconded by Jack Hobbs, to approve the job description for the Special Projects Manager. The motion was unanimously approved.

6. Resolutions

Dean Rodgers presented a resolution in support of exploring future use of the Central Virginia Training Center site.

A motion was made by Frank Rogers, and seconded by Jack Hobbs, to approve this resolution. The motion was carried unanimously.

7. Senator Representative on the LGC – 22nd Senate District Representative

Gary Christie asked the Local Government Council for permission to invite Sen. Mark Peake to serve on the Local Government Council.

The motion was made by Bonnie Svrcek, second by Megan Lucas, to allow Mr. Christie to as Sen. Peake to serve on the Local Government Council. The motion carried unanimously.

8. Other Business and Reports

- CEDS Implementation Committee – Gary Christie reported that the CEDS process has been completed and the implementation committee is being formed.
- Go Virginia Update – GO Virginia continues to build a regional board with Lynchburg, Blacksburg and Roanoke. The Governor's budget amendments reduced GO Virginia's budget from \$35m to about \$15m.
- Executive Committee Voting – Mr. Christie explained that the Local Government Council Bylaws has an unusual Executive Committee, where one representative from each jurisdiction has a vote on the committee. This has traditionally not been followed. Mr. Christie presented two scenarios:
 - 1) Have a roll call at the beginning of each meeting and identify who the voting members are
 - 2) Do not have Executive Committee meetings

After discussion by the council, future meetings will be announced as full Local Government Council meetings. Everyone present would be eligible to make motions and to vote.

- Mr. Christie reminded everyone that they can send a substitute with a proxy vote, if unable to attend a meeting.

9. Adjourn

There being no further business, the meeting adjourned at 6:15 P.M.

The next meeting of the Local Government Council will be on March 16, 2017.

Signed: _____

Date: _____