



Business Meeting

2019 Summer Conference

July 25, 2019



VAPDC Business Meeting – 2019 Summer Conference
 Thursday, July 25, 2019; 11:15 am – 12:00 pm
 Williamsburg Lodge, Williamsburg, Virginia
AGENDA

- ▽ **Call to Order** *Robert K. Coiner, President*
- ▽ **President’s Report** *Robert K. Coiner*
- ▽ **Executive Director’s Report** *David Blount, Executive Director*
- ▽ **Review of Minutes** *Kevin Byrd, Secretary*
- ▽ **Treasurer’s Report** *Kevin Byrd, Treasurer*
 - ✓ 2019 Audit Committee Report *Robert K. Coiner, Audit Chair*
 - ✓ 2018-2019 Financial Report
 - ✓ Approval of FY20 VAPDC Budget
- ▽ **Old Business**
- ▽ **New Business**
 - ✓ PDC Responsibilities and Funding Ad Hoc Committee Report *Robert K. Coiner*
David Blount
 - ✓ Nominating Committee Report/
Election of 19-20 Officers and Directors *Billy W. Martin, Sr.*
Nominating Committee Chair

2019-2020 PROPOSED SLATE OF OFFICERS & DIRECTORS

Officers

- ✓ **President:** Allen Kimball “Kim” Callis, Southside PDC
- ✓ **First Vice President:** Donald Hart, Accomack-Northampton PDC
- ✓ **Second Vice President:** Martha Shickle, Plan RVA (Richmond Regional PDC)
- ✓ **Secretary/Treasurer:** Kevin Byrd, New River Valley RC
- ✓ **Immediate Past President:** Robert K. Coiner

Directors

- ✓ **Board Member:** Thomas Gleason, Commonwealth Regional Council
- ✓ **Board Member:** Deborah Gosney, Southside PDC
- ✓ **Board Member:** Bob Lazaro, Northern Virginia RC
- ✓ **Board Member:** Patrick Mauney, Rappahannock Rapidan RC
- ✓ **Board Member:** Linda Millsaps, George Washington RC
- ✓ **Board Member:** Lou Ann Wallace, Cumberland Plateau PDC

- ▽ **Recognitions and Announcements** *Allen Kimball “Kim” Callis*
2019-2020 President
- ▽ **Adjournment** *Allen Kimball “Kim” Callis*



Business Meeting – 2018 Summer Conference
Thursday, July 26, 2018; 11:15 am – 12:00 pm
Hotel Roanoke & Conference Center, Roanoke, Virginia
MINUTES

Call to Order - Robert K. Coiner, President called the meeting to order and thanked the group for being in attendance. The following PDCs were represented constituting a quorum: Cumberland Plateau PDC; Mount Rogers PDC; New River Valley RC; Roanoke Valley-Alleghany RC; Central Shenandoah PDC; Northern Shenandoah PDC; Rappahannock-Rapidan RC; Thomas Jefferson PDC; Region 2000 LGC; West Piedmont PDC; Southside PDC; Commonwealth RC; Richmond Regional PDC; George Washington RC; Northern Neck PDC; Middle Peninsula PDC; Crater PDC; Accomack-Northampton PDC; and Hampton Roads PDC.

Review of Minutes - Kevin Byrd, Secretary noted that the minutes from the 2017 Business Meeting were contained in the meeting packets provided. A motion was made and seconded to approve the minutes as presented. The minutes were approved on a voice vote.

President's Report - Robert K. Coiner made brief remarks noting that VAPDC:

- ▽ Established regular meetings for the Executive Directors group to discuss issues and host a variety of speakers
- ▽ Established a committee to follow through on recommendations from the 2017 Strategic Planning process, developing a job description for a part-time Executive Director for the Association
- ▽ Conducted an internal Salary Survey
- ▽ Hosted an Agency Appreciation Reception in February with several state agencies in attendance as well as the Lt. Governor Justin Fairfax
- ▽ Continued strategic planning efforts with a Leadership Retreat in April
- ▽ Created a new VAPDC Sponsorship program to better serve the needs of our partners
- ▽ Hosted a Federal Forum event in Washington, DC
- ▽ Presented the VAPDC Legislator of the Year Award to Senator Mark Warner
- ▽ Planned and implemented, in conjunction with the Virginia Association of Metropolitan Planning Organizations (VAMPO) a Staff Training Conference
- ▽ Planned and implemented the 2018 Summer Conference for the first time in Roanoke

Treasurer's Report - Kevin Byrd, Treasurer provided the financial reports for the membership.

- ▽ **2018 Audit Committee Report** – Robert K. Coiner, Audit Chair provided the Audit Committee report for FY18. The Audit Committee has reviewed the financial activity of the VAPDC for the past twelve-month period, beginning July 1, 2017 and ending June 30, 2018, for both the regular checking account as well as the Market Index (Investment) account and has determined that all activity was relevant to the operations of the Association, and fell within the guidelines for expenditures as detailed in the budget and approved by the Board of Directors.

The Audit Committee consisted of: Robert K. Coiner, Mayor of Gordonsville, Rappahannock-Rapidan RC, VAPDC Audit Committee Chair; Stephanie Creedle, Southside PDC; Dennis Morris, Executive Director, Crater PDC; and Kevin Byrd, Executive Director, New River Valley RC, VAPDC Secretary/Treasurer.

- ▽ **2017-2018 Financial Report** – Treasurer Kevin Byrd provided the year-end balance sheet financial report as of June 30, 2018. He noted that VAPDC's total assets totaled \$189,364.49.

- ▽ **Approval of FY19 VAPDC Budget** – Kevin Byrd noted that the draft budget for FY19 was included in the Business Meeting packets. Kevin noted that the Board of Directors has recommended approval of the draft budget. A motion was made and seconded to approve both the FY18 Financial Report and the proposed FY19 Budget. The FY18 Financial Report and the FY19 Proposed Budget were approved on a voice vote.

New Business

Nominating Committee Report/Election of 18-19 Officers and Directors - Billy W. Martin, Sr., Immediate Past President and Nominating Committee Chair provided the Nominating Committee report.

The slate of officers and directors was presented as follows:

Officers for 2018-2019

- ▽ **President: Robert K. Coiner, Rappahannock-Rapidan Regional Commission**
- ▽ **First Vice President: Rick Randolph, Thomas Jefferson Planning District Commission**
- ▽ **Second Vice President: Bonnie Riedesel, Central Shenandoah Planning District Commission**
- ▽ **Secretary/Treasurer: Kevin Byrd, New River Valley Regional Commission**
- ▽ **Immediate Past President: Billy W. Martin, Sr., Roanoke Valley-Alleghany Regional Commission**

Directors for 2018-2019

- ▽ **Board Member: Allen Kimball (Kim) Callis, Southside Planning District Commission**
- ▽ **Board Member: Donald Hart, Accomack-Northampton Planning District Commission**
- ▽ **Board Member: Robert Lazaro, Northern Virginia Regional Commission**
- ▽ **Board Member: Patrick Mauney, Rappahannock-Rapidan Regional Commission**
- ▽ **Board Member: Gail Moody, Southside Planning District Commission**
- ▽ **Board Member: Lou Ann Wallace, Cumberland Plateau Planning District Commission**

Billy W. Martin asked for nominations from the floor and hearing none, called for a motion to close the nominations and elect the offices and directors as presented. The motion was seconded and approved on a voice vote. The slate was accepted as presented.

Adjournment - Robert K. Coiner called for a motion and it was seconded to adjourn the Annual Business Meeting.

Minutes prepared by:

Connie Long, Association Builders

Reviewed and respectively submitted by:

Kevin Byrd, Secretary/Treasurer



July 25, 2019

Memorandum

TO: VAPDC Membership
VAPDC Board of Directors

BY: Audit Committee
Robert K. Coiner, Audit Committee Chair

RE: Financial Activity for Fiscal Year Ending June 30, 2019

The Audit Committee has reviewed the financial activity of the VAPDC for the past twelve-month period, beginning July 1, 2018 and ending June 30, 2019, for both the regular checking account as well as the Market Index (Investment) account and has determined that all activity was relevant to the operations of the Association, and fell within the guidelines for expenditures as detailed in the budget and approved by the Board of Directors.

Audit Committee:

Robert Coiner, Audit Committee Chair, Rappahannock-Rapidan Planning District Commission
Stephanie Creedle, Southside Planning District Commission
Dennis Morris, Crater Planning District Commission
Kevin Byrd, VAPDC Treasurer, New River Valley Regional Commission



Virginia Association of Planning District Commissions
Balance Sheet Ending June 30, 2019

Balance Sheet
As of June 30, 2019

ASSETS

Current Assets Checking/Savings

Investment CD - 15 month	41,376.27
Investment CD - 9 month	41,092.41
Money Market Account	5,006.63
Operating Account	102,466.15
Total Checking/Savings	189,941.46

TOTAL ASSETS	189,941.46
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LIABILITIES & EQUITY

Equity

Unrestricted Net Assets	190,144.49
Net Income	-203.03
Total Equity	189,941.46

TOTAL LIABILITIES & EQUITY	189,941.46
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MEMORANDUM

To: VAPDC Board of Directors
From: Kevin Byrd, Secretary/Treasurer
Date: June 21, 2019
Re: FY20 Proposed Budget

Attached to this memo is a proposed FY20 budget for your review and consideration. The FY20 budget includes the second year of a two-year scheduled dues increase. The dues adjustment was adopted by the board at their meeting in February 2018 with the intent to provide funding for establishing an Executive Director position for VAPDC. The model used for the dues increase is connected to a percentage of the General Assembly appropriation to PDCs. The FY19 dues were 4% of the state appropriation and the FY20 dues will be 5%. The board of directors recommended this scale-up approach to help members prepare for the financial commitment over two fiscal years to support the full cost of the Executive Director position. You will notice the budget is not balanced with deficit spending of \$12,215 attributed to increases in expenses observed in FY19. It is important to note, VAPDC received a Challenge Grant from the Virginia Department of Housing and Community Development in the amount of \$50,000 to help the association add capacity via the Executive Director position. The grant funds will continue to be utilized in FY20 to off-set expenses for the part-time position.

Notes regarding the budget differences between FY19 and the proposed FY20 budget are listed below.

Income:

- Conferences are revenue neutral but require sponsorships to break-even
- Training conference revenue is net neutral
- Dues are proposed to increase another 1% of the General Assembly appropriation, generating an additional \$10,075 of revenue.
- Interest income is modest, projected to be \$100 total
- Sponsorships are increased to \$18,000 based on FY19 securing over \$17,000.

Expenses:

- Largest expense increase is the Executive Director position at \$50,000 introduced in FY19
- Contract with Association Builders is reflecting a 5% increase based on a request from AB in June
- Included \$3,400 to complete the contract for marketing/branding consulting services
- Added \$1,500 to host Congressional Briefing event on Capitol Hill
- Increased Travel \$2,000 to allow additional Executive Director expenses

For informational purposes while considering the FY20 budget, VAPDC had the following account balances as of May 31, 2019 and reflects an overall negative change in net assets of (\$7,521.95) from May 31, 2018. In the year prior between FY18 and FY19 there was an overall positive change in net assets just above \$5,000.

Investment CD-15 month	\$41,376.27
Investment CD-9 month	\$41,092.41
Money Market Account	\$5,006.55
Operating Account	\$91,616.86
Accounts Receivable	-\$500.00
Total Assets	\$178,592.09

Overall, VAPDC is financially stable and remains viable because 100% of the regions pay dues annually.

Virginia Association of Planning District Commissions
Budget Overview: July 2019 through June 2020

Income

Conference Income	2019 Summer Conference	\$ 21,000.00
	2020 Winter Conference	\$ 7,000.00
	2020 Training Conference	\$ 2,000.00
	Total Conference	\$ 30,000.00
Dues & Memberships	Associate Memberships	\$ 200.00
	Association Dues	\$ 81,700.00
	Total Dues & Memberships	\$ 81,900.00
Interest Income	Checking Account Interest	\$ 20.00
	CD Accounts Interest	\$ 80.00
	Total Interest Income	\$ 100.00
	Sponsorships	\$ 18,000.00
Total Income		\$130,000.00

Expense

Administrative Expense	Bank Charges and Fees	\$ 50.00
	Credit Card Processing	\$ 700.00
	Corporate Filing Fees	\$ 25.00
	General Administrative	\$ 1,500.00
	Insurance	\$ 250.00
	Legal Services	\$ 150.00
	NADO Dues	\$ 500.00
	President's Expenses	\$ 500.00
	Travel	\$ 3,500.00
	Total Administrative Expense	\$ 7,175.00
Contractual Support	Association Support Contract	\$ 36,690.00
	Phone/Fax/Email-Support Contract	\$ 900.00
	Comm/Marketing Plan Consultant	\$ 3,400.00
	Executive Director Contract	\$ 50,000.00
	Total Contractual	\$ 93,990.00
Communications	Awards & Recognitions	\$ 500.00
	Website	\$ 350.00
	Email Marketing	\$ 600.00
	Printing/Banner/Brand Collateral	\$ 2,000.00
	Total Communications	\$ 3,450.00
Conference	2018 Summer Conference	\$ 23,200.00
	2019 Winter Conference	\$ 7,000.00
	Training Conference	\$ 2,000.00
	Total Conference	\$ 32,200.00
Meetings	Board Meetings	\$ 1,000.00
	Executive Director's Meetings	\$ 400.00
	Leadership Retreat	\$ 2,000.00
	Congressional Briefing	\$ 1,500.00
	Total Meetings	\$ 4,900.00
Total Expense		\$ 141,715.00
Net Income		\$ (11,715.00)



Report of the PDC Responsibilities and Funding Ad Hoc Committee

Background:

In the Fall of 2018, an Ad Hoc Committee was established to examine state funding for planning district commissions and their roles and responsibilities as required by State Code. Group members reviewed various documents related to this charge prior to their discussions.

It was noted that state funding to the 21 PDCs in FY08 was approximately \$2.5 million, while the current budgeted amount (for FY20) of \$1.8 million is about 27.5% less than the FY08 amount.*

It also was noted that PDCs provide value beyond their regions to their state and federal agency partners. This includes identifying and addressing critical community development needs, and administering and brokering key local and regional projects of importance to the agencies. In order to do this, PDCs depend on state funds for to help maintain a basic level of core competency. A key barrier to successful, sustained regional collaboration is insufficient funding to initiate or sustain collaboration.

Recommendations:

The VAPDC should embark on a process, as outlined below, that has the goal of increasing state funding for PDCs:

1. The VAPDC should work with the Department of Housing and Community Development to request that a lump sum increase in PDC funding be recommended for inclusion in the governor's introduced state budget for FY20, and for FY21 and FY22. The request would be for additional state funding of at least \$294,000 per year to provide each of the 21 PDCs with an increase of at least \$14,000 per year.
2. The VAPDC should conduct ongoing work to link future increases in state funding to the value provided by PDCs, as well as to explore additional, alternative funding apportionments and methodologies for funds received from the state.
3. VAPDC members should support this advocacy approach and work collectively to secure additional state funding for each of the 21 planning district commissions.

*Actual FY08 amount was \$2,463,771; actual FY20 amount is \$1,785,321.

June 2019



VAPDC VOTING PRIVILEGES

		<i>Population</i>	<i>Number of Votes per PDC (State Funding, Legislation, Bylaws)</i>	<i>Number of Votes per Qualified Representative (other)</i>
PDC-1	LENOWISCO	88,409	2	1
PDC-2	Cumberland Plateau	105,122	2	1
PDC-3	Mount Rogers	187,484	2	1
PDC-4	New River Valley	184,231	2	1
PDC-5	Roanoke Valley Alleghany	334,778	2	1
PDC-6	Central Shenandoah	301,485	2	1
PDC-7	Northern Shenandoah	236,861	2	1
PDC-8	Northern Virginia	2,515,053	7	1
PDC-9	Rappahannock-Rapidan	177,511	2	1
PDC-10	Thomas Jefferson	255,428	2	1
PDC-11	Region 2000	262,639	2	1
PDC-12	West Piedmont	240,704	2	1
PDC-13	Southside	82,113	2	1
PDC-14	Commonwealth Regional Council	102,932	2	1
PDC-15	Richmond Regional	1,089,805	3	1
PDC-16	George Washington	367,093	2	1
PDC-17	Northern Neck	50,110	2	1
PDC-18	Middle Peninsula	91,423	2	1
PDC-19	Crater	526,224	2	1
PDC-22	Accomack-Northampton	44,631	2	1
PDC-23	Hampton Roads	1,726,928	6	1
Total			52	21

Population based on July 1, 2018 estimate, Weldon Cooper Center for Public Service

Votes shall be cast by the qualified representative of member commissions. The chairman or designated alternate and the executive director shall be the qualified representatives of a member commission.

All motions shall be carried by a simple majority of the qualified representatives present and voting, except for all amendments to the bylaws and actions relating to state funding and state legislation which require a two-thirds vote of the member commissions present and voting (per number of votes as shown above).