

**AGENDA**

- |   |             |
|---|-------------|
| <b>1. Call to Order</b>   | 7:00        |
| <b>2. Matters from the Public</b><br>Comments by the public are limited to no more than 2 minutes per person.   | 7:00 – 7:10 |
| <b>3. * Consent Agenda</b><br>Action Items:<br>a. * Minutes of the October 6, 2016 Meeting<br>b. * Intergovernmental Reviews – the attached memo summarizes IGRs received during October, 2016  | 7:10 – 7:15 |
| <b>4. * Finance Reports</b><br>a. FY 2016 Audit Report from Robinson Farmer Cox – David Foley<br>b. Financial Reports for 1 <sup>st</sup> Quarter, FY 2016<br>The September, 2016 Finance Reports are attached. They include a Financial Dashboard summary, Profit and Loss Statement, Balance Sheet, and Accrued Grant Revenue report. | 7:15 – 7:45 |
| <b>5. * Resolutions:</b><br>a. Acceptance of FY2016 Financial Audit   | 7:45 – 7:50 |
| <b>6. Executive Director’s Report</b><br>The Executive Director’s Report is attached.   | 7:50 – 8:15 |
| <b>7. New Business</b><br>a. Draft VDOT 2016 Rural Transportation Cooperation Processes<br>b. TJPDC By-laws review process<br>c. Delivery of draft FY17 Amended Operating Budget  | 8:15 – 8:30 |
| <b>8. Other Business</b><br>a. Next Meeting –December 1, 2016 – Speakers from Virginia Social Department of Social Services<br>b. Roundtable Discussion by Jurisdiction   | 8:30        |

**\* Adjourn**

*\*Proposed action items*



**THOMAS JEFFERSON PLANNING DISTRICT COMMISSION**

Draft Minutes, October 6, 2016

**Commissioners Present:**

Rick Randolph – Albemarle County  
Bob Fenwick – Charlottesville  
Keith Smith – Fluvanna County  
Dale Herring – Greene County  
Andrea Wilkinson – Greene County  
Tommy Barlow – Louisa County  
Larry Saunders – Nelson County

**Staff Present:**

Chip Boyles, Executive Director  
Billie Campbell, Sr. Program Mgr  
Wood Hudson, Sr. Envir. Planner

**Commissioners Absent:**

Brad Sheffield – Albemarle County  
Genevieve Keller – Charlottesville  
Tony O’Brien – Fluvanna County  
Toni Williams – Louisa County  
Tim Padalino – Nelson County

**Guests Present:**

Beth Barber, OLLI  
Sue Friedman, Alzheimer’s Assoc.  
Rachel Kingry, Sen. Kaine’s office  
Natalie Miner, UVA Student  
Eve Stinger, UVA Student

**Call to Order:** Chair Andrea Wilkinson called the Commission meeting to order.

**Matters from the Public**

Comments from the Public: None

Presentation on the Charlottesville Area Alliance – working together for age-friendly communities: Chip Boyles introduced Beth Barber, Executive Director of the Osher Lifelong Learning Institute (OLLI) at UVA and Sue Friedman, Executive Director of the Alzheimer’s Association Central and Western Virginia Chapter. Beth Barber began the presentation. She attended the Governor’s Conference on Aging in May, focusing on more livable communities. Elders are a benefit to communities. They contribute as volunteers, mentors, tax payers, and voters. They also have needs, which are generally similar to the needs of people at any age. Adjustments to community amenities can benefit a wide range of people, not just elders. A sidewalk works for both wheelchair users and parents pushing a stroller. The Charlottesville Area Alliance (CAA) is a mechanism for working together for an age-friendly community. The group has a charter, has developed templates for Bylaws and Articles of Incorporation. Pursuing its own organizational and non-profit status is one option. CAA wants to be inclusive and will investigate and select the best vehicle to move forward. CAA members have met with groups in other communities, including Fredericksburg, Culpeper and Washington, DC. By the year 2025, one in four households in our region will include someone over 65, a ratio that will be reached nationally in 2030. People tend to age in place, particularly in rural areas, and our region is also a popular retirement destination. A challenge for our region is mobility; 26% of all seniors live alone. Social isolation is a significant challenge that has an adverse effect on wellness. Transportation is necessary for medical care, shopping, and social activities. Housing needs to be adequate, affordable and appropriate. Age-friendly is not about old people; new and additional programs are not needed; goals need to work for everyone. Many amenities that appeal to the elderly are also desired by millennials, such as walkable communities. Age-friendly is good for everyone; planning for the needs of an aging population will also meet the needs of all constituents.



Sue Friedman provided some history of CAA. The group that is now CAA began meeting in 2014, initially to welcome Marta Keane as the new Executive Director at JABA. The group realized early on that there was no one voice for age friendliness. In 2015, the group included 8 organizations: Alzheimer's Association, Hospice of the Piedmont, JABA, JAUNT, OLLI, the Senior Center, Westminster Canterbury of the Blue Ridge, and Cville Village. The group has now expanded to also include TJPDC, Martha Jefferson Hospital, UVA Health System, Albemarle County, the City of Charlottesville and Region Ten. CAA's vision is for the greater Charlottesville area to be the most age-friendly community in the country. CAA's mission is to lead the advancement of an age-friendly community. CAA will focus on five areas: evaluation, planning and operations, education, advocacy, and engaging everyone. The goal is a common understanding of needs and issues to encourage policy and action. The World Health Organization (WHO) has created a checklist of essential age-friendly features, which includes 8 Life Elements: Outdoor Spaces and Buildings, Transportation, Housing, Social Participation, Respect and Social Inclusion, Civic Participation and Employment, Communication and Information, and Community and Health Services. Partners for CAA include anyone and everyone: advocates, leaders, contributors, and stakeholders in the community serving or advising the senior population. The Steering Committee is composed of 13 members, with a core of "lead organizations" including TJPDC. Standing work groups for the five focus areas will align with CAA goals. TJPDC has adopted a resolution of support for CAA at their August meeting, which also supports Chip Boyles' participation as the TJPDC representative. Keith Smith volunteered to serve as Fluvanna's representative. Rick Randolph noted that TJPDC is represented by Chip, and that Commission Brad Sheffield also serves on the CAA representing JAUNT. With Keith stepping forward to represent Fluvanna, TJPDC has 3 representatives involved in CAA. He encouraged CAA to work with the TJPDC Commission, and to strategize on making this a regional effort. Chip Boyles noted that he will engage Commissioners as the organization develops, with an emphasis on planning and transportation.

**Consent Agenda:** Items on the consent agenda included the draft minutes of the September 1, 2016 meeting, the monthly financial reports for August 2016, and a Resolution recognizing October 2016 as Community Planning Month. **On a motion by Rick Randolph, seconded by Keith Smith, the Commission unanimously approved the Consent Agenda,** with Bob Fenwick abstaining on the minutes.

### **Resolutions:**

**Consideration of FY2018 Projected Budget and Local Revenues:** Chip Boyles reviewed materials in the meeting packet, including a memo on the FY18 Projected Budget Approval and FY17 Final Amended Budget Schedule; budget table showing the FY16 Amended Budget, FY16 Actuals, FY17 Operating Budget (adopted on May 2016), and the FY18 Projected Budget; a table detailing FY18 Operating Budget Revenues; and tables of Member Assessment, showing the FY17 requested amounts, FY17 funded amounts, and FY18 Proposed Requests. The action at this meeting is to set the requests to localities; the first submission is to Charlottesville and Albemarle, due October 20, 2016, necessitating action at this meeting. The projected FY18 Budget incorporates changes to revenue and expense assumptions from the FY17 Budget and is adjusted to include changes that have occurred and are expected. The FY18 projected budget is very conservative in projected revenues and anticipates a balance budget. The recommendation is to keep the per capita rate the same at \$0.62, adjusting only for population using the latest figures from the Weldon Cooper Center. The budget also bases the allocations for the Legislative Liaison on a per capita basis, using \$0.40, which is in line with past requests. The recommended requests also include a total of \$10,500 for the Rivanna River Basin Commission, allocated on a formula that includes consideration of impervious land cover, stream miles and populations, among the four localities in the Rivanna River Basin: Charlottesville, Albemarle, Fluvanna and Greene. A request for funding from Greene County for RideShare is also included; funding requests from the other five localities have been kept constant with FY17 to avoid a shortfall if Greene County does not elect to fund RideShare. The memo in the packet detailed changes to revenue and expenses for FY18. TJPDC staff has also begun to

track time spent on meetings or projects for each locality, as a way to document TJPDC work, and to keep those staff expenses out of Administration and the indirect cost pool. A similar project number has been set up to track work on regional projects and initiatives. Ideally, Commissioners would held decide how to define projects for their respective locality. **On a motion by Keith Smith, seconded by Rick Randolph, the Commission unanimously approved the Resolution Approving the FY2018 TJPDC Projected Budget.**

Endorsement of VDOT Smart Scale Rural Transportation Applications: The meeting packet included a table detailing the rural Smart Scale projects, and a resolution. The resolution is for rural projects only; projects in the City of Charlottesville and urban portions of Albemarle County are endorsed by the Metropolitan Planning Organization (MPO) Policy Board. Across the state, \$8 billion in projects were submitted; \$300 - \$400 million is available. Commissioners noted that the funding pales in comparison to the demand and need, and the applications submitted may not represent all of the need. **On a motion by Rick Randolph, seconded by Bob Fenwick, the Commission unanimously adopted the Resolution Endorsing the Submission of Smart Scale Applications Requesting Transportation Funding.**

Public Hearing and Acceptance of Regional 2016 - 2021 Year Solid Waste Management Plan: Senior Environmental Planner Wood Hudson presented the 5-year Update of the Regional Solid Waste Plan. The Draft Plan was included in the meeting packet for Commissioner review and comment. The public hearing was advertised in the Daily Progress.

The Thomas Jefferson Solid Waste Planning Unit (TJSWPU) includes the City of Charlottesville, the Counties of Albemarle, Fluvanna, and Green, and the Towns of Stanardsville and Scottsville. Nelson County participates in Region 2000's Solid Waste Plan, and Louisa County maintains its own plan. Key findings were:

- There is adequate permitted capacity at area transfer stations to meet 2035 projected capacity requirements.
- No active landfills in the SWPU means that all waste is handled by transfer stations, convenience centers, or materials recovery facilities. Waste is transported outside of the region for disposal and recycling
- Of the waste that is generated in the region, 65% is landfilled and 35% is recycled
- Regional per capita waste generation weight is higher than the national average 1.3 tons versus around 0.9 tons for the state and national average

The initial Regional Solid Waste Plan was developed in 1992. The plan is updated on a 5-year cycle. There was a question about private operations in the region. These are inspected by the Department of Environmental Quality (DEQ), and not by localities. The plan does not address the financial viability of private operations. It was also noted that Albemarle County has been engaging in a lot of planning for solid waste. There were no additional comments from the public. **On a motion by Bob Fenwick, seconded by Dale Herring, the Commission unanimously approved the Resolution for Adopting the TJSWPU Solid Waste Management Plan October 2016 Revision.**

Employee Handbook: The draft of the updated Employee Handbook was previously presented to the Commission. In response to concerns due to recent lawsuits on dress codes that were not gender neutral, the section on attire was revised to be more generic. The other change based on discussion at previous meetings was to designate Veterans' Day as a holiday in lieu of Lee Jackson Day. On a motion by Dale Herring, seconded by Andrea Wilkinson, the Commission unanimously adopted the Revised Employee Handbook.

**Executive Director's Report:** The written report was included in the meeting packet. Chip Boyles highlighted new projects for localities:

- Staff has received an agreement from Nelson County to perform a corridor economic development plan for the US 29 commercial corridor. The project will include sub-contracting work by a marketing firm from Richmond to assist Nelson with an economic development marketing strategy.
- Staff is assisting Fluvanna County with Economic Development data and a marketing brochure for the Zions Crossroads area.

**Other Business:**

Next Meeting: The next meeting is scheduled for November 3, 2016. The Audit Committee will meet immediately prior to the Commission meeting at 5:30 p.m.

**TJPD Commissioner Roundtable Reports:**

- Nelson: Larry Saunders reported that the LOCKN’ Festival 2016 was held August 25- 28 in Arrington, Virginia., and was a successful event.
- Greene: Dale Herring reported that the Board of Supervisors held a work session with the School Board the end of September to review the School Facilities Study. Updates to current facilities and sites were discussed, as well as the need for a new school to provide capacity relief.
- Louisa: Tommy Barlow reported that the County’s participation in the National Flood Insurance Program may be revoked if its flood ordinances are not revised.
- Charlottesville: Bob Fenwick noted the need to keep a finger on the pulse of federal funding changes. Chip will attend the Governor’s Transportation Conference in October.
- Albemarle: Rick Randolph noted that the County was nearing completion of its Broadband report. The County also received a presentation the previous day from the Renaissance Planning Group (RPG) on the small area plan for Route 29 and Rio Road. Possible approaches include public-private partnerships, form-based code, code changes, and financial incentives to transform the aged mall and shopping corridor from auto-centric to encourage walking and bicycling. The County is also looking at options for the Courts complex, which will include a public discussion of the options and a decision made in public session. The process will include officials from Charlottesville.
- Fluvanna: Keith Smith reported that work on 2 roundabouts (at 15/53 and 618/53) has begun. The projects will include engineering work, procurement and construction.

**Closed Session:**

Motion to Ender Closed Session: Dale Herring moved that the Commission be convened to a closed session pursuant to personnel exemption found in Sec. 2.2-3711(A)1 of the Code of Virginia to discuss personnel issues, for the purpose of employee performance review. The motion was seconded by **Rick Randolph**. The vote in favor was cast by Commissioners:

- Rick Randolph
- Bob Fenwick
- Keith Smith
- Dale Herring
- Andrea Wilkinson
- Tommy Barlow
- Larry Saunders

Motion to Exit Closed Session: Dale Herring moved that the Commission exit closed session. Motion seconded by **Rick Randolph**. The motion passed unanimously.

Motion to Certify: Dale Herring moves that the Commission certify that to the best of each member’s knowledge, only public business matter lawfully exempted from the open meeting requirements of the

Virginia Freedom of Information Act and identified in the motion authorizing the closed session were heard, discussed or considered in the closed session. Motion seconded by **Keith Smith**.

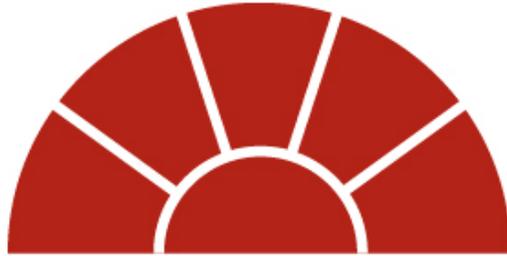
The vote in favor was cast by Commissioners:

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Rick Randolph  
Bob Fenwick  
Keith Smith  
Dale Herring  
Andrea Wilkinson  
Tommy Barlow  
Larry Saunders

**Actions from Closed Session: On a motion by xxx, seconded by xxx, the Commission adopted a resolution approving the employment agreement for the Executive Director of the TJPDC.**

**Adjournment: On a motion by **Rick Randolph**, seconded by **Genevieve Keller**, the meeting was adjourned.**



*Thomas Jefferson*  
Planning District Commission

Financial Report

Year Ended June 30, 2016

DRAFT

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THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

DIRECTORY OF PRINCIPAL OFFICIALS  
AS OF JUNE 30, 2016

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OFFICERS

Andrea Wilkinson, Chairperson  
Tommy Barlow, Vice Chairperson  
Genevieve Keller, Treasurer

COMMISSIONERS

City of Charlottesville

Bob Fenwick\*  
Genevieve Keller

Fluvanna County

Tony O'Brien\*  
Keith B. Smith

Louisa County

Tommy Barlow\*  
R.T. "Toni" Williams, Jr.\*

Albemarle County

Rick F. Randolph\*  
Brad L. Sheffield \*

Greene County

Dale Herring \*  
Andrea Wilkinson

Nelson County

Larry Saunders\*  
Tim Padalino

\* Denotes local elected official

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**THOMAS JEFFERSON PLANNING DISTRICT COMMISSION**  
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# ROBINSON, FARMER, COX ASSOCIATES

A PROFESSIONAL LIMITED LIABILITY COMPANY

CERTIFIED PUBLIC ACCOUNTANTS

## Independent Auditors' Report

To the Commissioners  
Thomas Jefferson Planning District Commission  
Charlottesville, Virginia

### Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Thomas Jefferson Planning District Commission, as of and for the year ended June 30, 2016, and the related notes to the financial statements, which collectively comprise the Commission's basic financial statements as listed in the table of contents.

#### *Management's Responsibility for the Financial Statements*

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

#### *Auditors' Responsibility*

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the *Specifications for Audits of Authorities, Boards, and Commissions*, issued by the Auditor of Public Accounts of the Commonwealth of Virginia. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

#### *Opinions*

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Thomas Jefferson Planning District Commission, as of June 30, 2016, and the respective changes in financial position, thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## *Other Matters*

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, budgetary comparison information, and schedules related to of pension funding, on pages 3-6, 44, and 45-47 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The budgetary comparison information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

### *Other Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Thomas Jefferson Planning District Commission's basic financial statements. The supporting schedules are presented for purposes of additional analysis and are not a required part of the basic financial statements. The schedule of expenditures of federal awards is presented for purposes of additional analysis as required by Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, and is also not a required part of the basic financial statements.

The supporting schedules and the schedule of expenditures of federal awards are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supporting schedules and the schedule of expenditures of federal awards are fairly stated in all material respects in relation to the basic financial statements as a whole.

### *Other Reporting Required by Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated **DRAFT**, 2016 on our consideration of the Thomas Jefferson Planning District Commission's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Thomas Jefferson Planning District Commission's internal control over financial reporting and compliance.

Charlottesville, Virginia  
**DRAFT**, 2016

**THOMAS JEFFERSON PLANNING DISTRICT COMMISSION  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR THE YEAR ENDED JUNE 30, 2016  
CHIP BOYLES II EXECUTIVE DIRECTOR**

Management's discussion and analysis (MD&A) is a required element of the reporting model adopted by the Governmental Accounting Standards Board (GASB) in their Statement No. 34, Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments. Its purpose is to provide an overview of the financial activities of the Thomas Jefferson Planning District Commission (TJPDC) based on currently known facts, decisions, and/or conditions.

**USING THIS REPORT AND FINANCIAL STATEMENTS**

The annual report consists of the management's discussion and analysis, financial statements on government-wide and fund basis, supporting schedules, compliance reports, and the schedule of expenditures of federal awards. The government-wide financial statements present financial information for all activities of the TJPDC. The fund-basis financial statements concentrate on separate sets of self-balancing accounts.

**FINANCIAL HIGHLIGHTS**

For FY16, TJPDC had total revenues of \$1,505,505 and total expenditures of \$1,450,680 resulting in a general fund balance increase of \$54,825. Adjustments for capital outlays and depreciation increase that to a net increase in the net assets of \$135,718 for the year. Included in revenues and expenditures are \$316,592 in HOME pass-through funds. The FY16 audit calculates the indirect cost rate based on actual indirect costs divided by the total staff salary and fringe costs applied to projects for the year. That calculated rate is 87%. This rate normally serves as the indirect cost rate for the fiscal year following completion of the audit which would be FY18. The TJPDC has elected to continue to use an indirect cost rate of 79% for FY18. This is the calculated rate from the FY13 audit, used as the indirect cost rate for FY17 and FY16.

**The General Fund**

The General Fund is the general operating fund of the Commission. It is used to account for and report financial resources outside of the grant-funded programs that make up most of the budget. These consist of locality contributions, locally-funded projects, state allocation, interest earned and rental revenue from the Water Street Center and office space.

The following table (Table 1) is a summary of the General Fund's revenues and expenditures for the years ended June 30, 2016 and 2015:

**TABLE 1 - GENERAL FUND REVENUE AND EXPENDITURES**

	<u>FY 2016</u>	<u>FY 2015</u>	<u>Change From FY 2015</u>
Revenue.....	\$ 219,784	\$ 265,515	\$ (45,731)
Expenditures .....	169,115	244,893	(75,778)
Excess revenue over expenditures.....	\$ 50,669	\$ 20,622	\$ 30,047
Other financing sources - transfer in.....	4,156	-	4,156
Net change in fund balance.....	\$ 54,825	\$ 20,622	\$ 34,203
Fund balance, beginning.....	<u>420,370</u>	<u>399,748</u>	
Fund balance, ending.....	<u>\$ 475,195</u>	<u>\$ 420,370</u>	

**FINANCIAL HIGHLIGHTS: (CONTINUED)**

**The General Fund: (Continued)**

During FY16, General Fund revenues decreased by \$45,731, from \$265,515 in FY15 to \$219,784 in FY16. Expenses decreased significantly from \$244,893 in FY15 to \$169,115 in FY16, a difference of \$75,778. The increase in the General Fund over the year was \$54,825. Primary changes between FY15 and FY16 were:

- Locality per capita revenue increased from \$148,075 in FY15 to \$150,752 in FY16. Local revenue is reduced by funds applied to specific projects as match or to cover shortfalls, and for programs without dedicated funding. Revenue from locally funded projects increased slightly.
- General fund expenditures include staff costs and direct expenses for administrative functions. For FY16, this included severance payments. Staff time charged to administration was lower in FY16 than in FY15. Costs for General Activities, Network/Website, and Grant Writing decreased from a total of \$85,904 in FY15 to \$26,866 in FY16. The amount of indirect costs recovered through programs was \$359,170 for FY16, compared to \$359,859 for FY15, minimally affecting net administrative costs.

**Special Revenue Funds**

Special Revenue Funds are the grant funds and other revenues dedicated to specific programs and projects. Special Revenue Funds income accounts for the vast majority of funds coming to the TJPDC. For FY16, both the transportation and HOME programs were above \$300,000, and were classified as major programs. HOME pass-through funds were \$316,592 in FY16, compared to \$812,346 in FY15. Special Revenue Funds are reflected as Federal and Non-Federal Grant Revenues in Table 2. During FY16, the Commission’s net position increased by \$135,718, the total of two sub-totals shown in Table 2:

- Excess revenues over expenses of \$124,430 and
- \$11,288 reflecting capital outlays and equipment and furniture depreciation.

A summary of the Commission’s Statement of Activities is presented below on the full accrual basis. (See page 11 for June 30, 2016 detail):

**TABLE 2 - STATEMENT OF ACTIVITIES**

	FY 2016	FY 2015	Change From FY 2015
Federal Grant Revenues .....	\$ 778,013	\$ 1,378,004	\$ (599,991)
Non-Federal Grant Revenues .....	507,708	455,558	52,150
Special Fund Revenues .....	\$ 1,285,721	\$ 1,833,562	(547,841)
General Fund Revenues .....	\$ 219,784	\$ 265,515	(45,731)
Total Revenues .....	\$ 1,505,505	\$ 2,099,077	\$ (593,572)
Current Operation Expenses .....	1,064,483	1,237,697	(173,214)
Pass-Through Funds .....	316,592	812,346	(495,754)
Total Expenses .....	\$ 1,381,075	\$ 2,050,043	\$ (668,968)
Excess of Revenues over/(under) Expenses .....	124,430	49,034	75,396
Capital Outlays and Depreciation, net .....	11,288	(9,628)	20,916
Change in Net Position .....	\$ 135,718	\$ 39,406	\$ 96,312

**FINANCIAL HIGHLIGHTS: (CONTINUED)**

**Special Revenue Funds: (Continued)**

During the fiscal year ended June 30, 2016, Special Revenue Funds income totaled \$1.285 million, a decrease from FY15. Special Fund Revenues consisted of:

- \$710,738 for transportation. This included the MPO, Rural Transportation, RideShare, the Lead Adopter Incentive Implementation Assistance Grant for the Free Bridge Area Congestion Relief Project implementing the Eco-logical tool and process, and \$130,281 for advertising for the Route 29 Solutions project.
- \$362,941 for the HOME program funded through the US Department of Housing and Urban Development (HUD).
- \$212,042 for other governmental funds, including Legislative Liaison, Stormwater BMP inventory funded by DEQ, Columbia HMPG, Hazard Mitigation, and Housing Preservation.

**YEAR-END ANALYSIS OF THE COMMISSION**

A summary of the Commission’s Statement of Net Position (see page 7 for June 30, 2016 detail) is presented below:

**TABLE 3 - STATEMENT OF NET POSITION**

	<u>FY 2016</u>	<u>FY 2015</u>	<u>Change From FY 2015</u>
Current and other Assets .....	\$ 919,474	\$ 665,228	\$ 254,246
Capital Assets, net .....	<u>22,209</u>	<u>10,921</u>	<u>11,288</u>
Total Assets .....	<u>\$ 941,683</u>	<u>\$ 676,149</u>	<u>\$ 265,534</u>
Deferred Outflows of Resources.....	\$ 19,773	\$ 21,536	\$ (1,763)
Total Assets and Deferred Outflows .....	<u>\$ 961,456</u>	<u>\$ 697,685</u>	<u>\$ 263,771</u>
Other Liabilities .....	\$ 219,027	\$ 66,045	\$ 152,982
Total Liabilities .....	<u>\$ 219,027</u>	<u>\$ 66,045</u>	<u>\$ 152,982</u>
Deferred Inflows of Resources.....	<u>\$ 72,552</u>	<u>\$ 97,481</u>	<u>\$ (24,929)</u>
Net Investment in Capital Assets .....	\$ 22,209	\$ 10,710	\$ 11,499
Unrestricted Net Position .....	<u>647,668</u>	<u>523,449</u>	<u>124,219</u>
Total Net Position .....	<u>\$ 669,877</u>	<u>\$ 534,159</u>	<u>\$ 135,718</u>
Total Liabilities, Deferred inflows and Net Position .....	<u>\$ 961,456</u>	<u>\$ 697,685</u>	<u>\$ 263,771</u>

Total Liabilities and Net Position shows a snapshot of receivables and payables on June 30, 2016; the change from FY15 reflects the normal variation from year to year.

## ORIGINAL BUDGET VS FINAL BUDGET

The Commission approved equalized member assessments for FY16 based on the 2013 Provisional Weldon Cooper Population Estimates and a \$0.62 per capita rate and adopted the initial FY16 budget at their November 7, 2013 meeting to serve as the basis for budget requests to the member localities. The FY16 budget amounts were slightly higher than FY15, due to population increases. The totals for Legislative Liaison, Solid Waste and RideShare were unchanged from FY15, but were allocated proportionately among the localities based on population. Budget requests were submitted between November 2015 and January 2016. For FY16, all requests were fully funded, except for Louisa County, which kept funding flat from FY15, a reduction from the request of \$487. In accordance with the Bylaws, the Commission adopted the FY16 budget at their May 7, 2015 meeting; this was used for the submission to the Virginia Department of Housing and Community Development (DHCD) along with the FY16 Work Program. The Commission adopted the final budget at their November 5, 2015 meeting, reflecting updated projections of revenues and expenditures. This budget was used for the financial reporting to the Commission for FY16.

## FINAL BUDGET VS ACTUAL RESULTS

A summary of the Commission's Final Budget (see page 34 for detail) is presented below:

TABLE 4 - BUDGET TO ACTUAL

	Budget	Actual	% of Budget
REVENUES (INFLOWS)			
Federal grants	\$ 409,690	\$ 461,421	112.63%
Federal pass-through	465,981	316,592	67.94%
State grants	253,631	379,809	149.75%
Localities	306,605	339,798	110.83%
Miscellaneous sources	9,750	7,885	80.87%
	<u>\$ 1,445,657</u>	<u>\$ 1,505,505</u>	<u>104.14%</u>
EXPENDITURES (OUTFLOWS)			
Operating expenses	\$ 942,774	\$ 1,134,088	120.29%
Pass-through expenses	488,244	316,592	64.84%
	<u>\$ 1,431,018</u>	<u>\$ 1,450,680</u>	<u>101.37%</u>

FY16 total revenues were about 4% more than budgeted revenues, but this included higher operational revenues than anticipated. Without pass-through, revenues for the TJPDC were \$1,125,913 or about 16% more than the budgeted operational revenues for the fiscal year.

Basic Financial Statements

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Government-wide Financial Statements

DRAFT

Statement of Net Position  
At June 30, 2016

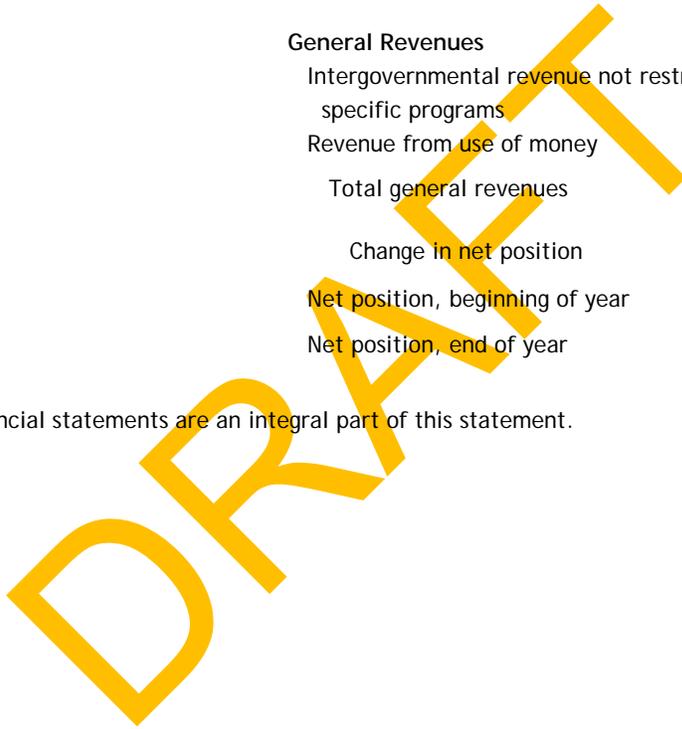
	<u>Governmental Activities</u>
<b>Assets:</b>	
Current assets:	
Cash and cash equivalents	\$ 473,347
Receivables, net	15,164
Due from other governments:	
Federal	40,713
State	111,000
Prepaid expenses	<u>20,396</u>
Total current assets	<u>\$ 660,620</u>
Noncurrent assets:	
Net pension asset	\$ 258,854
Capital assets (net of depreciation):	
Leasehold improvements, vehicles, furniture and equipment	<u>\$ 22,209</u>
Total noncurrent assets	<u>\$ 281,063</u>
Total assets	<u>\$ 941,683</u>
<b>Deferred Outflows of Resources:</b>	
Pension contributions subsequent to measurement date	<u>\$ 19,773</u>
Total assets and deferred outflows of resources	<u><u>\$ 961,456</u></u>
<b>Liabilities:</b>	
Current liabilities:	
Accounts payable	\$ 81,139
Compensated absences	33,602
Unearned revenue	<u>104,286</u>
Total current liabilities	<u>\$ 219,027</u>
Total liabilities	<u>\$ 219,027</u>
<b>Deferred Inflows of Resources:</b>	
Items related to measurement of net pension liability	<u>\$ 72,552</u>
<b>Net Position:</b>	
Net investment in capital assets	\$ 22,209
Unrestricted	<u>647,668</u>
Total net position	<u>\$ 669,877</u>
Total liabilities, deferred inflows of resources and net position	<u><u>\$ 961,456</u></u>

The accompanying notes to financial statements are an integral part of this statement.

Statement of Activities  
For the Year Ended June 30, 2016

Functions/Programs	Expenses	Indirect Expense Allocation	Program Revenues		Net (Expense) Revenue and Changes in Net Position Governmental Activities
			Charges for Services	Operating Grants and Contributions	
<b>Primary Government</b>					
<b>Governmental activities</b>					
Passed-through to other agencies	\$ 316,592	\$ -	\$ -	\$ 316,592	\$ -
Programs administration:					
Office	408,747	(320,525)	65	-	(88,157)
Department of Transportation	365,624	163,891	-	529,515	-
Department of Housing and Urban Development	27,086	19,263	-	46,349	-
Department of Homeland Security	2,717	1,811	-	8,684	4,156
Environmental Protection Agency	39,480	16,712	-	56,192	-
Virginia Department of Agriculture	28,251	2,267	-	30,518	-
Virginia Department of Rail and Public Transportation	110,414	70,809	-	181,223	-
Legislative Liaison	70,876	45,772	-	116,648	-
Total governmental activities	\$ 1,369,787	\$ -	\$ 65	\$ 1,285,721	\$ (84,001)
<b>General Revenues</b>					
Intergovernmental revenue not restricted to specific programs					\$ 211,899
Revenue from use of money					7,820
Total general revenues					\$ 219,719
Change in net position					\$ 135,718
Net position, beginning of year					534,159
Net position, end of year					\$ 669,877

The accompanying notes to financial statements are an integral part of this statement.



Fund Financial Statements

DRAFT

Balance Sheet  
 Governmental Funds  
 At June 30, 2016

	General Fund	Department of Transportation	HOME Department of Housing and Urban Development	Other Governmental Funds	Total Governmental Funds
<b>Assets:</b>					
Cash and cash equivalents	\$ 473,347	\$ -	\$ -	\$ -	\$ 473,347
Receivables (net of allowance for uncollectibles):					
Accounts	14,339	825	-	-	15,164
Due from other governments:					
Federal	-	30,887	2,467	7,359	40,713
State	-	109,745	-	1,255	111,000
Prepaid items	20,396	-	-	-	20,396
<b>Total assets</b>	<b>\$ 508,082</b>	<b>\$ 141,457</b>	<b>\$ 2,467</b>	<b>\$ 8,614</b>	<b>\$ 660,620</b>
<b>Liabilities:</b>					
Accounts payable and accrued expenses	\$ 13,950	\$ 67,110	\$ -	\$ 79	\$ 81,139
Due to other funds	17,728	(19,069)	2,467	(1,126)	-
Unearned revenue	1,209	93,416	-	9,661	104,286
<b>Total liabilities</b>	<b>\$ 32,887</b>	<b>\$ 141,457</b>	<b>\$ 2,467</b>	<b>\$ 8,614</b>	<b>\$ 185,425</b>
<b>Fund Balance:</b>					
Nonspendable					
Prepaid items	\$ 20,396	\$ -	\$ -	\$ -	\$ 20,396
Unassigned	454,799	-	-	-	454,799
<b>Total fund balance</b>	<b>\$ 475,195</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 475,195</b>
<b>Total liabilities and fund balance</b>	<b>\$ 508,082</b>	<b>\$ 141,457</b>	<b>\$ 2,467</b>	<b>\$ 8,614</b>	<b>\$ 660,620</b>

The accompanying notes to financial statements are an integral part of this statement.

Reconciliation of the Governmental Funds Balance Sheet to the Statement of Net Position  
At June 30, 2016

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Total fund balance for governmental funds (Exhibit 3) \$ 475,195

Total net position reported for governmental activities in the statement of net position are different because:

Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds. Those assets consist of:

Depreciable capital assets, net of accumulated depreciation	\$	<u>22,209</u>	
Total capital assets			22,209

The net pension asset is not an available resource and, therefore, is not reported in the funds.			258,854
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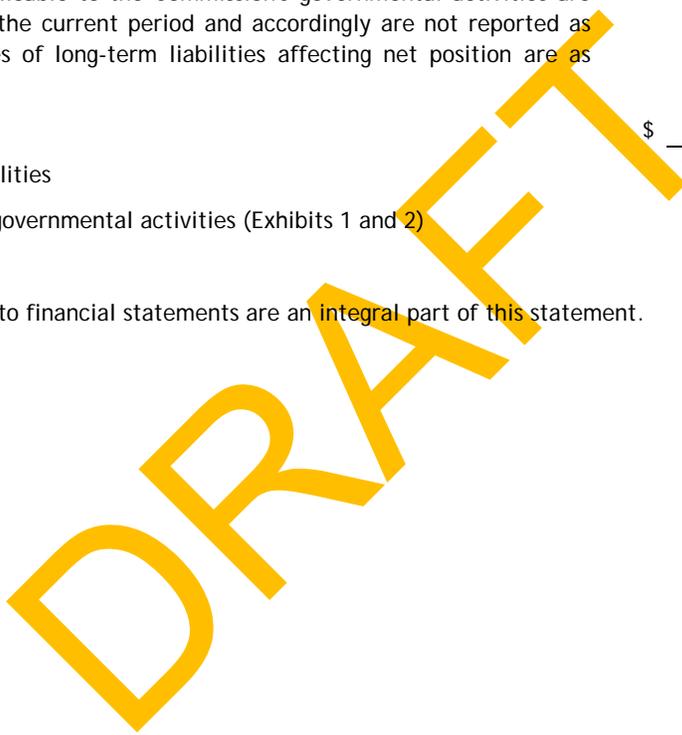
Pension contributions made subsequent to the measurement date will be an increase in the net pension asset in the next fiscal year and therefore, are not reported in the funds.			19,773
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Items related to the measurement of the net pension liability which includes the net difference between projected and actual earnings on plan investments			(72,552)
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Long-term liabilities applicable to the Commission's governmental activities are not due and payable in the current period and accordingly are not reported as fund liabilities. Balances of long-term liabilities affecting net position are as follows:

Compensated absences	\$	<u>(33,602)</u>	
Total long-term liabilities			<u>(33,602)</u>
Total net position of governmental activities (Exhibits 1 and 2)			<u><u>\$ 669,877</u></u>

The accompanying notes to financial statements are an integral part of this statement.



THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

Exhibit 5

Statement of Revenues, Expenditures and Changes in Fund Balances  
 Governmental Funds  
 For the Year Ended June 30, 2016

	General Fund	Department of Transportation	HOME Department of Housing and Urban Development	Other Governmental Funds	Total Governmental Funds
<b>Revenues:</b>					
Federal Grants:					
Commission	\$ -	\$ 322,170	\$ 45,574	\$ 93,677	\$ 461,421
Pass-Through	-	-	316,592	-	316,592
State Grants	75,971	302,583	-	1,255	379,809
Other:					
Localities	135,928	85,985	775	117,110	339,798
Charges for services	65	-	-	-	65
Revenue from the use of money and property	7,820	-	-	-	7,820
Total revenues	\$ 219,784	\$ 710,738	\$ 362,941	\$ 212,042	\$ 1,505,505
<b>Expenditures:</b>					
Current:					
Administrative	\$ 168,903	\$ -	\$ -	\$ -	\$ 168,903
Department of Transportation	-	529,515	-	-	529,515
Department of Housing and Urban Development	-	-	362,941	-	362,941
Department of Homeland Security	-	-	-	4,528	4,528
Environmental Protection Agency	-	-	-	56,192	56,192
Virginia Department of Agriculture	-	-	-	30,518	30,518
Virginia Department of Rail and Public Transportation	-	181,223	-	-	181,223
Legislative Liason	-	-	-	116,648	116,648
Debt service:					
Principal retirement	211	-	-	-	211
Interest and other fiscal charges	1	-	-	-	1
Total expenditures	\$ 169,115	\$ 710,738	\$ 362,941	\$ 207,886	\$ 1,450,680
Excess (deficiency) of revenues over (under) expenditures	\$ 50,669	\$ -	\$ -	\$ 4,156	\$ 54,825
<b>Other financing sources (uses):</b>					
Transfers in	\$ 4,156	\$ -	\$ -	\$ -	\$ 4,156
Transfers (out)	-	-	-	(4,156)	(4,156)
Total other financing sources (uses)	\$ 4,156	\$ -	\$ -	\$ (4,156)	\$ -
Net changes in fund balance	\$ 54,825	\$ -	\$ -	\$ -	\$ 54,825
Fund balance at beginning of year	420,370	-	-	-	420,370
Fund balance at end of year	\$ 475,195	\$ -	\$ -	\$ -	\$ 475,195

The accompanying notes to financial statements are an integral part of this statement.

Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balances  
of Governmental Funds to the Statement of Activities  
For the Year Ended June 30, 2016

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Net change in fund balance - total governmental funds (Exhibit 5) \$ 54,825

Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which capital outlays exceeded depreciation in the current period.

Capital outlays	20,510
Depreciation expense	(9,222)

Revenues in the Statement of Activities that do not provide current financial resources are not reported as revenues in the funds. Details of this adjustment consist of the change in deferred inflows related to the measurement of the net pension liability. 24,929

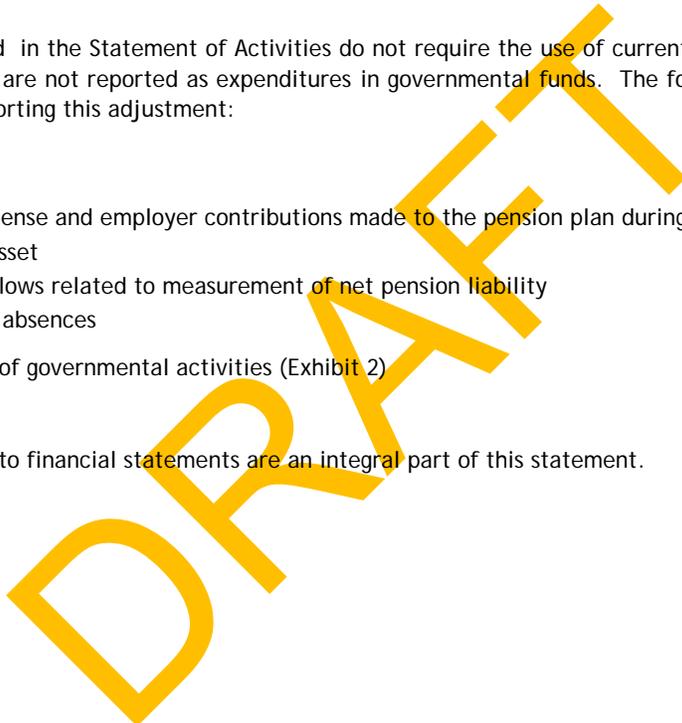
The issuance of long-term debt (e.g. bonds, leases) provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the current financial resources of governmental funds. Neither transaction, however, has any effect on net position. Details of this adjustment are as follows:

Principal retired on capital lease	211
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Some expenses reported in the Statement of Activities do not require the use of current financial resources and, therefore are not reported as expenditures in governmental funds. The following is a summary of items supporting this adjustment:

Difference in pension expense and employer contributions made to the pension plan during the year	
Change in net pension asset	36,828
Change in deferred outflows related to measurement of net pension liability	(1,763)
Change in compensated absences	9,400
Change in net position of governmental activities (Exhibit 2)	<u>\$ 135,718</u>

The accompanying notes to financial statements are an integral part of this statement.



THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

NOTES TO FINANCIAL STATEMENTS  
AS OF JUNE 30, 2016

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**NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

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The financial statements of Thomas Jefferson Planning District Commission (Commission) conform to generally accepted accounting principles (GAAP) applicable to government units promulgated by the Governmental Accounting Standards Board (GASB). The following is a summary of the more significant polices:

**A. Financial Reporting Entity**

As required by generally accepted accounting principles, these financial statements present the Commission and its component units. There are no such component units that are required to be included in the Commission's financial statements.

The Commission has been organized by the governing authorities of the Counties of Albemarle, Fluvanna Greene, Louisa, and Nelson and the City of Charlottesville pursuant to the Regional Cooperation Act for the purpose of promoting the orderly and efficient development of the physical, social, and economic elements of Planning District Number Ten by planning, encouraging, and assisting governmental subdivisions to plan for the future.

**B. Basic Financial Statements – Government-wide Statements**

The Commission's basic financial statement include both government-wide (reporting the Commission as a whole) and fund financial statements (reporting the Commission's major funds). Both the government-wide and fund financial statements categorize primary activities as either governmental or business-type. The Commission's general administrative services are classified as governmental activities. The Commission has no business-type activities at this time.

In the government-wide statement of net position, both the governmental and business-type activities columns (if any) are presented on a consolidated basis by column and are reported on a full accrual economic resource basis which recognizes all long-term assets and receivables as well as long-term debt and obligations. The Commission's net position is reported in three parts - net investment in capital assets, restricted net position; and unrestricted net position.

The government-wide statement of activities reports both the gross and net cost of each of the Commission's functions. The functions are also supported by general government revenues. The statement of activities reduces gross expenses (including depreciation) by related program revenues and operating and capital grants. Program revenues must be directly associated with the function. Operating grants include operating-specific and discretionary (either operating or capital) grants, while the capital grants column reflects capital-specific grants.

The net costs (by function) are normally covered by general revenue (intergovernmental revenues, interest income, etc.).

The Commission allocates indirect costs using a specific percentage of use method.

This government-wide focus is on the sustainability of the Commission as an entity and the change in the Commission's net position resulting from the current year's activities.

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

NOTES TO FINANCIAL STATEMENTS  
AS OF JUNE 30, 2016 (Continued)

NOTE 1–SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (CONTINUED)

C. Basic Financial Statements – Fund Financial Statements

The financial transactions of the Commission are reported in individual funds in the fund statements. Each fund is accounted for by providing a separate set of self-balancing accounts that comprises its assets, liabilities, reserves, fund equity, revenues, and expenses. The various funds are reported by generic classification within the financial statements.

The following fund types are used by the Commission:

Governmental Funds:

The focus of the governmental funds measurement (in the fund statements) is upon determination of financial position and changes in financial position (sources, uses, and balances of financial resources) rather than upon net income. The following is a description of the governmental funds of the Commission:

1. *General Fund* is the general operating fund of the Commission. It is used to account for and report all financial resources except those required to be accounted for in another fund.
2. *Special revenue funds* are used to account for and report the proceeds of specific revenue sources that are legally restricted to expenses for specified purposes.

Major and Nonmajor Funds:

All funds are classified as either major or nonmajor. The following criteria are used when determining the fund types:

1. The General Fund is always classified as major.
2. All other major funds have assets, liabilities, revenues, or expenditures that are at least 10% of the corresponding element total (i.e., assets, liabilities, etc.) for all funds of that category or type (i.e., total governmental or enterprise funds). In addition, the same element that met the 10% criterion is at least 5% of the corresponding element total for all governmental and enterprise funds combined.

The Commission’s funds are classified as follows:

Fund	Brief Description
<i>Major:</i> General	See above for description.
<i>Special Revenue Funds:</i>	
Department of Transportation	Accounts for and reports revenues and expenses restricted for the purposes of various projects funded by the Department of Transportation.
HOME Department of Housing and Urban Development	Accounts for and reports revenues and expenses restricted for the purpose of HOME program and Sustainable Communities grant.

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

NOTES TO FINANCIAL STATEMENTS  
AS OF JUNE 30, 2016 (Continued)

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NOTE 1-SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (CONTINUED)

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C. Basic Financial Statements – Fund Financial Statements: (Continued)

Major and Nonmajor Funds: (Continued)

<u>Fund</u>	<u>Brief Description</u>
<i>Nonmajor-Other Governmental Funds:</i>	
Special Revenue Funds:	
Department of Mines, Minerals and Energy	Accounts for and reports revenues and expenses restricted for the purpose of various projects funded by the Department of Mines, Minerals and Energy.
Department of Conservation and Recreation	Accounts for and reports revenues and expenses restricted for the purpose of various projects funded by the Department of Conservation and Recreation.
Virginia Department of Rail and Public Transportation	Accounts for and reports revenues and expenses restricted for the purpose of various projects funded by the Virginia Department of Rail and Public Transportation.
Department of Emergency Management	Accounts for and reports revenues and expenses restricted for the purpose of various projects funded by the Virginia Department of Emergency Management.
Legislative Liaison	See Note 14-Local Legislative Liaison note.

D. Basis of Accounting

Basis of accounting refers to the point at which revenues or expenses are recognized in the accounts and reported in the financial statements. It relates to the timing of the measurements made regardless of the measurement focus applied.

1. *Accrual* - Governmental activities in the government-wide financial statements are presented on the accrual basis of accounting. Revenues are recognized when earned and expenses are recognized when incurred.
2. *Modified Accrual* - The governmental funds financial statements are presented on the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual; i.e. both measurable and available. "Available" means collectible within the current period or within 60 days after the year end. Expenses are generally recognized under the modified accrual basis of accounting when the related liability is incurred. The exception to this general rule is that debt service expenditures as well as expenditures related to compensated absences, and claims and judgments are recognized when due.

# THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

## NOTES TO FINANCIAL STATEMENTS AS OF JUNE 30, 2016 (Continued)

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### NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (CONTINUED)

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#### **E. Budgets and Budgetary Accounting**

The following procedures are used by the Commission in establishing the budgetary data reflected in the required supplementary information:

1. Prior to December 31, the Executive Director submits to the Commission a proposed budget for the fiscal year commencing the following July 1. The budget includes proposed expenditures and the means of financing them.
2. After the budget is approved by the Commission, it is presented to the local governing bodies within its jurisdiction for approval of appropriations to the Commission.
3. The budget amounts depend on the staff securing grants and contracts throughout the year; therefore, appropriate budget revisions are proposed and approved by the Commission during the year. The Commission adopts a working budget for the fiscal year beginning July 1 at their May meeting, per the Bylaws. The Commission adopts the final budget for use in financial reporting at the November meeting.
4. The approved budget is utilized as a management control device.
5. All budgets are adopted on a basis consistent with generally accepted accounting principles (GAAP).
6. All budgetary data presented in the accompanying financial statements represents both the original and revised budgets as of June 30.

#### **F. Use of Estimates**

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

#### **G. Cash and Cash Equivalents**

The Commission's cash and cash equivalents are considered to be cash on hand, demand deposits, and all highly-liquid debt instruments purchased with a maturity of three months or less to be cash equivalents.

The Commission had no investments as of June 30, 2016. All savings, money market accounts, and certificates of deposit are considered deposits and, therefore, included in the above referenced deposits.

#### **H. Receivables and Payables**

Outstanding balances between funds at the end of the fiscal year are reported as due to/from other funds. No allowance for uncollectibles is included in the receivables, due to the limited exposure related to the contractual nature of governmental receivables.

#### **I. Prepaid Items**

Certain payments to vendors represent costs applicable to future accounting periods and are recorded as prepaid items in both the government-wide and fund financial statements. The cost of prepaid items is recorded as expenditures/expenses when consumed rather than when purchased.

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

NOTES TO FINANCIAL STATEMENTS  
AS OF JUNE 30, 2016 (Continued)

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NOTE 1-SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (CONTINUED)

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J. Net Position

Net Position is the difference between a) assets and deferred outflows of resources and b) liabilities and deferred inflows of resources. Net investment in capital assets represents capital assets, less accumulated depreciation, less any outstanding debt related to the acquisition, construction or improvement of those assets. Deferred outflows of resources and deferred inflows of resources that are attributable to the acquisition, construction, or improvement of those assets or related debt are also included in this component of net position.

K. Net Position Flow Assumption

Sometimes the Commission fund outlays for a particular purpose from both restricted (e.g., restricted bond or grant proceeds) and unrestricted resources. In order to calculate the amounts to report as restricted - net position and unrestricted - net position in the financial statements, a flow assumption must be made about the order in which the resources are considered to be applied. It is the Commission's policy to consider restricted - net position to have been depleted before unrestricted - net position is applied.

L. Property and Equipment

Property and equipment are recorded at the original cost. Depreciation is computed by the straight-line method over the estimated useful lives of the assets as follows:

Furniture and equipment	3 - 10 years
Vehicle	5 years
Website	3 years
Leasehold improvements	Remaining life of lease

M. Unearned Revenue

The Commission reports unearned revenue on its statement of net position. Unearned revenues arise when a potential revenue does not meet both the "measurable" and "available" criteria for recognition in the current period. Unearned revenues also arise when resources are received by the Commission before it has a legal claim to them, as when grant monies are received prior to the incurrence of qualifying expenditures. In subsequent periods, when both revenue recognition criteria are met, or when the Commission has a legal claim to the resources, the liability for unearned revenue is removed from the balance sheet and revenue is recognized.

N. Deferred Outflows/Inflows of Resources Equipment

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. The Commission only has one item that qualifies for reporting in this category. It is the employer contributions made to its pension plan during the current year and subsequent to the measurement date of the net pension liability, which will be recognized as an increase to the net pension asset next fiscal year. For more detailed information on these items reference the pension note.

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

NOTES TO FINANCIAL STATEMENTS  
AS OF JUNE 30, 2016 (Continued)

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NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (CONTINUED)

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**N. Deferred Outflows/Inflows of Resources Equipment (Continued)**

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The Commission has one type of item that qualifies for reporting in this category. Certain items related to the measurement of the net pension liability are reported as deferred inflows of resources. These include differences between expected and actual experience, change in assumptions, and the net difference between projected and actual earnings on pension plan investments. For more detailed information on these items, reference the pension note.

**O. Pensions**

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Commission's Retirement Plan and the additions to/deductions from the Commission's Retirement Plan's net fiduciary position have been determined on the same basis as they were reported by the Virginia Retirement System (VRS). For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

**P. Fund Equity**

The Commission reports fund balance in accordance with GASB Statement 54, *Fund Balance Reporting and Governmental Fund Type Definitions*. The following classifications describe the relative strength of the spending constraints placed on the purposes for which resources can be used:

- Nonspendable fund balance - amounts that are not in spendable form (such as inventory and prepaids) or are required to be maintained intact (corpus of a permanent fund);
- Restricted fund balance - amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation;
- Committed fund balance - amounts constrained to specific purposes by a government itself, using its highest level of decision-making authority; to be reported as committed, amounts cannot be used for any other purpose unless the government takes the same highest level action to remove or change the constraint;
- Assigned fund balance - amounts a government intends to use for a specific purpose; intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority;
- Unassigned fund balance - amounts that are available for any purpose; positive amounts are only reported in the general fund.

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

NOTES TO FINANCIAL STATEMENTS  
AS OF JUNE 30, 2016 (Continued)

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NOTE 2—DEPOSITS AND INVESTMENTS:

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Deposits

Deposits with banks are covered by the Federal Deposit Insurance Corporation (FDIC) and collateralized in accordance with the Virginia Security for Public Deposits Act (the "Act") Section 2.2-4400 et. seq. of the Code of Virginia. Under the Act, banks and savings institutions holding public deposits in excess of the amount insured by the FDIC must pledge collateral to the Commonwealth of Virginia Treasury Board. Financial Institutions may choose between two collateralization methodologies and depending upon that choice, will pledge collateral that ranges in the amounts from 50% to 130% of excess deposits. Accordingly, all deposits are considered fully collateralized. No deposits exceed FDIC insurance limits.

Investments

Statutes authorize the Commission to invest in obligations of the United States or agencies thereof, obligations of the Commonwealth of Virginia or political subdivisions thereof, obligations of the International Bank for Reconstruction and Development (World Bank), the Asian Development Bank, the African Development Bank, "prime quality" commercial paper and certain corporate notes, banker's acceptances, repurchase agreements and the State Treasurer's Local Government Investment Pool (LGIP).

The Commission does not have any investments.

NOTE 3—ACCOUNTS RECEIVABLE AND DUE FROM OTHER GOVERNMENTS:

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Accounts and due from other governments are as follows:

Federal government:		
Department of Transportation	\$	30,887
Department of Housing and Urban Development		2,467
Department of Agriculture		385
Department of Homeland Security		6,974
		<hr/>
Total Federal Government	\$	40,713
		<hr/> <hr/>
State:		
Department of Transportation	\$	103,039
Department of Homeland Security		1,255
Department of Rail and Public Transportation		6,706
		<hr/>
Total State	\$	111,000
		<hr/> <hr/>
Accounts Receivable:		
Rockfish Phase 1	\$	9,475
Albemarle Broadband		2,718
Other		2,971
		<hr/>
Total Other	\$	15,164
		<hr/> <hr/>

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

NOTES TO FINANCIAL STATEMENTS  
AS OF JUNE 30, 2016 (Continued)

NOTE 4-INTERFUND OBLIGATIONS:

Interfund obligations arise due to timing differences between the receipt of restricted funds and their use.

	<u>Interfund Receivable</u>	<u>Interfund Payable</u>
General Fund	\$ -	\$ 17,728
Department of Transportation	19,069	-
HOME Department of Housing and Urban Development	-	2,467
Non-major Governmental Funds	<u>1,126</u>	<u>-</u>
Total	<u>\$ 20,195</u>	<u>\$ 20,195</u>

NOTE 5-CAPITAL ASSETS:

Capital asset activity for the year ended June 30, 2016 was as follows:

	<u>Balance July 1, 2015</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance June 30, 2016</u>
<b>Governmental Activities:</b>				
Capital assets, being depreciated:				
Office furniture and equipment	\$ 98,012	\$ 12,680	\$ 19,409	\$ 91,283
Vehicle	31,734	-	-	31,734
Website	-	7,830	-	7,830
Leasehold improvements	11,993	-	-	11,993
Total capital assets being depreciated	<u>\$ 141,739</u>	<u>\$ 20,510</u>	<u>\$ 19,409</u>	<u>\$ 142,840</u>
Less accumulated depreciation for:				
Office furniture and equipment	\$ 87,091	\$ 8,134	\$ 19,409	\$ 75,816
Vehicle	31,734	-	-	31,734
Website	-	1,088	-	1,088
Leasehold improvements	11,993	-	-	11,993
Total accumulated depreciation	<u>\$ 130,818</u>	<u>\$ 9,222</u>	<u>\$ 19,409</u>	<u>\$ 120,631</u>
Total capital assets being depreciated, net	<u>\$ 10,921</u>	<u>\$ 11,288</u>	<u>\$ -</u>	<u>\$ 22,209</u>
Governmental activities capital assets, net	<u>\$ 10,921</u>	<u>\$ 11,288</u>	<u>\$ -</u>	<u>\$ 22,209</u>

Depreciation expense was charged to functions/programs as follows:

Governmental activities:	
Office administration	\$ <u>9,222</u>
Total governmental activities	\$ <u>9,222</u>

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

NOTES TO FINANCIAL STATEMENTS  
AS OF JUNE 30, 2016 (Continued)

**NOTE 6—COMPENSATED ABSENCES:**

The Commission employees earn sick leave at the rate of ten hours per month and may accumulate a maximum of 480 hours (60 days). No benefits or pay are received for unused sick leave upon termination. The amount of annual leave earned by an employee each month, with the exception of the Executive Director, depends upon the number of years the permanent full-time and part-time staff were employed by the Commission, as noted below. The Executive Director's leave is set by the Commission as part of the employment contract.

<u>Years of Services</u>	<u>Days Per Month</u>	<u>Days of Annual Leave Per Year</u>
0-5	1	12
6-10	1 <sup>1/4</sup>	15
Over 10	1 <sup>1/2</sup>	18

An employee may accumulate a maximum of 30 days of annual leave. At the time of separation of employment, the employee will be compensated for the accumulated leave balance. Accrued annual leave was \$32,002 as of June 30, 2016. The following is a summary of changes in accrued annual leave for the year ended June 30, 2016:

<u>Balance July 1, 2015</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance June 30, 2016</u>
\$ 43,002	\$ -	\$ 9,400	\$ 33,602

**NOTE 7—LONG-TERM LIABILITIES:**

The following is a summary of changes in long-term liabilities for the year:

	<u>Balance July 1, 2015</u>	<u>Issuance/ Increases</u>	<u>Retirement/ Decreases</u>	<u>Balance June 30, 2016</u>	<u>Amounts Due Within One Year</u>
<b>Governmental Activities:</b>					
Capital lease	\$ 211	\$ -	\$ 211	\$ -	\$ -
Compensated absences	43,002	-	9,400	33,602	33,602
Total Governmental Activities	\$ 43,213	\$ -	\$ 9,611	\$ 33,602	\$ 33,602

**NOTE 8—COMMITMENTS/CONTINGENT LIABILITIES:**

Federal programs in which the Commission participates were audited in accordance with the provisions of the Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*. Pursuant to the provisions of this circular, all major programs and certain other programs were tested for compliance with applicable grant requirements.

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

NOTES TO FINANCIAL STATEMENTS  
AS OF JUNE 30, 2016 (Continued)

**NOTE 8–COMMITMENTS/CONTINGENT LIABILITIES: (CONTINUED)**

Additionally, the federal government may subject grant programs to additional compliance tests, which could result in disallowed expenditures. In the opinion of management, any future disallowances of grant program expenditures would be immaterial.

**NOTE 9–PENSION PLAN:**

*Plan Description*

All full-time, salaried permanent employees of the Thomas Jefferson Planning District Commission are covered by VRS Retirement Plan after six months of employment. This is an agent multiple-employer plan administered by the Virginia Retirement System (the System) along with plans for other employer groups in the Commonwealth of Virginia. Members earn one month of service credit for each month they are employed and for which they and their employer pay contributions to VRS. Members are eligible to purchase prior service, based on specific criteria as defined in the Code of Virginia, as amended. Eligible prior service that may be purchased includes prior public service, active military service, certain periods of leave, and previously refunded service.

The System administers three different benefit structures for covered employees - Plan 1, Plan 2, and Hybrid. Each of these benefit structures has a different eligibility criteria. The specific information for each plan and the eligibility for covered groups within each plan are set out in the table below:

RETIREMENT PLAN PROVISIONS		
PLAN 1	PLAN 2	HYBRID RETIREMENT PLAN
<p><b>About Plan 1</b> Plan 1 is a defined benefit plan. The retirement benefit is based on a member’s age, creditable service and average final compensation at retirement using a formula. Employees are eligible for Plan 1 if their membership date is before July 1, 2010, and they were vested as of January 1, 2013.</p>	<p><b>About Plan 2</b> Plan 2 is a defined benefit plan. The retirement benefit is based on a member’s age, creditable service and average final compensation at retirement using a formula. Employees are eligible for Plan 2 if their membership date is on or after July 1, 2010, or their membership date is before July 1, 2010, and they were not vested as of January 1, 2013.</p>	<p><b>About the Hybrid Retirement Plan</b> The Hybrid Retirement Plan combines the features of a defined benefit plan and a defined contribution plan. Most members hired on or after January 1, 2014 are in this plan, as well as Plan 1 and Plan 2 members who were eligible and opted into the plan during a special election window. (see “Eligible Members”)</p> <ul style="list-style-type: none"> <li>• The defined benefit is based on a member’s age, creditable service and average final compensation at retirement using a formula.</li> <li>• The benefit from the defined contribution component of the plan depends on the member and employer contributions made to the plan and the investment performance of those contributions.</li> </ul>

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

NOTES TO FINANCIAL STATEMENTS  
AS OF JUNE 30, 2016 (Continued)

NOTE 9—PENSION PLAN: (CONTINUED)

*Plan Description (Continued)*

<b>RETIREMENT PLAN PROVISIONS (CONTINUED)</b>		
<b>PLAN 1</b>	<b>PLAN 2</b>	<b>HYBRID RETIREMENT PLAN</b>
<p><b>About Plan 1 (Cont.)</b></p>	<p><b>About Plan 2 (Cont.)</b></p>	<p><b>About the Hybrid Retirement Plan (Cont.)</b></p> <ul style="list-style-type: none"> <li>• In addition to the monthly benefit payment payable from the defined benefit plan at retirement, a member may start receiving distributions from the balance in the defined contribution account, reflecting the contributions, investment gains or losses, and any required fees.</li> </ul>
<p><b>Eligible Members</b> Employees are in Plan 1 if their membership date is before July 1, 2010, and they were vested as of January 1, 2013.</p> <p><b>Hybrid Opt-In Election</b> VRS non-hazardous duty covered Plan 1 members were allowed to make an irrevocable decision to opt into the Hybrid Retirement Plan during a special election window held January 1 through April 30, 2014.</p> <p>The Hybrid Retirement Plan's effective date for eligible Plan 1 members who opted in was July 1, 2014.</p> <p>If eligible deferred members returned to work during the election window, they were also eligible to opt into the Hybrid Retirement Plan.</p>	<p><b>Eligible Members</b> Employees are in Plan 2 if their membership date is on or after July 1, 2010, or their membership date is before July 1, 2010, and they were not vested as of January 1, 2013.</p> <p><b>Hybrid Opt-In Election</b> Eligible Plan 2 members were allowed to make an irrevocable decision to opt into the Hybrid Retirement Plan during a special election window held January 1 through April 30, 2014.</p> <p>The Hybrid Retirement Plan's effective date for eligible Plan 2 members who opted in was July 1, 2014.</p> <p>If eligible deferred members returned to work during the election window, they were also eligible to opt into the Hybrid Retirement Plan.</p>	<p><b>Eligible Members</b> Employees are in the Hybrid Retirement Plan if their membership date is on or after January 1, 2014. This includes:</p> <ul style="list-style-type: none"> <li>• Political subdivision employees*</li> <li>• Members in Plan 1 or Plan 2 who elected to opt into the plan during the election window held January 1-April 30, 2014; the plan's effective date for opt-in members was July 1, 2014.</li> </ul> <p><b>*Non-Eligible Members</b> Some employees are not eligible to participate in the Hybrid Retirement Plan. They include:</p> <ul style="list-style-type: none"> <li>• Political subdivision employees who are covered by enhanced benefits for hazardous duty employees.</li> </ul>

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

NOTES TO FINANCIAL STATEMENTS  
AS OF JUNE 30, 2016 (Continued)

NOTE 9—PENSION PLAN: (CONTINUED)

*Plan Description (Continued)*

RETIREMENT PLAN PROVISIONS (CONTINUED)		
PLAN 1	PLAN 2	HYBRID RETIREMENT PLAN
<p><b>Hybrid Opt-In Election (Cont.)</b> Members who were eligible for an optional retirement plan (ORP) and had prior service under Plan 1 were not eligible to elect the Hybrid Retirement Plan and remain as Plan 1 or ORP.</p>	<p><b>Hybrid Opt-In Election (Cont.)</b> Members who were eligible for an optional retirement plan (ORP) and have prior service under Plan 2 were not eligible to elect the Hybrid Retirement Plan and remain as Plan 2 or ORP.</p>	<p><b>*Non-Eligible Members (Cont.)</b> Those employees eligible for an optional retirement plan (ORP) must elect the ORP plan or the Hybrid Retirement Plan. If these members have prior service under Plan 1 or Plan 2, they are not eligible to elect the Hybrid Retirement Plan and must select Plan 1 or Plan 2 (as applicable) or ORP.</p>
<p><b>Retirement Contributions</b> Employees contribute 5% of their compensation each month to their member contribution account through a pre-tax salary reduction. Some political subdivisions elected to phase in the required 5% member contribution but all employees will be paying the full 5% by July 1, 2016. Member contributions are tax-deferred until they are withdrawn as part of a retirement benefit or as a refund. The employer makes a separate actuarially determined contribution to VRS for all covered employees. VRS invests both member and employer contributions to provide funding for the future benefit payment.</p>	<p><b>Retirement Contributions</b> Employees contribute 5% of their compensation each month to their member contribution account through a pre-tax salary reduction. Some political subdivisions elected to phase in the required 5% member contribution but all employees will be paying the full 5% by July 1, 2016.</p>	<p><b>Retirement Contributions</b> A member's retirement benefit is funded through mandatory and voluntary contributions made by the member and the employer to both the defined benefit and the defined contribution components of the plan. Mandatory contributions are based on a percentage of the employee's creditable compensation and are required from both the member and the employer. Additionally, members may choose to make voluntary contributions to the defined contribution component of the plan, and the employer is required to match those voluntary contributions according to specified percentages.</p>

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

NOTES TO FINANCIAL STATEMENTS  
AS OF JUNE 30, 2016 (Continued)

NOTE 9—PENSION PLAN: (CONTINUED)

*Plan Description (Continued)*

RETIREMENT PLAN PROVISIONS (CONTINUED)		
PLAN 1	PLAN 2	HYBRID RETIREMENT PLAN
<p><b>Creditable Service</b> Creditable service includes active service. Members earn creditable service for each month they are employed in a covered position. It also may include credit for prior service the member has purchased or additional creditable service the member was granted. A member’s total creditable service is one of the factors used to determine their eligibility for retirement and to calculate their retirement benefit. It also may count toward eligibility for the health insurance credit in retirement, if the employer offers the health insurance credit.</p>	<p><b>Creditable Service</b> Same as Plan 1.</p>	<p><b>Creditable Service</b> <b><u>Defined Benefit Component:</u></b> Under the defined benefit component of the plan, creditable service includes active service. Members earn creditable service for each month they are employed in a covered position. It also may include credit for prior service the member has purchased or additional creditable service the member was granted. A member’s total creditable service is one of the factors used to determine their eligibility for retirement and to calculate their retirement benefit. It also may count toward eligibility for the health insurance credit in retirement, if the employer offers the health insurance credit.</p> <p><b><u>Defined Contributions Component:</u></b> Under the defined contribution component, creditable service is used to determine vesting for the employer contribution portion of the plan.</p>

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

NOTES TO FINANCIAL STATEMENTS  
AS OF JUNE 30, 2016 (Continued)

NOTE 9—PENSION PLAN: (CONTINUED)

*Plan Description (Continued)*

RETIREMENT PLAN PROVISIONS (CONTINUED)		
PLAN 1	PLAN 2	HYBRID RETIREMENT PLAN
<p><b>Vesting</b> Vesting is the minimum length of service a member needs to qualify for a future retirement benefit. Members become vested when they have at least five years (60 months) of creditable service. Vesting means members are eligible to qualify for retirement if they meet the age and service requirements for their plan. Members also must be vested to receive a full refund of their member contribution account balance if they leave employment and request a refund.</p> <p>Members are always 100% vested in the contributions that they make.</p>	<p><b>Vesting</b> Same as Plan 1.</p>	<p><b>Vesting</b> <b><u>Defined Benefit Component:</u></b> Defined benefit vesting is the minimum length of service a member needs to qualify for a future retirement benefit. Members are vested under the defined benefit component of the Hybrid Retirement Plan when they reach five years (60 months) of creditable service. Plan 1 or Plan 2 members with at least five years (60 months) of creditable service who opted into the Hybrid Retirement Plan remain vested in the defined benefit component.</p> <p><b><u>Defined Contributions Component:</u></b> Defined contribution vesting refers to the minimum length of service a member needs to be eligible to withdraw the employer contributions from the defined contribution component of the plan.</p> <p>Members are always 100% vested in the contributions that they make.</p>

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

NOTES TO FINANCIAL STATEMENTS  
AS OF JUNE 30, 2016 (Continued)

NOTE 9—PENSION PLAN: (CONTINUED)

*Plan Description (Continued)*

<b>RETIREMENT PLAN PROVISIONS (CONTINUED)</b>		
PLAN 1	PLAN 2	HYBRID RETIREMENT PLAN
<p><b>Vesting (Cont.)</b></p>	<p><b>Vesting (Cont.)</b></p>	<p><b>Vesting (Cont.)</b>  <u><b>Defined Contributions Component: (Cont.)</b></u>                      Upon retirement or leaving covered employment, a member is eligible to withdraw a percentage of employer contributions to the defined contribution component of the plan, based on service.</p> <ul style="list-style-type: none"> <li>• After two years, a member is 50% vested and may withdraw 50% of employer contributions.</li> <li>• After three years, a member is 75% vested and may withdraw 75% of employer contributions.</li> <li>• After four or more years, a member is 100% vested and may withdraw 100% of employer contributions.</li> </ul> <p>Distribution is not required by law until age 70½.</p>
<p><b>Calculating the Benefit</b>                      The Basic Benefit is calculated based on a formula using the member's average final compensation, a retirement multiplier and total service credit at retirement. It is one of the benefit payout options available to a member at retirement.</p>	<p><b>Calculating the Benefit</b>                      See definition under Plan 1.</p>	<p><b>Calculating the Benefit</b>  <u><b>Defined Benefit Component:</b></u>                      See definition under Plan 1.</p>

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

NOTES TO FINANCIAL STATEMENTS  
AS OF JUNE 30, 2016 (Continued)

NOTE 9—PENSION PLAN: (CONTINUED)

*Plan Description (Continued)*

RETIREMENT PLAN PROVISIONS (CONTINUED)		
PLAN 1	PLAN 2	HYBRID RETIREMENT PLAN
<p><b>Calculating the Benefit (Cont.)</b> An early retirement reduction factor is applied to the Basic Benefit if the member retires with a reduced retirement benefit or selects a benefit payout option other than the Basic Benefit.</p>	<p><b>Calculating the Benefit (Cont.)</b></p>	<p><b>Calculating the Benefit (Cont.)</b> <u><b>Defined Contribution Component:</b></u> The benefit is based on contributions made by the member and any matching contributions made by the employer, plus net investment earnings on those contributions.</p>
<p><b>Average Final Compensation</b> A member's average final compensation is the average of the 36 consecutive months of highest compensation as a covered employee.</p>	<p><b>Average Final Compensation</b> A member's average final compensation is the average of their 60 consecutive months of highest compensation as a covered employee.</p>	<p><b>Average Final Compensation</b> Same as Plan 2. It is used in the retirement formula for the defined benefit component of the plan.</p>
<p><b>Service Retirement Multiplier</b> <b>VRS:</b> The retirement multiplier is a factor used in the formula to determine a final retirement benefit. The retirement multiplier for non-hazardous duty members is 1.70%.</p> <p><b>Sheriffs and regional jail superintendents:</b> The retirement multiplier for sheriffs and regional jail superintendents is 1.85%.</p> <p><b>Political subdivision hazardous duty employees:</b> The retirement multiplier of eligible political subdivision hazardous duty employees other than sheriffs and regional jail superintendents is 1.70% or 1.85% as elected by the employer.</p>	<p><b>Service Retirement Multiplier</b> <b>VRS:</b> Same as Plan 1 for service earned, purchased or granted prior to January 1, 2013. For non-hazardous duty members the retirement multiplier is 1.65% for creditable service earned, purchased or granted on or after January 1, 2013.</p> <p><b>Sheriffs and regional jail superintendents:</b> Same as Plan 1.</p> <p><b>Political subdivision hazardous duty employees:</b> Same as Plan 1.</p>	<p><b>Service Retirement Multiplier</b> <u><b>Defined Benefit Component:</b></u> <b>VRS:</b> The retirement multiplier for the defined benefit component is 1.00%.</p> <p>For members who opted into the Hybrid Retirement Plan from Plan 1 or Plan 2, the applicable multipliers for those plans will be used to calculate the retirement benefit for service credited in those plans.</p> <p><b>Sheriffs and regional jail superintendents:</b> Not applicable.</p> <p><b>Political subdivision hazardous duty employees:</b> Not applicable.</p> <p><u><b>Defined Contribution Component:</b></u> Not applicable.</p>

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

NOTES TO FINANCIAL STATEMENTS  
AS OF JUNE 30, 2016 (Continued)

NOTE 9—PENSION PLAN: (CONTINUED)

*Plan Description (Continued)*

<b>RETIREMENT PLAN PROVISIONS (CONTINUED)</b>		
<b>PLAN 1</b>	<b>PLAN 2</b>	<b>HYBRID RETIREMENT PLAN</b>
<p><b>Normal Retirement Age</b> VRS: Age 65.</p> <p><b>Political subdivisions hazardous duty employees: Age 60.</b></p>	<p><b>Normal Retirement Age</b> VRS: Normal Social Security retirement age.</p> <p><b>Political subdivisions hazardous duty employees: Same as Plan 1.</b></p>	<p><b>Normal Retirement Age</b> <u><b>Defined Benefit Component:</b></u> VRS: Same as Plan 2.</p> <p><b>Political subdivisions hazardous duty employees: Not applicable.</b></p> <p><u><b>Defined Contribution Component:</b></u> Members are eligible to receive distributions upon leaving employment, subject to restrictions.</p>
<p><b>Earliest Unreduced Retirement Eligibility</b> VRS: Age 65 with at least five years (60 months) of creditable service or at age 50 with at least 30 years of creditable service.</p> <p><b>Political subdivisions hazardous duty employees: Age 60 with at least five years of creditable service or age 50 with at least 25 years of creditable service.</b></p>	<p><b>Earliest Unreduced Retirement Eligibility</b> VRS: Normal Social Security retirement age with at least five years (60 months) of creditable service or when their age and service equal 90.</p> <p><b>Political subdivisions hazardous duty employees: Same as Plan 1.</b></p>	<p><b>Earliest Unreduced Retirement Eligibility</b> <u><b>Defined Benefit Component:</b></u> VRS: Normal Social Security retirement age and have at least five years (60 months) of creditable service or when their age and service equal 90.</p> <p><b>Political subdivisions hazardous duty employees: Not applicable.</b></p> <p><u><b>Defined Contribution Component:</b></u> Members are eligible to receive distributions upon leaving employment, subject to restrictions.</p>
<p><b>Earliest Reduced Retirement Eligibility</b> VRS: Age 55 with at least five years (60 months) of creditable service or age 50 with at least 10 years of creditable service.</p>	<p><b>Earliest Reduced Retirement Eligibility</b> VRS: Age 60 with at least five years (60 months) of creditable service.</p>	<p><b>Earliest Reduced Retirement Eligibility</b> <u><b>Defined Benefit Component:</b></u> VRS: Members may retire with a reduced benefit as early as age 60 with at least five years (60 months) of creditable service.</p>

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

NOTES TO FINANCIAL STATEMENTS  
AS OF JUNE 30, 2016 (Continued)

NOTE 9—PENSION PLAN: (CONTINUED)

*Plan Description (Continued)*

RETIREMENT PLAN PROVISIONS (CONTINUED)		
PLAN 1	PLAN 2	HYBRID RETIREMENT PLAN
<p><b>Earliest Reduced Retirement Eligibility (Cont.)</b></p> <p>Political subdivisions hazardous duty employees: 50 with at least five years of creditable service.</p>	<p><b>Earliest Reduced Retirement Eligibility (Cont.)</b></p> <p>Political subdivisions hazardous duty employees: Same as Plan 1.</p>	<p><b>Earliest Reduced Retirement Eligibility (Cont.)</b></p> <p>Political subdivisions hazardous duty employees: Not applicable.</p> <p><u>Defined Contribution Component:</u> Members are eligible to receive distributions upon leaving employment, subject to restrictions.</p>
<p><b>Cost-of-Living Adjustment (COLA) in Retirement</b> The Cost-of-Living Adjustment (COLA) matches the first 3% increase in the Consumer Price Index for all Urban Consumers (CPI-U) and half of any additional increase (up to 4%) up to a maximum COLA of 5%.</p> <p><u>Eligibility:</u> For members who retire with an unreduced benefit or with a reduced benefit with at least 20 years of creditable service, the COLA will go into effect on July 1 after one full calendar year from the retirement date.</p> <p>For members who retire with a reduced benefit and who have less than 20 years of creditable service, the COLA will go into effect on July 1 after one calendar year following the unreduced retirement eligibility date.</p>	<p><b>Cost-of-Living Adjustment (COLA) in Retirement</b> The Cost-of-Living Adjustment (COLA) matches the first 2% increase in the CPI-U and half of any additional increase (up to 2%), for a maximum COLA of 3%.</p> <p><u>Eligibility:</u> Same as Plan 1.</p>	<p><b>Cost-of-Living Adjustment (COLA) in Retirement</b> <u>Defined Benefit Component:</u> Same as Plan 2.</p> <p><u>Defined Contribution Component:</u> Not applicable.</p> <p><u>Eligibility:</u> Same as Plan 1 and Plan 2.</p>

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

NOTES TO FINANCIAL STATEMENTS  
AS OF JUNE 30, 2016 (Continued)

NOTE 9—PENSION PLAN: (CONTINUED)

*Plan Description (Continued)*

RETIREMENT PLAN PROVISIONS (CONTINUED)		
PLAN 1	PLAN 2	HYBRID RETIREMENT PLAN
<p><b>Cost-of-Living Adjustment (COLA) in Retirement (Cont.)</b></p> <p><b><u>Exceptions to COLA Effective Dates:</u></b> The COLA is effective July 1 following one full calendar year (January 1 to December 31) under any of the following circumstances:</p> <ul style="list-style-type: none"> <li>• The member is within five years of qualifying for an unreduced retirement benefit as of January 1, 2013.</li> <li>• The member retires on disability.</li> <li>• The member retires directly from short-term or long-term disability under the Virginia Sickness and Disability Program (VSDP).</li> <li>• The member is involuntarily separated from employment for causes other than job performance or misconduct and is eligible to retire under the Workforce Transition Act or the Transitional Benefits Program.</li> <li>• The member dies in service and the member’s survivor or beneficiary is eligible for a monthly death-in-service benefit. The COLA will go into effect on July 1 following one full calendar year (January 1 to December 31) from the date the monthly benefit begins.</li> </ul>	<p><b>Cost-of-Living Adjustment (COLA) in Retirement (Cont.)</b></p> <p><b><u>Exceptions to COLA Effective Dates:</u></b> Same as Plan 1.</p>	<p><b>Cost-of-Living Adjustment (COLA) in Retirement (Cont.)</b></p> <p><b><u>Exceptions to COLA Effective Dates:</u></b> Same as Plan 1 and Plan 2.</p>

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

NOTES TO FINANCIAL STATEMENTS  
AS OF JUNE 30, 2016 (Continued)

NOTE 9—PENSION PLAN: (CONTINUED)

*Plan Description (Continued)*

<b>RETIREMENT PLAN PROVISIONS (CONTINUED)</b>		
<b>PLAN 1</b>	<b>PLAN 2</b>	<b>HYBRID RETIREMENT PLAN</b>
<p><b>Disability Coverage</b> Members who are eligible to be considered for disability retirement and retire on disability, the retirement multiplier is 1.7% on all service, regardless of when it was earned, purchased or granted.</p> <p>VSDP members are subject to a one-year waiting period before becoming eligible for non-work-related disability benefits.</p>	<p><b>Disability Coverage</b> Members who are eligible to be considered for disability retirement and retire on disability, the retirement multiplier is 1.65% on all service, regardless of when it was earned, purchased or granted.</p> <p>VSDP members are subject to a one-year waiting period before becoming eligible for non-work related disability benefits.</p>	<p><b>Disability Coverage</b> Employees of political subdivisions (including Plan 1 and Plan 2 opt-ins) participate in the Virginia Local Disability Program (VLDP) unless their local governing body provides an employer-paid comparable program for its members.</p> <p>Hybrid members (including Plan 1 and Plan 2 opt-ins) covered under VLDP are subject to a one-year waiting period before becoming eligible for non-work-related disability benefits.</p>
<p><b>Purchase of Prior Service</b> Members may be eligible to purchase service from previous public employment, active duty military service, an eligible period of leave or VRS refunded service as creditable service in their plan. Prior creditable service counts toward vesting, eligibility for retirement and the health insurance credit. Only active members are eligible to purchase prior service. When buying service, members must purchase their most recent period of service first. Members also may be eligible to purchase periods of leave without pay.</p>	<p><b>Purchase of Prior Service</b> Same as Plan 1.</p>	<p><b>Purchase of Prior Service</b> <b><u>Defined Benefit Component:</u></b> Same as Plan 1, with the following exceptions:</p> <ul style="list-style-type: none"> <li>• Hybrid Retirement Plan members are ineligible for ported service.</li> <li>• The cost for purchasing refunded service is the higher of 4% of creditable compensation or average final compensation.</li> <li>• Plan members have one year from their date of hire or return from leave to purchase all but refunded prior service at approximate normal cost. After that one-year period, the rate for most categories of service will change to actuarial cost.</li> </ul> <p><b><u>Defined Contribution Component:</u></b> Not applicable.</p>

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

NOTES TO FINANCIAL STATEMENTS  
AS OF JUNE 30, 2016 (Continued)

NOTE 9—PENSION PLAN: (CONTINUED)

*Plan Description (Continued)*

The system issues a publicly available comprehensive annual financial report (CAFR) that includes financial statements and required supplementary information for the plans administered by VRS. A copy of the most recent report may be obtained from the VRS website at <http://www.varetire.org/Pdf/Publications/2015-annual-report-pdf>, or by writing to the System's Chief Financial Officer at P.O. Box 2500, Richmond, VA 23218-2500.

*Employees Covered by Benefit Terms*

As of the June 30, 2014 actuarial valuation, the following employees were covered by the benefit terms of the pension plan:

	<u>Number</u>
Inactive members or their beneficiaries currently receiving benefits	8
Inactive members:	
Vested inactive members	6
Non-vested inactive members	10
Inactive members active elsewhere in VRS	8
Total inactive members	<u>24</u>
Active members	<u>10</u>
Total covered employees	<u><u>42</u></u>

*Contributions*

The contribution requirement for active employees is governed by §51.1-145 of the Code of Virginia, as amended, but may be impacted as a result of funding options provided to political subdivisions by the Virginia General Assembly. Employees are required to contribute 5.00% of their compensation toward their retirement. Prior to July 1, 2012, all or part of the 5.00% member contribution may have been assumed by the employer. Beginning July 1, 2012 new employees were required to pay the 5% member contribution. In addition, for existing employees, employers were required to begin making the employee pay the 5.00% member contribution. This could be phased in over a period of up to 5 years and the employer is required to provide a salary increase equal to the amount of the increase in the employee-paid member contribution.

The Commission's contractually required contribution rate for the year ended June 30, 2016 was 3.82% of covered employee compensation. This rate was based on an actuarially determined rate from an actuarial valuation as of June 30, 2013.

This rate, when combined with employee contributions, was expected to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. Contributions to the pension plan from the Commission were \$19,773 and \$21,536 for the years ended June 30, 2016 and June 30, 2015, respectively.

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

NOTES TO FINANCIAL STATEMENTS  
AS OF JUNE 30, 2016 (Continued)

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NOTE 9—PENSION PLAN: (CONTINUED)

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*Net Pension Asset*

The Commission's net pension liability was measured as of June 30, 2015. The total pension liability used to calculate the net pension liability was determined by an actuarial valuation performed as of June 30, 2014, using updated actuarial assumptions, applied to all periods included in the measurement and rolled forward to the measurement date of June 30, 2015.

*Actuarial Assumptions - General Employees*

The total pension liability for General Employees in the Commission's Retirement Plan was based on an actuarial valuation as of June 30, 2014, using the Entry Age Normal actuarial cost method and the following assumptions, applied to all periods included in the measurement and rolled forward to the measurement date of June 30, 2015.

Inflation	2.5%
Salary increases, including inflation	3.5% - 5.35%
Investment rate of return	7.0%, net of pension plan investment expense, including inflation*

\* Administrative expenses as a percent of the market value of assets for the last experience study were found to be approximately 0.06% of the market assets for all of the VRS plans. This would provide an assumed investment return rate for GASB purposes of slightly more than the assumed 7.0%. However, since the difference was minimal, and a more conservative 7.0% investment return assumption provided a projected plan net position that exceeded the projected benefit payments, the long-term expected rate of return on investments was assumed to be 7.0% to simplify preparation of pension liabilities.

Mortality rates: 14% of deaths are assumed to be service related

Largest 10 - Non-LEOS:

Pre-Retirement:

RP-2000 Employee Mortality Table Projected with Scale AA to 2020 with males set forward 4 years and females set back 2 years

Post-Retirement:

RP-2000 Combined Mortality Table Projected with Scale AA to 2020 with males set forward 1 year

Post-Disablement:

RP-2000 Disability Life Mortality Table Projected to 2020 with males set back 3 years and no provision for future mortality improvement

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

NOTES TO FINANCIAL STATEMENTS  
AS OF JUNE 30, 2016 (Continued)

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NOTE 9—PENSION PLAN: (CONTINUED)

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*Actuarial Assumptions - General Employees (Continued)*

All Others (Non 10 Largest) - Non-LEOS:

Pre-Retirement:

RP-2000 Employee Mortality Table Projected with Scale AA to 2020 with males set forward 4 years and females set back 2 years

Post-Retirement:

RP-2000 Combined Mortality Table Projected with Scale AA to 2020 with males set forward 1 year

Post-Disablement:

RP-2000 Disability Life Mortality Table Projected to 2020 with males set back 3 years and no provision for future mortality improvement

The actuarial assumptions used in the June 30, 2013 valuation were based on the results of an actuarial experience study for the period from July 1, 2008 through June 30, 2012. Changes to the actuarial assumptions as a result of the experience study are as follows:

Largest 10 - Non-LEOS:

- Update mortality table
- Decrease in rates of service retirement
- Decrease in rates of disability retirement
- Reduce rates of salary increase by 0.25% per year

All Others (Non 10 Largest) - Non-LEOS:

- Update mortality table
- Decrease in rates of service retirement
- Decrease in rates of disability retirement
- Reduce rates of salary increase by 0.25% per year

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THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

NOTES TO FINANCIAL STATEMENTS  
AS OF JUNE 30, 2016 (Continued)

NOTE 9—PENSION PLAN: (CONTINUED)

*Long-Term Expected Rate of Return*

The long-term expected rate of return on pension System investments was determined using a log-normal distribution analysis in which best-estimate ranges of expected future real rates of return (expected returns, net of pension System investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target asset allocation and best estimate of arithmetic real rates of return for each major asset class are summarized in the following table:

<u>Asset Class (Strategy)</u>	<u>Target Allocation</u>	<u>Arithmetic Long-Term Expected Rate of Return</u>	<u>Weighted Average Long-Term Expected Rate of Return</u>
U.S. Equity	19.50%	6.46%	1.26%
Developed Non U.S. Equity	16.50%	6.28%	1.04%
Emerging Market Equity	6.00%	10.00%	0.60%
Fixed Income	15.00%	0.09%	0.01%
Emerging Debt	3.00%	3.51%	0.11%
Rate Sensitive Credit	4.50%	3.51%	0.16%
Non Rate Sensitive Credit	4.50%	5.00%	0.23%
Convertibles	3.00%	4.81%	0.14%
Public Real Estate	2.25%	6.12%	0.14%
Private Real Estate	12.75%	7.10%	0.91%
Private Equity	12.00%	10.41%	1.25%
Cash	1.00%	-1.50%	-0.02%
Total	<u>100.00%</u>		<u>5.83%</u>
		Inflation	<u>2.50%</u>
		*Expected arithmetic nominal return	<u>8.33%</u>

\* Using stochastic projection results provides an expected range of real rates of return over various time horizons. Looking at one year results produces an expected real return of 8.33% but also has a high standard deviation, which means there is high volatility. Over larger time horizons the volatility declines significantly and provides a median return of 7.44%, including expected inflation of 2.50%.

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

NOTES TO FINANCIAL STATEMENTS  
AS OF JUNE 30, 2016 (Continued)

NOTE 9—PENSION PLAN: (CONTINUED)

*Discount Rate*

The discount rate used to measure the total pension liability was 7.00%. The projection of cash flows used to determine the discount rate assumed that System member contributions will be made per the VRS Statutes and the employer contributions will be made in accordance with the VRS funding policy at rates equal to the difference between actuarially determined contribution rates adopted by the VRS Board of Trustees and the member rate. Through the fiscal year ending June 30, 2018, the rate contributed by the employer for the Commission's Retirement Plan will be subject to the portion of the VRS Board-certified rates that are funded by the Virginia General Assembly. From July 1, 2018 on, participating employers are assumed to contribute 100% of the actuarially determined contribution rates. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore the long-term expected rate of return was applied to all periods of projected benefit payments to determine the total pension liability.

*Changes in Net Pension Liability /Asset*

	Increase (Decrease)		
	Total Pension Liability (a)	Plan Fiduciary Net Position (b)	Net Pension Liability (Asset) (a) - (b)
Balances at June 30, 2014	\$ 1,384,455	\$ 1,606,481	\$ (222,026)
Changes for the year:			
Service cost	\$ 50,141	\$ -	\$ 50,141
Interest	94,691	-	94,691
Differences between expected and actual experience	(61,088)	-	(61,088)
Contributions - employer	-	20,868	(20,868)
Contributions - employee	-	27,522	(27,522)
Net investment income	-	73,203	(73,203)
Benefit payments, including refunds of employee contributions	(63,463)	(63,463)	-
Administrative expenses	-	(1,005)	1,005
Other changes	-	(16)	16
Net changes	\$ 20,281	\$ 57,109	\$ (36,828)
Balances at June 30, 2015	\$ 1,404,736	\$ 1,663,590	\$ (258,854)

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

NOTES TO FINANCIAL STATEMENTS  
AS OF JUNE 30, 2016 (Continued)

NOTE 9—PENSION PLAN: (CONTINUED)

*Sensitivity of the Net Pension Liability to Changes in the Discount Rate*

The following presents the net pension liability/asset of the Commission using the discount rate of 7.00%, as well as what the Commission's net pension liability/asset would be if it were calculated using a discount rate that is one percentage point lower (6.00%) or one percentage point higher (8.00%) than the current rate:

	Rate		
	(6.00%)	(7.00%)	(8.00%)
Commission			
Net Pension Liability (asset)    \$	(68,541) \$	(258,854) \$	(413,767)

*Pension Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions*

For the year ended June 30, 2016, the Commission recognized pension expense of \$(40,221). At June 30, 2016, the Commission reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ -	\$ 30,391
Change in assumptions	-	-
Net difference between projected and actual earnings on pension plan investments	-	42,161
Employer contributions subsequent to the measurement date	19,773	-
Total	\$ 19,773	\$ 72,552

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

NOTES TO FINANCIAL STATEMENTS  
AS OF JUNE 30, 2016 (Continued)

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NOTE 9-PENSION PLAN: (CONTINUED)

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*Pension Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions (Continued)*

\$19,773 reported as deferred outflows of resources related to pensions resulting from the Commission's contributions subsequent to the measurement date will be recognized as a reduction of the Net Pension Liability in the fiscal year ended June 30, 2017. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense in future periods as follows:

<u>Year ended June 30</u>		
2017	\$	(47,023)
2018		(16,632)
2019		(16,633)
2020		7,736
Thereafter		-

NOTE 10-DEFERRED COMPENSATION PLAN:

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During the year ended June 30, 1998, the employees of the Commission adopted a Section 457 Deferred Compensation Plan. The Commission delegates administrative and investment responsibilities for its 457 Plan assets to a third-party administrator. Based on an analysis of GASB Statement No. 32, it appears the Commission does not have to report these assets on their financial statements.

Employee contributions to this plan for the year ended June 30, 2016 were \$23,750. There were no matching contributions.

NOTE 11-UNEARNED REVENUE:

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The details of unearned revenue at June 30, 2016 are as follows:

General Fund	\$	1,209
Department of Transportation		93,416
Other Governmental Funds		<u>9,661</u>
	\$	<u><u>104,286</u></u>

**THOMAS JEFFERSON PLANNING DISTRICT COMMISSION**

**NOTES TO FINANCIAL STATEMENTS  
AS OF JUNE 30, 2016 (Continued)**

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**NOTE 12–LITIGATION:**

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As represented by management, there were no lawsuits pending which would materially affect the Commission's financial position as of the date of these financial statements.

**NOTE 13–COST ALLOCATION BASIS - INDIRECT COSTS AND FRINGE BENEFITS:**

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Indirect costs are those costs which are not readily identifiable within a particular program but, nevertheless, are necessary to the general operation and the conduct of the activities it performs. Allocations from the General Fund and to the Special Revenue Funds are made based on a ratio of indirect costs to the individual program's direct costs associated with salaries and fringe benefits (personnel costs). The rate is determined by a relation of total administrative costs to program salary costs. Program salary costs are calculated as follows:

Total personnel costs (salaries and fringes)  
Less: Administrative personnel costs  
Less: Contractual personnel costs

This ratio is calculated on an annual basis. The rate used during the fiscal year ended June 30, 2016 was 79%.

The actual indirect cost rate for the fiscal year ended June 30, 2016 was 87% and was calculated as follows:

Indirect costs	\$ 395,333	= 87%
Individual programs' personnel costs	455,215	

**NOTE 14–LOCAL LEGISLATIVE LIAISON:**

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The Liaison reports regularly to the local governments during the General Assembly session and when studies are undertaken by the General Assembly and are pertinent to local government interests. The Liaison prepares a Legislative Program in consultation with the localities who subsequently adopt the Program. This Program is fully funded by the six participating members (Charlottesville, Albemarle, Fluvanna, Greene, Louisa, and Nelson), with additional appropriations from local government funds. The Program is located at the Planning District at the localities' request. The Liaison is generally supervised by the Executive Director, but receives direction from the local governments.

Required Supplementary Information

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Schedule of Revenues, Expenditures and Change in Fund Balance -  
 Budget and Actual - Governmental Funds  
 For the Year Ended June 30, 2016

	Original Budget	Final Budget	Actual	Variance With Final Budget Positive (Negative)
<b>Revenues</b>				
Federal Grants:				
Commission	\$ 345,106	\$ 409,690	\$ 461,421	\$ 51,731
Pass-Through	430,332	465,981	316,592	(149,389)
State Grants	243,693	253,631	379,809	126,178
Other:				
Localities	366,506	306,605	339,798	33,193
Charges for Services	-	-	65	65
Revenue from the use of money	400	9,750	7,820	(1,930)
Total revenues	<u>\$ 1,386,037</u>	<u>\$ 1,445,657</u>	<u>\$ 1,505,505</u>	<u>\$ 59,848</u>
<b>Expenditures</b>				
Current:				
Administrative	\$ 240,239	\$ 243,157	\$ 168,903	\$ 74,254
Department of Transportation	530,592	537,106	529,515	7,591
Department of Housing and Urban Development	488,244	488,244	362,941	125,303
Department of Homeland Security	-	-	4,528	(4,528)
Environmental Protection Agency	32,226	38,646	56,192	(17,546)
Virginia Department of Rehabilitative Services	-	-	30,518	(30,518)
Virginia Department of Rail and Public Transportation	-	-	181,223	(181,223)
Legislative Liaison	92,485	123,865	116,648	7,217
Debt service:				
Principal retirement	-	-	211	(211)
Interest and other fiscal charges	-	-	1	(1)
Total expenditures	<u>\$ 1,383,786</u>	<u>\$ 1,431,018</u>	<u>\$ 1,450,680</u>	<u>\$ (19,662)</u>
Excess (deficiency) of revenues over (under) expenditures	<u>\$ 2,251</u>	<u>\$ 14,639</u>	<u>\$ 54,825</u>	<u>\$ 40,186</u>
Net change in fund balance	\$ 2,251	\$ 14,639	\$ 54,825	\$ 40,186
Fund balance, beginning of year	420,370	420,370	420,370	-
Fund balance, end of year	<u>\$ 422,621</u>	<u>\$ 435,009</u>	<u>\$ 475,195</u>	<u>\$ 40,186</u>

The budgetary data presented above is on the modified accrual basis of accounting which is in accordance with generally accepted accounting principles.

Schedule of Components of and Changes in Net Pension Liability and Related Ratios  
For the Year Ended June 30, 2016

	2015	2014
<b>Total pension liability</b>		
Service cost	\$ 50,141	\$ 69,411
Interest	94,691	87,524
Changes of benefit terms	-	-
Differences between expected and actual experience	(61,088)	-
Changes in assumptions	-	-
Benefit payments, including refunds of employee contributions	(63,463)	(45,653)
<b>Net change in total pension liability</b>	<b>\$ 20,281</b>	<b>\$ 111,282</b>
<b>Total pension liability - beginning</b>	<b>1,384,455</b>	<b>1,273,173</b>
<b>Total pension liability - ending (a)</b>	<b>\$ 1,404,736</b>	<b>\$ 1,384,455</b>
<b>Plan fiduciary net position</b>		
Contributions - employer	\$ 20,868	\$ 37,157
Contributions - employee	27,522	32,439
Net investment income	73,203	218,230
Benefit payments, including refunds of employee contributions	(63,463)	(45,653)
Administrative expense	(1,005)	(1,145)
Other	(16)	11
<b>Net change in plan fiduciary net position</b>	<b>\$ 57,109</b>	<b>\$ 241,039</b>
<b>Plan fiduciary net position - beginning</b>	<b>1,606,481</b>	<b>1,365,442</b>
<b>Plan fiduciary net position - ending (b)</b>	<b>\$ 1,663,590</b>	<b>\$ 1,606,481</b>
<b>Commission's net pension liability(asset) - ending (a) - (b)</b>	<b>\$ (258,854)</b>	<b>\$ (222,026)</b>
<b>Plan fiduciary net position as a percentage of the total pension liability (asset)</b>	<b>118.43%</b>	<b>116.04%</b>
<b>Covered-employee payroll</b>	<b>\$ 563,802</b>	<b>\$ 529,976</b>
<b>Commission's net pension liability as a percentage of covered-employee payroll</b>	<b>-45.91%</b>	<b>-41.89%</b>

Schedule is intended to show information for 10 years. Information prior to the 2014 valuation is not available. However, additional years will be included as they become available.

Schedule of Employer Contributions  
For the Year Ended June 30, 2016

Date	Contractually Required Contribution (1)	Contributions in Relation to Contractually Required Contribution (2)	Contribution Deficiency (Excess) (3)	Employer's Covered Employee Payroll (4)	Contributions as a % of Covered Employee Payroll (5)
2016	\$ 19,773	\$ 19,773	\$ -	\$ 517,609	3.82%
2015	21,536	21,536	-	563,802	3.82%
2014	37,157	37,157	-	615,185	6.04%
2013	42,416	42,416	-	702,256	6.04%
2012	30,492	30,492	-	680,616	4.48%
2011	27,056	27,056	-	603,927	4.48%
2010	33,149	33,149	-	532,079	6.23%
2009	31,579	31,579	-	506,893	6.23%
2008	30,713	30,713	-	615,499	4.99%
2007	31,581	31,581	-	632,886	4.99%

Current year contributions are from Thomas Jefferson Planning District Commission's records and prior year contributions are from the VRS actuarial valuation performed each year.

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Notes to Required Supplementary Information  
For the Year Ended June 30, 2016

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In 2015, Covered Employee Payroll (as defined by GASB 68) included the total payroll for employees covered under the pension plan whether that payroll is subject to pension coverage or not. This definition was modified in GASB Statement No. 82 and now is the payroll on which contributions to a pension plan are based. The ratios presented use the same measure.

**Changes of benefit terms** - There have been no actuarially material changes to the System benefit provisions since the prior actuarial valuation. The 2014 valuation includes Hybrid Retirement Plan members for the first time. The hybrid plan applies to most new employees hired on or after January 1, 2014 and not covered by enhanced hazardous duty benefits. Because this was a new benefit and the number of participants was relatively small, the impact on the liabilities as of the measurement date of June 30, 2015 are not material.

**Changes of assumptions** - The following changes in actuarial assumptions were made effective June 30, 2013 based on the most recent experience study of the System for the four-year period ending June 30, 2012:

Largest 10 - Non-LEOS:

- Update mortality table
- Decrease in rates of service retirement
- Decrease in rates of disability retirement
- Reduce rates of salary increase by 0.25% per year

All Others (Non 10 Largest) - Non-LEOS:

- Update mortality table
- Decrease in rates of service retirement
- Decrease in rates of disability retirement
- Reduce rates of salary increase by 0.25% per year

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Other Supplementary Information

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Supporting Schedules

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Schedule of Expenditures - General Fund  
 For the Year Ended June 30, 2015

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**Administrative**

Current operating:

Salaries	\$	279,817
Contractual		27,060
Insurance		3,259
Subscriptions and publications		105
Dues		5,758
Advertising		401
Supplies		3,875
Copier		2,217
Meetings		2,083
Rent		79,640
Janitorial service		9,493
Postage		2,806
Travel		4,797
Professional development		3,529
Telephone		5,301
Audit and legal		14,065
Other		809
Indirect costs allocation		(320,526)
Equipment use and maintenance		44,414

Total current operating expenditures \$ 168,903

Debt Service:

Principal	\$	211
Interest		1

Total expenditures \$ 169,115

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Schedule of Indirect Costs  
For the Year Ended June 30, 2016

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**Administrative**

## Current operating:

Salaries	\$	191,507
Employee benefits		29,884
Postage		2,725
Subscriptions and publications		105
Supplies		3,810
Travel		4,007
Audit/legal/advertising services		14,466
Professional meetings and development		4,953
Contractual services		25,553
Dues		5,758
Insurance/bonding		2,759
Printing and copier		710
Rent		72,925
Janitorial		9,493
Equipment repair/maintenance/use		21,377
Telephone		5,301
		<hr/>
Total indirect costs	\$	<u>395,333</u>

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Schedule of Individual Programs' Personnel Costs  
For the Year Ended June 30, 2016

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<b>Total Salaries and Fringes:</b>	
Salaries	\$ 559,611
Fringe benefits	<u>126,181</u>
Total	\$ <u>685,792</u>
<b>Less Administrative Personnel Costs:</b>	
Administration	\$ 205,795
Mapping	334
General services	1,920
Network support	<u>2,424</u>
Total Administrative Personnel Costs	\$ <u>210,473</u>
<b>Less Contractual Personnel Costs:</b>	
Stanardsville TAP	2,553
Grant Writer	<u>17,551</u>
Total Contractual Personnel Costs	\$ <u>20,104</u>
Total Individual Programs' Personnel Costs	\$ <u>455,215</u>
<b>Calculation of indirect cost rate:</b>	
Indirect costs /	<u>395,333</u>
Individual Programs' Personnel Costs	<u>455,215</u>
Indirect cost rate	<u><u>87%</u></u>

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Schedule of Grant Contracts  
For the Year Ended June 30, 2016

Grant or Contract	Grant-Contract Start Date	Grant-Contract End Date	Grant-Contract Total	Year to Date FY16	Grant-Contract To Date	Budgeted Amount For FY17	Grant-Contract Remaining
MPO-FTA	07/01/15	06/30/16	\$ 93,607	\$ 93,487	\$ 93,487	-	\$ 120
MPO-PL	07/01/15	06/30/16	162,568	162,568	162,568	-	-
MPO-PASS-THROUGH	02/17/16	06/30/17	300,000	130,285	130,285	169,715	169,715
HOME TJPDC	07/01/15	06/30/16	45,575	45,575	45,575	-	-
HOME PASS-THROUGH	07/01/15	06/30/16 *	799,345	316,593	316,593	-	482,752
HOUSING HPG	10/01/15	09/30/17	5,409	5,195	5,195	-	214
HPG PASS-THROUGH	07/01/15	09/30/17	27,086	25,322	25,322	-	1,764
STATE SUPPORT TO PDC	07/01/15	06/30/16	75,971	75,971	75,971	-	-
VA HOUSING	07/01/15	06/30/16	5,000	3,491	5,000	-	-
CLEAN COMMUTE DAY		*	825	825	825	-	-
RIDESHARE	07/01/15	06/30/16 *	173,916	173,881	173,881	-	35
RIDESHARE-TDMP	07/01/14	10/31/15	21,808	4,938	21,808	-	-
RURAL TRANSPORTATION	07/01/15	06/30/16	58,000	58,000	58,000	-	-
ECO-LOGIC - TJPDC	08/08/13	10/31/15	145,525	36,372	145,525	-	-
TJPDC CORPORATION	07/01/15	06/30/16	1,820	1,820	1,820	-	-
LEGISLATIVE LIAISON	07/01/15	06/30/16	95,000	95,000	95,000	-	-
SOLID WASTE	07/01/15	06/30/16	11,489	11,489	11,489	-	-
COLUMBIA-VDEM	02/29/16	09/15/17	21,500	6,277	6,277	15,223	15,223
VDEM PASS-THROUGH	02/29/16	09/15/17	178,000	0	0	178,000	178,000
ROCKFISH	03/22/16	03/01/17	24,501	18,474	9,000	15,501	15,501
HAZARD MITIGATION	03/21/16	04/30/18	45,000	2,266	2,266	42,734	42,734
MEMBER PER CAPITA	07/01/15	06/30/16	150,752	150,752	150,752	-	-
WATER STREET CENTER	07/01/15	06/30/16	590	590	590	-	-
OFFICE LEASES - RENT	07/01/15	06/30/16	6,125	6,125	6,125	-	-
OFFICE LEASES - DIRECT COSTS	07/01/15	06/30/16	530	530	530	-	-
STANARDSVILLE TAP	04/06/15	12/31/17	11,500	2,730	4,275	7,225	7,225
ALB-BROADBAND-TASK 1	07/01/15	06/30/17	3,900	3,900	3,900	-	-
ALB-BROADBAND-TASK 2	07/01/15	06/30/16 *	7,500	6,781	6,781	-	719
ALB-BROADBAND-TASK 3	07/01/15	06/30/17	4,246	4,246	4,246	-	-
DEQ STORMWATER - TJPDC	05/01/15	10/01/15	57,251	38,053	57,251	-	-
DEQ STORMWATER CONTRACTS	05/01/15	10/01/15	28,104	18,141	28,104	-	-
RRBC	07/01/15	06/30/16	4,564	4,564	4,564	-	-
MAPPING			65	65	65	-	-
BANK INTEREST	07/01/15	06/30/16	400	1,199	1,199	-	-
<b>TOTAL</b>			<b>\$ 2,567,472</b>	<b>\$ 1,505,505</b>	<b>\$ 1,654,270</b>	<b>\$ 428,398</b>	<b>\$ 914,001</b>

\* Funds are available for completion of the project.

Compliance

DRAFT

# ROBINSON, FARMER, COX ASSOCIATES

A PROFESSIONAL LIMITED LIABILITY COMPANY

CERTIFIED PUBLIC ACCOUNTANTS

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## Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*

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To the Commissioners  
Thomas Jefferson Planning District Commission  
Charlottesville, Virginia

We have audited, in accordance with the auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the *Specifications for Audits of Authorities, Boards, and Commissions*, issued by the Auditor of Public Accounts of the Commonwealth of Virginia, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Thomas Jefferson Planning District Commission as of and for the year ended June 30, 2016, and the related notes to the financial statements, which collectively comprise the Thomas Jefferson Planning District Commission's basic financial statements and have issued our report thereon dated **DRAFT**, 2016.

### Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Thomas Jefferson Planning District Commission's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Thomas Jefferson Planning District Commission's internal control. Accordingly, we do not express an opinion on the effectiveness of Thomas Jefferson Planning District Commission's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

## Compliance and Other Matters

As part of obtaining reasonable assurance about whether Thomas Jefferson Planning District Commission's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Charlottesville, Virginia

**DRAFT**, 2016

**DRAFT**

# ROBINSON, FARMER, COX ASSOCIATES

A PROFESSIONAL LIMITED LIABILITY COMPANY

CERTIFIED PUBLIC ACCOUNTANTS

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## Independent Auditors' Report on Compliance For Each Major Program and on Internal Control Over Compliance Required by the Uniform Guidance

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To the Commissioners  
Thomas Jefferson Planning District Commission  
Charlottesville, Virginia

### Report on Compliance for Each Major Federal Program

We have audited Thomas Jefferson Planning District Commission's compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of Thomas Jefferson Planning District Commission's major federal programs for the year ended June 30, 2016. Thomas Jefferson Planning District Commission's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

#### *Management's Responsibility*

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal programs.

#### *Auditors' Responsibility*

Our responsibility is to express an opinion on compliance for each of Thomas Jefferson Planning District Commission's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Thomas Jefferson Planning District Commission's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of Thomas Jefferson Planning District Commission's compliance.

#### *Opinion on Each Major Federal Program*

In our opinion, Thomas Jefferson Planning District Commission complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2016.

## Report on Internal Control Over Compliance

Management of Thomas Jefferson Planning District Commission is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered Thomas Jefferson Planning District Commission's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of Thomas Jefferson Planning District Commission's internal control over compliance.

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

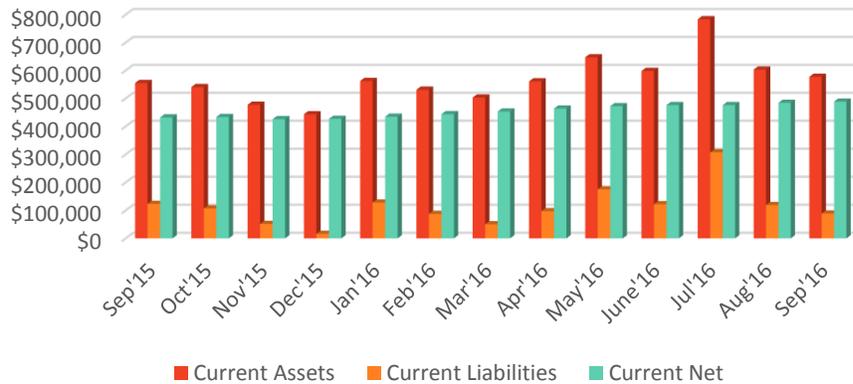
Charlottesville, Virginia  
DRAFT, 2016

DRAFT

## FINANCIAL DASHBOARD Through September 30, 2016

### Net Quick Assets

Target = \$470,181 (6 months operating expenses)  
12 Month Average Monthly Operating Expenses = \$78,363



### Net Quick Assets

Sep'15 =	\$431,585
Oct'15 =	\$433,507
Nov'15 =	\$425,754
Dec'15 =	\$426,855
Jan'16 =	\$434,515
Feb'16 =	\$443,690
Mar'16 =	\$452,871
Apr'16 =	\$463,668
May'16 =	\$472,075
Jun'16 =	\$475,879
Jul'16 =	\$476,001
Aug'16 =	\$484,103
Sep'16 =	\$488,664

**NET QUICK ASSETS** are the highly liquid assets held by the agency, including cash, marketable securities and accounts receivable. Net quick assets are calculated as current assets (cash + marketable securities + prepaid assets + accounts receivable) minus current liabilities of payables and deferred revenue. The FY17 target is 6 months of operating expenses (TJPDC costs minus pass-through and project contractual expenses), based on a rolling twelve-month average. TJPDC had 6.24 months of operating expenses at the end of the month. The rolling twelve-month average operating expenses changes only slightly from month to month. It decreased from \$78,512 in August to \$78,363 in September.

### Unrestricted Cash on Hand

Target = \$313,454 (4 months operating expenses)  
Concern Area = <\$156,727 (2 months operating expenses)

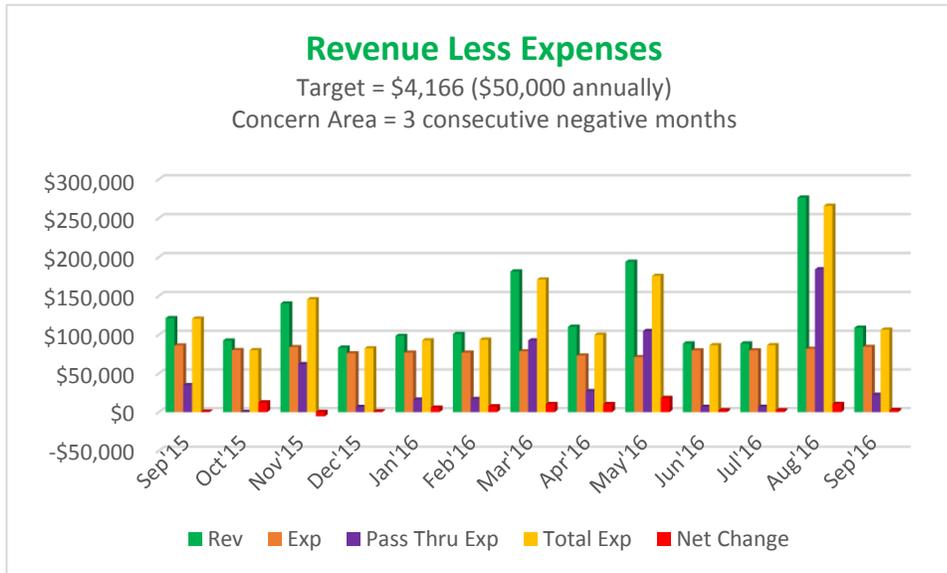


### UNRESTRICTED CASH ON HAND

consists of funds held in checking and money market accounts immediately available to TJPDC for expenses. Cash does not include pass-through deposits in transit. Total cash minus notes payable minus deferred revenue = Unrestricted Cash on Hand.

**Months of Unrestricted Cash** divides unrestricted cash on hand by the agency's average monthly operating expenses to give the number of months of operation without any additional cash received. Total cash increased from \$311,054 in August to \$387,870 in September. Reimbursement for pass-through funds paid out in August for advertising for the Rio Road/Route 29 campaign was received in September. The end of month level of Unrestricted Cash on Hand of \$331,577 represents 4.23 months of operating expenses.

## FINANCIAL DASHBOARD Through September 30, 2016



### Monthly Net Revenue

Sep'15 =	\$581
Oct'15 =	\$12,530
Nov'15 =	(\$5,563)
Dec'15 =	\$876
Jan'16 =	\$5,685
Feb'16 =	\$7,419
Mar'16 =	\$10,359
Apr'16 =	\$10,228
May'16 =	\$18,160
Jun'16 =	\$2,282
Jul'16 =	(\$2,961)
Aug'16 =	\$10,510
Sep'16 =	\$2,607

**NET REVENUE** is the surplus or shortfall resulting from monthly revenues minus expenses. The FY17 budget adopted in May 2016 projected a balanced budget with no surplus. There was a surplus in September of \$2,608, September expenses include half of the audit expense; the second half will be accrued in November. The year to date surplus is \$10,155, slightly below the YTD target of \$12,500.

### NOTES

1. Target is a reasonable expectation that the TJPDC may reach this level to achieve our long range financial goals. A plan will be developed showing how these target goals are expected to be achieved through daily financial management practices.
2. Concern is a level where staff will immediately identify causes of the change in financial position, whether this is a special one-time circumstance caused by a financial action or whether a trend is emerging caused by one of more operational or financial circumstances and prepare a plan of action to correct or reverse the trend.
3. Back up documentation and details of this Financial Dashboard can be found in the monthly financial statements of balance sheet, income statement and cash position statement supplied to the TJPDC Commissioners.
4. The average monthly operating expense is a rolling twelve-month average of operating expenses (TJPDC costs minus pass-through and project contractual expenses).
5. Meeting the goal of Change in Net Assets of \$50,000 per year will achieve our target goal of \$500,000 in Net Quick Assets before the end of FY17.

Thomas Jefferson Planning District Commission  
**Consolidated Profit and Loss**  
 September 2016

2:27 PM  
 10/25/16  
 Accrual Basis

	Sep 16	Budget	Jul - Sep...	YTD Bud...	Annual ...
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
4400 · Gain on asset Disposal	0	0	0	0	0
41100 · Federal Funding Source	42,033	80,204	297,754	240,613	962,451
4120 · State Funding Source	19,946	30,884	130,763	92,651	339,673
4130 · Local Source					
4285 · Rent Income	700	750	1,900	2,250	9,000
4130 · Local Source - Other	33,684	34,670	126,452	104,009	276,859
<b>Total 4130 · Local Source</b>	<b>34,384</b>	<b>35,420</b>	<b>128,352</b>	<b>106,259</b>	<b>285,859</b>
42000 · Local Match Per Capita	12,567	12,735	37,702	38,204	152,817
4280 · Interest Income	104	63	320	188	750
<b>Total Income</b>	<b>109,035</b>	<b>159,305</b>	<b>594,892</b>	<b>477,914</b>	<b>1,741,550</b>
<b>Gross Profit</b>	<b>109,035</b>	<b>159,305</b>	<b>594,892</b>	<b>477,914</b>	<b>1,741,550</b>
<b>Expense</b>					
61000 · Personnel					
6100 · Salaries	46,157	49,174	142,792	147,523	590,093
61050 · Fringe and Release	10,986	11,553	32,966	34,658	138,630
<b>Total 61000 · Personnel</b>	<b>57,143</b>	<b>60,727</b>	<b>175,759</b>	<b>182,181</b>	<b>728,723</b>
6900 · Overhead Allocation	0	0	0	0	0
62391 · Postage Expense	30	317	647	951	3,802
62392 · Subscriptions, Publications	0	46	63	138	550
62393 · Supplies	552	630	916	1,891	7,564
62394 · Audit -Legal Expenses	7,750	7,625	8,953	7,875	16,500
6240 · Advertising	1,457	1,399	1,805	4,196	17,607
62401 · Professional Dev-Conference	0	0	0	0	0
62404 · Meeting Expenses	189	253	372	759	3,036
62410 · TJPDC Contractual	4,234	3,785	12,240	11,356	45,424
6382 · Contractual Service Grants	0	0	0	0	0
6281 · Dues	209	720	508	2,161	8,692
62850 · Insurance	244	288	733	863	3,450
62890 · Printing/Copier	251	615	825	1,844	7,376
63200 · Rent Expense	7,077	7,044	20,832	21,132	84,529
63210 · Equipment/Data Use	1,084	1,491	7,477	6,990	20,406
63220 · Telephone Expense	514	511	1,406	1,533	6,130
63300 · Travel-Vehicle	967	1,167	2,762	3,502	14,008
63315 · Legislative Liaison	0	0	0	0	0
6345 · Janitorial Service	825	800	2,982	2,400	9,600
6390 · Professional Development	1,708	1,044	7,026	3,132	12,529
<b>Total Expense</b>	<b>84,234</b>	<b>88,461</b>	<b>245,305</b>	<b>252,901</b>	<b>989,926</b>
<b>Net Ordinary Income</b>	<b>24,800</b>	<b>70,844</b>	<b>349,587</b>	<b>225,013</b>	<b>751,624</b>
<b>Other Income/Expense</b>					
<b>Other Expense</b>					
80000 · MPO-Pass Through	0	0	0	0	0
83000 · HOME Pass-Through	4,999	34,925	190,466	104,774	419,096
8399 · Grants Contractual Services	0	0	0	0	0
84000 · Grants Pass-Through	17,195	41,955	148,965	125,866	332,528
<b>Total Other Expense</b>	<b>22,194</b>	<b>76,880</b>	<b>339,432</b>	<b>230,640</b>	<b>751,624</b>
<b>Net Other Income</b>	<b>(22,194)</b>	<b>(76,880)</b>	<b>(339,432)</b>	<b>(230,640)</b>	<b>(751,624)</b>
<b>Net Income</b>	<b>2,607</b>	<b>(6,036)</b>	<b>10,155</b>	<b>(5,627)</b>	<b>0</b>

**Thomas Jefferson Planning District Commission**  
**Balance Sheet Prev Year Comparison**  
 As of September 30, 2016

	<u>Sep 30, 16</u>	<u>Sep 30, 15</u>	<u>\$ Change</u>
<b>ASSETS</b>			
<b>Current Assets</b>			
Checking/Savings			
1100 · Cash	387,870.03	316,007.75	71,862.28
Total Checking/Savings	387,870.03	316,007.75	71,862.28
Accounts Receivable			
1190 · Receivable Grants	172,428.75	222,968.92	-50,540.17
Total Accounts Receivable	172,428.75	222,968.92	-50,540.17
Other Current Assets			
1310 · Prepaid Rent	625.00	625.00	0.00
1330 · Prepaid Insurance	10,110.35	9,856.06	254.29
1360 · Prepaid Other	6,230.48	5,775.92	454.56
Total Other Current Assets	16,965.83	16,256.98	708.85
<b>Total Current Assets</b>	<b>577,264.61</b>	<b>555,233.65</b>	<b>22,030.96</b>
<b>Fixed Assets</b>			
1400 · Office furniture and Equipment	111,737.79	122,686.82	-10,949.03
1410 · Server	11,384.00	11,384.00	0.00
1499 · Accumulated Depreciation	-102,972.22	-124,986.46	22,014.24
<b>Total Fixed Assets</b>	<b>20,149.57</b>	<b>9,084.36</b>	<b>11,065.21</b>
<b>TOTAL ASSETS</b>	<b><u>597,414.18</u></b>	<b><u>564,318.01</u></b>	<b><u>33,096.17</u></b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Accounts Payable			
2100 · Accounts Payable-General	30,444.72	72,334.15	-41,889.43
Total Accounts Payable	30,444.72	72,334.15	-41,889.43
Credit Cards			
2155 · Accounts Payable Credit Card	1,863.25	1,285.85	577.40
Total Credit Cards	1,863.25	1,285.85	577.40
Other Current Liabilities			
2150 · Accounts Payable Grants	0.00	0.00	0.00
2160 · Accounts Payable Payroll	0.00	100.00	-100.00
2800 · Deferred Revenue	56,293.00	49,661.58	6,631.42
Total Other Current Liabilities	56,293.00	49,761.58	6,531.42
<b>Total Current Liabilities</b>	<b>88,600.97</b>	<b>123,381.58</b>	<b>-34,780.61</b>
Long Term Liabilities			
2200 · Leave Payable	35,215.19	36,773.47	-1,558.28
Total Long Term Liabilities	35,215.19	36,773.47	-1,558.28
<b>Total Liabilities</b>	<b>123,816.16</b>	<b>160,155.05</b>	<b>-36,338.89</b>
<b>Equity</b>			
3000 · General Operating Fund	457,836.47	380,204.15	77,632.32
3600 · Net Investment in Fixed Assets	5,606.50	7,187.11	-1,580.61
Net Income	10,155.05	16,771.70	-6,616.65
<b>Total Equity</b>	<b>473,598.02</b>	<b>404,162.96</b>	<b>69,435.06</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>597,414.18</u></b>	<b><u>564,318.01</u></b>	<b><u>33,096.17</u></b>

**Accrued Revenue by Grant or Contract  
For Year Ending June 30, 2017**

Grant or Contract	GRANT- CONTRACT START DATE	GRANT- CONTRACT END DATE	GRANT- CONTRACT TOTAL	JULY FY17	AUG FY17	SEPT FY17	OCT FY17	NOV FY17	DEC FY17	YEAR TO DATE FY17	PREVIOUS YEARS	BUDGETED AMOUNT FOR FY18	GRANT TO DATE	CONTRACT REMAINING FY17
MPO-FTA	07/01/16	06/30/17	94,430	10,002	11,927	6,159				28,088			28,088	66,342
MPO-PL	07/01/16	06/30/17	191,581	16,804	18,643	19,964				55,411			55,411	136,170
MPO-PASS-THROUGH	07/01/16	11/30/17	300,000	64,716	67,055	15,431				147,202	130,281		277,483	22,517
HOME TJPDC	07/01/16	06/30/17	46,566	2,815	6,654	4,999				14,468			14,468	32,098
HOME PASS-THROUGH	07/01/16	06/30/17	878,006	68,366	117,101	4,628				190,095			190,095	687,911
HOUSING HPG	07/01/16	09/30/17	6,252	90	89	34				213			213	6,039
HPG PASS-THROUGH	07/01/16	09/30/17	35,431			1,764				1,764			1,764	33,667
STATE SUPPORT TO PDC	07/01/16	06/30/17	75,971	6,330	6,331	6,331				18,992			18,992	56,979
CLEAN COMMUTE DAY	07/01/16	06/30/17	825							0			0	825
RIDESHARE	07/01/16	06/30/17	173,916	11,649	15,409	13,239				40,297			40,297	133,619
RURAL TRANSPORTATION	07/01/16	06/30/17	58,000	2,268	2,554	3,838				8,660			8,660	49,340
NELSON CTY RTE 29	08/30/16	02/28/17	13,787							0			0	13,787
Pass through Contract	08/30/16	02/28/17	16,500							0			0	16,500
TJPDC CORPORATION	07/01/16	06/30/17	1,487	476	363	648				1,487			1,487	0
LEGISLATIVE LIAISON	07/01/16	06/30/17	99,600	5,561	9,599	9,740				24,900			24,900	74,700
SOLID WASTE	07/01/16	06/30/17	10,500	1,102	2,264	3,388				6,754			6,754	3,746
COLUMBIA- HMPG	02/29/16	09/15/17	21,500	1,322	756	604				2,682	6,277		8,959	12,541
VDEM PASS-THROUGH	02/29/16	09/15/17	178,000							0		46,750	0	131,250
ROCKFISH	03/22/16	03/01/17	24,501	2,643	1,952	1,432				6,027	18,474		24,501	0
HAZARD MITIGATION	03/21/16	04/30/18	45,000	1,580	1,644	3,097				6,321	2,266	10,000	8,587	26,413
MEMBER PER CAPITA	07/01/16	06/30/17	150,809	12,567	12,567	12,567				37,701			37,701	113,108
WATER STREET CENTER	07/01/16	06/30/17	0							0			0	0
OFFICE LEASES - RENT	07/01/16	06/30/17	8,200	500	700	700				1,900			1,900	6,300
OFFICE LEASES - DIRECT COSTS	07/01/16	06/30/17	230	75	10	145				230			230	0
STANARDSVILLE TAP	04/06/15	12/31/17	11,500	176	262	224				662	1,546	4,203	2,208	5,089
ALB-BROADBAND-TASK 2	07/01/16	06/30/17	7,500	388	331					719	6,781		7,500	0
SHRP2 I-64	10/01/16	09/30/17	70,000									25,000	0	45,000
SHRP2 I-64 Pass Through	10/01/16	09/30/17	30,000										0	30,000
MAPPING	07/01/16	06/30/17	0							0			0	0
BANK INTEREST	07/01/16	06/30/17	750	108	108	104				320			320	0
<b>TOTAL</b>			<b>2,550,842</b>	<b>209,538</b>	<b>276,319</b>	<b>109,036</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>594,893</b>	<b>165,625</b>	<b>85,953</b>	<b>760,518</b>	<b>1,703,941</b>

Pass-through funds	921,845
Contract funds	
TJPDC Available Funds	<u>\$782,096</u>
Available per month	86,900



*Serving local governments by providing regional vision,  
collaborative leadership and professional service to develop effective solutions.*

## **RESOLUTION FOR ACCEPTANCE OF FINANCIAL REPORT FOR FISCAL YEAR ENDING JUNE 30, 2016**

**WHEREAS**, on an annual basis, the Thomas Jefferson Planning District Commission (TJPDC) engages an independent auditor to complete an annual single audit and financial statements audit of the TJPDC's finances in accordance with applicable auditing and accounting standards; and

**WHEREAS**, Robinson, Farmer, Cox Associates was engaged as the independent auditor to complete an audit of the Authority's financial statements for FY 2016 and render an opinion as to the Authority's internal control over financial reporting and compliance with relevant laws, regulations, contracts and grant agreements (FY 2016 Audit Report); and

**WHEREAS**, representatives from Robinson, Farmer, Cox Associates presented the results of FY 2016 Audit Report to the Executive Committee (Committee) of the TJPDC's Board of Directors and to the full Board of Commissioners on November 3, 2016; and

**WHEREAS**, Robinson, Farmer, Cox Associates advised that FY 2016 Audit Report concluded that the TJPDC's FY 2016 financial statements fairly present the TJPDC's financial position as of June 30, 2016 and that the TJPDC has adequate controls in place to ensure accurate financial reporting and compliance with relevant laws, regulations, contracts and grant agreements; and

**WHEREAS**, based upon Robinson, Farmer, Cox Associates presentation and a review of FY 2016 Audit Report, the Commission finds FY 2016 Audit Report to be acceptable.

**NOW, THEREFORE, BE IT RESOLVED**, that the Commission formally accepts the FY 2016 Audit Report and authorizes the Executive Director to sign FY 2016 Audit Report indicating the Commission's acceptance of same and to take all such other actions necessary and proper to carry out the purpose and intent of this resolution.

ADOPTED this 3<sup>rd</sup> day of November, 2016 by the Thomas Jefferson Planning District Commission being duly assembled.

ATTESTED:

\_\_\_\_\_  
Charles P. Boyles, II  
Executive Director

\_\_\_\_\_  
Andrea Wilkinson  
Commission Chair

\_\_\_\_\_  
Date

## MEMO

**To:** TJPD Commissioners  
**From:** Chip Boyles, Executive Director  
**Date:** November 3, 2016  
**Re:** Executive Director's Report

**Purpose:** To inform Commissioners of Agency Activities since October 6, 2016

### Administration

- November Meeting Agenda
  - Consent Agenda
    - Minutes from October 6, 2016
    - Intergovernmental Reviews
      1. None to report.
  - Finance Report
    - Fiscal Year 2016 Financial Audit
      1. Robinson Farmer Cox has completed their annual financial audit for fiscal year 2016 (attached). Dave Foley will present to the Commission their findings and answer any questions that you may have.
      2. TJPD Management is responsible for the preparation and fair presentation of financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
      3. **Auditors' Responsibility is** to express opinions on these financial statements based on their audit. They conducted the audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the *Specifications for Audits of Authorities, Boards, and Commissions*, issued by the Auditor of Public Accounts of the Commonwealth of Virginia. Those standards require that they plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements.

4. In the given opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Thomas Jefferson Planning District Commission, as of June 30, 2016, and the respective changes in financial position, thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.
5. The auditors did not find any deficiencies in internal control over compliance that they consider to be material weaknesses.

▪ September 2016 Financials

1. Financial reports are attached for review. Financial Reports are presented in detail every quarter to the Commission. Monthly reports will be reviewed by the Finance Committee and included in the Commission Packets under Consent Agenda items for acceptance.
2. Net quick assets have continued to grow to \$488,664. Based upon the twelve month average for operating expenses, we are now at over 6 months of available operating expenses. If this balance continues to stabilize and grow above the target level, we will begin to budget the excess amount into longer term savings funds to meet agency long term capital goals.

As a reminder, it is our goal to build our reserves back to and above FY12 levels where we will have 1) at least 6 months operating expenses in reserves 2) allow us to make some capital improvements to the building to enhance the ability to use and rent out Water Street Center and the Water Street Space offices, 3) utilize reserves for unanticipated grant match for local/regional grant opportunities and 4) to save for the possible purchase of a building (space) at some time in the future.

3. Unrestricted Cash on Hand as of September 30, 2016 was \$387,870 or over 4 months of average monthly operating expenses. September experienced a larger than normal decrease, though not below our Concern Level. This decrease was due to a large expenditure for a VDOT project of \$123,000 that we did not receive reimbursement for until September. We are now back up to normal cash levels.
4. We had a net gain of \$2,607 for the month of September. This gives us a fiscal year net gain of \$ 10,155. Our PROPOSED FY17 Amended Operating Budget estimates a \$ 36,148 net gain for the year. For the first quarter, we are just ahead of our budgeted annual net gain, but will expect to fall short of our Benchmark Goal of \$50,000 per year.
5. Accrued revenues of existing grant and contract balances for FY17 is \$782,096 available for the remaining fiscal year. This provides \$86,900 in funds per month available for operating expenses. Twelve month average monthly operating expenses are \$78,363. September's monthly operating expenses were \$84,234. Available monthly resources will adequately cover expected monthly expenses for the remaining fiscal year.

- **Consideration of Resolutions**

1. The Commission is asked to accept the reports given by Robinson Farmer Cox Associates for the agency's FY 2016 Financial Audit.

- **New Business**

1. VDOT Rural Transportation Cooperation Process

- a. Virginia's regional and local officials work together with state transportation entities to carry out essential functions in identifying and responding to the transportation system needs of the public. The statewide transportation plan, program and project development and delivery processes rely on supportive and cooperative state, regional and local government. Virginia's policies distinctively integrate land use planning with transportation planning and programming. Laws require that the state interact with regional and local governments in state transportation proposals. Law also requires that regional and local Virginia governments (rural as well as urbanized local governments) interact with state agencies on regional or local land use planning proposals that will affect transportation.
- b. VDOT-DRPT have developed a guidebook updating the Commonwealth of Virginia's Rural Transportation Planning Consultation Processes and documents the methods used by VDOT and DRPT in interacting, participating and cooperating with Virginia's non-metropolitan regional and local officials regarding transportation planning and programming.
- c. We ask you and/or your staff's review of this guidebook and offer any comments or suggestions that we may forward to VDOT – DRPT.

2. TJPDC Bylaws review.

- a. The last update of the TJPDC bylaws occurred in 2003. The Chair and staff have identified a number of requirements and policies that are in conflict with current procedures. It is suggested that a review be performed of the current bylaws for amendment and updating in the near future. Examples of discrepancies include:
  - i. Cancellation of meetings in July and January.
  - ii. Attendance by commission members.
  - iii. Treasurer's roles and responsibilities.
  - iv. Clarification of Director's signatory of all checks.
  - v. Use of Roberts Rules of Order "Simplified Version"

3. Delivery of Draft FY 2017 Amended Budget.

- a. Staff has completed an amended FY2017 budget for your consideration in December. The Commission approved a balanced budget in May, 2016 for FY2017. Since that time, we have received

notice of local government contributions, completed three months of operations, received commitments of additional revenue sources, and received final FY16 financial reports and audit. This updated information allows us to present you a more realistic operations budget for the completion of the fiscal year.

- b. In your packet is a draft amended budget. Staff will be glad to answer any questions, receive all comments and suggestions and work with the Commission to present a final FY17 budget for your approval in December.

#### **Next Meeting – December 1, 2016**

- The TJPDC FY17 Amended Budget will be presented at the December meeting.
- The Virginia Department of Social Services will provide their annual presentation to the Commission.

#### **Transportation**

- MPO
  - MPO has initiated a review of Regional Transit coordination and organizational options within the MPO area. This is completed within the FY2016 MPO Unified Work Plan. The final report will be presented to the MPO, PACC, City of Charlottesville and Albemarle County in February.
  - Staff continues to work with the Staunton-Augusta-Waynesboro MPO on the Harrisonburg to Charlottesville Public Transit Study. A draft study is now complete and under review.
  - The MPO is coordinating a small area plan effort to plan the next phase of Route 29 solutions that includes the Hydraulic/29 intersection and Hydraulic Extended South projects for preliminary engineering and small area planning.
  - MPO is working with Charlottesville, Department of Rail and Public Transit, Amtrak and Amtrak Station property owner to explore what is requested by Amtrak to accommodate the new rail service and how this may be best met at the site.
  - The MPO is coordinating an I-64 corridor study with VDOT and the SAW MPO. This project begins October 1<sup>st</sup> and end September 30<sup>th</sup>.
  - The CAMPO and SAW MPO held a joint meeting in Fishersville on October 26<sup>th</sup> followed by a tour of the Crozet Tunnel.
- Rural
  - Staff attended the annual Governor's Transportation Conference in Arlington.

#### **Planning**

- Staff continues to work on the Rockfish Valley small area plan project with Nelson County. This project is expected to be completed this fall. Nelson County has experienced unprecedented community engagement on this project with over 400 respondents of a community survey and over 100 attendees at a community meeting.
- Staff has received an agreement from Nelson County to perform a corridor economic development plan for the US 29 commercial corridor. The project will include sub-contracting work by a marketing firm from Richmond to assist Nelson with an economic development marketing strategy.
- Staff is assisting Fluvanna County with Economic Development data and a marketing brochure for the Zions Crossroads area.

- Staff attended the Rural Planning Caucus in Mountain Lake.

### **Regional**

- Regional Growth, Development and Financing Conference
  - Staff interns have begun organizing a Regional Conference to bring together elected officials, appointed planning officials, governmental staff, developers, design professionals, businesses, students and professors to collectively learn about regional growth and design topics and ways to finance activities.
- Staff is presenting to the Mayor and Chairs group the concept of identifying annual hours to be assigned to each local government and the region as a whole during the annual work program development to perform and account for specific services provided to each local government and the region.

The Quarterly Summary of Activities is attached.

# ***THOMAS JEFFERSON PLANNING DISTRICT COMMISSION***

## **Summary of Activities**

July through September 2016

### **Environment:**

TJPDC has nearly completed the **2016 Regional Solid Waste Management Plan (SWMP)**, the 5-year update to the 2011 Thomas Jefferson SWMP. This document serves as the regional plan for the Thomas Jefferson Solid Waste Planning Unit (TJSWPU), which consists of the Counties of Albemarle, Greene, and Fluvanna, the City of Charlottesville, and the towns of Scottsville, and Stanardsville. The plan meets the solid waste planning requirements for each locality participating in the planning unit by describing existing and proposed solid waste management systems that support the hierarchy of source reduction, reuse, recycling, resource recovery, incineration, and landfilling. It includes a description of existing and projected solid waste needs and facilities, and a plan for managing the solid waste generated by residential, industrial and commercial activities. A public hearing and consideration of adoption of the plan update is scheduled for the October 6 meeting of the TJPDC Commission.

Work on the 5-year update of the **Regional Natural Hazard Mitigation Plan** is underway. The prior plan was adopted by all jurisdictions in the region and approved by FEMA in 2012. The plan is required to be updated every five years in order for our localities to be eligible for FEMA's Hazard Mitigation Grant Program. This update will expand upon previous work by incorporating new data on natural disasters, engaging in public outreach, and revisiting and updating mitigation strategies. A thorough Hazard Mitigation Plan protects against future damage and facilitates a swift and orderly recovery. Public input and support is a key factor in developing an effective plan. The planning process is guided by a working group consisting of representatives from each locality in the Planning District. TJPDC was awarded \$45,000 by FEMA for the update through the Virginia Department of Emergency Management. Work began at the Annual Meeting on May 23. Data work for the Hazard Identification and Risk Analysis (HIRA) will be presented to the working group at its October 5 meeting. A public meeting is being planned for November 14.

### **Community Development**

TJPDC is pleased to **assist our member localities with local projects** through specific agreements. Current projects include:

- The **Rockfish Valley small area plan** project with Nelson County: This project is expected to be completed later this fall. The County has achieved unprecedented community engagement with over 400 respondents of a community survey and over 100 attendees at a community meeting.
- An agreement with Nelson County to perform a corridor **economic development plan for the US 29 commercial corridor**. The project will include sub-contracting work by a marketing firm from Richmond to assist Nelson with an economic development marketing strategy.
- Economic Development data and a **marketing brochure for the Zions Crossroads** area for Fluvanna County.
- Project Management for **Albemarle County's Broadband grant** through the Virginia Department of Housing and Community Development (DHCD). The goal of the Virginia Telecommunications Planning Initiative (VATPI) grant is to develop a community-based telecommunication plan. Recommendations will be presented to the Albemarle Board of Supervisors on November 2.

Design Work is underway for the federally-funded **Stanardsville Main Street Streetscape Revitalization Project, Phase II**. The project involves the design of a 350-foot sidewalk extension to the west of Phase I and a 900-foot sidewalk extension to the east of Phase I, construction administration for the west end, providing pedestrian access at the shopping center and schools. The

Town of Stanardsville is the project sponsor and TJPDC is serving as the Project Manager. 50% Design Development drawings were submitted to VDOT for review on September 9.

The Management Team for **Fluvanna County's Planning Grant for Senior Affordable Housing** met July 26 to wrap up work on the initial activities outlined in DHCD's May 20 letter. These tasks included a public meeting, two meetings of the Management Team, an inventory of senior housing in the region, a survey of potential beneficiaries, and a draft Request for Proposals for consultants. The results of this initial work were submitted to DHCD in early August, and were accepted by DHCD in a letter dated October 3, making available \$30,000 to Fluvanna County for developing solutions to the identified needs. The County is working with Piedmont Housing Alliance (PHA) and the Jefferson Area Board for Aging (JABA) to assess the need for senior housing in Fluvanna County and to evaluate the suitability of converting the Columbia and Cunningham Schools into affordable senior housing. TJPDC is represented on the Management Team by Senior Program Manager Billie Campbell.

The TJPDC Commission adopted a resolution of support for the Central Virginia Partnership for Economic Development (CVPED) as the lead regional administrative agency for **GO Virginia**. CVPED has an existing board that could easily be modified to accommodate the GO Virginia requirements. With an expansion for additional regional business partners, elected officials and schools, the board could meet the GO Virginia requirements. CVPED intends to coordinate and contract with the two PDC's in its region for planning and possibly administrative assistance. In addition to support for CVPED, the Resolution also recommended including elected officials on the board, the development of a comprehensive economic development plan for the region with a chapter for each locality, and consistency with local government comprehensive plans.

The Geriatric Collaborative of Central Virginia (GCCV), a program of TJPDC Corporation, held the **Elder Care Conference** on September 8 and 9 at Westminster Canterbury of the Blue Ridge. About 70 caregivers attended each day to be better equipped to provide effective care to elders. This interdisciplinary conference was offered for caregivers: family members caring for loved ones and health care workers and who work in a wide range of settings. The conference was supported in part by a Geriatric Training and Education (GTE) grant through the Center on Aging at Virginia Commonwealth University (VCU). Session Topics included:

- Engagement in Life for Persons with Dementia
- Medication Management
- Community Resources for Caregiver Health
- Survival Techniques for Long-Term Caregivers
- Practical Techniques for Dealing with Dementia Patients
- Life Planning:
- Resiliency: Responding to Stress With SUCCESS

### **Housing:**

Each year, the Charlottesville HOME Consortium and the City of Charlottesville submit a Consolidated Annual Performance and Evaluation Report (CAPER). This serves as the **HOME Performance Report** to the US Department of Housing and Urban Development (HUD) describing its accomplishments over the past year. For the 2015 Program Year (July 1, 2015 to June 30, 2016), the HOME Consortium completed 36 projects. These included 6 rental projects, consisting of 8 units; 12 homebuyer projects, and 18 homeowner rehabilitation projects, for a total of 38 units. The report was submitted through the on-line Integrated Disbursement and Information System (IDIS) on September 26

All funds from the FFY15 **Housing Preservation Grant (HPG)** were expended by the end of September 2016. Completed work met or exceeded the goals for the two-year grant, with all work completed within a one-year timeframe. The goal of 16 projects was met, serving 34 persons, 2 more than the goal of 32. Other funds applied to projects were double the required \$27,086, totaling \$54,761.

Federal Fiscal Year 2016 funds will be available beginning October 1, 2016, and will provide \$35,431 for projects, an increase of more than \$8,000 over the previous year. Funds must be expended by September 30, 2018, but are expected to be used within the next year. Emergency repairs, rehabilitation, and home safety modification projects are carried out by local housing non-profit organizations.

### **Legislative Liaison:**

Development of the **2017 Legislative Program** is underway. David Blount visited the local governing bodies in September to receive suggestions for changes to the program. The draft program was distributed to localities in October, with program approval by each local governing body slated for November. Additionally, David worked directly with Charlottesville, Albemarle and Louisa on their local legislative initiatives, and assisted Fluvanna with a meeting it held with its local legislators.

The Legislative Liaison is **tracking several key issues during the interim**, including the state budget shortfall, and state-level studies of wireless infrastructure, transient lodging, the Freedom of Information Act (FOIA), and the Standards of Quality (SOQ) study. He also is the VAPDC representative to a Commission on Local Government (COLG) examination of city/county structure and annexation issues. He attended various state level meetings, including policy committee meetings of the Virginia Municipal League and the Virginia Association of Counties, and meetings of the General Assembly's money committees. He also attended meetings of the FOIA Advisory Council and the Joint Legislative Audit and Review Commission, and organized and facilitated the August Mayor & Chairs/CAOs meeting

### **Transportation:**

The Charlottesville-Albemarle Metropolitan Planning Organization (CAMPO), which is staffed by the TJPDC, has been selected to receive one of five Capacity - PlanWorks Grants funded under the seventh and final round of the SHRP2 Implementation Assistance Program. FHWA and AASHTO announced the award of a \$100,000 to the CAMPO for creation of a PlanWorks Decision Guide for Corridor Planning, to develop a **multi-disciplinary study of the Blue Ridge region of I-64** spanning from the Exit 124 in Charlottesville-Albemarle to the junction with I-81 in Staunton (Exit 87). The CAMPO will partner with the Staunton-Augusta-Waynesboro MPO (Central Shenandoah Planning District Commission), and the Virginia Department of Transportation district offices in Culpeper, Lynchburg and Staunton to build a permanent multi-jurisdictional planning partnership while initially focusing on improving traffic, congestion and crash issues experienced in this 40-mile section of I-64. The 12-month planning project should begin by this fall and be completed by fall of 2017.

MPO has initiated a review of **Regional Transit coordination and organizational options** within the MPO area. This work is carried out within the FY16 MPO Unified Planning Work Program (UPWP). The final report will be presented to the MPO, PACC, City of Charlottesville and Albemarle County in November.

MPO is working with Charlottesville, Department of Rail and Public Transit, Amtrak and the local Amtrak Station property owner to explore the **new Amtrak rail service** and how this may be best met at the Amtrak Station site.

TJPDC staff worked with rural localities and the MPO to submit transportation funding requests under **VDOT's SMART SCALE process**. Formerly referred to as House Bill 2 (HB2), SMART SCALE is about investing limited tax dollars in the right projects that meet the most critical transportation needs in Virginia. Projects from the rural areas of the region included:

- Route 151/US 250 Intersection Improvements – Albemarle County
- Rt. 619 (Ruritan Lake Road) & Rt. 53 Roundabout – Fluvanna County
- Rt 618 (Lake Monticello Rd) at Rt 600 (S Boston Rd) – Fluvanna County
- Route 670 Connector Road – Greene County
- Intersection of Route 33 & Route 15 Traffic Circle – Louisa County
- Intersection of Route 22 & Route 15 Traffic Circle – Louisa County
- Intersection of Route 522 & Route 208 Roundabout – Louisa County

- Route 22 safety improvements at industrial road – Louisa County
- Route 208 Improvements between Route 652 and the new bridge – Louisa County
- Route 208 Upgrade UPC104110 – Louisa County
- Route 6/151 Intersection – Nelson County
- Route 29 Access Management – Nelson County

In the urban areas, the Metropolitan Planning Organization (MPO) submitted four projects and endorsed the following locality projects:

- Barracks Road at Emmet Street Intersection Improvements - Charlottesville
- Rio Mills Rd/ Berkmar Dr. Extended Connection - Albemarle
- US 250/ Radford Ln. Roundabout - Albemarle
- US 240/ US 250 Intersection Improvements - Albemarle
- Meeting Street Extended from Berkmar Drive to Innovation Drive /Airport Road - Albemarle
- Innovation Dr. Extended to Lewis and Clarke Drive - Albemarle
- Route 20/ 649 Intersection Improvements – Albemarle

The four submitted MPO projects were:

- US Route 250 Free Bridge – Bridge Capacity Improvements including turning lanes at High Street and Route 20 with separated bike/pedestrian improvements across the Rivanna River. Project submission is for Alternatives F and I of the Free Bridge Area Congestion Relief Project of November, 2014.
- Exit 124 (Interstate 64): Low-cost retrofits to existing interchange to improve congestion and safety by converting interchange to a divergent diamond on US 250
- Exit 118 (Interstate 64): Improvement of acceleration and deceleration lanes on I-64, addition of left turn lane on US 29 South, removal of cloverleaf from southwest side of the interchange
- Fontaine Ave: Addition of right bypass option lane on Rte. 29 onto Fontaine Ave

### ***RideShare:***

RideShare Program Manager Sara Pennington attended the 2016 **Association of Commuter Transportation (ACT) International Conference**, July 31 – August 3, in Portland, Oregon. ACT's International Conference is one of the largest gatherings of Travel Demand Management (TDM) professionals in the country. Regularly attracting over 400 attendees from across the United States, Canada, Europe, and Australia, representatives include individuals from major employers, departments of transportation, municipalities, transportation management associations, metropolitan planning organizations, consultants, transit agencies, vendors, and other shared use mobility providers.

### **New Staff:**

Luke Juday began working part-time at the TJPDC over the summer, and became a full-time employee on October 1. Luke earned his undergraduate degree in Political Science from Grove City College in Pennsylvania, and his Master's Degree in Urban and Environmental Planning from UVA in 2014. He was a Research Analyst and Planner for the Weldon Cooper Center for Public Service at UVA prior to joining the TJPDC. Luke's initial work at the TJPDC is focused on updating the Transportation Analysis Zones for the Travel Demand Model, used for long range transportation planning. He is also working on the Regional Hazard Mitigation Plan update and the I-64 Corridor Study. Luke had served as Chair of the Citizens Transportation Advisory Committee (CTAC) of the Charlottesville Albemarle Metropolitan Planning Organization (MPO).



# THE COMMONWEALTH OF VIRGINIA

## RURAL TRANSPORTATION COOPERATION PROCESSES

**Preliminary  
Review Draft  
September  
2016 Update**



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### **Introduction**

Virginia’s regional and local officials work together with state transportation entities to carry out essential functions in identifying and responding to the transportation system needs of the public. The statewide transportation plan, program and project development and delivery processes rely on supportive and cooperative state, regional and local government. Virginia’s policies distinctively integrate land use planning with transportation planning and programming. Laws require that the state interact with regional and local governments in state transportation proposals. Law also requires that regional and local Virginia governments (rural as well as urbanized local governments) interact with state agencies on regional or local land use planning proposals that will affect transportation.

Virginia improves and maintains the third largest State-maintained highway system in the nation, just behind North Carolina and Texas. The state highway system mileage in Virginia is predominantly non-urban. Virginia oversees support of several of the largest public transportation systems and high-occupancy vehicle networks in the nation. The state also supports many freight and passenger rail initiatives, providing funding and advocacy for freight and passenger improvements. The Virginia Department of Transportation (VDOT) and the Department of Rail and Public Transportation (DRPT) serve lead roles in planning the state’s highway, rail and public transportation systems. Each are executive-branch state agencies directed by the Commonwealth’s Secretary of Transportation and the Virginia’s Commonwealth Transportation Board (CTB).

This VDOT-DRPT guidebook updates the Commonwealth of Virginia’s Rural Transportation Planning Consultation Processes and documents the methods used by VDOT and DRPT in interacting, participating and cooperating with Virginia’s non-metropolitan regional and local officials regarding transportation planning and programming. To meet federal requirements, this document is separate and discrete from documentation provided on the public participation processes.

**For quick-reference, rural transportation officials can advance to [pages 3](#) through [5](#) to find State contact or hyperlink information regarding the CTB, VDOT and/or DRPT.** VDOT's and DRPT's plans, programs and projects are readily accessed and described in the hyperlinks, including access to funding program(s) information. VDOT events and opportunities that provide for outreach, participation and input are announced in the webpages and in press releases. Similarly, DRPT events and opportunities are announced on DRPT's website and in press releases. In addition to information in this guidebook, other guidance documents are available that describe transportation programs and processes that involve the state, and its regions and localities. The document on [Public Participation in Virginia's Planning and Programming Process](#) provides further guidance on the opportunities available for input at the planning and programming stages. Providing inputs on specific VDOT projects in the project development stage is the topic of the VDOT document, [Public Involvement Manual for Public Participation in Transportation Projects](#). A quick, general reference guide to common VDOT activities is available in the latest annual update to the "Board of Supervisors Manual" from the VDOT webpage at <http://www.virginiadot.org/business/local-assistance.asp>.

### **Federal Legislation and Regulations- "Cooperation" means working together**

Documentation, review and update of the rural cooperation processes for the development of the Statewide Transportation Plan and the Statewide Transportation Improvement Program (STIP) is a federal transportation planning requirement ([23 CFR 450.210\(b\)](#)): *"The State shall provide for nonmetropolitan local official participation in the development of the long-range statewide transportation plan and the STIP. The State shall have a documented process(es) for cooperating with nonmetropolitan local officials representing units of general purpose local government and/or local officials with responsibility for transportation that is separate and discrete from the public involvement process and provides an opportunity for their participation in the development of the long-range statewide transportation plan and the STIP"*

This guidebook offers citations and hyperlinks to the Code of Federal Regulations, the Code of Virginia and the Administrative Code of Virginia which are applicable as of the date of this document's edition and, yet, are subject to legislative or regulatory change.

Federal statutes require the cooperative development of statewide transportation plans and programs by the state, the metropolitan planning organizations for urbanized areas, and by the affected jurisdiction's non-metropolitan officials having responsibility for transportation in rural areas. The requirements for cooperative development apply in respect to the transportation planning of highways as well as in public transportation projects in general per [23 USC 135\(a\)\(3\)](#) and (e)(1), and [49 USC 5304\(a\)\(3\)](#) and (e)(1); in the development of the statewide transportation plan per [23 USC 135\(f\)\(2\)\(B\)](#) and [49 USC 5304\(f\)\(2\)\(B\)](#); and in the development of the State Transportation Improvement Program per [49 USC 5304\(g\)\(2\)\(B\)](#). "Cooperation" is federally defined, wherein the parties involved in carrying out the transportation planning and programming processes work together to achieve a common goal or objective.

## **I. Virginia Transportation System Boards and Agencies**

This document's focus is on the interaction, participation and cooperation of VDOT, DRPT and non-metropolitan local officials in the planning and programming of highway, transit, and rail project improvements for long-range transportation plans and short-range transportation programs. Identifying and responding to needs on the multimodal transport of people and/or freight involves broad coordination and teamwork with many participants. Beyond the CTB, VDOT and DRPT, some other state transportation boards and/or agencies are involved, as recognized below. A rural government may want to contact and interact with one of these state transportation entities. All of the state entities discussed below report to and/or advise the Virginia Secretary of Transportation (with the Secretary's Office of Intermodal Planning and Investment), while the Secretary of Transportation reports to the Governor:

- CTB (<http://www.ctb.virginia.gov/>)
  - VDOT (<http://www.virginiadot.org/>)
  - DRPT (<http://www.drpt.virginia.gov/>)

Additional state-level transportation entities (other than the Motor Vehicle Dealer Board and the Commercial Space Flight Authority Board) include:

- The Department of Motor Vehicles (DMV) (<http://www.dmv.state.va.us/>)
- The Virginia Aviation Board (<http://www.doav.virginia.gov/vab.htm>) which directs the Department of Aviation (DOAV) (<http://www.doav.virginia.gov/>)
- The Virginia Port Authority Board of Commissioners which directs port facility operations performed by the Virginia International Terminals (VIT) (<http://www.portofvirginia.com/>)

### **The CTB**

The CTB is the policy board authorized in state code at [§ 33.2-200, et sequel](#), which oversees VDOT and DRPT, and related state highway, rail and public transportation actions. VDOT and DRPT agency planners work together to coordinate the State transportation plans and programs with other State agencies responsible for other modes of transportation, including aviation and nautical travel modes. The CTB's 17 members (see hyperlink below for contact information) are appointed by the Governor and confirmed by the General Assembly. Membership includes the Commonwealth's Secretary of Transportation, the Commissioner of Highways, the Director of DRPT, and fourteen citizen members with nine of those citizens from each VDOT construction district (Appendix B), and the other five citizens from Virginia at-large with at least two as urban at-large and two as rural at-large. Virginia's Secretary of Transportation serves as chairman of the CTB. The Director of the DRPT serves as a non-voting member of the CTB. CTB business meetings are usually held monthly. The meetings are announced in advance and, as with other regular State government meetings, are generally open to the public. Virginia encourages regional transportation officials and authorities to attend the CTB's meetings and provide inputs on their priorities. The CTB website with information on CTB members may be accessed at <http://www.ctb.virginia.gov/>.

### **VDOT**

VDOT facilitates organizational planning, construction, operation and maintenance of the vast network of state highways, bridges and tunnels in Virginia through having nine regional VDOT construction districts: Bristol, Culpeper, Fredericksburg, Hampton Roads, Lynchburg, Northern Virginia, Richmond, Salem, and Staunton (see Appendix B for a district map or the website at <http://www.virginiadot.org/about/districts.asp>). The VDOT District Office is the major field office charged with oversight of each region. District offices are supported by residency offices, which typically handle one or more jurisdictions. There are [29 VDOT residencies](#) statewide, along with numerous additional area offices. The Central Office is in the City of Richmond. The primary role of the VDOT Central Office is to provide administrative, policy and program support to the VDOT District offices. VDOT responsibilities include various additional highway-related policies and programs, such as ones involving state bicycle planning, commuter parking lots, safe routes to school programs, roadside advertising, highway access management, and special use permits. Information on applications for the main grant programs is available at <http://vasmartscale.org/>, with special grant programs at <http://www.virginiadot.org/business/local-assistance.asp>. The main VDOT website is at <http://www.virginiadot.org/>. Useful VDOT contact information is available to rural officials and the public by calling 1-800-FOR-ROAD (1-800-367-7623) for customer service or by visiting the VDOT site at: <http://www.virginiadot.org/info/contactus.asp>. This includes information and methods for submitting state highway maintenance work requests. Depending on the rural local official's geographic area(s) of interest and type(s) of request for action or information, the customer service center will refer the matter to an appropriate VDOT office for response. For example, a request regarding a maintenance work request for a segment of state-maintained roadway is normally referred to one or more VDOT field office maintenance engineer, administrator, manager and/or other staff, typically in a [VDOT residency](#) office. A local or regional project planning or programming issue typically would be referred to the VDOT District planning office.

### **DRPT**

DRPT provides guidance and funding for grants in: rail, public transportation (both rural and urbanized transit), and Transportation Demand Management (TDM) activities such as ridesharing and telework. This includes providing guidance and funding for coordinated human service providers (Coordinated human service mobility plans offer special transit service solutions such as transporting elderly and/or disabled persons). Also in conjunction with the Virginia Department of Social Services, citizens can access a Virginia 2-1-1 telephone operator, printed information or website at <http://www.211virginia.org> to learn about specialized transportation available in various communities. Citizens can also find transit, human services transportation and TDM services information on DRPT's Service Locator on the DRPT website at <http://drpt.virginia.gov>.

DRPT activities and projects are essential components of long- and short-range state transportation planning and programming. DRPT administers federal and state capital and operating financial assistance programs to fund planning, technical studies, operations, and

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capital improvement programs for public transportation system and transportation demand management agencies. A summary compilation of many recent DRPT funding activities is available by examining pages of the FY 2017 Rail and Public Transportation Improvement Program at <http://www.drpt.virginia.gov/media/1876/fy17-final-syip-6-8-2016.pdf> . Several of the funding programs are of interest and available to rural localities (however, some transit programs are reserved solely for urbanized area use, such as the Federal Transit Administration (FTA) 5307 program). Federal grant-match transit programs are identified by their section numbers in Title 49, Chapter 53 of the United States Code. Main federal transit funding programs of potential rural interest include:

- FTA section [5310](#) - provides transportation grants for enhanced mobility of seniors and individuals with disabilities and capital assistance to human service agencies
- FTA section [5311](#) – public transportation grants for rural areas

The FTA section 5311 grant program is reserved for funding rural area public transportation (the “other than urbanized area” program). It provides capital, operating, administrative, planning and technical financial assistance to rural areas for public transportation services. The DRPT follows a general transit grant program application calendar, a schedule common to most DRPT grant programs: <http://www.drpt.virginia.gov/grantees/transit-grants/>. DRPT also administers state financial assistance programs to support rail industrial access projects requested by localities, and rail capital improvements for short line railroads. Additional DRPT grant programs for commuter assistance/transportation demand management, Technical Assistance, Internships and Demonstration projects may also be utilized by rural areas.

## **II. The State Requirements on Local and Regional Governments-working together with the state on transportation plans and programs**

### **Local Comprehensive Plans- General Background**

Virginia localities (rural or urbanized) have certain transportation and/or land use planning responsibilities that require them to contact and interact with state transportation authorities in regard to a locality’s comprehensive plan. Each Virginia local government has a governing body (board of supervisors, or city or town council) and a local planning commission ([§ 15.2-2210](#)). The local planning commissions are state-authorized to coordinate and cooperate with other entities regarding their local plans and land use developments, including interactions with state agencies ([§ 15.2-2211](#)). A local comprehensive plan is required for the physical development of each locality. It must undergo review and then be recommended by the local planning commission for adoption by the local governing body. A local comprehensive plan must include a local transportation plan with a map of the roads and other transportation improvements as well as the cost of such roads and other transportation improvements that take into account the current and future local and planning district regional needs ([§ 15.2-2223](#)). A local

comprehensive plan is general in nature. It designates the approximate location, character, and extent of each feature, including any road improvement and any transportation improvement, shown on the plan and indicates where existing lands or facilities are proposed to be extended, widened, removed, relocated, vacated, narrowed, abandoned, or changed in use (§§ 15.2-2223 and [15.2-2232](#)). Local government subdivision and/or zoning ordinances implement and support the local comprehensive plan ([§ 15.2-2224](#)) by applying directives that further guide and control local planning issues, such as specifying requirements on land and/or building uses. The approach may include designation of one or more Urban Development Areas for high density development ([§ 15.2-2223.1](#)). A locality must review its local comprehensive plan for update at least every five years ([§ 15.2-2230](#)).

### **Reviews and other Steps in the Development and Update of Local Comprehensive Plans**

In the development or update of the local comprehensive plan, the local planning commission shall consult with the CTB or the local VDOT and/or DRPT representative as to any streets under the jurisdiction of the CTB, and, prior to recommendation of the locality's transportation map to the governing body, shall submit the map to VDOT for review of its consistency with state transportation plans and programs (§§ 15.2-2223, and [33.2-214](#)). {This includes reviews of the recommended local comprehensive plan updates of Arlington and Henrico Counties who maintain certain roads in their jurisdictions.} A local transportation plan would generally be considered consistent if it includes the state transportation projects of VTrans, the Six-Year Improvement Program, CTB-selected route locations, and does not include recommendations that would prevent those projects from advancing. Not all projects contained in the Six-Year Improvement Program need be incorporated into local transportation plans in order for those plans to be consistent; only those projects that are "significant new, improved, or relocated" highway projects need be included. This means projects on Major Collector or higher classification roadways that involve a new location, a relocated roadway, or an addition of one or more through lanes or interchange. If VDOT determines that a comprehensive plan's transportation plan is inconsistent, VDOT must notify the CTB of such inconsistency and the CTB may take appropriate action to encourage consistency between the state plans and programs and the local transportation plan. This action might include removing CTB funding from projects. Any recommendation of the CTB that is not incorporated into the local transportation plan shall be forwarded to the local governing body when the plan is recommended by the local planning commission. When a locality has adopted a transportation plan, a certified copy of that plan and ordinance adopting it shall be sent to the VDOT.

Following the CTB adoption of an update on the Statewide Transportation Plan ([§ 33.2-353](#)) and written notification to the affected local governments, each local government through which one or more of the designated Corridors Of Statewide Significance traverses, shall, at a minimum, note such corridor(s) on the transportation plan map included in its local comprehensive plan for information purposes at the next regular update of the transportation plan map. Prior to the next regular update of the transportation plan map, the local government shall acknowledge the existence of corridors of statewide significance within its boundaries ([§ 15.2-2232](#)).

### **Reviews to Develop Certain Local Land Use Decisions**

State law also requires certain proposed land use re-zonings ([§§ 15.2-2286](#), [15.2-2297](#), [15.2-2298](#), or [15.2-2303](#)) or changes in local comprehensive plans ([§§ 15.2-2223](#), [15.2-2228](#) or [15.2-2229](#)) to be state-reviewed and considered for their traffic impacts ([§ 15.2-2222.1](#)) prior to their adoption by the local governing body. Prior to submittal for adoption by the local governing body, a local planning commission shall submit a proposed plan or amendment to VDOT for review and comment if the rezoning, comprehensive plan or amendment will substantially affect transportation on state-controlled highways as defined by VDOT regulations (Virginia Administrative Code: [24 VAC 30-155](#)). VDOT (and/or DRPT) comments on the proposed plan or amendment shall relate to plans and capacities for construction of transportation facilities affected by the proposal. In Northern Virginia (Planning District 8), the state's considerations and comments shall include traffic congestion, emergency mobility, and measures and costs to mitigate impacts.

### **Using the “SMART SCALE” Process with Local and Regional Project Applications for Most CTB (VDOT/DRPT) Funds**

As a condition for the receipt of funding for most CTB (VDOT or DRPT) transportation capital improvement projects, applications are required as a part of Virginia's [SMART SCALE](#) application, screening, evaluation and selection process. The process provides for the prioritization of most projects ([§ 33.2-214.1](#)) to fund transportation projects. From August 1 to September 30, applications are sought from regional transportation planning entities, local governments, and public transit agencies. The process generally applies to all rural or urbanized localities, regional governments and /or public transit agencies that seek state CTB-approved (VDOT or DRPT) funding. Officials of the regional Planning District Commissions (PDCs), Metropolitan Planning Organizations (MPOs), local governments and/or public transit agencies should work with their governing body to identify and describe their top transportation construction projects, and coordinate with their DRPT and/or local VDOT office contacts to prepare and complete information for these applications. Officials are encouraged to coordinate with their DRPT and/or VDOT contacts far in advance of the September 30 deadline, and discuss a project's eligibility under Virginia's transportation funding programs and processes.

Projects seeking funding from most state and federal discretionary fund categories are required to go through the SMART SCALE prioritization process. However, several specific types of funding programs are exempt from the SMART SCALE prioritization process. Regional transportation revenue funds specific to Northern Virginia and Hampton Roads are exempt from the SMART SCALE process. Other exemptions currently include, but are not limited to, projects seeking funding in the following program categories:

- Revenue Sharing (separate application process- see page 20)
- Transportation Alternatives Program, which is a set aside of the Surface Transportation Block Grant Program (separate application process- see page 21)
- Access Program Funding (see page 20)
- Highway Safety Improvement Program ([HSIP](#)) and Other Safety Program Funds
- Telefees and Unpaved Road Related Funding

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- Dedicated Bridge Program Funding (through FY2020)
- State of Good Repair Program (This program provides funds to meet the asset management needs of bridges and highways as directed in §§ [33.2-352](#) and [33.2-369](#). The [CTB uses a needs-based State of Good Repair prioritization proces](#) that examines criteria on the maintenance-condition of highway bridges and/or pavements to allocate the funds and, thereby, guide the reconstruction and replacement of structurally deficient state and locally-owned bridges, and/or the reconstruction and rehabilitation of certain deteriorated pavements, including certain municipality-maintained primary extensions. The State of Good Repair prioritization process significantly differs from the SMART SCALE prioritization process in process, schedule, and criteria. For example, SMART SCALE considers criteria on congestion reduction, safety, accessibility, environment, economic development, and land use and transportation coordination to guide the development of Virginia's capital improvement projects. State of Good Repair process on locally-owned bridges involves a locality's review of VDOT bridge recommendation information and submittal of a formatted bridge funding request by the locality. State of Good Repair process on municipality-maintained primary extension pavements involves the locality's review of VDOT pavement condition information and submittal of a formatted funding application by the locality. Recent web-information on Virginia's State of Good Repair program and locally-owned bridges and/or municipality-maintained primary extension pavements is available at [http://www.virginiadot.org/business/local\\_assistance\\_division\\_funding\\_programs.asp](http://www.virginiadot.org/business/local_assistance_division_funding_programs.asp).)
- Congestion Mitigation and Air Quality Funding ([CMAQ](#))
- Regional Surface Transportation Block Grant Program Funding (the portion of federal [STBG](#) program funds that must be obligated in certain regional population areas)
- FTA program funds that are apportioned to the DRPT for public transportation are generally applied to fund operation and maintenance of transit services and facilities and are exempt. Requests to use nonexempt federal funds such as those for developing capital improvement transit projects (i.e.: the [FTA 5309](#) program), however, would be subject to SMART SCALE scoring.

A few other particular programs also retain a separate request-application funding process, such as the [Appalachian Regional Commission Local Access](#) and the [Federal Lands Access Programs](#).

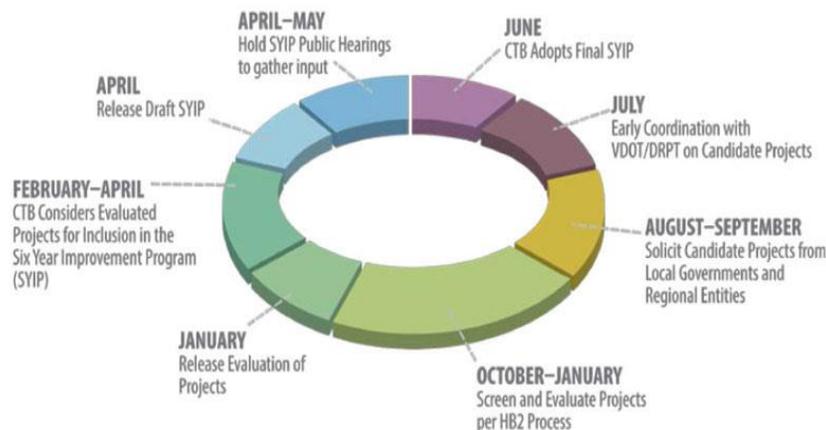
Under the SMART SCALE prioritization process, a region or local government, or public transit agency is responsible for identifying its top regional/local transportation priorities and providing the governing body's request or resolution of support, accompanied by the SMART SCALE application form and supporting information for each project recommendation. SMART SCALE candidate highway, transit, rail, operational improvements and transportation demand management projects and strategies must meet needs identified in VTrans2040 for a Corridor of Statewide Significance, Regional Network, or Urban Development Area, or an identified safety need. The eligible projects may include improvements that address a safety, congestion and/or other need. Applications require the region/locality/transit agency to coordinate with DRPT and/or VDOT and identify information on the project's various attributes. The applications are designed to describe each project, and allow a quantitative evaluation by the state with measures assessed for congestion reduction, safety, accessibility, environment, economic development,

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and land use and transportation coordination. The prioritization process is summarized in information online at <http://vasmartscale.org/>.

The current SMART SCALE prioritization process is depicted in the graphic below. Pending further consideration and potentially subject to change, the CTB plans to revise the current annual SMART SCALE process to a biennial cycle. CTB adopted an October 27, 2015 [resolution](#) and [policy](#) on the development of the SYIP wherein SMART SCALE process and associated funding programs would be updated in even-numbered fiscal year SYIP updates. Other programs that are exempt from the SMART SCALE prioritization process (described on the previous pages) would be updated annually or on other cycles. The new policy is scheduled to be implemented starting with the Fiscal Year 2018-2023 SYIP Update.

### The Current Annual SMART SCALE Process



### Transit Development Plans (TDPs) Are Required of Public Transit Operators

Every public transit operator receiving state funding is required to adopt and submit a TDP. All transit operators in Virginia are required to update their TDP every six years. DRPT has worked with transit operators across the Commonwealth to complete the TDPs. These provide a solid foundation for funding requests and important capital and operating information for the programming and planning requirements process. TDPs must be adopted by the operator's governing body and a letter must be submitted annually describing progress with implementing the TDP and any significant changes. Further information on TDP requirements and copies of final transit operators TDPs are available at the DRPT website:

<http://drpt.virginia.gov/transit/major-transit-initiatives/major-transit-planning/transit-development-plans/>.

### **III. THE RURAL TRANSPORTATION COOPERATION METHODS USED BY VIRGINIA**

VDOT and DRPT interact, provide for participation, and cooperate with rural local and regional officials in multiple ways, encompassing informal and formal means that range from simple daily communication between rural officials and VDOT District or DRPT contacts to preparing and holding public meetings or hearings on proposed allocations of funds for updating the Virginia SYIP. There are several steps and opportunities that provide for interaction, participation and cooperation between VDOT, DRPT and rural officials. The following specific methods are used:

#### **A) General Interaction Activities**

- Local meetings and public forums
- Use of the internet
- Informal activities (such as e-mails, phone calls or meetings with contact persons)

#### **B) Cooperation in Programming with the Six-Year Improvement Program (SYIP) and the STIP**

Transportation programming identifies the near-term funding that will be used to implement specific highway, rail and public transportation proposals. This includes funds for public transit operators and coordinated human service providers (who offer special transit service solutions such as transporting elderly and/or disabled persons). The programming process provides for rural interaction, participation and cooperation with the exchange of thoughts and information during several steps in the development of updates or amendments to the short-range programs under the [SYIP](#). The SYIP provides the basis for coordination and financial planning that is essential for development of the State Transportation Improvement Program ([STIP](#)). The key programming steps and opportunities include:

- The CTB [SMART SCALE project proposal application, screening, evaluation and selection process](#) (described on pages 7 through 9)
- The CTB State of Good Repair Program's prioritization and recommendation process that includes provisions on local inputs regarding locally-owned bridges and/or municipality-maintained primary extension pavements (described on page 8)
- Development of Virginia's SYIP (with CTB draft SYIP public meetings or hearings each spring, as well as fall and other CTB meetings pertaining to the SYIP) with roles for VDOT, DRPT and rural local officials including specific roles for certain rural local officials on the:
  - The urban highway maintenance program
  - The Secondary Six-Year Plan (SSYP) with annual County meetings ([§ 33.2-331](#)) on secondary state highway system improvement project budget priorities and/or plans
  - Specialized funding programs which apply grant request processes that are distinct and separate from the CTB SMART SCALE application process (such as for Rural

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Rustic Roads, Revenue Sharing, Recreational Access, Economic Development Sites and Airport Access Roadways, Safe Routes to School, Transportation Alternatives, etc.)

- Development of the STIP which is updated at least every four years, with a draft made available for public review and comment.

### **C) Cooperation in Transportation Systems Planning with the Long-Range Statewide Transportation Plan**

Long-range transportation planning offers additional steps in rural interaction, participation and cooperation between VDOT, DRPT and rural officials. It involves development of updates or amendments to long-range plans for multiple travel modes including rail, transit and highways. Steps with opportunities at the planning stage include:

- The long-range statewide transportation plan development (VTrans- the long-range plan for all modes- air, marine, rail, transit and highways)
- The VTrans Multimodal Transportation Plan development (VMTP- the highways, public transportation, and passenger and freight rail plan which is superseding the Virginia Surface Transportation Plan)
- Regional Long-Range Plans (RLRPs for rural area PDCs) and Transit Development Plans (TDPs)
  - The Rural Transportation Planning Program (RTTP) for rural area PDCs
  - Transportation technical committees with the rural area PDCs
- MPO transportation plans and programs (for those rural areas that adjoin metropolitan areas)

As required by the Code of Virginia, the state also reviews local comprehensive transportation plans and zoning actions that may affect the transportation network to examine their consistency with state transportation planning documents and assess potential impacts. More information regarding Virginia rural cooperation processes is presented in Appendix A. Appendices B and C provide maps of the VDOT Districts and Virginia's PDC areas, respectively. Appendix D provides a summary graphic showing how key input opportunities relate to the cooperative development of the important CTB SYIP, which affects Virginia's transportation investments over the next six years.

## **IV. LOOKING AHEAD- RURAL COOPERATION IN VIRGINIA**

Federal regulations direct that at least once every five years, the State shall review and solicit comments from non-metropolitan local officials and other interested parties for a period of not less than 60 calendar days regarding the effectiveness of the cooperation process and any proposed changes. Key review comments will be solicited, recognized and addressed with the final document. Comments on this review draft document and highways should be sent in writing to VDOT's state transportation planner, Mrs. Marsha Fiol, at

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[Marsha.Fiol@VDOT.Virginia.gov](mailto:Marsha.Fiol@VDOT.Virginia.gov). Comments on rail and/or public transportation should be sent in writing to the DRPT's Transit Planning and Project Development Manager, Jitender Ramchandani, at [Jitender.Ramchandani@drpt.virginia.gov](mailto:Jitender.Ramchandani@drpt.virginia.gov).

Virginia recognizes that cooperation with rural local officials is paramount to the success of the state transportation plans and programs. VDOT and DRPT will continue to work cooperatively with rural local and rural regional governments and other partners and continue to enhance opportunities for participation, access and input to the transportation planning and programming processes.

The rural cooperation processes may need to change periodically subject to procedural improvements or activities such as changes in federal directives in transportation planning regulations, or state directives in transportation prioritization processes. The State review of the rural transportation cooperation process will be repeated at least every five years in accordance with federal regulations, although an interim review and update of the consultation methods may occur if conditions warrant.

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### **DISCUSSION OF THE RURAL COOPERATION METHODS**

#### **A) General Interactive Activities**

VDOT and DRPT officials attend county board of supervisors meetings, and town or city council meetings/ forums, on request, to inform, consult and cooperate with local officials about roadway, transit or rail issues or projects. The internet is a valuable tool for sharing information with state, regional and local officials, and the general public. VDOT's website ([www.virginiadot.org](http://www.virginiadot.org)) includes links to corridor studies, the SYIP, the STIP, rural Regional Long-Range Plans (as the RLRPs become available from the PDCs), VTrans and the VTrans Multimodal Transportation Plan, a Board of Supervisors Manual and other local assistance VDOT information. The SYIP provides an overview of projects in the preliminary engineering, right-of-way, and construction stages and allows external customers to view details (e.g., location, estimates, funding) for any of the thousands of projects scheduled for construction or currently being constructed. DRPT also maintains a website ([www.drpt.virginia.gov](http://www.drpt.virginia.gov)) which provides links to information on transit and commuter assistance services, major public transportation projects, critical DRPT rail and public transportation programs, information on key DRPT contacts and the Online Grant Administration system (OLGA) for DRPT's grant programs and grantees. Internet hyperlinks to access these and other DRPT websites are provided on [pages 4 and 5](#). In addition, interested stakeholders can contact a State representative through various e-mail links, or VDOT or DRPT telephone numbers (discussed next).

VDOT and DRPT carry out a number of informal, general interactions with rural officials. For example, VDOT and DRPT staff are available to meet with local officials regarding transportation issues and projects in their respective jurisdictions. In addition, transportation planners at VDOT and DRPT regularly answer inquiries and provide information to their counterparts in rural and urbanized jurisdictions, by e-mail and phone. As discussed on [page 4](#), VDOT field offices often receive requests from local officials for maintenance (state highway maintenance work requests) or planning information. To reach someone in a VDOT construction district office, see VDOT region and contact information at <http://www.virginiadot.org/about/districts.asp> or call the VDOT main toll-free customer service number at 1-800-FOR-ROAD (800-367-7623). Information for reaching key staff at DRPT is available at <http://www.drpt.virginia.gov/about-us/our-staff/> or by calling 804-786-4440.

#### **B) Cooperation in Programming with Virginia's SYIP and STIP**

State code at [§ 33.2-214](#) authorizes the CTB to coordinate the planning for financing of transportation needs, including operational, maintenance and capital improvements for highways, railways, seaports, airports and public transportation, and to allocate funds for these needs. Programming focuses on where to invest Virginia's funding for transportation over the next six years. This critical step is achieved in the development of annual updates to the CTB's Six-Year

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Improvement Program (SYIP). The SYIP is an allocation plan that allots all funds from all sources for all projects for the next six years. The STIP is a federally-required four-year obligation plan that identifies the regionally significant projects and/or federally funded projects. The CTB seeks rural officials' inputs to guide the CTB's decisions on upcoming highway, rail and transit project selections. Rural officials are essential in cooperatively selecting the local components of the SYIP with respect to CTB's allocations of construction funds for the High Priority Project program (§ [33.2-370](#)) and the Highway Construction District Grants program (§ [33.2-371](#)), as well as for the highway system maintenance priorities. Virginia is using a SMART SCALE (§ 33.2-214.1) application, screening, evaluation and selection process that provides for the prioritization of capital improvement highway (VDOT) and public transit (DRPT) transportation project proposals. From August 1 to September 30, SMART SCALE applications are sought from regional and local governments, and public transit agencies, Virginia-wide, that seek state transportation funding by the CTB.

Rural and other localities are formally consulted for input during the development of the SYIP for upcoming allocations for construction projects and maintenance components, and on the extent to which funds are expected to be available. The state's historic funding methodology that traditionally funded the construction of capital improvements for the primary system, urban system and the secondary system was repealed July 1, 2016 per Chapter 684 (HB1887) of the 2015 Acts of Assembly. The historic funding method is replaced with a method ([§ 33.2-358](#)) that uses three new key state programs: a State of Good Repair Program, a High Priority Projects Program, and a Highway Construction District Grants Program. See the discussion on the SMART SCALE process beginning on [page 7](#). Besides submitting applications that propose project candidates using the SMART SCALE process for High Priority Projects and the Highway Construction District Grants Programs, rural officials can and should apply for other special federal and/or State transportation grant programs of interest, all of which need to be coordinated with the SYIP.

In review, the transportation highway, primary, rail and public transportation system(s) improvements scheduled for rural areas are determined by the locality in cooperation with CTB during the SYIP development process. Eligible rural area entities can apply for funding through various programs, such as highway safety and other statewide discretionary funds, as determined by the CTB.

### **The Six-Year Improvement Program (SYIP)**

The SYIP is a document that is updated annually and allocates funding to State highway, rail and transit projects over the next six years. The exchange of information and decisions made in the SYIP process affect the highway and transit federal funding actions that subsequently update or amend the Virginia STIP (discussed later). The CTB reviews the SYIP for update at least every year and coordinates with regional and metropolitan planning groups, localities, various transportation stakeholders, interested parties, and the public in deciding how to allocate funds

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for rail, public transportation, and highway projects, including the funding of Virginia's surface transportation network system's connections to support airports and ports. The programming financial process refines and coordinates short-range transportation project implementation based on plans, requests and applications to CTB for project funding needs (such as the SMART SCALE process), project budgets and schedules, and evaluations of priorities for construction, development or implementation. The creation of the SYIP can be summarized in several steps:

- 1) *Soliciting, Receiving, and Evaluating New Inputs.* Candidate project funding requests are filled out and submitted, screened, processed and evaluated; CTB holds fall meetings (typically in November) to further review, discuss and consider the inputs received and any additional input (the request/application deadlines vary depending on the funding program, an application period may close as early as September or as late as December). Evaluation results are released (typically in January).
- 2) *Forecasting Revenue.* Anticipated revenues are determined or updated based on the current federal authorization program and the latest revenue forecasts and debt management policy (typically in December or January).
- 3) *Developing Planning and Engineering Estimates.* Cost-budgets and schedules are developed and/or updated for each project in the SYIP (typically in December).
- 4) *Developing the Six-Year Financial Plan (SYFP).* The amount of funding available for allocations to the SYIP is determined (typically in January).
- 5) *Drafting the SYIP.* The CTB uses the current SYIP along with the latest SYFP, schedules, cost-budgets, and evaluations of project applications and requests to develop the initial draft for the new SYIP. .
- 6) *Developing the draft SYIP and Soliciting Public Comment via Internet.* The draft SYIP is made available for public comment via the internet at [www.virginiadot.org](http://www.virginiadot.org) (typically released in April, with comment from April to May).
- 7) *Holding Public Meetings and/or Hearings.* Public meetings and/or hearings are held in various locations throughout the State to solicit feedback on the draft SYIP (typically from April to May, in time for adoption of a final SYIP by CTB in June). Note that, besides these hearings, other events and opportunities exist for local officials to provide feedback to VDOT, DRPT, CTB or other transportation contacts, as noted in the sections and links of this document.
- 8) *Obtaining CTB Approval.* The CTB formally approves the SYIP, which is then posted on the internet at [www.virginiadot.org](http://www.virginiadot.org), (typically in a June CTB meeting) and becomes effective July 1<sup>st</sup> annually.

### Public Meetings and/or Hearings with the SYIP

At least annually, the CTB issues public notices and media announcements, and holds public meetings and/or hearings for the SYIP at different accessible locations covering urbanized as well as rural areas of the State. Copies of the review draft SYIP are available at the public meetings and/or hearings and on VDOT and DRPT's websites prior to the hearings. VDOT and

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DRPT information and contacts are provided for questions or comments. The latest VDOT web information on the SYIP usually is posted at <http://www.virginiadot.org/projects/syp-default.asp>. DRPT SYIP information is posted at <http://www.drpt.virginia.gov/about-us/six-year-improvement-program/>. The hearings provide for participation by the general public and local and State officials to provide input regarding a draft SYIP. Advice and input are solicited from members of the General Assembly, county boards of supervisors, city and town councils, planning districts, Metropolitan Planning Organizations, other public officials, and the general public. Rural local officials will use these meetings and/or hearings to provide input on proposed transportation improvements and critical needs on the primary and interstate highway systems and on rail, public transit, and bicycle and pedestrian facilities. In the typical annual cycle, based on input received from early communications and meetings, the State transportation staff prepare a draft of the SYIP. The work needs to be consistent with directives that include placing a priority on maintenance needs, paying off deficits on completed projects and not creating new deficits, ensuring use of available federal funds, fully funding construction projects within twelve months of completion, bringing phased projects or programs to a reasonable stage of completion, and requiring that new projects added to the program be eligible for federal funds or consistent with priorities as determined by the CTB. The draft of the SYIP is created and issued for public review, usually in spring, and then several meetings are subsequently held across areas of the State to accept input and consider comments on the draft. Subsequently, a final SYIP must be adopted by July 1<sup>st</sup> of each year, when the State begins its new fiscal year. For further information such as how public meeting and/or hearing notice is provided, where notices are published and the availability of review material prior to the meetings and/or hearings.

### **VDOT and DRPT roles with the SYIP**

As noted earlier, Virginia is using a SMART SCALE (§ 33.2-214.1) application, screening, evaluation and selection process that provides for the prioritization of most capital improvement highway (VDOT) and public transportation (DRPT) project proposals. From August 1st to September 30th, applications are sought from regional and local governments, and public transit agencies, Virginia-wide, that seek such state transportation funding by the CTB. Requests for funding of projects for specialized programs (discussed in a later section), involve distinct and separate request processes, other than the SMART SCALE process.

The process of developing the DRPT related rail and public transportation components of the SYIP involve grant based funding and timely reviews of new or revised grant applications. This is distinct from VDOT processes for specialized program project requests. The DRPT process is a partnership among CTB, VDOT, DRPT, local governments, rail and public transportation interests, public transportation officials, transportation demand management program operators, and human service agencies. Usually in December, DRPT annually advertises in newspapers across the State the availability of State and federal grant funds for public transportation, transportation demand management, and human service agency programs. DRPT assistance available for rural areas includes FTA [5310](#) and [5311](#) funding programs. Local officials apply for existing programs and prospective new operations and/or maintenance programs via DRPT's Online Grant Administration (OLGA) system, accessible at <http://olga.drpt.virginia.gov/>. DRPT

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staff members are available to answer questions and to assist applicants with the online application process. Grants are awarded for the fiscal year beginning in July of the following year (federal grants are awarded beginning in October 1). Similarly, rail related grants are generally available for short line railroads under the Rail Preservation Program at <http://www.drpt.virginia.gov/activities/railfunding.aspx> and Class I railroads under the Rail Enhancement Program. Those local officials that have public transportation programs also are asked for estimates of the capital projects to be undertaken in each of the following six years. Tentative allocations of federal and State funds to support future rail and public transit projects are included in the SYIP. All rail and public transportation grants and the tentative allocations of future revenues are included in the CTB's draft SYIP and are approved in June of each year.

To the extent that revenues are available, VDOT and DRPT cooperatively plan and program transportation system improvements with non-metropolitan city and town councils (along with any improvements managed and improved by the municipal public works department). The same is true for non-metropolitan county boards of supervisors. Both VDOT and DRPT will continue to work with rural local governments and other partners to continue to enhance opportunities for participation, access and input to the transportation planning and programming processes. Code of Virginia ([§ 33.2-3202](#)) directs the development and implementation of a State transportation decision making process that provides “*metropolitan planning organizations and regional transportation planning bodies a meaningful opportunity for input*”. For the SYIP, the CTB is to provide its (draft) priorities to MPOs and regional transportation planning bodies, and provide the MPOs and regional transportation planning bodies opportunity to identify their regional priorities for consideration.

### **Specific Roles for Certain Rural Local Officials for Urban Maintenance and Secondary Roadway Systems and Specialized Programs with the SYIP**

The opportunities to recommend candidate projects for funding under the SMART SCALE process should be carefully examined, as described beginning on [page 7](#). Rural local officials should also attend the CTB (fall) meetings and (spring) meetings and/or hearings regarding the development of the SYIP. Virginia provides local transportation officials with specific decision-making roles in annually, cooperatively selecting transportation improvement projects with the SYIP for urban maintenance and secondary roadway systems under the Urban Highway Maintenance Program, and the Secondary Six-Year Plan, respectively. Additionally, rural areas of Virginia are eligible to participate and receive funding as applicants for several special VDOT programs including, but not limited to, the following programs (separate from the SMART SCALE application process):

- Revenue Sharing Program
- Recreational Access Program
- Industrial, Airport, and Rail Access Program (Roadway Portion)
- Safe Routes to School Program
- Transportation Alternatives Programs

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- Highway Safety Improvement Program

The above programs are discussed in subsequent sections. Rural areas also can qualify for other funding for certain programs, such as certain highway safety and other statewide discretionary funds, as determined by the CTB.

The predictability and amount of funding for these is greatly dictated by the financial climate of the times, and changes of funding levels by the State and/or federal government. In dealing with future allocations for these systems, the state is dealing with approximations or projections. Annual funding updates allow the participants to update schedules and estimates of current projects. The process gives citizens a chance to identify or request new improvements annually; allows city and town councils, and county board of supervisors to evaluate their programs and update them for any changes in priorities annually; and helps VDOT or other designated local project managers ensure the effective obligation and use of federal funds.

### **The Urban Highway Maintenance Program with the SYIP**

Currently 81 municipalities participate in this urban system transportation program, and many include rural cities and towns. (Many Virginia cities and towns have a population of 3,500 or more and thus are urban but, nevertheless, are situated outside of a metropolitan area. Farmville (8,216 persons per the 2010 census) is an example of a rural, but non-metropolitan, town that participates in VDOT's urban programs). The program is based on statutes in the Code of Virginia. Section [33.2-319](#) of the Code authorizes the CTB to make payments to the cities and towns in the urban system for maintenance of roads and streets meeting specific criteria and under certain conditions. Annually, the CTB approves mileage additions and deletions and approves the payments to municipalities in the urban system for maintenance purposes. Payments are made to these localities on a quarterly basis. As noted in earlier discussions on the SMART SCALE process, the traditional urban system construction funding program was repealed by HB 1887 and allocations under that program are replaced by the new State of Good Repair, and SMART SCALE related High-Priority Projects and Highway Construction District Grant Programs.

VDOT has assigned a VDOT district representative to serve as the primary liaison with urban municipalities. VDOT coordinates the development of the Urban Maintenance Program (both for non-metropolitan and metropolitan areas) with the CTB SYIP. The urban maintenance program thereby becomes a component of the SYIP and the STIP. Information on the program is available from the VDOT website at: <http://www.virginiadot.org/business/local-assistance-programs.asp>.

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### **The Secondary Six-Year Plan (SSYP) with the SYIP**

The SSYP shows the road improvements planned using funds proposed for the next six years on the secondary road system. The development of the SSYP is a partnership between a county government and VDOT, including a non-metropolitan county (§ [33.2-331](#)). Although VDOT has authority for the construction and maintenance of the secondary road system, the county board of supervisors and a VDOT official in the VDOT district jointly prioritize and consider projects on the secondary road system for each county based on funding projections provided by the State.

The process begins with a meeting between VDOT and the county. The VDOT official representative(s) in the VDOT district usually provides recommendations for projects to be included in the SSYP. The projects may come from current VDOT improvement programs, and/or new needs identified by the county using the SMART SCALE application process or an alternate funding request process on a special project funding program. The board of supervisors and the VDOT representative jointly establish draft project priorities, and VDOT staff prepare a draft SSYP. At that time, the draft plan is available for public review at the VDOT district office, and a public hearing is held for input on the plan and budget for the upcoming year. Following the hearing, the board of supervisors establishes project priorities by adopting a resolution approving the plan and/or budget priority list for the upcoming year, with concurrence of the VDOT representative. Once each county has an approved SSYP per the Code of Virginia and the type of funding applicable to each project is determined, VDOT includes these priorities (both for non-metropolitan and metropolitan areas) along with the priorities that are set by the CTB in the SYIP. The SSYP becomes a component of the SYIP and the STIP. Further SSYP information is in the [VDOT Board of Supervisors Manual](#), accessible at <http://www.virginiadot.org/business/local-assistance.asp>.

**Specialized Funding Programs with the SYIP (These specialized funding programs have application processes which are distinct and separate from the CTB SMART SCALE application process)**

#### **-Rural Rustic Roads Program**

Under this program generally authorized in the Code of Virginia at § [33.2-332](#), a county has the option of designating particular low-volume roads with low-density development as a “rural rustic road” where the county agrees to limit growth along the road through zoning and planning. In addition to having no more than 1500 vehicles per day, the road should be within the VDOT secondary system, should be a priority in the Secondary Six-Year Plan, and should serve the local population. The Rural Rustic Road Program is a practical approach to paving Virginia's unpaved low-volume roads. Its goal is to keep traditional rural lane ambience, while improving the road surface within the current right-of-way. While there are no funds associated with the

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program at the time of this update, it does allow a low cost alternative for paving qualifying roads. Information on this and certain other related rural programs is available through links provided at <http://www.virginiadot.org/business/local-assistance-programs.asp#Rural%20Rustic>.

### **-Revenue Sharing Program**

This program is authorized by [§ 33.2-357](#) of the Code of Virginia and provides funding for use by a county, city, or town to construct, reconstruct, or improve qualifying highway projects. Locality funds are matched with State funds at a 50 to 50 percent match, with statutory limitations on the amount of State funds authorized per locality. Funds are allocated annually by the CTB based on existing statute and policies. Application for program funding must be made by resolution of the governing body of the jurisdiction requesting the funds. Construction may be accomplished by VDOT or by the locality under an agreement with VDOT.

### **-Recreational Access Program**

The program is authorized by [§ 33.2-1510](#) of the Code of Virginia and provides funds for recreational access roads or bikeways that make a “publicly developed recreational area or historic site” accessible, provided such a site is not private or federally maintained. The purpose is to make these recreational or historic sites accessible as opposed to creating solely a new transportation facility; e.g., a bikeway funded under this program might connect an area having heavy bicycle traffic to a park that presently is not accessible to cyclists.

### **-Economic Development Sites and Airport Access Program (Roadway Portion)**

Section [33.2-1509](#) of the Code of Virginia authorizes this program, which provides access to certain qualifying business operations or employment centers and licensed public use airports. Adequate access, in consideration of the type and volume of traffic anticipated to be generated by the subject site, may require the construction of a new roadway, improvement of an existing roadway, or both to serve the designated site. More information on this access program, as well as the recreational access program and the revenue sharing program is at <http://www.virginiadot.org/business/local-assistance-access-programs.asp>.

### **-Safe Routes to School Program**

The Safe Routes to School (SRTS) program began in 2005 from provisions in SAFETEA-LU and is administered by each State. The current SRTS program involves projects eligible in a competitive grant process under the new Surface Transportation Block Grant (STGB) program set-aside for the Transportation Alternatives Program (see the section following this). Applying for funding for SRTS activities is a competitive process. VDOT administers two types of funds:

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- Non-infrastructure funds are for education, encouragement, enforcement (law) and evaluation activities which further the stated purposes of SRTS
- Infrastructure project funds are for improvements that provide bicycle and pedestrian accommodations or safety enhancements.

All SRTS projects will be implemented using the Transportation Alternatives Program selection process. The purposes of the SRTS program are to:

- 1) Enable and encourage children, including those with disabilities, to walk and bicycle to school;
- 2) Make bicycling and walking to school a safer and more appealing transportation alternative, thereby encouraging a healthy and active lifestyle from an early age; and
- 3) Facilitate the planning, development, and implementation of projects and activities that will improve safety and reduce traffic, fuel consumption, and air pollution in the vicinity of schools.

All non-infrastructure projects require a formal endorsement by a school or school division.

The Virginia SRTS Program requires that applicants create an Activities and Programs Plan for the affected School(s). The plan is a written document stating the school community's intentions for making walking and bicycling to school(s) sustainable and safe. The plan must be submitted to VDOT and approved in advance of the submittal of applications for funding.

Information about non-infrastructure applications and other SRTS materials can be found on the VDOT SRTS website at: [www.virginiadot.org/saferoutes](http://www.virginiadot.org/saferoutes).

### **-Transportation Alternatives Program (TAP)**

Under the federal FAST Act enacted on December 4, 2015, a core Surface Transportation Block Grant (STBG) program provides set-aside funds for projects that have been eligible under the Transportation Alternatives Program. The Transportation Alternatives Program, thus, has been rolled into, and is part of, that larger program. Previously eligible TAP project categories have been preserved in title 23 USC and continue to include:

- 1) Transportation alternatives, as defined in section(s) 23 USC 101(a)(29) or 23 USC 213 on the day before the date of enactment of the FAST Act
  - (A) Construction, planning, and design of on-road and off-road trail facilities for pedestrians, bicyclists, and other nonmotorized forms of transportation, including sidewalks, bicycle infrastructure, pedestrian and bicycle signals, traffic calming techniques, lighting and other safety-related infrastructure, and transportation projects to achieve compliance with the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.)

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- (B) Construction, planning, and design of infrastructure-related projects and systems that will provide safe routes for non-drivers, including children, older adults, and individuals with disabilities to access daily needs
  - (C) Conversion and use of abandoned railroad corridors for trails for pedestrians, bicyclists, or other nonmotorized transportation users
  - (D) Construction of turnouts, overlooks, and viewing areas
  - (E) Community improvement activities, including-
    - (i) Inventory, control, or removal of outdoor advertising
    - (ii) Historic preservation and rehabilitation of historic transportation facilities
    - (iii) Vegetation management practices in transportation rights-of-way to improve roadway safety, prevent against invasive species, and provide erosion control and
    - (iv) Archaeological activities relating to impacts from implementation of a transportation project eligible under this title
  - (F) Any environmental mitigation activity, including pollution prevention and pollution abatement activities and mitigation to-
    - (i) Address stormwater management, control, and water pollution prevention or abatement related to highway construction or due to highway runoff, including activities described in sections 133(b)(11), 328(a), and 329; or
    - (ii) Reduce vehicle-caused wildlife mortality or to restore and maintain connectivity among terrestrial or aquatic habitats
- 2) The recreational trails program under 23 USC 206
  - 3) The safe routes to school program under section 1404 of the SAFETEA-LU (23 U.S.C. 402 note; Public Law 109-59)
  - 4) Planning, designing, or constructing boulevards and other roadways largely in the right-of-way of former Interstate System routes or other divided highways

### The STIP and Its Update

The [STIP](#) is a federally required program that, in Virginia, is based on the SYIP. The STIP identifies planned obligations for funding the preliminary engineering, right-of-way, and construction phases of project development for regionally significant projects and/or federally funded projects. It also identifies planned obligations for maintenance and operational improvements. At the beginning of each fiscal year, the FHWA determines Virginia's federal obligation authority, from which VDOT requests obligation amounts for preliminary engineering, right of way, and construction. The FTA is the cognizant transit agency for DRPT and provides similar information for transit projects. Rural officials, PDCs, and the general public are able to use the internet to access both the STIP and the SYIP.

Virginia's STIP is composed of all highway, rail, and transit projects anticipated to receive federal funding obligation in the next four years. It also includes projects of regional significance, requiring FHWA or FTA action, even if they are not anticipated to receive federal funding obligation in the four year timeframe of the STIP. Federally funded projects are

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identified from the Virginia SYIP, each MPO's Transportation Improvement Plan (TIP), Secondary Six-Year Plans, and other programs. As discussed in the prior sections, rural local officials are requested to provide funding recommendations through the SYIP development SMART SCALE prioritization process, and other input methods in the process of the development of the SYIP, which forms a basis for updates and/or amendments of the STIP.

Fall CTB meetings are held to discuss transportation improvement priorities for prospectively updating the SYIP and STIP. A draft SYIP is made available for public review and comment during public meetings and/or hearings that are held in the spring, and the SYIP is adopted by the CTB before July. The STIP is updated at least every four years, and a draft is also made available for public review and comment.

### **C) Cooperation in Transportation Systems Planning with the Long-Range Statewide Transportation Plan**

#### **The Statewide Transportation Plan ([VTrans](#))**

VTrans is Virginia's statewide multimodal transportation plan, which identifies goals, strategies and policies to address multimodal transportation needs over a 20-year planning horizon in accordance with requirements of [23 U.S.C. 135](#) and VA Code [§ 33.2-353](#). VTrans serves as the "umbrella" planning document for the state, establishing the direction from the Transportation Secretariat for all transportation planning initiatives.

The legislative requirements for the statewide multimodal transportation plan include: carrying out a continuing, comprehensive, and coordinated statewide multimodal transportation planning process in the development of a statewide multimodal transportation plan that advances Virginia businesses and attracts a 21st century workforce by improving goods movement and supporting strategic placemaking.

VTrans also identifies Corridors of Statewide Significance, Regional Networks and Urban Development Areas that are critical to the multimodal transportation system across and within the state, and identifies recommendations for improvements to those areas based on seven VTrans Guiding Principles to ensure future mobility:

- Optimize Return on Investments
- Ensure Safety, Security, and Resiliency
- Efficiently Deliver Programs
- Consider Operational Improvements and Demand Management First
- Provide Transparency and Accountability through Performance Management
- Improve Coordination between Transportation and Land Use
- Ensure Efficient Intermodal Connections

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The goals of VTrans include: Economic Competitiveness and Prosperity; Accessible and Connected Places; Safety for All Users; Proactive System Management; and Healthy and Sustainable Communities.

The development of the statewide transportation plan update, [VTrans2040](#), is underway under the oversight of the Office of Intermodal Planning and Investment. Its development is guided and supported by a Multimodal Working Group, which includes planners from the state transportation agencies and the Office of the Secretary of Transportation. In development of an update to VTrans, rural local officials are provided a number of opportunities to participate in the process and provide input. The statewide transportation plan update process entails having the state transportation entities, rural localities, rural regional PDCs, and MPOs coordinate and work together (as well as have other interested parties and the public contribute) in identifying current and future transportation needs, and in providing the transportation plans, programs, and project concepts that will respond to the needs.

On December 9, 2015 the [CTB adopted and forwarded to the Governor and General Assembly a VTrans2040 Vision and a Needs Assessment](#) of Virginia's Corridors of Statewide Significance (CoSS), Regional Networks (RN), and Urban Development Areas (UDA). The report was developed with inputs from a Multimodal Advisory Committee, with extensive stakeholder and public outreach as part of the VTrans2040 development. Outreach included two rounds of regional forums where the needs assessments were developed for all geographies (CoSS, RN, UDA), as well as additional 2 to 3 meetings at the MPO regional level; with a two week comment period from August 1st to August 18th, 2015. Further work for VTrans2040 is underway. The CTB also directed that a VTrans action plan and 2040 Scenario Assessment shall be provided to the CTB by the end of 2016, and that the Office of Intermodal Planning and Investment shall coordinate the work with all state transportation agencies and other stakeholders and the public. Additional information about VTrans can be found at [www.vtrans.org](http://www.vtrans.org).

### **The VTrans Multimodal Transportation Plan (VMTP)**

The VTrans Multimodal Transportation Plan (VMTP), a 20-year or more long-range plan, is updated in concert with the VTrans Vision. It outlines needed highway, pedestrian and bike infrastructure, public transit and rail improvements. The improvements focus on the Corridors of Statewide Significance, regional networks and locally designated Urban Development Areas. The plan provides information for potential long- term and short-term projects and policies based on the goals and needs identified in VTrans, as well as the goals and needs of regions and localities. This input is gained through a series of in-person regional forums and continuing online engagement. The purpose of the VMTP is to recommend transportation system improvements that are needed to accommodate existing and future capacity, and/or to address geometric and safety deficiencies. It focuses on tying the inter-regional and intra-regional good movement and passenger travel needs with the future economic needs of the various regions in the Commonwealth. The VMTP is used to implement VTrans policies and identify projects that warrant consideration for funding within the Six-Year Improvement Program; it also serves to

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highlight those projects that would be suitable for SMART SCALE applications.

The VTrans Multimodal Transportation Plan (VMTP) is superseding and updating the Virginia Surface Transportation Plan (VSTP). The VMTP is to be developed before the end of 2016. The scope of the VMTP is broader than the scope of the VSTP, in that the VMTP shall include planning for key projects and programs concerning additional modes of transportation, such as airports and marine ports. For information updates and upcoming events on the development of the VMTP visit <http://www.vtrans.org/vtrans2040.asp>.

### **Regional (PDC Rural) Long-Range Plans (RLRPs) and Transit Development Plans**

RLRPs are transportation plans that contain highway, transit, bicycle, pedestrian, operational, and freight recommendations for areas of the State not covered by an MPO. They are cooperatively developed in association with the Rural Transportation Planning Program, discussed later. The development of RLRPs is a recent process, and expanded outreach is being conducted for improving public participation in the development of future updates. The RLRPs are available online at: [http://www.virginiadot.org/projects/rural\\_regional\\_long-range\\_plans.asp](http://www.virginiadot.org/projects/rural_regional_long-range_plans.asp). They identify transportation funding priorities and assist in transportation and other planning and programming for rural areas. These plans conform to requirements similar to the program federally mandated for the metropolitan planning process. They contain a 20-year planning horizon and five year update cycle, undergo public review and serve as a tool for providing a regional perspective on transportation issues and strategies for local governments in rural areas. The roadway improvements identified and officially documented in these plans feed into the VSTP/VMTP and VTrans which were discussed earlier. The Regional Long-Range Plans:

- Cover roadways functionally classified major collectors and above
- Identify operational improvements (intersection improvements, access management strategies, signalization, turning lanes, roundabouts, etc.)
- Determine the location and potential impact of high growth areas (residential, retail and distribution) using local comprehensive land use plans
- Identify critical freight infrastructure and routes, and associated improvements
- Target facilities for bicycle and pedestrian improvements
- Identify corridors to preserve right-of-way for future transportation improvements
- Identify potential setback requirements for corridors for local enforcement
- Determine potential zoning or corridor overlay tools for local use
- Outline the need for on-demand transit services and
- Allow for local and regional discussion of planned projects and further the rural interaction, participation and cooperation efforts of the state.

Regarding the public transportation component of rural long-range planning, DRPT has implemented a requirement that all transit agencies, including rural providers, have a current [Transit Development Plan \(TDP\)](#) updated every 6 years. As part of the TDP planning process,

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the transit agency or provider is required to assemble a stakeholder group that may consist of local elected officials, planning staff, members of the public, etc. through the development of the TDP. Each TDP contains a constrained six-year financial element that identifies the agency's capital and operating revenues and expenses for the six-year planning horizon. The TDP contains recommendations for improvements that may be identified in the constrained element of the plan. TDPs must be adopted by the operator's governing body. A letter must be submitted annually describing progress in implementing the TDP and any significant changes, and updating the TDP to refine the TDP by modifying recommendations and extending the constrained six-year financial element out an additional year. The TDP is expected to provide a basis for the near-term transit recommendations that are identified in the RLRPs.

The Rural Transportation Planning Program (RTPP) is funded with State Planning and Research (SPR) program funds, which are federally provided to Virginia for conducting transportation planning and research. Under the RTPP Assistance Program, PDCs develop, in cooperation with VDOT, DRPT, transit providers and localities, the Regional Long-Range Plans (RLRPs) for rural transportation. The RTPP is not a State or federally mandated program and is carried out at VDOT's discretion. The associated Rural Transportation Planning Assistance Program (Assistance Program) provides funding to certain PDCs to carry out transportation planning activities in rural areas. A PDC is eligible to receive these funds if it encompasses rural areas defined "outside the metropolitan study area boundaries approved by the metropolitan planning organizations" under Section 134 of Title 23 of the United States Code. A map depicting the geographical boundaries for Virginia's 21 PDCs is provided in Appendix C. At the time of this update, each eligible PDC receives \$72,500 to carry out transportation planning activities annually in its rural areas. VDOT provides \$58,000 in SPR funds and the PDCs provide the remainder (\$14,500 or 20 percent of the total).

State transportation agency staff regularly attend and participate in the transportation technical committee meetings coordinated by the rural regional PDCs. In the urbanized areas, MPOs have similar committees which VDOT and DRPT staff also participate in. All of the PDCs receiving RTPP funds have established a rural transportation technical committee. The PDC technical committees are composed of rural local officials and planning staff. The meetings serve as a forum where regional transportation issues are discussed and rural officials present information and get feedback on statewide, regional, and local transportation plans.

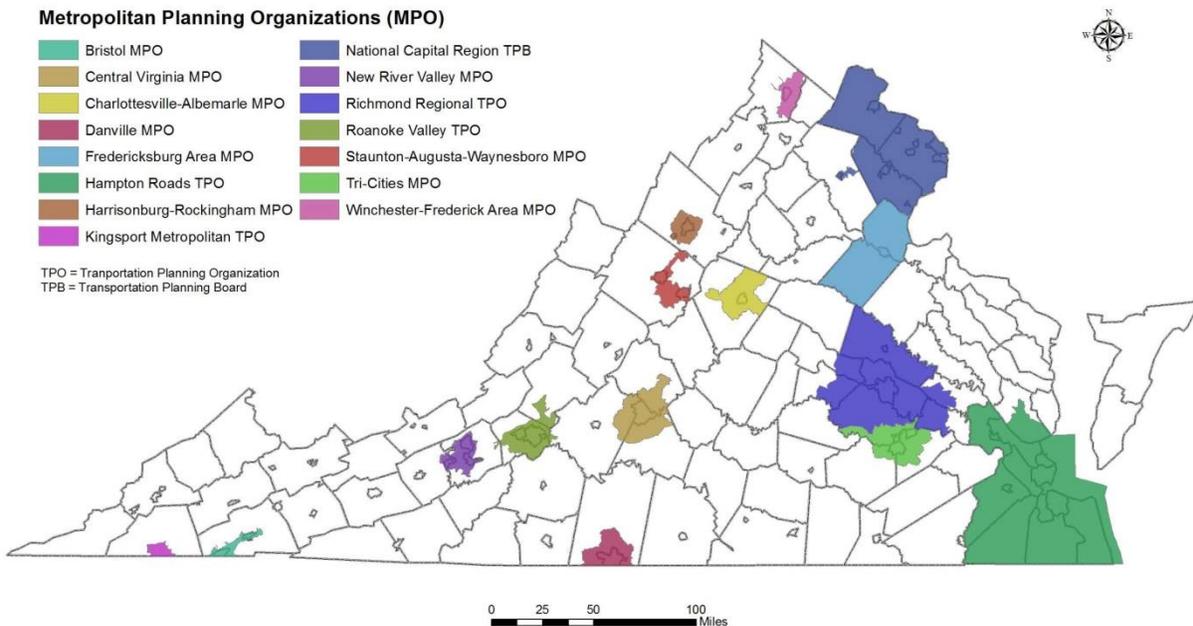
### **MPO Long-Range Transportation Plans and Transportation Improvement Programs**

MPO activities are not part of the rural planning process, but discussion of the MPOs is relevant because a rural locality might be an "interested party" in an MPO proposed transportation plan or program. Many metropolitan areas adjoin a rural area, and the MPO planning could affect the rural area. Some counties have both MPO and rural areas, providing the county direct opportunities for coordination of the MPO and the rural activities of a PDC region.

The roadway, public transit and rail improvements that are identified and officially documented

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in MPO plans and programs feed into the VSTP/VMTP and VTrans. At the time of this update, there are 15 MPOs with special transportation decision-making roles for the urbanized areas.



The primary functions of an MPO are to:

- 1) Approve an annual Unified Planning Work Program (UPWP) and budget
- 2) Prepare and adopt a Constrained Long-Range Transportation Plan (CLRP)
- 3) Recommend projects for implementation from the CLRP through the adoption of the short-range Transportation Improvement Program (TIP)
- 4) Approve an air quality conformity determination, if applicable, to support a CLRP and/or TIP

VDOT's general role is to participate as a voting member representing the State, and provide policy guidance and technical assistance to the MPOs in cooperatively developing the urbanized areas' transportation plans and programs. DRPT participates as a voting member on all of the MPO Technical Advisory Committees and is a voting member of the Hampton Roads and Roanoke Valley TPO. A rural locality adjoining an MPO should note that MPOs are required to provide reasonable opportunities for interested parties to be involved in the metropolitan planning process, including but not limited to reasonable opportunity for interested parties to comment on the MPO's draft CLRP or TIP.

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Similar to its planning requirements that apply to local governments, the Code of Virginia at [§ 33.2-214](#) contains provisions on the coordination and consistency of metropolitan regional long-range transportation plans or regional Transportation Improvement Programs with the CTB Statewide Transportation Plan (VTrans), the CTB SYIP , and the CTB selection of route locations for state controlled highways.

Federal regulations in 23 CFR 450 require that a continuing, cooperative, and comprehensive transportation planning process (3C) be conducted in all areas of a state, including each urbanized area (areas of 50,000 or more population). Compliance with the requirements is necessary for a State department of transportation, MPO or other authority to be eligible for federal transportation funds and approvals. Special metropolitan planning and programming requirements apply to the urbanized areas. Long-range plans and short-range programs must be developed and updated by each area's designated MPO in cooperation with the State and applicable public transportation operators, with input from the public and affected entities. The MPO long-range and short-range costs for the transportation system and projects must be financially constrained to balance with reasonably available, committed or available revenues.

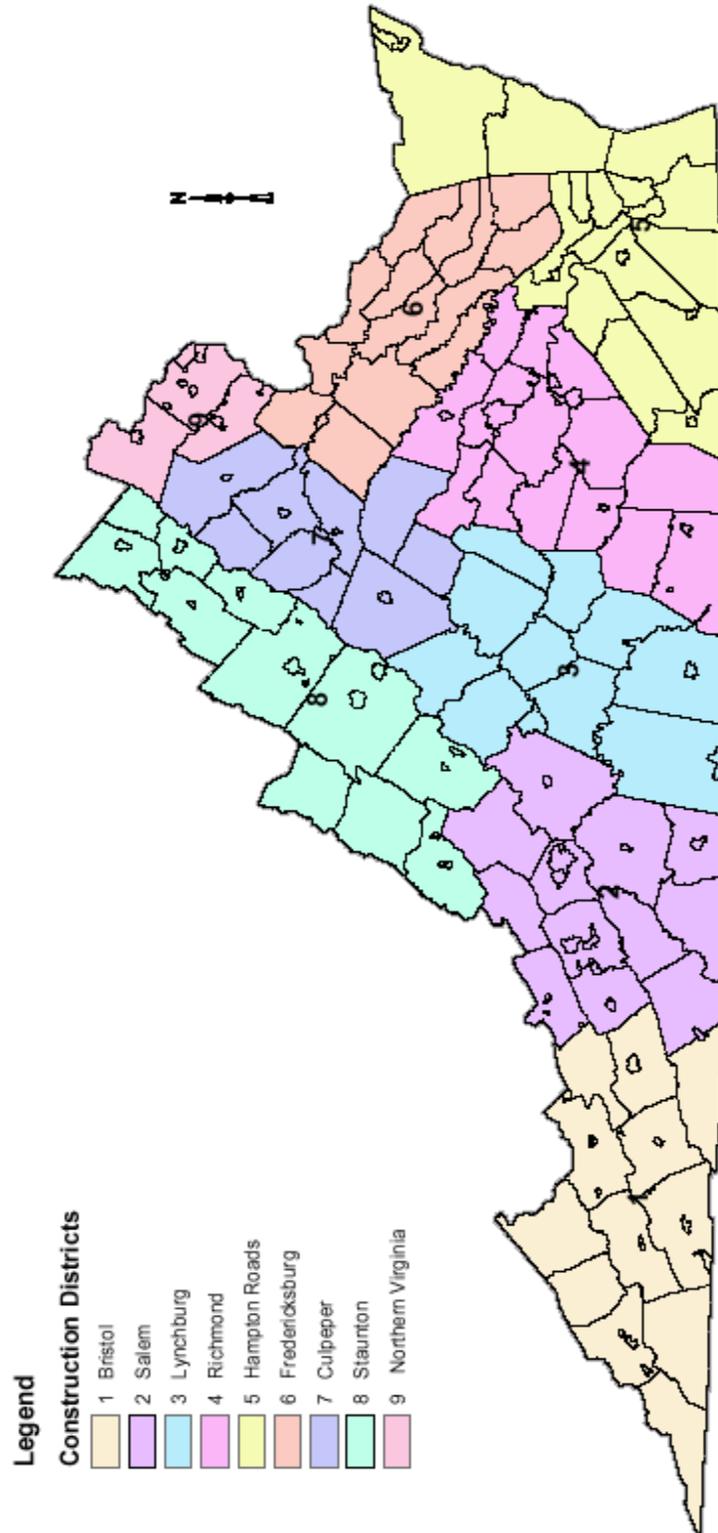
### **MPO Transportation Improvement Programs (TIPs)**

Unlike the SYIP which the CTB must update at least annually, an MPO TIP must be updated at least every four years, typically in conjunction with the update of the STIP. The MPO short-range TIP must be consistent with the MPO long-range CLRP. The State and MPO, nevertheless, must appropriately coordinate the project planning and programming actions that affect an MPO area. Most MPOs provide annual or more frequent amendments for their TIP.

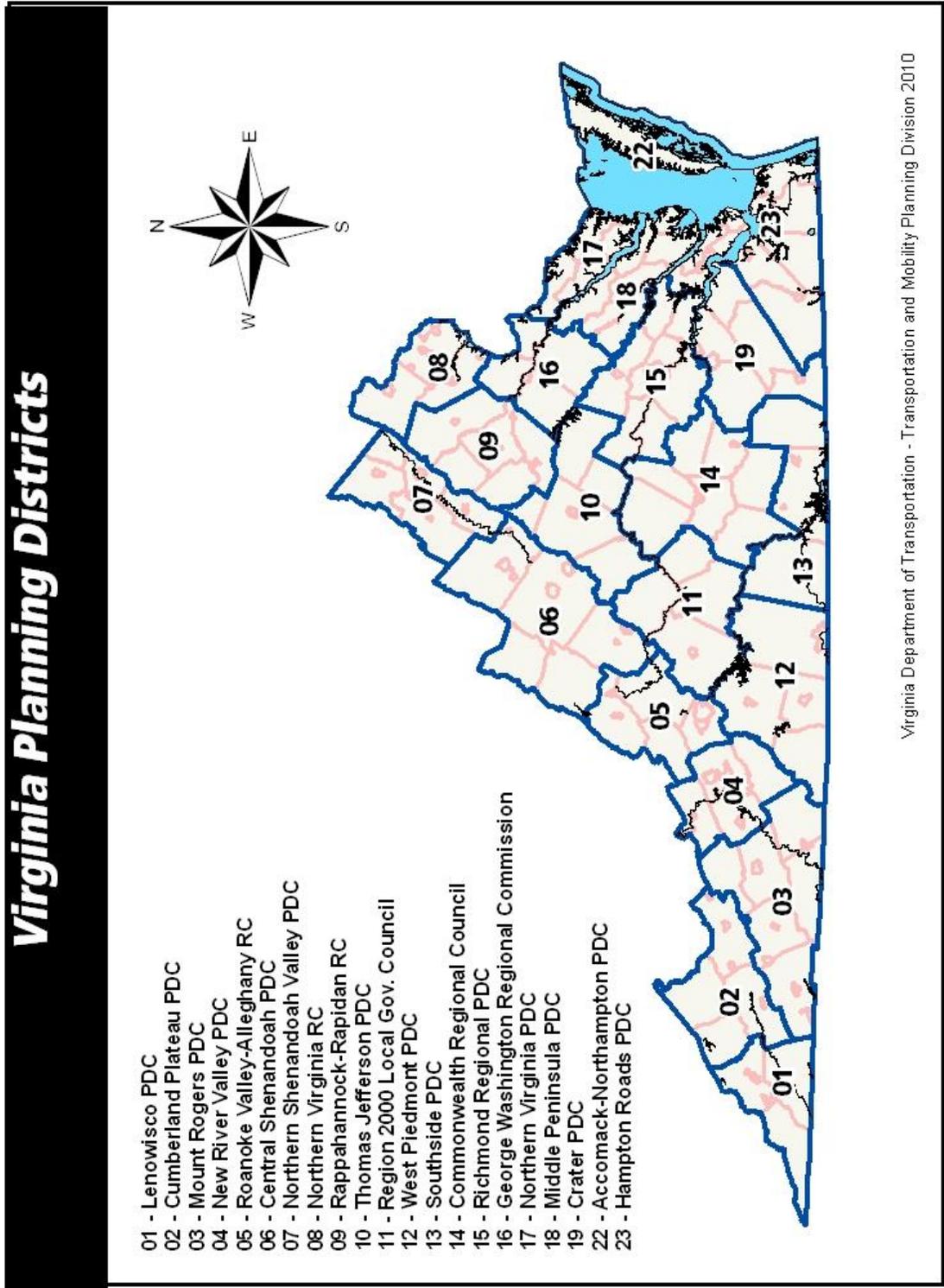
In overview, the State provides information, such as financial forecasts and costs, consistent with the current and/or draft SYIP to an MPO for use in preparing a preliminary draft MPO TIP update or amendment. MPO staff, in cooperation with VDOT and DRPT staff, will make any changes necessary, and the preliminary draft TIP is developed, reviewed and approved by the MPO technical committee. Next, the MPO policy committee approves it for release as the draft TIP for public review in accordance with each MPO's adopted public involvement procedures. If applicable, air quality conformity analysis and testing also would be conducted in developing the preliminary draft TIP in those MPOs designated as air quality non-attainment or maintenance areas. Conformity analysis and testing takes approximately six to eight weeks to conduct, at which time the MPO technical and policy committees respectively would approve the release of the draft TIP as well as its conformity analysis for public review. Public review of the draft TIP typically lasts for two weeks (30 days in Northern Virginia), with public comments considered and responded to in the MPO's approval of the final TIP. The final is submitted for the Governor's designee's approval. A final TIP for an air quality conformity area, however, needs an additional 45 day federal review to receive full approval. Once fully approved, a final TIP is included without change in the State's STIP.

**APPENDIX B – Map of the VDOT Construction Districts**

# Construction Districts

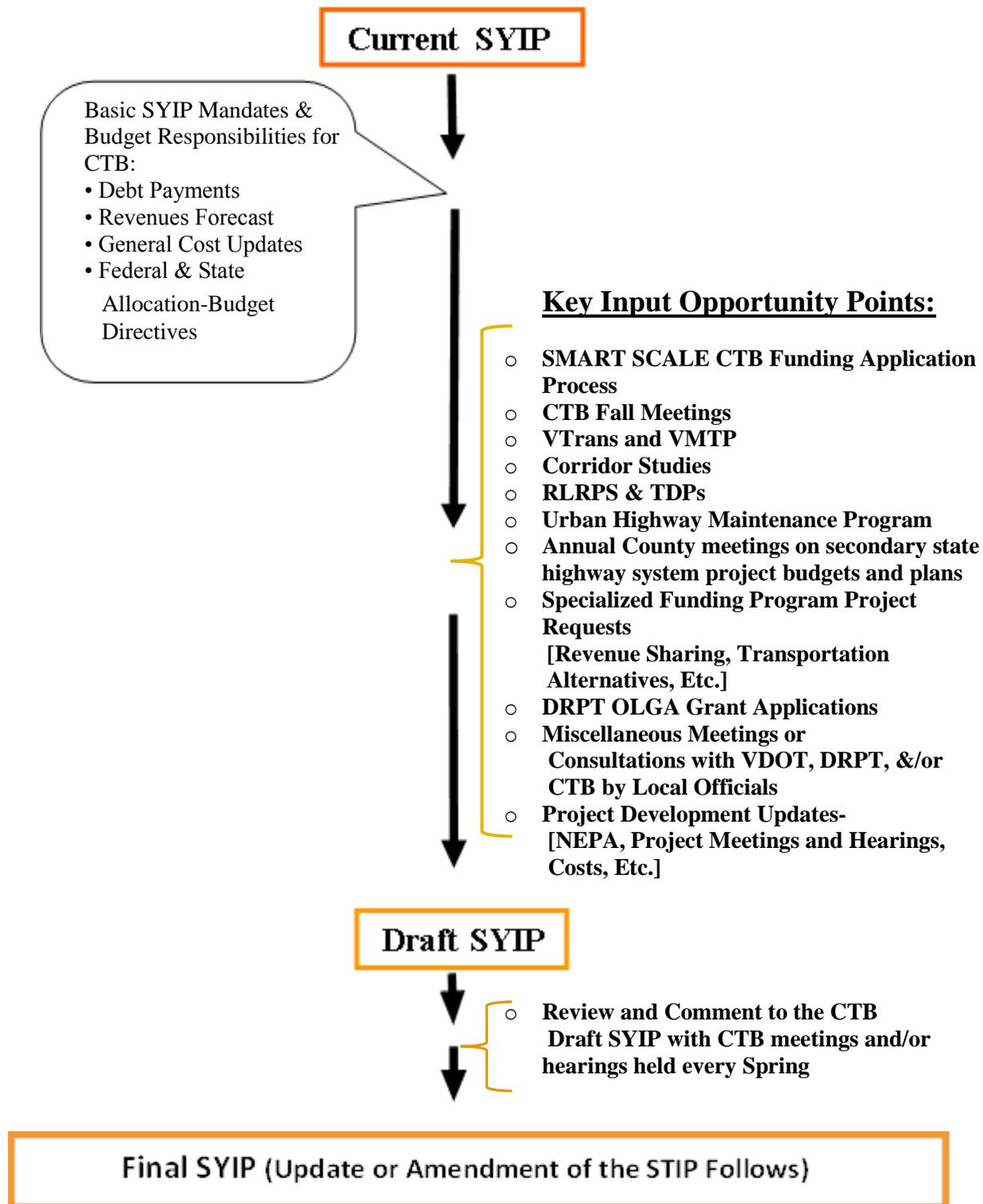


APPENDIX C- MAP OF THE PDC REGIONS



## Appendix D

### Graphic on Key Input Opportunities with SYIP Development



# THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

## BYLAWS

### ARTICLE I

#### Name and General Authority

Section 1. The name of this organization shall be the Thomas Jefferson Planning District Commission, hereinafter referred to as the "Commission."

Section 2. The Commission and its actions shall conform to the Virginia Area Development Act (Title 15.1, Chapter 34, Sections 15.1-1400 through 15.1-1415, Code of Virginia, 1950, as amended), the Charter Agreement of the Thomas Jefferson Planning District Commission as it may be amended from time to time, and to the pertinent current rules and regulations of the Virginia Division of State Planning and Community Affairs.

### ARTICLE II

#### Purpose

Section 1. The purpose of the Commission shall be to promote the orderly and efficient development of the physical, social and economic elements of the Planning District through effective planning and by encouraging and assisting governmental subdivisions to plan for the future.

### ARTICLE III

#### Membership

Section 1. Membership shall be set forth in the Charter Agreement of the Thomas Jefferson Planning District Commission.

Section 2. All members of the Commission shall serve without compensation or refund of personal expenses except when officially representing the Commission or as otherwise authorized by the Commission.

### ARTICLE IV

#### Meetings of the Commission

Section 1. Regular meetings of the Commission shall be held at 7:00 p.m. on the first Thursday of each month. The annual meeting shall be the regular meeting in June except that the date, time and place may be otherwise as determined by the Chair.

Section 2. Special meetings of the Commission shall be held at the call of the Chair or upon the written request of one-third of the Commission members stating the purpose for such special meeting. The call to a special meeting shall be given at least 24 hours prior to the meeting. The media shall be notified at the time of the call.

Section 3. Notice giving the time, date, place and agenda for all regular meetings of the Commission shall be sent at least five days prior to the meeting date to each Commission member and to representatives of the media.

Section 4. All meetings of the Commission shall be open to the public and shall be held at the office of the Commission except as determined otherwise by the Chair.

Section 5. Whenever any Commission member fails to attend three consecutive regular meetings, the Chair shall notify the governing body of which the absent member is an appointee and shall recommend that replacement of the member be considered.

## ARTICLE V Voting Rights and Procedures

Section 1. Each member of the Commission in attendance shall be entitled to one equal vote in all matters before the Commission.

Section 2. Except where indicated otherwise in these bylaws, all actions of the Commission shall be approved by a majority vote of the members present and voting.

Section 3. One Commission member more than one-half of the membership shall constitute a quorum.

Section 4. Each member governmental subdivision shall be represented by at least one Commission member at any meeting at which action is taken requesting per-capita donations from the participating governing bodies, and such actions shall be approved by the affirmative vote of at least two-thirds of the members present.

## ARTICLE VI Officers

Section 1. The elected officers of the Commission shall be a Chair, Vice Chair, secretary and treasurer. The officers of the Commission shall be elected and take office at the annual meeting. Their terms shall be for a period of one year commencing at the end of the annual meeting and terminating at the next annual meeting or until their successors are subsequently elected.

Section 2. The Chair shall preside at all Commission meetings, shall sign all acts or orders necessary to carry out the will of the Commission, shall have the authority to assign routine administrative functions to the executive director, shall be eligible to vote on all matters before the Commission, and shall have the generally recognized powers and duties of the office of Chair or president of an organization.

Section 3. The Vice Chair shall serve as Chair in the absence or disability of the Chair. In the case of a vacancy in the office of Chair, the Vice Chair shall assume the Chair's duties until a new Chair is elected to fill the unexpired term.

Section 4. A vacancy in an office shall be filled for the unexpired term by the Commission at the next regular meeting following occurrence of the vacancy, except that no such action shall be taken unless placed on the agenda mailed to all members. A member elected to fill an unexpired term may be elected to a successive full term in that office.

Section 5. The Chair and Vice Chair of the Commission shall not be representatives of the same governmental subdivision nor shall they be elected officers of the governmental subdivisions whose respective terms therein expire simultaneously (i.e., not two elected supervisors whose terms run concurrently). The Chair and Vice Chair may succeed themselves in office for no more than one additional term.

Section 6. At its April meeting in each year the Chair shall appoint a nominating committee consisting of at least three Commissioners. At least 10 days prior to the meeting at which the ensuing election is to be held, the nominating committee shall send to each Commission member a list containing the name of one nominee for each elected office. Additional nominations may be made from the floor during the meeting at which the election is held.

Section 7. If more than one name is placed in nomination for any elected office, the vote for that office shall be written by secret ballot.

Section 8. The secretary and treasurer need not be members of the Commission, and may succeed themselves in office.

Section 9. The secretary shall prepare and maintain permanent written record of all Commission proceedings, shall transmit notices and agendas to the membership, and transmit a copy of the minutes of each Commission meeting to each member prior to the next regular meeting.

Section 10. The treasurer shall be responsible for oversight of staff responsibilities for receiving, keeping and disbursing all funds and property of the Commission, investing funds when and as authorized by the Commission, maintaining permanent records of all financial transactions, and for signing all warrants and checks issued against the Commission. The treasurer's financial report will be submitted to the Commission the month following the annual audit.

## ARTICLE VII Standing and Special Committees

Section 1. The Commission or Chair may establish standing and special committees as it deems necessary and shall determine the instructions for and method of appointing members to each committee. Vacancies in the committees shall be filled by the Chair of the Commission unless otherwise required in the bylaws approved by the Commission.

Section 2. All appointments to standing committees shall be for a term of one year, concurrent with the terms of officers of the Commission, except when otherwise required by the bylaws.

Section 3. The Chair of the Commission shall be an ex-officio, non-voting member of all committees authorized by this article.

Section 4. Reports of all committees authorized by the article shall be in writing and shall be made part of the permanent records of the Commission.

## ARTICLE VIII Staff

Section 1. The Commission shall appoint an executive director who shall serve as the chief administrative officer. The executive director shall serve at the pleasure of a majority of the Commission membership and his compensation shall be established by the Commission.

Section 2. In addition to the executive director, the Commission shall establish such staff positions as may be necessary to carry out the functions of the Commission. Professional and support personnel and their compensation shall be selected and determined by the executive director within budgetary and other limitations as established by the Commission. The executive director shall be responsible for the day-to-day management of staff.

Section 3. In addition to his regular administrative duties the executive director shall:

- (a) recommend work programs and financing methods for adoption by the Commission.
- (b) prepare the annual budget for adoption by the Commission.
- (c) arrange for an annual audit of the accounts of the Commission by an independent auditing firm, a copy of which shall be submitted to the governing body of each participating governmental subdivision.
- (d) countersign all warrants and checks issued against the Commission.
- (e) provide all other functions and duties as may, from time to time, be assigned to him by the Commission.

## ARTICLE IX Receipts, Expenditures and Budget

Section 1. The fiscal year of the Commission shall be from July 1 to June 30.

Section 2. The Commission may receive contributions from the Commonwealth of Virginia in accordance with Section 15.1-1412 of the 1950 Code of Virginia as amended.

Section 3. The Commission may make application for and accept loans and grants of money or materials or property at any time from any private or charitable source of the United States of America or the Commonwealth of Virginia, or any agency or instrumentality thereof.

Section 4. The Commission may request and accept annual financial contributions from the governing bodies of the member governmental subdivisions on the basis of an equal per-capita rate as established by the Commission. For the purpose of determining such contributions, population data shall be adjusted each year as defined in Section 15.1-1402(f) of the 1950 Code of Virginia as amended, except that the population of a county shall exclude any town within that county which is a member of the Commission. Such contributions shall be due in quarterly installments on the first day of July, October, January, and April of each year and, if any payment is not paid by a member subdivision within thirty (30) days of the due date, shall cause forfeiture of voting rights for all Commission representatives of that subdivision until such time as all the delinquent contributions are paid.

Section 5. An additional request for financial contributions may be made upon a governmental subdivision for particular services of a local nature which are requested by said governmental subdivisions and which are not included in the general work program adopted by the Commission. This shall be agreed upon by the Commission and the appropriate governmental subdivision.

Section 6. All payments, except for petty cash, shall be made by check against funds on deposit in the bank. The Chair, the treasurer and the executive director shall be bonded. All checks shall be signed by any two of the following: Chair, treasurer, or executive director (or his designee) of the Commission. However, at the discretion of the executive director, payroll checks and checks containing pass-through payments to grant subrecipients previously approved by the Commission may be signed by the executive director and his designee. The executive director shall notify the treasurer when such action is to be taken.

Section 7. All payments of a regular and recurring nature and payments of a special or nonrecurring nature less than or equal to \$10,000 shall be authorized with approval of the annual budget by the Commission, with the Chair or treasurer and the executive director authorized to approve such payments. In addition, all payments of a special or nonrecurring nature in excess of \$10,000 shall be approved by the Commission.

Section 8. The budget and work program for the ensuing fiscal year shall be approved by the Commission at or before the regular meeting in May.

#### ARTICLE X Parliamentary Procedure

Section 1. In all matters of parliamentary procedure not specifically covered by these bylaws, Roberts Rules of Order, Revised, shall be observed.

#### ARTICLE XI Amendment of Bylaws

Section 1. Any proposed amendment to these bylaws shall be presented to each member of the Commission at least 30 days prior to the meeting at which they are to be voted upon. A two-thirds vote of all members of the Commission, voting at a regular meeting, shall be required to adopt any proposed amendment to the bylaws.

#### ARTICLE XII Effective Date

Section 1. These bylaws and any amendments thereto shall become effective immediately upon adoption.

		5/5/2016	12/1/2016
	\$0.62 per capita	\$0.62 per capita	\$0.62 per capita
<b>Revenue</b>	<b><u>FY16 Actual</u></b>	<b><u>FY17 Operating</u></b>	<b><u>FY17 Final</u></b>
Federal	\$778,013	\$717,047	\$1,167,439
State	\$321,089	\$339,758	\$354,827
Local	\$189,017	\$158,258	\$302,050
Local per capita	\$150,752	\$152,817	\$150,809
Interest Income	\$1,199	\$750	\$1,200
Rent Income	\$6,715	\$6,400	\$8,200
<b>Total Revenue</b>	<b>\$1,446,785</b>	<b>\$1,375,030</b>	<b>\$1,984,525</b>
<b>Expenditures</b>			
Personnel			
Salaries	\$559,612	\$537,243	\$613,382
Fringe and Release	\$126,180	\$135,037	\$143,455
<b>Total Personnel</b>	<b>\$685,792</b>	<b>\$672,280</b>	<b>\$756,837</b>
Direct Costs			
Overhead			
Postage	\$3,038	\$3,708	\$3,546
Subscriptions	\$105	\$550	\$550
Supplies	\$3,946	\$7,255	\$7,738
Audit-Legal	\$15,608	\$16,500	\$16,750
Advertising	\$12,073	\$12,370	\$18,638
Meeting Expenses	\$3,530	\$2,860	\$2,776
TJPDC Contractual	\$45,578	\$54,866	\$55,298
Dues	\$6,964	\$8,434	\$8,420
Insurance	\$3,259	\$3,450	\$3,300
Printing/Copy	\$5,471	\$5,491	\$5,774
Rent	\$82,140	\$85,047	\$84,529
Equip/Data Use	\$26,087	\$17,708	\$20,420
Telephone	\$6,697	\$6,557	\$5,620
Travel-Vehicle	\$16,487	\$13,678	\$12,627
Janitorial	\$9,493	\$9,600	\$10,920
Professional Development	\$7,808	\$11,890	\$12,884
<i>Total Direct Costs</i>	<i>\$248,284</i>	<i>\$259,964</i>	<i>\$269,790</i>
<b>TOTAL OPERATING EXPENSES</b>	<b>\$934,076</b>	<b>\$932,244</b>	<b>\$1,026,627</b>
<b>Net Ordinary Income</b>	<b>\$512,709</b>	<b>\$442,786</b>	<b>\$957,898</b>
Other			
MPO Pass Thru	\$0	\$0	\$0
HOME Pass Thru	\$316,592	\$410,174	\$421,350
Grants Contractual	\$0	\$617	\$380,150
Grants Pass Through	\$115,830	\$31,995	\$120,250
<i>Total Other Expenses</i>	<i>\$432,422</i>	<i>\$442,786</i>	<i>\$921,750</i>
<b>Net Other Income</b>	<b>-\$432,422</b>	<b>-\$442,786</b>	<b>-\$921,750</b>
<b>Net Income</b>	<b>\$80,287</b>	<b>\$0</b>	<b>\$36,148</b>

**FY 17 Operating Budget Revenues**

Revenue	Federal	State	Local	Local per capita	Interest Income	Rent
<b>Locality and State Revenue</b>						
Albemarle				\$64,306		
Charlottesville				\$27,616		
Fluvanna				\$16,101		
Greene				\$12,163		
Louisa				\$21,277		
Nelson				\$9,346		
Legislative Liaison			\$99,600			
State Contribution - DHCD		\$75,971				
Water Street Center Offices						\$200
Interest Income					\$1,200	\$8,000
<b>Transportation</b>						
<b>Charlottesville-Albemarle MPO</b>						
FTA Funding	\$83,938	\$10,492				
PL Funding	\$170,293	\$21,287	\$0			
SHRP2 SPaCE	\$45,000					
<b>Rideshare</b>						
Rideshare VDPRT		\$139,258	\$34,658			
Clean Commute Day			\$825			
<b>TJPDC Rural Transportation</b>						
Rural Admin	\$14,600					
Rural Transportation Planning	\$43,400					
<b>Other Programs</b>						
Local Mapping & Planning				\$0		
Stanardsville	\$0		\$5,751			
Nelson Route 29		\$0	\$13,787			
Nelson Rockfish			\$6,027			
5th Street TAP	\$21,250					
Albemarle BB			\$719			
<b>Housing and Non-Profit</b>						
HOME Consortium Admin	\$46,566					
TJPDC Corp.			\$1,205			
Housing Preservation	\$6,252					
Columbia-Fluvanna	\$11,625	\$3,100	\$775			
<b>Environment</b>						
RRBC			\$2,953			
Solid Waste			\$10,500			
Haz Mit Grant	\$32,734					
<b>Pass Through Revenue</b>						
Consortium HOME Pass Through	\$421,350					
Columbia Pass Through	\$131,250	\$35,000	\$8,750			
Housing Preservation Pass Thru	\$35,431					
MPO Route 29 Pass Through		\$69,719	\$100,000			
Nelson Route 29			\$16,500			
5th Street TAP	\$73,750					
SHRP2	\$30,000					
<b>Total Revenues by Category</b>	<b>\$1,167,439</b>	<b>\$354,827</b>	<b>\$302,050</b>	<b>\$150,809</b>	<b>\$1,200</b>	<b>\$8,200</b>
<b>Sum Total of Revenues</b>						<b>\$1,984,525</b>