

**ADDENDUM
to the
AGENDA
MOUNT ROGERS PLANNING DISTRICT COMMISSION
EXECUTIVE COMMITTEE MEETING
1021 TERRACE DRIVE
MARION, VIRGINIA
June 6, 2019
7:00 P.M.**

Reviews
Regional
June 6, 2019

- a) Town of Independence, VA
(19-R-077-01)

Project: Independence Farmers Market

Federal Catalog # 10-351

| | | |
|----------|------------|-------------------|
| Funding: | Federal: | \$175,000.00 |
| | Applicant: | 186,116.00 |
| | State: | <u>395,800.00</u> |
| | Total: | \$756,916.00 |

Staff Recommendation: Support

AGENDA
MOUNT ROGERS PLANNING DISTRICT COMMISSION
EXECUTIVE COMMITTEE MEETING
1021 TERRACE DRIVE
MARION, VIRGINIA
JUNE 6, 2019
7:00 P.M.

CALL TO ORDER

PLEDGE OF ALLEGIANCE: All who are citizens of the United States of America please join in the Pledge of Allegiance.

INVOCATION

WELCOME VISITORS

ROLL CALL

APPROVAL OF MINUTES FOR MAY 2, 2019

ADOPTION OF AGENDA FOR JUNE 6, 2019

CITIZEN'S TIME

OLD BUSINESS

None

NEW BUSINESS

1) Revolving Loan Fund Program (RLF)

The staff will provide an update on the status of the Revolving Loan Fund, the Intermediary Relending Programs, and the RBEG Program.

2) MRPDC Financial Summary

The Executive Director will report on the MRPDC Financial Summary.

3) Executive Directors Report

The Executive Director will report on the activities of the Commission.

4) Locality Updates from Executive Committee Members

ADJOURNMENT

Scott McKay - Loans

MOUNT ROGERS PLANNING DISTRICT COMMISSION

LOAN FUND RECEIVABLES REPORT

- up to look 6%
- rec'd ready

| Borrower Name | Loan Amt | 05/31/2019 Ending Balance | Notes | Monthly Payment |
|---|------------------------|--------------------------------|---|---------------------|
| Revolving Loan Fund: | | | | |
| Top Quality Landscaping (Davis Farm) | \$ 150,000.00 | 35,608.78 | May payment not yet received - paying monthly but remaining one month behind | \$ 500.00 |
| Fries Community Health Care | \$ 42,980.00 | 14,184.11 | Current | \$ 474.40 |
| Town of Fries LOC | \$ 22,700.00 | 15,156.78 | Current | \$ 373.09 |
| Galax/Grayson EMS | \$ 125,000.00 | 49,652.13 | Current | \$ 1,208.00 |
| Highlands Hardware (CTRLY PYMTS) | \$ 75,000.00 | 28,055.83 | (Quarterly pymts) Past-due - Principal: Bal Sept 2011 forward - Interest: Dec 2012 forward Turned over to attorney for collection - all pymts to be applied to principal | (varies) |
| | | Rec'd \$4,000 in Dec 2014 | | |
| | | Rec'd \$8,331.61 in May 2015 | | |
| | | Rec'd \$8,153.29 in July 2016 | | |
| | | Rec'd \$8,443.91 in April 2017 | | |
| | | Rec'd \$122.71 in July 2017 | | |
| | | Rec'd \$8,298.28 in April 2018 | | |
| | | Rec'd \$7,282.39 in March 2019 | | |
| Mill Creek Arts | \$ 50,000.00 | 21,572.68 | Past-due (prin) from Aug 2012 and (int) from July 2013 forward - RESTARTING LEGAL PROCEEDINGS | \$ 530.33 |
| New River Side Store & Deli | \$ 65,000.00 | 52,875.46 | Modification loan closed 10/30/17 - Repayment began with December billing - Current | \$ 643.89 |
| William R Strauss (Parkway Knitting purchase) | 103,585.93 | | Current | \$ 1,150.02 |
| Town of Saltville | 200,000.00 | | New loan - Annual payments to begin June 2019 | \$ 23,446.10 |
| Town of Troutdale | 53,000.00 | 47,277.77 | Current | \$ 512.78 |
| Total RLF | \$ 887,266.93 | \$ 464,383.54 | | \$ 28,838.61 |
| Intermediary Relending I: | | | | |
| Whiteloop Community Facility | \$ 85,000.00 | 23,850.61 | Granted additional year of interest-only payments until March 2020. Current | \$ 125.00 |
| Total IRPI | \$ 85,000.00 | \$ 23,850.61 | | \$ 125.00 |
| Intermediary Relending II | | | | |
| The Saltville Foundation | \$ 30,000.00 | 24,131.99 | New loan - 10-year loan - Annual payments began October 2018 | \$ 3,516.92 |
| Town of Damascus LOC | \$ 53,500.00 | 51,188.49 | New draw on Line of Credit - Payments began December 2018 | \$ 516.60 |
| Total IRPII | \$ 83,500.00 | \$ 75,320.48 | | \$ 4,033.52 |
| Intermediary Relending III | | | | |
| BRCEDA | \$ 164,793.18 | 164,793.18 | Current | \$ 4,943.80 |
| Main Street Tire & Auto (Loan #2) | \$ 40,000.00 | 30,817.34 | Current | \$ 11,280.47 |
| Total IRPIII | \$ 204,793.18 | \$ 195,610.52 | | \$ 16,224.27 |
| RBEG | | | | |
| County of Grayson | \$ 50,000.00 | 45,748.50 | Paid ahead until July 2019 | \$ 482.80 |
| Total RBEG | \$ 50,000.00 | \$ 45,748.50 | | \$ 482.80 |
| Total All Loan Funds | \$ 1,310,559.11 | \$ 804,913.65 | | |
| Account Balances | | | | |
| RLF | \$ 209,996.56 | | | |
| IRP1 | \$ 19,531.41 | | RD pymt of \$18,509 paid October 2018 | |
| IRP2 | \$ 8,554.54 | | RD pymt of \$21,225 paid March 2019 | |
| IRP3 | \$ 27,741.22 | | RD pymt of \$21,225 due June 2019 | |
| RBEG | \$ 38,623.37 | | | |
| Total All Loan Funds | \$ 304,447.10 | | | |

MOUNT ROGERS PLANNING DISTRICT COMMISSION

Financial Summary

June 6th 2019

ASSETS

| | |
|----------------------------|---------------------|
| Total Current Assets: | \$670,724.87 |
| <u>Total Fixed Assets:</u> | <u>\$122,439.36</u> |
| Total Assets: | \$793,164.23 |

LIABILITIES

| | |
|--|---------------------|
| Current/Long Term Liabilities: | \$216,073.39 |
| <u>Total Fund Balance:</u> | <u>\$577,090.84</u> |
| Total Liabilities and Fund Balance: | \$793,164.23 |

CASH INFORMATION

| | |
|---------------------------------------|-----------------------|
| BB&T Money Market: | \$233,657.78 |
| BB&T Checking: | \$3,890.59 |
| <u>BB&T Cash Reserve:</u> | + <u>\$360,114.82</u> |
| Total Cash in Bank: | \$597,663.19 |
| <i>Amount of Funds Due to Others:</i> | <i>\$125,377.29</i> |
| <u>BB&T Cash Reserve:</u> | - <u>\$360,114.82</u> |
| Cash - MRPDC Operations | \$112,171.08 |

REVENUE FORECAST

| | |
|--|--------------------|
| Original Projected Revenue: | \$81,082.00 |
| Funds Received - Not Projected: | \$28,767.00 |
| <u>Funds Projected - Not Received:</u> | <u>\$11,525.00</u> |
| Total May Revenues: | \$98,324.00 |

| | |
|--------------------------------|--------------------|
| Projected June Revenue: | \$54,505.00 |
| Projected July Revenue: | \$94,723.00 |

**FORECAST
COMPARISON
MAY 2019**

| <u>SOURCE</u> | <u>MAY PROJECTED</u> | <u>MAY ACTUAL</u> | <u>TO BE ADDED TO FORECAST</u> |
|---|----------------------|-------------------|---|
| EDA | \$ 17,500 | \$ 35,000 | \$ 17,500 |
| Indoor Plumbing | \$ 8,000 | \$ 11,000 | \$ 3,000 |
| Transportation Planning | \$ 14,000 | \$ 16,561 | \$ 2,561 |
| SWIFA | \$ 1,800 | \$ 1,918 | \$ 118 |
| Hazard Mitigation | \$ - | \$ 5,588 | \$ 5,588 |
| TOTAL | \$ 41,300 | \$ 70,067 | \$ 28,767 |
| | | | |
| <u>SOURCE</u> | <u>MAY PROJECTED</u> | <u>MAY ACTUAL</u> | <u>TO BE SUBTRACTED FROM FORECAST</u> |
| Eagle Bottom | \$ 4,650 | \$ - | \$ 4,650 |
| BRDC | \$ 2,500 | \$ - | \$ 2,500 |
| Rattle Creek | \$ 4,375 | \$ - | \$ 4,375 |
| TOTAL | \$ 11,525 | \$ - | \$ 11,525 |
| | | | |
| <i>Original projected funds</i> | | \$ 81,082 | |
| <i>Add funds rec'd - not projected</i> | | 28,767 | |
| <i>Less funds projected - not rec'd</i> | | 11,525 | |
| Total Revenues rec'd May 2019 | | \$ 98,324 | |

MT. ROGERS PLANNING DISTRICT COMMISSION

BALANCE SHEET

May 31, 2019

ASSETS

CURRENT ASSETS

| | | |
|------------------------------|----|------------------|
| PETTY CASH | \$ | 503.91 |
| BB&T MM (WATER/WASTEWATER) | | 28,279.53 |
| BB&T WORKING CAPITAL RESERVE | | 360,114.82 |
| BB&T MONEY MARKET | | 233,657.78 |
| BB&T CHECKING | | 3,890.59 |
| UNBILLED RECEIVABLES | | 22,116.28 |
| A/R-STATE & LOCAL | | 4,187.27 |
| DUE FROM REVOLVING LOAN FUND | | 1,442.16 |
| DUE FROM IRP I FUND | | 1,887.43 |
| DUE FROM RBEG FUND | | 118.00 |
| DUE FROM IRP III FUND | | 862.07 |
| DUE FROM IRP II FUND | | 994.37 |
| PREPAYMENTS | | <u>12,670.66</u> |

TOTAL CURRENT ASSETS \$ 670,724.87

FIXED ASSETS

| | |
|----------------------|-------------------|
| GENERAL FIXED ASSETS | <u>122,439.36</u> |
|----------------------|-------------------|

TOTAL FIXED ASSETS 122,439.36

TOTAL ASSETS \$ 793,164.23

MT. ROGERS PLANNING DISTRICT COMMISSION

BALANCE SHEET

May 31, 2019

LIABILITIES & FUND BALANCE

CURRENT LIABILITIES

| | | |
|----------------------------|----|---------------|
| ACCOUNTS PAYABLE | \$ | 212.85 |
| DUE TO OTHER AGENCY | | 125,377.29 |
| DEFERRED REVENUE - W/WW | | 28,279.53 |
| AMTS TO BE EARNED BY MRPDC | | 19,996.84 |
| UNEMP. TAXES PAYABLE | | 130.67 |
| BB&T CREDIT CARD PAYABLE | | 692.85 |
| CUSTOMER DEPOSITS | | <u>500.00</u> |

TOTAL CURRENT LIABILITIES \$ 175,190.03

LONG TERM LIABILITIES

| | |
|-------------------------|------------------|
| VESTED VACATION PAYABLE | <u>40,883.36</u> |
|-------------------------|------------------|

TOTAL LONG TERM LIABILITIES 40,883.36 40,883.36

TOTAL LIABILITIES 216,073.39

FUND BALANCE:

| | |
|------------------------------|-------------------|
| INVESTMT IN GEN FIXED ASSETS | 122,439.36 |
| FUND BALANCE | 393,420.56 |
| VESTED VACATION RESERVE | (41,021.86) |
| Y-T-D- INCOME (LOSS) | <u>102,252.78</u> |

TOTAL FUND BALANCE 577,090.84

TOTAL LIABILITIES & FUND BALANCE \$ 793,164.23

MT. ROGERS PLANNING DISTRICT COMMISSION

INCOME STATEMENT

FOR THE PERIOD ENDED May 31, 2019

| | <u>11 Months Ended May 31, 2019</u> | <u>12 MONTH BUDGET</u> | <u>VARIANCE</u> | <u>PCT</u> |
|------------------------------------|---|----------------------------|-----------------|------------|
| REVENUE: | | | | |
| GRANT REVENUE-ARC | 86,158.50 | 93,991.00 | (7,832.50) | 0. |
| RBEG LOAN FUND | 586.00 | 1,500.00 | (914.00) | 0. |
| REVOLVING LOAN FUND | 8,718.33 | 8,000.00 | 718.33 | (0. |
| TRANS PLAN | 60,300.56 | 58,000.00 | 2,300.56 | (0. |
| GRANT REVENUE-EDA | 64,166.66 | 70,000.00 | (5,833.34) | 0. |
| GRANT REVENUE-S&L | 253,860.64 | 242,422.00 | 11,438.64 | (0. |
| SPEC SERVICES REVENUE | 165,826.49 | 137,900.00 | 27,926.49 | (0. |
| MAR HOUSING (CRES/PALMER) | 4,213.63 | 4,214.00 | (0.37) | 0. |
| INDOOR PLUMBING REHAB | 69,500.00 | 36,000.00 | 33,500.00 | (0 |
| RENTAL INCOME | 8,400.00 | 0.00 | 8,400.00 | 0. |
| RURAL RETREAT DOWNTOWN CDBG | 12,000.00 | 20,000.00 | (8,000.00) | 0. |
| POWER MAPPING | 50,000.00 | 50,000.00 | 0.00 | 0. |
| RATTLE CREEK WATER | 2,625.00 | 4,000.00 | (1,375.00) | 0 |
| MISCELLANEOUS REVENUE | 2,309.77 | 200.00 | 2,109.77 | (10. |
| BLUE RIDGE DISCOVERY CENTER ARC | 0.00 | 6,000.00 | (6,000.00) | 1. |
| HIDDEN VALLEY WATER - WASH CO/WCSA | 4,650.00 | 10,000.00 | (5,350.00) | 0. |
| BANK INTEREST REVENUE | 53.61 | 50.00 | 3.61 | (0 |
| DAMASCUS DOWNTOWN | 4,900.00 | 31,169.00 | (26,269.00) | 0 |
| SALT TRAIL | 0.00 | 5,000.00 | (5,000.00) | 1. |
| SWVA REG W/WW | 5,000.00 | 30,000.00 | (25,000.00) | 0 |
| DAMASCUS ARC | 1,000.00 | 19,900.00 | (18,900.00) | 0 |
| BARTER | 7,500.00 | 16,500.00 | (9,000.00) | 0 |
| TROUTDALE PG | 0.00 | (815.00) | 815.00 | 1 |
| TROUTDALE HOUSING CDBG | 0.00 | 815.00 | (815.00) | 1 |
| EAGLE BOTTOM | 27,350.00 | 30,850.00 | (3,500.00) | 0 |
| HAZARD MITIGATION | 38,616.02 | 38,616.00 | 0.02 | 0 |
| CHILHOWIE DOWNTOWN | 25,000.00 | 46,000.00 | (21,000.00) | 0 |
| SHEFFEY STREET | 0.00 | 9,000.00 | (9,000.00) | 1 |
| WIRED ROAD CDBG | 6,050.00 | 12,100.00 | (6,050.00) | 0 |
| CHIL TAP (PED CONNECT) | 9,196.13 | 5,000.00 | 4,196.13 | (0 |
| TOTAL REVENUE | 917,981.34 | 986,412.00 | (68,430.66) | (0 |

MT. ROGERS PLANNING DISTRICT COMMISSION

INCOME STATEMENT

FOR THE PERIOD ENDED May 31, 2019

| | <u>11 Months Ended May 31, 2019</u> | <u>12 MONTH BUDGET</u> | <u>VARIANCE</u> | <u>PCT</u> |
|---------------------------------|---|----------------------------|---------------------|------------|
| DIRECT EXPENSES: | | | | |
| SALARIES | 490,880.82 | 546,232.00 | 55,351.18 | 0. |
| FRINGE BENEFITS | 173,379.05 | 190,725.00 | 17,345.95 | 0. |
| CONTRACTUAL SERVICES | 58,558.08 | 30,100.00 | (28,458.08) | (0.) |
| TRAVEL | 29,960.02 | 45,600.00 | 15,639.98 | 0. |
| SUBS & PUBS | 1,027.59 | 1,100.00 | 72.41 | 0. |
| DUES & SUPPORT | 7,953.03 | 8,890.00 | 936.97 | 0. |
| CONFERENCE & TRAINING | 6,222.28 | 11,700.00 | 5,477.72 | 0. |
| MISCELLANEOUS EXPENSE | 15,965.09 | 17,800.00 | 1,834.91 | 0. |
| TOTAL DIRECT EXPENSES | 783,945.96 | 852,147.00 | 68,201.04 | 0. |
| INDIRECT EXPENSES: | | | | |
| EQUIPMENT | 10,108.50 | 27,550.00 | 17,441.50 | 0. |
| UTILITIES | 5,526.84 | 9,400.00 | 3,873.16 | 0. |
| SUPPLIES | 3,994.87 | 4,500.00 | 505.13 | 0. |
| PRINTING | 704.46 | 1,000.00 | 295.54 | 0. |
| INSURANCE | 4,545.34 | 4,613.00 | 67.66 | 0. |
| POSTAGE | 1,143.43 | 2,000.00 | 856.57 | 0. |
| TELEPHONE | 4,767.75 | 5,000.00 | 232.25 | 0. |
| AUTO EXPENSE | 991.41 | 2,000.00 | 1,008.59 | 0. |
| TOTAL INDIRECT EXPENSES | 31,782.60 | 56,063.00 | 24,280.40 | 0. |
| UNALLOCATED COSTS: | | | | |
| PMTS TO CASH RESERVE | 0.00 | 78,202.00 | 78,202.00 | 1. |
| TOTAL UNALLOCATED COSTS | 0.00 | 78,202.00 | 78,202.00 | 1. |
| PASS THRU ACTIVITY: | | | | |
| REVENUE RECOGNIZED | 441,120.35 | 0.00 | (441,120.35) | 0. |
| FUNDS EXPENDED | (441,120.35) | 0.00 | 441,120.35 | 0. |
| TOTAL PASS THRU ACTIVITY | 0.00 | 0.00 | 0.00 | 0. |
| TOTAL EXPENSES | 815,728.56 | 986,412.00 | 170,683.44 | 0. |
| NET INCOME (LOSS) | 102,252.78 | 0.00 | (102,252.78) | 0 |

MT. ROGERS PLANNING DISTRICT COMMISSION

SUPPLEMENTARY CASH INFORMATION

May 31, 2019

| | | |
|---|-----------------|--------------------------|
| BB&T MONEY MARKET | 233,657.78 | |
| BB&T WORKING CAPITAL RESERVE | 360,114.82 | |
| BB&T CHECKING | <u>3,890.59</u> | |
| | | 597,663.19 |
| AMOUNT OF FUNDS DUE TO OTHER AGENCIES, ETC. | | (125,377.29) |
| LESS AMOUNT OF WORKING CAPITAL RESERVE | | <u>360,114.82</u> |
| CASH - MRPDC OPERATIONS | | <u><u>112,171.08</u></u> |

MOUNT ROGERS PLANNING DISTRICT COMMISSION

Executive Director's Report

June 6th, 2019

Federal:

- None

State:

- I-81 Corridor improvement plan update

Regional:

- Water/Wastewater funding

Regional Indoor Plumbing Rehab (IPR) Program

- 13 Houses complete

Staff:

- FY2020 Budget
- FY2020 Work plan

Executive Committee

- VAPDC summer conference July 24th-26th
- July Executive Committee meeting

MOUNT ROGERS PLANNING DISTRICT COMMISSION
FY2019 REVENUES
(Year-to-Date)

| SOURCE | FY 2020 |
|---|------------------|
| FEDERAL | |
| ARC Administration | 93,990 |
| EDA Administration | 70,000 |
| Subtotal Federal | \$163,990 |
| STATE | |
| State (DHCD) | 75,971 |
| Subtotal State | \$75,971 |
| STATE - TRANSPORTATION PROGRAM | |
| Transportation Planning | 58,000 |
| Subtotal State - Transportation | \$58,000 |
| STATE - WATER/WASTEWATER PROGRAM | |
| SWVA Regional Water/Wswtr Grant | 45,000 |
| Subtotal State - W/WW Program | \$45,000 |
| LOCAL / UNRESTRICTED | |
| Local Govt Assessment | 166,451 |
| Subtotal Local / Unrestricted | \$169,349 |
| MRPDC REVOLVING LOAN PROGRAM | |
| Revolving Loan Fund | 8,000 |
| RBEG Loan Fund | 500 |
| Subtotal MRPDC Revolving Loan Program | \$8,500 |
| REGIONAL INDOOR PLUMBING REHAB PROGRAM | |
| Regional Indoor Plumbing Rehab Program | 54,000 |
| Subtotal Regional Indoor Plumbing Rehab Program | \$54,000 |
| DHCD PROJECT ADMINISTRATION | |
| Hidden Valley CDBG (FY19-Phase II) | 13,000 |
| Damascus Downtown CDBG | 31,000 |
| Damascus ARC | 18,000 |
| Barter ARC | 15,000 |
| Wired Road ARC | 10,150 |
| Rural Retreat Downtown CDBG | 10,000 |
| Eagle Bottom CDBG | 6,250 |
| Chilhowie Downtown CDBG | 28,500 |
| Blue Ridge Discovery Center ARC | 20,000 |
| VIAA VTRRC | 10,000 |
| Sheffey Street Housing CDBG | 29,750 |
| Rattle Creek Water CDBG | 14,875 |
| Subtotal DHCD Project Admin | \$206,525 |
| VDOT PROJECT ADMINISTRATION | |
| | 0 |
| Subtotal VDOT Project Admin | \$0 |
| PLANNING & TECH ASSISTANCE PROJECTS | |
| Short-term Planning Projects *** | 10,000 |
| Damascus Comp Plan | 10,000 |
| Abingdon Zoning | 5,000 |
| Independence Code | 5,000 |
| Subtotal Planning & Tech Assistance Projects | \$30,000 |

**MOUNT ROGERS PLANNING DISTRICT COMMISSION
FY2019 EXPENSES**

| CATEGORY | FY 2020 |
|---|-----------------|
| CONTRACTUAL - 1630 | |
| Property Maintenance | 14,100 |
| - Building Improvements / Contingency | 5,000 |
| - Elevator Maintenance | 1,500 |
| - Cleaning Service | 5,400 |
| - Mowing | 1,200 |
| - Snow Removal | 500 |
| - Pest Control | 500 |
| Audit | 13,000 |
| Contingency/Other/Legal | 4,000 |
| Total Contractual | \$31,100 |
| TRAVEL - 1640 | |
| Miscellaneous | 35,000 |
| - Staff Gas and Mileage (includes Exxon, Texaco) | 12,000 |
| - Staff Per Diem (Conf/Training) | 11,000 |
| - Committee Mem Per Diem (Conf/Training) | 12,000 |
| Committee Member Mileage Reimbursement (Meetings) | 12,600 |
| Total Travel | \$47,600 |
| SUBS & PUBS - 1650 | |
| Newspapers | 1,100 |
| Other | 300 |
| Total Subs & Pubs | \$1,400 |
| DUES & SUPPORT - 1660 | |
| VAPDC | 3,050 |
| Development District Association | 1,500 |
| Miscellaneous | 2,000 |
| - APA / AICP | 1,000 |
| - Other Misc | 1,000 |
| NADO | 2,000 |
| SERDI | 1,500 |
| Smyth County Chamber of Commerce | 200 |
| United Way | 1,000 |
| Total Dues & Support | \$11,250 |
| CONFERENCES & TRAINING - 1670 | |
| VAPDC | 2,100 |
| - Summer | 1,500 |
| - Winter | 600 |
| LDD/ARC | 300 |
| NADO (Registrations) | 2,900 |
| - Annual Training Conf (Location Varies) | 2,500 |
| - Annual Policy Conf (Washington DC) | 400 |
| Other (Staff) | 2,000 |
| Education | 5,000 |
| Total Conferences & Training | \$12,300 |
| MISCELLANEOUS - 1680 | |
| Newspaper Advertisements | 5,000 |
| Annual Event | 5,000 |
| Annual Commission Meeting | 1,500 |
| Building Maintenance (Supplies) | 1,500 |
| Meeting expenses | 2,000 |
| Other | 4,000 |
| - Other Miscellaneous | 4,000 |
| Total Miscellaneous | \$19,000 |
| EQUIPMENT - 1810 | |
| Notes (Auto, Postage Meter., Copier, etc.) | 7,900 |