

AGENDA
MOUNT ROGERS PLANNING DISTRICT COMMISSION
EXECUTIVE COMMITTEE MEETING
1021 TERRACE DRIVE
MARION, VIRGINIA
February 7, 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 DECEMBER 6, 2018

ADOPTION OF AGENDA FOR FEBRUARY 7, 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) Intergovernmental Reviews

*3/21 Board had done
+ IRF & 3/22
+ Block Grant Project
3/29
+ Regional Priorities
Sustainable projects
+ Not used by local Govt.
+ Brownfield List
For
one Regional
Adoption Review
March 2019
as*

Regional
February 7, 2019

- a) Mount Rogers Community Services Board
(19-S-176-01)

Project: Agency is applying for a grant to purchase four (4) vehicles to replace obsolete vehicles currently in use. Mount Rogers IDC provides transportation to and from employment services and day support services for individuals with disabilities in the five county area.

Funding:	Federal:	\$208,000.00
	Applicant:	<u>52,000.00</u>
	Total:	\$260,000.00

Staff Recommendation: Support

3) MRPDC Financial Summary

The Executive Director will report on the MRPDC Financial Summary.

4) Executive Directors Report

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

5) Locality Updates from Executive Committee Members

ADJOURNMENT

MOUNT ROGERS PLANNING DISTRICT COMMISSION
LOAN FUND RECEIVABLES REPORT

<u>Borrower Name</u>	<u>Loan Amt</u>	<u>01/31/2019 Ending Balance</u>	<u>Notes</u>	<u>Monthly Payment</u>
Revolving Loan Fund:				
Top Quality Landscaping (Davis Farm)	\$ 150,000.00	37,608.78	January payment not yet received - paying monthly but remaining one month behind	\$ 500.00
Fries Community Health Care	\$ 42,980.00	16,234.90	Current	\$ 474.40
Town of Fries LOC	\$ 22,700.00	16,488.88	Current	\$ 373.09
Galaxy/Grayson EMS	\$ 125,000.00	53,106.68	Current	\$ 1,208.00
Highlands Hardware (QTRLY PYMTS)	\$ 75,000.00	35,338.22	(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	
Mill Creek Arts	\$ 50,000.00	21,572.68	Past due (prin) from Aug 2012 and (int) from July 2013 forward - PROCURING NEW ATTORNEY	\$ 530.33
New River Side Store & Deli	\$ 65,000.00	\$4,574.70	Modification loan closed 10/30/17 - Repayment began with December billing - Current	\$ 643.89
William R Strauss (Parkway Knitting purchase)	103,585.93	64,512.19	Current	\$ 1,150.02
Town of Saltville	200,000.00	200,000.00	New loan - Annual payments to begin June 2019	\$ 23,446.10
Town of Troutdale	53,000.00	48,455.45	Current	\$ 512.78
Total RLF	\$ 887,265.93	\$ 547,892.48		\$ 28,838.61
Intermediary Relending I:				
Whitlock Community Facility	\$ 86,000.00	24,725.31	Granted additional year of interest-only payments until March 2019. Current	\$ 125.00
Total IRPI	\$ 86,000.00	\$ 24,725.31		\$ 125.00
Intermediary Relending II				
The Saltville Foundation	\$ 30,000.00	27,383.08	New loan - 10 year loan - Annual payments began October 2018	\$ 3,516.92
Town of Damascus LOC	\$ 53,500.00	52,733.34	New draw on Line of Credit - Payments began December 2018	\$ 516.50
Total IRPII	\$ 83,500.00	\$ 80,116.42		\$ 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
RREG				
County of Grayson	\$ 50,000.00	\$ 45,748.50	Paid ahead until July 2019	\$ 482.80
Total RREG	\$ 50,000.00	\$ 45,748.50		\$ 482.80
Total All Loan Funds	\$ 1,310,559.11	\$ 894,093.23		
Account Balances	Amount	Notes		
RLF	\$ 125,733.45			
IRP1	\$ 18,380.79	RD pymt of \$18,509 paid October 2018		
IRP2	\$ 24,204.86	RD pymt of \$21,225 due March 2019		
IRP3	\$ 27,740.30	RD pymt of \$21,225 due June 2019		
RREG	\$ 38,622.09			
Total All Loan Funds	\$ 234,831.49			

MOUNT ROGERS PLANNING DISTRICT COMMISSION

Asst Director?
Brien

Financial Summary

February 7th 2019

ASSETS

Total Current Assets:	\$704,447.91
<u>Total Fixed Assets:</u>	<u>\$122,439.36</u>
Total Assets:	\$826,887.27

LIABILITIES

Current/Long Term Liabilities:	\$223,542.29
<u>Total Fund Balance:</u>	<u>\$603,344.98</u>
Total Liabilities and Fund Balance:	\$826,887.27

CASH INFORMATION

BB&T Money Market:	\$226,448.00
BB&T Checking:	\$3,770.24
<u>BB&T Cash Reserve:</u>	<u>\$360,103.17</u>
Total Cash in Bank:	\$590,321.41
<i>Amount of Funds Due to Others:</i>	<i>\$129,652.29</i>
<u>BB&T Cash Reserve:</u>	<u>\$360,103.17</u>
Cash - MRPDC Operations	\$100,565.95

REVENUE FORECAST

Original Projected Revenue:	\$74,637.00
Funds Received - Not Projected:	\$18,525.00
<u>Funds Projected - Not Received:</u>	<u>\$82.00</u>
Total November Revenues:	\$93,080.00

Projected February Revenue:	\$74,320.00
Projected March Revenue:	\$7,200.00

BB&T
Asst Director
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**FORECAST
COMPARISON
JANUARY 2019**

<u>SOURCE</u>	<u>JAN PROJECTED</u>	<u>JAN ACTUAL</u>	<u>TO BE ADDED TO FORECAST</u>
Town Management	\$ -	\$ 5,000	\$ 5,000
Short Term Projects (Indy & Abingdon Zoning)	\$ 1,500	\$ 6,500	\$ 5,000
Misc (Maps)	\$ -	\$ 125	\$ 125
Rent Income	\$ -	\$ 8,400	\$ 8,400
TOTAL	\$ 1,500	\$ 20,025	\$ 18,525
<u>SOURCE</u>	<u>JAN PROJECTED</u>	<u>JAN ACTUAL</u>	<u>TO BE SUBTRACTED FROM FORECAST</u>
SWIFA	\$ 4,000	\$ 3,918	\$ 82
TOTAL	\$ 4,000	\$ 3,918	\$ 82
<i>Original projected funds</i>		\$ 74,637	
<i>Add funds rec'd - not projected</i>		18,525	
<i>Less funds projected - not rec'd</i>		82	
Total Revenues rec'd January 2019		\$ 93,080	

MT. ROGERS PLANNING DISTRICT COMMISSION

BALANCE SHEET

January 31, 2019

ASSETS

CURRENT ASSETS

PETTY CASH	\$	545.41
BB&T MM (WATER/WASTEWATER)		41,279.53
BB&T WORKING CAPITAL RESERVE		360,103.17
BB&T MONEY MARKET		226,448.00
BB&T CHECKING		3,770.24
UNBILLED RECEIVABLES		22,116.28
A/R-STATE & LOCAL		33,047.27
DUE FROM REVOLVING LOAN FUND		1,428.83
DUE FROM IRP I FUND		1,887.43
DUE FROM RBEG FUND		100.00
DUE FROM IRP III FUND		862.07
DUE FROM IRP II FUND		994.37
PREPAYMENTS		<u>11,865.31</u>

TOTAL CURRENT ASSETS \$ 704,447.91

FIXED ASSETS

GENERAL FIXED ASSETS	<u>122,439.36</u>
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TOTAL FIXED ASSETS 122,439.36

TOTAL ASSETS \$ 826,887.27

MT. ROGERS PLANNING DISTRICT COMMISSION

BALANCE SHEET

January 31, 2019

LIABILITIES & FUND BALANCE

CURRENT LIABILITIES

ACCOUNTS PAYABLE	\$	512.85
DUE TO OTHER AGENCY		129,652.29
DEFERRED REVENUE - W/WW		41,279.53
AMTS TO BE EARNED BY MRPDC		12,662.00
UNEMP. TAXES PAYABLE		6.61
BB&T CREDIT CARD PAYABLE		463.47
CUSTOMER DEPOSITS		<u>500.00</u>

TOTAL CURRENT LIABILITIES \$ 185,076.75

LONG TERM LIABILITIES

VESTED VACATION PAYABLE	<u>38,465.54</u>
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TOTAL LONG TERM LIABILITIES 38,465.54 38,465.54

TOTAL LIABILITIES 223,542.29

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>128,506.92</u>

TOTAL FUND BALANCE 603,344.98

TOTAL LIABILITIES & FUND BALANCE \$ 826,887.27

MT. ROGERS PLANNING DISTRICT COMMISSION**INCOME STATEMENT****FOR THE PERIOD ENDED January 31, 2019**

	<u>7 Months Ended January 31, 2019</u>	<u>12 MONTH BUDGET</u>	<u>VARIANCE</u>	<u>PCT</u>
REVENUE:				
GRANT REVENUE-ARC	46,996.00	93,555.00	(46,559.00)	0.50
RBEG LOAN FUND	368.00	1,500.00	(1,132.00)	0.75
REVOLVING LOAN FUND	5,598.20	8,000.00	(2,401.80)	0.30
TRANS PLAN	28,365.14	58,000.00	(29,634.86)	0.51
GRANT REVENUE-EDA	35,000.00	70,000.00	(35,000.00)	0.50
GRANT REVENUE-S&L	191,927.89	243,839.00	(51,911.11)	0.21
SPEC SERVICES REVENUE	130,320.13	231,400.00	(101,079.87)	0.44
MAR HOUSING (CRES/PALMER)	4,213.63	4,000.00	213.63	(0.05)
INDOOR PLUMBING REHAB	32,500.00	18,000.00	14,500.00	(0.81)
GLADE SPRING DOWNTOWN CDBG	0.00	14,350.00	(14,350.00)	1.00
RENTAL INCOME	8,400.00	0.00	8,400.00	0.00
RURAL RETREAT DOWNTOWN CDBG	10,000.00	14,000.00	(4,000.00)	0.29
POWER MAPPING	50,000.00	50,000.00	0.00	0.00
WYTHEVILLE DOWNTOWN CDBG	0.00	2,378.00	(2,378.00)	1.00
MISCELLANEOUS REVENUE	2,284.77	167.00	2,117.77	(12.68)
BLUE RIDGE DISCOVERY CENTER ARC	0.00	6,000.00	(6,000.00)	1.00
HIDDEN VALLEY WATER - WASH CO/WCSA	4,650.00	23,050.00	(18,400.00)	0.80
BANK INTEREST REVENUE	34.04	50.00	(15.96)	0.32
DAMASCUS DOWNTOWN	1,800.00	27,150.00	(25,350.00)	0.93
SALT TRAIL	0.00	5,000.00	(5,000.00)	1.00
SWVA REG W/WW	5,000.00	30,000.00	(25,000.00)	0.83
DAMASCUS ARC	0.00	14,150.00	(14,150.00)	1.00
BARTER	7,500.00	19,000.00	(11,500.00)	0.61
TROUTDALE HOUSING CDBG	0.00	815.00	(815.00)	1.00
EAGLE BOTTOM	16,900.00	37,787.00	(20,887.00)	0.55
HAZARD MITIGATION	33,028.33	(2,151.00)	35,179.33	16.35
CHILHOWIE DOWNTOWN	17,600.00	44,000.00	(26,400.00)	0.60
MARION SAFETEA-LU	0.00	1,727.00	(1,727.00)	1.00
WIRED ROAD CDBG	6,050.00	16,900.00	(10,850.00)	0.64
CHIL TAP (PED CONNECT)	6,446.13	5,000.00	1,446.13	(0.29)
TOTAL REVENUE	644,982.26	1,037,667.00	(392,684.74)	(0.38)

MT. ROGERS PLANNING DISTRICT COMMISSION

INCOME STATEMENT

FOR THE PERIOD ENDED January 31, 2019

	<u>7 Months Ended January 31, 2019</u>	<u>12 MONTH BUDGET</u>	<u>VARIANCE</u>	<u>PCT</u>
DIRECT EXPENSES:				
SALARIES	323,063.50	561,563.00	238,499.50	0.42
FRINGE BENEFITS	107,799.46	194,903.00	87,103.54	0.45
CONTRACTUAL SERVICES	24,127.04	30,100.00	5,972.96	0.20
TRAVEL	23,134.67	45,600.00	22,465.33	0.49
SUBS & PUBS	456.00	1,100.00	644.00	0.59
DUES & SUPPORT	2,557.03	8,140.00	5,582.97	0.69
CONFERENCE & TRAINING	9,570.00	11,700.00	2,130.00	0.18
MISCELLANEOUS EXPENSE	6,194.49	17,800.00	11,605.51	0.65
TOTAL DIRECT EXPENSES	496,902.19	870,906.00	374,003.81	0.43
INDIRECT EXPENSES:				
EQUIPMENT	6,682.30	27,550.00	20,867.70	0.76
UTILITIES	3,333.13	9,400.00	6,066.87	0.65
SUPPLIES	1,993.03	4,500.00	2,506.97	0.56
PRINTING	126.06	1,000.00	873.94	0.87
INSURANCE	2,934.69	4,613.00	1,678.31	0.36
POSTAGE	622.44	2,000.00	1,377.56	0.69
TELEPHONE	3,156.97	5,000.00	1,843.03	0.37
AUTO EXPENSE	724.53	2,000.00	1,275.47	0.64
TOTAL INDIRECT EXPENSES	19,573.15	56,063.00	36,489.85	0.65
UNALLOCATED COSTS:				
PMTS TO CASH RESERVE	0.00	110,698.00	110,698.00	1.00
TOTAL UNALLOCATED COSTS	0.00	110,698.00	110,698.00	1.00
PASS THRU ACTIVITY:				
REVENUE RECOGNIZED	408,331.30	0.00	(408,331.30)	0.00
FUNDS EXPENDED	(408,331.30)	0.00	408,331.30	0.00
TOTAL PASS THRU ACTIVITY	0.00	0.00	0.00	0.00
TOTAL EXPENSES	516,475.34	1,037,667.00	521,191.66	0.50
NET INCOME (LOSS)	128,506.92	0.00	(128,506.92)	0.00

MT. ROGERS PLANNING DISTRICT COMMISSION

SUPPLEMENTARY CASH INFORMATION

January 31, 2019

BB&T MONEY MARKET	226,448.00	
BB&T WORKING CAPITAL RESERVE	360,103.17	
BB&T CHECKING	<u>3,770.24</u>	
		590,321.41
AMOUNT OF FUNDS DUE TO OTHER AGENCIES, ETC.		(129,652.29)
LESS AMOUNT OF WORKING CAPITAL RESERVE		<u>360,103.17</u>
CASH - MRPDC OPERATIONS		<u><u>100,565.95</u></u>

Actual Balance in Bank Account # 9575 / End of December 2018

\$ 399,512	Balance Bank Statement Acct # 9575	
- 222,526	Remaining amount in "Grant Funds Advanced" according to my calculation	← see report
= 176,986	Revised balance in Bank Acct # 9575	Hampton Property (Greyson/Galix)
- 20,000	MRPDC Grant	
- 40,000	Amount set-aside for natural gas project	- encumbered, but in account
= 116,986	Estimated revised balance in Bank Acct # 9575	("free balance")

Double Count

- 56,000	<u>Amount that may have to be returned to Tobacco Commission from advance</u> <u>All of Tob Comm advanced amount may not be used for project costs</u> See Note below
= 60,986	Remaining amount; revised unrestricted balance in Checking Acct # 9575
- 42,166	Designated Funds Marketing
= 18,823	Further revised unrestricted balance in Checking Acct # 9575

74,823

Note: The following bills are anticipated to be applied to remaining amount in grant funds advanced listed above (the \$222,526 figure): \$163,000 DLB Retainage; \$3,500 AEP for tree removal; and will have a final request for engineering from Draper Aden

$$\$222,526 - 163,000 - 3,500 = \$56,026$$