

**AGENDA  
MOUNT ROGERS PLANNING DISTRICT COMMISSION  
EXECUTIVE COMMITTEE MEETING  
1021 TERRACE DRIVE  
MARION, VIRGINIA  
MAY 2, 2019  
7:00 P.M.**

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**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 MARCH 7, 2019**

**ADOPTION OF AGENDA FOR MAY 2, 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**

## MOUNT ROGERS PLANNING DISTRICT COMMISSION

## LOAN FUND RECEIVABLES REPORT

Borrower Name	Loan Amt	04/30/2019 Ending Balance	Notes	Monthly Payment
<b>Revolving Loan Fund:</b>				
Top Quality Landscaping (Davis Farm)	\$ 150,000.00	36,108.78	April payment not yet received - paying monthly but remaining one month behind	\$ 500.00
Fries Community Health Care	\$ 42,980.00	15,419.70	Current	\$ 474.40
Town of Fries LOC	\$ 22,700.00	15,491.05	Current	\$ 373.09
Galax/Grayson EMS	\$ 125,000.00	49,873.55	Current	\$ 1,208.00
Highlands Hardware (QTRLY PYMTS)	\$ 75,000.00	28,055.93	(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	53,301.59	Modification loan closed 10/30/17 - Repayment began with December billing - Current	\$ 643.89
William R Strauss (Parkway Knitting purchase)	103,585.93	62,017.38	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	47,671.31	Current	\$ 512.78
<b>Total RLF</b>	<b>\$ 887,265.93</b>	<b>\$ 529,511.87</b>		<b>\$ 28,838.61</b>
<b>Intermediary Relending I:</b>				
Whitotop Community Facility	\$ 85,000.00	24,070.38	Granted additional year of interest-only payments until March 2020 - Current	\$ 125.00
<b>Total IRPI</b>	<b>\$ 85,000.00</b>	<b>\$ 24,070.38</b>		<b>\$ 125.00</b>
<b>Intermediary Relending II</b>				
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	51,576.15	New draw on Line of Credit - Payments began December 2018	\$ 516.60
<b>Total IRPII</b>	<b>\$ 83,500.00</b>	<b>\$ 75,708.14</b>		<b>\$ 4,033.52</b>
<b>Intermediary Relending III</b>				
BRCEDA	\$ 164,793.18	184,793.18	Current	\$ 4,943.80
Main Street Tire & Auto (Loan #2)	\$ 40,000.00	30,817.34	Current	\$ 11,280.47
<b>Total IRPIII</b>	<b>\$ 204,793.18</b>	<b>\$ 195,610.52</b>		<b>\$ 16,224.27</b>
<b>RBEG</b>				
County of Grayson	\$ 50,000.00	45,748.50	Paid ahead until July 2019	\$ 482.80
<b>Total RBEG</b>	<b>\$ 50,000.00</b>	<b>\$ 45,748.50</b>		<b>\$ 482.80</b>
<b>Total All Loan Funds</b>	<b>\$ 1,310,569.11</b>	<b>\$ 870,649.41</b>		
<b>Account Balances</b>	<b>Amount</b>	<b>Notes</b>		
RLF	\$ 143,605.06			
IRP1	\$ 19,231.25	RD pymt of \$18,509 paid October 2018		
IRP2	\$ 8,037.87	RD pymt of \$21,225 paid March 2019		
IRP3	\$ 27,740.98	RD pymt of \$21,225 due June 2019		
RBEG	\$ 38,623.04			
<b>Total All Loan Funds</b>	<b>\$ 237,238.20</b>			



## **MOUNT ROGERS PLANNING DISTRICT COMMISSION**

STEVE WINESETT, Chairman  
BRENDA THOMPSON, Vice-Chairman

TIM REEVES, Treasurer  
AARON SIZEMORE, Executive Director

**1021 Terrace Drive    Marion, Virginia 24354    Phone 276-783-5103    Fax 276-783-6949**

### **LOAN FUNDS ADMINISTRATOR'S REPORT**

**May 2<sup>nd</sup>, 2019**

#### **Mill Creek Arts**

A letter was sent to Mill Creek Arts Owner, Richard Hill, requesting he pay the remaining balance of the Loan. Mr. Hill stated in a letter that he did not have the ability to repay this loan and requested the loan funds be considered, uncollectable debt. After discussions with the executive director, the former loan funds administrator, and several other PDC staff familiar with the loan it was decided that legal action will be filed against Mr. Hill to secure the remaining on paid balance. A new attorney is being hired by the Loan Funds Administrator, and a consultation has tentatively scheduled for May 10<sup>th</sup>.

#### **Grayson-Galax EMS**

Grayson-Galax EMS has closed the refinancing of their Line of Credit. All Documents have been signed, and notarized and to be filed within Carroll County. The new maturity date for the Line of Credit for Grayson-Galax EMS will be May 2<sup>nd</sup>, 2029.

If you have any questions feel free to contact me,

Thank you,  
Scott McCoy

*SERVING LOCAL GOVERNMENTS IN  
BLAND - CARROLL - GRAYSON - SMYTH - WASHINGTON - WYTHE  
BRISTOL - GALAX*

*MRPDC is an equal opportunity provider and employer.*

# **MOUNT ROGERS PLANNING DISTRICT COMMISSION**

## **Financial Summary**

**May 2nd 2019**

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### **ASSETS**

Total Current Assets:	\$699,927.14
<u>Total Fixed Assets:</u>	<u>\$122,439.36</u>
<b>Total Assets:</b>	<b>\$822,366.50</b>

### **LIABILITIES**

Current/Long Term Liabilities:	\$233,880.17
<u>Total Fund Balance:</u>	<u>\$588,486.33</u>
<b>Total Liabilities and Fund Balance:</b>	<b>\$822,366.50</b>

### **CASH INFORMATION**

BB&T Money Market:	\$239,480.15
BB&T Checking:	\$5,123.04
<u>BB&amp;T Cash Reserve:</u>	<u>+ \$360,111.76</u>
<b>Total Cash in Bank:</b>	<b>\$604,714.95</b>
<i>Amount of Funds Due to Others:</i>	<i>\$129,652.29</i>
<u>BB&amp;T Cash Reserve:</u>	<u>- \$360,111.76</u>
<b>Cash - MRPDC Operations</b>	<b>\$114,950.90</b>

### **REVENUE FORECAST**

Original Projected Revenue:	\$76,980.00
Funds Received - Not Projected:	\$33,358.00
<u>Funds Projected - Not Received:</u>	<u>\$25,711.00</u>
<b>Total April Revenues:</b>	<b>\$84,627.00</b>

<b>Projected May Revenue:</b>	<b>\$81,082.00</b>
<b>Projected June Revenue:</b>	<b>\$40,000.00</b>

# **MOUNT ROGERS PLANNING DISTRICT COMMISSION**

## **Executive Director's Report**

**May 2nd, 2019**

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### **Federal:**

- EDA and ARC funding update

### **State:**

- I-81 Corridor improvement plan

### **Regional:**

- Regional Broadband assessment update

### **Regional Indoor Plumbing Rehab (IPR) Program**

- 13 Houses complete

### **Staff:**

- Parking lot paving project
- Budget amendment

### **Executive Committee**

- MRPDC 50<sup>th</sup> annual dinner meeting

**MOUNT ROGERS PLANNING DISTRICT COMMISSION**  
**FY2019 EXPENSES REVISION**  
**5/2/19**

CATEGORY	FY 2019 Approved	FY 2019 Mid Year Revision	FY 2019 Revision 5/2/19
<b>CONTRACTUAL - 1630</b>			
Property Maintenance	13,100	13,100	49,100
- Building Improvements / Contingency	4,000	4,000	40,000
- Elevator Maintenance	1,500	1,500	1,500
- Cleaning Service	5,400	5,400	5,400
- Mowing	1,200	1,200	1,200
- Snow Removal	500	500	500
- Pest Control	500	500	500
Audit	13,000	13,000	13,000
Contingency/Other/Legal	4,000	4,000	4,000
<b>Total Contractual</b>	<b>\$30,100</b>	<b>\$30,100</b>	<b>\$66,100</b>
<b>TRAVEL - 1640</b>			
Miscellaneous	33,000	33,000	33,000
- Staff Gas and Mileage (includes Exxon, Texaco)	11,000	11,000	11,000
- Staff Per Diem (Conf/Training)	10,000	10,000	10,000
- Committee Mem Per Diem (Conf/Training)	12,000	12,000	12,000
Committee Member Mileage Reimbursement (Meetings)	12,600	12,600	12,600
<b>Total Travel</b>	<b>\$45,600</b>	<b>\$45,600</b>	<b>\$45,600</b>
<b>SUBS &amp; PUBS - 1650</b>			
Newspapers	800	800	800
Other	300	300	300
<b>Total Subs &amp; Pubs</b>	<b>\$1,100</b>	<b>\$1,100</b>	<b>\$1,100</b>
<b>DUES &amp; SUPPORT - 1660</b>			
VAPDC	2,300	3,050	3,050
Development District Association	750	750	750
Miscellaneous	1,250	1,250	1,250
- APA / AICP	1,000	1,000	1,000
- Other Misc	250	250	250
NADO	2,000	2,000	2,000
SERDI	800	800	800
Smyth County Chamber of Commerce	40	40	40
United Way	1,000	1,000	1,000
<b>Total Dues &amp; Support</b>	<b>\$8,140</b>	<b>\$8,890</b>	<b>\$8,890</b>
<b>CONFERENCES &amp; TRAINING - 1670</b>			
VAPDC	1,500	1,500	1,500
- Summer	900	900	900
- Winter	600	600	600
LDD/ARC	300	300	300
NADO (Registrations)	2,900	2,900	2,900
- Annual Training Conf (Location Varies)	2,500	2,500	2,500
- Annual Policy Conf (Washington DC)	400	400	400
Other (Staff)	2,000	2,000	2,000
Education	5,000	5,000	5,000
<b>Total Conferences &amp; Training</b>	<b>\$11,700</b>	<b>\$11,700</b>	<b>\$11,700</b>
<b>MISCELLANEOUS - 1680</b>			
Newspaper Advertisements	5,000	5,000	5,000
Annual Event	5,000	5,000	5,000
Annual Commission Meeting	1,500	1,500	1,500
Building Maintenance (Supplies)	300	300	300
Meeting expenses	2,000	2,000	2,000
Other	4,000	4,000	4,000
- Other Miscellaneous	4,000	4,000	4,000
<b>Total Miscellaneous</b>	<b>\$17,800</b>	<b>\$17,800</b>	<b>\$17,800</b>



**MOUNT ROGERS PLANNING DISTRICT COMMISSION**  
**FY2019 EXPENSES REVISION**  
**5/2/19**

CATEGORY	FY 2019 Approved	FY 2019 Mid Year Revision	FY 2019 Revision 5/2/19
<b>EQUIPMENT - 1810</b>			
Notes (Auto, Postage Meter., Copier, etc.)	7,900	7,900	7,900
- Postage Meter	900	900	900
- Copier	7,000	7,000	7,000
Equipment Maintenance	4,650	4,650	4,650
- GIS Software Maintenance	1,000	1,000	1,000
- CSA Software Maintenance	1,650	1,650	1,650
- Other	2,000	2,000	2,000
Equipment Purchases	15,000	15,000	15,000
<b>Total Equipment</b>	<b>\$27,550</b>	<b>\$27,550</b>	<b>\$27,550</b>
<b>SPACE - 1820</b>			
Equity loan - building repairs & renovation	0	0	0
<b>Total Space</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>UTILITIES - 1830</b>			
Electrical	8,000	8,000	8,000
Water/Sewer/Solid Waste	1,400	1,400	1,400
<b>Total Utilities</b>	<b>\$9,400</b>	<b>\$9,400</b>	<b>\$9,400</b>
<b>SUPPLIES - 1840</b>			
Office supplies (Copy paper, etc.)	3,500	3,500	3,500
Housekeeping supplies	1,000	1,000	1,000
<b>Total Supplies</b>	<b>\$4,500</b>	<b>\$4,500</b>	<b>\$4,500</b>
<b>PRINTING - 1850</b>			
<b>Total Printing</b>	<b>\$1,000</b>	<b>\$1,000</b>	<b>\$1,000</b>
<b>INSURANCE - 1860</b>			
Auto, Bldg., Work. Comp., &	4,613	4,613	4,613
<b>Total Insurance</b>	<b>\$4,613</b>	<b>\$4,613</b>	<b>\$4,613</b>
<b>POSTAGE - 1870</b>			
<b>Total Postage</b>	<b>\$2,000</b>	<b>\$2,000</b>	<b>\$2,000</b>
<b>TELEPHONE - 1880</b>			
<b>Total Telephone</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,000</b>
<b>AUTO EXPENSE - 1890</b>			
<b>Total Auto Expense</b>	<b>\$2,000</b>	<b>\$2,000</b>	<b>\$2,000</b>
<b>INTEREST - 1910</b>			
<b>Total Interest</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>UNALLOCATED COSTS - 1930</b>			
Payments to cash reserve	\$80,963	\$78,202	\$42,202
<b>TOTAL EXPENDITURES</b>	<b>\$251,466</b>	<b>\$249,455</b>	<b>\$249,455</b>
1610 - Salaries	546,563	546,232	546,232
- Full-time Staff	474,969	485,752	485,752
- Part-time Staff	35,894	14,780	14,780
- Temporary Staff	15,000	20,000	20,000
- Holiday Bonus	5,000	10,000	10,000
- Executive Committee Members	11,700	11,700	11,700
- Committee Members (Other)	4,000	4,000	4,000
1620 - Fringe Benefits	193,383	190,725	190,725
<b>Total Salaries &amp; Fringe Benefits</b>	<b>739,946</b>	<b>736,957</b>	<b>736,957</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>\$991,412</b>	<b>\$986,412</b>	<b>\$986,412</b>
<b>Working Capital Reserve</b>	<b>\$340,000</b>	<b>\$340,000</b>	<b>\$340,000</b>
<b>Total (to balance w/Revenues)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total Revenues</b>	<b>\$991,412</b>	<b>\$986,412</b>	<b>\$986,412</b>