

*Joseph Thompson*

**AGENDA  
MOUNT ROGERS PLANNING DISTRICT COMMISSION  
EXECUTIVE COMMITTEE MEETING  
1021 TERRACE DRIVE  
MARION, VIRGINIA  
August 2, 2018  
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 JULY 5, 2018**

**ADOPTION OF AGENDA FOR AUGUST 2, 2018**

**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	Ending Balance	Notes	Monthly Payment
<b>Revealing Loan Fund:</b>				
Top Quality Landscaping (Davis Farm)	\$ 150,000.00	40,608.78	July payment not yet received - paying monthly but remaining one month behind	\$ 500.00
Electro Finishing	\$ 75,000.00	55,717.93	Agreement in Sept 2013 to pay 1.5 pymts ea mo. Rec'd \$1,287 in Oct, Jan 2014, Apr, July, Jan 2015. Pd only 1 pymt in Feb, Mar, Apr which do not even pay all late fees due. Resumed 1.5 pymt May 2015.	\$ 1,297.07
			Remains past due (Pmt) from Feb 2013	(664,711.5)
			Granted 90-day forbearance - Next payment due Oct 10, 2015 but has made payments in July, Aug, Sept, Nov, Dec 2015	
			(Next payments received June & August 2016 - February, March, June, July, August, Sept, Oct, Nov, Dec 2017, Jan 2018 - (all \$805 and all applied to late fees)	
			(\$47,434.42 to bring loan current)	
Fries Community Health Care	\$ 42,880.00	16,243.51	One partner died - life insurance had lapsed with no notice to the PDC.	\$ 474.40
Town of Fries LOC	\$ 22,700.00	18,462.25	Current	\$ 379.09
Galax/Grayson EMS	\$ 125,000.00	59,550.72	Current	\$ 1,208.00
Highlands Hardware (QTRLY PYMTS)	\$ 75,000.00	35,338.22	Current	(varies)
			(Quarterly pymts) Past-due - Principal (64 Sept 2011 forward - interest Dec 2012 forward	
			Turned over to attorney for collection - all pymts to be applied to principal	
			Rec'd \$4,000 in Dec 2014	
			Rec'd \$5,331.61 in May 2015	
			Rec'd \$5,159.29 in July 2016	
			Rec'd \$5,443.91 in April 2017	
			Rec'd \$12,271 in July 2017	
			Rec'd \$5,298.28 in April 2018	
Mill Creek Arts	\$ 50,000.00	21,572.68	Past-due (pmt) from Aug 2012 and (pmt) from July 2013 forward - PROCURRING NEW ATTORNEY	\$ 530.33
New River Side Store & Deli	\$ 65,000.00	57,484.42	Modification loan closed 10/20/17 - Repayment began with December billing - Current	\$ 643.89
William R Strauss (Parkway Kertling purchase)	103,585.93	69,391.20	Current	\$ 1,150.02
Town of Salville	200,000.00	200,000.00	New loan - Annual payments to begin June 2019	\$ 23,446.10
Town of Trousdale	53,000.00	51,194.93	New loan - Payments began March 2018 - Current	\$ 512.78
Total RLF	\$ 962,265.33	\$ 627,514.04		\$ 6,685.58
<b>Intermediate Lending I:</b>				
Whitlock Community Facility	\$ 85,000.00	26,015.71	Granted additional year of interest-only payments until March 2019. Current	\$ 125.00
Total IRPI	\$ 85,000.00	\$ 26,015.71		\$ 125.00
<b>Intermediate Lending II:</b>				
The Salville Foundation	\$ 30,000.00	30,000.00	New loan - 10-year loan - Annual payments to begin October 2019	\$ 3,516.92
Town of Damascus	\$ 75,000.00		PAID IN FULL	n/a
Total IRPIII	\$ 185,000.00	\$ 30,000.00		\$ 3,516.92
<b>Intermediate Lending III:</b>				
BRCEA	\$ 164,793.18	164,793.18	New loan - 10 year loan - first 5 years interest-only - annual payments began July 2017	\$ 4,543.80
Main Street Tire & Auto (Loan #2)	\$ 40,000.00	30,817.34	New loan - 4 annual payments beginning June 2018	\$ 11,280.47
Total IRPIII	\$ 204,793.18	\$ 195,610.52		\$ 16,224.27
<b>RBEAG</b>				
County of Grayson	\$ 50,000.00	\$ 50,000.00	New loan - Monthly payments began July 2018	\$ 482.80
Total RBEAG	\$ 50,000.00	\$ 50,000.00		\$ 482.80
<b>Total All Loan Funds</b>	<b>\$ 1,357,059.11</b>	<b>\$ 928,140.27</b>		
<b>Account Balances</b>	<b>Amount</b>	<b>Notes</b>		
RLF	\$ 42,797.95			
IRP1	\$ 35,048.48	RD pymt of \$18,509 due October 2018		
IRP2	\$ 73,151.90	RD pymt of \$21,225 due March 2019		
IRP3	\$ 27,798.88	RD pymt of \$21,225 due June 2019		
RBEAG	\$ 33,384.56			
Total All Loan Funds	\$ 212,121.65			

\*\*\* WILSON TRADING REMOVED FROM REPRT BEGINNING NOVEMBER 28/17 PER EXEC COMMITTEE AND AARON. STILL ON BOOKS AT THIS POINT BUT DO NOT EXPECT TO RECEIVE PAYMENT.

# MOUNT ROGERS PLANNING DISTRICT COMMISSION

## Financial Summary

August 2nd 2018

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### ASSETS

Total Current Assets:	\$808,173.10
<u>Total Fixed Assets:</u>	<u>\$122,439.36</u>
<b>Total Assets:</b>	<b>\$930,612.46</b>

### LIABILITIES

Current/Long Term Liabilites:	\$398,486.62
<u>Total Fund Balance:</u>	<u>\$532,125.84</u>
<b>Total Liabilities and Fund Balance:</b>	<b>\$930,612.46</b>

### CASH INFORMATION

BB&T Money Market:	\$199,491.04
BB&T Checking:	\$3,489.37
<u>BB&amp;T Cash Reserve:</u>	<u>\$340,085.76</u>
<b>Total Cash in Bank:</b>	<b>\$543,066.17</b>
<i>Amount of Funds Due to Others:</i>	<i>\$131,602.29</i>
<u>BB&amp;T Cash Reserve:</u>	<u>\$340,085.76</u>
<b>Cash - MRPDC Operations</b>	<b>\$71,378.12</b>

### REVENUE FORECAST

Original Projected Revenue:	\$146,548.00
Funds Received - Not Projected:	\$19,063.00
<u>Funds Projected - Not Received:</u>	<u>\$45,300.00</u>
<b>Total July Revenues:</b>	<b>\$120,311.00</b>
<b>Projected August Revenue:</b>	<b>\$66,706.00</b>
<b>Projected September Revenue:</b>	<b>\$43,390.00</b>

<u>SOURCE</u>	<u>JULY PROJECTED</u>	<u>JULY ACTUAL</u>	<u>TO BE ADDED TO FORECAST</u>
Assessments	\$ 26,000	\$ 34,775	\$ 8,775
IPR	\$ 14,000	\$ 17,500	\$ 3,500
Town Management	\$ 18,750	\$ 20,600	\$ 1,850
Short-term Projects	\$ 11,000	\$ 12,050	\$ 1,050
Bland GIS	\$ -	\$ 1,780	\$ 1,780
Misc	\$ -	\$ 2,108	\$ 2,108
<b>TOTAL</b>	<b>\$ 69,750</b>	<b>\$ 88,813</b>	<b>\$ 19,063</b>

  

<u>SOURCE</u>	<u>JULY PROJECTED</u>	<u>JULY ACTUAL</u>	<u>TO BE SUBTRACTED FROM FORECAST</u>
EDA	\$ 17,000	-	\$ 17,000
Eagle Bottom	\$ 5,000	-	\$ 5,000
Damascus CDBG	\$ 2,000	-	\$ 2,000
Damascus ARC	\$ 1,000	-	\$ 1,000
Hidden Valley	\$ 4,600	-	\$ 4,600
Hazard Mitigation Plan	\$ 15,700	-	\$ 15,700
<b>TOTAL</b>	<b>\$ 45,300</b>	<b>-</b>	<b>\$ 45,300</b>

  

<i>Original projected funds</i>	\$ 146,548
Add funds rec'd - not projected	19,063
Less funds projected - not rec'd	45,300
Total Revenues rec'd July 2018	\$ 120,311

# MT. ROGERS PLANNING DISTRICT COMMISSION

## BALANCE SHEET

July 31, 2018

### ASSETS

#### CURRENT ASSETS

PETTY CASH	\$	427.91
BB&T MM (WATER/WASTEWATER)		201,350.53
BB&T WORKING CAPITAL RESERVE		340,085.76
BB&T MONEY MARKET		199,491.04
BB&T CHECKING		3,489.37
A/R-ADMIN CONTRACTS		(0.50)
UNBILLED RECEIVABLES		17,775.37
A/R-STATE & LOCAL		26,021.76
DUE FROM REVOLVING LOAN FUND		3,822.66
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>11,865.33</u>

**TOTAL CURRENT ASSETS** \$ 808,173.10

#### FIXED ASSETS

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

**TOTAL ASSETS** \$ 930,612.46

**MT. ROGERS PLANNING DISTRICT COMMISSION****BALANCE SHEET****July 31, 2018****LIABILITIES & FUND BALANCE****CURRENT LIABILITIES**

ACCOUNTS PAYABLE	\$	488.42
DUE TO OTHER AGENCY		131,602.29
DEFERRED REVENUE - W/WW		201,414.79
AMTS TO BE EARNED BY MRPDC		26,117.73
FEDERAL INCOME TAX W/H		(5.60)
UNEMP. TAXES PAYABLE		(2,652.87)
CUSTOMER DEPOSITS		<u>500.00</u>

**TOTAL CURRENT LIABILITIES** \$ 357,464.76

**LONG TERM LIABILITIES**

VESTED VACATION PAYABLE	<u>41,021.86</u>
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**TOTAL LONG TERM LIABILITIES** 41,021.86 41,021.86

**TOTAL LIABILITIES** 398,486.62

**FUND BALANCE:**

INVESTMT IN GEN FIXED ASSETS	122,439.36
FUND BALANCE	383,896.85
VESTED VACATION RESERVE	(34,442.26)
Y-T-D- INCOME (LOSS)	<u>60,231.89</u>

**TOTAL FUND BALANCE** 532,125.84

**TOTAL LIABILITIES & FUND BALANCE** \$ 930,612.46

**MT. ROGERS PLANNING DISTRICT COMMISSION****INCOME STATEMENT****FOR THE PERIOD ENDED July 31, 2018**

	<b>1 Month Ended July 31, 2018</b>	<b>12 MONTH BUDGET</b>	<b>VARIANCE</b>	<b>PCT</b>
<b>REVENUE:</b>				
GRANT REVENUE-ARC	7,832.67	93,991.00	(86,158.33)	0.92
RBEG LOAN FUND	50.00	1,500.00	(1,450.00)	0.97
REVOLVING LOAN FUND	993.50	8,000.00	(7,006.50)	0.88
TRANS PLAN	0.00	58,000.00	(58,000.00)	1.00
GRANT REVENUE-EDA	0.00	70,000.00	(70,000.00)	1.00
GRANT REVENUE-S&L	63,941.99	242,422.00	(178,480.01)	0.74
SPEC SERVICES REVENUE	38,430.00	162,900.00	(124,470.00)	0.76
INDOOR PLUMBING REHAB	17,500.00	36,000.00	(18,500.00)	0.51
RURAL RETREAT DOWNTOWN CDBG	0.00	20,000.00	(20,000.00)	1.00
POWER MAPPING	0.00	50,000.00	(50,000.00)	1.00
MISCELLANEOUS REVENUE	2,107.77	250.00	1,857.77	(7.43)
BLUE RIDGE DISCOVERY CENTER ARC	0.00	6,000.00	(6,000.00)	1.00
HIDDEN VALLEY WATER - WASH CO/WCSA	0.00	17,050.00	(17,050.00)	1.00
BANK INTEREST REVENUE	4.60	0.00	4.60	0.00
DAMASCUS DOWNTOWN	0.00	37,100.00	(37,100.00)	1.00
SALT TRAIL	0.00	5,000.00	(5,000.00)	1.00
SWVA REG W/WW	0.00	30,000.00	(30,000.00)	1.00
DAMASCUS ARC	0.00	19,900.00	(19,900.00)	1.00
BARTER	0.00	16,500.00	(16,500.00)	1.00
EAGLE BOTTOM	0.00	30,850.00	(30,850.00)	1.00
HAZARD MITIGATION	0.00	22,849.00	(22,849.00)	1.00
CHILHOWIE DOWNTOWN	8,000.00	46,000.00	(38,000.00)	0.83
WIRED ROAD CDBG	0.00	12,100.00	(12,100.00)	1.00
CHIL TAP (PED CONNECT)	0.00	5,000.00	(5,000.00)	1.00
<b>TOTAL REVENUE</b>	<b>138,860.53</b>	<b>991,412.00</b>	<b>(852,551.47)</b>	<b>(0.86)</b>



# MT. ROGERS PLANNING DISTRICT COMMISSION

## INCOME STATEMENT

FOR THE PERIOD ENDED July 31, 2018

	1 Month Ended July 31, 2018	12 MONTH BUDGET	VARIANCE	PCT
<b>DIRECT EXPENSES:</b>				
SALARIES	45,189.13	546,563.00	501,373.87	0.92
FRINGE BENEFITS	15,413.34	193,383.00	177,969.66	0.92
CONTRACTUAL SERVICES	8,121.00	30,100.00	21,979.00	0.73
TRAVEL	2,867.98	45,600.00	42,732.02	0.94
SUBS & PUBS	0.00	1,100.00	1,100.00	1.00
DUES & SUPPORT	0.00	8,140.00	8,140.00	1.00
CONFERENCE & TRAINING	1,445.00	11,700.00	10,255.00	0.88
MISCELLANEOUS EXPENSE	748.76	17,800.00	17,051.24	0.96
<b>TOTAL DIRECT EXPENSES</b>	73,785.21	854,386.00	780,600.79	0.91
<b>INDIRECT EXPENSES:</b>				
EQUIPMENT	3,169.18	27,550.00	24,380.82	0.88
UTILITIES	96.66	9,400.00	9,303.34	0.99
SUPPLIES	447.89	4,500.00	4,052.11	0.90
PRINTING	0.00	1,000.00	1,000.00	1.00
INSURANCE	402.67	4,613.00	4,210.33	0.91
POSTAGE	0.00	2,000.00	2,000.00	1.00
TELEPHONE	557.10	5,000.00	4,442.90	0.89
AUTO EXPENSE	169.93	2,000.00	1,830.07	0.92
<b>TOTAL INDIRECT EXPENSES</b>	4,843.43	56,063.00	51,219.57	0.91
<b>UNALLOCATED COSTS:</b>				
PMTS TO CASH RESERVE	0.00	80,963.00	80,963.00	1.00
<b>TOTAL UNALLOCATED COSTS</b>	0.00	80,963.00	80,963.00	1.00
<b>PASS THRU ACTIVITY:</b>				
REVENUE RECOGNIZED	100,000.00	0.00	(100,000.00)	0.00
FUNDS EXPENDED	(100,000.00)	0.00	100,000.00	0.00
<b>TOTAL PASS THRU ACTIVITY</b>	0.00	0.00	0.00	0.00
<b>TOTAL EXPENSES</b>	78,628.64	991,412.00	912,783.36	0.92
<b>NET INCOME (LOSS)</b>	60,231.89	0.00	(60,231.89)	0.00

**MT. ROGERS PLANNING DISTRICT COMMISSION**

**SUPPLEMENTARY CASH INFORMATION**

**July 31, 2018**

BB&T MONEY MARKET	199,491.04	
BB&T WORKING CAPITAL RESERVE	340,085.76	
BB&T CHECKING	<u>3,489.37</u>	
		543,066.17
AMOUNT OF FUNDS DUE TO OTHER AGENCIES, ETC.		(131,602.29)
LESS AMOUNT OF WORKING CAPITAL RESERVE		<u>340,085.76</u>
CASH - MRPDC OPERATIONS		<u><u>71,378.12</u></u>

# **MOUNT ROGERS PLANNING DISTRICT COMMISSION**

## **Executive Director's Report**

**August 2nd, 2018**

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### **Federal:**

- ARC input session will be held this month
- ARC Power application for Bland County Broad Band Deployment

### **State:**

- Resolutions for support for Smart Scale projects have been distributed
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### **Regional:**

- Input sessions for Friends of Southwest Virginia August 30<sup>th</sup>.

### **New Projects:**

- Chilhowie Farmers Market

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

- IPR  
11- complete

### **Staff:**

- Governor's visit to Damascus
- ARC federal Co-chair visit to Damascus

### **Executive Committee**

- VAPDC summer conference