



SOUTHSIDE PLANNING DISTRICT COMMISSION

AGENDA: Executive Committee Meeting
January 27, 2022 @ 5:30 p.m.
200 South Mecklenburg Avenue
South Hill, VA

Zoom Connection Info
ID: 3390115898
Passcode: 202011

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1. CALL TO ORDER Chair Callis
 - A. Electronic Meeting Authorization Disclosure Chair Callis
 - B. Roll Call and Recognition of Guests Executive Director Gosney
 - C. Public Comment Period Chair Callis
 - D. Approval/Modification of Agenda Chair Callis
 - Motion to Approve
 2. MINUTES – June 30, 2021 Chair Callis
 - Motion to Approve
 3. FY22 BUDGET AMENDMENTS REPORT Stephanie Creedle, Director of Finance & HR
 - Motion to Recommend Approval
 4. PER CAPITA DUES INCREASE Scott Simpson, Budget/Finance Committee Chair
 - Motion to Recommend Approval
 5. FY21 AUDIT Executive Director Gosney
 - Motion to Recommend Acceptance
 6. CDBG REGIONAL PRIORITIES Executive Director Gosney
 - Motion to Recommend Approval
 7. ELECTION OF OFFICERS John Zubrod, Nominating Committee Chair
 - Motion to Recommend Approval
 8. OTHER BUSINESS (per 1.D. above) Chair Callis
 9. ADJOURNMENT Chair Callis



TO: Southside PDC Commissioners
FROM: Deborah Gosney, Executive Director
DATE: January 21, 2022
SUBJECT: Meeting Summary

We are excited to have John Lee, President and CEO of EMPOWER Broadband and Mecklenburg Electric Coop, present a summary of the recently funded SPDC VATI application totaling \$69,431,635 in awarded grant funds that will provide last-mile universal fiber broadband in each of the three PDC Counties as well as the southern portion of Charlotte County.

As you know, the Bylaws Committee, comprised of Stanley Brandon, George Leonard, Joseph Taylor, Tom Tanner, and John Zubrod, met several times last year (April 19th, May 10th, and June 7th) were tasked with the responsibility of proposing various changes to the Bylaws with the most significant amendment being the reduction in size of the Commission from 28 members to 17 members. Supporting resolutions were adopted by each member jurisdiction as required by the Charter in September of 2021. As the October meeting did not have an in-person quorum, no action could be taken; thus, the adoption of the Bylaws Amendments is the first order of business for the January meeting. The Amendments become effective April 1, 2022.

A per capita dues increase was proposed by the Bylaws Committee during the many discussions that were held regarding amendments to the Bylaws. I explained to the Bylaws Committee that I would take their recommendation to the Budget & Finance Committee for consideration. The Budget and Finance Committee, comprised of Kim Callis, Winston Harrell, Charlie Simmons, Scott Simpson, and Leslie Weddington, met on June 15, 2021 (minutes included in meeting packet) and made a recommendation to increase per capita dues from \$1.25 to \$1.50 to be effective for the FY23 Budget. Committee members felt this was critically needed due to the ongoing decline of population in the region. Other PDC's throughout the State experience an increase in per-capita dues not from a rate increase but simply because their population is increasing. A dues increase hasn't been made in over 15 years for the PDC and is on the agenda for Commission approval.

The Nominating Committee, comprised of John Zubrod, Kim Callis, Lillie Feggins-Boone, George Leonard, Glanzy Spain, and Garland Ricketts, met December 13, 2021 (minutes included in meeting packet) to discuss and recommend new officers for the upcoming 2022-2024 term. The recommendations were Glanzy Spain (Mecklenburg County) as the new Chair, George Leonard (South Boston) to continue to serve another two-year term as Vice-Chair, and Leslie Weddington (Brunswick County) to continue to serve as Treasurer. Kim Callis (South Hill) will serve as Immediate Past Chair on the Executive Committee. A recommendation was also made to retain Garland Ricketts on the Executive Committee representing Halifax County to ensure equitable representation from each of the five member-paying jurisdictions. The election of officers is on the agenda for Commission approval.

The FY21 Audit, CDBG Regional Priorities, and FY22 Budget Amendments Report are all regular January meeting items.

I truly appreciate the time you take away from your busy schedules to attend our meetings. It is recognized and valued by staff. Looking forward to seeing you all Thursday.

Minutes

SOUTHSIDE PLANNING DISTRICT COMMISSION
Executive Committee Meeting
June 30, 2021

An Executive Committee Meeting of the Southside Planning District Commission (SPDC) was held on June 30, 2021 at the Commission’s Conference Room, 200 South Mecklenburg Avenue, South Hill, Virginia. Chair Kim Callis called the meeting to order at 5:00 p.m. for those wishing to attend in person and virtually utilizing Zoom technology.

Due to the nature of the COVID-19 Declaration of a State of Emergency and pursuant to Code 2.2-3708.2, this meeting was held by electronic communications, via the Zoom electronic platform. The catastrophic nature of this declared emergency made it impractical and unsafe to assemble a quorum in a single location and the purpose of this meeting was to discuss or transact the business statutorily required or necessary to continue the operations of the Southside PDC. This meeting was recorded as required by FOIA for electronic meetings. Roll call votes were taken on all action items.

Director Gosney called the roll. With 11 Commissioners being present, a quorum was met for this meeting. The Roll Call is as follows:

BRUNSWICK COUNTY	Present	Absent
Bernard Jones, Sr.	X	
Leslie Weddington – Treasurer	X	
John Zubrod	X	
HALIFAX COUNTY		
Stanley Brandon		X
Garland Ricketts	X	
Scott Simpson	X	
MECKLENBURG COUNTY		
Andy Hargrove	X	
Charlie Simmons	X	
Glanzy Spain	X	
SOUTH BOSTON		
Winston Harrell	X	
George Leonard – Vice Chair	X	
SOUTH HILL		
Kim Callis - Chair	X	
TOTAL	11	1

Staff in Attendance:

Deborah Gosney, Executive Director
Stephanie Creedle, Finance Director/HR
Lisa McGee, Administrative Assistant

Guests in Attendance:

None

PUBLIC COMMENT PERIOD

Chair Callis asked for public comments. Hearing none, the public comment period was closed.

APPROVAL OF THE AGENDA

WINSTON HARRELL MADE A MOTION THAT THE AGENDA BE APPROVED AS PRESENTED. THE MOTION WAS SECONDED BY JOHN ZUBROD AND BY ROLL CALL VOTE, ALL COMMISSIONERS VOTED AFFIRMATIVELY. (AYES: B. JONES, WEDDINGTON, ZUBROD, RICKETTS, SIMPSON, HARGROVE, SIMMONS, SPAIN, HARRELL, LEONARD AND CALLIS. NAYS: NONE; ABSTENTIONS: NONE).

BYLAWS COMMITTEE REPORT

Bylaws Committee Chair George Leonard reviewed the progress that the Bylaws Committee has made towards reviewing and updating the Southside PDC Bylaws and Charter Agreement which were last reviewed and updated on January 24, 1990. The Bylaws Committee consists of: George Leonard, Chair, Tom Tanner, John Zubrod, Joseph Taylor and Stanley Brandon. The Committee met April 19, 2021, May 10, 2021 and June 7, 2021 to review the Bylaws and Charter Agreement for the purpose of an update with the primary focus being to reduce the overall size of the Commission to allow for more interactive communication among members. Many changes were made to improve the overall operation of the Commission with significant recommendations listed below:

- Reduce the size of the Commission from 28 members (15 elected and 13 citizen-at-large) to 15 members (10 elected and 5 citizen-at-large).
- Reduce the size of the Executive Committee from 12 members to five members consisting of the Chair, Vice Chair, Treasurer, Immediate Past Chair and one other PDC member to ensure all five member localities are represented.
- Remove the requirement that the Treasurer rotate off after two consecutive terms so the Treasurer may succeed themselves continuously in office.
- Remove the requirement that the Executive Committee must meet quarterly; the Executive Committee should meet as needed to conduct business between the regular scheduled quarterly meetings and to serve as an advisory committee to the Executive Director.
- To ensure that minority representation is maintained, the current Bylaws require that seven (7) of 28 members or 25% be minority; the new recommendation is that five (5) of 15 members or 33% must be minority.

- Add that virtual and/or conference call meetings are allowed pursuant to compliance with the Code of Virginia, FOIA, and during Governor declared “State of Emergency” conditions.
- Made a recommendation to the Budget & Finance Committee to consider a per capita dues increase as the population numbers are declining for the region to ensure the continued sustainability of operations and to maintain staff capacity; the annual assessment will be reviewed every two years by the Budget & Finance Committee.
- Made a recommendation that the Chair, Vice Chair and Treasurer be elected in January instead of October.

Discussion followed resulting in a request that the Commission schedule an additional meeting to give further consideration to an increase in the citizen-at-large membership.

OTHER BUSINESS

The Southside Planning District Commission’s 52nd Annual Meeting will be held at the Brunswick County Conference Center in Lawrenceville, Virginia on October 28, 2021. With the decision to start rotating between the three Counties for the Annual Meeting location, Brunswick County was selected alphabetically as the first, followed respectively by Halifax and Mecklenburg Counties.

EXECUTIVE DIRECTOR EVALUATION

Annually, a Performance Evaluation is conducted for the Southside Planning District Commission’s Executive Director during its June Executive Board meeting.

PURSUANT TO SECTION 2.2-3712 OF THE VIRGINIA FREEDOM OF INFORMATION ACT, JOHN ZUBROD MOVED THAT THE SOUTHSIDE PLANNING DISTRICT COMMISSION EXECUTIVE COMMITTEE CONVENE IN CLOSED SESSION TO DISCUSS PERSONNEL ISSUES PURSUANT TO THE CLOSED MEETING EXEMPTION AT SECTION 2.2.-3711 OF THE CODE OF VIRGINIA. THE MOTION WAS SECONDED BY BERNARD JONES, SR. AND BY ROLL CALL VOTE, ALL COMMISSIONERS VOTED AFFIRMATIVELY. (AYES: B. JONES, WEDDINGTON, ZUBROD, RICKETTS, SIMPSON, HARGROVE, SIMMONS, SPAIN, HARRELL, LEONARD AND CALLIS. NAYS: NONE; ABSTENTIONS: NONE).

GLANZY SPAIN MOTIONED HAVING CONVENEED AND CONCLUDED A CLOSED MEETING PURSUANT TO SECTION 2.2-3712 OF THE VIRGINIA FREEDOM OF INFORMATION ACT, MEMBERS OF THE SOUTHSIDE PLANNING DISTRICT COMMISSION EXECUTIVE COMMITTEE CERTIFY THE FOLLOWING: 1) ONLY PUBLIC BUSINESS MATTERS LAWFULLY EXEMPTED FROM OPEN MEETING REQUIREMENTS UNDER THIS CHAPTER, AND 2) ONLY SUCH PUBLIC BUSINESS MATTERS AS WERE IDENTIFIED IN THE MOTION BY WHICH THE CLOSED MEETING WAS CONVENEED, WERE HEARD, DISCUSSED OR CONSIDERED IN THE MEETING BY THE PUBLIC BODY; JOHN ZUBROD SECONDED THE MOTION AND BY ROLL CALL VOTE ALL MEMBERS VOTED AFFIRMATIVELY. (AYES: B. JONES, WEDDINGTON, ZUBROD, RICKETTS, SIMPSON, HARGROVE, SIMMONS, SPAIN, HARRELL, LEONARD AND CALLIS. NAYS: NONE; ABSTENTIONS: NONE).

ADJOURNMENT

There being no further business, the meeting adjourned at 5:56 p.m.



Kim Callis, Chair SPDC



Deborah Gosney, Secretary

Budget Amendments

SOUTHSIDE PLANNING DISTRICT COMMISSION

QUARTERLY MEETING

January 27, 2022

FY22 PROPOSED BUDGET AMENDMENTS

FY22 REVENUE ADJUSTMENTS:

DCR GRANT AWARDED:

SOUTH BOSTON SINAI PARK PROJECT + \$1,500.00

DHCD COMMUNITY DEV. BLOCK GRANTS AWARDED/ADJUSTED:

BRODNAX PINEY POND TARGETED SITE HOUSING REHAB PROJECT + \$100,000.00

SOUTH BOSTON N. MAIN STREET TARGETED SITE HOUSING REHAB PROJECT + \$100,000.00

URGENT NEED SOUTHERN VIRGINIA FOOD INSECURITY PROJECT - \$70,000.00

DHCD PLANNING GRANTS AWARDED:

BRUNSWICK COUNTY TOWNSHIP ROAD HOUSING REHAB PROJECT PG + \$25,000.00

CHASE CITY B STREET NEIGHBORHOOD PROJECT PG + \$25,000.00

HALIFAX BANISTER TOWN HOUSING REHAB PROJECT PG + \$25,000.00

MECKLENBURG CO. HOUSING REHAB NEEDS ASSESSMENT PG + \$19,840.00

DHCD VATI GRANT AWARDED:

REGIONAL UNIVERSAL FIBER BROADBAND PROJECT + \$75,000.00

EDA GRANT AWARDED:

BOYDTON WASTEWATER TREATMENT PLANT IMPROVEMENT PROJECT + \$60,000.00

GO VIRGINIA GRANT AWARDED/ADJUSTED:

GO VIRGINIA - GIS PROJECT - \$13,332.00

GO VIRGINIA - EXPERIENCEWORKS + \$15,018.00

GO VIRGINIA - SEED INNOVATION HUB + \$12,000.00

GO VIRGINIA - SVRA REGIONAL SITE DEVELOPMENT PROJECT + \$35,000.00

TRRC GRANT AWARDED:

KINDERTON TECHNOLOGY CAMPUS DUE DILIGENCE (LOCAL) + \$2,500.00

VDEM GRANT AWARDED:

RIVERDALE ACQUISITION PROJECT + \$100,000.00

VHDA GRANT AWARDED:

SPDC AFFORDABLE HOUSING DEVELOPMENT PROGRAM + \$25,000.00

NET INCREASE IN REVENUES

\$537,526.00

SOUTHSIDE PLANNING DISTRICT COMMISSION
QUARTERLY MEETING
January 27, 2022

FY22 PROPOSED BUDGET AMENDMENTS

FY22 EXPENSE ADJUSTMENTS:

DIRECT CHARGEABLE SALARIES, INDIRECT SALARIES AND FRINGE BENEFITS INCREASED TO ALLOW FOR ADDITIONAL CAPACITY.	+	\$31,204.76
EQUIPMENT RENTAL, MAINTENANCE AND USE - INCREASED DUE TO EXTRA COPIER USE FOR THE SMALL BUSINESS GRANTS THIS YEAR.	+	\$2,000.00
DEPRECIATION ADJUSTED TO ACTUAL	-	<u>\$1,700.00</u>
NET INCREASE IN EXPENSES		<u>\$31,504.76</u>

SOUTHSIDE PLANNING DISTRICT COMMISSION

BUDGET FY21

ADOPTED JUNE 30, 2021

AMENDED JANUARY 27, 2022

	<u>FY22</u>	<u>FY22 AMENDED</u>
REVENUES		
Member Jurisdiction Dues	\$ 123,992.50	\$ 123,992.50
Revenue Brought Forward	769,150.00	769,150.00
New Revenue Approved	512,203.00	1,049,729.00
Deferred Revenue	(215,000.00)	(215,000.00)
Interest Income	1,200.00	1,200.00
	<hr/>	<hr/>
Total Revenues	<u>\$1,191,545.50</u>	<u>\$ 1,729,071.50</u>
 EXPENDITURES		
Direct Chargeable Salaries	\$ 402,994.79	\$ 423,375.46
Employee Fringe Benefits	267,638.59	277,030.14
Travel/Per Diem	10,000.00	10,000.00
Other Direct Cost - Grants	100,000.00	100,000.00
Other Direct Cost - S/L	40,000.00	40,000.00
Indirect Costs	318,472.73	320,205.27
	<hr/>	<hr/>
Total Expenditures	<u>\$1,139,106.11</u>	<u>\$1,170,610.87</u>
 Excess Revenues Over Expenditures	 <u>\$52,439.39</u>	 <u>\$558,460.63</u>

SOUTHSIDE PLANNING DISTRICT COMMISSION
AMENDED BUDGET FY22
REVENUES

<i>Member Jurisdiction Dues</i>	\$ 123,992.50
 <i>Revenue Brought Forward From FY21</i>	
DCR	
South Boston Greene's Crossing Landing Project	14,000.00
DHCD - Community Development Block Grants	
Brunswick County Chestnut Scattered Site Housing Project	68,000.00
Deferred to FY23	(40,000.00)
Chase City Endly Street - Phase I	14,900.00
Chase City Endly Street - Phase II	24,000.00
Halifax County Small Business Recovery Assistance	3,625.00
La Crosse Pine Street Project - Phase I	50,000.00
Deferred to FY23	(15,000.00)
La Crosse Pine Street Project - Phase II	78,500.00
Deferred to FY23	(40,000.00)
Mecklenburg County Quail Hollow Project	19,125.00
Mecklenburg County Small Business Recovery Assistance	10,000.00
DHCD - IRF Grants	
South Boston John Randolph Hotel Project	5,000.00
Clarksville Planter's Warehouse Project	5,000.00
The Old Brunswick Circuit Foundation - Dromgoole House Project	9,000.00
DHR	
The Lee Building Disaster Assistance Project	15,000.00
Sledge & Barkley Disaster Assistance Project	26,000.00
EDA	
EDA CARES Act Funding	240,000.00
Deferred to FY23	(50,000.00)
GO VIRGINIA	
GO Virginia - Support Organization/Fiscal Agent Services - FY21	45,000.00
GO Virginia - Bridge to Recovery Project	21,500.00
GO Virginia - GO TEC 2B Project	2,000.00
VDOT - MAP-21 Grants	
Alberta Tobacco Heritage Trail Project	12,000.00
Brodnax Depot	31,000.00
Civil Rights and Education Heritage Trail Expansion Project	2,500.00
Lawrenceville Sharp Street Improvement Project	25,000.00
Lawrenceville Sidewalks Project	15,000.00
Lawrenceville THT Connector Project	30,000.00
VHDA	
Chase City Lee Building Community Impact Study	3,000.00
SUBTOTAL	624,150.00

SOUTHSIDE PLANNING DISTRICT COMMISSION
AMENDED BUDGET FY22
REVENUES

New Revenue Approved

Commonwealth of Virginia - FY22 Dues	89,971.00
DCR	
South Boston Sinai Park Project	1,500.00
DHCD - Community Development Block Grants	
Brodnax Piney Pond Targeted Site Housing Rehab Project	100,000.00
South Boston N. Main Street Targeted Site Housing Rehab Project	100,000.00
Brunswick Co. Township Road Housing Rehab Project PG	25,000.00
Chase City B Street Neighborhood Project PG	25,000.00
Halifax Banister Town Housing Rehab Project PG	25,000.00
Mecklenburg Co. Housing Rehab Needs Assessment PG	19,840.00
DHCD - VATI	
Regional Universal Fiber Broadband Project	75,000.00
EDA	
Boydton Wastewater Treatment Plant Improvement Project	60,000.00
EDA FY22 Planning Grant	70,000.00
MBC Middle Mile Broadband Project	7,500.00
GIS Contracts	
Brunswick Sheriff's Department GIS	4,800.00
Halifax County GIS	23,000.00
Mecklenburg County GIS	24,000.00
GO Virginia	
GO Virginia - Support Org./Fiscal Agent Services - FY22	80,000.00
Deferred to FY23	(45,000.00)
GO Virginia - ExperienceWorks	15,018.00
GO Virginia - Seed Innovation Hub	12,000.00
GO Virginia - SVRA Regional Site Development Project	35,000.00
LCDC - Staff Services	21,600.00
Rural Development	
Clarksville Sewer Improvement Project	50,000.00
Deferred to FY23	(25,000.00)
TRRC	
Kinderton Technology Campus Due Diligence (Local)	2,500.00
VDEM	
Riverdale Acquisition Project	100,000.00
VDOT	
Rural Transportation Planning Grant	58,000.00
VHDA	
SPDC Affordable Housing Development Program	25,000.00
SUBTOTAL	979,729.00
<i>Interest Income</i>	1,200.00
TOTAL APPROVED REVENUES - FY22	<u>\$ 1,729,071.50</u>

* Blue font denotes a corresponding Budget Amendment.

SOUTHSIDE PLANNING DISTRICT COMMISSION
AMENDED BUDGET FY22
PROJECTED EXPENSES

	<u>FY22</u>	<u>FY22 AMENDED</u>
<u>DIRECT COSTS CHARGEABLE TO GRANT PROGRAMS</u>		
Personnel, Direct Chargeable Salaries	\$ 402,994.79	\$ 423,375.46
Employee Fringe Benefits	267,638.59	277,030.14
SUBTOTAL	670,633.38	700,405.60
Travel and Per Diem	10,000.00	10,000.00
Other Direct Costs Charged to Grants	100,000.00	100,000.00
Other Direct Costs Charged to State/Local Funds:	40,000.00	40,000.00
TOTAL DIRECT COSTS	820,633.38	850,405.60
<u>INDIRECT COSTS</u>		
Personnel, Indirect Salaries	88,718.54	89,704.88
Employee Fringe Benefits	61,054.19	61,500.39
SUBTOTAL	149,772.73	151,205.27
Auditing	8,000.00	8,000.00
Consumable Supplies	7,000.00	7,000.00
Commissioner's Expense	10,000.00	10,000.00
Equipment Rental, Maintenance and Use	8,000.00	10,000.00
Insurance and Bonding	6,200.00	6,200.00
Officer's Expense/Stipend	500.00	500.00
Membership Fees and Dues	5,000.00	5,000.00
Publications/Subscriptions	500.00	500.00
Printing	2,500.00	2,500.00
Space, Utilities and Occupancy Costs	25,000.00	25,000.00
Indirect Travel	500.00	500.00
Training, Seminars, Workshops, Conferences	500.00	500.00
Postage and Freight	2,500.00	2,500.00
Telephone	8,000.00	8,000.00
Auto Operations and Maintenance	25,000.00	25,000.00
Public Relations	1,000.00	1,000.00
Depreciation	6,500.00	4,800.00
Legal Fees	2,000.00	2,000.00
Software Licensing	20,000.00	20,000.00
Contractual Staff	30,000.00	30,000.00
TOTAL INDIRECT COSTS	318,472.73	320,205.27
TOTAL FY22 EXPENSES	<u>\$1,139,106.11</u>	<u>\$1,170,610.87</u>

Per Capita Dues Increase

SPDC FY23 Proposed Per Capita Increase

PDC Locality	2010 Population	Per Capita Assessment	2010 Assessment	2020 Population	Per Capita Assessment	**Total Assessment	Proposed Increase	
Brunswick	17,434	\$1.25	\$21,793	16,316	\$1.50	\$24,474	\$2,682	12.30%
Halifax	36,241	\$1.25	\$45,301	34,425	\$1.50	\$51,638	\$6,336	13.99%
Mecklenburg	32,727	\$1.25	\$40,909	31,031	\$1.50	\$46,547	\$5,638	13.78%
South Boston	8,142	\$1.25	\$10,178	7,588	\$1.50	\$11,382	\$1,205	11.83%
South Hill	4,650	\$1.25	\$5,813	4,349	\$1.50	\$6,524	\$711	12.23%
TOTAL	99,194		\$123,993	93,709		\$140,564	\$16,571	13.36%

Review every 2 yrs

Southside Planning District Commission
Budget and Finance Committee Meeting Minutes
June 15, 2021

Present: Kim Callis, SPDC Chair
Winston Harrell, Committee Member
Charlie Simmons, Committee Member
Scott Simpson, Committee Member
Leslie Weddington, SPDC Treasurer
Deborah Gosney, Executive Director
Stephanie Creedle, Finance Director/HR

The Budget and Finance Committee of the Southside Planning District Commission (SPDC) met on June 15, 2021 at 11:00 a.m. at the SPDC conference room to discuss the FY22 Budget.

Executive Director Deborah Gosney asked members to refer to the proposed budget that was included in the meeting packet emailed to all members prior to the meeting. Revenues and proposed expenditures were presented as follows:

FY22 Revenue

Member Jurisdiction Dues	\$123,992.50
Revenue Brought Forward	769,150.00
New Revenue Approved	512,203.00
Deferred Revenue	(215,000.00)
Interest Income	<u>1,200.00</u>
Total Revenue	\$1,191,545.50

FY22 Expenditures

Direct Chargeable Salaries	\$402,994.79
Employee Fringe Benefits	267,638.59
Travel	10,000.00
Other Direct Cost – Grants	100,000.00
Other Direct Cost – State/Local	40,000.00
Indirect Costs	<u>318,472.73</u>
Total Expenditures	\$1,139,106.11

Mrs. Gosney reviewed the Revenues and noted the following:

- Commonwealth of Virginia Dues – The Commonwealth of Virginia Dues increased from \$75,971 to \$89,971. A net increase of \$14,000 from FY21.

- EDA CARES Act Funding – The CARES Act Grant is a 2-year grant focused on strategic planning and fund sourcing to mitigate further economic harm from the COVID-19 pandemic. This \$400,000 grant will be used by the SPDC to develop an organized regional response plan and outline recovery efforts to combat the current economic crisis. The overall goal is to develop strategies that will mitigate impacts from future pandemics. Funds will be used for Staff, Equipment and Supplies as they pertain to the grant. To date, the PDC has expended approximately \$160,000 in FY21. The balance of \$240,000 must be expended in full by June 30, 2022.
- Pending Project Revenue – Mrs. Gosney told the Committee that there are 7 grant applications totaling \$551,000 that are pending. If admin funds for any of these 7 grants are awarded, these figures will be added to the SPDC's Amended Budget in January 2022.
- Per Capita Dues – Chair Callis and Mrs. Gosney discussed with the Committee recent work done by the Bylaws Committee which calls for an increase to Per Capita Dues from \$1.25 to \$1.50. This change will be reflected in the FY23 Budget.

Mrs. Gosney reviewed the expenditure categories that were increased or decreased from the prior fiscal year as follows:

- Salaries – Salaries increased due to a cost-of-living adjustment (COLA) for full-time staff. Mrs. Gosney proposed 3%; however, the Committee strongly felt that 5% was more appropriate as the localities are allocating this percentage for their staffs.
- Auto Operations and Maintenance – Auto Operations and Maintenance was increased to include \$20,000 for the purchase of a car to replace the 2009 Fusion that staff currently uses. The Fusion has 92,408 miles on its odometer. Mrs. Gosney stated that a definite decision to purchase a replacement car has not been made but wanted to budget for it.
- Consultant – The Contract Staff (Consultant) line item was decreased as Ann Taylor Wright is currently assigned to the EDA CARES Act grant which predominantly consumes most of her work time and pays her salary. This line item will most likely be higher next year as new projects are introduced for contract staff.
- Software Licensing – Software Licensing increased from \$15,000 to \$20,000 as more software applications are now subscription-based, especially GIS-related applications. New online platforms such as Zoom, Slack, Office 365 etc. were purchased to support staff operations during the COVID-19 Pandemic. Webmapping services are offered to Brunswick, Mecklenburg and Halifax Counties which will offset a portion of these costs. Additionally, the pending EDA CARES Act grant will offset these costs as well. The budgeted amount may be reduced when the amended Budget is prepared in January.
- Health Insurance – The Commission's health insurance premiums decreased by 1% this year.

CHARLIE SIMMONS MADE A MOTION TO RECOMMEND THE FY22 BUDGET TO THE EXECUTIVE COMMITTEE FOR APPROVAL, AS PRESENTED, WITH ONE MODIFICATION BEING THE STAFF SALARIES COST-OF-LIVING ADJUSTMENT CHANGE FROM 3% TO 5%. WINSTON HARRELL SECONDED THE MOTION, AND ALL MEMBERS VOTED AFFIRMATIVELY.

There being no further business, the meeting adjourned at 11:58 a.m.


Deborah Gosney, Recording Secretary


Kim Callis, Chairman

FY21 Audit

FY21 Audit will be emailed separately.

CDBG Regional Priorities



Ralph S. Northam
Governor

Esther Lee
Secretary of
Commerce and Trade

COMMONWEALTH of VIRGINIA

Erik C. Johnston
Director

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

January 11, 2022

MEMORANDUM

TO: Executive Directors, Virginia Planning District Commissions

FROM: Rachel Jordan, Policy Analyst

SUBJECT: 2022 Virginia CDBG Program Regional Priorities

This memo serves as notification for each Planning District Commission of the availability of the 2022 CDBG Program Design. Following your review of the Program Design, we request that each Planning District Commission provide DHCD with the following two items by **Friday, March 18, 2022:**

A prioritized list of the CDBG Project Types and Activity Categories.

Using the *List of Project Types / Activity Categories and Ranking Worksheet* enclosed, rank the five project types in one of three priority groups. Proposals for projects in the highest priority group will receive 50 points. Those with projects in the middle priority group will receive 30 points and proposals for projects in the lowest priority group will receive 15 points.

A list of CDBG proposals expected to originate in your District in 2022.

Develop a list of the Competitive Grant (Community Improvement Grant) proposals which may be submitted from the Planning District in 2022. This list may include proposed planning grants as well. Include the locality name, project name, and project type.

Thank you for your attention to this. These two items will assist us in our evaluation of 2022 project applications, and the receipt of each will ensure eligibility of 2022 application reviews. Should you have any questions, please email Rachel Jordan, Policy Analyst, at Rachel.jordan@dhcd.virginia.gov.

**2022 Virginia Community Development Block Grant Program
Regional Priorities**

List of Project Types / Activity Categories and Ranking Worksheet

Project Types / Activity Categories

Please reference the 2022 CDBG Program Design for additional information on the Competitive Grant project types and activity categories. The following five items must be ranked in one of the three priority groups below. **Please check no more than 3 per priority group:**

Ranking Worksheet

Planning District Commission: Southside Planning District Commission

Priority (1 is highest, 3 is lowest)

- | #1 | #2 | #3 | |
|-------------------------------------|-------------------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Comprehensive Community Development |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Economic Development – Business District Revitalization |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Housing – Housing Rehabilitation |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Public Infrastructure (Including Housing Production) |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Community Service Facility |

Expected 2022 CDBG Applications:

Brunswick County Township Road Housing Rehab CIG Project

Chase City B Street Neighborhood Improvement CIG Project

Halifax Banister Town Housing Rehab CIG Project

Mecklenburg County Hwy 92 Targeted Site PG Project

Lawrenceville Targeted Site PG Project

South Hill Targeted Site PG Project

Election of Officers

**Southside Planning District Commission
Nominating Committee Meeting Minutes
December 13, 2021**

Present: John Zubrod, Committee Chair
Kim Callis, SPDC Chair
Lillie Feggins-Boone, Committee Member
George Leonard, Committee Member (via Zoom, 60-miles from meeting location)
Glanzy Spain, Committee Member

Absent: Garland Ricketts, Committee Member

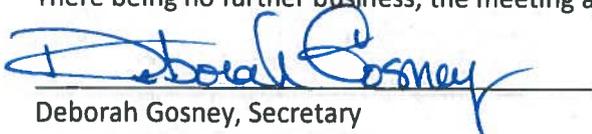
Staff: Deborah Gosney, Executive Director
Julie Gill, Administrative Assistant

The Nominating Committee of the Southside Planning District Commission (SPDC) met on December 13, 2021 at 9:30 a.m. at the Commission's Conference Room to discuss nominations for officers to be elected at the January 2022 Quarterly Meeting to serve for the 2022-2024 Term.

Mrs. Gosney provided a brief overview of the current officers. Kim Callis has served two (2) two-year terms and is not eligible for reappointment as Chair, however, will continue to serve on the Executive Committee as Immediate Past Chair representing the Town of South Hill. George Leonard filled the 2nd term vacancy of Dennis Witt who was not re-elected to the Board of Supervisors for Halifax County in 2019; thus, Mr. Leonard is eligible to serve a second two-year term representing the Town of South Boston on the Executive Committee. Leslie Weddington, under the new Bylaws Amendments, to be adopted at the upcoming January meeting, will continue to serve as Treasurer representing Brunswick County on the Executive Committee. This leaves Halifax County and Mecklenburg County Commissioners to be considered as candidates for the new Chair. Mrs. Gosney noted that longstanding Commissioner Glanzy Spain, who currently serves on the Mecklenburg County Board of Supervisors, has been on the Commission for 21 years and currently serves on the Executive Committee. The group asked Mr. Spain if he would consider serving as the next PDC Chair, and he responded that he would. After further discussion, LILLIE FEGGINS-BOONE MADE A MOTION THAT GLANZY SPAIN BE RECOMMENDED TO THE FULL COMMISSION AS CHAIR WITH GEORGE LEONARD AS VICE CHAIR FOR THE 2022-2024 TERM. THE MOTION WAS SECONDED BY JOHN ZUBROD AND UNANIMOUSLY APPROVED.

Mrs. Gosney then noted that all five member jurisdictions must have one representative on the Executive Committee. She reviewed who currently serves on the Executive Committee from Halifax County. After discussion, GEORGE LEONARD MADE A MOTION THAT GARLAND RICKETTS REMAIN ON THE EXECUTIVE COMMITTEE AS A REPRESENTATIVE FOR HALIFAX COUNTY. THE MOTION WAS SECONDED BY JOHN ZUBROD AND UNANIMOUSLY APPROVED.

There being no further business, the meeting adjourned at 10:30 a.m.


Deborah Gosney, Secretary