CALL TO ORDER

A joint Executive Committee/CEDS Committee meeting of the Southside Planning District Commission (SPDC) was held on April 25, 2019 at Brian’s Steak House in South Hill, Virginia. Chairman Kim Callis called the meeting to order at 5:30 p.m.

ROLL CALL

Present

Brunswick County
Garland Baird
Bernard Jones, Sr.
Leslie Weddington

Halifax County
Stanley Brandon
Dennis Witt

Mecklenburg County
Charlie Simmons

South Boston, Town of
Winston Harrell
George Leonard

South Hill, Town of
Kim Callis

Staff
Gail P. Moody, Executive Director
Stephanie W. Creedle, Finance Director/HR
Chad Neese, GIS Planner

CEDS Committee Members
Kim Callis
Bernard Jones, Sr.
George Leonard
Jerry Lovelace

Absent

Garland Ricketts
Gregg Gordon
Glanzy Spain, Jr.
APPROVAL
OF AGENDA

UPON MOTION BY CHARLIE SIMMONS SECONDED BY DENNIS WITT, THE AGENDA WAS UNANIMOUSLY ACCEPTED AS PRESENTED.

APPROVAL
OF MINUTES

UPON MOTION BY GARLAND BAIRD AND SECONDED BY LESLIE WEDDINGTON, THE MINUTES FROM THE JANUARY 24, 2019 EXECUTIVE COMMITTEE MEETING WERE APPROVED.

PUBLIC COMMENT

There was no public in attendance.

TREASURER’S REPORT

Treasurer Weddington presented the financial report as of March 2019 as follows: Assets, $1,335,816.16; Liabilities, $1,143,327.37; Retained Earnings, $222,290.05; and Net Balance, ($29,801.26). Revenue for the period ending March 2019 was $642,741.36, which was 56% of the actual budget. Expenditures for the period ending March 2019 totaled $672,542.62, which was 73% of the annual budget. Expenditures are on target for FY19.

WINSTON HARRELL MOVED FOR ACCEPTANCE OF THE TREASURER’S REPORT AS PRESENTED. GEORGE LEONARD SECONDED THE MOTION, AND IT CARRIED UNANIMOUSLY.

VDOT RURAL TRANSPORTATION WORK PROGRAM

FY19 – 3rd Quarter Report – GIS Planner Chad Neese detailed his Rural Transportation Report for the 3rd Quarter. The report included updates on the following:

- Grant Preparation and Submittals
- Smart Scale
- Rural Long Range Transportation Plan
- Title VI
- Meetings and Activities for the Quarter

Mr. Neese reviewed the list of activities in the proposed FY20 Rural Transportation Planning Assistance Work Program which includes:

- Grant Preparation – Preparation and assistance with Enhancement Grants, Smart Scale and other transportation related grant applications.
- Rural Long Range Transportation Plan – Complete the ongoing major update to the SPDC’s 2035 Rural Long Range Transportation Plan.
- Regional Bicycle, Pedestrian and Trails Planning – Complete the update and consolidation of the two existing bike plans within the planning district into one regional plan. Continue planning efforts to support the Tobacco Heritage Trail development as needed. Collect GPS data on the completed segments of the Tobacco Heritage Trail.
- Comprehensive Plan Database – Assist VDOT’s Transportation Mobility and Planning Division with updating a database containing information from localities comprehensive plans.
• **Title VI Program** – Continue to administer the SPDC’s Title VI program including: process any complaints, conduct an annual review of the program and submit an annual report, attend and/or facilitate training, collect relevant statistical data, monitor any sub-recipients, and eliminate any discrimination that is identified.

• **Other Technical Assistance and Participation** –
  - Participate in VTrans and Smart Scale webinars and meetings.
  - Participate in the Fall Transportation Meetings.
  - As needed, provide assistance, support and/or data for transportation related planning activities to local jurisdictions, public officials and the community.
  - Keep the SPDC website updated and current regarding transportation planning.
  - Provide support and assistance with the Tobacco Heritage Trail website, maps and social media page as necessary.
  - Utilize GIS, GPS, maps, data and/or provide technical assistance when requested by localities.

Mr. Neese then asked for a Resolution to be passed approving the FY20 Work Program for Rural Transportation Planning.

**UPON MOTION BY GARLAND BAIRD, SECONDED BY DENNIS WITT, THE FY20 WORK PROGRAM AND RESOLUTION FOR RURAL TRANSPORTATION PLANNING WERE APPROVED, AND THE MOTION PASSED UNANIMOUSLY.**

Executive Director Moody updated the Committee on the changes to the Comprehensive Economic Development Strategy (CEDS) for this year. Changes were as follows:

- **Page 5** – Updated Recruitment and Retention Incentives.
- **Page 6** – Updated Photos and Microsoft TechSpark Program information.
- **Page 10** – Added a picture of the stakeholder meeting.
- **Page 11** – Added Regional Long Range Transportation Plan, Hazard Mitigation Plan Update, and SPDC Data Book Update.
- **Page 12** – Added Microsoft Listening Event information and changed pictures.
- **Page 17** – Added Hazard Mitigation Plan and picture. Added a new paragraph under Commerce, Industrial and Technology Parks to mention shortage of inventory of certified sites.
- **Page 18** – Added Opportunity Zone paragraph. Updated County progress on Workforce Ready Designations.
- **Page 19** – Added information about the Southern Virginia Food Hub project and Brodnax Depot.
- **Page 20** – Updated photos.
- **Page 23** – 2019 Hazard Mitigation paragraph added.
- **Page 24** – Added Transportation under Regional Conditions.
COMPREHENSIVE Pages 25 – 31 – Updated charts.
ECONOMIC Page 32 – Updated charts.
DEVELOPMENT Page 33 – Updated pictures/charts.
STRATEGY (CEDS) Page 36 – Updated pictures. Updated Regional Dashboard.
(CONTINUED) Page 43 – Appendices updated.

Mrs. Moody added that there will be a 30-day comment period, and then the CEDS will be adopted by the Executive Committee at their June meeting.

VIRGINIA INVESTMENT POOL

Executive Director Moody explained to the Committee that she and Finance Director Stephanie Creedle met with Beau Blevins from VML/VACo Finance pertaining to our investment accounts. VML/VACo Finance is a non-profit corporation established by the Virginia Municipal League and Virginia Association of Counties. They offer services to local governments in the areas of: Governmental Financing, Investment Management, Municipal Advisory and Accounting Services.

Mr. Blevins presentation for the PDC was on VACo/VML’s Virginia Investment Pool (VIP). The VIP was created in 2013 by local Treasurers and investment officers. It was organized as a governmental trust (IRC Section 115) and is governed by a Board of Trustees elected by participants. VIP is owned and controlled by local governments and authorities.

VIP offers two investment portfolios:

- **VIP Stable NAV Liquidity Pool** – Funds that may be needed immediately or for which maintaining a stable net asset value is important.
- **VIP 1-3 Year High Quality Bond Fund** – Funds that are expected to be invested for one year or longer.

Director Moody stated that she has invited Mr. Blevins to attend the May Budget and Finance Committee Meeting to give the Committee a chance to fully hear about the Virginia Investment Pool and to be able to ask questions before making a recommendation to the Board.

PERSONNEL COMMITTEE REPORT

Personnel Policies Update – The Personnel Committee met on February 27, 2019 to review the proposed updates to the Personnel Policies Handbook. A table of the proposed changes was presented along with a copy of the revised Handbook. It was noted that our insurance company, The Virginia Municipal League, reviewed our handbook and sent it back with recommendations based on current Virginia law and HR policies.

UPON MOTION BY GEORGE LEONARD, SECONDED BY LESLIE WEDDINGTON, THE PROPOSED UPDATES TO THE PERSONNEL POLICIES HANDBOOK WERE APPROVED, AND THE MOTION PASSED UNANIMously.
Executive Director Position Update – On February 27th, the Personnel Committee also discussed the search for retiring Executive Director Gail Moody’s replacement. With the Committee’s input, the job description was written, approved and advertised with VML, VEC, VAPDC and other Planning District Commissions. To date, two resumes have been received. The closing date for applications is Tuesday, April 30th. The Committee plans to conduct interviews in May.

Executive Director Moody gave her report which included the following:

- **VAPDC Congressional Briefing** – Mrs. Moody and Mrs. Gosney attended the NADO Washington Policy Conference in March. While there, the VAPDC hosted a briefing for members of the Virginia congressional delegation and their staff to discuss projects in each of our respective areas and how planning districts partner with local, state and federal entities in areas of economic development, transportation, water and wastewater, etc. Mrs. Moody made a presentation on the importance of the CDBG program for our region and state. It was noted that our region has received over $40 million in CDBG dollars in the past ten years.

- **Governor’s Infrastructure Financing Workshop** – Mrs. Moody and Mrs. Gosney attended the Governor’s Infrastructure Financing Workshop in Roanoke from April 3rd to April 5th this year. Both Mrs. Moody and Mrs. Gosney were invited to make presentations. Mrs. Gosney spoke on Collaboration and detailed two of our collaborative projects – The Southern Virginia Food Hub and the Lawrenceville/Alberta Regional Utility Consolidation Project. Mrs. Moody served on a panel with Erik Johnston, DHCD personnel and other PDC personnel and spoke on DHCD’s Infrastructure Finance Program.

- **GO Virginia Update** – In March, the GO Virginia State Board awarded the largest grant to Region 3, to date, from the GO Virginia Competitive Pool for the GO TEC Project. The GO TEC Project is a workforce training initiative in southern and southwestern Virginia. The investment by GO Virginia is matched 1-to-1 by support from over 15 local partners. Workforce training will be provided by 7 higher education institutions to address current and future market demand in areas such as precision machining, welding, IT/cyber security, advanced materials, robotics, automation and mechatronics. The amount of the GO Virginia investment is $4.9 million. Two other projects have been awarded for Region 3: GO TEC 1 - $648,000 and the Southern Virginia Innovation Hub - $75,000. Southside PDC serves as the Support Organization and Fiscal Agent for GO Virginia Region 3.
Upcoming Meetings – The following meetings upcoming are:

- **US58 Arterial Preservation Plan Meeting** – May 20th from 1:00 to 3:00 p.m. at the SPDC office.

- **Microsoft – Voice of the Community Program Meeting** – May 9th at 11:30 a.m. – Chase City Estes Center.

- **Budget & Finance Committee Meeting** – May 23rd at Noon – Southside PDC Office.

- **Executive Committee Meeting** – June 18th at Noon – Southside PDC Office.

- **Full Commission Meeting** – July 18th at 7:00 p.m. – Southside PDC Office.

- **VAPDC Summer Conference** – July 26th through July 28th – Williamsburg, Virginia.

Mrs. Moody announced that Regional Planner Krystle Connell ended her employment with the Commission on April 15th to pursue another opportunity with VCU Health – Community Memorial Hospital.

OTHER BUSINESS The meeting adjourned at 6:40 p.m.

ADJOURNMENT

[Signature]
Kim Callis, Chairman

[Signature]
Gail P. Moody, Secretary