



SOUTHSIDE PLANNING DISTRICT COMMISSION

AGENDA: Quarterly Meeting
January 27, 2022 @ 6:00 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. Introduction of New PDC Staff Executive Director Gosney
 - D. Public Comment Period Chair Callis
 - E. Approval/Modification of Agenda Chair Callis
 - Motion to Approve
 2. GUEST SPEAKER Executive Director Gosney
 - John Lee, President/CEO, Empower Broadband
 3. BYLAWS & CHARTER AMENDMENTS Chair Callis
 - Motion to Adopt & To Be Effective April 1, 2022
 4. ELECTION OF OFFICERS John Zubrod, Nominating Committee Chair
 - Motion to Approve
 5. CONSENT AGENDA New Elected Chair
 - Minutes – June 30, 2021
 - Treasurer’s Report – December 31, 2021
 - Motion to Approve
 6. FY22 BUDGET AMENDMENTS REPORT Stephanie Creedle, Director of Finance & HR
 - Motion to Approve
 7. PER CAPITA DUES INCREASE Scott Simpson, Budget/Finance Committee Chair
 - Motion to Approve
 8. FY21 AUDIT Executive Director Gosney
 - Motion to Accept
 9. CDBG REGIONAL PRIORITIES Executive Director Gosney
 - Motion to Approve
 10. EXECUTIVE DIRECTOR’S REPORT Executive Director Gosney
 11. OTHER BUSINESS (per 1.E above)..... New Elected Chair
 12. ADJOURNMENT New Elected Chair



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.

Bylaws & Charter Amendments



BYLAWS

SOUTHSIDE PLANNING DISTRICT COMMISSION (Virginia Planning District 13)

ARTICLE I NAME

The name of this organization is the Southside Planning District Commission, hereinafter referred to as the "Commission." The Commission was established pursuant to the Code of Virginia, Title 15.2, Subtitle IV, Chapter 42, Regional Cooperation Act, Section 15.2-4200 to 15.2-4222 as amended, and by joint resolutions of the governing bodies of its constituent member of jurisdictions.

ARTICLE II DEFINITIONS

- Section 1 "Planning District 13" is limited to the geographic area of the Counties of Brunswick, Halifax, and Mecklenburg.
- Section 2 A "Commission Member" of Planning District 13 shall mean any county, city, and town of more than three thousand five hundred population that elects to become a part of the Planning District Commission and be represented in the composition of the membership.
- Section 3 The "Commission" shall mean the Southside Planning District Commission as a whole.
- Section 4 The "Act" denotes the Code of Virginia, Title 15.2, Chapter 42, Regional Cooperation Act, as amended.
- Section 5 "He" denotes any Commissioner or officer of the Commission, whether male or female.
- Section 6 "Year," as it applies to the Commission, shall be the fiscal year July 1 through June 30.
- Section 7 "Charter Agreement" means the agreement of the governing bodies establishing this Commission by Resolution.
- Section 8 The "Annual Meeting" of the Commission shall be held in October of each year.

Section 9 "Commissioner" shall mean any person duly appointed as a representative to the Commission by a Commission Member.

ARTICLE III PURPOSES, DUTIES, AND FUNCTIONS

Section 1 The Commission shall be a public body corporate and politic with all the powers and duties granted to it by the Regional Cooperation Act. The purpose of the Commission shall be to promote the orderly and efficient development of the physical, social, and economic elements of Planning District 13 by planning and encouraging and assisting governmental subdivisions to plan for the future.

The following are significant initiatives, that are within the scope of the Commission operation, but in no way are to be considered as limitations on the powers, duties, or purposes as stated above:

- a. planning and coordination between member jurisdictions
- b. business and industrial development
- c. agricultural development
- d. recreational, outdoor, and historical development
- e. human resource development
- f. improvement of health facilities
- g. improvement of law enforcement system
- h. development and improvement of utilities systems
- i. aid in developing better inter-governmental systems
- j. provide technical advice to localities within Planning District 13.
- k. coordinate with VAPDC to advocate for Federal/State policies and programs that will benefit Commission Members

Section 2 This Commission shall have the following authority, responsibility, and functions:

- a. to advise and assist its members within Planning District 13 on how to implement and make effective plans for the overall best interest of each Commission Member of Planning District 13; to make, adopt, and maintain comprehensive plans for localities within Planning District 13 as authorized and approved by Commission Members

- b. to prepare and execute such programs of research as may be necessary and advisable in carrying out its purposes
- c. to contract for services of persons or firms or other units and levels of government to carry out the purposes of the Commission
- d. to prepare periodic reports as may be required by the Bylaws of Planning District 13 or state or federal legislation or regulations pertaining thereto
- e. to acquire and hold property for its use and to incur expenses to carry out these functions
- f. to receive gifts, contributions and donations which may be made to it and are consistent with the reasons for its creation and for its own use and purposes
- g. to publish studies in connection with its work which may be of benefit to Commission Members or other agencies or programs within and outside of Planning District 13
- h. to receive funds from Commission Members of this Commission, as may be provided for under the Bylaws of this Commission to finance the costs of operation of this Commission

Section 3 It is the policy of this Commission to adhere to the required regulations needed to obtain federal/state funding.

ARTICLE IV ADDITION, WITHDRAWAL, OR REMOVAL OF MEMBERS

Section 1 Any governmental subdivision within Planning District 13 which is not a party to this Charter Agreement at the effective date thereof may thereafter join the Commission, provided that such governmental subdivision is eligible for membership, and that it adopts and executes the Charter Agreement.

Section 2 Any Commission Member may withdraw from the Commission by submitting to the Commission in writing at least 90 days before the end of the Commission's then fiscal year, a notice of intent to withdraw. Such withdrawal shall not become effective until the end of the Commission's then current fiscal year.

Section 3 Any Commission Member shall automatically cease to be a member of the Commission if it fails to comply with the Charter Agreement of the Commission.

ARTICLE V COMMISSIONERS

Section 1 The Commission Members shall appoint the Commissioners to the Commission provided, however, that at least a majority, but not substantially more than a majority of its Commissioners shall be elected officials of the governmental bodies within Planning District 13 with each county, city and town of more than three thousand five hundred population having at least one elected official and the other Commissioners being qualified voters and residents of Planning District 13 who hold no office elected by the people.

Section 2 Members of the Commission may be designated by the Commission to represent private sector, workforce, educational, or other groups to meet the requirement of applicable state or federal programs.

Section 3 Commission Members which are party to the Charter Agreement shall appoint Commissioners to the Commission on the following basis:

Number and Type of Members

<u>Political Subdivision</u>	<u>Total Members</u>	<u>Elected Official</u>	<u>Citizen At Large</u>
South Hill	2	1	1
South Boston	2	1	1
Brunswick	3	2	1
Mecklenburg	5	3	2
Halifax	5	3	2
TOTAL	17	10	7

The Commission shall have at least five (5) or 29% minority commissioners.

Section 4 The vacancy of a Commissioner shall be filled for the unexpired term in the same manner as the original appointment was made.

Section 5 Any Commissioner shall be eligible for reappointment but may be removed for cause by the Commission Member which appointed him. A three-fourths majority vote of all Commissioners shall be required to recommend to the Commission Member the removal of a Commissioner from office.

Section 6 Members of the Commission, or of any committee designated by the Commission, may to the extent that it is compliant with and not in violation of Virginia’s Freedom of Information Act, participate in meetings thereof by means of telephone or other virtual options in which all persons participating in the meeting can hear each other and such participation constitutes presence “in person” at such meeting.

Section 7 Any Commissioner absent from three regularly scheduled Commission meetings in one year’s time shall be considered as having vacated his position,

and the Chair shall advise the Commission Member which he represents to consider appointing a new Commissioner to fill the unexpired term.

ARTICLE VI TERMS OF OFFICE AND VOTING RIGHTS

Section 1 The terms of office of Commissioners who are also elected officials of Commission Members shall be coincident with their elected terms of office subject to written confirmation every four years. The terms of office of the citizen members shall be four years.

Section 2 Each Commissioner shall have one equal vote in all matters before the Commission.

ARTICLE VII OFFICERS

Section 1 Officers of the Commission shall consist of a Chair and Vice Chair who shall be elected by the Commissioners. All officers shall be elected for terms of two years or until their successors are elected. Commission officers may succeed themselves for only one term. The Chair and the Vice Chair of the Commission shall not be representatives of the same member governmental subdivision.

Section 2 The appointed officer of the Commission shall be a Treasurer who shall be appointed by the Executive Committee every two years. The Treasurer shall be a member of the Commission. The Treasurer may succeed themselves in office. A vacancy occurring in the office of Treasurer may be filled by appointment of the Commission Chair subject to ratification by the Executive Committee. The Executive Director or his designee shall serve as Secretary for the Commission.

Section 3 Elections for said offices shall be held at the January Meeting of the Commission. Their terms of office shall be two years from the date of the January Meeting. If any office shall become vacant for any reason, an election to fill the office shall be held at the next regular meeting of the Commission at which a majority of the Commissioners are present, and the new officer so elected shall complete the unexpired term of the officer he succeeded.

Section 4 A majority vote of the Commissioners shall be required for election to any office.

Section 5 Duties and powers:

a. Chair

In addition to the well-recognized and inherent duties and powers of the office of Chair, the Chair shall sign all acts or orders necessary to carry out the will of the Commission, and he shall have the authority to delegate any routine administrative function to a member or members of the staff.

He shall preside over all meetings of the Commission except during his absence; he shall be eligible to vote on all issues regardless of a tie vote; he is authorized to appoint Commissioners to serve on the Executive Committee and all other standing committees established by the Commission and to appoint substitutes to serve on such committees when any member of a committee is temporarily unable to serve.

b. Vice Chair

In the absence of the Chair, the Vice Chair shall be the Acting Chair, followed in the line of succession by the Treasurer. If no officer of the Commission is present, then the senior Commissioner in point of service shall be the Acting Chair. The Vice Chair or the Acting Chair shall be vested with authority to perform, in the absence of the Chair, all the duties and exercise all the powers of the Chair, including those vested in or delegated to the Chair in the Bylaws and by any other action of the Commission.

c. Treasurer

The Treasurer is the official custodian of the funds of the organization and disbursing officer. As custodian he is responsible for the payment of all bills or of all warrants or requisitions after determining payment is authorized. He is responsible for keeping a record of funds received, money paid out, and of receipts or vouchers to cover each expenditure. The Treasurer shall be bonded in an amount sufficient to cover his responsibilities. The Treasurer may delegate certain of his duties and responsibilities to the staff of the Commission.

All payments except by petty cash shall be made by check or electronic transfer against funds on deposit in a bank and all checks shall be signed by the Treasurer and countersigned by the Executive Director or his designee.

A brief financial report shall be made at each regular meeting of the Commission and an audit and annual report shall be made as soon as possible after the end of the Commission's fiscal year, and such other periodic reports as may be required.

d. Secretary

The Secretary shall keep minutes of the meetings of the Commission; see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law; be custodian of the corporate records; and in general perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to him by the Chair or by the Executive Committee.

ARTICLE VIII EXECUTIVE COMMITTEE

- Section 1 An Executive Committee shall be appointed by the Chair of the Commission. and shall meet as needed.
- a. Membership shall consist of the Chair, Vice Chair, Treasurer, immediate past Chair of the COMMISSION, if still serving as a Commissioner, and, one additional member(s) to ensure that each Commission Member is represented on the Executive Committee.
 - b. The Executive Director or his designee shall serve as an ex officio member of the Executive Committee without vote and shall act as its' Secretary.
 - c. A majority of the Committee's membership shall constitute a quorum.
 - d. Minutes of the Executive Committee shall be made available to all Commissioners prior to the next meeting of the Commission.
 - e. The Executive Committee shall have all powers and duties of the Commission, except as otherwise provided in the statutes of the Commonwealth of Virginia subject to review by the Commission at any regularly scheduled meeting.
 - f. In case of an emergency which involves solely administrative matters of the Commission, the Executive Committee may be contacted by telephone to ascertain the members' position regarding the matter of emergency and the Chair or Executive Director is authorized to take appropriate administrative action, providing that such action be ratified at the following Commission meeting.

ARTICLE IX STANDING AND ADVISORY COMMITTEES

- Section 1 The Commission shall establish standing committees as it deems desirable. A motion to establish a standing committee must be approved by a majority of the votes of the Commissioners present. The Chair shall then appoint the members to the standing committee from among the Commissioners then serving.
- Section 2 A majority of the members of any committee shall constitute a quorum of the committee.
- Section 3 The Chair of the Commission shall be an ex officio member of all Committees but without vote except for standing committees to which he has been officially named as a regular member.

- Section 4 The Commission Chair may appoint Advisory Committees authorized by the Commission made up of people representing a cross section of the communities within Planning District 13.
- Section 5 The Advisory Committees may elect a Chair and Vice Chair and the Executive Director of the Commission may serve as the Secretary for the Advisory Committees.
- Section 6 The Chair of the Advisory Committees may appoint, from within the membership of the Advisory Committees, an Executive Committee to include the Chair and Vice Chair and a representative from each of the political subdivisions participating in Planning District 13. Executive Committees are encouraged to attend the regular meetings of the Commission and shall, in general, act as interpreters and representatives of their Advisory Committees.

ARTICLE X MEETINGS OF THE COMMISSION

- Section 1 Regular meetings of the Commission shall be held quarterly. Special meetings may be called by the Chair at his discretion or must be called by the Chair on petition of one-third of the Commissioners. One week's notice is required to call special meetings. Meetings shall be at the offices of the Commission unless otherwise designated by the Chair.
- Section 2 Meetings of the Commission shall be open to the public. However, the Commission may enter Executive Session on proper motion when not in conflict with the Code of Virginia as amended.
- Section 3 The presence of nine (9) members, one-half of the Commissioners, at a Commission meeting shall constitute a quorum.
- Section 4 In making any recommendation, adopting any plan, or approving any proposal, action shall be taken by a majority vote of all Commissioners present, provided that in the case of an action involving more than one jurisdiction, the negative votes of a minority of the Commissioners shall be made a matter of record. No vote by any Commissioner shall be construed as an official commitment of the Commission Member represented by the Commissioner.

ARTICLE XI AMENDMENT OF BYLAWS

Any proposed amendment to these Bylaws shall be presented in writing to the Commission at a regular Commission meeting. A majority vote of all Commissioners in attendance shall be required to adopt any proposed amendment to the Bylaws. Such an amendment shall not be acted upon at the same meeting in which it is introduced but shall be acted upon at the next regular meeting.

ARTICLE XII AMENDMENT OF CHARTER

The Charter Agreement may be amended, supplemented, or superseded only by concurring resolutions from Commission Members whose aggregate representation of the Commission constitutes a majority. All proposed amendments shall be submitted to the Commission for review and comment prior to presentation to Commission Members for concurring resolutions.

ARTICLE XIII FINANCIAL OBLIGATIONS OF MEMBERS

- Section 1 Each Commission Member shall contribute funds to the Commission at the same per capita rate of every other Commission Member which is a party to this contract.
- Section 2 The per capita contribution of each Commission Member shall be based on the most recent population estimates as prepared by the Center for Public Services or the latest population estimates of the U.S. Bureau of Census, whichever is most current.
- Section 3 The per capita rate will be reviewed and may be adjusted every two years by the Budget and Finance Committee on odd number years to ensure sustainability of Commission operations and staff.
- Section 4 Notice of Annual Assessments will be approved by the Commissioners at its January meeting and provided to Commission Members no later than February 1st for the upcoming fiscal year. The Annual Assessment is effective on July 1st of the current fiscal year and shall be paid by each Commission Member prior to August 31st of that year.
- Section 5 An additional assessment may be made upon a governmental subdivision for particular services of a local nature, which are requested by said governmental subdivision and which are not included in the Work Program adopted by the Commission.
- Section 6 The Commission may receive contributions from the Commonwealth of Virginia in accordance with Code of Virginia, Title 15.2, Subtitle IV, Chapter 42, Regional Cooperation Act, Section 15.2-4216 State Aid, as amended.
- Section 7 The Commission may make application for and accept loans and grants of money, materials or property at any time from any private or charitable source or the United States of America or the Commonwealth of Virginia or any agency or instrumentality thereof.

ARTICLE XIV CONFLICT OF INTEREST

- Section 1 Should any proceedings of the Commission involve land, possessions, or vested interests of any Commissioner, such Commissioner involved shall make a full

and public disclosure of the exact nature of his interest and shall refrain from voting or participating in any way in any proceedings relating thereto. For purposes of this section, “own” or “have interest in” any land shall mean ownership by such Commissioner or any members of his immediate household, or ownership by way of partnership or as a holder of 10% or more of the outstanding shares of stock in or as a director or officer of any corporation owning such land, directly or indirectly, by such Commissioner or members of his immediate household.

Section 2 Members of the Commission’s staff having access to information that has long-range economic consequences must be keenly aware and follow ethical principles. Included here are conflict of interest, outside employment, gifts and favors, respect for professional practice and political activity that would or could affect their objectivity and purpose of professional service.

ARTICLE XV HEARINGS

Section 1 In addition to those required by law, the Commission may, at its discretion, hold public hearings when it decides that such hearings will be in the public interest.

Section 2 Notice of such hearings shall be published in an official newspaper of the area or in a newspaper of general circulation at least once a week for two successive weeks before the time of public hearing.

Section 3 The case before the Commission shall be summarized by the Chair or his representative, and parties in interest shall have the privilege of the floor. No record or statement shall be recorded, or sworn to, as evidence for any court of law without notice to the parties in interest.

Section 4 A record shall be kept of those speaking before the hearing.

ARTICLE XVI COMMISSIONER COMPENSATION

Section 1 All Commissioners may be paid on a per diem and mileage basis for time officially devoted to the Commission’s business, including Commission meetings, budget hearings in the various counties, and other meetings or activities as may from time to time be authorized by the Commission.

Section 2 In addition to the per diem and mileage compensation provided above, the Chair and Treasurer of the Commission may be allotted a sum in such amount as may be determined from time to time by the Commission. Said allotment will constitute an expense allowance for work performed as outlined under Duties of Officers.

ARTICLE XVII STAFF

- Section 1 The Commission shall appoint an Executive Director who shall serve as the chief administrative officer. The Executive Director shall serve at the pleasure of a majority of the Commission membership and compensation shall be established by the Executive Committee of the Commission.

- Section 2 The Executive Director shall hire and terminate staff positions as may be necessary to carry out the functions of the Commission.

- Section 3 Personnel and their compensation shall be selected and determined by the Executive Director within budgetary and other limitations as established by the Commission.

- Section 4 No directions shall be given to the Commission staff by the Commission or its officers except through the Executive Director.

ARTICLE XVIII SEAL

The Commission shall provide a corporate seal, which shall be in the form of a circle and shall have inscribed thereon the name of the Commission and the words, "Commission Seal." The seal shall be retained by the Secretary.

ARTICLE XIX PARLIAMENTARY PROCEDURE

In all matters of parliamentary procedure not specifically covered by these Bylaws, the Roberts Rules of Order may apply.

ARTICLE XX EFFECTIVE DATE

These Bylaws shall become effective immediately upon adoption.

Adopted the 24th day of January 1990

Adopted the 28th day of October 2021

Signed

Chair

Attested

Secretary



CHARTER AGREEMENT OF THE
SOUTHSIDE PLANNING DISTRICT COMMISSION

This Charter Agreement to organize a Planning District Commission made this 15th day of September 1969, by and between the undersigned governmental subdivisions as authorized by the Virginia Area Development Act (Title 15.1, Chapter 34, Sections 15.1-1400, et. seq., Code of Virginia (1950) as amended:

NOW THEREFORE it is agreed that:

ARTICLE I NAME, LOCATION, AUTHORITY, PURPOSE

Section 1 The name of this organization shall be the Southside Planning District Commission, hereinafter called the "COMMISSION".

Section 2 The principal office of the COMMISSION shall be in Mecklenburg County, Virginia. The location of the principal office may be changed by the concurrence of two-thirds of the COMMISSION members present at a regular meeting, provided that the clerk of the governing body of each member governmental subdivision has been notified of the contemplated relocation in writing at least thirty days before such meeting.

Section 3 The COMMISSION shall be a public body corporate and politic with all the powers and duties granted to it by the Virginia Area Development Act.

Section 4 The purpose of the COMMISSION shall be to promote the orderly and efficient development of the physical, social and economic elements of the Planning District by planning and encouraging and assisting governmental subdivisions to plan for the future.

ARTICLE II MEMBERSHIP

Section 1 The COMMISSION members shall appoint the Commissioners provided, however, that at least a majority, but not substantially more than a majority, of the Commissioners shall be elected officials of the governing bodies of the governmental subdivisions within the district with each county, city and town of more than three thousand five hundred population having at least one representative, and the other Commissioners being qualified voters and residents of the district, who hold no office elected by the people.

Section 2 Governmental subdivisions, which are party to the Charter Agreement, shall appoint members to the COMMISSION on the following basis:

Number and Type of Member

<u>Political Subdivision</u>	<u>No.</u>	<u>Elected Official</u>	<u>Citizen At Large</u>
South Hill	2	1	1
South Boston	2	1	1
Brunswick	3	2	1
Mecklenburg	5	3	2
Halifax	<u>5</u>	<u>3</u>	<u>2</u>
Total	17	10	7

The COMMISSION shall have at least five (5) or 33% minority Commissioners.

Elected representatives shall be any mayors, members of Town Council, or members of County Board of Supervisors. At least 50% of the COMMISSION must be elected. Whenever the total representation of elected officials on the COMMISSION exceeds 50%, the COMMISSION may authorize a political subdivision to appoint a citizen in lieu of a member of the governing body, provided the total representation of elected officials on the COMMISSION remains at 50% or above.

Section 3 Vacancies on the COMMISSION shall be filled for the unexpired term in the same manner as the original appointment was made.

Section 4 Any member of the COMMISSION shall be eligible for reappointment but may be removed for cause by the governing body, which appointed him.

Section 5 An alternate may be appointed to serve in lieu of one of the elected officials of each of the governing bodies of the participating governmental divisions.

ARTICLE III TERMS OF OFFICE AND VOTING RIGHTS

Section 1 The terms of office of the elected Commissioners shall be coincident with their elected terms of office or such shorter term as their governing bodies shall determine. The terms of office of the citizen members shall be four years.

Section 2 Each member of the COMMISSION shall have one equal vote in all matters before the COMMISSION.

ARTICLE IV OFFICERS

- Section 1 Officers of the Commission shall consist of a Chair and Vice Chair who shall be elected by the membership of the COMMISSION. The membership COMMISSION may also appoint a Treasurer.
- Section 2 All officers shall be elected for terms of two years or until their successors are elected. (Amendment adopted January 25, 1973.)
- Section 3 COMMISSION officers may succeed themselves for only one term. (Amendment adopted January 25, 1973.)
- Section 4 The COMMISSION shall appoint an Executive Director who shall be an employee of the COMMISSION and shall serve at the pleasure of a majority of the membership. The membership may designate the Executive Director as secretary or secretary-treasurer.

ARTICLE V FINANCIAL OBLIGATIONS OF MEMBERS

- Section 1 Each governmental subdivision within Planning District 13 shall contribute funds to the COMMISSION at the same per capita rate of every other governmental subdivision, which is party to this contract.
- Section 2 The local per capita contribution of each governmental subdivision is due on July 1 of the current fiscal year and shall be paid by each governmental subdivision prior to August 31 of that year.
- Section 3 The per capita contribution of each governmental subdivision shall be based on the most recent 10-year U.S. Census Population Data.
- Section 4 The per capita contribution shall not be less than \$0.50.
- Section 5 An additional assessment may be made upon a governmental subdivision for particular services of a local nature, which are requested by, said governmental subdivision and which are not included in the Work Program adopted by the COMMISSION.

ARTICLE VI ADDITION OR WITHDRAWAL OF MEMBERS

- Section 1 Any governmental subdivision within Planning District 13, which is not a party to this Charter Agreement at the effective date thereof may thereafter join the COMMISSION provided that such governmental subdivision is eligible for membership and that it adopts and executes this Agreement.
- Section 2 Any governmental subdivision may withdraw from the COMMISSION by submitting to the COMMISSION in writing, at least 90 days before the end

of the COMMISSION'S then current fiscal year, a notice of intent to withdraw. Such withdrawal shall not become effective until the COMMISSION'S fiscal year has ended.

ARTICLE VII APPOINTMENT OF AN EXECUTIVE COMMITTEE AND ADOPTION OF BY-LAWS

Section 1 The COMMISSION shall designate an Executive Committee and delegate to it such powers as the COMMISSION may determine, provided that these powers are not inconsistent with provisions of the Virginia Area Development Act or other laws.

Section 2 The COMMISSION may adopt By-Laws and such other rules as it deems necessary to govern its operations.

ARTICLE VIII MEETINGS

Section 1 Regular meetings of the COMMISSION shall be held quarterly. Special notice is required to call special meetings. Meetings shall be at the offices of the COMMISSION unless otherwise designated by the Chair.

Section 2 Meetings of the COMMISSION shall be open to the public; however, the COMMISSION may hold executive meetings when not in conflict with the Law.

ARTICLE IX AMENDMENTS

Section 1 This Charter Agreement may be amended, supplemented or superseded only by concurring resolutions from any combination of member governmental subdivisions whose aggregate representation of the COMMISSION constitutes a majority. All proposed amendments shall be submitted to the COMMISSION for its review and comment prior to presentation to member governmental subdivisions for concurring resolutions

ARTICLE X DATE OF ORGANIZATION

Section 1 The organization of the Southside Planning District Commission shall be effective on the 15th day of September 1969, or at such time after this date when the Charter Agreement has been adopted and signed by that governmental subdivision whose population when added to the aggregate population of those who have already adopted and signed the Charter Agreement, embraces the majority of the population within Planning District 13.

January 24, 1990
January 27, 2022

CHARTER AGREEMENT, AS AMENDED

Kim Callis, Chair

Deborah B. Gosney, Secretary

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

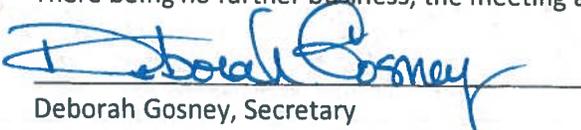
Staff: Deborah Gosney, Executive Director
Julie Gill, Administrative Assistant

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

Consent Agenda

SOUTHSIDE PLANNING DISTRICT COMMISSION
Regular Commission Meeting
June 30, 2021

A 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 6:00 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 25 Commissioners being present, a quorum was met for this meeting. The Roll Call is as follows:

BRUNSWICK COUNTY	Present	Absent
Bernard Jones, Sr.	X	
Alfonzo Seward	X	
Leslie Weddington – Treasurer	X	
Charlette Woolridge		X
John Zubrod	X	
HALIFAX COUNTY		
Stanley Brandon	X	
William Claiborne	X	
Ronnie Duffey	X	
Jerry Lovelace	X	
David Martin	X	
Garland Ricketts	X	
Scott Simpson	X	
Norman Talley		X
MECKLENBURG COUNTY		
Wayne Carter	X	
M. J. Colgate	X	
Andy Hargrove	X	

Charles Jones	X	
Angie Kellett	X	
Charlie Simmons	X	
Glanzy Spain	X	
Tom Tanner	X	
SOUTH BOSTON		
Joseph Chandler	X	
Winston Harrell	X	
George Leonard – Vice Chair	X	
Ernest Vass	X	
SOUTH HILL		
Kim Callis – Chair	X	
Lillie Feggins-Boone	X	
Joseph Taylor		X
TOTAL	25	3

Staff in Attendance:

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

Guests in Attendance:

There were no guests in attendance.

PUBLIC COMMENT PERIOD

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

APPROVAL OF THE AGENDA

JOHN ZUBROD MADE A MOTION THAT THE AGENDA BE APPROVED AS PRESENTED. THE MOTION WAS SECONDED BY BERNARD JONES, SR. AND BY ROLL CALL VOTE, ALL COMMISSIONERS VOTED AFFIRMATIVELY. (AYES: B. JONES, SEWARD, WEDDINGTON, ZUBROD, BRANDON, CLAIBORNE, DUFFEY, LOVELACE, MARTIN, RICKETTS, SIMPSON, CARTER, COLGATE, HARGROVE, C. JONES, KELLETT, SIMMONS, SPAIN, TANNER, CHANDLER, HARRELL, LEONARD, VASS, CALLIS AND FEGGINS-BOONE; NAYS: NONE; ABSTENTIONS: NONE).

EXECUTIVE COMMITTEE REPORT

Chairman Callis reported that the Executive Committee met immediately prior to this meeting and discussed the following:

- The proposed Bylaws Amendments.
- The Executive Director's evaluation.
- This year's Annual Meeting date and venue.

UPON MOTION BY GLANZY SPAIN SECONDED BY TOM TANNER, THE EXECUTIVE COMMITTEE REPORT WAS UNANIMOUSLY ACCEPTED. (AYES: B. JONES, SEWARD, WEDDINGTON, ZUBROD, BRANDON, CLAIBORNE, DUFFEY, LOVELACE, MARTIN, RICKETTS, SIMPSON, CARTER, COLGATE, HARGROVE, C. JONES, KELLETT, SIMMONS, SPAIN, TANNER, CHANDLER, HARRELL, LEONARD, VASS, CALLIS AND FEGGINS-BOONE; NAYS: NONE; ABSTENTIONS: NONE).

APPROVAL OF MINUTES

The April 29, 2021 Joint Meeting of the Commission and Executive Committee minutes were previously dispensed to members for review.

CHARLES JONES MADE A MOTION FOR APPROVAL OF THE APRIL 29, 2021 JOINT MEETING MINUTES. THE MOTION WAS SECONDED BY JOSEPH CHANDLER AND BY ROLL CALL VOTE, ALL COMMISSIONERS VOTED AFFIRMATIVELY. (AYES: B. JONES, SEWARD, WEDDINGTON, ZUBROD, BRANDON, CLAIBORNE, DUFFEY, LOVELACE, MARTIN, RICKETTS, SIMPSON, CARTER, COLGATE, HARGROVE, C. JONES, KELLETT, SIMMONS, SPAIN, TANNER, CHANDLER, HARRELL, LEONARD, VASS, CALLIS AND FEGGINS-BOONE; NAYS: NONE; ABSTENTIONS: NONE).

TREASURER'S REPORT

Treasurer Leslie Weddington presented the financial report as of May 2021 as follows: Assets, \$1,407,710.99; Liabilities, \$1,149,100.87; Retained Earnings, \$236,571.90; and Net Balance, \$22,038.22. Expenditures to date totaled \$855,860.30, which is 85 percent of the annual budget. The expenditures are on target for FY21.

TOM TANNER MADE A MOTION THAT THE MAY 2021 TREASURER'S REPORT BE ACCEPTED AS PRESENTED. THE MOTION WAS SECONDED BY JOHN ZUBROD AND BY ROLL CALL VOTE, ALL COMMISSIONERS VOTED AFFIRMATIVELY. (AYES: B. JONES, SEWARD, WEDDINGTON, ZUBROD, BRANDON, CLAIBORNE, DUFFEY, LOVELACE, MARTIN, RICKETTS, SIMPSON, CARTER, COLGATE, HARGROVE, C. JONES, KELLETT, SIMMONS, SPAIN, TANNER, CHANDLER, HARRELL, LEONARD, VASS, CALLIS AND FEGGINS-BOONE; NAYS: NONE; ABSTENTIONS: NONE).

FY22 BUDGET AND MANAGEMENT PLAN

Finance Director Stephanie Creedle presented the FY22 Budget, as recommended by the Budget and Finance Committee on June 15, 2021, with a 5% cost-of-living adjustment to salaries. She reviewed the FY22 Budget as detailed below.

The FY22 Revenue is 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

The FY22 Expenditures are as detailed below:

FY22 Expenditures

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

Ms. Creedle noted that Revenues exceed Expenditures by \$52,439.39.

GLANZY SPAIN MADE A MOTION THAT THE FY22 BUDGET BE ACCEPTED AS PRESENTED. THE MOTION WAS SECONDED BY BERNARD JONES, SR. AND BY ROLL CALL VOTE, ALL COMMISSIONERS VOTED AFFIRMATIVELY. (AYES: B. JONES, SEWARD, WEDDINGTON, ZUBROD, BRANDON, CLAIBORNE, DUFFEY, LOVELACE, MARTIN, RICKETTS, SIMPSON, CARTER, COLGATE, HARGROVE, C. JONES, KELLETT, SIMMONS, SPAIN, TANNER, CHANDLER, HARRELL, LEONARD, VASS, CALLIS AND FEGGINS-BOONE; NAYS: NONE; ABSTENTIONS: NONE).

Mrs. Gosney referred Commissioners to the FY22 Management Plan. She gave a brief overview of each section and noted that it serves as the PDC Work Program.

WINSTON HARRELL MADE A MOTION THAT THE FY22 MANAGEMENT PLAN BE ACCEPTED AS PRESENTED. THE MOTION WAS SECONDED BY JOHN ZUBROD AND BY ROLL CALL VOTE, ALL COMMISSIONERS VOTED AFFIRMATIVELY. (AYES: B. JONES, SEWARD, WEDDINGTON, ZUBROD, BRANDON, CLAIBORNE, DUFFEY, LOVELACE, MARTIN, RICKETTS, SIMPSON, CARTER, COLGATE, HARGROVE, C. JONES, KELLETT, SIMMONS, SPAIN, TANNER, CHANDLER, HARRELL, LEONARD, VASS, CALLIS AND FEGGINS-BOONE; NAYS: NONE; ABSTENTIONS: NONE).

FY22 EDA PLANNING GRANT

The PDC was invited by the U. S. Department of Commerce – Economic Development Administration to submit an Application for Federal Assistance for a Partnership Planning Program investment in the amount of \$70,000. The Commission applies for this grant annually which assists with the preparation of the Comprehensive Economic Development Strategy (CEDS) process as well as economic development projects. The PDC must commit to provide matching funds of \$70,000. Local member dues are utilized to meet this match requirement.

TOM TANNER MADE A MOTION FOR ACCEPTANCE OF THE FY22 EDA PLANNING GRANT APPLICATION WITH A COMMITMENT OF \$70,000 IN MATCHING FUNDS. THE MOTION WAS SECONDED BY GLANZY SPAIN AND BY ROLL CALL VOTE, ALL COMMISSIONERS VOTED AFFIRMATIVELY. (AYES: B. JONES, SEWARD, WEDDINGTON, ZUBROD, BRANDON, CLAIBORNE, DUFFEY, LOVELACE, MARTIN, RICKETTS, SIMPSON, CARTER, COLGATE, HARGROVE, C. JONES, KELLETT, SIMMONS, SPAIN, TANNER, CHANDLER, HARRELL, LEONARD, VASS, CALLIS AND FEGGINS-BOONE; NAYS: NONE; ABSTENTIONS: NONE).

EDA DEFEDERALIZATION RESOLUTION

On October 30, 2020, the President signed the Reinvigorating Lending for the Future (RLF) Act of 2020 (S. 4075) into law. This legislation reforms the U.S. Department of Commerce Economic Development Administration's (EDA) Revolving Loan Fund (RLF) program by eliminating burdensome "in perpetuity" reporting requirements and releasing the federal interest in EDA RLFs after seven years, thereby providing more local flexibility to RLF operators as they administer this program on behalf of their communities. The resolution that was adopted is as follows:

RESOLUTION

***WHEREAS**, the Southside Planning District Commission (SPDC) resolved to request defederalization of its Revolving Loan Funds (Award Numbers 01.39.02230; 01.39.02230.01; 01.39.02230.02; and 01.39.02230.03) from the Economic Development Administration as permitted in the Reinvigorating Lending for the Future (RLF) Act of 2020 (S. 4075).*

***WHEREAS**, The Revolving Loan Funds were awarded to the SPDC between 1980 and 1991; therefore, the RLF has been revolving for over 20 years. The value of the RLF Capital Base is \$3,274,504.49, and our investment rate is 76% (% of EDA grant of original award); and*

***BE IT FURTHER RESOLVED**, that the SPDC does hereby certify it has complied with the terms and conditions of the RLF award, it intends to continue to operate a Revolving Loan Fund, and it agrees to all terms and conditions of defederalization set forth by EDA.*

Adopted this 30th day of June, 2021 by the Executive Committee of the Southside Planning District Commission.

JOHN ZUBROD MADE A MOTION TO ADOPT THE EDA DEFEDERALIZATION RESOLUTION AS PRESENTED. THE MOTION WAS SECONDED BY ANDY HARGROVE AND BY ROLL CALL VOTE, ALL COMMISSIONERS VOTED AFFIRMATIVELY. (AYES: B. JONES, SEWARD, WEDDINGTON, ZUBROD, BRANDON, CLAIBORNE, DUFFEY, LOVELACE, MARTIN, RICKETTS, SIMPSON, CARTER, COLGATE, HARGROVE, C. JONES, KELLETT, SIMMONS, SPAIN, TANNER, CHANDLER, HARRELL, LEONARD, VASS, CALLIS AND FEGGINS-BOONE; 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.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Gosney reported on the following:

- FY21 “Year in Review” – Mrs. Gosney presented the FY21 “Year in Review” and accompanying Active Projects List to the Commissioners. The current project pipeline consists of 45 active projects totaling \$22,681,428 in grant dollars received for the three-county region. Of the 45 active projects, 28 grant awards were received in FY21 totaling \$11,484,294. There are five additional projects that are pending, and if awarded, will result in an additional \$5,245,636 for the region.
- Southern Virginia Food Insecurity Project – This project was awarded in the amount of \$900,000 and will address local food insecurity which has been exacerbated by the COVID-19 pandemic. Fresh food boxes will be packaged by the Southern Virginia Food Hub and delivered to the regional Area Agency on Aging locations for use in the “Homemaker Assistance” programs that serve low-income residents. Funding will be used to purchase cold storage equipment for partnering agencies to store the boxes to ensure food safety.
- Southside Regional Housing Market Analysis – A grant application was submitted to VHDA on May 28, 2021 requesting \$60,000 to develop a Housing Market Assessment for the PDC region. The Assessment will identify housing needs; analyze current and predicted regional trends; identify type, tenure and price of housing needed; identify barriers to housing supply needs; and make recommendations for action.
- ARPA Allocations – The Commonwealth of Virginia issued a memo on June 9, 2021 detailing the first tranche of State and Local Fiscal Recovery Funds to Non-Entitlement Units of Government pursuant to the Federal American Rescue Plan Act (ARPA). A total of \$10,031,230 is allocated for our PDC region for all 12 towns. PDC staff is researching eligible uses of the funds and are available to assist localities with the administrative duties associated with accepting the funds.
- Broadband Update – PDC Staff is in the process of developing a regional approach to tackling universal Broadband coverage for the three county PDC region. The PDC plans to serve as the applicant and submit one VATI application for all three counties collectively. The VATI Notice of Application is due July 27, 2021 and the VATI Application is due September 14, 2021. VATI awards will be announced in December of 2021.
- CEDS Brochure – The Berkley Group is preparing an 8-page CEDS Summary Brochure to be utilized as a quick reference tool and regional marketing asset. The Brochure is expected to be completed by mid-July and available for distribution at the Annual Meeting.

- SPDC Quarterly Exchange – The Quarterly Exchanges with Town Managers and County Administrators have been well received and feedback has been positive. There have been many instances of successfully identifying grant dollars to fund community needs.
- SPDC Website Update – There is a website update underway for the SPDC website. This work was contracted with Glerin. The update will include a COVID-19 Dashboard and community profiles of member jurisdictions through the use of various GIS programs. The GIS work will be performed by PDC Staff. The update is due to be completed by mid-July.
- SPDC Summer Newsletter – The next quarterly SPDC Newsletter will be released by the end of July.
- Facebook – Mrs. Gosney reminded the Commissioners to check the PDC’s Facebook page often as important funding announcements are posted there.
- SPDC Annual Dinner Meeting – 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.

GLANZY SPAIN MADE A MOTION TO ACCEPT THE EXECUTIVE DIRECTOR’S REPORT AS PRESENTED. THE MOTION WAS SECONDED BY JOHN ZUBROD BY ROLL CALL VOTE, ALL COMMISSIONERS VOTED AFFIRMATIVELY. (AYES: B. JONES, SEWARD, WEDDINGTON, ZUBROD, BRANDON, CLAIBORNE, DUFFEY, LOVELACE, MARTIN, RICKETTS, SIMPSON, CARTER, COLGATE, HARGROVE, C. JONES, KELLETT, SIMMONS, SPAIN, TANNER, CHANDLER, HARRELL, LEONARD, VASS, CALLIS AND FEGGINS-BOONE; NAYS: NONE; ABSTENTIONS: NONE).

OTHER BUSINESS

There was no Other Business.

ADJOURNMENT

There being no further business, the meeting adjourned at 7:16 p.m.



 Kim Callis, Chair SPDC



 Deborah Gosney, Secretary

SOUTHSIDE PLANNING DISTRICT COMMISSION
Regular Commission Meeting
October 28, 2021

A meeting of the Southside Planning District Commission (SPDC) was held on October 28, 2021 at the Commission’s Conference Room, 200 South Mecklenburg Avenue, South Hill, Virginia. Chair Kim Callis called the meeting to order at 6:00 p.m. for those wishing to attend in person and virtually utilizing Zoom technology.

Director Gosney called the roll. With just 14 Commissioners being present, a quorum was not met for this meeting, and no action items could be taken. The Roll Call is as follows:

BRUNSWICK COUNTY	Present	Virtual	Absent
Bernard Jones, Sr.			X
Alfonzo Seward			X
Leslie Weddington – Treasurer	X		
John Zubrod		X	
Vacancy			
HALIFAX COUNTY			
Stanley Brandon			X
William Claiborne			X
Ronnie Duffey		X	
Jerry Lovelace	X		
David Martin	X		
Garland Ricketts	X		
Scott Simpson			X
Norman Talley			X
MECKLENBURG COUNTY			
Wayne Carter	X		
M. J. Colgate	X		
Andy Hargrove	X		
Charles Jones			X
Angie Kellett	X		
Charlie Simmons	X		
Glanzy Spain			X
Tom Tanner	X		

SOUTH BOSTON			
Joseph Chandler	X		
Winston Harrell			X
George Leonard – Vice Chair	X		
Ernest Vass	X		
SOUTH HILL			
Kim Callis – Chair	X		
Lillie Feggins-Boone			X
Joseph Taylor			X
TOTAL	14	2	11

Staff in Attendance:

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

Guests in Attendance:

Liz Povar, The Riverlink Group
Kenneth Martin, VDOT – Halifax Residency Administrator

PUBLIC COMMENT PERIOD

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

SERVICE RECOGNITION

Executive Director Gosney presented Chair Kim Callis with a plaque recognizing his dedicated service, outstanding leadership and commitment to the Southside Planning District Commission. Mr. Callis was appointed to serve on the PDC in May of 2007. Since that time, he has served 14 years as a Commissioner and two terms (four years) as Chair of the PDC, from October 2017 to October 2021. Mr. Callis will roll off as Chair at the January 2022 meeting. In addition to serving as the PDC Chair, Mr. Callis was also elected to serve on the VAPDC Board of Directors in 2018 and is currently in his third year serving as President.

Executive Director Deborah Gosney then presented Stephanie Creedle with a plaque recognizing her 15 years of service (2006 – 2021) as Director of Finance/HR with the Southside Planning District Commission.

GUEST SPEAKER – DR. VINCE MAGNINI

Dr. Vince Magnini, a consultant for the Longwood Small Business Development Center, spoke to the Commissioners on “Continuing the Success.” Dr. Magnini was ranked as one of the top 12 most prolific hospitality researchers worldwide in the most recently published global ranking study. Drawing from his experience in hospitality research, Dr. Magnini used examples from the

PDC's Annual Report to illustrate how there are basically two doors from which to choose when considering the successful promotion of your area. He asked, "Will the focus be on the Quality of Life Outside or Inside Southside Virginia?" Dr. Magnini focused on three key points – 1) successfully identifying and communicating comparative advantage, 2) successfully identifying opportunities, and 3) successfully sharing a vision. He listed ways in which each of those three key points are currently being accomplished within the PDC region but encouraged each locality to continue to review and consider ways in which to "Continue the Success."

ADJOURNMENT

There being no further business, the meeting adjourned at 6:55 p.m.

Kim Callis, Chair SPDC



Deborah Gosney, Secretary

**SOUTHSIDE PLANNING DISTRICT COMMISSION
REGULAR QUARTERLY MEETINGS
January 27, 2022**

TREASURER'S REPORT

THE DECEMBER 2021 BALANCE SHEET SHOWS THE FOLLOWING FIGURES:

ASSETS	\$ 1,637,893.03
LIABILITIES	1,388,844.72
RETAINED EARNINGS	190,910.23
NET BALANCE	58,138.08

EXPENDITURES FOR THE PERIOD ENDING DECEMBER 2021 TOTALED \$486,077.49 WHICH WAS 42.67% OF THE ANNUAL BUDGET. EXPENDITURES ARE ON TARGET FOR FY22.

SOUTHSIDE PLANNING DISTRICT COMMISSION

FY22 - Balance Sheet

December 31, 2021

<u>ASSETS</u>	
Current Assets	
Operating Account	\$ 52,754.31
Go Virginia Account	199,566.77
Reserve Funds - VIP Account	1,011,522.00
VHDA Housing Program Account	20,000.00
Accounts Receivable	104,489.66
Deferred Outflows - VRS	<u>181,855.00</u>
Total Current Assets	1,570,187.74
Fixed Assets	
Equipment	65,038.07
Less: Accumulated Depreciation	(64,691.73)
Vehicle	34,400.00
Less: Accumulated Depreciation	(31,400.00)
Leasehold Improvements	63,593.16
Less: Accumulated Depreciation	<u>(24,762.97)</u>
Total Fixed Assets	42,176.53
Other Assets	
Principal Financial Group	<u>25,528.76</u>
Total Other Assets	<u>25,528.76</u>
TOTAL ASSETS	\$ 1,637,893.03

<u>LIABILITIES & FUND BALANCE</u>	
Current Liabilities	
Net Pension Liability	\$1,124,098.00
Go Virginia Escrow	199,566.77
Payroll Liabilities	8,077.48
Accrued Annual Leave	40,152.16
Accounts Payable	11,300.31
Deferred Inflows - VRS	<u>5,650.00</u>
Total Current Liabilities	1,388,844.72
Fund Balance	
Retained Earnings	190,910.23
Net Balance	<u>58,138.08</u>
Total Fund Balance	<u>249,048.31</u>
TOTAL LIABILITIES & FUND BALANCE	
	\$1,637,893.03

SOUTHSIDE PLANNING DISTRICT COMMISSION

FY22 - Revenues & Expenditures

Period Ending December 31, 2021

REVENUES	FY22 Budget	12/31/2021	YTD	Balance
SPDC Member Jurisdiction Dues	\$ 123,992.50	\$ -	\$ 123,992.50	\$ -
EDA FY22 Planning Grant	70,000.00	18,361.90	43,770.90	26,229.10
EDA FY21 CARES Grant - Year 2	240,000.00	23,935.40	118,446.50	121,553.50
DHCD FY22 Contract	89,971.00	-	44,985.50	44,985.50
VDOT FY22 Rural Transportation Contract	58,000.00	6,214.62	23,895.65	34,104.35
VHDA Housing Development Program	25,000.00	-	20,000.00	5,000.00
Lake Country Development Corporation - Staff Services	21,600.00	6,043.71	6,043.71	15,556.29
Miscellaneous Income	8.06	-	8.06	-
Program Income	(2,476.00)	-	(2,476.00)	-
Interest Income	1,200.00	79.15	365.93	834.07
Local Government Projects:				
Alberta Tobacco Heritage Trail Project - VDOT	12,000.00	-	-	12,000.00
Brodnax Depot Project - VDOT	31,000.00	-	-	31,000.00
Brodnax Piney Pond Project - CDBG	18,200.00	18,200.00	18,200.00	-
Brunswick County Chestnut Scattered Site Project - CDBG	68,000.00	1,562.50	1,562.50	66,437.50
Deferred to FY23	(40,000.00)			(40,000.00)
Chase City Endly Street Project - Phase I - CDBG	14,900.00	10,719.00	12,969.00	1,931.00
Chase City Endly Street Project - Phase II - CDBG	24,000.00	-	6,628.00	17,372.00
Chase City Lee Building Community Impact Study - VHDA	3,000.00	-	-	3,000.00
Civil Rights and Education Heritage Trail Expansion Project	2,500.00	-	-	2,500.00
Clarksville Planter's Warehouse Project - DHCD IRF	5,000.00	-	-	5,000.00
Clarksville Sewer Improvement Project - RD	50,000.00	-	-	50,000.00
Deferred to FY23	(25,000.00)			(25,000.00)
GIS Contract - Brunswick County Sheriff's Office	4,800.00	-	4,800.00	-
GIS Contract - Halifax County	23,000.00	-	23,000.00	-
GIS Contract - Mecklenburg County	24,000.00	-	24,000.00	-
GO Virginia SO/FA - FY21 Allocation	45,000.00	3,404.74	23,231.82	21,768.18
GO Virginia SO/FA - FY22 Allocation	80,000.00	-	-	80,000.00
Deferred to FY23	(45,000.00)			(45,000.00)
GO Virginia - Bridge to Recovery Project	21,500.00	1,792.78	1,792.78	19,707.22
GO Virginia - GIS Project	13,332.00	-	-	13,332.00
GO Virginia - GO-TEC 2B Project	2,000.00	-	786.06	1,213.94
GO Virginia - SIH LOCED Project	407.45	-	407.45	-
Halifax County Small Business Recovery Assistance	3,625.00	-	-	3,625.00
La Crosse Pine Street Project - Phase I - CDBG	50,000.00	-	13,945.00	36,055.00
Deferred to FY23	(15,000.00)			(15,000.00)
La Crosse Pine Street Project - Phase 2 - CDBG	78,500.00	950.00	8,311.00	70,189.00
Deferred to FY23	(40,000.00)			(40,000.00)
Lawrenceville Sharp Street Improvement Project - VDOT	25,000.00	-	-	25,000.00
Lawrenceville Sidewalks Project - VDOT	15,000.00	-	5,000.00	10,000.00
Lawrenceville THT Connector Project - VDOT	30,000.00	-	-	30,000.00
MBC Middle Mile Broadband Project - EDA	7,500.00	-	-	7,500.00
Mecklenburg County Quail Hollow Project - CDBG	19,125.00	3,453.81	9,824.21	9,300.79
Mecklenburg County Small Business Recovery	10,000.00	3,225.00	3,225.00	6,775.00
Sledge & Barkley Disaster Assistance Project - DHR	26,000.00	-	-	26,000.00
South Boston Greene's Crossing Landing Project - DCR	14,000.00	-	-	14,000.00
South Boston John Randolph Hotel Project - DHCD IRF	5,000.00	-	5,000.00	-
The Lee Building Disaster Assistance Project - DHR	15,000.00	-	-	15,000.00
The Old Brunswick Circuit Foundation - Dromgoole House	9,000.00	500.00	2,500.00	6,500.00
Urgent Needs Southern Va Food Insecurity Project - DHCD	70,000.00	-	-	70,000.00
TOTAL REVENUES	1,282,685.01	98,442.61	544,215.57	738,469.44

SOUTHSIDE PLANNING DISTRICT COMMISSION

FY22 - Revenues and Expenditures

Period Ending December 31, 2021

EXPENDITURES	FY22 Budget	12/31/2021	YTD	Balance
DIRECT COSTS				
Direct Chargeable Salaries	\$ 402,994.79	\$ 27,447.25	\$ 171,630.87	\$ 231,363.92
Employee Fringe Benefits Applied	267,638.59	18,020.56	120,429.53	147,209.06
SUBTOTAL	670,633.38	45,467.81	292,060.40	378,572.98
Travel and Per Diem	10,000.00	234.26	1,992.86	8,007.14
Other Direct Costs Charged to Grants	100,000.00	12,214.24	51,454.46	48,545.54
Other Direct Costs Charged to State/Local Funds	40,000.00	639.00	10,027.34	29,972.66
TOTAL DIRECT COSTS	820,633.38	58,555.31	355,535.06	465,098.32
INDIRECT COSTS				
Indirect Salaries	88,718.54	3,561.59	38,411.82	50,306.72
Employee Fringe Benefits Applied	61,054.19	4,527.18	23,801.77	37,252.42
SUBTOTAL	149,772.73	8,088.77	62,213.59	87,559.14
Auditing	8,000.00	-	-	8,000.00
Consumable Supplies	7,000.00	813.26	3,539.00	3,461.00
Commissioner's Expense/Meetings	10,000.00	-	2,056.49	7,943.51
Equipment, Rental, Maintenance, Use	8,000.00	530.59	5,214.37	2,785.63
Insurance and Bonding	6,200.00	-	6,190.00	10.00
Officer's Expense/Stipend	500.00	500.00	500.00	-
Membership Fees and Dues	5,000.00	-	4,600.00	400.00
Publications/Subscriptions	500.00	95.00	200.00	300.00
Printing	2,500.00	65.07	1,867.47	632.53
Space and Occupancy Costs	25,000.00	1,512.62	8,628.17	16,371.83
Travel - Indirect Staff	500.00	-	-	500.00
Training, Seminars, Workshops, Conferences	500.00	-	-	500.00
Postage and Freight	2,500.00	-	999.40	1,500.60
Telephone	8,000.00	653.99	3,901.50	4,098.50
Auto Operations & Maintenance	25,000.00	75.51	699.21	24,300.79
Public Relations	1,000.00	-	-	1,000.00
Depreciation	6,500.00	398.19	2,389.14	4,110.86
Legal Fees	2,000.00	-	67.50	1,932.50
Software Licensing	20,000.00	1,278.04	8,841.01	11,158.99
Contractual Staff	30,000.00	2,682.75	15,744.75	14,255.25
SUBTOTAL	168,700.00	8,605.02	65,438.01	103,261.99
TOTAL INDIRECT COSTS	318,472.73	16,693.79	127,651.60	190,821.13
TOTAL BENEFITS ADJUSTED		5,045.82	2,890.83	
TOTAL EXPENDITURES	1,139,106.11	80,294.92	486,077.49	653,028.62
AGENCY BALANCE	\$ 143,578.90	\$ 18,147.69	\$ 58,138.08	

SOUTHSIDE PLANNING DISTRICT COMMISSION

FY22 - Revenues & Expenditures

Period Ending December 31, 2021

EMPLOYEE BENEFITS				
VML Disability	\$ 2,876.04	\$ 239.62	\$ 1,397.15	\$ 1,478.89
Vacation Leave Pay	39,599.08	5,735.09	24,648.17	14,950.91
Sick Leave Pay	22,609.04	647.35	7,206.73	15,402.31
Holiday Pay	33,913.56	6,305.36	18,998.64	14,914.92
Workmen's Compensation	587.84	-	-	587.84
Group Hospitalization	84,960.00	4,248.00	32,532.00	52,428.00
VRS Group Life Insurance	7,876.99	591.58	3,499.65	4,377.34
Taxes - FICA	44,969.38	3,290.08	19,641.08	25,328.30
Taxes - Unemployment	304.00	12.67	25.72	278.28
Optional Life Insurance	-	(54.40)	(54.40)	-
VRS Retirement	90,996.86	6,578.21	39,227.39	51,769.47
TOTAL EMPLOYEE BENEFITS - ACTUAL	328,692.79	27,593.56	147,122.13	181,516.26
TOTAL EMPLOYEE BENEFITS - APPLIED		(22,547.74)	(144,231.30)	
TOTAL EMPLOYEE BENEFITS - ADJUSTED		\$ 5,045.82	\$ 2,890.83	

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</u> <u>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

Member Jurisdiction Dues \$ 123,992.50

Revenue Brought Forward From FY21

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	\$ 1,729,071.50

* Blue font denotes a corresponding Budget Amendment.

SOUTHSIDE PLANNING DISTRICT COMMISSION
AMENDED BUDGET FY22
PROJECTED EXPENSES

	<u>FY22</u>	<u>FY22</u> <u>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:

<u>FY22 Revenue</u>	
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

<u>FY22 Expenditures</u>	
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.

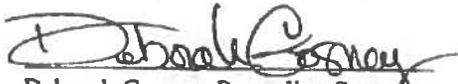
- EDA CARES Act Funding – The CARES Act Grant is a 2-year grant focused on strategic planning and fund sourcing to mitigate further economic harm from the COVID-19 pandemic. This \$400,000 grant will be used by the SPDC to develop an organized regional response plan and outline recovery efforts to combat 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

Executive Director's Report



EXECUTIVE DIRECTOR'S REPORT

SPDC QUARTERLY MEETING

January 27, 2022

Small Business Recovery Program - Brunswick, Halifax, and Mecklenburg County each received grant funds from DHCD in August of 2020 to make small loans to eligible businesses as a result of the COVID Pandemic. The Mecklenburg County and Brunswick County Small Business Recovery Programs are now officially closed out. Brunswick County assisted a total of 31 business; Mecklenburg County assisted a total of 50 businesses. Halifax County to date has assisted 61 businesses and received additional funds and an extension to assist additional businesses.

SPDC Regional Universal Fiber Broadband Project – Southside PDC in partnership with Empower submitted a VATI application to DHCD requesting funds to provide universal broadband coverage in all three PDC Counties as well as the southern portion of Charlotte County. The application was awarded 12/13/21. Contract negotiations with DHCD staff were held January 18th and PDC Staff is working closely with Empower Staff to provide the documents needed to execute a contract over the next 90 days. A total of \$69,431,634 was awarded in grant funds.

SPDC Affordable Housing Program – The PDC was awarded \$1,000,000 from Virginia Housing to launch a new grant program that invests in creating affordable housing opportunities throughout the region. Rental and home ownership construction activities are eligible. Staff is working closely with Southside Outreach Group to identify affordable housing opportunities throughout the region.

Southside Regional Housing Market Analysis – A grant application was submitted to VHDA on 05/28/21 requesting \$60,000 to develop a Housing Market Assessment for the PDC region. The application was approved 09/14/21. Additional funds totaling \$60,000 are being solicited from DHCD as the total for the study is \$120,000. Staff is working closely with VA Tech who will be contracted to perform the study. An added benefit is that PDC staff will receive personalized training from

VA Tech staff equipping PDC staff with the ability to provide housing data updates in the future without relying on outside consultants for this service.

CEDS Resiliency Plan – Staff is working on the development of a Resiliency Plan, a requirement of EDA as the beneficiary of the COVID Grant funds. The purpose of the Plan is to create actionable recommendations that will strengthen the regional economy and position it to effectively mitigate sudden unfortunate events, i.e. natural disasters, pandemics, industry closings, etc. The deadline for completion is June 30, 2022.

CEDS Brochure – The Berkley Group completed an eight (8) page CEDS Summary Brochure to be utilized as a quick reference tool and regional marketing asset. It has been posted on the PDC Website and printed copies are available. Please take a few minutes to review it. I think you will find it to be a useful handout.

Local Redistricting Assistance – Census Block data and GIS mapping is being provided to the three counties as needed to assist with local redistricting to ensure local election districts are drawn equitably across the region.

SPDC Quarterly Exchange – Quarterly virtual meetings with town managers and county administrators have been well received. The CEDS Project List is reviewed and updated. There have been many instances of successfully identifying grant dollars to assist with funding community needs.

Southside PDC Website Update – Website updates continue. I encourage you to take a few minutes to review it. <https://www.southsidepdc.org/> The update includes detailed community profiles and a COVID-19 Dashboard.

Active Projects List– The Active Projects List and Year in Review were emailed to each of you. I encourage you to review the List as it details all active projects by County being administered by staff in your communities including the updated current status of each project. The project pipeline consists of **49 active projects** totaling **\$95,360,199** in grant dollars received for the three-county region. Of the

49 active projects, a total of **15 grant awards** were received in FY21 totaling **\$74,966,108**. Staff is in the process of preparing three CDBG applications (Chase City, Brunswick County, and Town of Halifax) to be submitted by the end of March.

Staff Announcements – We hired Julie Gill who started December 1st. Julie will serve as the Administrative Assistant and replaces Lisa McGee. Cassandra Malone who was our part-time employee that assisted the project planners has resigned and plans to work through January 27th. For now, we do not anticipate replacing Cassandra.

I will be attending the VACo/VML/VAPDC Local Government Day in Richmond the first of February. Commissioner Kim Callis, VAPDC President, will be attending as well.

Next Meeting – The next meeting is scheduled for Thursday, April 28th. Please keep an eye on the PDC website for meeting notices and updates. We welcome attendance by all.