

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.

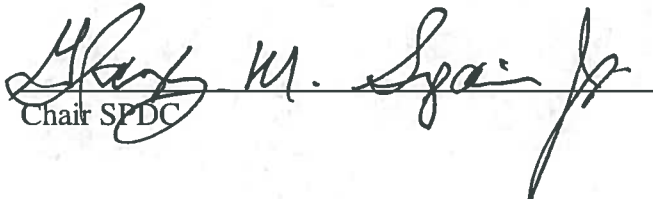
GLANZY SPAIN MADE A MOTION TO ACCEPT THE EXECUTIVE DIRECTOR'S REPORT AS PRESENTED. THE MOTION WAS SECONDED BY JOHN ZUBROD BY ROLL CALL VOTE, ALL COMMISSIONERS VOTED AFFIRMATIVELY. (AYES: B. JONES, SEWARD, WEDDINGTON, ZUBROD, BRANDON, CLAIBORNE, DUFFEY, LOVELACE, MARTIN, RICKETTS, SIMPSON, CARTER, COLGATE, 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.


Chair SPDC


Deborah Gosney, Secretary