

Southside PDC
Executive Committee Meeting

April 14, 2025



EXECUTIVE COMMITTEE MEETING

Date & Time: April 14, 2025,
3:00 pm- 4:30 pm

Location: 200 S Mecklenburg Ave.
South Hill, Va 23970

AGENDA

1. Call to OrderChair Tanner
 - Roll CallExecutive Director Gosney
 - Public Comment PeriodChair Tanner
 - Approval/Modification of AgendaChair Tanner
 - Commission Approval
 - FY26 BudgetExecutive Director Gosney
 - Commission Recommendation
 - Updated Financial Operations ManualFinance Director Leslie Kubasek
 - Health Insurance DiscussionExecutive Director Gosney
 - Other BusinessChair Tanner
2. Closed Session
 - Employee EvaluationChair Tanner

Enter Closed Session:

"Pursuant to Section § 2.2-3711 of the Virginia Freedom of Information Act, I move that the Southside PDC Executive Committee convene in closed session to discuss personnel matters pursuant to the closed meeting exemption per § 2.2-3711(A)(1) of the Code of Virginia," seconded by _____, (take roll call if virtual).

Return to Open Session:

"Having convened and concluded a closed meeting pursuant to Section § 2.2-3711 of the Virginia Freedom of Information Act on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and per Section § 2.2-3711 (D) of the Code of Virginia I move to certify that the executive meeting was conducted in conformity with the Virginia law; and that the Southside PDC Executive Committee hereby certified that to the best of each member's knowledge; 1) Only public business matters lawfully exempted from open meetings requirement by Virginia law were discussed in the executive meeting to which certification resolution applies. 2) Only such business matters as were identified in the motion conveying the executive meeting were heard, discussed, or considered by the Executive Committee. "Seconded by _____, (take roll call vote if virtual).

3. AdjournmentChair Tanner

The Southside Planning District Commission will make reasonable accommodations and services necessary for sensory-impaired and citizens with disabilities to attend this meeting. Additionally, translation services may be offered upon request and availability. Persons requiring such accommodations/services should contact Chad Neese at least seven (7) business days in advance of the meeting. Written comments may be mailed to Southside Planning District Commission, ATTN: Chad Neese, 200 S. Mecklenburg Ave., South Hill, VA 23970. Comments may also be submitted by phone at 434-447-7101, extension 211, or by email at cneese@southsidepdc.org.

BUDGET



TO: Southside PDC Executive Committee Members
FROM: Deborah Gosney, Executive Director
DATE: March 27, 2025
SUBJECT: FY26 Budget Notes

On Thursday, April 14th at 3:00 p.m. we will meet to discuss the FY26 Budget that will then be presented to the full Commission for adoption on Thursday, April 24th. Listed below are details associated with the FY26 Budget:

- 3.5% Cost-of-Living Adjustment is being proposed and is included in Salaries.
- 4.6% Increase in Health Insurance Premiums.
- Per Capita Dues totaling \$148,300 did not change.
- FY26 Revenues increased by \$230,481.69 in comparison to FY25 Revenues.
- FY25 Expenditures increased by \$70,571.83 in comparison to FY25 Expenditures.
- FY26 Net Income exceeds FY25 Net Income by \$159,909.87.
- The Commission has two vehicles available to staff and both are in good condition.

Ford Fusion – Purchased May 2022 (mileage 32,859)

Ford Escape – Purchased January 2018 (mileage 91,252)

There will also be discussion concerning the PDC contributing towards family health insurance plans.

**SOUTHSIDE PLANNING DISTRICT COMMISSION
FY26 BUDGET**

REVENUES	AMOUNT
Contractual Recurring Revenue	600,855.00
Brought Forward Project Revenue	901,733.60
New Project Revenue	682,621.08
Carryover Project Revenue	(362,174.99)
Account Interest Income	74,000.00
Total Revenues	1,897,034.69
EXPENDITURES	AMOUNT
Direct Employee Costs	\$809,308.27
Direct Costs to Federal Funds	6,000.00
Direct Costs to Non-Federal Funds	\$80,770.00
Indirect Costs	320,169.18
Total Expenditures	\$1,216,247.44
Excess Revenues Over Expenditures	\$680,787.25

**SOUTHSIDE PLANNING DISTRICT COMMISSION
FY26 REVENUE AND EXPENDITURES
YR TO YR COMPARISON**

	FY24	FY25	FY26
REVENUES			
Contractual Recurring Revenue	460,478.00	577,871.00	600,855.00
Brought Forward Project Revenue	1,032,075.00	1,437,326.06	901,733.60
New Project Revenue	1,256,420.20	105,000.00	682,621.08
Carryover Project Revenue	(1,021,883.00)	(507,512.06)	(362,174.99)
Account Interest Income	53,868.00	53,868.00	74,000.00
TOTAL	1,780,958.20	1,666,553.00	1,897,034.69
EXPENDITURES			
Direct Employee Costs	740,553.41	811,834.64	809,308.27
Direct Costs to Federal Funds	60,000.00	6,672.00	6,000.00
Direct Costs to Non-Federal Funds	40,000.00	72,913.00	80,770.00
Indirect Costs	328,044.15	305,596.94	320,169.18
TOTAL	1,168,597.56	1,197,016.58	1,216,247.44
Excess Revenues Over Expenditures	612,360.64	469,536.42	680,787.25

SOUTHSIDE PLANNING DISTRICT COMMISSION
FY25/FY26 ITEMIZED EXPENDITURES

EXPENDITURES	FY25 BUDGET	FY26 BUDGET	+/- DIFFERENCE
DIRECT COSTS			
Direct Employee Costs			
Direct Salaries	559,488.76	547,120.85	(12,367.91)
Direct Fringe Benefits	252,345.88	262,187.41	9,841.53
Subtotal Direct Employee	811,834.64	809,308.27	(2,526.37)
Direct Federal Costs			
Memberships Fees & Dues	3,000.00	3,000.00	-
Travel, Lodging, Conferences	3,672.00	3,000.00	(672.00)
Subtotal Direct Federal	6,672.00	6,000.00	(672.00)
Direct Non-Federal Costs			
SPDC Contract Consultant	61,985.00	73,920.00	11,935.00
Travel, Lodging, Conferences	4,481.00	750.00	(3,731.00)
Staff Retreats/Meetings	600.00	600.00	-
Project Related Expenses	4,347.00	4,000.00	(347.00)
Misc Expenses	1,500.00	1,500.00	-
Subtotal Direct Non-Federal	72,913.00	80,770.00	7,857.00
TOTAL DIRECT COSTS	891,419.64	896,078.27	4,658.63
INDIRECT COSTS			
Indirect Employee Costs			
Indirect Salaries	112,104.24	112,710.28	606.04
Indirect Fringe Benefits	57,442.70	57,783.90	341.20
Subtotal Indirect Employee	169,546.94	170,494.18	170,494.18
Indirect Other Costs			
Office Expenses	40,000.00	45,000.00	5,000.00
Utilities (Includes Telephone & Power Bills)	18,500.00	18,500.00	-
Office Supplies	5,000.00	5,000.00	-
Auditing	8,000.00	9,000.00	1,000.00
Board & Staff Meeting Expenses	12,500.00	10,000.00	(2,500.00)
Equipment Lease Payments	15,000.00	12,500.00	(2,500.00)
Insurance and Bonding	7,000.00	7,000.00	-
Membership Fees and Dues	5,000.00	8,625.00	3,625.00
Publications/Subscriptions	550.00	550.00	-
Professional Printing	1,000.00	1,000.00	-
Building Upkeep	9,000.00	9,500.00	500.00
Staff Travel & Training	1,000.00	11,000.00	10,000.00
Postage and Freight	2,500.00	2,000.00	(500.00)
Auto Repair/Maintenance/Gas	5,000.00	5,000.00	-
Public Relations	1,000.00	1,000.00	-
Legal Fees	5,000.00	4,000.00	(1,000.00)
Subtotal Indirect Other	136,050.00	149,675.00	13,625.00
TOTAL INDIRECT COSTS	305,596.94	320,169.18	14,572.24
TOTAL EXPENSES	1,197,016.58	1,216,247.44	19,230.86

**SOUTHSIDE PLANNING DISTRICT COMMISSION
FY26 ITEMIZED REVENUE**

	FUNDING AGENCY	BROUGHT FORWARD PROJECT REVENUE	NEW PROJECT REVENUE	CONTRACTUAL RECURRING REVENUE	FY26 BUDGET 07/01/25-06/30/26	CARRYOVER PROJECT REVENUE
Federal Funding:						
SPDC EDA FY24 Planning Grant	DOC-EDA-PG			70,000.00	70,000.00	
SPDC Hazards Mitigation Plan Update	FEMA	64,227.08			64,227.08	-
SPDC SCRC LDD Cooperative Agreement Allocation	SCRC-LDD	-		23,384.00	23,384.00	
SPDC Regional Fiber Broadband Project Pse 1	DHCD-VATI	15,595.00			15,595.00	-
Total Federal Funding		79,822.08	-	93,384.00	173,206.08	-
State Funding:						
SPDC GOVA-Annual Allocation	DHCD- GOVA			84,000.00	84,000.00	
SPDC GOVA-Advanced Manufacturing Talent Pathways	DHCD-GOVA		2,842.62		2,842.62	-
SPDC GOVA-Amelia County Regional Due Dilligence	DHCD- GOVA		2,592.62		2,592.62	-
SPDC GOVA-Amelia County Site Suitability Study	DHCD- GOVA	-	-			-
SPDC GOVA-Co-location Feasibility Study-Data Center/Greenh	DHCD GOVA		1,485.24		1,485.24	-
SPDC GOVA-GO TEC Region 3 Expansion Project	DHCD- GOVA		5,175.24		5,175.24	-
SPDC GOVA-GO TEC Virginia 2025 Project	DHCD- GOVA	2,885.93			2,885.93	0.00
SPDC GOVA-Health Sciences Careers Planning	DHCD- GOVA	-			-	-
SPDC GOVA-P&HCC GO TEC Welding Instructor	DHCD- GOVA					0.00
SPDC GOVA-RISE Build to Scale Project	DHCD- GOVA	29,813.32			20,000.00	9,813.32
SPDC GOVA-Seed Innovation Hub Project	DHCD- GOVA	4,956.55			4,956.55	-
SPDC GOVA-SVCC GO TEC Mechatronics Instructor	DHCD- GOVA					(0.00)
SPDC GOVA-SVRA Regional Site Development Project	DHCD- GOVA	-				-
SPDC GOVA-VGA Site Development Project	DHCD- GOVA					(0.00)
SPDC GOVA-A.I. Statewide Assessment	DHCD- GOVA		750.00		750.00	-
SPDC DHCD Contract	DHCD			114,871.00	114,871.00	
SPDC Regional Fiber Broadband Project Pse 2	DHCD-VATI	117,000.00			102,000.00	15,000.00
SPDC Regional Fiber Broadband Project Pse 3	DHCD-VATI		165,000.00		125,000.00	40,000.00
SPDC VDOT FY25 Rural Transportation Contract	VDOT	-		58,000.00	58,000.00	
SPDC Hazards Mitigation Plan Update	VDEM	6,583.78			6,583.78	0.00
Total State Funding		161,239.58	177,845.72	256,871.00	531,142.98	64,813.32
Private Funding:						
SPDC Affordable Housing Development Program	VH	-			-	
Lake Country Development Corporation Staff Services	PRIVATE	-		25,000.00	25,000.00	
Lake Gaston 911 Task Force Dock Sign Management	PRIVATE	-	3,500.00		3,500.00	
Total Private Funding		-	3,500.00	25,000.00	28,500.00	-
Local Funding:						
Boydton WWTP Improvement Project	EDA-PW	-			-	-
Brodnax Lead Service Inventory Project	VDH	-			-	-
Brodnax Town-wide Housing Rehab Planning Project	DHCD-PG	-			-	-
Brodnax Town-wide Housing Rehab Project	DHCD-PG		100,000.00		50,000.00	50,000.00
Brunswick County Chestnut Road	DHCD-CDBG	-			-	-
Brunswick County Stonewall Industrial Park	TRRC	5,000.00			5,000.00	-
Brunswick County Stonewall Industrial Park	HUD		2,500.00		2,500.00	-
Brunswick County Stonewall Industrial Park	VEDP		2,500.00		2,500.00	-
Brunswick County Township Road Project	DHCD-CDBG	47,700.00			47,700.00	-
Brunswick County Sheriff's Office - GIS Contract	LOCAL	-		7,200.00	7,200.00	
Brunswick County Online GIS	LOCAL	-		4,200.00	4,200.00	
Brunswick IDA Produce Project	EDA-PW	60,000.00			45,000.00	15,000.00
Brunswick County IDA Produce Project	SCRC-SEID		10,000.00		10,000.00	-
Brunswick IDA-Sledge & Barkley Redevelopment Project	DHCD-IRF-ARPA	-			-	-
Chase City B Street Project - Pse 1	DHCD-CDBG	18,935.00			10,340.00	8,595.00
Chase City B Street Project - Pse 2	DHCD-CDBG	65,800.00			47,250.00	18,550.00
Chase City Lead Service Line Inventory	VDH	-			-	-
Chase City Lee Building Disaster Assistance	DHR	-			-	-
Chase City Mecca Theatre Brownfield Restoration Project	VEDP/Brownfield	-	-		-	-
Chase City Town Wide Water Study Planning Project	VDH	-			-	-
Clarksville Cove Project	DCR	8,333.33			8,333.33	-
Clarksville Sewer Improvement Project	RD	-			-	-
Halifax County GIS Contract	LOCAL	-		23,000.00	23,000.00	
Halifax County Memorial Drive Housing Rehab Project	DHCD-CDBG-PG		30,000.00		30,000.00	-
Halifax County Riverdale Dr Community Impr Project, Pse 1	DHCD-CDBG		125,000.00		62,500.00	62,500.00
Halifax County VIR Water Supply Interconnection Project	EDA	58,650.00			58,650.00	-

**SOUTHSIDE PLANNING DISTRICT COMMISSION
FY26 ITEMIZED REVENUE**

Halifax Town Banister Town Housing Rehab Project - Pse 1	DHCD-CDBG	27,250.05			18,250.05	9,000.00
Halifax Town Banister Town Housing Rehab Project - Pse 2	DHCD-CDBG		42,900.00		42,900.00	-
Halifax Town Exxon Redevelopment Project	DHCD-IRF/TRRC	6,000.00			6,000.00	-
La Crosse Lead Service Inventory Project	VDH	-				-
LaCrosse Pine Street Neighborhood Project-Pse 2	DHCD-CDBG	-			-	-
Lawrenceville Comp Plan Update	LOCAL	-				-
Lawrenceville Park Street Community Project-Pse 1	DHCD-CDBG		148,129.00		148,129.00	-
Lawrenceville Park Street Community Planning Project-Pse 2	DHCD-CDBG-PG		23,600.00		23,600.00	-
Lawrenceville Sharp Street Improvement Project	VDOT-MAP 21	19,000.00			19,000.00	-
Lawrenceville THT Connector Project	VDOT-MAP 21	20,000.00			20,000.00	-
Lunenburg County GIS Contract	LOCAL	-		4,800.00	4,800.00	
Mecklenburg County - GIS Contract	LOCAL	-		27,000.00	27,000.00	
Mecklenburg County-GIS Online Site	LOCAL	-		3,600.00	3,600.00	
Mecklenburg County Oak/Surface Rd Houisng Planning Project	DHCD-CDBG-PG	-				-
Mecklenburg County Park View High School Brownfield Proj	VEDP/Brownfield		1,000.00		1,000.00	-
Mecklenburg County - Regional Housing Market Assessment	CDBG	-			-	-
Mid Atlantic Broadband Middle Mile Project	EDA-PW	96,700.00			32,233.33	64,466.67
Roanoke Region 3 DEQ Water Supply Plan	DEQ		8,884.00		8,884.00	-
RRRT Tobacco Heritage Trail Maintenance Amenities Project	DCR	9,000.00			9,000.00	-
RRRT Tobacco Heritage Trail Management Services	LOCAL	-		7,500.00	7,500.00	
South Boston John Randolph Hotel Project	DHCD-IRF	7,000.00			7,000.00	-
South Boston North Main Street Project	DHCD-CDBG	13,428.56			13,428.56	-
South Boston Riverdale Open Space Master Plan	LOCAL		6,762.36		6,762.36	0.00
South Boston Riverdale Acquisition Project	LOCAL	-			-	-
South Boston Westside Mobile Home Citizen Relocation	LOCAL	69,250.00			-	69,250.00
South Boston Westside Mobile Home Redevelopment	DHCD-CDBG	63,750.00			63,750.00	-
South Hill Lead Service Line Inventory Project	VDH	-			-	-
South Hill Nicks Lane Neighborhood Project	DHCD-CDBG	57,375.00			57,375.00	-
South Hill Sycamore & Howerton Sewer Extension Project	DEQ	7,500.00			7,500.00	-
South Hill Zoning Services	LOCAL	-			-	-
SOVA Innovation Hub Campus Project	EDA-PW				-	-
SPDC Local Government Member Jurisdiction Dues	LOCAL	-		148,300.00	148,300.00	
The Old Brunswick Circuit Foundation - Dromgoole House	DHR	-			-	-
Total Local Funding		660,671.94	501,275.36	225,600.00	1,090,185.63	297,361.67
TOTAL PROJECT/CONTRACTUAL REVENUE		901,733.60	682,621.08	600,855.00	1,823,034.69	362,174.99
Account Interest Income	VIP				74,000.00	
TOTAL REVENUE					1,897,034.69	

