

SOUTHSIDE PLANNING DISTRICT COMMISSION
Executive Committee Meeting
January 28, 2021

An Executive Committee Meeting of the Southside Planning District Commission (SPDC) was held on January 28, 2021 at the Commission's Conference Room, 200 South Mecklenburg Avenue, South Hill, Virginia. Chairman Kim Callis called the meeting to order at 5:30 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 10 Commissioners being present, a quorum was met for this meeting. The Roll Call is as follows:

BRUNSWICK COUNTY	Present	Absent
Bernard Jones, Sr.	X	
Leslie Weddington – Treasurer	X	
John Zubrod	X	
HALIFAX COUNTY		
Stanley Brandon		X
Garland Ricketts	X	
Scott Simpson		X
MECKLENBURG COUNTY		
Andy Hargrove	X	
Charlie Simmons	X	
Glanzy Spain	X	
SOUTH BOSTON		
Winston Harrell	X	
George Leonard	X	
SOUTH HILL		
Kim Callis - Chairman	X	
TOTAL	10	2

Staff in Attendance:

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

Guests in Attendance:

Jerry Lovelace – SPDC Commissioner

PUBLIC COMMENT PERIOD

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

APPROVAL OF THE AGENDA

CHARLIE SIMMONS 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.

APPROVAL OF MINUTES

The June 25, 2020 minutes were previously dispensed to members for review.

JOHN ZUBROD MADE A MOTION FOR APPROVAL OF THE JUNE 25, 2020 MINUTES. THE MOTION WAS SECONDED BY BERNARD JONES, SR. AND BY ROLL CALL VOTE, ALL COMMISSIONERS VOTED AFFIRMATIVELY.

TREASURER'S REPORT

Chairman Kim Callis presented the financial report as of December 2020 as follows: Assets, \$1,532,170.13; Liabilities, \$1,227,245.93; Retained Earnings, \$236,571.90; and Net Balance, \$68,352.30. Expenditures to date totaled \$461,090.35, which is 50.3 percent of the annual budget. The expenditures are on target for FY21.

ANDY HARGROVE MADE A MOTION THAT THE DECEMBER 2020 TREASURER'S REPORT BE ACCEPTED AS PRESENTED. THE MOTION WAS SECONDED BY BERNARD JONES, SR. AND BY ROLL CALL VOTE, ALL COMMISSIONERS VOTED AFFIRMATIVELY.

FY21 BUDGET AMENDMENTS

Stephanie Creedle, Finance Director, reported on the FY21 proposed Budget Amendments.

Revenues were increased as a result of receiving administrative fees for the following:

- ❖ Halifax County Tobacco Heritage Trail Extension (FY20) - \$24,750.
- ❖ Brunswick County Chestnut Scattered Site Project - \$80,000.
- ❖ La Crosse Pine Street Neighborhood Project – Phase 2 - \$100,000.
- ❖ Mecklenburg County Small Business Recovery Assistance - \$20,000.
- ❖ South Boston Small Business Recovery Assistance - \$25,000.

- ❖ Brodnax Piney Pond Targeted Housing Rehab PG - \$18,000.
- ❖ South Hill 2nd and 3rd Street Neighborhood PG - \$18,375.
- ❖ South Boston North Main Street Housing Rehab PG - \$18,000.
- ❖ The Lee Building Disaster Assistance Project - \$15,000.
- ❖ Sledge & Barkley Disaster Assistance Project - \$26,000.
- ❖ EDA CARES Act Funding (\$400,000 awarded with \$200,000 deferred to FY22 which is Year 2 of the award period.) - \$200,000.
- ❖ Brunswick County EOP and COOP - \$15,000.
- ❖ Halifax County EOP and COOP - \$15,000.
- ❖ Mecklenburg County EOP and COOP - \$15,000.
- ❖ Bridge to Recovery – GO Virginia Project - \$25,000.
- ❖ Brunswick IDA – Sledge& Barkley – Grant Writing - \$800.
- ❖ Sharp Street Improvement Project - \$25,000.
- ❖ Lawrenceville Tobacco Heritage Trail Connector Project - \$30,000.
- ❖ Chase City Lee Building Community Impact Study - \$3,500.

Revenues decreased as a result of projected administrative fees being adjusted for the following:

- ❖ Halifax County Meadville Road Project - \$19,600.
- ❖ Mecklenburg County Quail Hollow Project - \$16,900.
- ❖ GO TEC 1 – GO Virginia Project - \$5,277.27
- ❖ GO TEC 2B – GO Virginia Project - \$8,054.
- ❖ Alberta Tobacco Heritage Trail Project - \$5,000.

Revenues from Interest Income decreased from \$12,000 to \$1,800 due to a decline in Bank Interest Earned as shown in the first six months of FY21.

Overall adjustments resulted in an increase of **\$609,393.73** in approved FY21 Revenues.

Expenses increased by \$90,000.00 due to the SPDC being awarded EDA CARES Act Funding. The budget for this grant includes equipment and the Disaster Recovery Coordinator and Trail Coordinator Contract Staff positions. These are considered direct costs to this grant and must be allocated accordingly. The net increase to the FY21 Amended Budget is **\$519,393.73**.

UPON MOTION BY BERNARD JONES, SR., SECONDED BY JOHN ZUBROD, THE FY21 BUDGET AMENDMENTS WERE UNANIMOUSLY APPROVED.

FY20 AUDIT

Director Gosney reported to the Board that Michael Aukamp with Dunham, Aukamp & Rhodes from Chantilly, Virginia audited the Southside Planning District Commission's books again this year. As the PDC is the Support Organization and Fiscal Agent for the GO Virginia organization, GO Virginia is included in our audit. Mrs. Gosney informed the Board that the auditor deemed it a "clean" audit, meaning there were no findings nor financial/compliance issues. Our dues paying members, as well as our funding agencies, receive a copy of the audit each year.

UPON MOTION BY ANDY HARGROVE, SECONDED BY JOHN ZUBROD, THE FY20 AUDIT WAS UNANIMOUSLY ADOPTED.

CDBG REGIONAL PRIORITIES

Director Gosney stated that it was time to submit the Virginia Community Development Block Grant (CDBG) Regional Priorities list. The Department of Housing and Community Development (DHCD) requires planning district commissions to provide this list annually. Mrs. Gosney presented the proposed priorities to the Committee along with the Expected 2021 CDBG Applications which are:

Project Types/Activity Categories:

- Priority 1 – Comprehensive Community Development
Housing – Housing Rehabilitation
Public Infrastructure
- Priority 2 – Economic Development – Business District Revitalization
Community Service Facility

Expected 2021 CDBG Applications are:

- South Boston North Main Street Housing Project
- South Hill 2nd/3rd Street Comprehensive Improvement Project
- Brodnax Piney Pond Scattered Site Project
- Chase City Sewer Improvement Project
- Mecklenburg County Highway 92 Scattered Site PG Project
- Chase City B Street Housing Rehab PG Project
- Brunswick County Cleaton Road Housing Rehab PG Project

UPON MOTION BY BERNARD JONES, SR., SECONDED BY ANDY HARGROVE, THE PRIORITIES LIST FOR SUBMISSION TO DHCD WAS UNANIMOUSLY APPROVED.

CLOSED SESSION

PURSUANT TO SECTION 2.2-3712 OF THE VIRGINIA FREEDOM OF INFORMATION ACT, CHAIRMAN KIM CALLIS MOVED THAT THE SOUTHSIDE PLANNING DISTRICT COMMISSION EXECUTIVE COMMITTEE CONVENE IN CLOSED SESSION TO DISCUSS A LEGAL MATTER PURSUANT TO THE CLOSED MEETING EXEMPTION AT SECTION 2.2-3711.29 OF THE CODE OF VIRGINIA. THE MOTION WAS SECONDED BY CHARLIE SIMMONS AND BY ROLL CALL VOTE, ALL COMMISSIONERS VOTED AFFIRMATIVELY.

CHARLIE SIMMONS MOTIONED HAVING CONVENED AND CONCLUDED A CLOSED MEETING PURSUANT TO SECTION 2.2-3712 OF THE VIRGINIA FREEDOM OF INFORMATION ACT, MEMBERS OF THE SOUTHSIDE PLANNING DISTRICT COMMISSION EXECUTIVE COMMITTEE CERTIFY THE FOLLOWING: 1) ONLY PUBLIC BUSINESS MATTERS LAWFULLY EXEMPTED FROM OPEN MEETING REQUIREMENTS UNDER THIS CHAPTER, AND 2) ONLY SUCH PUBLIC BUSINESS MATTERS AS WERE IDENTIFIED IN THE MOTION BY WHICH THE CLOSED MEETING WAS CONVENED, WERE HEARD, DISCUSSED OR CONSIDERED IN THE MEETING BY THE PUBLIC BODY; JOHN ZUBROD SECONDED THE MOTION AND BY ROLL CALL VOTE ALL MEMBERS VOTED AFFIRMATIVELY.

OTHER BUSINESS

There was no Other Business.

ADJOURNMENT

There being no further business, the meeting adjourned at 5:54 p.m.



Kim Callis, Chairman SPDC



Deborah Gosney, Secretary