

SOUTHSIDE PLANNING DISTRICT COMMISSION
Regular Quarterly Meeting
January 28, 2021

A regular quarterly 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 6:00 p.m. for those wishing to attend in person and virtually utilizing Zoom technology. New commission member Dr. Charlette Woolridge, representing Brunswick County, was welcomed to the Commission, and new PDC Staff Member, Erika Tanner, was introduced.

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 20 Commissioners being present, a quorum was met for this meeting. The Roll Call is as follows:

BRUNSWICK COUNTY	Present	Absent
Dr. Charlette Woolridge	X	
Bernard Jones, Sr.	X	
Alfonzo Seward		X
Leslie Weddington - Treasurer	X	
John Zubrod	X	
HALIFAX COUNTY		
Stanley Brandon		X
William Claiborne		X
Ronnie Duffey		X
Sandra Garner-Coleman	X	
Jerry Lovelace	X	
David Martin	X	
Garland Ricketts	X	
Scott Simpson		X

MECKLENBURG COUNTY		
M. J. Colgate	X	
Andy Hargrove	X	
Landon Hayes, Jr.		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	X	
Ernest Vass	X	
SOUTH HILL		
Kim Callis - Chairman	X	
Lillie Feggins-Boone	X	
Joseph Taylor		X
TOTAL	20	8

Staff in Attendance:

Deborah Gosney, Executive Director

Lisa McGee, Administrative Assistant

Stephanie Creedle, Finance Director/HR

PUBLIC COMMENT PERIOD

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

APPROVAL OF THE AGENDA

UPON MOTION BY LILLIE FEGGINS-BOONE, SECONDED BY JOHN ZUBROD, THE AGENDA WAS UNANIMOUSLY APPROVED AS PRESENTED. (AYES: WOOLRIDGE, B. JONES, WEDDINGTON, ZUBROD, GARNER-COLEMAN, LOVELACE, MARTIN, RICKETTS, COLGATE, HARGROVE, C. JONES, KELLETT, SIMMONS, SPAIN, TANNER, 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 December 31, 2020 Treasurer's Report was accepted.
- The FY21 Budget Amendments were approved.

- The FY20 Audit was presented and accepted.
- The 2021 Virginia Community Development Block Grant Program Regional Priorities were approved.
- The Committee went into Closed Session to discuss a legal matter.

UPON MOTION BY JOHN ZUBROD SECONDED BY ANDY HARGROVE, THE EXECUTIVE COMMITTEE REPORT WAS UNANIMOUSLY ACCEPTED. (AYES: WOOLRIDGE, B. JONES, WEDDINGTON, ZUBROD, GARNER-COLEMAN, LOVELACE, MARTIN, RICKETTS, COLGATE, HARGROVE, C. JONES, KELLETT, SIMMONS, SPAIN, TANNER, HARRELL, LEONARD, VASS, CALLIS, AND FEGGINS-BOONE. NAYS: NONE. ABSTENTIONS: NONE)

APPROVAL OF MINUTES

The October 15, 2020 minutes were previously dispensed to members for review.

UPON MOTION BY TOM TANNER, SECONDED BY CHARLIE SIMMONS, THE OCTOBER 15, 2020 MINUTES WERE UNANIMOUSLY APPROVED. (AYES: WOOLRIDGE, B. JONES, WEDDINGTON, ZUBROD, GARNER-COLEMAN, LOVELACE, MARTIN, RICKETTS, COLGATE, HARGROVE, C. JONES, KELLETT, SIMMONS, SPAIN, TANNER, HARRELL, LEONARD, VASS, CALLIS, AND FEGGINS-BOONE. NAYS: NONE. ABSTENTIONS: NONE)

SPDC STRATEGIC PLAN UPDATE

On August 28th, 2020, notification was received from VHDA that the Capacity Building Grant to perform the SPDC's first ever Strategic Plan was approved. Jim Youngquist, Advisor with SERDI (SouthEast Regional Directors Institute), was procured and contracted to prepare the Plan. Mr. Youngquist attended tonight's meeting and reviewed with the Commissioners his progress on the Strategic Plan as follows:

- September 2020 – A first draft was prepared and reviewed by Director Gosney.
- October 2020 – Surveys were given to the PDC Commissioners, local governments, and regional partners to begin data collection for the development and preparation of the SPDC Strategic Plan.
- November 2020 – Survey Responses were reviewed and one-on-one interviews were scheduled.
- December 2020 – One-on-One Interviews were held with 25 strategically selected regional partners.

Mr. Youngquist ended his discussion by detailing that the next step will include scheduling and conducting four focus group virtual meetings with local government managers, regional partners, emergency/GIS personnel, and SPDC staff.

TREASURER'S REPORT

Treasurer Weddington 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. (AYES: WOOLRIDGE, B. JONES, WEDDINGTON, ZUBROD, GARNER-COLEMAN, LOVELACE, MARTIN, RICKETTS, COLGATE, HARGROVE, C. JONES, KELLETT, SIMMONS, SPAIN, TANNER, HARRELL, LEONARD, VASS, CALLIS, AND FEGGINS-BOONE. NAYS: NONE. ABSTENTIONS: NONE)

FY21 BUDGET AMENDMENTS

Stephanie Creedle, Finance Director, gave a report 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 Planning Grant - \$18,000.
- ❖ South Hill 2nd and 3rd Street Neighborhood Planning Grant - \$18,375.
- ❖ South Boston North Main Street Housing Rehab Planning Grant - \$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 LILLIE FEGGINS-BOONE SECONDED BY CHARLES JONES, THE FY21 BUDGET AMENDMENTS WERE UNANIMOUSLY APPROVED. (AYES: WOOLRIDGE, B. JONES, WEDDINGTON, ZUBROD, GARNER-COLEMAN, LOVELACE, MARTIN, RICKETTS, COLGATE, HARGROVE, C. JONES, KELLETT, SIMMONS, SPAIN, TANNER, HARRELL, LEONARD, VASS, CALLIS, AND FEGGINS-BOONE. NAYS: NONE. ABSTENTIONS: NONE)

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 CHARLIE SIMMONS, SECONDED BY JOHN ZUBROD, THE FY20 AUDIT WAS UNANIMOUSLY ACCEPTED. (AYES: WOOLRIDGE, B. JONES, WEDDINGTON, ZUBROD, GARNER-COLEMAN, LOVELACE, MARTIN, RICKETTS, COLGATE, HARGROVE, C. JONES, KELLETT, SIMMONS, SPAIN, TANNER, HARRELL, LEONARD, VASS, CALLIS, AND FEGGINS-BOONE. NAYS: NONE. ABSTENTIONS: NONE)

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 Housing Project
- Chase City Sewer Improvement Project
- Mecklenburg County Highway 92 Scattered Site Housing Planning Grant Project
- Chase City B Street Housing Rehab Planning Grant Project
- Brunswick County Cleaton Road Housing Rehab Planning Grant Project

UPON MOTION BY TOM TANNER, SECONDED BY ANDY HARGROVE, THE PRIORITIES LIST FOR SUBMISSION TO DHCD WAS UNANIMOUSLY APPROVED. (AYES: WOOLRIDGE, B. JONES, WEDDINGTON, ZUBROD, GARNER-COLEMAN, LOVELACE, MARTIN, RICKETTS, COLGATE, HARGROVE, C. JONES, KELLETT, SIMMONS, SPAIN, TANNER, HARRELL, LEONARD, VASS, CALLIS, AND FEGGINS-BOONE. NAYS: NONE. ABSTENTIONS: NONE)

COVID-19 PROJECTS UPDATE

Ann Taylor Wright, with CTW Consulting, and Senior Planner Chad Neese updated the Commissioners on COVID-19 Projects and the COVID-19 Information Hub.

Mrs. Wright gave an update on COVID-19 funding and recovery. The various COVID-19 projects are detailed below:

- Small Business Recovery Assistance – CARES Act Funding – The total businesses that have been served in the SPDC region is 72, with \$492,669.33 funds expended. Total funding for the SPDC region is \$1,590,000.
- Municipal Utility Relief Program – CARES Act Funding – The Town of South Hill received \$59,130 and the Town of Lawrenceville received \$26,952.
- Fast Track Broadband – CARES Act Funding – In Brunswick, the total funding received was \$355,126 to install a switch to expand broadband access in Lawrenceville and install middle and last mile fiber along Highway 46. In Halifax, the total funding received was \$45,000 to install Wi-Fi access for the SOVA Innovation Hub parking area. And Mecklenburg received \$1,536,464 to install fiber backbone along Highway 58 from Boynton to Clarksville, to install middle and last mile fiber in the Blackridge area, to install Wi-Fi equipment and fiber laterals in Chase City, to install a switch to expand broadband access to South Hill and to install a switch to expand telemedicine at VCU-CMH.

Mrs. Wright stated that Continued Recovery will include monitoring additional funding announcements, developing a Small Business Database, preparing a Pandemic Response update for the CEDS, issuing a winter quarterly newsletter and creating a COVID information Hub on the website. She then turned it over to Senior Planner Chad Neese to present the Information Hub.

COVID-19 Information Hub - As part of the COVID-19 projects the SPDC has been pursuing, interest was expressed in having a data Dashboard that would display key health and economic statistics. In researching the matter, we found that not only could we create a data dashboard, but an entire COVID-19 Information Hub could be created. The Hub is an ArcGIS application that is similar to a website; however, our Staff is able to integrate GIS data into the site to auto-populate interactive charts, indicator boxes and maps. The Hub will be directly linked to the SPDC website under the COVID-19 dropdown menu on the home page.

COOP & EOP PLAN UPDATE

Senior Planner Chad Neese discussed the three Continuity of Operations Plans (COOP) and Emergency Operations Plans (EOP) Plans he is writing for Brunswick, Halifax and Mecklenburg Counties.

Continuity of Operations Plans (COOP) – The COOPs focus on how County government operations and services will be continued in the event of a disruption to normal operations. To date, the Plans are in a working format draft with the Plans' narrative and general framework in place. The next step would include departmental input on: Identifying the Lines of Succession for the departments; Identifying essential functions of the department; Identifying required staff members, equipment, etc.; and Identifying alternate work facilities and their infrastructure status in the event the department needs to be relocated during an emergency, disaster or other interruption.

Emergency Operations Plans (EOP) – The EOPs are also in a draft format and are currently being updated with the Emergency Service Coordinators. The main goal has been to identify roles and responsibilities during times of disaster and emergency with the main focus on saving lives. Through this process, the main objective has been to create a similar format for each of the plans and combine numerous individual support functions into support branches. The branches would include departments and/or other organizations that carry similar tasks or functions on a routine basis. Mr. Neese hopes to have the plans completed shortly.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Gosney reported on the following:

- Active Projects – Staff is currently administering 29 projects throughout the region totaling \$16,481,285.
- Boards – Director Gosney was invited to serve on the Dan River Regional Collaborative, a workforce development collaborative, and Virginia Career Works South Central – Business Solutions Team.
- Conferences – Director Gosney attended the NADO Annual Virtual Conference and the Governor's Virtual Summit on Rural Prosperity.
- SPDC Quarterly Exchange – Director Gosney began scheduling virtual meetings with all County Administrators and Town Managers in the PDC region to review and prioritize the projects listed on the CEDS Project List and track progress on various projects currently underway throughout the region. Brunswick was scheduled for January, Halifax is scheduled for February and Mecklenburg will be in March. These meetings will be scheduled quarterly going forward.

- VATI Broadband Announcement – Mecklenburg County, in partnership with EMPOWER Broadband recently received a VATI grant totaling \$449,381 that will construct over 22 miles of fiber. The project will connect 414 serviceable units to high-speed broadband including 12 businesses.
- SPDC Quarterly Meeting – The next PDC quarterly meeting is April 22, 2021.
- FY21 Year in Review – A copy of the SPDC FY21 “Year in Review” Executive Director and Staff Report was presented.
- Active Projects List – A copy of the SPDC Active Projects List through December 31, 2020 was presented.

ADJOURNMENT

There being no further business, the meeting adjourned at 7:00 p.m.



Kim Callis, Chairman SPDC



Deborah Gosney, Secretary