

**SOUTHSIDE PLANNING DISTRICT COMMISSION**  
**Regular Quarterly Meeting**  
**May 12, 2022**

A regular quarterly meeting of the Southside Planning District Commission (SPDC) was held on May 12, 2022 at the Commission's Conference Room, 200 South Mecklenburg Avenue, South Hill, Virginia. Chair Glanzy Spain called the meeting to order at 6:00 p.m.

Director Gosney called the roll. With a total of 13 Commissioners being present in person, a quorum was met for this meeting.

The Roll Call is as follows:

<b>BRUNSWICK COUNTY</b>	<b>Present</b>	<b>Virtual</b>	<b>Absent</b>
Bernard Jones, Sr.	X		
Leslie Weddington – Treasurer	X		
John Zubrod			X
<b>HALIFAX COUNTY</b>			
Stanley Brandon			X
William Claiborne	X		
Jerry Lovelace	X		
Garland Ricketts	X		
Scott Simpson			X
<b>MECKLENBURG COUNTY</b>	<b>Present</b>	<b>Virtual</b>	<b>Absent</b>
M. J. Colgate	X		
Charles Jones	X		
Charlie Simmons	X		
Glanzy Spain - Chair	X		
Tom Tanner			X
<b>SOUTH BOSTON</b>			
Joseph Chandler	X		
George Leonard – Vice Chair		X	
<b>SOUTH HILL</b>			
Kim Callis	X		
Lillie Feggins-Boone	X		
<b>TOTAL</b>	<b>12</b>	<b>1</b>	<b>4</b>

Staff in Attendance:

Deborah Gosney, Executive Director  
Julie Gill, Administrative Assistant  
Stephanie Creedle, Finance Director/HR  
Chad Neese, Senior Planner/GIS Specialist  
Erika Tanner, Community Planner I

Guests in Attendance:

No guests were in attendance.

**RECOGNITION OF EXITING COMMISSIONERS**

Due to the downsizing in Commission membership, there are nine Commissioners no longer serving on the Commission. Certificates of Appreciation recognizing their years of service have been prepared and will be presented at the Annual Dinner Meeting in October. These Commissioners are: David Martin, Alfonzo Seward, Joseph Taylor, Wayne Carter, Ronnie Duffey, Andy Hargrove, Winston Harrell, Angie Kellett, and Ernest Vass.

**PUBLIC COMMENT PERIOD**

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

**APPROVAL OF THE AGENDA**

UPON MOTION BY JOSEPH CHANDLER, SECONDED BY LILLIE FEGGINS-BOONE, THE AGENDA WAS UNANIMOUSLY APPROVED AS PRESENTED.

**APPROVAL OF MINUTES**

The January 27, 2022 minutes were previously dispensed to members for review.

UPON MOTION BY JOSEPH CHANDLER, SECONDED BY LILLIE FEGGINS-BOONE, THE JANUARY 27, 2022 MINUTES WERE UNANIMOUSLY APPROVED.

**TREASURER'S REPORT**

Treasurer Weddington presented the financial report as of March 31, 2022 as follows: Assets, \$1,422,217.13; Liabilities, \$1,224,164.78; Retained Earnings, \$190,910.23; and Net Balance, \$7,142.12. Expenditures to date totaled \$759,654.46, which is 64.89 percent of the annual budget. The expenditures are on target for FY22.

UPON MOTION BY KIM CALLIS, SECONDED BY BERNARD JONES, SR., THE MARCH 2022 TREASURER'S REPORT WAS UNANIMOUSLY ACCEPTED.

### **FY23 BUDGET**

Treasurer Leslie Weddington presented the FY23 Budget, as recommended by the Budget and Finance Committee on April 21, 2022. Ms. Weddington reviewed the Committee's recommendation and introduced the Committee Members: Kim Callis, Charlie Simmons, Scott Simpson, George Leonard and herself, serving as Chair. She then asked Finance Director Stephanie Creedle to provide an overview of the FY23 Budget as detailed below.

The FY23 Revenue is as follows:

#### **FY23 Revenue**

Member Jurisdiction Dues	\$ 148,553.60
Revenue Brought Forward	891,500.00
New Revenue Approved	367,271.00
Deferred Revenue	(185,000.00)
Interest Income	<u>1,000.00</u>
<b>Total Revenue</b>	<b>\$1,223,324.60</b>

The FY23 Expenditures are as detailed below:

#### **FY23 Expenditures**

Direct Chargeable Salaries	\$401,920.83
Employee Fringe Benefits	265,213.93
Travel/Per Diem	10,000.00
Other Direct Cost – Grants	10,000.00
Other Direct Cost – S/L	40,000.00
Indirect Costs	<u>323,862.57</u>
<b>Total Revenue</b>	<b>\$1,050,997.33</b>

Ms. Creedle noted that Revenues exceed Expenditures by \$172,327.27.

UPON MOTION BY LILLIE FEGGINS-BOONE, SECONDED BY CHARLES JONES, THE FY23 BUDGET WAS UNANIMOUSLY APPROVED.

### **FY23 MANAGEMENT PLAN**

Mrs. Gosney referred Commissioners to the FY23 Management Plan. She gave a brief overview of each section and noted that it serves as the SPDC Work Program each year.

UPON MOTION BY JERRY LOVELACE, SECONDED BY JOSEPH CHANDLER, THE FY23 MANAGEMENT PLAN WAS UNANIMOUSLY APPROVED.

### **VDOT RURAL TRANSPORTATION WORK PROGRAM**

In FY23, each planning district commission/regional commission, that has rural areas in Virginia, will receive \$58,000 from VDOT's Rural Transportation Planning Assistance Program, with a required local match of \$14,500 utilizing local government member dues, to conduct rural transportation planning activities. GIS/Transportation Planner Chad Neese reviewed the list of activities in the proposed FY23 Rural Transportation Planning Assistance Work Program. Following the review, Mr. Neese then presented the Resolution that was included in the meeting packet and asked that it be adopted signifying the approval of the FY23 Rural Transportation Work Program and committing SPDC to providing the required match funds totaling \$14,500.

LESLIE WEDDINGTON MADE THE MOTION TO ADOPT THE RESOLUTION AS PRESENTED, EXECUTE ALL DOCUMENTS NEEDED TO ACCEPT AND MANAGE THE VDOT GRANT AWARD TOTALING \$58,000, AND PROVIDE THE REQUIRED \$14,500 MATCH. THE MOTION WAS SECONDED BY BERNARD JONES, SR. AND UNANIMOUSLY APPROVED.

### **FY23 EDA PLANNING GRANT**

In the coming weeks, SPDC will be invited by the U. S. Department of Commerce – Economic Development Administration to submit a Partnership Planning Grant. Historically, the Grant offered has totaled \$70,000 which is the expected amount for the upcoming grant round. Grant funds assist with the preparation of the Comprehensive Economic Development Strategy (CEDS) and support various economic and community development initiative/projects throughout the region. Southside PDC is required to provide the dollar-for-dollar match totaling \$70,000. Local member dues are utilized to meet this match requirement.

M. J. COLGATE MADE THE MOTION TO EXECUTE ALL DOCUMENTS NEEDED TO ACCEPT AND MANAGE THE EDA PLANNING GRANT AWARD TOTALING \$70,000 AND PROVIDE THE REQUIRED \$70,000 MATCH. THE MOTION WAS SECONDED BY LILLIE FEGGINS-BOONE AND UNANIMOUSLY APPROVED.

### **REGIONAL HOUSING STUDY**

Southside PDC applied to Virginia Housing for grant funds totaling \$60,000 to assist with the preparation of a Regional Housing Market Analysis that will provide valuable housing data and strategies to all three counties in the PDC footprint. Community Planner Erika Tanner provided a comprehensive overview detailing the components of the Study and how it will support and direct future housing growth throughout the region. The Virginia Center for Housing Research at Virginia Tech (VCHR) in partnership with Housing Forward Virginia (HFV) will be contracted to develop the Study which will also include training opportunities for SPDC staff.

The target audience for the Regional Housing Study will include local governments and housing developers, as well as housing advocates, realtors, community partners, and the general public. Housing is a core facet of economic and community development, and the Study will identify strategies for equitable housing development that meets the needs of current and future residents. The Study will outline a clear pathway for communities to address housing needs.

Following Ms. Tanner's report, Executive Director Gosney informed Commissioners that since Southside PDC is the actual grantee, invoices will need to be paid up front followed by the reimbursement of grant funds. There were no concerns expressed as this is standard accounting practices expected by grant funding agencies.

M. J. COLGATE MADE THE MOTION TO EXECUTE ALL DOCUMENTS NEEDED TO ACCEPT AND MANAGE THE VIRGINIA HOUSING GRANT AWARD TOTALING \$60,000. THE MOTION WAS SECONDED BY CHARLES JONES AND UNANIMOUSLY APPROVED.

### **SOUTHSIDE REGIONAL FIBER BROADBAND PROJECT**

On December 13, 2021, Governor Northam's office announced EMPOWER Broadband and Southside PDC's joint Virginia Telecommunications Initiative (VATI) application had been awarded a grant of \$69 million. The grant will supplement an overall \$154 million investment and reach 14,634 unserved and underserved locations in Halifax, Mecklenburg, Brunswick, and southern Charlotte Counties. Executive Director Gosney informed Commissioners that Southside PDC will serve as Grantee. EMPOWER is targeting a 36-month timeline to install mainline fiber, followed by the connection of new accounts as each fiber section is constructed and activated. Executive Director Gosney noted that the PDC would receive \$100,000 in administrative funds to oversee and manage the project. It was suggested by one of the Commissioners that should the opportunity arise, the PDC should request additional administrative funds to assist with managing a project of this scale. Executive Gosney noted the suggestion and confirmed that additional funds would be solicited should the project exceed expected staff workload.

Executive Director Gosney reported that the draft VATI Contract was included in the meeting packet for review. Southside PDC has retained Mike Lockaby with Guynn, Waddell, Carroll & Lockaby in Salem, VA to represent the PDC on the project. Mr. Lockaby is in the process of drafting a MOU that will be signed by the four counties, Southside PDC, and EMPOWER. The MOU will detail the scope of work, funding, project timeline, and dispute resolution responsibilities. Upon execution, the MOU will be forwarded to DHCD for review; once approved, DHCD will issue the final VATI Contract. Executive Director Gosney noted that EMPOWER will be responsible for paying all project invoices. Southside PDC will prepare and submit VATI draw remittances to DHCD and reimburse EMPOWER accordingly.

KIM CALLIS MADE THE MOTION TO EXECUTE ALL DOCUMENTS NEEDED TO ACCEPT AND MANAGE THE DHCD VATI GRANT AWARD TOTALING \$69,431,635. THE MOTION WAS SECONDED BY BERNARD JONES, SR., AND UNANIMOUSLY APPROVED.

### **EXECUTIVE DIRECTOR'S REPORT**

Executive Director Gosney reported on the following:

- CEDS Resiliency Plan – PDC Staff is working on the development of a Resiliency Plan, a requirement of EDA as the beneficiary of 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. The CEDS Committee will be meeting soon as the deadline for completion of the Resiliency Plan has been extended from June 30, 2022 to December 31, 2022.

- Town Managers/Mayors Quarterly Roundtable – PDC Staff schedules and facilitates discussion of the Town Managers/Mayors Virtual Meetings that are held quarterly. Meeting notes are recorded and circulated to all Managers/Mayors regardless of meeting attendance. Consideration is being given to alternating virtual and in-person meetings to further encourage meaningful collaboration.
- Local Redistricting Assistance – Andy Wells, SPDC Staff, is providing Census Block data and GIS mapping 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 – The quarterly virtual meetings with town managers and county administrators to review and update activities for current and potential future projects have been well received. There have been many instances of successfully identifying grant dollars to assist with funding needs.
- Active Projects List – The Active Projects List and “Year in Review” were provided to Commissioners detailing all active projects in the region and includes the updated status of each project. PDC Staff assisted in applying for and/or administering these projects. The project pipeline consists of 51 active projects totaling \$98,691,137 in grant dollars received for the three-county region. Of the 51 active projects, a total of 20 grant awards were received in FY22 totaling \$76,192,503.
- Meetings/Conferences – Executive Director Gosney and Past Chair Kim Callis attended the VACo/VML/VAPDC Local Government Day that was held in February. Mrs. Gosney also attended the NADO Washington Policy Conference in March and plans to attend the upcoming VAPDC Summer Conference in Staunton, Virginia in July.
- Next PDC Meeting – Virtual meetings have been approved for regional bodies effective September 1, 2022. The rule is 25% of meetings held within the year or two whichever is greater are permitted to be held virtually. The PDC has four meetings per year, thus two of the four meetings may be held virtually; plans are to offer the July and January meetings virtually. The October annual dinner meeting will be held in-person, and the April meeting will be held in person as the adoption of the upcoming fiscal year Budget and Management Plan warrants in-person attendance. The two virtual meetings held in January and July will be offered as hybrid meetings meaning in-person attendance remains to be an option; however, an in-person quorum is not required to conduct business.

A survey was recently circulated to all 17 Commissioners to poll the best time of day to hold the PDC meetings. The strong majority vote was to change the meeting time to noon; the October Annual Dinner Meeting will remain to be held at 6:00 p.m. The upcoming July meeting will be an in-person noon meeting as the new virtual guidelines

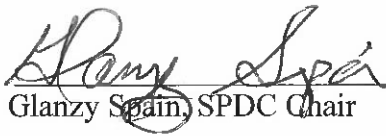
are not effective until September 1<sup>st</sup>. All meeting notices and updates are posted on the PDC website. All Commissioners are reimbursed for mileage, receive a stipend, and a meal is provided to those attending in person.

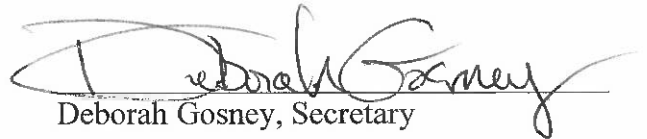
**OTHER BUSINESS**

There was no Other Business.

**ADJOURNMENT**

There being no further business, the meeting adjourned at 7:11 p.m.

  
Glanzy Spain, SPDC Chair

  
Deborah Gosney, Secretary