

SOUTHSIDE PLANNING DISTRICT COMMISSION
 Regular Quarterly Meeting
 April 25, 2024

The Southside Planning District Commission (SPDC) held its regular quarterly in-person meeting on April 25, 2024, at the Commission's Conference Room, 200 South Mecklenburg Avenue, South Hill, Virginia.

CALL TO ORDER

Chair Tanner called the meeting to order at 12:00 p.m. Director Gosney called the roll. A total of 12 Commissioners attended in person, and three (3) attended remotely. Explanations for remote participation include 1) Kirk Gravitt was absent due to a personal matter related to a work commitment, 2) William Claiborne was absent due to principal residence exceeding 60 miles, and 3) Dr. B. Jarrett-Harris was absent due to a personal matter related to a work commitment. A quorum was met for this meeting. The Roll Call is as follows:

Brunswick County	Present	Virtual	Absent
Dr. Alfonzo Seward	X		
Leslie Weddington -Treasurer	X		
Dr. Barbara Jarrett-Harris		X	
Halifax County			
Stanley Brandon			X
William Claiborne		X	
Jerry Lovelace	X		
Keith McDowell	X		
Scott Simpson	X		
Mecklenburg County			
Joe Cappaert	X		
Charlie Simmons	X		
Kirk Gravitt		X	
Claudia Lundy	X		
Tom Tanner - Chair	X		
South Boston			
Joseph Chandler	X		
George Leonard – Vice Chair	X		
South Hill			
Kim Callis	X		
Lillie Feggins-Boone			X
TOTAL	12	3	2

Staff in Attendance:

Deborah Gosney, Executive Director
Ashleigh Zincone, Senior Community Planner
Andy Wells, Director of Local Services
Sangi Cooper, Senior Community Planner
Chad Neese, Senior Planner/GIS Specialist
Erika Tanner, Community Planner II
Leslie Kubasek, Finance Director/HR
Magen Long, Administrative Assistant

Guests in Attendance:

No guests were in attendance.

Introduction of New Commissioner

Chair Tanner introduced and welcomed a new Commissioner, Joe Capparet, who will be representing Mecklenburg County.

Public Comment Period

Chair Tanner asked for public comments. Hearing none, the public comment period was closed.

Approval of Agenda

Chair Tanner asked for additions to the agenda. There being none, CLAUDIA LUNDY MADE A MOTION TO APPROVE THE AGENDA AS PRESENTED, SECONDED BY DR. ALFONSO SEWARD, THE MOTION CARRIED UNANIMOUSLY.

ELECTION OF OFFICERS

Committee Chair Scott Simpson reviewed the Nominating Committee recommendations to have Chair Tanner and Vice Chair Leonard remain as officers for the 2024-2026 term, effective May 1, 2024 to January 31, 2026. Simpson asked the Commission for any other nominations. There being none, A MOTION TO CLOSE THE FLOOR FOR NOMINATIONS WAS MADE BY DR. ALFONSO SEWARD, SECONDED BY JOSEPH CHANDLER; THE MOTION CARRIED UNANIMOUSLY. KIM CALLIS MADE THE MOTION TO APPROVE TOM TANNER AS CHAIR AND GEORGE LEONARD AS VICE CHAIR FOR THE 2024-2026 TERM; THE MOTION WAS SECONDED BY JOSEPH CHANDLER AND UNANIMOUSLY APPROVED.

APPROVAL OF MINUTES

Chair Tanner reported that the January 25, 2024, minutes were previously dispensed by email to members for review and asked for any corrections. There being none, GEORGE LEONARD MADE A MOTION TO APPROVE THE JANUARY 25, 2024 MINUTES AS PRESENTED, SECONDED KEITH MCDOWELL, THE MOTION CARRIED UNANIMOUSLY.

TREASURER'S REPORT

Treasurer Weddington presented the financial report as of March 31, 2024, as follows: assets, \$1,791,056.58; liabilities, \$1,435,198.95; Retained Earnings, \$211,777.38; and Net Balance, \$144,090.25. Expenditures to date totaled \$823,113.67, which is 69% of the annual budget. The expenditures are on target for FY24. UPON MOTION BY CLAUDIA LUNDY, SECONDED BY SCOTT SIMPSON, THE MARCH 31, 2024, TREASURER'S REPORT WAS UNANIMOUSLY ACCEPTED.

FY25 BUDGET

Director Gosney presented the FY25 Budget. She noted that a 4.5% cost of living adjustment is being proposed. Health insurance premiums increased 8% and will be effective in the upcoming fiscal year. The two PDC vehicles provided to staff for travel are in good condition, thus, no vehicle purchase is expected in the upcoming year. The PDC is in good standing; FY25 proposed revenues total \$1,666,553, which exceeds FY24 revenues by \$391,975. FY25 expenditures total \$1,181,535.67, and FY25 revenues over expenses total \$485,017.33. Director Gosney noted that the Executive Committee met on April 11, 2024, to review the FY25 Budget and unanimously approved its recommendation to the full Commission for consideration. There being no additional comments, GEORGE LEONARD MADE THE MOTION TO APPROVE THE FY25 BUDGET AS PRESENTED, SECONDED BY JOSEPH CHANDLER, THE MOTION CARRIED UNANIMOUSLY.

FY25 MANAGEMENT PLAN

Director Gosney referred Commissioners to the FY25 Management Plan. She provided a brief overview of each section and noted that it will serve as the SPDC WFY25 Work Program. UPON MOTION BY CLAUDIA LUNDY, SECONDED BY KEITH MCDOWELL, THE FY25 MANAGEMENT PLAN WAS UNANIMOUSLY APPROVED.

VDOT RURAL TRANSPORTATION WORK PROGRAM

In FY25, each planning district commission/regional commission with 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. Senior Planner/GIS Specialist Chad Neese reviewed the list of activities in the proposed FY25 Rural Transportation Planning Assistance Work Program. Mr. Neese then asked for a Resolution to be passed approving the FY25 Work Program for Rural Transportation Planning and committing the PDC to provide matching funds of \$ 14,500. UPON MOTION BY JERRY LOVELACE, SECONDED BY DR. ALFONSO SEWARD, THE FY25 WORK PROGRAM AND RESOLUTION FOR RURAL TRANSPORTATION PLANNING WITH A COMMITMENT OF \$14,500 IN MATCHING FUNDS WAS APPROVED UNANIMOUSLY.

CEDS UPDATE

Senior Planner/GIS Specialist Chad Neese provided an update on the Comprehensive Economic Development Strategy (CEDS). Mr. Neese reminded the Commissioners that major updates to the CEDS occur every five years, with the next occurring in 2025; however, annually, staff performs a cursory review. The goals and objectives were reviewed and amended. A CEDS Committee meeting will be held in May/June to discuss proposed changes and to gather input followed by a mandatory 30-day public review period in June; any warranted revisions suggested will be presented to the CEDS Committee in July for review. The final updated CEDS will be presented at the July Quarterly Meeting for the Commission's approval.

CDBG REGIONAL PRIORITIES

Director Gosney stated that each year, the Virginia Department of Housing and Community Development requests that the PDC identify its Community Development Block Grant (CDBG) priorities for the upcoming grant cycle. Director Gosney presented the proposed priorities to the Commission along with a list of proposed applications expected to be submitted. Priority 1 project types include Comprehensive Community Development, Housing Rehabilitation, and Public Infrastructure; Priority 2 project types include Economic Development-Business District Revitalization and Community Service Facility. Anticipated 2024 CDBG applications include: 1) Lawrenceville Park Street Community Improvement Project, 2) Brodnax Townwide/Scattered Site Housing Project, 3) Halifax Banister Town Housing Planning Project-Pse 2, and 4) Halifax County Riverdale Housing Rehab Project. Anticipated 2024 planning grants include: 1) Lawrenceville Park

Street Planning Project-Pse 2, 2) Halifax County Riverdale Housing Planning Project-Pse 2, 3) Brodnax Townwide/Scattered Housing Planning Project-Pse 2, and 4) Mecklenburg County Hwy 92 Targeted Housing Planning Project. UPON MOTION BY LESLIE WEDDINGTON, SECONDED BY JOE CAPPARET, THE PRIORITIES LIST FOR SUBMISSION TO DHCD WAS UNANIMOUSLY APPROVED.

FY25 EDA PLANNING GRANT

Each year, in late May or early June, a planning grant application for \$70,000 is submitted to the U. S. Department of Commerce — Economic Development Administration, which funds the CEDS update and various economic/community initiatives provided by PDC staff throughout the region. The grant requires a dollar-for-dollar match, which is sourced from member per-capita dues. KIM CALLIS MADE THE MOTION TO ACCEPT THE EDA GRANT AWARD, PROVIDE THE REQUIRED MATCH, AND AUTHORIZE DIRECTOR GOSNEY TO EXECUTE ALL DOCUMENTS NEEDED TO MANAGE THE GRANT; THE MOTION WAS SECONDED BY JERRY LOVELACE AND UNANIMOUSLY APPROVED.

LOCAL GOVERNMENT SERVICES UPDATE

Mr. Wells reported that current local government services include GIS technical assistance to the three County 911 centers, tax parcel mapping, assistance with the Lake Gaston 911 Task Force dock numbering project, and management of the Tobacco Heritage Trail. Recent new services include planning and zoning assistance for the Town of South Hill, a comprehensive plan update for the Town of Lawrenceville, and providing contractual services for two lead water service line inventory projects.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Gosney reported on the following:

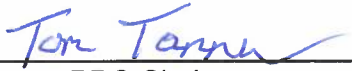
- Travel – Attended the 1) VACo/VML/VAPDC Local Government Day in Richmond and visited Tommy Wright and Tammy Mulchi's offices and attended the VAPDC Reception and Dinner that followed; and 2) Attended the NADO Washington Policy Conference held in Washington D.C. which included a visit with both Senator Kaine and Senator Warner's staff.
- Recent Project Activity – The Year-in-Review details PDC activity for FY24. A total of 26 project applications have been approved to date, totaling \$31,002,842: an additional nine (9) applications have been submitted that are pending review and approval. The Active Project List details the projects, plans, and technical assistance being managed/provided by PDC Staff; there are currently 49 active projects being managed by staff in the pipeline.
- Southside Regional Opioid Assessment—An Agreement has been executed with Virginia Tech to prepare the Opioid Needs Assessment. An MOU between Brunswick County (the project's fiscal agent) and Southside PDC has been executed for grant administrative activities. A Research Team has been developed that will begin reviewing data over the next month. The estimated completion date of the Assessment is December 2024.
- Next PDC Meeting - The next quarterly meeting is a virtual meeting scheduled for July 25, 2024 at Noon. Lunch will be provided for those wishing to attend in person.

OTHER BUSINESS


There was no other business was presented.

ADJOURNMENT

There being no further business, the meeting adjourned at 1 p.m.



Tom Tanner, PDC Chair



Deborah Gosney, PDC Secretary