

SOUTHSIDE PLANNING DISTRICT COMMISSION
 Regular Quarterly Meeting
 April 24, 2025

The Southside Planning District Commission (SPDC) held its regular quarterly meeting on April 24, 2025, at the Commission's Conference Room, 200 South Mecklenburg Avenue, South Hill, Virginia. Chair Tom Tanner called the meeting to order at 12:00 p.m. Director Gosney called the roll. With a total of 10 Commissioners being present in person, 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. Barabara 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	10		7

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
 Tanya Jessup, Administrative Assistant

Guests in Attendance:

No guests were in attendance.

PUBLIC COMMENT PERIOD

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

INTRODUCTION OF NEW STAFF MEMBER

Executive Director Gosney introduced the newest SPDC staff member, Administrative Assistant, Tanya Jessup.

APPROVAL OF THE AGENDA

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

APPROVAL OF MINUTES

Chair Tanner reported that the January 30, 2025, minutes were included in the meeting packet for review and asked for any corrections. There being none, JOSEPH CHANDLER MADE A MOTION TO APPROVE THE JANUARY 30, 2025, MINUTES AS PRESENTED, SECONDED CLAUDIA LUNDY, THE MOTION CARRIED UNANIMOUSLY.

Chair Tanner reported that the April 14, 2025, Executive Committee minutes were included in the meeting packet for review and asked for any corrections. There being none, JOSEPH CHANDLER MADE A MOTION TO APPROVE THE APRIL 14, 2025, MINUTES AS PRESENTED, SECONDED BY CLAUDIA LUNDY, THE MOTION CARRIED UNANIMOUSLY

TREASURER'S REPORT

Finance Director Leslie Kubasek presented the financial report as of March 31, 2025, as follows: assets, \$2,886,219.87; liabilities, \$1,509,055.51; Retained Earnings, \$562,638.71; and Net Balance, \$341,825.65. Expenditures to date totaled \$843,656.33, which is 70% of the annual budget. The expenditures are on target for FY25. UPON MOTION BY JOSEPH CHANDLER, SECONDED BY CLAUDIA LUNDY, THE MARCH 31, 2025, TREASURER'S REPORT WAS UNANIMOUSLY ACCEPTED.

FY26 BUDGET

Director Gosney presented the FY26 Budget. She noted that a 3.5% cost of living adjustment is being proposed. Health insurance premiums increased by 4.6%. It was proposed that the employer contribution toward health insurance premiums increase from 54% to 75% for dual coverage and from 37% to 55% for family coverage. Per Capita Dues totaling \$148,300 did not change. The PDC is in good standing; FY26 proposed revenues total \$1,897,034.69 which exceeds FY25 revenues by \$ 230,481.69. FY26 expenditures total \$1,234,852.00, an increase by \$37,835.42 in comparison to FY25. FY26 revenues over expenses total \$662,182.69. Director Gosney noted that the Executive Committee met on April 14, 2025, to review the FY26 Budget and unanimously approved its recommendation to the full Commission for consideration. The two PDC vehicles provided to staff for travel are in good condition; thus, no vehicle purchase is expected in the upcoming year. This may be reevaluated for the next fiscal year's budget. There being no additional comments, KIM

CALLIS MADE THE MOTION TO APPROVE THE FY26 BUDGET AS PRESENTED, SECONDED BY GEORGE LEONARD, THE MOTION CARRIED UNANIMOUSLY.

SPDC FINANCIAL OPERATIONS MANUAL

Finance Director Leslie Kubasek presented the updated SPDC Financial Operations Manual. It was agreed that the manual will be reviewed and updated annually. UPON MOTION BY GEORGE LEONARD, SECONDED BY KEITH MCDOWELL, THE FINANCIAL OPERATIONS MANUAL WAS UNANIMOUSLY APPROVED.

WATER SUPPLY PLAN RESOLUTION

Director of Local Services, Andy Wells, presented a resolution to approve the application for funding through the Virginia Department of Environmental Quality's 2025 Local and Regional Water Supply Planning Grant. He reviewed the Roanoke River Water Supply Plan, noting that the regional plan is required by the Virginia Code and is due by October 9, 2029. He discussed the key requirements, Year 1 FY25 goals, and DEQ funding compared to estimated costs. UPON MOTION BY CLAUDIA LUNDY, SECONDED BY JERRY LOVELACE, THE RESOLUTION WAS UNANIMOUSLY APPROVED.

CEDS UPDATE

Senior Planner/GIS Specialist Chad Neese provided an update on the Comprehensive Economic Development Strategy (CEDS). He reminded the Commissioners that major updates to the CEDS occur every five years; however, annually, staff perform a cursory review. He went over the CEDS Committee Review, and the Review and adoption process. 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 suggested revisions 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.

VDOT RURAL TRANSPORTATION WORK PROGRAM FY26

In FY25, each district commission/regional commission with rural areas in Virginia received \$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. Mr. Neese reviewed the list of activities, the scope of work, program administration, grant preparation, regional bicycle, pedestrian and trails planning and the Rural Long Range Transportation Plan. He reviewed the Downtown Parking Studies, and the new drone "Ringo" was introduced. Mr. Neese then asked for a Resolution to be passed for the Adoption of FY26 Rural Transportation Work Program. UPON MOTION BY KIM CALLIS, SECONDED BY JOSEPH CHANDLER, THE RESOLUTION WAS UNANIMOUSLY APPROVED.

SOUTHSIDE LOCAL & REGIONAL HOUSING MARKET ANALYSIS

Community Planner II, Erika Tanner, presented a resolution to adopt the Southside Local and Regional Housing Market Analysis. She explained that the study identified local and regional housing needs, opportunities, and strategies, and was developed in partnership with Virginia Tech's Virginia Center for Housing Research and Housing Forward Virginia, with funding from Virginia Housing and the Virginia Department of Housing and Community Development. The study involved collaboration with localities and stakeholders across the region. UPON MOTION BY

CLAUDIA LUNDY, SECONDED BY KEITH MCDOWELL, THE RESOLUTION WAS UNANIMOUSLY APPROVED.

SOUTHSIDE REGIONAL HOUSING SUMMIT UPDATE

Community Planner II, Erika Tanner, provided an update on the Southside Regional Housing Summit. She reported that 86 participants attended the event, including builders and developers, local government representatives, real estate professionals, lenders, elected officials, and housing service providers. She noted that the Regional Housing Market Analysis session was considered the most valuable by attendees. Feedback indicated that 90% of attendees were likely to attend a future summit, and 91% would recommend the summit to a colleague or friend. At the meeting, participants were invited to use a QR code to submit ideas for topics they would like to see included at a future housing summit.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Gosney reported on the following:

- Executive Director Gosney met with several localities to review current projects and discuss possible future projects over the next five years. The Project List is included in our CEDS. The localities I met with over the last quarter are Alberta, Lawrenceville, South Hill, Chase City, Clarksville, South Boston, Town of Halifax, Mecklenburg County and Halifax County.
- Executive Director Gosney participated in the Tobacco Commission's Strategic Plan Stakeholder Focus Group.
- Travel –Last Month, Director of Local Services, Andy Wells and Executive Director Deborah Gosney attended the NADO Washington Policy Annual Conference in Arlington, VA; we are registered to attend the SERDI Annual Professional Development and New Executive Directors Training Conference April 27-30,2025, that is being held in Atlantic Beach, Florida.
- The Year in Review- Details PDC activity for FY25. To date, a total of 17 project applications have been approved in FY25, total \$12,234,789; an additional 13 applications have been submitted that are pending agency review. The SPDC project pipeline overall consists of 57 projects, plans and initiatives that are actively being managed by SPDC staff; refer to the Southside PDC Active Projects List for details.
- Southside Regional Opioid Assessment- The Opioid Abatement Assessment is complete. The contract with Virginia Tech was extended to include the development and implementation of an RFP for potential projects to receive funding. The RFP was issued in January 2025 and proposal are due June 1, 2025.
- Next PDC Meeting - The next quarterly meeting is a virtual meeting scheduled for noon on July 24, 2025. Lunch will be provided for those wishing to attend in person.

OTHER BUSINESS

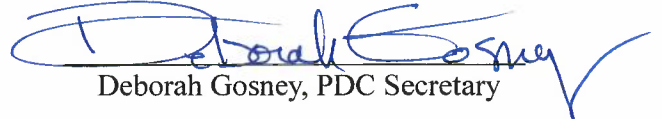
The location for the Annual Dinner was discussed. A survey was sent to the Commissioners asking whether they preferred to continue the county-to-county rotation or return to a central location, with the Dogwood in South Hill proposed as the central site. Executive Director Gosney stated that she believed it should be up to each county when it is their turn in the rotation. As it is Brunswick County's turn this year, staff will ask Brunswick where they would like the dinner meeting to be held. It was noted that if a county chooses to host the dinner meeting in their county, they will be asked to assist with ideas for location and catering.

ADJOURNMENT

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



Tom Tanner, PDC Chair



Deborah Gosney, PDC Secretary