

SOUTHSIDE PDC  
Budget & Executive  
Meeting

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April 11, 2024



**AGENDA:**     **Executive Committee Meeting**  
April 11, 2023 11:30 – 1:30  
200 South Mecklenburg Avenue  
South Hill, VA

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1. **Call To Order** ..... Chair Tanner
    - Roll Call ..... Executive Director Gosney
    - Public Comment Period ..... Chair Tanner
    - Appointment of Treasurer ..... Chair Tanner  
    ~Motion to Approve
    - Approval/Modification of Agenda ..... Chair Tanner  
    ~Motion to Approve
    - Approval of FY24 Meeting Minutes ..... Chair Tanner  
    ~Motion to Approve – April 27, 2023  
    ~Motion to Approve – June 22, 2023
    - FY25 Budget ..... Executive Director Gosney  
    ~Motion to Approve

**Break for Lunch**

2. **Closed Session**
  - Employee Evaluation ..... Chair Tanner
3. **Adjournment** ..... Chair Tanner

The Southside Planning District Commission will make reasonable accommodations and services necessary for sensory-impaired and citizens with disabilities to attend this meeting. Additionally, translation services may be offered upon request and availability. Persons requiring such accommodations/services should contact Chad Neese at least seven (7) business days in advance of the meeting. Written comments may be mailed to Southside Planning District Commission, ATTN: Chad Neese, 200 S. Mecklenburg Ave., South Hill, VA 23970. Comments may also be submitted by phone at 434-447-7101, extension 211, or by email at [cneese@southsidepdc.org](mailto:cneese@southsidepdc.org).

MINUTES

**Southside Planning District Commission**  
**Budget and Finance Committee Meeting Minutes**  
April 27, 2023

Present: Scott Simpson, Committee Chair – Halifax County  
Leslie Weddington – Brunswick County  
Charlie Simmons – Mecklenburg County  
George Leonard – Town of South Boston  
Kim Callis – Town of South Hill  
Deborah Gosney, Executive Director  
Stephanie Creedle, Finance Director/HR

Absent: None

The Budget and Finance Committee of the Southside Planning District Commission (SPDC) met on April 27, 2023 at 11:15 a.m. at the SPDC conference room to discuss the FY24 Budget.

Executive Director Deborah Gosney and Finance Director Stephanie Creedle asked members to refer to the proposed budget that was included in the meeting packet emailed to all committee members prior to the meeting. Revenue and proposed expenditures were presented as follows:

**FY24 Revenue**

Member Jurisdiction Dues	\$148,107.20
Revenue Brought Forward	993,300.00
New Revenue Approved	413,171.00
Deferred Revenue	(300,000.00)
Interest Income	<u>20,000.00</u>
Total Revenue	<u>\$1,274,578.20</u>

**FY24 Expenditures**

Direct Chargeable Salaries	\$426,525.60
Employee Fringe Benefits	302,365.37
Travel	10,000.00
Other Direct Cost – Grants	60,000.00
Other Direct Cost – State/Local	40,000.00
Indirect Costs	<u>337,703.58</u>
Total Expenditures	<u>\$1,176,594.55</u>

**Excess Revenue Over Expenditures    \$97,983.65**

Ms. Creedle reviewed the Revenue and noted the following:

- Commonwealth of Virginia Dues – The Commonwealth of Virginia dues remain at \$89,971. This rate was established in FY22.

- EDA Planning Grant – The PDC applies for EDA Planning Grant funds every three years, with amendment updates annually. Each year, the grant funding amount is \$70,000, with a minimum investment rate of 50 percent which equates to a \$70,000 match. The invitation to apply is expected in May indicating the funding amount and match requirement.
- Per Capita Dues – The PDC's Per Capita Member Jurisdiction Dues decreased a little from \$148,553.60 to \$148,107.20 due to population estimates.

Ms. Creedle reviewed the expenditure categories that were increased or decreased from the prior fiscal year as follows:

- Salaries – Salaries increased due to a cost-of-living adjustment (COLA) for full-time staff. A COLA of 5% was proposed; however, the Committee advised that their localities have included 7% COLAs to salaries in their locality budgets and recommended that the PDC follow suit.
- Health Insurance – The Commission's health insurance (The Local Choice of Virginia) premiums increased by 8.9% this year.
- There are minor increases for Auditing, Equipment Rental, Insurance and Bonding, Telephone and Software based on rate increases.

It was also noted that:

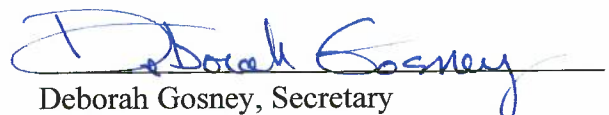
- Both vehicles are relatively new; therefore, a vehicle purchase was not included in this year's budget. PDC vehicles are as follows:
  - ▲ 2020 Ford Fusion – purchased in May 2022 (mileage: 22,318)
  - ▲ 2015 Ford Escape – purchased in January 2018 (mileage 77,502)
- The FY24 Budget will be amended in January to reflect any adjustments to expenses as well as to add any new revenue that has been awarded between now and January 2024. The PDC is submitting four CDBG applications in June. These grant awards have historically been the largest and most reliable grant administration opportunities. There are a variety of other pending applications, as well, that if awarded will be added to PDC Revenue in January.

GEORGE LEONARD MADE A MOTION TO AMEND AND RECOMMEND APPROVAL OF THE PROPOSED FY24 BUDGET TO INCLUDE A 7% COST-OF-LIVING ADJUSTMENT TO SALARIES. THE MOTION WAS SECONDED BY KIM CALLIS, AND IT CARRIED UNANIMOUSLY.

There being no further business, the meeting adjourned at 11:50 a.m.



Scott Simpson, Chair



Deborah Gosney, Secretary

**SOUTHSIDE PLANNING DISTRICT COMMISSION**  
**Executive Committee Meeting**  
**June 22, 2023**

An Executive Committee Meeting of the Southside Planning District Commission (SPDC) was held on June 22, 2023 at the Commission's Conference Room, 200 South Mecklenburg Avenue, South Hill, Virginia. Chair Tom Tanner called the meeting to order at 10:00 a.m.

Stephanie Creedle, Finance Director/HR called the roll. With a total of 4 Commissioners being present, a quorum was met for this meeting. The Roll Call is as follows:

<b>BRUNSWICK COUNTY</b>	<b>Present</b>	<b>Absent</b>
Leslie Weddington – Treasurer	<b>X</b>	
<b>HALIFAX COUNTY</b>		
Garland Ricketts		<b>X</b>
<b>MECKLENBURG COUNTY</b>		
Tom Tanner – Chair	<b>X</b>	
<b>SOUTH BOSTON</b>		
George Leonard – Vice Chair	<b>X</b>	
<b>SOUTH HILL</b>		
Kim Callis	<b>X</b>	
<b>TOTAL</b>	<b>4</b>	<b>1</b>

Staff in Attendance:

Stephanie Creedle, Finance Director/HR

Guests in Attendance:

There were no guests in attendance.

**PUBLIC COMMENT PERIOD**

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

**APPROVAL OF THE AGENDA**

KIM CALLIS MADE A MOTION THAT THE AGENDA BE APPROVED AS PRESENTED. THE MOTION WAS SECONDED BY GEORGE LEONARD. ALL COMMISSIONERS VOTED AFFIRMATIVELY.

**EXECUTIVE DIRECTOR PERFORMANCE EVALUATION**

Annually, a Performance Evaluation is conducted for the Southside Planning District Commission's Executive Director.

PURSUANT TO SECTION 2.2-3711 OF THE VIRGINIA FREEDOM OF INFORMATION ACT, TOM TANNER MOVED THAT THE SOUTHSIDE PLANNING DISTRICT COMMISSION EXECUTIVE COMMITTEE CONVENE IN CLOSED SESSION TO DISCUSS PERSONNEL MATTERS PURSUANT TO THE CLOSED MEETING EXEMPTION PER SECTION 2.2-3711(A)(1) OF THE CODE OF VIRGINIA. THE MOTION WAS SECONDED BY LESLIE WEDDINGTON. ALL COMMISSIONERS VOTED AFFIRMATIVELY.

HAVING CONVENED AND CONCLUDED A CLOSED MEETING PURSUANT TO SECTION 2.2-3711 OF THE VIRGINIA FREEDOM OF INFORMATION ACT ON THIS DATE PURSUANT TO AN AFFIRMATIVE RECORDED VOTE AND IN ACCORDANCE WITH THE PROVISIONS OF THE VIRGINIA FREEDOM OF INFORMATION ACT; AND PER SECTION 2.2-3712 (D) OF THE CODE OF VIRGINIA, GEORGE LEONARD MOVED TO CERTIFY THAT THE EXECUTIVE COMMITTEE MEETING WAS CONDUCTED IN CONFORMITY WITH VIRGINIA LAW; AND THAT THE SOUTHSIDE PLANNING DISTRICT COMMISSION EXECUTIVE COMMITTEE HEREBY CERTIFIED THAT TO THE BEST OF EACH MEMBER'S KNOWLEDGE;

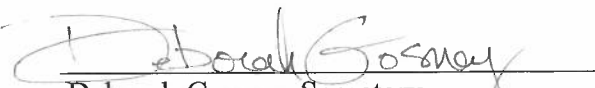
- 1) ONLY PUBLIC BUSINESS MATTERS LAWFULLY EXEMPTED FROM OPEN MEETING REQUIREMENTS BY VIRGINIA LAW WERE DISCUSSED IN THE EXECUTIVE COMMITTEE MEETING TO WHICH CERTIFICATION RESOLUTION APPLIES, AND;
- 2) ONLY SUCH BUSINESS MATTERS AS WERE IDENTIFIED IN THE MOTION CONVENING THE EXECUTIVE COMMITTEE MEETING WERE HEARD, DISCUSSED, OR CONSIDERED BY THE EXECUTIVE COMMITTEE.

LESLIE WEDDINGTON SECONDED THE MOTION, AND ALL COMMISSIONERS VOTED AFFIRMATIVELY.

**ADJOURNMENT**

There being no further business, the meeting adjourned at 10:45 a.m.

  
Tom Tanner, SPDC Chair

  
Deborah Gosney, Secretary

**BUDGET**





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**TO:** Southside PDC Budget/Finance Committee Members  
**FROM:** Deborah Gosney, Executive Director  
**DATE:** April 3, 2024  
**SUBJECT:** FY25 Budget Notes

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On Thursday, April 11<sup>th</sup> at 11:30 we will meet to discuss the FY25 Budget that will then be presented to the full Commission for adoption on Thursday, April 25<sup>th</sup>. The Revenues and Expenditures are in line with prior fiscal years with a few changes in how we categorize expenses. Listed below are details associated with the preparation of the FY25 Budget:

- 4.5% Cost-of-Living Adjustment is being proposed and is included in Salaries.
- 8.3% Increase in Health Insurance Premiums.
- Per Capita Dues increased by \$193 due to a small population increase-total is \$148,300.
- FY25 Revenues increased by \$416,975 in comparison to FY24 Revenues.
- FY25 Expenditures increased by \$1,996.13 in comparison to FY24 Expenditures.
- FY25 Revenues over Expenditures exceeded FY24 by \$414,978.67.
- The Commission has two vehicles available to staff and both are in good condition.

Ford Fusion – Purchased May 2022 (mileage 27,360)

Ford Escape – Purchased January 2018 (mileage 83,825)

**SOUTHSIDE PLANNING DISTRICT COMMISSION  
FY25 REVENUE AND EXPENDITURES  
BUDGET SNAPSHOT**

<b>REVENUES</b>	<b>AMOUNT</b>
Revenue Brought Forward	\$1,437,445.00
New Revenue Approved	721,739.00
Deferred Revenue	(467,631.00)
<b>Total Revenues</b>	<b>\$1,691,553.00</b>
<b>EXPENDITURES</b>	<b>AMOUNT</b>
Direct Salaries	\$469,345.80
Direct Fringe Benefits	332,942.42
Direct Costs to Federal Fund	5,000.00
Direct Costs to Non-Federal Funds	70,000.00
Indirect Costs	315,805.47
<b>Total Expenditures</b>	<b>\$1,193,093.69</b>
<b>Excess Revenues Over Expenditures</b>	<b>\$498,459.31</b>

**SOUTHSIDE PLANNING DISTRICT COMMISSION  
FY25 REVENUE AND EXPENDITURES  
YEAR-TO-YEAR COMPARISON**

	<b>FY23</b>	<b>FY23 AMENDED</b>	<b>FY24</b>	<b>FY24 AMENDED</b>	<b>FY25</b>
<b>REVENUES</b>					
Revenue Brought Forward	\$891,500.00	\$927,566.69	\$993,300.00	\$1,032,075.00	\$1,437,445.00
New Revenue	516,824.60	1,022,312.94	581,278.20	1,770,766.20	721,739.00
Deferred Revenue	(185,000.00)	(433,200.00)	(300,000.00)	(1,021,883.00)	(467,631.00)
<b>TOTAL</b>	<b>\$1,223,324.60</b>	<b>\$ 1,516,679.63</b>	<b>\$1,274,578.20</b>	<b>\$ 1,780,958.20</b>	<b>\$1,691,553.00</b>
<b>EXPENDITURES</b>					
Direct Salaries	\$ 401,920.83	\$ 401,920.83	\$ 434,075.53	\$ 434,075.53	\$ 469,345.80
Direct Fringe Benefits	265,213.93	265,213.93	306,477.88	306,477.88	332,942.42
Direct Costs to Federal Funds	10,000.00	60,000.00	60,000.00	60,000.00	5,000.00
Direct Costs to Non-Federal Funds	50,000.00	50,000.00	50,000.00	50,000.00	70,000.00
Indirect Costs	323,862.57	318,422.37	340,544.15	340,544.15	315,805.47
<b>TOTAL</b>	<b>\$1,050,997.33</b>	<b>\$1,095,557.13</b>	<b>\$1,191,097.56</b>	<b>\$1,191,097.56</b>	<b>\$1,193,093.69</b>
<b>Excess Revenues Over Expenditures</b>	<b>\$172,327.27</b>	<b>\$421,122.50</b>	<b>\$83,480.64</b>	<b>\$589,860.64</b>	<b>\$498,459.31</b>

**SOUTHSIDE PLANNING DISTRICT COMMISSION**  
**FY25 EXPENDITURES**  
**YEAR TO YEAR COMPARISON**

<b>EXPENDITURES</b>	<b>FY24 BUDGET</b>	<b>FY24 AMENDED BUDGET</b>	<b>FY25 BUDGET</b>
<b>Direct Costs</b>			
Direct Non-Leave Salaries	\$434,075.53	\$434,075.53	\$469,345.80
Direct Fringe Benefits	306,477.88	306,477.88	332,942.42
<b>Subtotal Salaries/Benefits</b>	<b>\$740,553.41</b>	<b>\$740,553.41</b>	<b>\$802,288.22</b>
Direct Costs to Federal	60,000.00	60,000.00	5,000.00
Direct Costs to Non-Federal	40,000.00	40,000.00	70,000.00
<b>Total Direct Costs</b>	<b>\$850,553.41</b>	<b>\$850,553.41</b>	<b>\$877,288.22</b>
<b>Indirect Costs</b>			
Personnel, Indirect Salaries	\$99,403.21	\$99,403.21	\$95,638.56
Employee Fringe Benefits	73,140.94	73,140.94	71,616.91
<b>Subtotal Salaries/Benefits</b>	<b>\$172,544.15</b>	<b>\$172,544.15</b>	<b>\$167,255.47</b>
PDC Commissioner's Expenses	10,000.00	10,000.00	
Officer's Expense/Stipend	500.00	500.00	500.00
PDC Meeting Expenses			12,000.00
Equipment Rental, Maintenance and Use	15,000.00	15,000.00	0.00
Equipment Lease Payments			15,000.00
Sapce, Utilities, & Occupancy Costs	25,000.00	25,000.00	0.00
Telephone	9,000.00	9,000.00	0.00
Utilities (Includes Telephone & Power Bills)			18,500.00
Building Upkeep			9,000.00
Indirect Staff Travel	500.00	500.00	500.00
Conferences/Trainings	500.00	500.00	500.00
Postage and Freight	2,500.00	2,500.00	2,500.00
Auto Repair/Maintenance/Gas	5,000.00	5,000.00	5,000.00
Public Relations	1,000.00	1,000.00	1,000.00
Auditing	8,500.00	8,500.00	8,000.00
Insurance and Bonding	7,000.00	7,000.00	7,000.00
Legal Fees	15,000.00	15,000.00	5,000.00
Office Supplies	7,000.00	7,000.00	5,000.00
Office Expenses	26,000.00	26,000.00	40,000.00
Professional Printing	2,500.00	2,500.00	1,000.00
Publications/Subscriptions	500.00	500.00	550.00
Membership Fees and Dues	5,000.00	5,000.00	5,000.00
Consultant - CTW Consulting LLC	15,000.00	15,000.00	0.00
Depreciation	12,500.00	12,500.00	12,500.00
<b>Subtotal</b>	<b>\$168,000.00</b>	<b>\$168,000.00</b>	<b>\$148,550.00</b>
<b>Total Indirect Costs</b>	<b>340,544.15</b>	<b>340,544.15</b>	<b>315,805.47</b>
<b>TOTAL EXPENSES</b>	<b>\$1,191,097.56</b>	<b>\$1,191,097.56</b>	<b>\$1,193,093.69</b>



**SOUTHSIDE PLANNING DISTRICT COMMISSION  
FY25 DETAILED REVENUE**

<b>REVENUE</b>	<b>FUNDING AGENCY</b>	<b>REVENUE BROUGHT FORWARD</b>	<b>NEW REVENUE</b>	<b>DEFERRED REVENUE</b>	<b>FY25 Budget</b>
<b>Federal Funding:</b>					
SPDC EDA FY24 Planning Grant	DOC-EDA-PG		70,000.00		70,000.00
SPDC FEMA Hazards Mitigation Plan Update	FEMA	101,700.00		6,700.00	95,000.00
SPDC SCRC LDD Cooperative Agreement	SCRC-LDD		29,000.00		29,000.00
SPDC Regional Fiber Broadband Project Pse 1	DHCD-VATI	59,500.00		15,000.00	44,500.00
<b>Total Federal Funding</b>		<b>161,200.00</b>	<b>99,000.00</b>	<b>21,700.00</b>	<b>238,500.00</b>
<b>State Funding:</b>					
SPDC GO VA - FY24 Allocation	DHCD-GO VA	45,700.00			45,700.00
SPDC GO VA - FY25 Allocation	DHCD-GO VA		84,000.00	45,700.00	38,300.00
SPDC GOVA-GO TEC Virginia 2025 Project	DHCD-GO VA	9,752.00		1,752.00	8,000.00
SPDC GOVA-P&HCC GO TEC Welding Instructor	DHCD-GO VA	809.00			809.00
SPDCC GOVA-RISE Build to Scale Project	DHCD-GO VA	35,263.00		15,263.00	20,000.00
SPDC GOVA-Seed Innovation Hub Project	DHCD-GO VA	9,274.00			9,274.00
SPDC GOVA-SOVA Health Sciences Careers Planning Project	DHCD-GO VA	1,000.00			1,000.00
SPDC GOVA-SVCC GO TEC Mechatronics Instructor	DHCD-GO VA	863.00			863.00
SPDC GOVA-VGA Site Development Project	DHCD-GO VA	643.00			643.00
SPDC DHCD FY25 Contract	DHCD		89,871.00		89,871.00
SPDC Regional Fiber Broadband Project Pse 2	DHCD-VATI	159,000.00		103,000.00	56,000.00
SPDC VDOT FY25 Rural Transportation Contract	VDOT		58,000.00		58,000.00
<b>Total State Funding</b>		<b>262,304.00</b>	<b>231,871.00</b>	<b>165,715.00</b>	<b>328,460.00</b>
<b>Private Funding:</b>					
SPDC Affordable Housing Development Program	VH	30,000.00			30,000.00
SPDC Regional Housing Market Assessment	VH	10,240.00			10,240.00
<b>Total Private Funding</b>		<b>40,240.00</b>	<b>-</b>	<b>-</b>	<b>40,240.00</b>
<b>Local Funding:</b>					
Boydton WWTP Improvement Project	EDA-PW	3,000.00			3,000.00
Brodnax Lead Service Inventory Project	VDH	75,000.00			75,000.00
Brodnax Town-wide Housing Rehab Planning Project	DHCD-PG	6,000.00			6,000.00
Brunswick County Stonewall Industrial Park	TRRC	5,000.00			5,000.00
Brunswick County Township Road Project	DHCD-CDBG	72,900.00			72,900.00
Brunswick County Sheriff's Office - GIS Contract	LOCAL		7,200.00		7,200.00
Brunswick County Online GIS	LOCAL		4,200.00		4,200.00
Brunswick IDA Produce Project	EDA-PW	50,000.00		20,000.00	30,000.00
Brunswick IDA-Sledge & Barkley Redevelopment Project	DHCD-IRF-ARPA		15,000.00	7,500.00	7,500.00
Chase City B Street Project - Pse 1	DHCD-CDBG	13,189.00		-	13,189.00
Chase City B Street Project - Pse 2	DHCD-CDBG	105,000.00		44,250.00	60,750.00
Chase City Lead Service Line Inventory	VDH	12,000.00			12,000.00
Chase City Lee Building Disaster Assistance	DHR	10,000.00			10,000.00
Chase City Town Wide Water Study Planning Project	VDH	2,500.00			2,500.00
Clarksville Cove Project	DCR	15,000.00			15,000.00
Clarksville Sewer Improvement Project	RD	21,229.00			21,229.00
Halifax County - GIS Contract	LOCAL		23,000.00		23,000.00
Halifax County - VIR Water Supply Interconnection Project	EDA		60,000.00		60,000.00
Halifax Town Banister Town Housing Project - Pse 1	DHCD-CDBG	27,333.00			27,333.00
Halifax Town Exxon Redevelopment Project	DHCD-IRF-ARPA	-	5,000.00		5,000.00
La Crosse Lead Service Inventory Project	VDH	122,000.00			122,000.00
Lake Country Development Corporation Staff Services	LOCAL		25,000.00		25,000.00
Lake Gaston 911 Task Force Dock Sign Management	PRIVATE		2,500.00		2,500.00
Lawrenceville Sharp Street Improvement Project	VDOT-MAP 21	20,000.00			20,000.00
Lawrenceville THT Connector Project	VDOT-MAP 21	25,000.00		10,000.00	15,000.00
Lunenburg County - GIS Contract	LOCAL		4,800.00		4,800.00
Mecklenburg County - GIS Contract	LOCAL		27,000.00		27,000.00
Mid Atlantic Broadband Middle Mile Project	EDA-PW	111,800.00		87,700.00	24,100.00
RRRT Tobacco Heritage Trail Maintenance Amenities Project	DCR	9,000.00			9,000.00

**SOUTHSIDE PLANNING DISTRICT COMMISSION  
FY25 DETAILED REVENUE**

RRRT Tobacco Heritage Trail Management Services	LOCAL		7,500.00		7,500.00
South Boston John Randolph Hotel Project	DHCD-IRF	7,500.00			7,500.00
South Boston North Main Street Project	DHCD-CDBG	32,300.00		-	32,300.00
South Boston Westside Mobile Home Citizen Relocation	LOCAL	17,500.00		15,000.00	2,500.00
South Boston Westside Mobile Home Redevelopment	DHCD-CDBG	63,750.00		36,000.00	27,750.00
South Hill Lead Service Line Inventory Project	VDH	10,000.00	-		10,000.00
South Hill Nicks Lane Neighborhood Project	DHCD-CDBG	75,800.00		40,800.00	35,000.00
South Hill Sycamore & Howerton Sewer Extension Project	DEQ	7,500.00			7,500.00
South Hill Zoning Services	LOCAL		7,500.00	3,500.00	4,000.00
SOVA Innovation Hub Campus Project	EDA-PW	46,400.00		15,466.00	30,934.00
SPDC Local Government Member Jurisdiction Dues	LOCAL		148,300.00		148,300.00
The Old Brunswick Circuit Foundation - Dromgoole House	DHR	7,000.00			7,000.00
<b>Total Contractual Funding</b>		<b>973,701.00</b>	<b>337,000.00</b>	<b>280,216.00</b>	<b>1,030,485.00</b>
<b>Other Funding:</b>					
Interest Income			53,868.00		53,868.00
<b>Total Other Funding</b>		<b>-</b>	<b>53,868.00</b>	<b>-</b>	<b>53,868.00</b>
<b>TOTAL REVENUE</b>		<b>1,437,445.00</b>	<b>721,739.00</b>	<b>467,631.00</b>	<b>1,691,553.00</b>