

**Southside Planning
District Commission
Quarterly
Meeting Packet**

April 24, 2025



TO: Southside PDC Commissioners
FROM: Deborah Gosney, Executive Director
DATE: April 17, 2025
SUBJECT: Meeting Overview

The April meeting will be an **in-person** meeting which means a quorum needs to be physically present. We will be serving you lunch as usual.

The FY26 Budget and the updated Financial Operations Manual will be presented at this meeting for approval.

PDC Staff Chad Neese will be presenting the FY26 VDOT Rural Transportation Work Program and a resolution will be presented for adoption. Chad will also provide a CEDS update.

PDC Staff Andy Wells will provide an update for the Water Supply Plan and a resolution will be presented for adoption.

PDC Staff Erika Tanner will provide a regional housing update, and a resolution will be presented for adoption.

Under other business, we plan to have a brief discussion on the location of future PDC annual dinner meetings. We appreciate your feedback.

I look forward to seeing all of you on the 24th.



QUARTERLY COMMISSION MEETING

DATE & TIME: April 24, 2025
12:00 p.m. – 1:30 p.m.

LOCATION: 200 South Mecklenburg Ave.
South Hill, VA 23970

VIRTUAL ACCESS:
ZOOM LINK: <https://tinyurl.com/w5y4h9va>
MEETING ID: 339 011 5898
PASSCODE: 202011
PHONE: 1-646-931-3860

AGENDA

1. Call to Order Chair Tanner
 - Roll Call and Recognition of Guest Executive Director Gosney
 - Public Comment Period Chair Tanner
2. Consent Agenda Chair Tanner
 - Commission Approval
 - Meeting Agenda
 - January 30, 2025, Commission Meeting Minutes
 - April 14, 2025, Executive Committee Meeting Minutes
 - Treasurer’s Report – March 31, 2025
3. FY26 Budget Executive Director Gosney
 - Commission Approval
4. SPDC Financial Operations Manual Leslie Kubasek, Finance Director
 - Commission Approval
5. Water Supply Plan Resolution Andy Wells, Director of Local Services
 - Adopt Resolution
6. CEDS Update Chad Neese, Senior Planner/
GIS Specialist
7. VDOT Rural Transportation Plan Resolution Chad Neese, Senior Planner/
GIS Specialist
 - Adopt Resolution
8. Regional Housing Update Erika Tanner, Community Planner II
 - Adopt Resolution
9. Directors Report Executive Director Gosney
10. Other Business Chair Tanner
 - Annual Dinner Meeting
11. 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 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.

Minutes

SOUTHSIDE PLANNING DISTRICT COMMISSION
Regular Quarterly Meeting
January 30, 2025

The Southside Planning District Commission (SPDC) held its regular quarterly virtual meeting on January 30, 2025, 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 11 Commissioners attended in person, and one attended remotely. 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-Past Chair	X		
Lillie Feggins-Boone	X		
TOTAL	11	1	5

STAFF IN ATTENDANCE

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

GUESTS IN ATTENDANCE

David Lipscomb, Vice President of Member/Energy Services with Mecklenburg Electric Co-op, was in attendance as the Guest Speaker.

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. Hearing none, JOSEPH CHANDLER MADE A MOTION TO APPROVE THE AGENDA AS PRESENTED, SECONDED BY LILLIE FEGGINS-BOONE, THE MOTION CARRIED UNANIMOUSLY.

GUEST SPEAKER

David Lipscomb, Vice President of Member and Energy Services with Mecklenburg Electric Cooperative, presented an update on the SPDC Regional Fiber Broadband Project that provided current numbers on total fiber installed, number of premises passed, and total dollars invested to date.

APPROVAL OF MINUTES

Chair Tanner reported that October 10th, 2024, minutes were included in the packets previously emailed to members for review. Chair Tanner asked for any changes and/or additions. JOSEPH CHANDLER MADE A MOTION TO APPROVE THE OCTOBER 10th, 2024, MINUTES AS PRESENTED, SECONDED BY LILLIE FEGGINS BOONE, THE MOTION CARRIED UNANIMOUSLY.

TREASURERS REPORT

Executive Director Gosney presented the December 31st, 2024, financial report as follows: Assets, \$1,918,427.34; Liabilities, \$1,386,371.85; Retained Earnings, \$405,590.61; and Net Balance, \$229,822.51. Expenditures for the year to date totaled \$558,393.04, which was 48% of the annual budget. JOSEPH CHANDLER MADE A MOTION TO APPROVE THE DECEMBER 31ST, 2024 TREASURER'S REPORT AS PRESENTED, SECONDED BY LILLIE FEGGINS-BOONE, THE MOTION CARRIED UNANIMOUSLY.

BUDGET OVERVIEW

Finance Director Leslie Kubasek presented the FY25 revenue of \$467,050.00- this is for informational purposes and is not an exact representation of the figures.

FY24 AUDIT

Director Gosney reported to the board that Michael Aukamp with Durham, Aukamp & Rhodes from Chantilly, Virginia performed the FY24 audit of Southside PDC. As the PDC also serves as the Support Organization and Fiscal Agent for GO Virginia Region 3, the financial transactions of GO Virginia were included in the audit report. There were no findings or financial/compliance issues identified. A final audit will be posted on the PDC website. UPON MOTION BY KIM CALLIS, SECONDED BY LILLIE FEGGINS BOONE, THE FY24 AUDIT WAS UNANIMOUSLY ACCEPTED.

LOCAL GOVERNMENT SERVICES

Andy Wells, Director of Local Services, presented on SPDC's Local Government Services projects and programs. He outlined the nature and significance of these services, explaining their importance to both the PDC and the locality. He also provided an overview of current projects and discussed the benefits and challenges associated with this type of PDC service. Additionally, he highlighted the key characteristics of effective local government services provided by the PDC.

HOUSING SUMMIT UPDATE

Mrs. Tanner informed the Commission that the Southside Regional Housing Summit was scheduled to be held on February 6th at the Estes Center in Chase City. She reminded the Board that a couple of years ago, she requested support to apply for funding to conduct a Regional Housing Market Analysis. Over the last two years, she has worked closely with the Virginia Center for Housing Research at Virginia Tech and Housing Forward Virginia to develop the Market Analysis, which is now complete. She intends to present the completed Analysis at the Summit along with presentations on local opportunities from the Counties and Towns, presentations from funding agencies on funding opportunities to support housing development, a presentation from the Chief Economist from Virginia Realtors, and a panel with local housing experts. The Housing Summit received a \$10,000 sponsorship from Virginia Housing, and Mrs. Tanner expects the Summit to sell all 100 tickets.

CEDS UPDATE

Senior Planner/GIS Specialist Chad Neese provided an update on the Comprehensive Economic Development Strategy (CEDS). He provided an overview of the CEDS, the Committee members working on the update, the project timeline, and the results of a SWOT Analysis that was held on January 13th and led by Douglas Jackson from DHCD.

EXECUTIVE DIRECTOR'S REPORT

- Recent Project Activity - Southside PDC offers grant writing and administrative services to all 15 jurisdictions that are within the District's geographic footprint. A total of six (6) project applications were approved to date, totaling \$5,386,546; an additional thirteen (13) applications have been submitted that are pending review. Southside PDC Staff are currently administering 56 projects that total \$148,636,583 in federal and state funds received throughout the three-county region.
- Conferences and Meetings – Executive Director Gosney and Director of Local Services Andy Wells attended The NADO Annual Training Conference held in New Orleans the end of October, and the Governor's Summit on Rural Prosperity held in Wytheville, VA in late October.

Executive Director Gosney attended the 1) Virginia Housing Focus Group Statewide Strategic Plan Input Session, 2) Virginia Housing Rural Advisory Council Holiday Meeting in Richmond, 3) Tobacco Commission Strategic Input Session in Danville, and 4) VACO Local Government Day and Reception in Richmond.

- Annual Meeting- This year's annual dinner meeting, held on Thursday, October 10th, was jointly hosted by Mecklenburg County/South Hill. The meeting was held at The Dogwood in South Hill, with guest speaker Bill Leighty, Managing Partner with DecideSmart. A total of 84 colleagues and guests attended.

- PDC Opioid Study- The study is complete. The Counties agreed to issue an RFP to encourage community feedback on funding suggestions for the expenditure of opioid abatement funds. The RFP was issued on January 22nd, 2025.
- Commission of Electric Utility Regulation (CEUR) – THE EUR is seeking assistance from the PDC's across the state to prepare the energy plans as required for the Virginia Clean Economy Act. VADPC responded to the letter, there are shared concerns from the PDC's that more time is needed to prepare the plan, and additional funds are needed to prepare the plan. Updates will be given as additional information is received.
- SPDC Office Building- The office building has been successfully transferred from Lake Country Development Corporation to Southside PDC.
- Next PDC Meeting- The July meeting is an in-person meeting scheduled for April 24th, 2025, at noon. Lunch will be provided.

OTHER BUSINESS

Executive Direct Gosney requested feedback from the counties: how can SPDC provide support in 2025.

ADJOURNMENT

There being no further business, the meeting adjourned at 1:15 p.m.

Tom Tanner, PDC Chair

Deborah Gosney, PDC Secretary

SOUTHSIDE PLANNING DISTRICT COMMISSION
Executive Committee Meeting
April 14, 2025

An in-person Executive Committee Meeting of the Southside Planning District Commission (SPDC) was held on April 14, 2025, at the Southside PDC Office Building, 200 South Mecklenburg Avenue, South Hill, Virginia.

CALL TO ORDER

Chair Tanner called the meeting to order at 3:00 p.m. Director Gosney called the roll and declared that a quorum was present as follows:

	Present	Absent
Leslie Weddington-Treasurer Brunswick County	X	
Scott Simpson Halifax County	X	
Tom Tanner-Chair Mecklenburg County	X	
Kim Callis-Past Chair South Hill	X	
George Leonard-Vice Chair South Boston	X	
TOTAL	5	

Staff in Attendance:

Deborah Gosney, Executive Director
Leslie Kubasek, Finance Director

Guests in Attendance

There were no guests in attendance.

Public Comment

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

APPROVAL/MODIFICATION OF AGENDA

Chair Tanner asked Committee members if there were any additions to the agenda. Hearing none, **Kim Callis made a motion that the agenda be approved, seconded by George Leonard, the motion carried unanimously.**

FY26 BUDGET

Director Gosney presented the proposed FY26 Budget. Director Gosney proposed a

3.5% cost of living salary increase. She noted that per-capita dues were not increased for the upcoming year. The Commission's two vehicles are in good condition and do not need to be replaced. There was some discussion concerning the mileage on the Ford Escape (91,252), and that we should consider a replacement in next year's budget. The health insurance premium increased 4.6% for the upcoming year. To not only retain good employees but to attract new ones, Director Gosney asked Committee members to consider an increase in the SPDC employer contribution for dual and family coverage; the PDC currently pays 100% for individual coverage. Director Gosney noted that it had been years since the employer contribution for health insurance premiums was reviewed. She reached out to the PDC's member counties to collect their employer contribution and provided a proposed increase based on the comparison. The Committee agreed that an increase was needed for PDC staff and asked Director Gosney to consider a higher percentage from her original proposal to achieve a more equitable solution for all employees. She noted that an additional increase would be calculated and emailed to the members for review and consensus. The Committee accepted the proposed FY26 budget; it will be presented at the April quarterly meeting for approval.

AMEND VACATION ACCRUAL PAYOUT

Director Gosney reported that upon reviewing the SPDC Personnel Manual, she noticed that the PDC's maximum vacation accrual carryover hours and maximum vacation accrual payout hours were not the same and made the decision to reach out to other PDCs for comparison. After reviewing other PDC's leave policies, Director Gosney proposed that the payout hours be increased to match the carryover hours, a minimal increase of 48 hours (6 days). **Chair Tanner made the motion to approve the requested amendment as presented, seconded by Leslie Weddington, the motion carried unanimously.**

FINANCIAL OPERATIONS MANUAL

Leslie Kubasek reported that it had been quite a few years since the Financial Operations Manual had been reviewed and updated. Following staff's proposed changes, the Manual was emailed to Committee members prior to the meeting for review and comment. Mrs. Kubasek presented the proposed changes that had been made by staff and Committee members. After discussion, the members accepted the proposed changes, and the Manual will be presented at the April Commission meeting for review and approval.

LOCATION OF ANNUAL DINNER MEETING

Now that a full rotation has been made among the counties hosting the Annual Dinner Meeting, Director Gosney asked Committee members for their opinion in either continuing the county-to-county rotation or discontinuing the rotation and holding the meeting in a central location which The Dogwood in South Hill seems to be the appropriate venue. It was noted that it would be more convenient for PDC Staff, who are responsible for the preparation and cleanup of the event, to hold the event at the South Hill venue. Committee members suggested that staff conduct an online survey to the Commissioners to gather additional input and that it be discussed at the upcoming April Commission meeting

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, Kim Callis 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)(l) of the Code of Virginia, seconded by George Leonard, the motion carried unanimously.

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, Kim Callis made the motion 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; 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 only such business matters as were identified in the motion convening the Executive Committee meeting were heard, discussed, or considered by the Executive Committee, seconded by Leslie Weddington, the motion carried unanimously.

ADJOURNMENT

There being no further business, the meeting adjourned at 5:00 p.m.

Tom Tanner
Southside PDC Chair

Deborah Gosney
Southside PDC Secretary

Treasurer's Report

SOUTHSIDE PLANNING DISTRICT COMMISSION
REGULAR QUARTERLY MEETING
April 24, 2025

TREASURER'S REPORT

THE MARCH 31,2025 BALANCE SHEET DETAILS THE FOLLOWING:

ASSETS	\$ 2,886,219.87
LIABILITIES	\$ 1,509,055.51
RETAINED EARNINGS	\$ 562,638.71
NET INCOME	\$ 341,825.65

YEAR-TO-DATE EXPENDITURES FOR THE PERIOD ENDING
MARCH 31,2025 TOTALED \$ 843,656.33 WHICH IS 70% OF THE
BUDGETED ANNUAL EXPENDITURES. TOTAL EXPENDITURES ARE
ON TRACK FOR THE FISCAL YEAR.

FY26 Budget



TO: Southside PDC Executive Committee Members
FROM: Deborah Gosney, Executive Director
DATE: April 17, 2025
SUBJECT: FY26 Budget Notes

On Monday, April 14th at 3:00 p.m., the Executive Committee met to discuss the FY26 Budget. Listed below are details associated with the FY26 Budget:

- Propose a 3.5% Cost-of-Living Adjustment.
- Health Insurance Premiums increased by 4.6%.
- Propose an increase in the employer contribution towards health insurance premiums from 54% to 75% for dual coverage and from 37% to 55% for family coverage.
- Per Capita Dues totaling \$148,300 did not change.
- FY26 Revenues increased by \$230,481.69 in comparison to FY25 Revenues.
- FY26 Expenditures increased by \$37,835.42 in comparison to FY25 Expenditures.
- FY26 Net Income exceeds FY25 Net Income by \$192,646.27.
- The Commission has two vehicles available to staff and both are in good condition.
 - Ford Fusion – Purchased May 2022 (mileage 32,859)
 - Ford Escape – Purchased January 2018 (mileage 91,252)

**SOUTHSIDE PLANNING DISTRICT COMMISSION
FY26 BUDGET**

REVENUES	AMOUNT
Contractual Recurring Revenue	600,855.00
Brought Forward Project Revenue	901,733.60
New Project Revenue	682,621.08
Carryover Project Revenue	(362,174.99)
Account Interest Income	74,000.00
Total Revenues	1,897,034.69
EXPENDITURES	AMOUNT
Direct Employee Costs	\$827,912.82
Direct Costs to Federal Funds	6,000.00
Direct Costs to Non-Federal Funds	\$80,770.00
Indirect Costs	320,169.18
Total Expenditures	\$1,234,852.00
Excess Revenues Over Expenditures	\$662,182.69

**SOUTHSIDE PLANNING DISTRICT COMMISSION
FY26 REVENUE AND EXPENDITURES
YR TO YR COMPARISON**

	FY24	FY25	FY26
REVENUES			
Contractual Recurring Revenue	460,478.00	577,871.00	600,855.00
Brought Forward Project Revenue	1,032,075.00	1,437,326.06	901,733.60
New Project Revenue	1,256,420.20	105,000.00	682,621.08
Carryover Project Revenue	(1,021,883.00)	(507,512.06)	(362,174.99)
Account Interest Income	53,868.00	53,868.00	74,000.00
TOTAL	1,780,958.20	1,666,553.00	1,897,034.69
EXPENDITURES			
Direct Employee Costs	740,553.41	811,834.64	827,912.82
Direct Costs to Federal Funds	60,000.00	6,672.00	6,000.00
Direct Costs to Non-Federal Funds	40,000.00	72,913.00	80,770.00
Indirect Costs	328,044.15	305,596.94	320,169.18
TOTAL	1,168,597.56	1,197,016.58	1,234,852.00
Excess Revenues Over Expenditures	612,360.64	469,536.42	662,182.69

**SOUTHSIDE PLANNING DISTRICT COMMISSION
FY26 ITEMIZED REVENUE**

	FUNDING AGENCY	BROUGHT FORWARD PROJECT REVENUE	NEW PROJECT REVENUE	CONTRACTUAL RECURRING REVENUE	FY26 BUDGET 07/01/25-06/30/26	CARRYOVER PROJECT REVENUE
Federal Funding:						
SPDC EDA FY24 Planning Grant	DOC-EDA-PG			70,000.00	70,000.00	
SPDC Hazards Mitigation Plan Update	FEMA	64,227.08			64,227.08	-
SPDC SCRC LDD Cooperative Agreement Allocation	SCRC-LDD	-		23,384.00	23,384.00	
SPDC Regional Fiber Broadband Project Pse 1	DHCD-VATI	15,595.00			15,595.00	-
Total Federal Funding		79,822.08	-	93,384.00	173,206.08	-
State Funding:						
SPDC GOVA-Annual Allocation	DHCD- GOVA			84,000.00	84,000.00	
SPDC GOVA-Advanced Manufacturing Talent Pathways	DHCD-GOVA		2,842.62		2,842.62	-
SPDC GOVA-Amelia County Regional Due Dilligence	DHCD- GOVA		2,592.62		2,592.62	-
SPDC GOVA-Amelia County Site Suitability Study	DHCD- GOVA	-	-			-
SPDC GOVA-Co-location Feasibility Study-Data Center/Greenhou	DHCD GOVA		1,485.24		1,485.24	-
SPDC GOVA-GO TEC Region 3 Expansion Project	DHCD- GOVA		5,175.24		5,175.24	-
SPDC GOVA-GO TEC Virginia 2025 Project	DHCD- GOVA	2,885.93			2,885.93	0.00
SPDC GOVA-Health Sciences Careers Planning	DHCD- GOVA	-			-	-
SPDC GOVA-P&HCC GO TEC Welding Instructor	DHCD- GOVA					0.00
SPDC GOVA-RISE Build to Scale Project	DHCD- GOVA	29,813.32			20,000.00	9,813.32
SPDC GOVA-Seed Innovation Hub Project	DHCD- GOVA	4,956.55			4,956.55	-
SPDC GOVA-SVCC GO TEC Mechatronics Instructor	DHCD- GOVA					(0.00)
SPDC GOVA-SVRA Regional Site Development Project	DHCD- GOVA	-				-
SPDC GOVA-VGA Site Development Project	DHCD- GOVA					(0.00)
SPDC GOVA-A.I. Statewide Assessment	DHCD- GOVA		750.00		750.00	-
SPDC DHCD Contract	DHCD			114,871.00	114,871.00	
SPDC Regional Fiber Broadband Project Pse 2	DHCD-VATI	117,000.00			102,000.00	15,000.00
SPDC Regional Fiber Broadband Project Pse 3	DHCD-VATI		165,000.00		125,000.00	40,000.00
SPDC VDOT FY25 Rural Transportation Contract	VDOT	-		58,000.00	58,000.00	
SPDC Hazards Mitigation Plan Update	VDEM	6,583.78			6,583.78	0.00
Total State Funding		161,239.58	177,845.72	256,871.00	531,142.98	64,813.32
Private Funding:						
SPDC Affordable Housing Development Program	VH	-			-	
Lake Country Development Corporation Staff Services	PRIVATE	-		25,000.00	25,000.00	
Lake Gaston 911 Task Force Dock Sign Management	PRIVATE	-	3,500.00		3,500.00	
Total Private Funding		-	3,500.00	25,000.00	28,500.00	-
Local Funding:						
Boynton WWTP Improvement Project	EDA-PW	-			-	-
Brodnax Lead Service Inventory Project	VDH	-			-	-
Brodnax Town-wide Housing Rehab Planning Project	DHCD-PG	-			-	-
Brodnax Town-wide Housing Rehab Project	DHCD-PG		100,000.00		50,000.00	50,000.00
Brunswick County Chestnut Road	DHCD-CDBG	-			-	-
Brunswick County Stonewall Industrial Park	TRRC	5,000.00			5,000.00	-
Brunswick County Stonewall Industrial Park	HUD		2,500.00		2,500.00	-
Brunswick County Stonewall Industrial Park	VEDP		2,500.00		2,500.00	-
Brunswick County Township Road Project	DHCD-CDBG	47,700.00			47,700.00	-
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	60,000.00			45,000.00	15,000.00
Brunswick County IDA Produce Project	SCRC-SEID		10,000.00		10,000.00	-
Brunswick IDA-Sledge & Barkley Redevelopment Project	DHCD-IRF-ARPA	-			-	-
Chase City B Street Project - Pse 1	DHCD-CDBG	18,935.00			10,340.00	8,595.00
Chase City B Street Project - Pse 2	DHCD-CDBG	65,800.00			47,250.00	18,550.00
Chase City Lead Service Line Inventory	VDH	-			-	-
Chase City Lee Building Disaster Assistance	DHR	-			-	-
Chase City Mecca Theatre Brownfield Restoration Project	VEDP/Brownfield	-	-		-	-
Chase City Town Wide Water Study Planning Project	VDH	-			-	-
Clarksville Cove Project	DCR	8,333.33			8,333.33	-
Clarksville Sewer Improvement Project	RD	-			-	-
Halifax County GIS Contract	LOCAL	-		23,000.00	23,000.00	
Halifax County Memorial Drive Housing Rehab Project	DHCD-CDBG-PG		30,000.00		30,000.00	-
Halifax County Riverdale Dr Community Impr Project, Pse 1	DHCD-CDBG		125,000.00		62,500.00	62,500.00

**SOUTHSIDE PLANNING DISTRICT COMMISSION
FY26 ITEMIZED REVENUE**

Halifax County VIR Water Supply Interconnection Project	EDA	58,650.00			58,650.00	-
Halifax Town Banister Town Housing Rehab Project - Pse 1	DHCD-CDBG	27,250.05			18,250.05	9,000.00
Halifax Town Banister Town Housing Rehab Project - Pse 2	DHCD-CDBG		42,900.00		42,900.00	-
Halifax Town Exxon Redevelopment Project	DHCD-IRF/TRRC	6,000.00			6,000.00	-
La Crosse Lead Service Inventory Project	VDH	-			-	-
LaCrosse Pine Street Neighborhood Project-Pse 2	DHCD-CDBG	-			-	-
Lawrenceville Comp Plan Update	LOCAL	-			-	-
Lawrenceville Park Street Community Project-Pse 1	DHCD-CDBG		148,129.00		148,129.00	-
Lawrenceville Park Street Community Planning Project-Pse 2	DHCD-CDBG-PG		23,600.00		23,600.00	-
Lawrenceville Sharp Street Improvement Project	VDOT-MAP 21	19,000.00			19,000.00	-
Lawrenceville THT Connector Project	VDOT-MAP 21	20,000.00			20,000.00	-
Lunenburg County GIS Contract	LOCAL	-		4,800.00	4,800.00	-
Mecklenburg County - GIS Contract	LOCAL	-		27,000.00	27,000.00	-
Mecklenburg County-GIS Online Site	LOCAL	-		3,600.00	3,600.00	-
Mecklenburg County Oak/Surface Rd Housing Planning Project	DHCD-CDBG-PG	-			-	-
Mecklenburg County Park View High School Brownfield Proj	VEDP/Brownfield		1,000.00		1,000.00	-
Mecklenburg County - Regional Housing Market Assessment	CDBG	-			-	-
Mid Atlantic Broadband Middle Mile Project	EDA-PW	96,700.00			32,233.33	64,466.67
Roanoke Region 3 DEQ Water Supply Plan	DEQ		8,884.00		8,884.00	-
RRRT Tobacco Heritage Trail Maintenance Amenities Project	DCR	9,000.00			9,000.00	-
RRRT Tobacco Heritage Trail Management Services	LOCAL	-		7,500.00	7,500.00	-
South Boston John Randolph Hotel Project	DHCD-IRF	7,000.00			7,000.00	-
South Boston North Main Street Project	DHCD-CDBG	13,428.56			13,428.56	-
South Boston Riverdale Open Space Master Plan	LOCAL		6,762.36		6,762.36	0.00
South Boston Riverdale Acquisition Project	LOCAL	-			-	-
South Boston Westside Mobile Home Citizen Relocation	LOCAL	69,250.00			-	69,250.00
South Boston Westside Mobile Home Redevelopment	DHCD-CDBG	63,750.00			63,750.00	-
South Hill Lead Service Line Inventory Project	VDH	-			-	-
South Hill Nicks Lane Neighborhood Project	DHCD-CDBG	57,375.00			57,375.00	-
South Hill Sycamore & Howerton Sewer Extension Project	DEQ	7,500.00			7,500.00	-
South Hill Zoning Services	LOCAL	-			-	-
SOVA Innovation Hub Campus Project	EDA-PW	-			-	-
SPDC Local Government Member Jurisdiction Dues	LOCAL	-		148,300.00	148,300.00	-
The Old Brunswick Circuit Foundation - Dromgoole House	DHR	-			-	-
Total Local Funding		660,671.94	501,275.36	225,600.00	1,090,185.63	297,361.67
TOTAL PROJECT/CONTRACTUAL REVENUE		901,733.60	682,621.08	600,855.00	1,823,034.69	362,174.99
Account Interest Income	VIP				74,000.00	
TOTAL REVENUE					1,897,034.69	

**SOUTHSIDE PLANNING DISTRICT COMMISSION
FY25/FY26 ITEMIZED EXPENDITURES**

EXPENDITURES	FY25 BUDGET	FY26 BUDGET	+/- DIFFERENCE
DIRECT COSTS			
Direct Employee Costs			
Direct Salaries	559,488.76	558,347.74	(1,141.02)
Direct Fringe Benefits	252,345.88	269,565.08	17,219.20
Subtotal Direct Employee	811,834.64	827,912.82	16,078.18
Direct Federal Costs			
Memberships Fees & Dues	3,000.00	3,000.00	-
Travel, Lodging, Conferences	3,672.00	3,000.00	(672.00)
Subtotal Direct Federal	6,672.00	6,000.00	(672.00)
Direct Non-Federal Costs			
SPDC Contract Consultant	61,985.00	73,920.00	11,935.00
Travel, Lodging, Conferences	4,481.00	750.00	(3,731.00)
Staff Retreats/Meetings	600.00	600.00	-
Project Related Expenses	4,347.00	4,000.00	(347.00)
Misc Expenses	1,500.00	1,500.00	-
Subtotal Direct Non-Federal	72,913.00	80,770.00	7,857.00
TOTAL DIRECT COSTS	891,419.64	914,682.82	23,263.18
INDIRECT COSTS			
Indirect Employee Costs			
Indirect Salaries	112,104.24	112,710.28	606.04
Indirect Fringe Benefits	57,442.70	57,783.90	341.20
Subtotal Indirect Employee	169,546.94	170,494.18	170,494.18
Indirect Other Costs			
Office Expenses	40,000.00	45,000.00	5,000.00
Utilities (Includes Telephone & Power Bills)	18,500.00	18,500.00	-
Office Supplies	5,000.00	5,000.00	-
Auditing	8,000.00	9,000.00	1,000.00
Board & Staff Meeting Expenses	12,500.00	10,000.00	(2,500.00)
Equipment Lease Payments	15,000.00	12,500.00	(2,500.00)
Insurance and Bonding	7,000.00	7,000.00	-
Membership Fees and Dues	5,000.00	8,625.00	3,625.00
Publications/Subscriptions	550.00	550.00	-
Professional Printing	1,000.00	1,000.00	-
Building Upkeep	9,000.00	9,500.00	500.00
Staff Travel & Training	1,000.00	11,000.00	10,000.00
Postage and Freight	2,500.00	2,000.00	(500.00)
Auto Repair/Maintenance/Gas	5,000.00	5,000.00	-
Public Relations	1,000.00	1,000.00	-
Legal Fees	5,000.00	4,000.00	(1,000.00)
Subtotal Indirect Other	136,050.00	149,675.00	13,625.00
TOTAL INDIRECT COSTS	305,596.94	320,169.18	14,572.24
TOTAL EXPENSES	1,197,016.58	1,234,852.00	37,835.42

Financial Operations Manual



**Serving Brunswick- Halifax and
Mecklenburg Counties**

Financial Operation Manual

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Southside Planning District Commission Financial Operations Manual

Chapter I: INTRODUCTION

A. Purpose of Manual

The Southside Planning District Commission (SPDC) Financial Operations Manual is the official document of the Commission for the conduct of business and the accounting and administration of grants. The purpose of the Financial Operations Manual is to provide detailed information on the financial management of the Commission. This manual contains all current fiscal policies and standards developed by the Executive Committee of the SPDC through the time of issuance. The Executive Committee is comprised of the immediate Past Chair, Chair, Vice Chair, Treasurer, and one additional Commissioner appointed by the Chair to ensure that each Commission Member is represented, as stated in the Commission's Bylaws.

B. Policy of Administration

The Executive Committee is responsible for making policy for the Commission. The Executive Director of the SPDC is responsible for implementing policies set by the Executive Committee and for maintaining proper operational control in a way that minimizes risk to the organization. The Executive Director shall have signature authority for the Commission, or in his/her absence, an Officer (Chair, Vice Chair or Treasurer) of the Commission.

Chapter II: MISCELLANEOUS INFORMATION

A. Ethics

The Commission's officers, employees, members and agents may not solicit or accept gratuities, favors, or anything of monetary value from any present or potential third-party contractor or sub-recipient or agent. The Commission's officers, employees, members and agents may not use their positions in a manner that creates a real or ~~apparent~~ perceived personal or organizational conflict or interest or personal gain.

B. Tax Exempt Status Determination

SPDC was formed September 15, 1969, and obtained tax exempt status from the Internal Revenue Service. SPDC is classified as a government instrumentality. Contributions made to SPDC for exclusively public purposes are deductible by donors as provided in Section 170 of the Code. SPDC is not required to file Form 990. SPDC does not pay any Federal Unemployment Tax.

C. State Sales Tax

SPDC is exempt from paying sales tax to the Commonwealth of Virginia. **See attached IRS Determination Letter.**

D. Property Tax

SPDC is officed in South Hill and is exempt from paying property tax to the County of Mecklenburg and the Town of South Hill with the exception of leased property. **15.2-4219.**

Exemption of commission from taxation

Southside Planning District Commission Financial Operations Manual

E. Federal Identification Number

The federal identification number of the SPDC is 54-0859544.

F. Dun & Bradstreet Universal Numbering System

As required by the Office of Budget and Management for all applicants of Federal funds, the SPDC's DUNS number is 832463942, effective October 23, 2009. The SAM CAGE Code is 55BJ5 and the SAM UEI is RNASW7MADRJ3.

G. Attorney on Retainer

Michael Lockaby
Spilman, Thomas & Battle
310 1st St SW # 1100
Roanoke, VA 24011
540-512-1824 (o) or 540-603-6193(m)
email mlockaby@splimanlaw.com

H. Auditing Firm on Contract

Mr. Michael D. Aukamp, CPA
Dunham, Aukamp & Rhodes, PLC
4437 Brookfield Corporate Drive
Suite 205-D
Chantilly, VA 20150
(703) 631-8940 or 877-631-8940
maukamp@darcpas.com

Chapter III: CONTRACTS

A. Executive Limits

The members of SPDC shall establish and maintain a Management Plan for the Commission that shall be updated annually. This plan shall outline the mission of the Commission. The Executive Director shall use Commission established methods and strategies to achieve the Goals and Objectives established by the members of the Commission. The Executive Director is expected to use whatever methods that will best achieve the agreed upon Goals and Objectives using the adopted strategies and tasks.

- The Executive Director may neither cause nor allow any organizational practice that is illegal, financially imprudent, unethical or inconsistent with the guiding principles of SPDC.
- The Executive Director may neither cause nor permit any practices which result in the unrestricted fund balance falling below \$500,000.

Southside Planning District Commission Financial Operations Manual

- The Executive Director may neither cause nor permit the SPDC to incur long-term debt without gaining Commission approval.
- The Executive Director may neither cause nor permit practices, which result in the failure to normally reimburse vendors within thirty days.
- The Executive Director may neither cause nor allow annual operating plans to be created which are inconsistent with financial resources or which reflect a deficit.

B. Grants

Only the Executive Director, or in his/her absence, an officer of the Commission, shall have the authority to enter into grant agreements on behalf of the Commission. All active project grant documents shall be kept in the Finance Director's office. As required, these documents shall include grant administrative agreements, award documentation, funding agency contracts, work plans, financial/progress reports and any relevant correspondence.

C. Leases

Leases for real property may be entered into by the Executive Director with the permission of the Executive Committee. The Executive Director may enter into leases for equipment that are below twenty-five thousand dollars (\$25,000.00). Any equipment lease commitment over twenty-five thousand dollars (\$25,000.00) must be approved by the Executive Committee.

D. Consultants

The Executive Director may hire consultants as may be necessary to accomplish the goals of the Commission. Such arrangements will be allowed if budgeted or if approved by the Executive Committee of the Commission.

Chapter IV: INSURANCES

Annually, the Finance Director/Executive Director shall review all the Commission's insurance policies. The Commission's insurance carrier is the Virginia Risk Sharing Association (VRSA) and the policy number is 722. Records of the current policies shall be retained in the Finance Director's office. Past records shall be kept for 3 years after the end of the fiscal year in accordance with the Library of Virginia. Each type of coverage provided through VRSA is detailed below.

A. Automobile Coverage -VRSA Policy

The Commission shall obtain liability insurance, to protect the staff, Commission members or any other person that is on Commission business with "excess over the primary" coverage of the driver at fault for \$1,000,000 combined single limit with no deductible. Comprehensive and collision are included. VRSA Insurance Programs provide uninsured motorist coverage at the minimum limits required by law. It is in the member's best financial interests as a member to limit this coverage to what is required by law.

Two Commission vehicles are covered:

2015 Ford Escape

2020 Ford Fusion

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B. Local Government Liability Coverage-VRSA Policy

The Commission shall obtain local government liability coverage to protect staff, Commission members or any other person who is working at the direction of the Commission who become legally obligated to pay damages from an occurrence at \$1,000,000 per occurrence limit with no deductible.

C. Cyber Liability Coverage Page-VRSA Policy

The Commission shall obtain cyber liability coverage to protect the Commission against the following:

- Privacy Liability – Covers loss arising out of failure to protect confidential, personal or corporate information in any format. Provides coverage for regulatory proceedings brought by a governmental agency alleging violation of any state, federal, or foreign identity theft or privacy protection legislation.
- Network Liability – Covers liability of the Commission arising out of the failure of network security, including unauthorized access or use of corporate systems, denial of service attack, or transmission of malicious code.
- Internet Media Liability – Covers infringement of copyrights/trademarks, invasion of privacy, libel, slander, plagiarism or negligence arising out of content on organization's web site or Facebook page.
- Data Breach Fund – Covers expenses to retain computer forensics firm to determine scope of breach, notify customers/employees whose sensitive personal information has been breached, provide credit monitoring services to affected individuals, and obtain public relations to restore an organization's reputation.

D. Property Coverage-VRSA Policy

The Commission shall obtain property coverage of all its properties including the contents of those properties. The insurance will include replacement value of all properties. There is a \$2,500 deductible.

E. Boiler and Machinery Coverage-VRSA Policy

Extended comprehensive coverage for all boiler/machinery/electrical equipment including production and maintenance machines and computer control equipment used for energy control is included.

F. Crime Coverage-VRSA Policy

The Commission shall obtain crime coverage on employees in the amount of \$60,000 with no deductible. This includes coverage for the loss of money and securities which occur during a wire transfer subject to a limit of \$25,000 per occurrence.

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G. Workers' Compensation Coverage-VRSA Policy

The Commission shall obtain workers' compensation coverage on employees in an amount equal to the cumulative payroll of the Commission annually. VML Insurance Programs provide workers' compensation coverage in accordance with and are limited to the Virginia Workers' Compensation Act and Employers Liability.

Chapter V: ACCOUNTING STANDARDS

A. Policy of Separation of Duties

SPDC will follow generally accepted accounting principles. The Commission shall provide appropriate checks and balances toward the most acceptable way of handling assets of the Commission. Assets shall be handled as described in Chapter VI of this document.

The Executive Director, in collaboration with the Finance Director, shall prepare the annual budget and present it to the Executive Committee at the April Meeting for review and comment; the Executive Committee shall make a recommendation vote of approval to present the budget to the full Commission at the April Meeting for final approval.

The Finance Director will be responsible for the day-to-day management of all financial matters including cash receipts/disbursements, preparation of reports, and oversight of the computerized financial system, currently QuickBooks.

The Executive Director shall examine the monthly financial reports which include the Balance Sheet and Profit and Loss Statement, as well as all bank statements and reconcilements, which are prepared by the Finance Director using QuickBooks accounting software.

The Executive Director shall present the financial reports at the regular scheduled quarterly meetings for Commissioners' review and vote of approval.

An independent auditing firm will be engaged to perform the annual audit.

B. Fiscal Year

The fiscal year of the SPDC shall be July 1 through June 30.

C. Chart of Accounts

The Finance Director shall maintain a chart of accounts in the accounting software which is a listing of account numbers for revenue, expenses, assets, and liabilities. An account number will be assigned to each line item in the general operation budget.

D. Allocation of Expenses

All direct expenses will be charged to the programs/project grants as directed by the funding contracts. Indirect costs shall be allocated to each project grant based on the Department of Commerce, EDA Interior Business Center's Approved Certificate of Indirect Rate; EDA serves as

Southside Planning District Commission Financial Operations Manual

the cognizant agency for SPDC. The Executive Director, in collaboration with the Finance Director, shall establish the annual proposed Fringe Benefit Rate and Indirect Cost Rate. These allocation rates shall be based on anticipated direct salary charges and shall be revised as needed. The indirect cost rate is approved by the Commission's cognizant agency, EDA, annually.

E. Annual Audit

The Commission members shall engage an independent auditing firm to perform an annual audit. The audit shall be based on compliance with Government Auditing Standards, issued by the Comptroller General of the United States, Specifications for Audits of Authorities, Boards and Commissions, issued by the Auditor of Public Accounts of the Commonwealth of Virginia, Government Accounting Standards Board Statement No. 34, Basic Financial Statements-and Management's Discussion and Analysis-for State and Local Governments and Statement No. 37, Basic Financial Statements-and Management's Discussion and Analysis-for State and Local Governments Omnibus, Office of Management and Budget Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations.

The contracted auditing firm shall be kept informed of all financial issues that may have an effect on the upcoming audit. On request, the auditor will attend a meeting of the Executive Committee to present the completed audit report.

Chapter VI: Standard Operating Procedures

A. Assets

1. Bank Accounts

Only the Executive Director or Officers of the Commission (Chair, Vice Chair and/or Treasurer) may approve the opening or changing of Commission bank accounts. The Commission maintains the following accounts:

- First Citizens Bank SPDC Checking Account
- First Citizens Bank GOVA Checking Account

All payments except petty cash shall be made by check or electronic payment. All checks shall be signed by the Treasurer and countersigned by the Executive Director or his/her designee. The Chair and Vice Chair are authorized to sign checks whenever it is particularly difficult or physically impossible for the Treasurer to sign. The Finance Director has authorization to execute ACH transfers.

All statements are downloaded from the First Citizens Commercial Advantage site and the VIP portal by the Finance Director. The Executive Director verifies the monthly statements via online access. Monthly statements are reconciled by the Finance Director. Reconciliation statements are then routed to the Executive Director for approval and signature. Blank checks shall be kept in a locked cabinet in the Finance Director's office until distribution and shall be used in numerical order.

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2. Investments

Only the Executive Committee may approve investments of SPDC's excess cash. The SPDC shall invest excess cash on hand in secure accounts. The Executive Director and the Finance Director may transfer cash from one account to the other as needed for operations. The Commission maintains the following investment account:

- Virginia Investment Pool - VIP Stable NAV Liquidity Pool

B. Procurement

It is the policy of SPDC to procure those items that are required to perform the mission following the Virginia Public Procurement Guidelines, Code of Virginia, §2.2-4303. The SPDC Small Purchase Policy is listed at the end of this document. Procurement will be made with complete impartiality based strictly on the merits of supplier and applicable related considerations such as delivery, quantity, etc. All purchases should be made in the best interest of the Commission. Quality supplies and services should be obtained that will be delivered in a timely manner. The Executive Director shall have the authority to approve purchases that are within the framework of the annual budget.

C. Debt

The Executive Committee and the Executive Director may enter into loan arrangements on behalf of the Commission. Any changes in debt financing must be approved by the Executive Committee. There is currently no debt recorded for the SPDC.

D. Credit Cards

SPDC has four credit cards with First Citizens Bank .

These credit cards may only be used for approved Commission-related services and supplies. The employee shall provide a receipt to the Finance Director when the credit card is returned to the Finance Director's office. The employee will also write on the receipt the appropriate project to be charged. Employees will be responsible for the payment of unapproved expenditures.

The Executive Director reserves the right to discontinue any credit card use privileges due to abuse. Abuse is considered to be any of the following:

- Purchases without receipts
- Purchases for non-approved services or supplies
- Not returning credit card to Finance Director in a timely manner

The Executive Director and the Finance Director, with the approval of the Executive Director, may complete credit applications.

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E. Receipt of Payments

The Administrative Assistant of the SPDC will receive either in person or through the mail all incoming payments (cash, checks, and money orders) from grants, foundations, organizations and individuals. The Administrative Assistant will stamp all-payments “for deposit only” All payments will be provided to the Finance Director to photocopy and match with the corresponding invoices for recordkeeping purposes.

The Finance Director will have the Administrative Assistant (or another staff member in the event of the Administrative Assistant’s absence) initial the deposit slip and make the bank deposit. The Administrative Assistant provides the deposit receipt to the Finance Director. The Finance Director staples the deposit receipt to the corresponding invoices with copied checks and retains them in a folder for recordkeeping purposes.

Tracking ACH wire transfers to SPDC’s Operating Account is the responsibility of the Finance Director. These deposits are accessed through the REDI system provided by the Commonwealth of Virginia and shall be monitored daily.

F. Disbursements

The Finance Director shall code and pay all invoices (bills) and requests for reimbursements in a timely manner. All invoices received will be reviewed and signature approved for payment by the Executive Director. The approval signifies:

- The items have been received, or the service has been provided.
- The expenditure is reasonable and necessary for proper and efficient operation.
- If applicable, the expenditure is consistent with the policies, regulations and procedures that apply to any granting entity.

G. Travel Reimbursements

Employees will be reimbursed for the use of their personal vehicles at a rate set by the IRS, as of January 1st annually. All other expenditures must have receipts, and all expenses should be reported as actual. All expenditures for travel, mileage reimbursement, lodging and/or meals that an employee incurs shall be accounted for on the SPDC standard travel voucher; the voucher should be submitted to the Finance Director for reimbursement. All travel vouchers must be signed by the employee and Executive Director.

H. Payroll

The SPDC employees will be paid bi-weekly on every other Wednesday of the month. Payment will be made on the day prior to such if the dates fall on a holiday. All appropriate taxes will be withheld.

All employees of SPDC will be paid based on bi-weekly time sheets. Full-time employees will work a 37.5-hour work week with a one-hour daily lunch. Time worked should be recorded on the timesheet. Timesheets will be completed in T-Sheets no later than 10:00AM on the Tuesday of the pay week. The Finance Director will review the timesheets for accuracy and import into the accounting software. A copy of the paystubs and the payroll summary will be given to the Executive

Southside Planning District Commission Financial Operations Manual

Director for signature approval. Approved timesheets and the payroll summary will be filed in the Payroll Folder in the Finance Director's office.

All payroll taxes are remitted through ACH transfer.

All new employees are reported to the Virginia New Hire Reporting Center.

Direct deposit is used for payroll unless otherwise indicated.

Employees are given the option to enroll in the Tax-Deferred Compensation Plan of the SPDC that meets the requirements of Section 457 of the Internal Revenue Code. Employees may have contributions deducted from their paychecks before income taxes are withheld. The amount deducted may not be more than allowed by the IRS per year.

I. Grant Invoices and Financial Reports

The Planners will complete necessary invoices and financial reports for all administrative grant agreements that are on a Pay-For-Performance project. The Finance Director will create all other invoices as required. Records of such will be kept in the financial files and grant files in the Finance Director's office. Billing for administrative agreements will be as recommended by the grant planner.

J. Record Retention

The Commission shall retain records according to the Library of Virginia Schedule.

SOUTHSIDE PDC SMALL PURCHASE PROCEDURES

Southside Planning District Commission Financial Operations Manual

The Virginia Public Procurement Act Code of Virginia. § 2.2-4303 (<https://law.lis.virginia.gov/vacodefull/title2.2/chapter43/>) permits the Southside Planning District Commission to establish small purchase procedures, if adopted in writing, not requiring the use of competitive sealed bidding or competitive negotiation for single or term contracts. The following small purchase procedures have been established for use when acquiring materials, supplies, equipment, printing, nonprofessional services. Procurements made pursuant to these procedures do not require public bid openings or newspaper advertisements or competitively negotiated procurements. Small purchases generally do not justify the administrative time and expense necessary to conduct competitive formal bidding or competitive negotiation.

- A. PURCHASES UNDER \$5,000 IN VALUE – Purchases in this group require no quotations. The \$5,000 applies to the total of all items purchased on an invoice.
- B. PURCHASES BETWEEN \$5,001 AND \$15,000 IN VALUE – For purchases of this type at least two (2) quotations from valid sources must be solicited verbally, in writing, or by email,
- C. PURCHASES EXCEEDING \$15,000 – Quotations will be solicited from at least three (3) valid sources with a written informal invitation-for-bid and/or request-for-proposal provided. A record should be kept of the name and address of the vendors and/or contractors contacted, the item description or services offered, and the quotations/bids received.
- D. SPDC small purchases is capped at \$80,000 for professional services, \$200,000 for goods and non-professional services, and \$300,000 for non-transportation-related construction.
- E. Sole source procurement is authorized when it is determined in writing that only one source practicably available for that which is to be procured.
- F. Emergency purchases are exempt for competitive sealed bidding or competitive negotiation; however, such procurement shall be made with such competition as is practicable under the circumstances. Written determination of the basis for the emergency and for the selection of the particular contractor shall be included in the contract file.

Water Supply Plan Resolution



RESOLUTION

APPROVAL OF APPLICATION FOR FUNDING TO VIRGINIA DEPARTMENT OF ENVIRONMENTAL QUALITY 2025 LOCAL AND REGIONAL WATER SUPPLY PLANNING GRANT

WHEREAS, as required by 9VAC25-780-10 of the Virginia Administrative Code, “all local governments in the Commonwealth of Virginia shall participate in cross-jurisdictional, coordinated water resource planning and shall develop and submit, with the other local governments within a regional planning area, a single jointly produced regional water plan”; and

WHEREAS, as of March 31, 2025, the Counties of Halifax, Charlotte, and Mecklenburg have been designated by 9VAC25-780-45 as the Roanoke River 3 Regional Planning Area; and

WHEREAS, representatives of the currently designated Counties in Roanoke River 3 Regional Planning Area have expressed a desire for Southside Planning District Commission staff to apply to the Virginia Department of Environmental Quality’s Fiscal Year 2025 Local and Regional Water Supply Planning Grant for grant funding to assist with development of the Roanoke River 3 Regional Planning Area Water Supply Plan;

NOW, THEREFORE BE IT RESOLVED, that the Southside Planning District Commission authorizes the application for grant funding to the Fiscal Year 2025 Local and Regional Water Supply Planning Grant on behalf of the Roanoke River 3 Regional Planning Area and allocates any grant funding received to deliverables agreed upon by the Roanoke River 3 Regional Planning Area.

Adopted

Chairman

VDOT Rural Transportation Plan

Rural Transportation Planning Work Program

July 1, 2025 – June 30, 2026



Fiscal Year 2026

Purpose and Objective

The Virginia Department of Transportation (VDOT) allocates part of the State Planning and Research (SPR) funding to provide annual transportation planning assistance for non-urbanized areas within the Commonwealth. The Rural Transportation Planning (RTP) Program was created to aid the State in fulfilling the requirements of the State Planning Process to address the transportation needs of non-metropolitan areas. Funds appropriated under 23 U.S.C. 505 (SPR funds) are used in cooperation with the Department of Transportation, Commonwealth of Virginia for transportation planning as required by Section 135, Title 23, U.S. Code. These Federal funds provide 80 percent funding and require a 20 percent local match.

In FY-2026 each planning district commission / regional commission that has rural area will receive \$58,000 from VDOT's Rural Transportation Planning Assistance Program. The corresponding planning district commission / regional commission will provide a local match of \$14,500 to conduct rural transportation planning activities. This resource may be supplemented with additional planning funds. The arrangement of all such funds involves the development of a scope of work, approval and other coordination in the Transportation & Mobility Planning Division's (TMPD) administrative work programs.

The scope of work shall include specific activities as requested by VDOT and/or the Federal Highway Administration. The scope of work may also include activities or studies addressing other transportation planning-related issues that may be of specific interest to the region. The criteria for the determination of eligibility of studies for inclusion as part of this work program are based upon 23 U.S.C. 505, State Planning and Research.

FY 2026 - Program Administration (\$8,000.00)

Background and Objective: The purpose of this work element is to provide oversight of regional transportation planning and programming efforts and facilitate regional participation and consensus building on transportation related issues through a continuing, comprehensive, and coordinated planning process. This includes program management and administrative responsibilities.

In general, these activities include but are not limited to:

- Complete and submit any necessary agreements and contracts, invoices, progress reports, correspondence, and grant applications in support of the work program.
- Conduct and attend meetings, training, and conferences.
- Prepare the Rural Transportation Planning Work Program, scope of work, manage program funds, provide outreach and data.
- Maintain Title VI and Americans with Disabilities Act (ADA) compliance and ensure environmental justice, non-discrimination, and equity, including consultation with appropriate groups, committees, and community representatives through the application of the approved Title VI and Public Involvement Plan.

1. Program Administration - \$8,000.00

- Prepare quarterly reports, an annual report, invoices, and other bookkeeping tasks; solicit input for proposed work; prepare FY2027 Work Program documents; secure approvals for all appropriate agencies/committees as necessary; attend administrative meetings/trainings as needed.
- Continue to administer the SPDC’s Title VI program while participating in meetings with VDOT staff regarding environmental justice and Title VI compliance.
- Assure any projects completed include FHWA’s 2021 Planning Emphasis Areas dated December 30, 2021.
- Participate in VTrans webinars and Smart Scale Regional Meetings.
- Participate in the Fall Transportation Meeting for the Lynchburg and Richmond Districts and provide a display to serve as outreach for the region’s citizens. (virtual or in-person)

SPR Funds (80%)	\$6,400.00
PDC Funds (20%)	\$1,600.00

Total Budgeted Expenditure for Program Administration **\$8,000.00**

FY 2026 - Program Activities (\$64,500.00)

Background and Objective: Address regionalized transportation issues that are identified by the Transportation Technical Advisory Committee and the Planning District Commission. Individual projects and work elements are described below:

1. Grant Preparation - \$10,000.00

- Prepare or provide technical assistance with Transportation Alternative, Smart Scale, Revenue Sharing, Growth and Accessibility Planning (GAP-TA) and other transportation related grant applications if requested by the fifteen localities within the Southside Planning District.

2. Regional Bicycle, Pedestrian, and Trails Planning - \$8,000.00

- Continue planning efforts in support of the development of the Tobacco Heritage Trail, Beaches to Bluegrass Trail, East Coast Greenway, and other local trails.
- Collect GPS data on the completed segments of the Tobacco Heritage Trail, as applicable.
- Maintain trail counters and aggregate count data for the Tobacco Heritage Trail.
- Active Transportation Facilities Tracking – Provide assistance in tracking and documenting active transportation facilities and/or accommodations (bicycle facilities, sidewalks, signed routes, trails, etc.) in the PDC study area for inclusion in the respective statewide facilities inventories. Data can be provided to VDOT in any format including text, tables, or spatial mapping. TMPD will coordinate with PDC staff on facilities tracking specifics.

3. 2050 Rural Long-Range Transportation Plan - \$4,000.00

- Complete and adopt the SPDC's 2050 Rural Long-Range Transportation Plan. This goal driven plan evaluates the transportation network and includes recommendations to address current and future needs with a planning horizon year of 2050.

4. Downtown Parking Studies - \$32,500.00

- The SPDC has created a downtown parking study planning process to determine the amount of parking that is sufficient to meet current and projected needs, utilization of existing parking facilities, and provide recommendations to improve the parking experience. In FY26 the South Hill downtown parking study will be completed, and new parking studies will begin in the towns of Lawrenceville and Chase City.

5. Other Technical Assistance and Participation - \$10,000.00

- Participate in any other additional outreach meetings that may arise and provide/review data as requested by VDOT throughout the fiscal year.
- Participate with the MPOs and VDOT on meeting performance measure goals.

- Assist in the development of Project Pipeline, STARS, and other VDOT planning studies as requested (recommendation development, public involvement).
- Provide technical assistance, support, and/or data for transportation related planning activities to local jurisdictions, public officials, and the community as needed.
- Keep the SPDC website (www.southsidepdc.org) updated and current regarding transportation studies, plans, meetings, and other pertinent transportation related information.
- Provide support and assistance with the Tobacco Heritage Trail website, maps, and social media as necessary.
- Park & Ride Lot Use Counts and Conditions Assessment – Conduct manual usage counts and conditions assessment at the Nathalie P&R lot using TMPD’s P&R manual count methodology. VDOT will prioritize lot count locations, provide data collection form, and basic count training as necessary.
- Key freight generators and contacts identification – Provide assistance with updating the VDOT Freight Generators inventory for SMART SCALE support and local planning. VDOT will provide a regional map of freight-generating facilities. That map will have an attribute table with contact fields to fill out. VDOT will host virtual meetings to provide training and address questions.

SPR Funds (80%)	\$51,600.00
PDC Funds (20%)	\$12,900.00
<hr/>	
Total Budgeted Expenditure for Program Activities	\$64,500.00

<u>FY-2026 Budget Summary Tasks</u>	VDOT (SPR) 80%	PDC (Match) 20%	Total 100%
<u>Program Administration</u>			
1. Program management and administrative responsibilities.	\$6,400.00	\$1,600.00	\$8,000.00
Total Budgeted Expenditure for Program Administration	\$6,400.00	\$1,600.00	\$8,000.00
<u>Program Activities</u>			
1. Grant Preparation.	\$8,000.00	\$2,000.00	\$10,000.00
2. Regional Bicycle, Pedestrian, and Trails Planning.	\$6,400.00	\$1,600.00	\$8,000.00
3. 2050 Rural Long-Range Transportation Plan.	\$3,200.00	\$800.00	\$4,000.00
4. Downtown Parking Studies.	\$26,000.00	\$6,500.00	\$32,500.00
5. Other Technical Assistance and Participation.	\$8,000.00	\$2,000.00	\$10,000.00
Total Budgeted Expenditure for Program Activities	\$51,600.00	\$12,900.00	\$64,500.00
Total Budgeted Expenditure for Program Administration and Program Activities	\$58,000.00	\$14,500.00	\$72,500.00



RESOLUTION

ADOPTION OF FY26 RURAL TRANSPORTATION PLANNING WORK PROGRAM

WHEREAS, the Southside Planning District Commission is eligible to receive State Planning and Research (SPR) funds through the Virginia Department of Transportation (VDOT) Rural Transportation Planning Assistance Program; and

WHEREAS, the Southside Planning District Commission has designed a scope of work that addresses the needs of VDOT, the Southside Planning District Commission, and its localities; and

WHEREAS, the Southside Planning District Commission has reviewed the Transportation Planning Work Program and concurs with the proposed FY26 work elements.

NOW, THEREFORE BE IT RESOLVED, that the Southside Planning District Commission approves the FY26 Work Program for Rural Transportation Planning and authorizes it to be submitted to the Virginia Department of Transportation.

Adopted

Chairman

Regional Housing Update and Study Resolution

**Please see link below to access the Southside Regional and Local Housing
Study Technical Report**

<https://www.southsidepdc.org/data-resources/plans-studies/housing/351-southside-regional-and-local-housing-study/file>



RESOLUTION

ADOPTION OF SOUTHSIDE REGIONAL AND LOCAL HOUSING STUDY

WHEREAS, the Southside Planning District Commission received grant funding from Virginia Housing and the County of Mecklenburg in partnership with the Southside Planning District Commission received grant funding from the Virginia Department of Housing and Community Development to conduct a regional housing market analysis; and

WHEREAS, the Southside Planning District Commission in partnership with the Virginia Center for Housing Research at Virginia Tech and Housing Forward Virginia worked closely with the localities and stakeholders in the Southside Virginia Region to identify local and regional housing needs, opportunities, and strategies; and

WHEREAS, the Southside Planning District Commission has developed the Southside Regional Housing Market Analysis and concurs with the published data and strategy recommendations.

NOW, THEREFORE BE IT RESOLVED, that the Southside Planning District Commission approves the Southside Local and Regional Housing Study and agrees to formally adopt the study.

Adopted

Chairman

Executive Director's Report



EXECUTIVE DIRECTOR'S REPORT APRIL 2025 QUARTERLY MEETING

I 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.

I participated in the Tobacco Commission's Strategic Plan Stakeholder Focus Group Session.

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 proposals are due June 1, 2025.

The Year-in-Review (emailed) details PDC activity for FY25. To date, a total of 17 project applications have been approved in FY25 totaling \$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.

Last month, Andy and I 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, FL.

The July meeting is a virtual meeting scheduled for July 24th at noon. For those who wish to attend in person, lunch will be provided.