



**Central Virginia Planning  
District Commission**  
828 Main Street, 12th Floor  
Lynchburg, VA 24504  
Electronic Meeting - GoToMeeting

**May 21, 2020  
5:00 pm**

## *Minutes*

### **Members Present:**

Sara Carter, Amherst Town Manager  
Jon Hardie, Campbell County Board of Supervisors  
Robert Hiss, Bedford County Administrator  
Bruce Johannessen, Bedford Town Council  
Megan Lucas, Lynchburg Regional Economic Alliance  
Dean Rodgers, Amherst County Administrator  
Frank Rogers, Campbell County Administrator  
Mayor Dwayne Tuggle, Town of Amherst, Chair  
Reid Wodicka, City of Lynchburg

### **Members Absent:**

Susan Adams, Appomattox County Administrator  
Jimmy Ayers, Amherst County Board of Supervisors  
Waverly Coggsdale, Altavista Town Manager  
Beverley Dalton, Altavista Town Council  
Mayor Paul Harvey, Town of Appomattox  
Mark Peake, Senate of Virginia  
Gary Shanaberger, Appomattox Town Manager  
John Sharp, Bedford County Board of Supervisors  
Russell Thurston, Brookneal Town Manager  
Mayor Treney Tweedy, City of Lynchburg  
Bart Warner, Bedford Town Manager

### **Others Present:**

Gary Christie, Central Virginia Planning District Commission, Executive Director  
Mallory Cook, Central Virginia Planning District Commission  
Philipp Gabathuler, Central Virginia Planning District Commission  
Kelly Hitchcock, Central Virginia Planning District Commission  
Rosalie Majerus, Central Virginia Planning District Commission

## **1. Welcome, Moment of Silence, and Introduction of New Members**

Dwayne Tuggle, Chair, welcomed the Commission and began the meeting with a moment of silence.

Mr. Reid Wodicka is in attendance for the City of Lynchburg as the alternate for Bonnie Svrcek. Mr. Jimmy Ayers will be the new member representing the Amherst County Board of Supervisors.

## **2. Resolution to Allow Electronic Meetings**

A motion was made by Megan Lucas, seconded by Frank Rogers, to authorize electronic meetings for the CVPDC. The motion was unanimously approved.

## **3. Approval of the January 22, 2020 Meeting Minutes**

Upon a motion by Frank Rogers, seconded by Jon Hardie, the minutes of the January 22, 2020 meeting passed unanimously as presented.

## **4. Round Table Discussion about Activities of Localities in Response to Economic Shutdown**

Frank Rogers reported that Campbell County initiated a “soft opening” on Monday of this week. Everyone in the county office has been provided masks and hand sanitizer while working with minimal staff, and the local government is encouraging visitors to wear face coverings when coming into the office.

Reid Wodicka shared that the opening procedures in Lynchburg are similar but is somewhat delayed from many of the other localities currently operating a phased approach. A loan program has also been created to provide support to local businesses.

Dean Rodgers reported that Amherst County is taking a similar approach having opened on Monday as well, and they are continually assessing how CARES Act funds can be distributed once they become available. The EDA has distributed \$17,000 of \$25,000 in grants, and they are spending a great amount of effort focusing on the schools with distance learning and broadband capabilities.

Robert Hiss reported that Bedford County also reopened on Monday and they are still encouraging teleworking when possible. The Board of Supervisors is anticipating passing the budget next Tuesday night in addition to discussing how to distribute CARES Act funds. They are also continually assessing how to oversee proper care in the county’s nursing home.

Megan Lucas shared that they have been streaming the “Wednesdays at 1:00” program to provide support and answer questions regarding local business operations with subject matter experts. The Quick Guide for Business Reopening was distributed region-wide about two weeks ago.

## **5. Proposal to Develop and Action Plan on the Region’s Economy Post-COVID-19**

Both GO Virginia and the Economic Development Administration have opportunities with grants in response to COVID-10 that may be able to support any of the recently proposed initiatives. The process will likely take several months, and staff recommended bringing these proposed ideas to the Executive Committee for input.

## 6. Financial Update

### a) Year to Date Revenues/Expenditures and Projected Year-End

Rosalie Majerus reported that as of April 30 the operational expenses should finish approximately \$90,000 under budget. Some of the factors for this include a planner position that was not filled and other operational expenses such as training and travel that have been put on hold with the current health concerns.

Revenue is anticipated to have a shortfall of approximately \$20,000 but should be made up in the FY 2021 once projects from RideShare and others resume, and funds are rolled over.

### b) Overview of What to Expect with 2020-2021 Budget

The vacant planner position will not be included in the FY 2021 budget. Frank Rogers asked about the change in need for this position. Gary Christie explained that RideShare and several other programs had room for expansion, but because of the current health concerns, many of these projects are on hold.

The VRS rate has decreased 0.5% for the next two years, while health insurance rates increased 4.5%, which is shared with employees at the same rate as last year. Additionally, salary increases were removed, but may be able to be reconsidered later in the year.

## 7. PDC Bylaws Change to Allow Chair to Serve More than one Consecutive Year

A change to the bylaws was presented to authorize the Chair to serve more than one consecutive year, however a supermajority is needed to proceed with a vote. This item will be tabled until the next meeting pending enough members are present to conduct the vote.

## 8. Appointments to the Lynchburg Regional Business Alliance Executive Committee

According to the bylaws of the Alliance, the administrators of investing municipalities sit on the board of directors, with two of those administrators serving on the executive committee. Currently Dean Rodgers and Bonnie Svreck serve on this committee.

A motion was made by Dean Rodgers, seconded by Jon Hardie, to appoint Robert Hiss of Bedford County and Frank Rogers of Campbell County to serve the next term on the Executive Committee for the Alliance. The motion was unanimously approved.

## 9. Other Business from Staff and Members and Written Reports

a) **Endorsement of Chair Dwayne Tuggle for consideration to serve as a member of the Board of Directors for the Virginia Association of Planning District Commissions**

An endorsement of Mayor Tuggle to serve on the Board of Directors for the VAPDC was recommended to the board. This will allow some involvement of the Central Virginia region on that board which serves to support other Planning Districts throughout the region.

A motion was made by Megan Lucas, seconded by Dean Rodgers, to endorse Chair Dwayne Tuggle for consideration to serve on the Board of Directors for the VAPDC and was unanimously approved.

b) **Transportation Planning Director Recruitment**

Scott Smith will be moving to Missouri in September after serving the Commission for 10 years. Advertising for a new director will begin soon, and the position should remain very similar to the current position.

c) **Update to PDC about Hazard Mitigation planning**

Kelly Hitchcock shared that the hazard mitigation plan continues to move forward and has continued to have great involvement from staff in each of the represented localities. The second public meeting will be on June 25, with all information scheduled to be listed on each locality's website and newsletters.

The draft is scheduled to be submitted to FEMA in July, with the projection of presenting the plan to each locality's board in September.

d) **Campbell County request to join the Central Virginia Radio Board**

The Commission is anticipating a request from Campbell County to join the regional Radio Board at the June meeting. This requires all of the jurisdictions that are currently participating plus the Commission to act on that request.

**10. Future PDC and MPO/TPO meetings**

The MPO and PDC will meet on June 18, July 16 and August 20 at 4:00 p.m. and 5:00 p.m. respectively.

The June 18 meetings will be conducted electronically.

**11. Other Business from Staff and Members**

Megan Lucas recognized Kelly Hitchcock for her assistance in drafting a USED A application to assist with financing for the training center.

**Adjourn** - There being no further business, the meeting adjourned at 5:47 p.m.