

Central Virginia Planning District Commission

Draft Minutes

July 15, 2021



Present:

Sara Carter, Amherst Town
Mayor Richard Conner, Appomattox Town
Trevor Hipps, Appomattox County
Bruce Johannessen, Bedford Town
Frank Rogers, Campbell County
Dean Rodgers, Amherst County
Gary Shanaberger, Appomattox Town
John Sharp, Bedford County

Staff:

Traci Blido
Gary Christie
Kelly Hitchcock
Ada Hunsberger
Rosalie Majerus

Welcome

PDC Chair Mayor Richard Conner welcomed the Commissioners and thanked them for their participation. He noted that this was the first in-person meeting since the pandemic.

Policies for Participation in CDVPC meetings electronically or by telephone

Upon a motion by John Sharp, seconded by Trevor Hipps, the policies presented were unanimously adopted by the Commission.

Minutes of April 15, 2021

Upon a motion by Sara Carter, seconded by Trevor Hipps, the minutes of April 15, 2021 were unanimously approved as presented.

Election of officers for 2021-2022 and recognition of outgoing Commission members

Upon a motion by Trevor Hipps, seconded by John Sharp, the Commission unanimously approved the following actions:

- a. Election of Treney Tweedy, Lynchburg as Chair and Mayor Dwayne Tuggle, Amherst Town, as Vice Chair for 2021-2022
- b. Resolution of appreciation to Mayor Richard Conner for serving as the PDC Chair in 2020-2021.
- c. Thank you to Gary Shanaberger for serving as PDC Treasurer during 2020-2021 and thank you to outgoing members Waverly Coggsdale, Altavista, and Reid Wodicka, Lynchburg, for their service as members of the Commission.

Financial Report

Rosalie Majerus presented financials through June 30, 2021 with estimated year end numbers. Rosalie estimates that the Commission will end the year with expenses exceeding revenues by \$4,702, which will lower our fund balance. She noted that the pandemic had prevented us from completing certain contracts, that travel was greatly reduced, and that there was an initial error in the health insurance budget. The information was received by the Commission.

Virginia Housing presentation by Chris Thompson

Chris Thompson reported that Virginia Housing has offered to all PDCs a grant program to help facilitate the construction of workforce housing in the Commonwealth. CVPDC will receive a \$2 million grant over a three year period that will be leveraged by housing providers in the region.

Virginia Housing is a quasi-state agency and is using proceeds from its loan programs to fund this initiative.

Remarks by Traci Blido, Central Virginia Workforce Board Executive Director

The Commission welcomed Traci Blido who shared her thoughts about the region's workforce program and her commitment to strengthen connections between education, workers and employers.

Regional Property Reassessment

Gary Christie and Dean Rodgers brought a proposal to the Commission for staff to prepare a briefing paper on options regarding property assessment. John Sharp pressed the importance that the purpose of such an effort should not be to generate revenue.

Upon a motion by Trevor Higgs, seconded by John Sharp, the Commission authorized staff to proceed with the preparation of a report outlining options for property reassessment and work with local purchasing agents as an advisory group.

Selection of a date for a dinner meeting of the PDC

Members of the Commission suggested October 14 as a dinner meeting.

Juneteenth as a PDC Holiday

Staff recommended Juneteenth be added as a PDC holiday. Sara Carter suggested that the policy be changed to follow state holidays. Gary Christie will examine the differences between the PDC's and the State's holidays and report back at the next meeting.

Letter to the Virginia Freedom of Information Act Advisory Committee

Upon a motion by Frank Rogers, seconded by Gary Shanaberger, the Commission unanimously asked that a letter be sent to the Virginia Freedom of Information Act Advisory Committee asking for more flexibility in participating in meetings electronically.

Resolution to thank Central Virginia Vaccination Task Force participants

Upon a motion by Frank Rogers, seconded by Sara Carter, the Commission approved a resolution of appreciation to the local and state staff who served on the Central Virginia Vaccination Task Force.

Update on PDC Reorganization of the Planning Staff to restore the Deputy Director of Planning position.

Gary Christie reported that he plans to promote from within the planning staff and restore the Deputy Director of Planning position to manage both the transportation and community development components of the PDC operations.

Brownfields Assessment Grants

Gary Christie reported that Environmental Standards has been selected as the engineering firm to work with the PDC and interested localities on an EPA application to assess brownfield properties.

Adjournment

With no other business, the meeting was adjourned.

Policy of the Central Virginia Planning District Commission regarding participation in meetings via video conference or telephone 7-15-21



1. A quorum of the Planning District Commission members must be physically present.
2. At the beginning of each meeting the Commission must vote to allow electronic participation to verify that the policy is being followed by the member claiming exemption from personal attendance.
3. The member must notify the chair or staff on or before the day of the meeting that he or she plans to use the exemption.
4. The member must identify the reason for the use of the electronic meeting provision:
 - a) a temporary disability or other medical condition that prevents the member's attendance or
 - b) a personal matter which prevents the member's attendance. The nature of the personal matter must be specifically identified and included in the minutes. There is no definition of what constitutes a "personal matter."
 - c) a family member's medical condition that requires the member to provide care for such family member, thereby preventing the member's physical attendance.
 - d) If a member's personal residence is more than 60 miles from the meeting location, he/she may attend electronically.
5. The minutes shall also include a statement as to the remote location where the member is connected electronically.
6. There is no limit to the number of times a member may use:
 - a. the temporary disability or other medical condition reason,
 - c. a family member's medical condition,
 - d. residence more than 60 miles from the meeting location.
7. The use of personal matters (b) is limited to 25% of the annual meetings of the Commission.

Resolution of Appreciation to outgoing Chair Mayor Richard Conner

Whereas, Appomattox Mayor Richard Conner has served the Commission well as Chair during 2020-2021, and

Whereas, Mayor Conner's year was especially challenging due to the COVID-19 pandemic forcing the PDC to meet virtually throughout the year, and

Whereas, Mayor Conner kept our electronic meetings moving with effectiveness and humor, and

Whereas, during Mayor Conner's year as Chair the PDC assisted many of our member jurisdictions with successful grants, project management, transportation projects and clean water initiatives.

Now, therefore, be it resolved that the Central Virginia Planning District Commission recognizes Mayor Richard Conner for his service to the organization and to the region as Commission Chair and expresses our sincere appreciation and respect for Mayor Conner's work during a challenging time, and

Further resolves to instruct the PDC's Clerk to record this resolution of appreciation into the permanent record of the Commission and present the resolution of appreciation to Mayor Conner at a meeting of the Appomattox Town Council.

DRAFT