

CVPDC Draft Minutes May 19, 2022, 5:00 p.m.

**CVPDC Offices
828 Main Street, 12th Floor
Lynchburg, VA**



Attendance:

Wynter Benda, Lynchburg
Sara Carter, Amherst Town
Trevor Hipps, Appomattox County
Robert Hiss, Bedford County
Bruce Johannessen, Bedford Town
Megan Lucas, Lynchburg Regional Business Alliance
Terry McGhee, Appomattox Town
Dean Rodgers, Amherst County
Frank Rogers, Campbell County
Gary Shanaberger, Altavista, (Electronically)
John Spencer, for Susan Adams, Appomattox County

Others:

Alec Brebner (Electronically)
Gary Christie, CVPDC
Tonya Hengeli, CVPDC
Kelly Hitchcock, CVPDC

Welcome

Frank Rogers was unanimously selected as temporary Chair to run the meeting in the absence of the Chair and Vice Chair. Frank welcomed the Commission and expressed his appreciation for their attendance.

Upon a motion by Sara Carter, seconded by Dean Rodgers, Gary Shanaberger was recognized and approved to participate in the meeting electronically from Altavista.

Minutes of March 17, 2022

Upon a motion by Sara Carter, seconded by Megan Lucas, the Commission unanimously approved the March 17, 2022, minutes as presented.

Resolution of Appreciation

Upon a motion by Dean Rodgers, seconded by Wynter Benda, the Commission unanimously approved a resolution of appreciation to Gary Christie for his work and service to the Commission since 2004. Frank Rogers noted with appreciation Gary's contribution to the organization and wished him much success and happiness in his retirement.

Financial Update

Tonya Hengeli, CVPDC Finance Director, reviewed the year-to-date financials through April 2022. Tonya noted that not having filled all of the staff vacancies resulted in underspending of the expected budget and that staff is projecting to have a small surplus of \$7,000 at the end of this year. There were no specific line items that deserved special attention. There were no questions or observations from the Commission.

FY 22-23 CVPDC Budget

Gary Christie reviewed the proposed 2022-2023 budget noting:

- The budget starts the year with a \$33,013 surplus
- 7% performance-based cost of living pay raises are budgeted. The Commission and the new Executive Director will need to decide whether newly hired/promoted employees would get all or part of the cost-of-living increases. Gary noted that funds are budgeted for this purpose.
- Part time help line increased as Ada Hunsberger will move from full time to part time and work on project-based assignments.
- Training and professional development lines increased
- One of three years administration revenues and expenses budgeted for the new EPA Brownfields Assessment grant has been budgeted
- The balance of the pledge to the Central Virginia Community College for the CTE Academy and the 50% match for the CEDS update have been budgeted from fund balance.

Upon a motion from Sara McGuffin, seconded by Dean Rodgers, the Commission unanimously adopted the 22-23 budget as presented.

FY 2022-2023 CVPDC Workplan

Several Commission members noted that, once the concept is more fully developed, that the concept of a training pipeline for emergency medical services workers should be incorporated into the annual Workplan.

Upon a motion by Sara McGuffin, seconded by Trevor Hipps, the Commission unanimously approved the 2022-2023 Workplan.

Staffing Update

Gary reported that two transportation related positions are open as well as the administrative assistant position. He noted that there is an interview set up for one of the transportation positions on June 10 but that the incoming Executive Director will likely do some additional recruiting.

Gary reported that the Community Development Planner position has been filled and Mr. Jefrado Granger will start on June 1, 2022. Mr. Granger will start with the CDBG Housing

projects in Bedford Town's Hilltop Community and Amherst County's Old Town Madison Heights.

Update on the Master Plan Development for the Central Virginia Training Center

Megan Lucas updated the Commission on the completion of the Master Redevelopment Plan for the Central Virginia Training Center. She noted that Senator Newman is working to defease the remaining \$25 million in outstanding bond debt for the property.

Megan noted that the plans calls for:

- 200,000 square feet of Technology and industrial space
- 100,000 sq. ft. of commercial space
- 120,000 sq. ft. of neighborhood commercial retail
- The balance would be in trails and amenities like trails

The Commission expressed their appreciation for Megan's leadership in developing the plan and the opportunity to partner with the Alliance in the securing of the GO Virginia grant.

Discussion on two (2) two-year appointments to the LRBA Executive Committee

Gary Christie noted that appointments for Frank Rogers and Robert Hiss expire on June 30, 2022 and the Commission may want to consider rotating the appointments or making reappointments. Wynter Benda indicated that he would speak to Megan about scheduling and time commitments. Dean Rodgers indicated that he enjoyed his time serving on the LRBA Executive Committee and would serve if one of the incumbents wanted to rotate off.

The Commission agreed to consider this at a future meeting.

Selection of Officers for 2022-2023

Upon a motion from Megan Lucas, seconded by John Spencer, the Commission unanimously appointed Amherst Mayor Dwayne Tuggle as Chair and Appomattox Mayor Richard Connor as Vice Chair for 2022-2023 effective July 1, 2022.

Sara McGuffin will continue as Treasurer through 2022-2023. She noted that the Commission may want to explore:

- The process of performance feedback for the Executive Director
- Whether the Treasurer should continue to rotate with the Chair or whether the Treasurer should have a longer term or whether the Treasurer should be appointed separately from the Chair

Letter of appreciation to Current Chair Dr. Treney Tweedy

Upon a motion by Sara McGuffin, seconded by Wynter Benda, the Commission unanimously asked the Executive Director to prepare a letter of appreciation to Dr. Tweedy thanking her for her service over the past year as Commission Chair. Members of the Commission expressed their appreciation for Dr. Tweedy's service to the Commission over the past year.

Other business

Kelly Hitchcock informed the Commission regarding new federal transportation grants are coming and that the Transportation Technical Committee of the TPO would be monitoring those announcements. Gary Christie also noted the Housing Project Update and the Brownfields Assessment Grant information provided in the agenda packet.

Adjourn and next meeting on June 16, 2022

Upon a motion by John Spencer, seconded by Wynter Benda, the Commission adjourned.