



**Central Virginia Planning
District Commission**
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CVPDC

Central Virginia Planning District Commission Regular Meeting Minutes

Draft Minutes January 18, 2024; 5:00 p.m.

**CVPDC Offices
828 Main Street, 12th Floor
Lynchburg, VA 24504**

Members Present:

Chairman Richard Conner, Appomattox Town
Dwayne Tuggle, Town of Amherst
Sara McGuffin, Town of Amherst
Frank Rogers, Campbell County
Tom Lawton, Campbell County
Wynter Benda, City of Lynchburg, *Virtual*
Jeff Helgeson, City of Lynchburg
Jeremy Bryant, Amherst County
Drew Wade, Amherst County
Robert Hiss, Bedford County
Ken Wolfskill, Appomattox County
Terry McGhee, Appomattox Town
Bruce Johannessen, Bedford Town
Gary Shanaberger Altavista Town
Reggie Bennett, Altavista Town
John Spencer, Appomattox County
Megan Lucas, Lynchburg Regional Business Alliance

Staff Present:

Alec Brebner, CVPDC Executive Director
Kirsten Trautman, CVPDC
Sandra Dobyms, CVPDC
Jefrado Granger, CVPDC
Mariel Fowler, CVPDC
Kelly Hitchcock, CVPDC

Others Present:

Andrew LaGala, Lynchburg Regional Airport

Dean Rodgers, International Rescue Committee
 Jordan Dunathan, International Rescue Committee
 Matt McLearen, Robinson, Farmer, Cox Associates, *Virtual*

1. Welcome and Introduction of New Members

Richard Conner called the meeting to order at 5:07 PM and welcomed the two newest members of the Commission, Tom Lawton of Campbell County and Ken Wolfskill of Appomattox County.

2. Consideration of Requests for Electronic Participation

Richard entertained a motion to allow members to be able to participate electronically. Frank Rogers moved to allow Wynter Benda to participate electronically. Gary Shanaberger seconded the motion. The motion passed unanimously.

3. Special Guests

a. Lynchburg Regional Airport

Richard Conner introduced Andrew LaGala from the Lynchburg Regional Airport and he gave an update on the current prospects for new and improved air service from Lynchburg including a route to Chicago.

b. Refugee Resettlement Program

Dean Rodgers and Jordan Dunathan shared an overview of the International Rescue Committee and its Refugee Resettlement Program. Jordan went over his role in the International Rescue Committee and how the resettlement program has been and will be able to help different families from various countries.

4. Meeting Minutes: November 16, 2023

Richard entertained a motion to approve the minutes of the previous meeting.

Frank Rogers made a motion approving the November meeting minutes, and Dwayne Tuggle seconded the motion. All were in favor, and the motion passed unanimously.

5. Fiscal Year 2023 Financial Statements

Alec Brebner introduced Matt McLearen of Robinson, Farmer, Cox Associates who completed the '23 fiscal year audit of the PDC.

Matt presented the audit for FY23 of the PDC to the Commission and went over what they had found when doing the audit.

Frank asked Matt if this audit showed that the PDC is in sound financial condition. Matt confirmed that was correct.

Megan Lucas made a motion to approve the audit, and Gary Shanaberger seconded the motion of approval. All were in favor. The motion passed.

6. Resolution of Support: Lynchburg RAISE grant application

The PDC had been contacted by the City of Lynchburg’s engineering department, which will submit a RAISE application for the US501/US 221 Intersection Improvement Project, a recognized regional transportation priority project in the Long-Range Transportation Plan (LRTP). Lynchburg City intends to apply for \$25 million. The City asks the PDC/TPO for a support resolution as it proceed with this RAISE application.

Frank mentioned that the TPO, which met earlier, had a detailed discussion about this, and the TPO had voted to support it.

Richard entertained a motion to approve and support the RAISE grant application. Frank Rogers made the motion to support the application and Dwayne Tuggle seconded the motion. All were in favor, and the motion carried.

7. Regional Agribusiness Initiative

Alec explained that the Virginia Tobacco Region Revitalization Commission has expressed interest in supporting agribusiness in Central Virginia. Project types the Tobacco Commission supports include “wholesale and retail cooperative marketing.” Alec proposed to allow staff to apply for a planning grant to fund an agricultural producers marketing initiative for Central Virginia and further, to seek complementary funding for a needs assessment for agriculture, silviculture, horticulture, and food-based small businesses. This grant does require matching dollars up to \$20,000.

Sara McGuffin asked, with not all of the region a part of the Tobacco Commission, how would the Tobacco Commission view that.

Alec stated that the Tobacco Commission is willing to work with these conditions and provided an example stating that if a county had a project, they would be willing to work that into the grant.

Sara McGuffin made a motion to allow the staff to proceed with submitting an application to the Tobacco Commission for a grant to fund a regional agribusiness initiative. Terry McGhee seconded the motion of authorization. All were in favor and the motion passed.

8. Organizational Reports

a. Financial Report

Sandy Dobyms briefly went over the budget as of December 31, 2023, stating that everything was going smoothly and nothing of note to point out.

b. Executive Director’s Report

Alec thanked the Commission for its time and hoped that in the future more discussion would take place surrounding needs in the region, such as the presentations that had happened early in the meeting. He also mentioned that through the on-call consulting procurement process, they had ten very promising applicants, and the staff will continue the process of going through each.

He then introduced the newest member of the PDC staff, Mariel Fowler, who started in January.

c. Operations Update: Community Development

Alec introduced Jefrado Granger, who leads the Community Development program activities.

Jefrado presented what had all been completed in the Community Development program in Bedford, showing the reconstruction that happened so far. He explained that the future of the Community Development program now included other localities such as Amherst and Altavista.

Alec also elaborated that a million-dollar implementation grant had been awarded to the Town of Bedford due to Jefrado's work with the Community Development program.

9. 2024 Meeting Schedule

Alec explained that the PDC schedule currently had been every other month and if the board would like, they can continue with this schedule.

Drew Wade made the motion for approval to continue the schedule as is, and Tom Lawton seconded the motion. All were in favor. The motion passed.

The executive budget meeting was scheduled for noon, Thursday, April 11, 2024.

Tom Lawton made a motion to approve this date for the budget meeting. Gary Shanaberger seconded the motion, and all were in favor. The motion passed.

10. Adjournment

Richard entertained a motion to adjourn the meeting. Megan Lucas made the motion to adjourn, and Jeremy Bryant seconded the motion of adjournment. All were in favor, and the meeting adjourned at 6:02 p.m.