



Central Virginia Planning

District Commission

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Lynchburg, VA 24504

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cvpdc.org

Central Virginia Planning District Commission

Draft Minutes

November 16, 2023, Regular Meeting

CVPDC Offices

828 Main Street, 12th Floor

Lynchburg, VA 24504

Members Present:

Chairman Richard Conner, Appomattox Town

Dwayne Tuggle, Town of Amherst

Frank Rogers, Campbell County Administrator

Wynter Benda, City of Lynchburg

Jeff Helgeson, City of Lynchburg

Jeremy Bryant, Amherst County Administrator

Drew Wade, Amherst County

Robert Hiss, Bedford 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

1. Welcome and Introduction

Richard Conner welcomed and thanked everyone for joining at 5:13 pm.

2. Meeting Minutes: September 21, 2023

Richard entertained a motion to approve the September 21, 2023, regular meeting minutes.

Megan Lucas made the motion to approve the meeting minutes.

Gary Shanaberger seconded the motion.

All were in favor. The motion passed.

3. On-Call Consulting Services Procurement

Alec Brebner explained at the previous meetings the topic of on-call consulting services had been discussed. He explained that the CVPDC had issued a request for proposals for qualified planning, design, and engineering firms to consult the PDC and the member local governments through cooperative procurement. Alec explained that the deadline for this was the day of the meeting. He and the rest of the staff will be reviewing all of the proposals that have been delivered. The next step will be to interview the firms to engage in contractual agreements in December. Alec explained that he was seeking authorization from the board to proceed with this.

Frank Rogers made a motion to approve authorization to proceed as explained by staff.

Terry McGhee seconded the motion.

All were in favor. The motion carried.

4. Regional Cooperation Agreement

Alec explained that this was an annual item from DHCD, our state oversight agency, and he was requesting approval of the annual Regional Cooperation Agreement, which comes with CVPDC's appropriation of \$89,971 from the General Assembly.

Frank Rogers made the motion to approve the request.

John Spencer seconded the motion. All were in favor. The motion passed.

5. VAPDC Request for Regional Cooperation Funding Increase

On to the next item, Alec shared that the VAPDC is heading the effort to increase funding from the General Assembly from \$89,971 to \$150,000. Alec explained that in Fiscal Year 2006, the appropriation was \$90,000 and the appropriation now is lower than it was seventeen years ago. Should the board approve this, the staff put together VAPDC's template letter for submittal to the Governor's office together with all participating PDCs. He was requesting the Commission's approval of the attached letter for submittal by VAPDC to the Governor's office.

Megan Lucas also mentioned that the Business Alliance would be happy to send a letter of support as well.

John Spencer made a motion to approve the request.

Dwayne Tuggle seconded the motion of approval.

All were in favor, and the motion passed.

6. Organizational Reports

a. Financial Report

Sandy Dobyons explained that in their packet, they should have the financial report as of October 31. She said that they were under budget so far and they would see that their vacancies were currently higher than normal.

b. Executive Director's Report

i. Southeast Crescent Regional Commission

Alec mentioned that he had mentioned some of this information in the September meeting, and if the board recalled, the Southeast Crescent Regional Commission was a new parallel commission to the Appalachian Regional Commission. The Southeast was funded for the first time in this Fiscal year. Alec stated that there is a direct revenue stream to the PDC that is available, in the amount of \$22,000 with no match. He had filled out the paperwork for this, and this was to support grant applications.

ii. TPO Funding

Every ten years, Alec highlighted, VDOT and FHWA update the funding formula by which transportation planning organizations are funded, based on census data.

7. Member Local Government Contributions

Alec explained that the PDC developed recommendations to member local governments regarding membership contributions in November. The staff will then transmit the requests to each member locality for consideration in its budget deliberations. The PDC will then develop its annual budget starting around April. In 2021, the Commission contemplated a multi-year program of annual increases of \$0.03 per capita. Local revenue is necessary to match state and federal grants. In the current fiscal year, CVPDC has grants requiring a total of \$193,263 in match while membership contributions total \$175,688.

Alec asked the board to approve a schedule of membership contributions based on \$0.675 per capita, a 3-cent increase that would also increase requested membership contributions from towns by \$55 (4.65%) each. Alec reiterated that this was a request that the local governments would bring to each locality, which has the option to approve or not.

Frank Rogers spoke up saying that he was in favor of the staff putting together their best request for the increase in contributions. Frank Rogers made a motion to present the increase as a request, being aware that the increase may not be taken up by any respective council or board.

Wynter Benda seconded the motion of this request.

All were in favor, and the motion passed.

8. Schedule of Events

a. Holiday Social

Richard mentioned that the holiday for the board members and other elected officials would be happening on December 21st and would be at the Riverviews Art Space in downtown Lynchburg.

b. Next meeting

The next meeting of the PDC will happen on January 18th, 2024.

9. Other Business and Regional Roundtable

Richard opened the floor to other members to offer any other business that may be happening in their communities.

10. Adjournment

After hearing from the other members, Richard entertained a motion to adjourn.

Jeff Helgeson made the motion to adjourn.

Dwayne Tuggle seconded the motion.

All were in favor. The meeting ended at 5:42 pm.

Approval Attested by:

X



Alexander W. Brebner, Secretary
Central Virginia Planning District Commission

Date:

1/18/24