

Central Virginia Planning District Commission
Regular Meeting Agenda
5:00 p.m., January 15, 2026



CVPDC Offices – 828 Main Street, 12th Floor
Lynchburg, Va.

Electronic meeting link: <https://us02web.zoom.us/j/87089562635?pwd=dv2TlnuiBZTeFX6vylbujoXjdve1kx.1>
To dial in: 305-224-2968 Meeting ID: 870 8956 2635 Password: 653992

- 1) Welcome and Introduction of New Members..... Dwayne Tuggle, CVPDC Chair
- 2) Special Guests
 - a) Mayor Sarah Hamlett Blackwell, Town of Pamplin City
 - b) Chris Chittum, Short Elliott Hendrickson (CEDS consultant)
- 3) Consideration of Requests for Electronic Participation..... Chair
- 4) Minutes: Regular Meeting, November 20, 2025 Chair
- 5) USDOT BUILD Grant Applications Chair & Staff
 - a) Amherst County
 - b) City of Lynchburg
- 6) US EPA Brownfields Community-Wide Assessment Grant..... Chair & Staff
- 7) Annual Leave Adjustment for Deputy Director of Planning Chair & Staff
- 8) Organizational Reports Staff
 - a) Financial ReportSandy Dobyns
 - b) Executive Director’s ReportAlec Brebner
 - i. Central Virginia Comprehensive Economic Development Strategy
 - ii. Central Virginia Long-Range Transportation Plan
 - iii. Central Virginia Hazard Mitigation Plan
- 9) 2026 Meeting Schedule Chair
 - a) Regular meetings (third Thursday of odd months): 5:00 PM on January 15, March 19, May 21, July 16, September 17, November 19, 2026, and January 21, 2027
 - b) Executive Committee budget meeting: 1:00 PM on Thursday, April 9, 2025
- 10) Other Business and Regional Roundtable Chair

11) Adjournment..... Chair

Central Virginia Planning District Commission

Meeting Agenda Brief Sheet

5:00 p.m., January 15, 2026



1) Welcome and Introduction of New Members..... Dwayne Tuggle, CVPDC Chair
The Commission will welcome Amherst County Supervisor Chris Adams and Appomattox County Supervisor Nathan Simpson to the CVPDC. Mr. Adams succeeds Drew Wade, who was the Commission's Vice-Chairman in Fiscal Year 2025. Mr. Simpson recently ascended from the Appomattox Town Council to the County Board via 2025 elections. Both have been duly appointed by their respective boards.

2) Special Guests

- a) Mayor Sarah Hamlett Blackwell, Town of Pamplin City
- b) Chris Chittum, Short Elliott Hendrickson, Inc. (CEDS consultant)

3) Consideration of Requests for Electronic Participation..... Chair

4) Meeting Minutes: Regular meeting, November 20, 2025 (page 5)..... Chair
The request of the Commission is approval of the minutes for its November meeting.

5) USDOT BUILD Grant Applications Chair & Staff

- a) Amherst County
- b) City of Lynchburg

Two member local governments request resolutions of support of grant applications to the US Department of Transportation. The Commission previously expressed support for the City's project, the US-501/US-221 Intersection Improvement Plan, in a previous grant round. The City has revisited and resubmitted its application for the current round of funding available. Amherst County proposes to modernize US-29 Business and Va. Rte. 163 to the John Lynch Bridge. These requests are late-breaking news, so resolution language will be distributed to Commissioners at the meeting.

The request of the Commission is to adopt a resolution of support for each project.

6) US EPA Brownfields Community-Wide Assessment Grant (page 9)..... Chair & Staff

The CVPDC successfully applied for a US EPA Brownfields Community-Wide Assessment Grant in 2022. With technical support from Environmental Standards, Inc., of Charlottesville, the CVPDC invested \$500,000 in brownfields (i.e., real property, the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant) throughout all four counties of Central Virginia.

Deputy Director of Planning Kelly Hitchcock will present an example of a successful project in Pamplin. Mayor Sarah Hamlett Blackwell will elaborate on how the town parlayed this investment into additional improvements.

The US EPA has published a notice of funding availability for the final round of the Brownfields Community-Wide Assessment Grant. A synopsis of the opportunity is included herein. Details are [available at Grants.gov](https://www.epa.gov/grants).

The CVPDC successfully deployed its first tranche and has identified further need. No local match is required. Administrative costs can be built into the award.

The request of the Commission is authorization to proceed with an application for a 2026 US EPA Brownfields Community-Wide Assessment Grant.

7) Annual Leave Adjustment for Deputy Director of Planning Chair

Deputy Director of Planning Kelly Hitchcock was unable to fully use the allocation of annual leave to which she is entitled by CVPDC personnel policies due to workload and staff onboarding needs throughout the fiscal year to date. Savings in salary due to vacancies early in the fiscal year make resources available.

The request of the Commission is approval of a one-time payout in the amount of \$508.76 as compensation to Kelly Hitchcock.

8) Organizational Reports Staff

a) Financial Report (page 11).....Sandy Dobyns

b) Executive Director's ReportAlec Brebner

i. Central Virginia Comprehensive Economic Development Strategy

ii. Central Virginia Long-Range Transportation Plan

iii. Central Virginia Hazard Mitigation Plan

Staff will present regional planning efforts beginning now and how they can complement one another. Chris Chittum of Short Elliott Hendrickson, Inc., will attend in support of the Comprehensive Economic Development Strategy presentation. Strategic oversight and guidance from the Commission very welcome and greatly appreciated!

9) 2026 Meeting Schedule Chair

a) Regular meetings: 5:00 PM on the third Thursday of every odd month (January 15, March 19, May 21, July 16, September 17, November 19, 2026; and January 21, 2027) at CVPDC offices, 828 Main Steet, 12th floor, Lynchburg, Va.

b) Executive Committee budget meeting: noon, Thursday, April 9, 2026

The Commission, duly assembled with new members, may choose to adjust its meeting times, dates, frequency, and locations as it sees fit. Hybrid and electronic options are available in the event of regional schedule constraints or the threat of inclement weather.

The request of the Commission is approval of a meeting schedule for the next 12 months.

10) Other Business and Regional Roundtable Chair
Commissioners may address the group with items of interest to the region.

11) Adjournment..... Chair



Central Virginia Planning
District Commission
828 Main Street, 12th Floor
Lynchburg, VA 24504
Office: (434) 845-3491
cvpdc.org

**Central Virginia Planning District
Commission Regular Meeting Minutes – Draft
November 20, 2025 @ 5:00 PM
Meeting Location: CVPDC Offices
828 Main Street, 12th Floor
Lynchburg, VA 24504**

Members Present:

Richard Conner, Town of Appomattox, Vice-Chairman
Jeremy Bryant, Amherst County
Michael Campbell, Town of Appomattox
Curt Diemer, Lynchburg City Councilor
Robert Hiss, Bedford County
Craig Hughes, Town of Brookneal
Tom Lawton, Campbell County Supervisor
Megan Lucas, Lynchburg Regional Business Alliance
Greg Patrick, City of Lynchburg, proxy for Wynter Benda
Frank Rogers, Campbell County
John Spencer, Appomattox County

Staff Present:

Alec Brebner
Sandy Dobyns
Kelly Hitchcock
Hannah Mitchell
Bruce Vlk

Others Present:

Emmalee Wagner, GO Virginia

1. Welcome

Vice-Chairman Richard Conner called the meeting to order at 5:05 p.m. and welcomed the board and guests.

2. Consideration of Requests for Electronic Participation

The meeting proceeded with no electronic participants.

3. Special Guest: Emmalee Wagner – GO Virginia Region 2

Emmalee Wagner reviewed the GO Virginia program, which aims to create high-paying jobs in advancing industries through collaborative efforts. She explained the program's priorities and the list of active and completed projects. She expressed readiness to assist with proposal development and noted particular interest in underserved counties: Amherst, Appomattox, and Bedford.

4. Meeting Minutes: Regular Meeting, September 18, 2025

Michael Campbell moved to approve the September 18, 2025, minutes as presented. Frank Rogers seconded the motion. Tom Lawton abstained, and the remaining present members voted in favor. The motion passed.

Jeremy Bryant left the meeting at 5:22 p.m.

5. Public Hearing: Central Virginia Safety Action Plan – Safe Streets for All

Conner opened the session for public comment. With no comments given, Conner closed the session.

Alec Brebner explained that the CVTTC and CVTPO adopted the Safety Action Plan and recommend that the CVPDC do likewise. With adoption, member local governments may qualify for implementation funding.

Frank Rogers moved to adopt the resolution to approve the Central Virginia Safety Action Plan. Robert Hiss seconded the motion. The motion passed unanimously.

6. Central Virginia CDBG Regional Priorities

Brebner reported that the DHCD requested that the PDC complete a priorities document to inform their design of the Community Development Block Grant Program.

Frank Rogers moved to approve the CDBG priorities as presented. Michael Campbell seconded the motion. The motion passed unanimously.

7. Member Local Government Contributions

Brebner reported that the PDC requests annual member contributions to use as matching funds for state and federal grants. The rate for FY2025 totaled \$0.675 per capita for each of the counties and Lynchburg City, and a flat rate of \$1,227 from member towns. The staff recommends maintaining these rates. With population growth, revenue would increase from \$185,330 in FY26 to \$186,748 in FY27.

Michael Campbell moved to approve the staff's suggested membership contribution schedule by locality. Curt Diemer seconded the motion. The motion passed.

8. Organizational Reports

- a) Financial Report: Sandy Dobyns stated that there was nothing out of the ordinary within the financial reports. She noted that grant funding has been billed through the quarter ending September 30.
- b) Executive Director's Report
 - a. Brebner reported that the Virginia Association of PDCs will ask the General Assembly for an increased allocation for PDCs. Upon questioning, he explained that additional funds would allow the PDC to support grant applications, maintain a lower indirect rate, and weather uncertainties.
 - b. Brebner informed the board of an upcoming housing event. Senator Luther Cifers and Delegate Wendell Walker would like input from local elected officials about prospective housing legislation. Officials received an email invitation with additional details for the December 4th event.
 - c. Brebner reported that with the adoption of the CVPDC's Regional Resiliency Plan, the Town of Pamplin received a \$55,000 flood preparedness grant. He noted the recent event with Greg Steele, Chief Resilience Officer of the Commonwealth, who encouraged localities to approach with project ideas.

9. Informational Item: Central Virginia Comprehensive Economic Development Strategy (CEDS)

Brebner explained the CEDS as a process to pinpoint strengths, weaknesses, and opportunities for economic growth in the region. With designation as an Economic Development District, the region would have an advantage in applying for workforce development and education funds. Brebner reported that the process of selecting an advisory committee has begun and that the board can expect more information next year.

10. Informational Item: Substate Transportation Funding Mechanisms

Bruce Vlk presented information about Virginia transportation authorities. He recommended that the board discuss forming a similar entity to improve the region's competitive position when applying for grant funds.

Campbell informed the board of his experience with transportation authorities and strongly recommended that the board form a similar entity. His reasons include improved competitiveness for grant applications due to matching funds, local control over the region's roads and tax dollars, and a large return on investment.

Rogers questioned the feasibility of requesting funds from an underfunded state system and expressed concern about increasing taxes. Campbell and Vlk explained that each authority may have a different approach, and that a common strategy is to request a portion of the region's gas tax be returned from the state. Campbell added that constituents may approve an additional tax for the sake of improving local road safety.

The board requested that staff research the potential funds available through the "clawback" method of receiving a portion of the region's gas taxes back from the state.

11. Other Business and Regional Roundtable

No other business presented.

12. Adjournment

Reggie Bennett moved to adjourn. Gary Shanaberger seconded the motion. The meeting was adjourned at 6:27 p.m.

X _____
Signature attest

Date

VIEW GRANT OPPORTUNITY

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EPA-I-OLEM-OBLR-25-04

FY26 Guidelines for Brownfield Assessment Grants (Community-wide Assessment Grants)

Environmental Protection Agency

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General Information

Document Type:	Grants Notice	Version:	Synopsis 2
Funding Opportunity Number:	EPA-I-OLEM-OBLR-25-04	Posted Date:	Nov 20, 2025
Funding Opportunity Title:	FY26 Guidelines for Brownfield Assessment Grants (Community-wide Assessment Grants)	Last Updated Date:	Dec 17, 2025
Opportunity Category:	Discretionary	Original Closing Date for Applications:	Jan 28, 2026
Opportunity Category Explanation:		Current Closing Date for Applications:	Jan 28, 2026
Funding Instrument Type:	Cooperative Agreement	Archive Date:	Feb 27, 2026
Category of Funding Activity:	Environment Infrastructure Investment and Jobs Act (IIJA)	Estimated Total Program Funding:	\$ 35,000,000
Category Explanation:		Award Ceiling:	\$500,000
Expected Number of Awards:	70	Award Floor:	\$
Assistance Listings:	66.818 -- Brownfields Multipurpose, Assessment, Revolving Loan Fund, and Cleanup Cooperative Agreements		
Cost Sharing or Matching Requirement:	No		

Eligibility

Eligible Applicants: Others (see text field entitled "Additional Information on Eligibility" for clarification)

Additional Information on Eligibility: See Section 2 of the Notice of Funding Opportunity for eligibility information.

Additional Information

Agency Name: Environmental Protection Agency

Description: The Office of Brownfields and Land Revitalization is soliciting applications for Community-Wide Assessment grants. It is anticipated that up to 70 awards will be made under this announcement. The amount of funding is expected to be \$35,000,000. Assessment grants provide funding for developing inventories of brownfield sites, prioritizing sites, conducting community involvement activities, conducting planning, conducting site assessments, developing site-specific cleanup plans, and developing reuse plans related to brownfield sites.

Link to Additional Information:

Grantor Contact Information: If you have difficulty accessing the full announcement electronically, please contact:
See Section 1 of the Notice of Funding Opportunity for Regional Contacts.

brownfields@epa.gov

Similar Opportunities (identified by AI)

EPA-I-OLEM-OBLR-25-06

EPA-OLEM-OBLR-25-05

EPA-I-OLEM-OBLR-25-03

EPA-I-OLEM-OBLR-25-07

CDC-RFA-JG-26-0167

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Central Virginia Planning District Commission
Profit & Loss Budget vs. Actual
 July through November 2025

	Jul - Nov 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4000 - Miscellaneous Revenue	1,100.38	0.00	1,100.38	100.0%
4100 - Dues	185,330.00	185,330.00	0.00	100.0%
4150 - DHCD	57,485.00	114,971.00	-57,486.00	50.0%
4200 - Grant Revenue				
0000003 - CEDS	0.00	30,000.00	-30,000.00	0.0%
0000004 - Brownfields EPA	5,663.85	11,000.00	-5,336.15	51.49%
0000005 - Chesapeake Bay WIP III - DEQ	0.00	73,000.00	-73,000.00	0.0%
0000007 - DRPT/FTA	41,611.07	294,350.00	-252,738.93	14.14%
0000008 - Natl Fish & Wildlife-Middle James	0.00	75,000.00	-75,000.00	0.0%
0000011 - USDOT Safe Streets & Roads 4A	21,963.10	88,000.00	-66,036.90	24.96%
0000012 - VDOT PL	24,869.23	552,818.00	-527,948.77	4.5%
0000013 - VDOT Rural	10,892.38	58,000.00	-47,107.62	18.78%
0000014 - Virginia Housing	0.00	50,000.00	-50,000.00	0.0%
0000020 - SCRC	0.00	15,000.00	-15,000.00	0.0%
0000023 - Altavista Planning Grant - CDBG	3,500.00	6,500.00	-3,000.00	53.85%
0000025 - Amherst Co Madison Heights PG	0.00	9,283.00	-9,283.00	0.0%
0000026 - Appomattox CVCC welding - GoVA	0.00	7,500.00	-7,500.00	0.0%
0000027 - Appomattox CVCC Welding - TRRC	0.00	5,000.00	-5,000.00	0.0%
0000029 - FEMA Hazard Mitigation Plan	0.00	116,000.00	-116,000.00	0.0%
0000030 - Bedford Hilltop Phase II	23,680.00	34,500.00	-10,820.00	68.64%
0000031 - Agribusiness Planning TRRC	0.00	10,000.00	-10,000.00	0.0%
0000034 - DRPT - CAP	5,743.13	64,000.00	-58,256.87	8.97%
0000038 - Thriving Communities	0.00	50,000.00	-50,000.00	0.0%
Total 4200 - Grant Revenue	137,922.76	1,549,951.00	-1,412,028.24	8.9%
4250 - Revenue - WIOA services billed	19,219.31	60,000.00	-40,780.69	32.03%

	Jul - Nov 25	Budget	\$ Over Budget	% of Budget
4255 · Revenue - SA services	0.00	164,165.00	-164,165.00	0.0%
4260 · Revenue - Radio Board services	7,778.36	36,000.00	-28,221.64	21.61%
4300 · Interest Income	5,981.26	10,000.00	-4,018.74	59.81%
Total Income	414,817.07	2,120,417.00	-1,705,599.93	19.56%
Gross Profit	414,817.07	2,120,417.00	-1,705,599.93	19.56%
Expense				
5100 · Operations				
5002 · Full Time Salary	208,250.80	605,902.00	-397,651.20	34.37%
5040 · Part-time	6,366.36	26,899.00	-20,532.64	23.67%
5050 · Benefits	52,704.22	172,394.00	-119,689.78	30.57%
5101 · Accounting Services	3,776.94	12,000.00	-8,223.06	31.48%
5102 · Auditing Services	0.00	16,000.00	-16,000.00	0.0%
5103 · Printing and Binding	69.99	1,000.00	-930.01	7.0%
5104 · Legal Services	0.00	3,000.00	-3,000.00	0.0%
5106 · Advertising	0.00	1,500.00	-1,500.00	0.0%
5120 · Contractual Services	8,924.29	22,000.00	-13,075.71	40.57%
5140 · Insurance	3,550.34	4,000.00	-449.66	88.76%
5150 · Communication - Internet svcs	1,181.05	2,800.00	-1,618.95	42.18%
5152 · Telephone	2,361.44	4,500.00	-2,138.56	52.48%
5153 · Postage	412.00	1,100.00	-688.00	37.46%
5161 · Lease/ Rent of Building	31,740.00	76,435.00	-44,695.00	41.53%
5170 · Lease/Rent of Equipment	1,367.73	4,000.00	-2,632.27	34.19%
5210 · Furniture and Fixtures	14,876.00	16,000.00	-1,124.00	92.98%
5220 · Computer Equipment & Software	10,842.86	33,000.00	-22,157.14	32.86%
5230 · Office Expenses	2,228.35	5,000.00	-2,771.65	44.57%
5240 · Books and Subscriptions	182.13	500.00	-317.87	36.43%
5300 · Travel	2,507.41	10,000.00	-7,492.59	25.07%
5303 · Education and Seminars	237.38	5,000.00	-4,762.62	4.75%
5403 · Special Meetings	125.37	5,000.00	-4,874.63	2.51%
5404 · Dues and Subscriptions	9,183.00	10,000.00	-817.00	91.83%

	Jul - Nov 25	Budget	\$ Over Budget	% of Budget
5405 · Miscellaneous Expenses	234.72	1,000.00	-765.28	23.47%
Total 5100 · Operations	361,122.38	1,039,030.00	-677,907.62	34.76%
6200 · Direct project expenses				
6201 · Consultants	64,466.69			
6202 · Contracted services	1,092.30			
6203 · Advertising	1,677.28			
6240 · Miscellaneous	2,724.61			
6280 · Website maintenance	3,245.00			
6200 · Direct project expenses - Other	0.00	997,782.00	-997,782.00	0.0%
Total 6200 · Direct project expenses	73,205.88	997,782.00	-924,576.12	7.34%
Total Expense	434,328.26	2,036,812.00	-1,602,483.74	21.32%
Net Ordinary Income	-19,511.19	83,605.00	-103,116.19	-23.34%
Net Income	-19,511.19	83,605.00	-103,116.19	-23.34%

Central Virginia Planning District Commission
Balance Sheet
As of November 30, 2025

	Nov 30, 25
ASSETS	
Current Assets	
Checking/Savings	
1010 · Local Govt Investment Pool	334,410.49
1012 · LGIP - Radio Communications	324,376.52
1012A · Regional Radio - Campbell Count	151,910.64
1012B · No Business Mtn Planning	433,318.95
1013 · VIP - Radio	229,735.11
1020 · Petty Cash	79.32
1021 · Truist Bank	324,419.49
1027 · No Business Mountain Escrow Acc	250,000.00
1028 · Regional Radio Bank of the Jame	753,324.46
Total Checking/Savings	2,801,574.98
Accounts Receivable	141,977.54
Total Current Assets	2,943,552.52
Fixed Assets	11,730,722.68
Other Assets	
1750 · Deferred Outflow - pension	31,130.00
1752 · Def Outflow group life contribu	8,196.00
1753 · Deferred Outflow OPEB Health In	116.00
Total Other Assets	39,442.00
TOTAL ASSETS	14,713,717.20

Nov 30, 25

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable 89,083.31

Other Current Liabilities

2040 · Prepayment of Contract Services 10,271.00

2050 · Funds held for others 5,071.89

2060 · Accrued Leave 57,306.14

2073 · Deferred inflow - diff between 29,819.00

2076 · OPEB Group life Liab 33,942.00

2077 · Def inflows - Group life 12,891.00

2080 · Accrued Radio Bond Int Payable 4,772.17

2100 · Payroll Liabilities 10,166.87

2200 · 2012 Bond Debt Payable-RegRadio 2,090,000.00

2501 · Current Lease Liability GASB 87 151,063.99

Total Other Current Liabilities 2,405,304.06

Total Current Liabilities 2,494,387.37

Long Term Liabilities

2070 · OPEB Liability 8,435.45

2071 · Net Pension Liability -678,576.00

2072 · Deferred Inflow - pension 21,305.00

2075 · Def Inflow - OPEB Chg Assumptio 47,815.00

2502 · Noncurrent Lease Liability GASB 380,746.61

Total Long Term Liabilities -220,273.94

Total Liabilities 2,274,113.43

Equity

2900 · Radio Planning Reserves 237,500.00

3000 · Opening Bal Equity 157,600.08

3900 · Retained Earnings 11,431,544.89

Net Income 612,958.80

Total Equity 12,439,603.77

TOTAL LIABILITIES & EQUITY 14,713,717.20