

**Central Virginia Planning
District Commission**
828 Main Street, 12th Floor
Lynchburg, VA 24504

**November 21, 2019
5:00 pm**

Minutes

Members Present:

Kenneth Campbell, Amherst County Board of Supervisors
Waverly Coggsdale, Altavista Town Manager
Dean Rodgers, Amherst County Administrator
Frank Rogers, Campbell County Administrator
Bonnie Svrcek, City of Lynchburg
Russell Thurston, Brookneal Town Manager
Mayor Dwayne Tuggle, Town of Amherst, *Chair*
Mayor Treney Tweedy, City of Lynchburg
Charlie A. Watts, II, Campbell County Board of Supervisors

Members Absent:

Susan Adams, Appomattox County Administrator
Sara Carter, Amherst Town Manager
Beverley Dalton, Altavista Town Council
Mayor Paul Harvey, Town of Appomattox
Robert Hiss, Bedford County Administrator
Bruce Johannessen, Bedford Town Council
Megan Lucas, Lynchburg Regional Economic Alliance
Bryan Moody, Appomattox County Board of Supervisors, *Vice-Chair*
Mark Peake, Senate of Virginia
Gary Shanaberger, Appomattox Town Manager
John Sharp, Bedford County Board of Supervisors
Bart Warner, Bedford Town Manager

Others Present:

Ben Bowman, Virginia Career Works
Gary Christie, Central Virginia Planning District Commission, Executive Director
Susan Cook, Central Virginia Planning District Commission
Kelly Hitchcock, Central Virginia Planning District Commission
Rosalie Majerus, Central Virginia Planning District Commission

1. Welcome and Moment of Silence

Dwayne Tuggle, Chair, welcomed the Commission and began the meeting with a moment of silence.

2. Thanks to Kenneth Campbell of Amherst County and Bryan Moody of Appomattox County for their service on the Commission. Recognition to PDC retirees Emmie Boley and Susan Cook for 11 years and 16 years of service to the PDC

Chairman Tuggle expressed thanks to Kenneth Campbell from Amherst and Bryan Moody from Appomattox for their service on the PDC. He also recognized Emmie Boley and Susan Cook for their years of service, as both are retiring effective December 31, 2019.

A motion was made by Bonnie Svrcek, seconded by Waverly Coggsdale, thanking each one for their service. The motion was unanimously approved.

3. Approval of the September 19, 2019 Meeting Minutes

Upon a motion by Frank Rogers, seconded by Kenneth Campbell, the minutes of the September 19, 2019 meeting passed unanimously as presented.

4. Financial Update

a) Year to Date Financial Update

Rosalie Majerus reported that operating expenses are tracking as budgeted. \$150,000 has been paid out to the Alliance for the Central Virginia Training Center. The impact to the PDC's financials reflects a negative fund balance of \$155,000 in the use of surplus funds balance line item. The impact will be that the fund balance will drop \$200,000 this year, as a negative \$50,000 was budgeted for a position that has not yet been filled, and the negative \$150,000 added.

b) Setting the dues rate for 2020-2021

Ms. Majerus reported that dues will remain the same for the coming year, which is \$.575 for cities and counties per capita, and a flat fee of \$1,045 for towns.

The motion was made by Frank Rogers, and seconded by Waverly Coggsdale, to approve the dues rate. The motion was unanimously approved.

5. Review of Report from Zelos on Strategic Direction Meeting

Gary Christie thanked everyone who participated at the meeting in October at the Alliance building.

Gary reported on comments/responses that came back from the survey identifying focus areas that are needed to move the region forward:

- 1) Workforce Development
- 2) Economic Development
- 3) Quality of Life and Tourism

Gary suggested that the next steps would be to identify one or two of these areas to tackle. Frank Rogers suggested advanced manufacturing be the main area of focus and have staff put together an action plan that defines advanced manufacturing as our top regional priority, put together a work plan as to how to incorporate successful workforce development and

economic development strategies to enable this, as well as incorporating quality of life and tourism.

Frank Rogers made a motion, seconded by Dean Rodgers, for staff to put together a plan that they can bring back to the PDC. The motion was unanimously approved.

6. Update on Hazard Mitigation Planning

Kelly Hitchcock advised that there is a public survey available, running through December 13, 2019 and a press release has been sent to all local newspapers. The draft Hazard Mitigation Plan is anticipated to be brought to the Boards in a February time frame and submitted to FEMA in March. With the draft HMP submitted to FEMA localities may apply for pre-mitigation activities included in the Plan. FEMA will look at the draft plan and make recommendations and changes. The final HMP will be presented to area localities for adoption consideration during the summer. A locality must have an adopted HMP for FEMA mitigation grant award.

7. Personnel Reports

- a) Executive Director Goals for 2020 - The commission reviewed the outline for the Executive Director's evaluation and goals, as written by the feedback committee.

Frank Rogers made a motion, seconded by Russell Thurston, to approve the goals for the Executive Director for the coming year as presented. The motion was unanimously approved.

Following the Commission policy, adopted on March 19, 2015, with the acceptance of the Executive Director's performance evaluation and adoption of Goals for 2020, the 2% performance based salary increase which was awarded to qualifying employees on July 1 will be awarded to Executive Director Gary Christie effective January 1, 2020.

- b) PDC Salary Study Synopsis – Gary Christie explained that the salary study compared what is paid to CVPDC employees to what other localities pay their employees. The Planning and Development Director's position was significantly below what was paid in other regions. He suggested increasing the grade and provide a 9.5% pay increase effective January 1. He also suggested a 1.5% increase to four other positions: Senior Planner, Deputy Director for Finance, Transportation Planning Director and Regional Planner.

A motion was made by Russell Thurston, seconded by Treney Tweedy, to adopt the salary study recommendations. The motion was unanimously approved.

8. Legislative Recommendations for 2020 General Assembly

At the meeting of November 21, 2019, the Central Virginia Planning District Commission unanimously agreed to support the following legislative priorities:

1. **Equal Taxing Authority** – proposed by Dean Rodgers, Amherst County

The Central Virginia Planning District Commission supports granting counties equal taxing authority to that enjoyed by cities and towns to enact local excise taxes without referendum, such as the authority to adopt a local meals tax without referendum and to levy and collect a tobacco tax.

2. Central Virginia Training Center – proposed by Dean Rodgers, Amherst County

The Commission supports efforts of a re-development plan for the Training Center to determine the highest and best use of the property and requests allocated funds from the Commonwealth to begin clearing the site for remediation.

3. State Funding for Broadband Infrastructure – proposed by Frank Rogers, Campbell County

The Commission believes that broadband service in unserved rural areas is a critical priority and encourages support for additional resources for communities to speed connection of unserved areas of the Commonwealth

A motion was made by Bonnie Svrcek and seconded by Treney Tweedy to adopt the legislative recommendations. The motion was unanimously approved.

9. Other Business from Staff and Members

1) Invite new 23rd District Delegate to become a member of the PDC

Gary Christie explained that we have had a vacancy on the board from the House of Delegates for the past year, and he suggested inviting Wendell Walker, the newly elected 23rd District Delegate, to fill this seat for a two year term.

This was approved by consensus of the Commission

2) Reminder on the use of Designees/Alternates

Gary asked members to send him the name of their alternate if they chose to have one.

3) Orientation with new PDC Members in January/February

Gary asked Commission members if they have a new member coming on to the Commission to let him know, as he will be conducting orientations in January and February with new members.

10. Meeting Schedule for 2020

Frank Rogers suggested that in accordance with the performance objective the Executive Directors put together a draft action plan promoting advanced manufacturing, and in April have a dinner meeting with a keynote speaker to address their plan.

The meeting schedule in the packet was approved:

January 16, MPO & PDC

March 19, PDC, dinner meeting with speaker, Amherst location

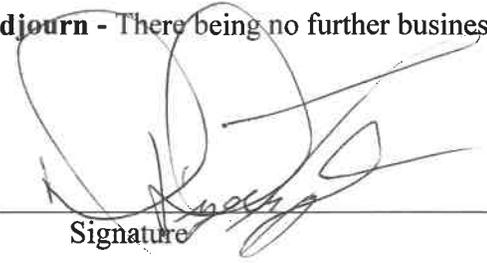
April 16, MPO & PDC

May 21, PDC (tentative, if needed)

July 16, MPO 7 PDC

July 29-31, VAPDC Conference in Staunton
August 20, MPO 7 PDC
September 17, MPO & PDC (tentative if needed)
October 15, MPO & PDC
November 19, PDC

Adjourn - There being no further business, the meeting adjourned at 5:40 p.m.



Signature

1-16-2020

Date