



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

**April 15, 2021  
5:00 pm**

## *Minutes*

### **Members Present:**

Sara Carter, Amherst Town Manager  
Waverly Coggsdale, Altavista Town Manager  
Mayor Richard Conner, Town of Appomattox, Chair  
Bruce Johannessen, Bedford Town Council  
Megan Lucas, Lynchburg Regional Economic Alliance  
Wayne Mitchell, Altavista Town Council  
Dean Rodgers, Amherst County Administrator  
Frank Rogers, Campbell County Administrator  
Gary Shanaberger, Appomattox Town Manager  
Mayor Dwayne Tuggle, Town of Amherst  
Reid Wodicka, City of Lynchburg

### **Members Absent:**

Jimmy Ayers, Amherst County Board of Supervisors  
Susan Adams, Appomattox County Administrator  
Trevor Hipps, Appomattox County Board of Supervisors  
Robert Hiss, Bedford County Administrator  
Mark Peake, Senate of Virginia  
John Sharp, Bedford County Board of Supervisors  
Russell Thurston, Brookneal Town Manager  
Treney Tweedy, City of Lynchburg  
Bart Warner, Bedford Town Manager  
Charlie Watts, Campbell County Board of Supervisors

### **Others Present:**

Gary Christie, Central Virginia Planning District Commission, Executive Director  
Mallory Cook, Central Virginia Planning District Commission  
Philipp Gabathuler, Central Virginia Planning District Commission  
Kelly Hitchcock, Central Virginia Planning District Commission  
Ada Hunsberger, Central Virginia Planning District Commission  
Rosalie Majerus, Central Virginia Planning District Commission

## Welcome

Richard Conner, Chair, welcomed everyone and opened the meeting of the Central Virginia Planning District Commission at 5:00 p.m.

### **1. Approval of the March 18, 2021 Meeting Minutes**

Upon a motion made by Megan Lucas, seconded by Sara Carter, the March 18, 2021 meeting minutes were unanimously approved.

### **2. Approval of FY 2022 Rural Transportation Program**

Ada Hunsberger provided an overview of the Rural Transportation Work Program. The proposed plan for FY 2022 includes a Rural Flood Impact Project, the Greenways, Blueways, and Trails Plan, and general technical assistance that is provided on a yearly basis.

A motion was made by Reid Wodicka, seconded by Sara Carter, to approve the Rural Transportation Program as presented, and it was unanimously approved.

### **3. Authorization to apply for an Economic Development Administration Grant to update the region's Comprehensive Economic Development Strategy**

As discussed in the March PDC meeting, staff are recommending an update to the Comprehensive Economic Development Strategy (CEDS), which was last updated in 2016. Updates would include addressing agriculture and silviculture, addressing resiliency, and including listing of the various projects.

The budget would include a \$60,000 grant with an equal match from local funds taken from PDC reserves. PDC reserve funds are currently in good shape, including factoring in other pledges that will be coming from those accounts.

A motion was made by Reid Wodicka, seconded by Gary Shanaberger, to authorize staff apply for the EDA grant with the required funding match, and it was unanimously approved.

### **4. Approval of the FY 2022 PDC Workplan**

The PDC Workplan is an annual document built by information from planning departments as well as managers and administrators in the region. The Workplan is also used as a management tool to showcase programs and plans for the year.

Frank Rogers asked if the Board has authority to make changes mid-year if needed, and staff confirmed such action can be taken as needed throughout the year.

Upon a motion made by Frank Rogers, seconded by Dwayne Tuggle, the FY 2022 PDC Workplan was unanimously approved.

### **5. Year to Date Financial Update**

Rosalie Majerus provided an update to the current PDC financials, noting that a few additional columns have been added on the provided documents including a Year-End Estimate and the FY22 Estimated Budget.

As noted in the previous meeting, there was an error related to health insurance expenses, but this has been corrected and updated on the budget. During the month of March, no unusual or unexpected transactions were reported. A few revenue sources, as well as the previously noted error, have impacted the year-end estimated expenses.

## **6. Approval of FY 2022 PDC Budget**

The FY22 budget includes starting the year with a negative balance, however, staff believe that the difference will be made up throughout the year with new projects and grants that will become available.

The proposed budget includes the \$134,000 pledge for CVCC, \$30,000 for the previously approved CEDS grant, as well as a 3.5% pay increase for staff beginning July 1. The dues increase that was approved in November is also reflected in the budget.

Frank Rogers asked about staff's clarification on plans to make up the proposed deficit. Gary Christie noted that there will also be carryover from current projects that will help to ensure a balanced FY 22 budget.

A motion was made by Frank Rogers, seconded by Reid Wodicka, to approve the FY 2022 budget as presented, and it was unanimously approved.

## **7. Other Business from Members or Staff**

Frank Rogers recognized Kelly Hitchcock for her work on the Hazard Mitigation Plan and her presentation to the Campbell County Board of Supervisors. Waverly Coggsdale also affirmed Kelly Hitchcock's work with the HMP and participation in the Altavista Town Council meeting.

Gary Christie informed the Board that no meeting is needed at this time in May due to lack of business, and the next proposed meeting will be July 15, 2021.

**Adjourn** - There being no further business, the meeting adjourned at 5:24 p.m.