



**Central Virginia Planning
District Commission**
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Central Virginia Planning District Commission Regular Meeting Minutes

Draft Minutes

March 16, 2023; 5:00 p.m.

CVPDC Offices

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

Members Present:

Chairman Mayor Dwayne Tuggle, Town of Amherst
Vice Chairman Richard Conner, Town of Appomattox
Frank Rogers, Campbell County
Greg Patrick, City of Lynchburg (proxy)
Jeremy Bryant, Amherst County
Robert Hiss, Bedford County
Sara McGuffin, Town of Amherst
Terry McGhee, Town of Appomattox
Bruce Johannessen, Town of Bedford
Gary Shanaberger Town of Altavista
John Spencer, Appomattox County
Drew Wade, Amherst County

Staff Present:

Alec Brebner, CVPDC Executive Director
Kelly Hitchcock, CVPDC
Tony Hengeli, CVPDC
Kirsten Trautman, CVPDC
Sandy Dobyns, CVPDC

Other:

Janice Crawford, GO Virginia Region 2 Council
Luke Towles, GO Virginia Region 2 Council
Quina Weber-Shirk, GO Virginia Region 2 Council
Bruce Boone, Appomattox VoTech Center
Matt Perkins, Town of Altavista

1. Welcome and Introductions of New Members

Chairman Dwayne Tuggle called the meeting to order at 5:00 p.m. He welcomed and thanked everyone for being there.

He introduced Greg Patrick, Deputy Manager for the City of Lynchburg, and Jeff Helgeson, City Councilor, who was out of town and not able to attend. He said that Greg would be working as a Proxy for Wynter Benda, City Manager of Lynchburg.

He then entertained a motion to allow Greg Patrick to work as the proxy. Frank Rogers made the motion and Richard Conner seconded the motion. All were in favor. The motion passed.

2. Consideration of Requests for Electronic Participation

Seeing no one participating electronically, the Chair moved to the next item on the agenda.

3. Guest Presentations

a. GO Virginia Regional 2 Council: Janice Crawford and Luke Towles

Dwayne introduced Janice and Luke from GO Virginia Region 2 Council.

From there, Janice Crawford and Luke Towles presented briefly on Go Virginia. They then spoke on the projects that GO Virginia is currently working on and the ones that are starting in the region. After they had finished, they asked for any questions.

Frank Rogers asked about projects that may not receive funding and why they wouldn't receive funding.

Quina of Go Virginia responded by saying that projects that don't receive funding usually don't have a clear business value proposition, among other restrictions. Also, they cannot fund ongoing projects.

Alec Brebner spoke up and mentioned the various projects and grants that GO Virginia had approved in our region.

b. Appomattox VoTech Center Development: John Spencer and Bruce Boone

Once the GO Virginia conversation finished, Dwayne welcomed Bruce Boone and John Spencer.

John explained that the building that everyone was being shown was the old elementary school and Bruce Boone would be explaining more about what they would be doing in the school.

Bruce then presented what would be taking place at the school and how they would be renovating and repurposing the area to start the VoTech Center, which will be a vocational center that will provide areas for CVCC and other local schools to use.

Frank asked who would be eligible to go to this program, whether it would just be students of CVCC, Appomattox residents, or anyone in the region.

Bruce said that anyone in the region would be eligible for this program.

Frank also asked how they are funding the renovations to the space.

Bruce explained that currently, he had been personally funding the renovations so far, and they are applying to different grants available.

4. Approval of Meeting Minutes

After looking at the meeting minutes from January 12, 2023, and January 26, 2023, Dwayne entertained a motion to approve both meeting minutes.

Gary Shanaberger made the motion to approve the meeting minutes and Richard Conner seconded the motion. All were in favor. The motion passed.

5. CVPDC Housing Development Program Awards

Alec Brebner began giving an update on the Housing Development program. The CVPDC had received a \$2 million grant from Virginia Housing with the purpose of constructing affordable housing in the region. The first part of this grant was given to Rush Homes to build housing on Florida Avenue.

The second round of funding has come, and they had nine applications. The committee of staff was composed of Kelly Hitchcock, Jefrado Granger, Sandy Dobyns, and Alec. The committee scored the nine applications on the following items: project experience of the applicant to accomplish these goals, budget, makeup of the funding portfolio, and others such as proximity to transit. The projects submitted provided a wide variety of these items, and out of the nine projects, they have recommendations for four of these projects.

The four projects are Habitat for Humanity Greater Lynchburg to build five owner-occupied homes, Town of Altavista to build three owner-occupied homes, Amherst County Habitat for Humanity two owner-occupied homes, and AHC Investments LLC to adaptive reuse of six rental units.

Before opening the floor to discussion, Dwayne Tuggle entertained a motion to approve the project awards. Frank Rogers made the motion and Drew Wade seconded.

Frank asked about the time commitment of the rental units' affordability.

Alec said it would be an eight-year time frame.

All were in favor. The motion passed.

6. On-Call Service Providers Procurement Renewal

Alec explained that they have a small group of on-call service providers that provide transportation planning, engineering tools, and general planning services. Berkley Group, EPR, and Clark Nexson are all on-call providers that the Commission can use for short-term projects.

The contracts will end soon, and they will need to re-up the agreements. Alec brought all this up to remind everyone that these options are available for them to be able to use for any of their upcoming projects. If the board was interested, the PDC could also reach out to other consultants that cover more areas that could provide benefit to them.

Dwayne asked if there was any discussion on this and then they would come back to vote on it.

Multiple board members thought this was a good idea and that expanding would be a great thing for the localities. With that said, Dwayne recommended that they send it back to the staff that way they will be able to look for different providers, and at a later date, they can bring to the board their list and recommendations. Everyone was in favor of this.

7. Title VI Implementation Plan

Alec began explaining that staff is expanding and updating the Title VI Plan. This updated plan will be under the direction of the TPO but adopted as a PDC plan. The course of action is a draft plan that needs to be authorized for public comment, and after the public comment period, the draft plan will be brought back to the Commission for full approval.

Dwayne entertained a motion to approve the draft Title VI for a 30-day public comment period.

Jeremy Bryant made the motion and Robert Hiss seconded the motion. All were in favor. The motion passed.

8. Organizational Reports

a. Financial Reports

Dwayne opened the floor to Tonya Hengeli, financial director, to present the updated financial report.

Tonya explained that their operations were currently under budget due to not being fully staffed and in total, the operations were at 33%. Nothing was out of the ordinary; however, Tonya did point out an error in the spreadsheet. She showed that in the office expenses tab, under contract services, it was showing \$28,000 and she said that this was the category total. Contractual services were actually at \$15,167 and she clarified that these services are things such as the employee assistance program. Moving on, Tonya pointed out that the direct project expenses were at 21% for the year.

Jeremy Bryant asked why there was funding still left from the CVCC/GOVA.

Tonya said that this is billed quarterly, and it is for two positions at CVCC. They are currently waiting on the bill for the remaining amount.

b. Executive Director's Report

Alec reminded everyone that at the last meeting, the rent for the CVPDC offices was discussed. After a meeting with the landlord, they are willing to condense the space and in doing that, the rent will go down by \$300.

The next thing that he brought up was the various legislative issues that are going on, and Alec asked for feedback or comments from the board on whether the information/updates they are receiving is something they wish to continue and if not, what else could be done.

Frank Rogers said that he thought the regular updates were useful and also added that having a meeting about a pressing legislative issue may be helpful.

Robert Hiss mentioned the recent Workforce development bill that had been passed and said that it would be interesting to know the impact on their localities' workforce board.

9. Personnel Update, FY23 Budget Amendment for Recruiting Services

Alec said that with Tonya Hengeli leaving at the end of April, they have found an in-house candidate to step into her role. Sandy Dobyns will be taking her place when Tonya leaves. Also, they had hired a new person to fill Sandy's position as well.

The transportation planner position is still open. Since it is still hard to fill this position, staff is looking at entry-level and will know by the end of April if they can fill this position. Alec stated that it would be his request to the commission to move a maximum of \$30,000 from personnel to consulting services to be able to hire a recruiter and try to fill the open position.

Dwayne entertained a motion to move the money to consulting services.

Richard Conner made the motion and Frank Rogers seconded. All were in favor. The motion passed.

10. Adjournment

Dwayne Tuggle entertained a motion to adjourn the meeting.

Frank Rogers made the motion to adjourn, and Richard Conner seconded. All were in favor, and the meeting ended at 6:09 PM.

SIGNATURES

Alexander W. Brebner, Secretary

Dwayne Tuggle, Chairman