



**Central Virginia Planning  
District Commission**  
828 Main Street, 12<sup>th</sup> Floor  
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cvpdc.org

## **CVPDC Executive Committee**

**Date:** April 13, 2023

**Time:** 12:00 noon

### **Attending:**

Dwayne Tuggle, Chairman, Town of Amherst  
Sarah McGuffin, Town of Amherst  
Frank Rogers, Campbell County  
Terry McGhee, Town of Appomattox  
Jeremy Bryant, Amherst County  
John Spencer, Appomattox County

### **Staff:**

Alec Brebner, Executive Director CVPDC  
Kirsten Trautman, CVPDC

#### **1. Welcome**

Dwayne Tuggle thanked everyone for coming and officially called the meeting to order.

#### **2. Consideration for Requests for Electronic Participation**

After seeing no requests for electronic participation, Dwayne moved on to the next item on the agenda.

#### **3. Fiscal Year 2024 Work Plan and Budget Recommendation**

Dwayne opened the floor to Alec Brebner to present the 2024 work plan and budget recommendation.

Alec detailed the updated work plan that had been sent out to members previously, the first point of the plan being strategic planning (CEDS).

Frank Rogers asked that related to strategic planning, had staff initiated any conversation with localities to make sure that the CED is working for them in conjunction with their other efforts?

Alec responded by saying that they developing a compliant CED that will qualify them to be eligible as an economic development district. He emphasized that strategic planning needs to encompass multiple things along with economic development and how they work together. Alec did say that they are starting the process of getting together a CEDs committee as well.

Jeremy Bryant asked who sits or how someone is chosen to sit on the CED committee.

Alec responded by saying because this is at the very beginning stages of development, he is working on this.

Continuing, Alec moved to the next item, Regional Support. He mentioned that the CVPDC will continue to connect and support the region and local governments. Alec listed all of the current and prospective projects that were ongoing in the region listed in the draft work plan such as the Hilltop neighborhood project and the Church Street water line grant.

Updating everyone on workforce development, Alec mentioned that the CVCC was recently awarded a Lab School planning grant and with that it was able to build on the program that the PDC had funded.

Regarding housing, Alec recommended that everyone start thinking of new areas for affordable housing because the PDC Housing development grant was coming to a close.

For transportation, the PDC will be seeing a Rural Work Program for transportation planning in the May meeting. A larger item on the plan will be a multi-modal plan of the different areas of transit and how they work together along with the \$280,000 Comprehensive Safety Action Grant awarded to the PDC. This grant will fund a two-year plan that will make the transportation network safer for all. The PDC will continue to work with GLTC and will support the GTLC in transit services.

Moving to Environmental Quality, a few projects are on the horizon such as the Middle James Preservation Plan, which focuses on sedimentation in the James, and the Central Virginia Regional Resiliency Plan, which focuses on preparing for flash flooding. The last project mentioned was the Virginia Chesapeake Bay Watershed 2023 Implementation Program. This program's funding could change by decreasing or changing into a competitive grant which Alec felt that the PDC would be in a good position to receive.

Continuing to Administration, they will continue to administer the Radio Communication Board along with the Region 2000 Services Authority.

Jeremy asked how long the landfill would be running.

Alec said that the landfill's capacity has a projected sunset date of spring of 2029.

Frank Rogers spoke up saying that they are currently looking into what will be next after this time and will be meeting on this soon.

Moving on the Communications, they would continue with the way things were going with the emails and periodic newsletters sent out.

Jeremy asked Alec if he was interested in visiting the various localities like his predecessor, to give an update about what is happening. Alec responded that he would be happy to set that time up and meet.

On the Budget Highlights, Alec said that they are forecasting direct revenues of \$2.44 million, which is in line with FY23 revenues. He said that notable upticks in revenue will be in the Brownfields Assessment program and transportation money to fund the multi-modal plan. Expenses are at 2.24 million, which appears down from last year. Alec said that the personnel budget is \$2,000 lower as well due to defunding one professional planner position. A five-percent salary increase for all employees dependent on performance and an intern to provide some help with the open position are proposed.

Frank asked with the defunding of a position, does Alec anticipate on refunding this position.

Alec explained that this is where the intern could turn into a full-time position.

Moving to the budget spreadsheet, Alec showed where the increases would be regarding salaries and operations.

Frank Rogers mentioned that his locality is looking at a 7% increase, if the state approves, and recommended that the PDC do the same for their budget.

Jeremy Bryant had to leave before the end of the meeting at 1:00.

Alec continued going through the budget, showing the plans that had been mentioned earlier and their total amounts.

With the recommendations to change the increase in salaries, Dwayne entertained a motion to recommend the work plan to the full Commission.

Frank Rogers made the motion and Terry McGhee seconded the motion. All were in favor. The motion passed.

#### **4. Executive's Report: Regional On-Call Service Needs**

Alec mentioned that for years PDC had on-call contracts and these contracts were reaching the end of their terms. These contracts need to be revisited, and staff seeks recommendations for any areas that it could look into, as far as construction, land surveying, and so on that could assist member local governments.

John Spencer said they would like something in GIS services and Terry McGhee echoed this recommendation.

#### **5. Adjournment**

The meeting ended at 1:19.

### **SIGNATURES**

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Alexander W. Brebner, Secretary

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Dwayne Tuggle, Chairman