



**Central Virginia Planning
District Commission**
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Central Virginia Planning District Committee Draft Meeting Minutes

Final Minutes

May 18th, 2023

CVPDC Offices

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

Members Present:

Chairman Mayor Dwayne Tuggle, Town of Amherst
Vice Chairman Richard Conner, Appomattox Town
Frank Rogers, Campbell County
Wynter Benda, City of Lynchburg
Jeff Helgeson, City of Lynchburg
Megan Lucas, Lynchburg Business Alliance
John Sharp, Bedford County
Jeremy Bryant, Amherst County
Robert Hiss, Bedford County (virtual)
Sara McGuffin, Amherst Town
Terry McGhee, Appomattox Town
Gary Shanabarger, Altavista Town
John Spencer, Appomattox County
Drew Wade, Amherst County
Charlie Watts, Campbell County

Staff Present:

Alec Brebner, CVPDC
Kelly Hitchcock, CVPDC
Kirsten Trautman, CVPDC
Sandy Dobyns, CVPDC

Other Present:

Wendell Walker, Virginia General Assembly

1. Welcome

Dwayne Tuggle thanked everyone for coming to the meeting.

2. Consideration of requests for Electronic Participation

Dwayne entertained a motion to allow electronic participation by Robert Hiss.

Drew Wade made the motion and Gary Shanaberger seconded the motion. The motion passed unanimously.

3. Special Guest: Delegate Wendell Walker, House District 52 (Lynchburg, Campbell)
Alec introduced Delegate Wendell Walker and thanked him for being available to join the meeting. Delegate Walker thanked everyone for the welcome and stated he was excited to join the meeting to hear what was happening.

4. Meeting Minutes

Meeting minutes from the regular meeting on March 16th, 2023, and the Executive Committee meeting with the Central Virginia Radio Communications Board on April 13th, 2023, needed to be approved.

Sara McGuffin made a motion to approve both meeting minutes and Drew Wade seconded the motion. All were in favor with one abstention. The motion passed.

Jeff Helgeson spoke up saying because it was his first meeting that he was attending he would abstain from voting.

5. Title VI Implementation Plan

a. Public Hearing

Alec Brebner detailed that Title VI Implementation Plan serves as a policy document guiding compliance with federal laws governing equal opportunity for public input and procurement. The Title VI plan had gone out for public comment and no written comment was received during that time.

Dwayne Tuggle opened the floor for the public hearing of the updated Title VI Implementation Plan. Hearing no comments or questions, Dwayne closed the public hearing.

b. Consideration

With no public comments, Dwayne Tuggle entertained a motion to adopt the updated Title VI Implementation Plan.

Sara McGuffin made the motion to approve the Title VI Implementation Plan and John Sharp seconded the motion. All were in favor with one abstention. The motion passed.

6. Rural Transportation Planning Work Program

Alec explained that this program articulates to VDOT initiatives in which CVPDC will invest resources. With its completion, CVPDC qualifies for a \$58,000 state planning & research grant for rural areas of the region. CVPDC's primary initiatives for the coming fiscal year are a strategic plan update for its commuter assistance program and the administration of its Comprehensive Safety Action Plan.

Dwayne entertained a motion to approve the Work Program. Frank Rogers made the motion to approve the Work Program and John Spencer seconded the motion. All were in favor with one abstention.

7. Fiscal Year 2024 Work Plan & Budget

Moving to the next item on the agenda, Alec explained that the Executive Committee of the CVPDC met on April 13th to discuss the work plan and budget for the 2023-2024 fiscal year. At that meeting, the Executive Committee unanimously recommended approval of the proposed budget and work plan with the condition that the staff consider a seven percent salary increase to prepare for the increase to be adopted by the Commonwealth.

Alec detailed that the request of the Commission is the approval of the FY24 Work Program and Budget as recommended by the Executive Committee with the following revisions:

- Inclusion of a 2% salary contingency
- Increase of \$6,600 in Finance salaries with proportionate increase in benefits
- Reduction of Education and Training expenses from \$10,000 to \$5,000
- Omission of Madison Heights rehabilitation (\$8,000 in revenue)
- Upward adjustment of interest income (\$5,000 to \$6,000)

Delegate Walker asked if a majority of the funding was coming from the federal side or state. Alec explained that most PDCs were roughly a 10 to 1-match when it comes to external revenue and grant funding.

Continuing, Alec reported on the operations fund and open positions. They are keeping a position frozen for the time being and unfunded. The funds that would have been used for that position will be used for consultants.

Wynter Benda asked how many positions they had open.

Alec said that they had two open positions.

Health insurance has gone up 8.9% and that was reflected in the salary benefits increase.

Alec directed everyone to the Direct Project expenses that show all of the grants and projects that will be coming in. The largest of these is the USDOT Safe Streets and Roads for All grant, which does not have a specific budget approved or grant agreement in place.

Pass-through expenses show the regional radio board and Virginia Housing grant, which was a 2 million grant, with five applications for funding approved so far.

The revenues show the dues made by the members and they contributed a total of \$175,688 to the PDC budget; Alec showed his appreciation to all the localities for their contributions.

The total for the budget will be 2.4 million and this shows the changes mentioned by the Executive Committee such as the proposed 5% salary increase with the \$10,000 contingency line for the 7% increase.

Alec mentioned that there was a slight increase in salaries due to the addition of Kim Archer and in order to meet the salary cost obligations they reduced the educational training from \$10,000 to \$5,000.

Dwayne entertained a motion to approve the work plan and budget. Frank Rogers made the motion to approve the work plan and budget as proposed and Terry McGhee seconded the motion. All were in favor with one abstention.

8. Organizational Reports

a. Financial Report, FY 23, 2nd Quarter

Dwayne opened the floor to Sandy Dobyns. Sandy began by saying that they are currently coming in under budget due to staff shortages. She also pointed out that dues and subscriptions were out-of-line because of the efforts the staff has made to fill the open positions in the office. The pass-through expenses for the regional radio board were showing that they are over budget but that does not affect the PDC's budget; Sandy said she had wanted to point this out in case someone had any questions.

b. Executive Director's Report

1. GO Virginia

Alec reminded everyone that some representatives from GO Virginia attended the last meeting. Since then, representatives of nine local governments come to attend GO Virginia's rural convening.

Wynter Benda spoke up saying that he and Frank Rogers had met and are working with GO Virginia to form a partnership for the airport. They had been successful and had some resources to look into development near the airport.

Megan Lucas pointed out that the region has been awarded over 2.8 million in site development grants through GO Va.

9. Other Business

Megan Lucas and Jeremy Bryant discussed a 380 acres piece of land for which Amherst County will have to decide if they want to proceed with acquiring the land or not. From there, if they do not want it, the state will then decide to sell.

10. Adjournment

Dwayne Tuggle entertained a motion to adjourn the meeting.

John Sharp made a motion to adjourn, and Megan Lucas seconded the motion of adjournment.

All were in favor, and the meeting was adjourned at 5:45 pm.

X _____
Secretary Alec Brebner

Date: _____