



**Central Virginia Planning  
District Commission**  
828 Main Street, 12<sup>th</sup> Floor  
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## **Central Virginia Planning District Commission Regular Meeting Minutes**

### **Draft Minutes**

**July 20, 2023; 5:00 p.m.**

#### **CVPDC Offices**

**828 Main Street, 12<sup>th</sup> Floor  
Lynchburg, VA 24504**

#### **Members Present:**

Reggie Bennett, Vice-Mayor of Altavista  
Jeremy Bryant, Amherst County  
Richard Conner, Mayor of Appomattox  
Jeff Helgeson, City of Lynchburg  
Robert Hiss, Bedford County  
Bruce Johannessen, Bedford Town  
Megan Lucas, Lynchburg Regional Business  
Alliance

Terry McGhee, Appomattox Town  
Sara McGuffin, Amherst Town  
Frank Rogers, Campbell County  
Gary Shanaberger, Altavista Town  
John Spencer, Appomattox County  
Dwayne Tuggle, Mayor of Amherst  
Drew Wade, Amherst County

#### **Staff Present:**

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

#### **Other:**

John McGuire, District 56, House of Delegates

#### **Order of Business:**

##### **1. Welcome**

Chairman Dwayne Tuggle thanked everyone for coming to the meeting and officially called the meeting to order at 5:00 p.m. Richard Conner introduced special guest John McGuire, a member of the House of Delegates, District 56.

##### **2. Consideration of requests for Electronic Participation**

With no electronic participation, Dwayne moved to the next item on the agenda.

### **3. Meeting Minutes**

There were two meeting minutes that needed to be approved by the board, the executive meeting minutes of May 11th and the regular meeting minutes of May 18<sup>th</sup>. Chairman Tuggle asked for a motion to approve both sets of minutes.

Robert Hiss made the motion, and Richard Connor seconded it.

All were in favor. The motion passed.

### **4. Regional Technology and Innovation Hub Planning Grant**

The chair opened the floor to Alec Brebner and Megan Lucas to give more information regarding this planning grant. Alec explained that they were looking for authorization to proceed with the application.

Megan Lucas explained that they would be applying for the grant, which if awarded is \$500,000 for a year-long planning process. This would allow them to do the strategy to then apply for a “tech hub” designation. She explained that only two other communities were applying for this grant with the intent to specialize in nuclear. The application was due August 15<sup>th</sup>, and she credited Alec and Kelly of the CVPDC for their help with this process. Megan mentioned she and her team had already been working on making Lynchburg a Nuclear Hub and would continue that work even if the current application was unsuccessful. She explained that the geographic footprint is GO Virginia regions 1 and 2, and half of GOVA region 3.

John McGuire asked where the Governor was on this process.

Megan explained that he was fully behind this.

Jeff Helgeson asked what support from the CVPDC is needed for this process.

Alec said that if awarded the grant, they would be receiving the money and then distributing it.

Dwayne asked for a motion to approve the authorization to proceed with the application.

Richard Conner made the motion to approve authorization and Drew Wade seconded the motion.

All were in favor. The motion passed.

### **5. CVPDC Housing Development Program Awards**

#### **a. Exploration of a Bridge Loan Program for Local Housing Non-Profits and RFP for a Third Round of Affordable Housing Proposals**

Alec reminded everyone of the \$2 million grant from Virginia Housing that was awarded a few years ago to the PDC. The PDC has invested about half a million dollars in different projects and now has half of the grant sum left. The question for the PDC was how to proceed with the rest of the grant available. Alec opened the floor to Kelly, who presented different ways the PDC could allocate the remainder of the grant including a Bridge Loan Program that nearby PDCs are now doing.

Kelly explained that Housing Forward Virginia was the consultant hired to lead a regional housing study. From data collection, focus study groups, and policy evaluations, along with speaking with many individuals from housing developers to staff, the consultant was able to collect the information needed to develop the housing study. Kelly explained that staff would be bringing the whole study back to the board in September.

Explaining more about the housing development program, Kelly said that originally the plan was to award \$1.7 million of the grant leaving \$300,000 as PDC funds. The PDC has not spent out this \$300,000 due to staffing changes and other grants. The PDC would submit to Virginia Housing a request to use \$100,000 to see a revolving loan fund or Bridge Loan Program. Staff would propose to publish another RFP for the remaining balance.

The request of the Commission is authorization to proceed with exploration of a Bridge Loan Program for Local Housing Non-Profits and an RFP for a Third Round of Affordable Housing Proposals.

Dwayne asked for a motion to authorize the investigation of the Bridge Loan Program.

Terry McGhee made the motion to authorize staff to proceed with exploration of the Bridge Loan Program. Gary Shanaberger seconded the motion.

All were in favor. The motion passed

Dwayne then asked for a motion to authorize the RFP for a Third Round of Affordable Housing Proposals.

Richard Conner made the motion to authorize the RFP, and Drew Wade seconded the motion.

All were in favor. The motion passed.

## **6. On-Call Service Providers Procurement Renewal**

Alec explained that the board had discussed in March that the CVPDC on-call consulting contracts are up for renewal. They directed the staff to explore opportunities for regional contracting. The conclusion of discussions with local government managers is that CVPDC will renew efforts to convene local procurement managers for discussions about future collaborations. CVPDC staff will proceed with RFQs for on-call consultants for work in General Planning, GIS, Transportation Planning and engineering, and Stormwater Planning and Engineering. Successful bids will be brought back for approval.

Dwayne entertained a motion to proceed with the requests for qualifications for on-call consultants.

John Spencer made the motion for authorization, and Wynter Benda seconded the motion for this.

All were in favor. The motion passed.

## **7. Organizational Reports**

### **a. Financial Reports**

Sandy Dobyns reported on year-to-date financials, noting that operations were under budget due to staffing shortages and that direct expenses for projects and revenues were also under budget. This did not include billing for the fourth quarter and there was additional revenue coming that was not on the report but will be included in the fourth quarter.

### **b. Executive Director's Report**

#### **i. Hazard Mitigation Grant Program**

This grant program was underway and this grant instead of being an 80/20 match. This Hazard Mitigation Grant 95% funding, and the PDC would only have to contribute a 5% match. Alec thanked the board for everyone's fast response that helped secure this grant.

#### **ii. State Homeland Security Grant Program**

Alec thanked Campbell County who was able to apply for this grant and be the recipient for this. The purpose of the grant is to buy generators for radio communication towers that help first responders communicate.

#### **iii. Southeast Crescent Regional Commission**

The first requirement for the PDC under this new multi-state commission would be to register as a local development district. This could be an opportunity to provide a funding stream to the area. The board decided to have Alec register the region in this commission, qualifying the PDC and its member local governments to apply for implementation grants. Dwayne asked the board if there was consensus on this, and the board concurred.

#### **iv. Staffing**

Alec introduced Sara Oakley, a new member of the staff, and said that they were very excited to have her aboard, and she will be working directly with Kelly.

## **8. Selection of PDC officers for 2023-2024**

The start of the fiscal year is time to appoint new officers. Richard Conner was nominated for chair and Jeff Helgeson was nominated for vice-chair. Terry McGhee was nominated for treasurer.

Megan Lucas made the motion for nomination and election, and Gary Shanaberger seconded the motion.

All were in favor. The motion passed.

## **9. Other Business**

With no other business for the board to discuss, Dwayne moved to the final item on the agenda and asked for a motion to adjourn.

**10. Adjournment**

Megan Lucas made the motion to adjourn the meeting, and Richard Connor seconded the motion.

All were in favor. The meeting officially ended at 5:35 pm.