



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

**March 18, 2021
5:00 pm**

Minutes

Members Present:

Sara Carter, Amherst Town Manager
Waverly Coggsdale, Altavista Town Manager
Mayor Richard Conner, Town of Appomattox, Chair
Robert Hiss, Bedford County Administrator
Megan Lucas, Lynchburg Regional Economic Alliance
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
Bruce Johannessen, Bedford Town Council
Wayne Mitchell, Altavista Town Council
Mark Peake, Senate of Virginia
Dean Rodgers, Amherst County Administrator
Frank Rogers, Campbell County Administrator
Gary Shanaberger, Appomattox Town Manager
John Sharp, Bedford County Board of Supervisors
Russell Thurston, Brookneal Town Manager
Trenay 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
Ben Packett, Robinson, Farmer, Cox
Scott Pleasants, Innovate Lynchburg

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 January 21, 2021 Meeting Minutes

A motion was made by Reid Wodicka, seconded by Sara Carter to approve the January 21, 2021 meeting minutes as presented. The motion was unanimously approved.

2. Financial Update

- a. **Audit Report:** Ben Packett, with Robinson, Farmer, Cox, presented the audit report for FY 2020. A team of four auditors evaluated the financial statements of the CVPDC to prepare for the report. No major discrepancies or concerns were found within the review.
- b. **Year-to-Date Financial Report (through January 2021):** Rosalie Majerus reported that the Year-to-Date operating expenses are on track with what was budgeted for this year. One error was noted regarding employer cost health insurance and should be properly updated by the next financial report. Total operating expenses are still expected to be in line with expectations based on lower expenses for line items such as travel this year.

3. Presentation by Innovate Lynchburg

Gary Christie introduced Scott Pleasants, with Innovate Lynchburg. The PDC has had a long relationship over the years with the region's technology council and has provided financial investments into the work done by the council.

Scott Pleasants provided an update on the changes made to the Technology Council over the past several years with the name change and complete rebranding to Innovate Lynchburg. He noted that Innovate Lynchburg is focused on: entrepreneurship, business technology, social entrepreneurship, engineering & research, and STEM initiatives.

Innovate Lynchburg has been developing partnerships with a variety of organization and companies to help develop new strategies that are reaching a variety of audiences like students, other businesses, and workers. With continued opportunities for work-from-home in the future, a major goal of Innovate Lynchburg is to keep individuals in this region.

Next steps include hiring an Executive Director and growth of membership.

4. CVPDC Planning and Development Updates

- a. **Comprehensive Economic Development Strategy:** Staff is recommending moving forward with an application to update the CEDS so that it meets the requirements that EDA would like CEDS to have in addition to focusing on more economic needs of the rural parts of the region. When the budget is presented at the April meeting, the extra allocation for this will be included in the budget for approval.

- b. **Regional Hazard Mitigation Plan – Approval Update:** The regional plan was submitted in December. In January, the plan received an approval pending status. Attachment #2
- c. **FY21 CDBG Priority List:** This list is a yearly activity that has relevance to nine of the ten localities and provides a way to rate applications. Staff recommends approval of the proposed list as presented. By consensus, the proposed list was approved.

5. EPA Brownfields Assessment Coalition Grant

Gary Christie explained that EPA has provided funding for several jurisdictions where properties are assessed to determine what costs and degree of severity might be there to clean up the site. Staff will be working to identify if there are enough jurisdictions that have small sites that may not qualify for a grant independently but can be combined as an Assessment Coalition to pursue grant opportunities. Applications are due in the fall, and staff will be working on this throughout the summer.

6. Adjusting four CVPDC job classifications to different pay bands

In 2014, the personnel system was updated to a pay band system. As starting pay hasn't been adjusted since that point, it is recommended that four positions be moved up one band. These are not pay raises for current staff as all staff in these positions are currently paid more than the proposed new starting pay, however the adjustment would allow the PDC to be more competitive in recruitment.

A motion was made by Reid Wodicka, seconded by Gary Shanaberger, to approve the adjustment of the four positions to different pay bands, and it was unanimously approved.

7. Other Business from Members or Staff

Gary Christie shared that staff are working with the Central Virginia Vaccination Task force with administrative help.

Susan Cook, a former CVPDC employee who retired at the end of 2019 passed away in the past month.

The FY 2020 Annual Report is available in digital format and will be sent to members of the board for distribution.

Adjourn - There being no further business, the meeting adjourned at 6:02 p.m.