

CRATER PLANNING DISTRICT COMMISSION

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MONTHLY EXECUTIVE COMMITTEE MEETING AGENDA

6:00 PM, Thursday, March 11, 2021

Virtually by Zoom Meeting:

<https://us02web.zoom.us/j/82317885095?pwd=dmxZSIRPMEQ4WnNqOWJHdkFKQUIYUT09>

Meeting ID: 823 1788 5095, Passcode: 693805

Or by telephone: (301) 715-8592

Meeting ID: 823 1788 5095, Passcode: 693805

I. **Organizational**

- A. Roll Call
- * B. Approval of Virtual Meeting
- C. Minutes of the February 25, 2021 Crater Commission meeting
- * D. Amendments to the Agenda
- E. Chairman's Report

II. **New Business**

- * A. Letter to Governor RE: Equitable Vaccine Distribution
- * B. 2021-2022 Crater PDC Budget Planning: Employee Salary Increases
- * C. Facilities Modernization

III. **Executive Director's Report**

- A. Stakeholder Interviews

* IV. **Adjournment**

* Agenda Items Requiring Action

AGENDA BRIEF SHEET

I. Organizational

- A. **Roll Call** – Roll will be taken at the start of the meeting.
- * B. **Approval of Virtual Meeting** – The Governor’s emergency orders regarding the conduct of virtual meetings not open to in-person attendance by the public requires approval by the body.
- C. **Minutes of the February 25, 2021 Crater Commission meeting** – Provided for information only.
- * D. **Amendments to the Agenda** – Amendments to the agenda will be proposed as late items might require.
- E. Chairman’s Report

II. New Business

- * A. **Letter to Governor RE: Equitable Vaccine Distribution** – The Executive Committee will be asked to consider correspondence to the Governor seeking more equitable distribution of the COVID-19 vaccine.
- * B. **2021-2022 Crater PDC Budget Planning: Employee Salary Increases** – Staff has begun preparation of the 2021-2022 budget for the PDC. Guidance from the Executive Committee is sought as to whether to budget for salary increases at a rate of 3%. The EC may approve the request, modify the request (e.g., 2%), adjourn debate (postpone consideration until a complete proposed budget is in hand), or deny the request (keep employee salaries at their FY2020 level).
- * C. **Facilities Modernization** – Guidance is sought from the Executive Committee as to whether to draw from cash reserves to fund improvements to the space and technology of the PDC’s office at 1964 Wakefield Street in Petersburg. The EC may approve the request, modify the request (e.g., \$30,000), adjourn debate (postpone consideration until a complete budget is in hand), or deny the request.

III. Executive Director’s Report

- A. Stakeholder Interviews – The executive director has been in the position for 6 months. During the hiring process, he committed to spending this time getting to know the region. Thoughts and insights shared to him will be offered to the Executive Committee to assist budget planning for the 2021-2022 fiscal year.

* IV. Adjournment

* Agenda Items Requiring Action