

CRATER PLANNING DISTRICT COMMISSION

Monument Professional Building • 1964 Wakefield Street • Post Office Box 1808 • Petersburg, VA 23805
Phone: (804) 861-1666 • Fax: (804) 732-8972 • info@craterpdc.org • craterpdc.org

QUARTERLY CRATER COMMISSION MEETING AGENDA

6:30 PM, Thursday June 24, 2021

Dinner will be served at 6:00.

Virtually by Zoom Meeting:

<https://us02web.zoom.us/j/89130182058?pwd=WGVaRzFhWFdoeHNxc2lEcDE2WlVUT09>

Or by telephone: (301) 715-8592

Meeting ID: 891 3018 2058, Passcode: 076669

I. Organizational

- A. Roll Call
- * B. Approval of Virtual Meeting
- * C. Minutes of the February 25, 2021 Commission meeting
- * D. Affirming Actions of the Executive Committee
- * E. Amendments to the Agenda (as applicable)
- F. Chairman's Report

II. Old Business

- * A. Comprehensive Economic Development Strategy Update
- * B. Proposed 2020-2021 Operational Budget Amendments

III. New Business

- * A. Cooperative Agreements
- * B. Proposed Fiscal Year 2021-2022 Budget and Work Plan
- * C. Election of Officers for 2021-2022
- * D. Signatures of Warrants
- * E. Proposed 2021-2022 Meeting Schedule

IV. Legislative Report

V. Executive Director's Report

* VI. 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** – Minutes from the Crater Commission’s first quarterly meeting of the calendar year appear in the packet for inspection and approval.
- * D. **Affirming Actions of the Executive Committee** – Crater PDC’s Executive Committee met March 11, April 8, and May 13, 2021. Actions taken by the Executive Committee include adoption of its minutes, other procedural actions, recommendations on budgetary items appearing in this current agenda of the full Commission, and the following:
 - 1. Letter to Governor RE: Equitable Vaccine Distribution
 - 2. Fort Lee “Museum Enclave” Memorandum of Understanding
 - 3. Request to the U. S. Economic Development Administration (EDA) to Release its Federal Interest in CPDC’s Revolving Loan Fund (RLF) Program Award
 - 4. Applications for Annual Transportation Planning Funding
 - a. 2021-2022 Virginia Rural Transportation Planning Program Grant
 - b. 2021-2022 Virginia Department of Rail and Public Transit Grant
 - c. 2021-2022 Virginia Department of Transportation Grant
- * E. **Amendments to the Agenda** – Amendments to the agenda will be proposed as late items might require.
- F. Chairman’s Report

II. OLD BUSINESS

- * A. **Comprehensive Economic Development Strategy (CEDS) Update** – The CEDS is an annual effort prepared by and for the ten cities and counties of the Crater Economic Development District. A current CEDS is required by US Economic Development Administration (EDA) to maintain the \$70,000 annual revenue stream associated with the economic development district and to access additional EDA resources for qualified economic development projects and programs. The guiding body, the CEDS Committee accepted the Draft 2021 Comprehensive Economic Development Strategy at its May 27, 2021 meeting. Upon approval of the Crater Commission, the document ([available here](#) at

https://CraterPDC.org) will be submitted to US EDA. *The request of the Commission is to adopt a resolution to approve the 2021 Comprehensive Economic Development Strategy.*

- * B. **Proposed 2020-2021 Operational Budget Amendments** – Duly assembled on June 25, 2020, the Crater Commission originally approved a budget for the current fiscal year, July 1, 2020 to June 30, 2021. The budget was subsequently amended October 22, 2020, to reflect the \$399,000 CARES Act Grant Award. With changes in revenues and expenditures due to changing circumstances, adjustments are further required so that the FY2021 budget will be in order prior to the June 30, 2021 audit. Supporting documentation includes a financial report noting progress on revenues and expenditures through March 30, 2021. The Executive Committee voted unanimously to recommend approval of the budget amendments to the full Commission. *The request of the Commission is approval of the included “Amended Budget 2020-2021.”*

III. NEW BUSINESS

- * A. **Cooperative Agreements** – Cooperative agreements between Crater Planning District Commission and three partner entities require annual renewal at the beginning of each fiscal year in which the Commission would choose to support them.
 1. Virginia’s Gateway Region
 2. Petersburg Area Regional Tourism
 3. Crater Regional Workforce Development Board*The request of the Commission is approval of each of three included cooperative agreements.*

- * B. **Proposed Fiscal Year 2021-2022 Work Program & Budget** – The Executive Committee has reviewed and recommended a work program and a budget for the upcoming fiscal year to the Crater Commission. The work program lists Crater PDC initiatives and provides highlights for each. The budget identifies revenue streams for these initiatives and expenses necessary to implement them including personnel and overhead. The draft work program and draft budget received unanimous recommendations in April and May, respectively. The Executive Committee further recommended inclusion of \$20,000 for capital outlay in 2021-2022 with the expectation of another \$20,000 in the following fiscal year’s budget for improvements to the conference room and reception spaces. *The request of the Commission is to approve the proposed “Work Program & Budget 2021-2022.”*

- * C. **Election of Officers for 2021-2022** – The By-Laws of the Crater Planning District Commission guide the election process for its officers. A Chair, Vice-Chair, and Treasurer will each be elected as follows:
 1. *Report of the Nominating Committee* – Mr. Kevin Massengill, Chairman
 2. *Nominations from the floor*

3. *Election by secret ballot* (The election method may be changed by unanimous consent of the body.)
4. Terms of offices begin July 1, 2021

* D. **Signatures of Warrants** – The Commission must annually review and approve its policy for signing warrants, including checks. The attached resolution maintains the status quo with regard to a threshold of \$5,000, at which point a second signature is required on a check paying out Commission funds. *The request of the Commission is approval of a resolution regarding signatures of warrants for 2021-2022.*

* E. **Proposed Meeting Schedule** – The Commission’s practice has been to hold three meetings a year on the fourth Thursday of February, June, and October. The Executive Committee, meanwhile, has convened on the second Thursday of most off months. *The request of the Commission is approval of a 2021-2022 meeting schedule.*

IV. LEGISLATIVE REPORT

V. EXECUTIVE DIRECTOR’S REPORT

- A. 2021-2022 Outlook.

* VI. ADJOURNMENT

* Agenda Items Requiring Action