

# CRATER PLANNING DISTRICT COMMISSION

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## MONTHLY EXECUTIVE COMMITTEE MEETING AGENDA

**6:30 PM, Thursday, January 13, 2022**

Dinner service at 6:00

### Crater PDC Conference Room

Monument Professional Building; 1964 Wakefield St., Petersburg, VA

#### **Attend in person or virtually by Zoom meeting:**

<https://us02web.zoom.us/j/84204932580?pwd=RHVMMjF4Mk9TVlFFdU9lcGhDbHBCQT09>

Meeting ID: 842 0493 2580; Passcode: 526125

#### **Or by telephone: 301-715-8592**

Meeting ID: 842 0493 2580; Passcode: 526125

### I. Organizational

- A. Roll Call
- \* B. Approval of Virtual Meeting
- \* C. Minutes of the November 18, 2021, Executive Committee meeting
- \* D. Amendments to the Agenda

### II. Unfinished Business

- \* A. FY2022 Member Local Government Contributions

### III. New Business

- \* A. Crater PDC Housing Development Program *process*
- \* B. Finance Consulting Services to Crater PDC

### IV. Reports

- A. Executive Director's Report – Alec Brebner, AICP
  - 1. SERDI Strategic Assessment *progress*
  - 2. Financial report for July 1, 2021 through December 31, 2021
  - 3. Richmond-Crater Hazard Mitigation Plan *progress*
  - 4. Crater COVID-19 Economic Recovery and Resiliency Plan *progress*
- B. Legislative Report – Martha Burton

### \* V. Adjournment

\* Agenda Items Requiring Action

## AGENDA BRIEF SHEET

### I. ORGANIZATIONAL

- A. **Roll Call.** Roll call will be taken at the beginning of the meeting in accordance with emergency meeting procedures.
- \* B. **Approval of Virtual Meeting.** The Executive Committee must approve of those voting members attending virtually in accordance with the state of emergency declared by the City of Petersburg in response to the COVID-19 pandemic.
- \* C. **Minutes of the November 18, 2021, Executive Committee meeting.** Minutes from the last meeting of the Crater PDC Executive Committee appear in the agenda packet for inspection and approval.
- \* D. **Amendments to the Agenda.** Amendments to the agenda will be proposed as late items might require.

### II. OLD BUSINESS

- \* A. **FY2022 Member Local Government Contributions.** The Executive Committee adjourned debate on this item at its November meeting pending clarity of impacts of the 2020 US Census on Chesterfield County's basis for contribution. Conversations with County leadership are ongoing. Staff will update the Executive Committee. *The request of the Executive Committee is to again adjourn debate.*

### III. NEW BUSINESS

- \* A. **Crater PDC Housing Development Program process.** The Crater Commission entered into an agreement with the Virginia Housing Development Authority to administrate \$2M granted to support development of affordable housing in the Crater Planning District through 2024. Staff has outlined a process that would empower the Executive Committee to bestow grant awards relying on technical assistance from the local planners of the region. *The request of the Executive Committee is authorization of staff to implement the program as outlined.*
- \* B. **Finance Consulting Services to Crater PDC.** VML/VACo Finance provides staffing for finance consulting services to both, PlanRVA (a.k.a. Richmond Regional PDC) and Crater PDC. The executive directors of both organizations would like to investigate a permanent solution involving combined resources to hire the best candidate or procure the best firm for the role serving two PDCs. A potential formal cooperative agreement between the PDCs would be a subsequent step. *The request of the Executive Committee is authorization to proceed with a job advertisement and a request for proposal.*

#### IV. **REPORTS**

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

1. Alec Brebner will update the Executive Committee on the ongoing strategic assessment led by the SouthEast Regional Directors Institute (SERDI).
2. Alec will hand out a financial report for the first half of the fiscal year, July 1, 2021 through December 31, 2021 at the meeting.
3. Alec will provide an update on the Richmond-Crater Hazard Mitigation Plan and next steps as the effort approaches completion.
4. Alec will update the Executive Committee about the progress of the CARES-funded COVID-19 Economic Recovery and Resiliency Plan.

##### B. **Legislative Report.** Martha Burton will present legislative items of interest to the Executive Committee as the General Assembly convenes in Richmond.

#### \* V. **ADJOURNMENT**

\* Agenda Items Requiring Action