

Minutes of the Executive Committee of the Crater Planning District Commission held on Thursday evening, May 13, 2021, at 6:00 p.m.

MEMBERS PRESENT at the Commission office: Mark Moore, Dinwiddie County; Sam Parham, Petersburg; Floyd Brown, Prince George County; Eric Fly, Sussex County.

MEMBERS PRESENT via Zoom: Kevin Carroll, Chesterfield County; Woodrow Harris, Emporia; James Brown, Greensville County.

MEMBERS ABSENT: John Wood, Colonial Heights; Patience Bennett, Hopewell; Michael Drewry, Surry County.

The meeting was called to order by the chairman, Dr. Moore.

Upon motion of Mayor Parham, seconded by Mr. Floyd Brown and carried, the Executive Committee approved holding the meeting via Zoom.

MINUTES

Upon motion of Mr. Floyd Brown, seconded by Mayor Parham and carried, the minutes of the Executive Committee meeting held on April 8, 2021, were approved as presented.

CHAIRMAN'S REPORT

Dr. Moore reported that on May 6, he participated in a ceremony at Fort Lee commemorating the signing of a Memorandum of Understanding among the Crater Commission, for which he signed, Fort Lee, and the U. S. Army Center of Military History. He said that Mr. Morris was asked to speak at the ceremony and he thanked Mr. Morris for all of his hard work on the Museum Enclave Project, which is what the MOU formalized. He said that Mayor General Fogg also recognized and thanked the PDC for its work on this project.

OLD BUSINESS

Request to the U. S. Economic Development Administration (EDA) to Release its Federal Interest in the Commission's Revolving Loan Fund (RLF) Program Award – Mr. Brebner explained that this proposed action seeks to defederalize the Revolving Loan Fund Program and reduce the paperwork associated with administering the program. The Commission will continue to utilize the funds that remain in the RLF (approximately \$800,000) for small business loans.

Upon motion of Mr. Harris, seconded by Mayor Parham and carried, the Executive Committee adopted a resolution (copy attached to these minutes) requesting that the U. S. Economic Development Administration release its federal interest in the awarded Revolving Loan funding, and the Commission accepts the conditions EDA would impose in the AGREEMENT TO RELEASE THE EDA FEDERAL INTEREST IN A REVOLVING LOAN FUND AWARD.

Proposed 2020-2021 Operational Budget Amendments – Mr. Brebner referred members first to the Quarterly Financial Statement for July 1, 2020 through March 31, 2021. He said revenue

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is on track reminding members that there are programs through which the Commission receives funding on a reimbursement basis, so there is a lag in the receipt of some funds. He pointed out that Petersburg Area Regional Tourism collected more revenue than originally budgeted, primarily due to four of its member localities awarding PART local CARES Act grants for specific advertising. He also pointed out that there have been inconsistencies related to expenditures by the Crater Regional Workforce Investment Board due to staff turnover. Regarding Commission Overhead, he recalled that it was necessary to replace an HVAC unit, also pointing out that the Commission is under budget for maintenance. He also said that travel expenses are down. He said that overhead expenses portion of the budget is presented on page 6 (23/47).

Beginning on page 24/47, Mr. Brebner referred members to the 2020-2021 Amended Budget that ensures that accounts are in line in anticipation of the annual audit. He said reductions were made to the travel budget. The salaries item was increased to accommodate two executive directors. Fringe benefits and Contractual both were up some, while Overhead saw a reduction.

Referring to Revenue, he pointed out reductions in transportation funding. He explained that the Economic Development Administration funding appears lower due to the billing schedule. Regarding the various Coastal Resources Management funding programs, he explained that these various contracts start and finish at odd times of the year. He said that in the amended budget, Commission revenue decreased from \$1,281,709 to \$1,096,293, and \$13,743 would go into Reserve.

Upon motion by Mr. Fly, seconded by Mayor Parham and carried, the 2020-2021 Commission budget was approved as amended.

NEW BUSINESS

Mr. Brebner noted that a budget narrative was included on pages 29/47-37/47. He pointed out the decrease in CPDC salaries attributing that decrease to having just one executive director position.

Dr. Moore asked about health insurance costs.

Ms. Slaughter responded that costs for 2021-2022 will be down by approximately \$6 per month, so costs are about flat.

Mr. Harris asked about the health insurance provider.

Dr. Moore responded that it is Anthem Local Choice through the state.

Mr. Harris commented that the Emporia area is experiencing serious issues because of the purchase of the hospital in Emporia by Bon Secours and their inability to come to an agreement

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with Anthem Local Choice. It was pointed out that Southside Regional in Petersburg is also now a Bon Secours hospital so the issue is very far reaching.

Regarding page 40/47, Mr. Brebner pointed out a noticeable increase in Overhead, saying that there is a need to budget for building maintenance. Also, he said he expects to need additional funding for travel.

Under Capital Outlay, Mr. Brebner referred to the Executive Committee's conversation in March about building improvements, including front office/entrance improvements, painting, carpeting, technology. He said that it will be necessary to decide an amount of money to include in this budget.

Regarding Revenue, Mr. Brebner pointed out the locality contributions will remain the same. He said VDOT funding can fluctuate a bit, then noted that Federal Transit Administration/Virginia Department of Rail & Public Transportation made an error which they are not going to fix and so the reduction from Rail & Public Transportation will be about \$18,000. He added that we will have a lot of work on MPO funding. He said that Defense Logistics Agency (DLA) funding for the Procurement Assistance Center is down slightly adding that Old Dominion University is no longer a partner in this effort. He added that a new employee for the Procurement Center who is filling Ms. Parks' position will begin on Monday morning. Mr. Brebner highlighted the Coastal Resources Management/Department of Environmental Quality funding that is supporting the state's emphasis on resiliency. He said he sees good opportunities for a substantial amount of funding to be available in the coming few years. Regarding Petersburg Area Regional Tourism, he said the \$173,000 shown reflects the Chesterfield County decision to withdraw from PART effective on December 31, 2020. He said that it is hoped that PART will be able to benefit from American Rescue Plan funding and available Virginia Tourism Corporation funds. Regarding the EDA CARES Act grant, he said it was a healthy amount of money and the Resiliency Plan will lay out a process for helping our localities.

Mr. Carroll said he did not see an employee compensation increase.

Mr. Brebner replied that the Executive Committee at its March meeting recommended a 3 percent increase. He added that the Commission has an open planner position that will be advertised soon.

Mr. Floyd Brown asked what the employee salary increase was last year.

Mr. Brebner responded that the last increase was 2.5 percent in 2019-2020.

Regarding tourism, Mr. Parham asked about tourism promotion on the local access channels, how the region might get involved.

Mr. Brebner responded that he has been thinking about the EDA funds and in meeting with Emporia, Sussex and Charles City he has talked about marketing and how the Commission might be involved.

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Mr. Morris commented that Comcast has picked up PART's videos and is running them regularly throughout their service area.

Returning to the Capital Outlay line item, Mr. Brebner said he had met with Mr. Haynie, the local architect who worked with the Commission on the building roof, and a contractor following up on the March conversation about building improvements. He said they have evaluated the reception area for security, as well as improvements, the two conference rooms which both need to be modernized, the downstairs area which was addressed more recently, flooring, walls (while they have a covering on them, they could be painted) lighting (switching to LED lights would result in savings), and the ceiling. He said there has been conversation about new carpeting vs a luxe vinyl tile. He said there have been estimates of \$2,500 for the reception area, \$26,000 for work in the halls, and \$57,000 would cover walls, sheetrock, ceilings.

Dr. Moore said he has been very interested in making interior improvements; however, his concern at the present time is the substantial increase in the costs of materials.

Mr. Parham said he agreed totally as construction costs have certainly increased. He said that we might start with the lighting conversion to LED lights.

Mr. Carroll also said he agreed. He added that Chesterfield County staff had discussed technology upgrades with Mr. Brebner.

Mr. Harris agreed, suggesting to go ahead with electronics.

Dr. Moore said we need a budget placeholder and suggested that the funding be structured over two fiscal years. He suggested a \$40,000 placeholder for the first year and \$20,000 for 2022-2023.

Mr. Carroll asked if Dr. Casey had talked with Mr. Brebner about what Chesterfield would pay for.

Mr. Brebner responded yes and thanked Chesterfield County for its contribution.

Upon motion of Mr. Parham, seconded by Mr. Fly and carried, the Executive Committee recommended that \$40,000 be in the 2021-2022 budget for building improvements, but that work would not commence until the second half of the fiscal year.

Mr. Fly asked about Rescue Act Funding for the PDC.

Mr. Brebner responded that PDCs will not receive direct allocations.

Mr. Moore then said he thought the concept of workplace security might work in terms of accessing Rescue Plan dollars.

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Applications for Annual Transportation Planning Funding – Referring to pages 42-47, Mr. Brebner said that it is necessary to get authorization for the executive director to file applications and for the executive director and chairman to sign the resolutions enclosed in the agenda in order to obtain grant funding for the region’s Rural Transportation Planning Program, Rail & Public Transit Program and to obtain federal funds under the Metropolitan Funds of the Federal Highway Trust Fund.

Upon motion of Mr. Carroll, seconded by Mr. Parham and carried, the Executive Committee adopted three resolutions (copies attached to the minutes) authorizing the signing of resolutions and filing of applications with the Virginia Department of Transportation for the following:

- 1) Federal funds for Rural Planning from the Federal Highway Trust Fund;
- 2) Federal funds under Metropolitan (PL) funds from the Federal Highway Trust Fund;
and
- 3) Federal funds under Section 5303 of the Federal Transit Act of 1991, as amended.

EXECUTIVE DIRECTOR’S REPORT

Mr. Brebner commended Mr. Morris for his work on the “Museum Enclave” project related to direct public access from Route 36 to the Fort Lee museums. He said that at the recent signing of the Memorandum of Understanding with Fort Lee, General Fogg gave Dr. Moore, Mr. Morris, Miss Burton and him a CASCOM commemorative coin in appreciation for the Commission’s support. He said the Commission will continue to seek funding to complete this project.

Mr. Morris said that Mr. Mike Coleman, now retired, who served as both Gov. McAuliffe’s and Gov. Northam’s Military Liaison, has volunteered to work on finding the dollars. He is developing a proposal for a Defense Community Infrastructure Program grant. He then said that General Fogg will be leaving Fort Lee in July for an assignment at Redstone Arsenal in Alabama.

Future Funding Opportunities – Mr. Brebner identified some opportunities for additional funding for the PDC and the localities, including:

- 1) **Raise Transportation Grant** from the US Department of Transportation for localities, adding that the focus is on ambitious, big picture projects and rural areas and areas of persistent poverty; and
- 2) **Virginia Technology Initiative** – the upcoming cycle will have more federal funding coming in.

Mr. Carroll said that Chesterfield has reached out to Southside Electric Cooperative regarding their service area in the county, the need for broadband, and use of some of the federal broadband funding to offset costs.

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Dr. Moore said the recent weather event caused opening a conversation with Southside Electric. He said there was a conversation three years ago about broadband and the Cooperative had no interest. He said now they see it as viable but Dinwiddie County has already entered into a contract. He said Dinwiddie's project is strictly aerial, adding that the County also received Tobacco Commission funding.

- 3) **Virginia Housing** – Mr. Brebner said he has been discussing affordable housing with eight other PDCs regarding getting low-to-moderate income housing on the ground. He said he had talked with Mr. Johnson in Emporia.

Commission Meeting – Dr. Moore said that Eastside Enhancement Center has been reserved for the Commission meeting on June 24.

ADJOURNMENT

The meeting was adjourned at 7:40 p.m.

CRATER PLANNING DISTRICT COMMISSION

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RESOLUTION TO DEFEDERALIZE CPDC'S REVOLVING LOAN FUND PROGRAM AWARD

WHEREAS, EDA, pursuant to its authority under the Public Works and Economic Development Act of 1965 (PWEDA) (42 U.S.C. § 3121 et seq.), awarded to Crater Planning District Commission one or more grants to capitalize a Revolving Loan Fund (RLF) bearing EDA award number(s) 01-39-02809 (the Award);

WHEREAS, EDA retains a federal interest in the Award and Crater PDC will submit a written request that EDA release its federal interest in the Award consistent with the requirements of the Reinvigorating Lending for the Future Act (Pub. L. 116-192);

WHEREAS, the current value of the RLF capital base is \$972,669.90, the federal investment rate is 75%, and the federal share of the RLF capital base is \$729,502.20 (the Award Funds);

WHEREAS, 1) more than seven years have passed since the final EDA disbursement to the Recipient of funds under the Award, 2) the Recipient has complied with the terms and conditions of the Award, and 3) Crater PDC proposes to use the Award Funds for one or more activities that continue to carry out the economic development purposes of PWEDA; and

WHEREAS, should EDA agree to release its federal interest in the Award, Crater PDC agrees herein to use Award Funds to continue its Revolving Loan Fund Program serving the Crater Economic Development District in its current form;

NOW THEREFORE, Crater PDC requests that EDA release its federal interest in the Award and accepts the conditions EDA would attach in the attached AGREEMENT TO RELEASE THE EDA FEDERAL INTEREST IN A REVOLVING LOAN FUND AWARD



Executive Director
Alec Brebner

May 13, 2021

Date



Chairman
Dr. Mark Moore

May 13, 2021

Date

CRATER PLANNING DISTRICT COMMISSION

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RESOLUTION AUTHORIZING THE FILING OF AN APPLICATION WITH THE VIRGINIA DEPARTMENT OF TRANSPORTATION, COMMONWEALTH OF VIRGINIA, FOR A GRANT FOR FEDERAL FUNDS UNDER METROPOLITAN (PL) FUNDS OF THE FEDERAL HIGHWAY TRUST FUND

WHEREAS, the contract for financial assistance will impose certain obligations upon the applicant, including the provision by it of the local project costs;

WHEREAS, it is required by the U. S. Department of Transportation in accord with the provision of Title VI of the Civil Rights Act of 1964, that in connection with the filing of an application for assistance under the Metropolitan Planning (PL) funds of the Federal Highway Trust Fund, the applicant give an assurance that it will comply with Title VI of the Civil Rights Act of 1964 and other pertinent directives, and the U. S. Department of Transportation and the Virginia Department of Transportation requirements thereunder; and

WHEREAS, it is the goal of the Applicant that minority business enterprise (disadvantaged business enterprise and Women business enterprise) be utilized to the fullest extent possible in connection with this project, and that definitive procedures shall be established and administered to ensure that minority businesses shall have the maximum feasible opportunity to compete for contracts and purchase orders when procuring construction contracts, supplies, equipment contracts, or consultant and other services:

NOW, THEREFORE, BE IT RESOLVED BY the Crater Planning District Commission

1. That Alec Brebner is authorized to execute and file an application on behalf of Crater Planning District Commission with the Virginia Department of Transportation, to aid in the financing of the activities described in the FY 2022 UPWP for the Tri-Cities area.
2. That Alec Brebner is authorized to execute and file with such application and assurance or any other document required by Virginia Department of Transportation effectuating the purpose of this grant.
3. That Alec Brebner, Executive Director, is authorized to furnish such additional information as the Virginia Department of Transportation may require in connection with the application or the project.

4. That Alec Brebner is authorized to set forth and execute Minority business enterprise (disadvantaged enterprise business and woman enterprise) policies and procedures in connection with the project's procurement.

5. That Alec Brebner is authorized to execute a grant agreement on behalf of Crater Planning District Commission with the Virginia Department of Transportation to aid in the financing of the Tri-Cities Area FY 2022 Unified Planning Work Program.

The undersigned duly qualified and Executive Director of the Crater Planning District Commission certifies that the foregoing is a true and correct copy of a resolution, adopted at a legally convened meeting of the Crater Planning District Commission held on May 13, 2021.



Executive Director
Alec Brebner



Chairman
Dr. Mark Moore

May 13, 2021
Date

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Date

CRATER PLANNING DISTRICT COMMISSION

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RESOLUTION AUTHORIZING THE FILING OF AN APPLICATION WITH THE VIRGINIA DEPARTMENT OF TRANSPORTATION, COMMONWEALTH OF VIRGINIA, FOR A GRANT FOR FEDERAL FUNDS UNDER SPR (RURAL PLANNING) FUNDS OF THE FEDERAL HIGHWAY TRUST FUND

WHEREAS, the contract for financial assistance will impose certain obligations upon the applicant, including the provision by it of the local project costs;

WHEREAS, it is required by the U. S. Department of Transportation in accord with the provision of Title VI of the Civil Rights Act of 1964, that in connection with the filing of an application for assistance under the SPR (Rural Planning) funds of the Federal Highway Trust Fund, the applicant give an assurance that it will comply with Title VI of the Civil Rights Act of 1964 and other pertinent directives, and the U. S. Department of Transportation and the Virginia Department of Transportation requirements thereunder; and

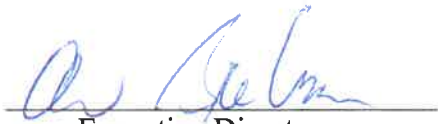
WHEREAS, it is the goal of the Applicant that minority business enterprise (disadvantaged business enterprise and women business enterprise) be utilized to the fullest extent possible in connection with this project, and that definitive procedures shall be established and administered to ensure that minority businesses shall have the maximum feasible opportunity to compete for contracts and purchase orders when procuring construction contracts, supplies, equipment contracts, or consultant and other services; and

NOW, THEREFORE, BE IT RESOLVED BY the Crater Planning District Commission:

1. That Alec Brebner is authorized to execute and file an application on behalf of Crater Planning District Commission with the Virginia Department of Transportation, to aid in the financing of the activities described in the FY 2022 Work Program for the Rural portion of Crater PDC.
2. That Alec Brebner is authorized to execute and file with such application and assurance or any other document required by Virginia Department of Transportation effectuating the purpose of this grant.
3. That Alec Brebner, Executive Director, is authorized to furnish such additional information as the Virginia Department of Transportation may require in connection with the application or the project.
4. That Alec Brebner is authorized to set forth and execute minority business enterprise (disadvantaged enterprise business and woman enterprise) policies and procedures in connection with the project's procurement.

5. That Alec Brebner is authorized to execute a grant agreement on behalf of Crater Planning District Commission with the Virginia Department of Transportation to aid in the financing of the Crater PDC FY 2022 Transportation Work Program.

The undersigned duly qualified and Executive Director of the Crater Planning District Commission certifies that the foregoing is a true and correct copy of a resolution, adopted at a legally convened meeting of the Crater Planning District Commission held on May 13, 2021.



Executive Director
Alec Brebner



Chairman
Dr. Mark Moore

May 13, 2021

Date

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AUTHORIZING RESOLUTION

Resolution authorizing the filing of an application with the Virginia Department of Rail and Public Transportation, Commonwealth of Virginia, for a grant for federal funds under Section 5303 of the Federal Transit Act of 1991, as amended.

WHEREAS, the contract for financial assistance will impose certain obligations upon the applicant, including the provision by it of the local project costs;

WHEREAS, it is required by the U. S. Department of Transportation in accord with the provision of Title VI of the Civil Rights Act of 1964, that in connection with the filing of an application for assistance under the Federal Transit Act of 1991, as amended, the applicant give an assurance that it will comply with Title VI of the Civil Rights Act of 1964 and other pertinent directives, and the U. S. Department of Transportation and the Virginia Department of Rail and Public Transportation requirements thereunder; and

WHEREAS, it is the goal of the Applicant that minority business enterprise (disadvantaged business enterprise and Women business enterprise) be utilized to the fullest extent possible in connection with this project, and that definitive procedures shall be established and administered to ensure that minority businesses shall have the maximum feasible opportunity to compete for contracts and purchase orders when procuring construction contracts, supplies, equipment contracts, or consultant and other services:

NOW, THEREFORE, BE IT RESOLVED BY the Crater Planning District Commission

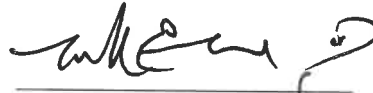
1. That Alec Brebner is authorized to execute and file an application on behalf of Crater Planning District Commission with the Virginia Department of Rail and Public Transportation, to aid in the financing of the activities described in the FY 2022 UPWP for the Tri-Cities area.
2. That Alec Brebner is authorized to execute and file with such application and assurance or any other document required by Virginia Department of Rail and Public Transportation effectuating the purpose of this grant.

3. That Alec Brebner, Executive Director, is authorized to furnish such additional information as the Virginia Department of Rail and Public Transportation may require in connection with the application or the project.
4. That Alec Brebner is authorized to set forth and execute Minority business enterprise (disadvantaged enterprise business and woman enterprise) policies and procedures in connection with the project's procurement.
5. That Alec Brebner is authorized to execute a grant agreement on behalf of Crater Planning District Commission with the Virginia Department of Rail and Public Transportation to aid in the financing of the Tri-Cities Area FY 2022 Unified Transportation Work Program.

The undersigned duly qualified and Executive Director of the Crater Planning District Commission certifies that the foregoing is a true and correct copy of a resolution, adopted at a legally convened meeting of the Crater Planning District Commission held on May 13, 2021.



Executive Director
Alec Brebner



Chairman
Dr. Mark Moore

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