

WEST PIEDMONT PLANNING DISTRICT COMMISSION

MINUTES

of the

November 30, 2023 Meeting

held at the Commission Office
1100 Madison Street, Martinsville, VA

PRESENT

Jim Adams, Chairman, Henry County
Wes George, Henry County
Jerry Adams, Patrick County
Clayton Kendrick, Patrick County
Kimberly Walker, Danville
Kathy Lawson, Treasurer, Martinsville
Aaron Rawls, Martinsville
Tim Tatum, Franklin County
Ralph Casey, Rocky Mount

ABSENT

Tommy Slaughter, Henry County
Denise Stirewalt, Patrick County
Lee Vogler, Vice Chairman, Danville
Dr. Gary Miller, Danville
Joe Martin, Martinsville
David Rotenizer, Franklin County
Ron Scearce, Pittsylvania County
Greg Sides, Pittsylvania County
Vic Ingram, Pittsylvania County
Lucas Tuning, Rocky Mount
Tyler Lee, Rocky Mount

STAFF

Kristie Eberly, Interim Executive Director

(V) = Virtual Attendance

In accordance with the West Piedmont PDC Remote Electronic Participation and All-Virtual Meeting Policy, members attended virtually for the following reasons:

Jacob Bullins-Finance Director, West Piedmont Planning District Commission
Mark Rhodes-CPA-Dunham, Aukamp & Rhodes, PLC

1. **Call to Order and Welcome**

The Chairman established a quorum was present and called the meeting to order at 7:05 p.m.

2. **Regional Forum Opportunity — Comments from Public**

There were no comments.

3. **Consent Agenda**

a. Confirmation of Minutes of the October 26, 2023 Meeting

b. Treasure's Reports - July 31, 2023, August 31, 2023 and September 30, 2023

c. Register of Administrative Reviews Under the Virginia Intergovernmental Review Process November 2023 (Handout)

Mrs. Lawson made a motion, seconded by Mr. Lee, to approve the Consent Agenda as presented. Upon vote, the motion carried unanimously.

4. **Presentation of the Auditor's report to the Commission for the Fiscal Year Ending June 30, 2023- Mark Rhodes CPA, Dunham, Aukamp and Rhodes, PLC**

The Chairman introduced Mr. Mark Rhodes, CPA with Dunham, Aukamp and Rhodes, PLC, via zoom, to discuss the Fiscal Year 2023 Audit. Mr. Rhodes discussed that this was the first Uniform Guidance Audit that the WPPDC has had to complete due to VATI funding. The details in the Management Report outlines the changes during the year, which was updated by Interim Executive Director Kristie Eberly and Finance Director Jacob Bullins, with discussions of increases and decreases in VATI and housing grants as well as the housing line of credit. After reviewing the report with the Commission, Mr. Rhodes stated that there were no findings.

Mr. Tatum made a motion, seconded by Mrs. Walker, to approve the Auditor's Report. Upon the vote, the motion carried unanimously.

5. **Consideration of Amended FY2024 Administrative Budget**

The Interim Executive Director noted changes to the FY2024 budget. Under Local Governments, Item #23 the new Southeast Crescent Regional Commission LDD, has been added to the budget in the amount of \$24,750. Under Federal Item #9 ARC Ready LDD grant has been increased in the amount of \$50,000. WPPDC was under the impression that this was a two year grant and once the contract was received it was a one year grant. Under Other Item #6, YMCA Listening Tour for community input was added in the amount of \$10,000. Budget changes in revenue total \$84,750 for the FY 2024. Operating Expenditures for salaries, benefits and payroll taxes all changed due to recent staffing changes. Contracting Fees increased with the contract for a Broadband Manager due to the staffing changes. Printing/Advertising has not been utilized much so there was a decrease in those funds. The Travel/Workshops/Conferences/Training amount has decreased as well due to rescheduling or cancellations. Operating Expenditures have decreased by \$21,753. Projected Revenues total \$1,185,803 and Expenses total \$1,036,904. These changes result in additional funds of \$148,899 to go into the reserve fund.

The Amended FY2024 Administrative Budget was recommended for adoption by the Executive Committee at their meeting this evening.

Dr. Miller made a motion, seconded by Mr. George, to approve the amended FY2024 Administrative Budget. Upon vote, the motion carried unanimously.

6. **Consideration of Amended FY2024 Annual Work Program**

The Interim Executive Director noted that a new Program Sub-Category 3.12 was added for Southeast Crescent Regional Commission funding for the WPPDC to be the Local Development District working with the localities of Pittsylvania County, Franklin County and the City of Danville. This addition will allow staff time to be charged to that grant.

The Amended FY2024 Annual Work Program was recommended for adoption by the Executive Committee at their meeting this evening.

Mrs. Walker made a motion, seconded by Mr. George, to approve the amended FY2024 Annual Work Program. Upon vote, the motion carried unanimously.

7. Per Capita Contribution Rate for Fiscal Year 2025

The Interim Executive Director noted that in FY23, the Board adopted a formula to calculate the annual local contribution rate. That formula calculates the annual local assessment rate using the most recent population estimates released by the Weldon Cooper Center (for Rocky Mount we use the 2020 Decennial Census) and change in the Customer Price Index over the previous fiscal year. The new Per Capita rate is \$0.67 for all localities. Dr. Gary Miller brought up that the City of Danville is seeing an increase in population versus the decline that Weldon Cooper is estimating. Mr. Rawls agreed that the estimates for the City of Martinsville are not accurate as well. The Interim Executive Director Kristie Eberly offered to consider another population data source for calculating the per capita rates for the next fiscal year.

The Per Capita Contribution Rate for Fiscal Year 2025 was recommended for adoption by the Executive Committee at their meeting this evening.

Mrs. Lawson made a motion, seconded by Mr. Casey to recommend to approve the Per Capita Contribution Rate for Fiscal Year 2025. Upon vote, the motion carried unanimously.

8. Interim Executive Director's Report

The Interim Executive Director highlighted some projects in the written report provided in the Board meeting packet.

The Housing Program — The Interim Executive Director stated that the housing program has not used the line of credit since prior to the October meeting. She also noted that auditor said the line of credit was being used for VATI but it is only being used for the housing program.

Regional Broadband Projects - There are now over 400 miles of cable installed in Pittsylvania and Charlotte counties. Connections to homes in Sandy Level have started with 975 serviceable passings and 60 current subscribers. West VATI is in full engineering with Appalachian Power and RiverStreet working closely to finish engineering and start construction in February 2024. The Patrick County Charter project is continuing to work through VDOT permitting issues, with the first permit issued and construction initiated.

The WPPDC Pittsylvania VATI 2023 project contract has been signed and the project is commencing. The WPPDC East VATI 2023 project has been received and signed by WPPDC. Once DHCD returns the fully executed contract, work on the project will commence. The West project is still in the letter of intent phase. The Patrick County ARC Area Development application is still at ARC Washington in final review. That grant will serve as match for VATI 2023 grant funding for Patrick County.

Conferences and Trainings – The WPPDC will be hosting a Lunch and Learn on December 4 at 12 pm on Brownfields. Karen Weber from the Department of Environmental Quality will be leading the in-person and virtual training session.

Interim Executive Director Kristie Eberly will be attending the Decoding Brownfields Workshop at the Piedmont Triad Regional Council in North Carolina. WPPDC has partnered with Piedmont Triad Regional Council and Triangle J. Council of Governments to create a Brownfields Revolving Loan Fund.

The Interim Executive Director noted that the Stuart Comprehensive Plan has now been completed and will be put on their Board meeting for adoption either December or January.

The Interim Executive Director noted that Brownfields Revolving Loan fund program is open for applications and at this time we have received no applications. There is \$1,000,000 in the fund with a portion of that usable for government or non-profit grants.

The Interim Executive Director also noted that the Regional Housing Assessment and Plan final report should be finished up around mid-December.

The Interim Executive Director stated that the WPPDC provided the RFP management for the Town of Stuart's Star Theater Operator. The Town of Stuart has chosen First Family Productions to be the operator.

Danville MPO — Safe Streets and Roads for All (SS4A): This federal grant will fund development of an Action Plan to identify low-cost but effective safety recommendations in the Danville MPO area that will minimize fatalities and serious injuries on the MPO's transportation system. The kick-off for the development of the Action Plan will be in January 2024, and it is expected to be completed in September or October of 2024, at an estimated cost of about \$171,000.

MPO Staff is working on updating the Transportation Analysis Zones (TAZ) for the Danville MPO area. TAZs form the basis of the transportation modeling process, which helps to determine future regional traffic flows. Joe Bonanno is working with VDOT and its consultant, AECOM, on this. This should be completed sometime in early 2024.

The Interim Executive Director made mention that the WPPDC Newsletter will be restarting soon and will be distributed every 2 to 3 months.

The Interim Executive Director noted that the WPPDC office will be closed for the Christmas holidays from Monday, December 25 through Monday, January 1. Staff will either be taking vacation or working from home during this time.

9. WPPDC Executive Director

The Chairman stated that the Executive Committee met earlier this evening as part of the plan to evaluate moving the Interim Executive Director into Executive Director's position. It was noted that the Executive Committee made a recommendation to name Kristie Eberly the new Executive Director.

Mr. Jerry Adams made a motion, seconded by Mr. Tim Tatum to move Mrs. Kristie Eberly from the Interim Executive Director position into the Executive Director position. Upon the vote, the motion was carried unanimously.

10. Other Business

The Executive Director stated that the contract with Michael Armbrister ends at the end of January 2024. There could be the possibility of a need for a contract extension due to continuing staff training. As the next WPPDC Board of Commissioners meeting is not scheduled until February 22nd, the Executive Director would like the authority to negotiate a contract extension with Mr. Armbrister, if necessary.

Mr. Tim Tatum made a motion, seconded by Mrs. Kathy Lawson to allow the Executive Director to negotiate a contract extension with Mr. Michael Armbrister, if necessary. Upon vote, the motion carried unanimously.

The Chairman thanked Jacob Bullins for his excellent work to get ready for the audit and pushing the auditor to get it completed in a timely manner.

11. Comments from Commissioners

Mrs. Kathy Lawson thanked Tommy Slaughter for his years of service to the West Piedmont PDC.

12. Adjournment

There being no further business, the meeting was adjourned at 7:47 p.m.

A handwritten signature in black ink, appearing to read "Kristina Eberly". The signature is written in a cursive, flowing style.

Kristina Eberly
Executive Director