



**Meeting Agenda**  
**Commonwealth Regional Council**  
**Wednesday, June 18, 2025 8:30 a.m.**

**Commonwealth Regional Council Conference Room, 200 Heartland Road, Keysville, VA**

- I. Welcome & Call to Order.....Chairman
- II. Invocation
- III. Pledge of Allegiance
- IV. Approval of Minutes from May 21, 2025, Council Meeting, (pg 1).....Council Members
- V. Treasurers' Report – February Financial Statements, (pg 10).....Treasurer Davis
- VI. Report of Officers, Committees & Executive Director
  - A. Chairman's Report.....Chairman
  - B. Executive Director's Monthly Activities Report, (pg 15) .....Exec Director
- VII. Scoping the Future – Discussion of Innovative/Regional Ideas, (pg 16).....Exec Dir/Council Members
- VIII. Old Business
  - A. Staff Monthly Project Reports
    - 1) Update on Watershed Implementation Plan (WIP) Phase III (pg 17).....Ethan Bowman
    - 2) Update on Buckingham County Comprehensive Plan (pg 18).....Matt Swartout
    - 3) Update on CRC Affordable Workforce Housing Development Program, (pg 19).....Lauren Pugh
    - 4) Update on Amelia County Comp Plan, (pg 20).....Lauren Pugh
    - 5) Update on Regional VATI Grant for Cumberland, Lunenburg & Prince Edward, (pg 21).....Lauren Pugh
    - 6) Update on Drakes Branch Building Acquisition Project, (pg 22) .....Lauren Pugh
    - 7) Update on Longwood SEED Innovation Hub Project, (pg 25) .....Lauren Pugh
    - 8) Regional Reassessment Possibilities (pg 26).....Christin Jackson
    - 9) Update on Central Virginia Poultry Cooperative TRRC & AFID Grants, (pg 29).....Lauren Pugh
    - 10) EDA Planning and Local Technical Assistance Program, (pg 30).....Lauren Pugh
    - 11) VDOT Rural Transportation Planning Program (pg 31).....Matt Swartout
    - 12) SCRC, LDD Program (pg 32).....Ethan Bowman
    - 13) Drakes Branch Comp Plan Update (pg 33).....Ethan Bowman
    - 14) Council Member Comments
- IX. New Business.....Chairman
  - A. Staff Reports
    - 1) Update on Grant Writing, (pg 34).....Ethan Bowman
    - 2) Proposed Budget for 2025-26 Program Year (pg 37).....Christin Jackson
    - 3) Council Member Comments
- X. Commonwealth Intergovernmental Review Process, (pg 55) .....Christin Jackson
- XI. Other Business
  - A. NADO Conference – October 13<sup>th</sup>-16<sup>th</sup> – Can we move CRC Board Meeting to October 22<sup>nd</sup>, so that Christin and Lauren can attend the conference?
- XII. Council Member Comments
- XIII. Adjourn – **Next Meeting Date –Wednesday, July 16, 2025, at 8:30**  
**CRC Conference Room**

**Commonwealth Regional Council**

**CRC Conference Room  
Keysville, Virginia  
May 21, 2025**

**Welcome & Call to Order**

The Chairman, Mr. Hankins, called the meeting to order at 8:30 a.m.

**Invocation and Introductions**

Mr. Jones gave the invocation and led the group in reciting the Pledge of Allegiance to the American flag.

**ROLL CALL**

**MEMBER REPRESENTATIVES**

**PRESENT**

**ABSENT**

Amelia:

Dexter Jones

Mr. Dexter Jones  
(Vice-Chair)

\*Mr. David Felts

\*Mr. David Felts

Buckingham:

Mr. Paul Garrett

Mr. Paul Garrett

\*Mr. Karl Carter

\*Mr. Karl Carter

Charlotte:

Mr. Noah Davis

Mr. Noah Davis (V)  
(Treasurer)

\*Mr. Walt Bailey

\*Mr. Walt Bailey

Cumberland:

Mr. John Newman

\*Mrs. Eurika Tyree

\*Mr. John Newman

\*Mrs. Eurika Tyree

Lunenburg:

Mr. Mike Hankins

Mr. Mike Hankins  
(Chairman)

\*Mr. Jonathan Chumney

\*Mr. Jonathan Chumney

Nottoway:

Mr. Dickie Ingram

\*Mr. Bill Collins

Mr. Dickie Ingram

\*Mr. Bill Collins

Prince Edward:

Mr. David Emert

Mr. David Emert  
(Secretary)

\*Dr. Odessa Pride

\*Dr. Odessa Pride

Non-Member Representatives:

SVCC:

\*\*Mr. Keith Harkins

\*\*Mr. Keith Harkins

Longwood University:

\*\*Ms. Sheri McGuire

\*\*Ms. Sheri McGuire

Hampden-Sydney College:

\*\*VACANT

\*\*VACANT

NOTE: \*Denotes Alternates

\*\*Denotes Non-Voting Member Attending

**Member County Administrators Present**

Mr. Steve Bowen, Nottoway County (V)

Mr. Eric Pollitt, Amelia County (V)

Mr. Karl Carter, Buckingham County

**STAFF**

Ms. Christin Jackson, Executive Director

Ms. Wendy Newton, Finance Director

Ms. Lauren Jones Pugh, Planning Director

Mr. Matt Swartout, Regional Planner

**GUESTS:**

Mr. Tony Matthews, Kenbridge Town Manager

Ms. Sarah Crawford, Town of Charlotte Court House Town Manager

Mr. Alexander McCoy, Executive Director, VHREDA

Mr. Terry Ramsey, Town of Charlotte Court House, Town Council Member (V)

(V) Denotes attendees who participated virtually.

**Approval of Minutes of April 16, 2025, Council Meeting:**

Mr. Emert moved, and Mr. Jones seconded to approve the minutes as presented. Motion carried.

**Treasurer's Report:**

**April:** Mr. Emert moved, and Mr. Garrett seconded to approve the Treasurer's Report as presented. Motion carried.

**Report of Officers, Committees & Executive Director:**

**Chairman's Report:** There were none.

**Executive Director Monthly Activities Report:** Ms. Jackson stated she attended the VAPDC Board Meeting and the Executive Directors' Meeting. Ms. Jackson stated she submitted a Centra Grant for the Rice Volunteer Fire Department for new equipment. Ms. Jackson stated she presented the BOOMS program numerous times this month to groups and individual towns and presented funding requests to

Lunenburg BOS for CRC and VHREDA. Ms. Jackson stated she worked with Sarah Capps and Heinz Jones on the new TRRC Grant application for the ARCH Foundation's Mill Project in Farmville. Ms. Jackson stated she updated the Chowan River 1 Application and created a resolution for \$11,784.00. Ms. Jackson stated she worked with FEMA to close out FY2021 Grant for the PE Fire Department, hosted Regional Reassessment conversation, and met with the VA Tax team about Reassessments. Ms. Jackson stated she uploaded the final reports and plan for DHCD Regional Affordability and Adoption Plan in CAMS. Ms. Jackson stated she talked to a VDOT representative for Amelia County about another traffic study. Ms. Jackson also stated she presented at Richmond and Lynchburg's VDOT 6-Year Planning Meetings. Ms. Jackson stated she attended the Culpeper, Lynchburg, and Staunton Regional VDOT Locality Day, attended the CEDS Meeting, and attended the VATI Management Meeting. Ms. Jackson submitted two OAA grants for Nottoway and Prince Edward Counties. Ms. Jackson stated she worked with Ethan Bowman on SCRC 1st and 2nd Quarter Reporting and worked with Matt Swartout on VDOT Reporting. Ms. Jackson stated she talked to David Blount about Reassessment and his opinion and helped him with a CHIRP Policy. Ms. Jackson said she submitted Charlotte County's Meals on Wheels Centra Grant Application and worked on the CRC Budget. Ms. Jackson stated she created a new RFP for On-call Consultants with feedback from Counties. Ms. Jackson said she went on a VATI site visit to Rice to see Planet Network at work. Ms. Jackson stated she reached out to all DPOR Licensed Assessors to determine interest in reassessing our region. Ms. Jackson stated she presented at the VACO Region 3 and 5 meeting in Glen Allen, presented on the BOOMS project to the Amelia Economic Planning Commission who decided to send the resolution to the BOS, and presented on the BOOMS project to Brookneal Town Council.

**Resolution for Chowan River 1 Water Plan:** Ms. Jackson presented the resolution to the Board. Mr. Emert made a motion to approve, and Mr. Jones seconded the motion. Motion passed.

**Scoping the Future - Discussion of Innovative/Regional Ideas:** Ms. Jackson stated a report was included in the Council packet. Ms. Jackson explained the items highlighted in the report; the CRC staff were still actively looking for ideas and providing support for these items.

### **Old Business:**

### **Staff Monthly Project Reports:**

**Update on Watershed Implementation Plan (WIP) Phase III:** Ms. Pugh stated the CRC is working to establish a regional BMP Task Force to enhance coordination across jurisdictions. The task force will help identify and prioritize watershed improvement projects and implementation strategies for the region. Ms. Pugh explained the CRC has contacted several local Extension Offices and Soil & Water Conservation Districts (SWCDs) to coordinate Rain Barrel Workshop events that promote household stormwater management. Ms. Pugh stated the CRC staff also met with the Virginia Department of Forestry (VDOF) to discuss collaboration on an upcoming Tree Give-Away Event to support reforestation and buffer planting efforts. Ms. Pugh said the CRC is organizing a Grant Day event to be held at the CRC office. This event will feature guest speakers from state and federal agencies to provide guidance on environmental and infrastructure-related grant opportunities for localities.

**Update on Buckingham County Comprehensive Plan Update:** Mr. Swartout stated that a report was included in the Council packet. Mr. Swartout stated that the CRC staff attended the initial public hearing with the Planning Commission on April 28th, where the Commission recommended approval to the respective Board of Supervisors. Mr. Swartout said this recommendation will be presented at the next meeting on June 12th, with the goal of setting dates for upcoming public hearings.

**Update on Lunenburg County Comprehensive Plan Update:** Mr. Swartout stated that a report was included in the Council Packet. Mr. Swartout stated all three Planning Commissions recommended the comprehensive plan for approval to their respective town councils and the Board of Supervisors and the town councils and Board of Supervisors approved the comprehensive plan. Mr. Swartout stated the CRC worked with county and town staff to finalize the plan with resolutions and has begun the printing of the plan.

**Update on CRC Affordable Workforce Housing Development Program:** Ms. Pugh stated that a report was included in the Council packet. Ms. Pugh stated that all five homes have been set in Keysville. Ms. Jones said the housing contractor is working to complete these homes and there will be a Home Dedication on June 7th at 11:00 AM. Ms. Pugh said an invitation was attached. Ms. Pugh said Piedmont Habitat had to switch project site locations for the final house. After a title search was conducted on the property, there were liens on the property that could not be cleared. Luckily, Piedmont Habitat had some property in Buckingham County they were waiting to build on; a house has been ordered through Cardinal homes and is near completion. Grant funds were only being used for the construction of the Cardinal home. Ms. Pugh stated that Blackstone/Southside Outreach has selected a contractor.

**Amelia County Comprehensive Plan Update:** Ms. Pugh stated that a report was in the Council packet. Ms. Jones stated that the CRC staff attended a planning committee meeting on April 24th. At this meeting, CRC staff reviewed the changes to the future land use map and transportation section and reviewed the draft of the natural resource section. Ms. Pugh said there were a few requested changes to the future land use map and nature resource section. Ms. Pugh stated that the next planning committee meeting will be held on May 22nd. At this meeting, CRC will review the changes to the future land use map and natural resources section of the plan. The CRC will also discuss the comprehensive plan community meeting and the Goals and Objectives section of the plan.

**Update on VATI Grant for Cumberland, Lunenburg, and Prince Edward:** Ms. Pugh stated that a report was included in the Council packet. Ms. Pugh stated that Planet Networks worked with crews to fix damage across all three counties and Mr. Boyle (CEO of Planet Networks) advised that most damaged repairs have been completed. Ms. Pugh said that Planet Networks crews are still conducting an audit of the previous contractor's work, therefore more damage may be identified and needs repairs. Ms. Pugh stated that as of April 7, 2025, a total of 7,359 passings (out of a target of 11,397 total passings) and 1,709 installations for new customers have been completed. 50 total installations were completed last month. Ms. Pugh stated in an agreement with DHCD, CRC and local staff that they make quarterly site visits to observe the work being done by Planet Network Crews. CRC, Lunenburg, Prince Edward and Planet Networks staff completed a site visit to Prince Edward County on May 5th. At this site visit, attendees saw crews working in Rice laying fiber for the middle mile and last mile installation. Attendees also visited with a splicing crew.

**Update on Drakes Branch Building Acquisition Project:** Ms. Pugh stated that the report was included in the Council packet. Ms. Pugh stated that the CRC staff and the Town staff have been working with VDEM and their attorney to develop the appropriate Deed language to be reimbursed for the cost of buildings 2 and 3. Ms. Pugh also stated that they are in the process of working with one of the building's owners that was not originally participating in this program but are looking to participate now.

**Update on SEED Innovation Hub Project:** Ms. Pugh stated that a report was included in the Council packet. Ms. Pugh stated that - the CRC staff are working on a Go Virginia fund submission for reimbursement requirements. Ms. Pugh stated that we are still waiting for contractors to finish up their checklist and once that is done, the final request will be submitted, and the grant will be closed.

**Update on the Creation of Virginia's Heartland Regional Economic Development Alliance**

**(VHREDA):** Ms. Jackson stated that a report was included in the Council packet. Ms. Jackson stated she picked Alex up on Saturday, April 12th at 7:00 to take him to Richmond Airport to fly back to Ohio and get his truck and drive back to Virginia before the 14th. Ms. Jackson stated she ordered Mr. McCoy a new credit card and cancelled the first one since he never received it. Ms. Jackson stated the new card came with the CRC's Executive Director name, so she had to order one with Mr. McCoys' name. Ms. Jackson stated she set up signature card appointments. Ms. Jackson stated she discussed some budget items with Mr. McCoy to help him start creating a budget. Ms. Jackson asked the Board if they still wanted her to report monthly on VHREDA since it is up and running with the new Executive Director. The Board agreed that it was not necessary.

**Update on Central Virginia Poultry Cooperative TRRC & AFID Grants:** Ms. Pugh stated a report was included in the Council packet. Ms. Pugh stated that the CRC staff are working on assembling the first reimbursement request for the TRRC #2 grant. Ms. Pugh stated that the Poultry Group was working with Sarah from TRRC for reimbursement.

**Update on Regional DHCD Broadband Affordability and Adoption Plan:** Ms. Jackson stated a report was included in the Council packet. Ms. Jackson stated that the final submission of the plan was put into CAMS. Ms. Jackson stated that the CRC selected Lancer Printing to produce 1000 physical copies of the plan. Ms. Jackson stated Mr. Bowman has already delivered at least 100 to each county. Ms. Jackson stated that to ensure that the Broadband Affordability and Adoption Plan remains fully usable for future funding opportunities, revisions to remove or reword certain terms that are now being flagged under the current federal administration's funding policies have been made electronically. Ms. Jackson explained that words like equity and inclusion have been removed.

**Update on the Town of Crewe Downtown Revitalization Planning Grant:** Ms. Pugh stated that a report was included in the Council Packet. Ms. Pugh stated that the Town approved of the Planning Grant. Ms. Pugh stated they were submitting a pay request and documentation to DHCD for final approval.

**Update on the EDA Planning and Local Technical Assistance Program:** Ms. Pugh stated that a report was included in the Council packet. Ms. Pugh stated that the following activities have been completed during this biannual reporting cycle (April 1<sup>st</sup> – May 9th) by CRC staff:

- CRC staff completed the EDA biannual activity and financial report. CRC also submitted the first pay request for this grant cycle.
- CEDS update:
  - The CRC held the second CEDS committee meeting on Friday, April 25th. At this meeting, CRC staff presented the economic analysis of the region and discussed the stakeholders' meeting. There were some noted additions to the analysis that staff are working on updating.
  - CRC staff are working with CEDS committee members and VHREDA to develop a stakeholders list for an invitation to the stakeholders meeting.
  - The next CEDS meeting will be held on July 25<sup>th</sup> at 1:00 p.m. At this meeting, CRC staff will review the changes to the economic analysis, review the draft vision statement, and draft CEDS goals

**Update on the VDOT Rural Transportation Planning Program:** Mr. Swartout stated that the report was included in the Council packet. Mr. Swartout gave an update on the following:

- **Transportation Coalition Meeting:** CRC staff attended the April 24th Transportation Coalition meeting virtually. The discussion consisted of the growing concerns related to transportation in the area. During the meeting, members highlighted increasing transportation challenges and explored potential solutions to improve access and mobility for residents.
- **STARS:** On April 11<sup>th</sup>, CRC staff attended a VDOT field visit looking at the E 3rd street and Persimmon Tree Fork Road intersection and the improvements that could be made to reduce the number of accidents. The CRC staff also attended a meeting on May 14<sup>th</sup> which provided an overview of the existing conditions analysis as well as traffic forecasting.
- **Six-Year Improvement Program Public Hearings:** CRC staff attended and presented at the FY2026–2031 Six-Year Improvement Program (SYIP) Public Hearings hosted by VDOT. Presentations were given at the Richmond District hearing on April 22nd and the Lynchburg District hearing on April 23rd.
- **VDOT Locality Day:** On April 24th, CRC staff attended the VDOT Joint Locality Day for the Culpeper, Lynchburg, and Staunton districts in Nellysford. The event featured presentations and panel discussions covering key transportation topics such as project funding, Smart Scale scoring, utility coordination, civil rights compliance, and the Six-Year Improvement Program. It provided an important opportunity for CRC to network, stay informed on VDOT initiatives, and engage with district leaders and peers across the region.
- **GIS & Mapping:** CRC staff have been working on updating and creating GIS based maps for comprehensive plans and other individual projects. These range from updating the maps in the Amelia County comprehensive plans transportation section to a map of Drakes Branch's zoning by parcel.

**Update on the SCRC LDD Program:** Mrs. Jackson stated that the report is included in the Council packet. Ms. Jackson stated the following updates on:

#### **Grant Assistance and Technical Support**

- CRC continues to provide critical grant writing and administrative support services to local governments and nonprofit organizations throughout the region. These efforts focus on expanding economic opportunities and community capacity.

#### **Ongoing Support:**

- CRC is currently administering grant support for the Central Virginia Poultry Group, helping to manage documentation and submission processes.

#### **Comprehensive Planning**

- *Lunenburg/Kenbridge/Victoria Joint Comprehensive Plan:*
  - Approved by all participating localities.

- The CRC is coordinating the printing and distribution of the final plan.
- **Buckingham County Comprehensive Plan:**
  - A public hearing was held, and the Planning Commission recommended approval to the Board of Supervisors.
  - CRC will continue assisting as the plan progresses toward adoption.
- **Amelia County Comprehensive Plan:**
  - CRC hosted a meeting on April 24, 2025, to review updated Natural Resource sections and revise Future Land Use Map.
  - The next meeting is scheduled for May 22, 2025, and will include discussion of the Introduction, Natural Resources, Transportation, Goals & Objectives, and the Future Land Use Map.

**Drakes Branch Comprehensive Plan Update:** Ms. Pugh stated a copy of the report was included in the Council Packet. Ms. Pugh stated that the following activities have occurred:

- CRC staff held a work session with the Planning Commission on April 30th. At this meeting, CRC staff review the tentative timeline for the project, discuss the likes and dislikes from the last comprehensive plan, discuss community meeting dates and times, and review potential community meeting exercises.
- In preparation for the community meeting, the CRC staff developed, printed, and distributed the community meeting flyer. CRC staff also are working on finalizing the community meeting exercises, including updating the latest zoning map.
- The Planning Commission has set the Community Meeting date for May 28th at 7pm in the Drakes Branch Municipal Building.
- The next work session will be held on June 25th. At this work session, the CRC will review the community meeting report and review the draft community input survey and determine dates for distribution.

### **New Business:**

**Staff Updates:** Update on Grant Writing: Ms. Pugh stated a copy of the grant writing report was included in the Council packet. Ms. Pugh gave a status update on the following:

### **Awarded/Not Awarded Grants**

#### **NOT AWARDED - Virginia Housing, Regional Housing Program**

- In partnership with Piedmont Habitat for Humanity to construct 10 homes in Buckingham County, Farmville, Keysville, and Crewe.

#### **AWARDED - DEQ, Water Supply Plan**

- Application submitted for Chowan Region 1 (Brunswick, Lunenburg, Nottoway, Prince Edward and potentially Charlotte County). For Planning activities

### **In Progress (Currently Being Developed)**

- **VDEM, Hazard Mitigation Grant Program (HMGP)**
  - *Victoria:* To fund a generator for a water pump system.
  - *Keysville:* For generator for wastewater infrastructure.
- **DHR, BIPOC Preservation Fund**



- *Mary E. Branch School (Farmville)*: To fund stabilization, roof repair, and renovations. CRC staff also participated in a meeting on May 6 with Mary E. Branch to discuss grant opportunities.
- **VDOT, TAP Program**
  - *Prince Edward County*: Two for Zion Hill Road sidewalk improvement phases I & II.

#### **Applications Submitted (Since Last Month)**

- **Centra Community Grant**
  - *Rice Volunteer Fire Department*: To fund the purchase of equipment.
  - *Drakes Branch VFD*: To fund air packs, turnout gear, gloves, hoods, hoses, and mounting services.
  - *Charlotte County Meals on Wheels*: To support the purchase of food items.
  - *Crossroads CS*: For generators
- **Congressional Directed Spending**
  - *Town of Blackstone*: For the reconstruction of a raw water line.
- **TRRC, Southern Virginia Program**
  - *The MILL Collective (Farmville)*: A planning grant for a feasibility study on the Mill property. CRC is serving as the applicant.
  - *VHREDA*: Branding
  - *BOOMS Project for Rural Towns*.
- **Virginia State Association of Firefighters / Dominion Energy**
  - *Rice VFD*: For hose purchases.
  - *Keysville VFD*: For a PPV (Positive Pressure Ventilation) fan.

**Upcoming Grant Funding Opportunities:** Ms. Pugh stated a report was included in the Council packet.

**CRC Rebranding Initiative – Website, Domain, and Identify Updates:** Ms. Jackson stated that a copy of the report was in the Council packet. Ms. Jackson stated that the redesigned website will be built with ADA compliance in mind to meet new federal accessibility regulations, which go into full effect by the end of 2026. Ms. Jackson asked if a motion was needed to change the logo and the website. Ms. Jackson asked the Board to please make that motion for us. Mr. Emert motioned for the change of the logo, domain, and new website, and Mr. Garrett seconded the motion. Motion carried.

**Regional Reassessment Possibilities:** Ms. Jackson stated that a copy of the report was in the Council packet. Ms. Jackson provided the following:

#### **Project Update:**

- On April 17th, CRC staff facilitated a meeting with all the counties, and many Commissioners of Revenue were invited to participate with their County Administrators and staff. We listened to concerns from the Counties and ideas as to how the CRC could help. It was suggested that the CRC contact the VA Tax team and get help.
- On April 22nd, CRC staff had a meeting with Cory Schaeffer, David Seay, Stephen Klos, and Cynthia Mabe from the VA Tax Team. They said that they thought that we could oversee the assessments, but we must use DPOR Licensed Assessors and that we should check our bylaws and the VA PDC bylaws to make sure that it was legal

for the CRC to do this.

CRC staff reached out to the **DPOR Licensed Assessors**, and they had this input:

**John Atkinson with Visions Governmental Solutions bought out Wampler, Eanes and Pearson.**

- They would like to get a contract to do all 7 counties on a rotational basis.
- He wants to have lunch or some round table with all the counties to hear what they need in an Assessor and to speak from the Assessor's perspective.

**Jason Cowan** is an assessor and consultant.

- He would like to get a contract to do all 7 of our counties because he is planning to move to Nathalie, VA.
- He said that the PDC doing the procurement would be a valid option.
- He can do Eagle View, which is assessments by airplane/drone.

**Mathew Tumlin** from **Commonwealth Real Estate Appraisal Group.**

- Right now, he is working in Lee County.
- He said Wise County has a full-time assessor and his Group would be cheaper than that
- He works on a price per parcel basis; he also does family cemeteries, prisons, and cell towers.

**Mike Wingate** from **Wingate and Associates Ltd.**

- He needed the same questions asked as above to tell me if they could do all counties or not:
  - Number of parcels per County
  - Dates for Reassessments per County
  - Number of Years between Reassessments per County

After a little discussion between the Board members, it was decided to set up a meeting with County Administrators and gather a list of questions for the assessors to address.

**Council Member Comments:** There were none.

**Commonwealth Intergovernmental Review Process (CIRP):** There were no comments.

**Other Business:**

**Council Member Comments:**

**Adjournment, Next Meeting:** The meeting adjourned at 9:47 a.m. The next meeting was set for Wednesday, June 18th, at the CRC's office at the Heartland Building in Keysville, Virginia.

Mr. David Emert, Secretary

## Treasurer's Report - Cash on Hand & Account Balances

For the Period of May 1, 2025 thru May 31, 2025

<u>Cash on Hand</u>	<u>Period Ending</u>
Total Income	\$ 196,097.87
Total Expenses	\$ 38,084.56
Net Balance	\$ 158,013.31
Cash on Hand	\$ 1,357,919.95

### Account Balances as of May 31, 2025

#### CRC Accounts

Truist 4425 (M1)	\$ 1,047,150.34
Truist 4301 (PR)	\$ 1,365.85
Truist 1827 (Oprtg)	\$ 1,348.78
Benchmark (CD3)	\$ 237,904.12
Benchmark (CD1)	\$ 55,101.56
Benchmark (CD2)	\$ 15,049.30
	\$ 1,357,919.95

Prepared by: Wendy Newton, June 3, 2025

\*\*Note: Items 47040, 47060, 47070, and 47081 are Pass-Thru revenue funds for current grant projects and are not counted as income for the CRC. Corresponding expenses categories are 79036, 79045, 79046 & 79047.

\*47060/79045 VH PDC Housing Program Funds -

\*47070/79036 VATI Regional Broadband Grant -

\*47081/79047 CVPC AFID PG -

	May 2025	Total	Budget	over Budget	% of Budget
	Actual	Actual			
Income					
40000 Revenue		\$ -	\$ -	\$ -	-
43000 Local Member Investment		\$ -	\$ -	\$ -	-
43010 Amelia Local Member Investment		\$ 19,000.00	\$ 19,000.00	\$ -	100%
43020 Buckingham Local Member Investment		\$ 19,000.00	\$ 19,000.00	\$ -	100%
43030 Charlotte Local Member Investment		\$ 19,000.00	\$ 19,000.00	\$ -	100%
43040 Cumberland Local Member Investment		\$ 19,000.00	\$ 19,000.00	\$ -	100%
43050 Prince Ed Local Member Investment		\$ 19,000.00	\$ 19,000.00	\$ -	100%
43060 Lunenburg Local Member Investment		\$ 19,000.00	\$ 19,000.00	\$ -	100%
43095 Nottoway Local Member Investment		\$ 19,000.00	\$ 19,000.00	\$ -	100%
Total 43000 Local Member Investment	\$ -	\$ 133,000.00	\$ 133,000.00	\$ -	100%
Total 40000 Revenue	\$ -	\$ 133,000.00	\$ 133,000.00	\$ -	100%
44000 DHCD - VA Regional Corporation	\$ 28,743.00	\$ 114,971.00	\$ 114,971.00	\$ -	100%
45000 Project Funding		\$ -	\$ -	\$ -	-
45860 Prince Edward AFGS Grant Admin		\$ 1,000.00	\$ -	\$ 1,000.00	1976%
45880 CRC Regional Haz Mit Plan Updat		\$ 31,061.99	\$ 1,572.00	\$ 29,489.99	124%
45955 PDC Housing Program		\$ 24,731.65	\$ 20,000.00	\$ 4,731.65	106%
45985 VATTI Regional Broadband Grant	\$ 22,400.00	\$ 22,400.00	\$ 21,100.00	\$ 1,300.00	
45990 Drakes Branch ARPA Admin		\$ 3,048.50	\$ -	\$ 3,048.50	
45993 VATTI Audit funds		\$ 4,000.00	\$ 4,000.00	\$ -	100%
45995 Drakes Branch HMGB Building Acq/Demo - VDEM Grant Admin		\$ -	\$ 29,929.00	\$ (29,929.00)	0%
45996 Buckingham Comp Plan Update 23	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ -	100%
45997 Lunenburg Comp Plan Update 24		\$ 25,000.00	\$ 25,000.00	\$ -	100%
45999 Longwood SEED Inn Hub Admin		\$ -	\$ 23,922.00	\$ (23,922.00)	0%
46083 Drakes Branch Comp Plan Update		\$ -	\$ 16,000.00	\$ (16,000.00)	0%
46084 CRC REDO Oversight & Fiscal Management		\$ 24,000.00	\$ 24,000.00	\$ -	100%
46085 CCH VDH Lead Service Line Admin		\$ 10,000.00	\$ 10,000.00	\$ -	100%

46086 Crewe PG CRC Admin		\$	5,000.00	\$	5,000.00	\$	-	100%
46087 SHSP Farnville Camera Admin		\$	900.00	\$	900.00	\$	-	100%
46088 VHREDA Private Campaign Costs Reimbursement		\$	27,988.92	\$	198,000.00	\$	(170,011.08)	14%
46089 Regional DHCD Broadband Afford. & Adopt. Plan		\$	165,000.00	\$	-	\$	165,000.00	
Total 45000 Project Funding	\$ 82,500.00	\$	369,131.06	\$	404,423.00	\$	(35,291.94)	91%
46000 Other Funding		\$	-	\$	-	\$	-	
45770 DEQ WIP Assistance (3)		\$	58,000.00	\$	58,000.00	\$	-	100%
46010 VDOT-Transport Planning	\$ 37,395.00	\$	61,350.70	\$	58,000.00	\$	3,350.70	106%
46040 Interest Income	\$ 59.87	\$	2,440.27	\$	800.00	\$	1,640.27	305%
46050 Misc. Income		\$	1,051.34	\$	-	\$	1,051.34	
46081 EDA Technical Assistance Fund		\$	71,038.33	\$	70,000.00	\$	1,038.33	101%
46082 SCRC LDD Funds		\$	33,000.00	\$	33,000.00	\$	-	100%
Total 46000 Other Funding	\$ 37,454.87	\$	226,880.64	\$	219,800.00	\$	7,080.64	103%
47000 Pass Thru Funds		\$	-	\$	-	\$	-	
47040 VHREDA Investment		\$	244,437.00	\$	-	\$	244,437.00	
47060 VH PDC Housing Program Funds		\$	475,655.15	\$	-	\$	475,655.15	
47070 VATI Broadband		\$	2,326,036.90	\$	-	\$	2,326,036.90	
47081 CVPc AFID PG		\$	446,932.34	\$	-	\$	446,932.34	
Total 47000 Pass Thru Funds	\$ -	\$	3,493,061.39	\$	-	\$	3,493,061.39	
Total Income	\$ 196,097.87	\$	4,337,044.09	\$	872,194.00	\$	3,464,850.09	497%
Gross Profit	\$ 196,097.87	\$	4,337,044.09	\$	872,194.00	\$	3,464,850.09	497%
Expenses								
71000 Personnel Costs		\$	-	\$	-	\$	-	
71010 Salary Distribution	\$ 25,538.44	\$	338,396.33	\$	343,500.00	\$	(5,103.67)	99%
71040 Payroll Expenses (SS/FICA)	\$ 1,953.68	\$	27,878.96	\$	26,279.00	\$	1,599.96	106%
71150 Unemployment Ins.		\$	-	\$	132.00	\$	(132.00)	0%
71200 VRS Contribution	\$ 227.10	\$	71,796.82	\$	69,971.00	\$	1,825.82	103%
71350 Staff Travel - Training/Conferences	\$ 339.50	\$	6,477.38	\$	15,500.00	\$	(9,022.62)	42%
71400 Workmens Comp Ins		\$	500.00	\$	500.00	\$	-	100%
71500 Group Health Insurance	\$ 3,324.59	\$	32,745.37	\$	35,000.00	\$	(2,254.63)	94%
71600 Life Insurance	\$ 20.40	\$	234.15	\$	275.00	\$	(40.85)	85%
71700 Other Staff Costs		\$	-	\$	1,814.00	\$	(1,814.00)	0%
71750 Employee Cell Phone Stipend	\$ 250.00	\$	2,900.00	\$	3,000.00	\$	(100.00)	97%

Total 71000 Personnel Costs	\$ 31,653.71	\$ 480,929.01	\$ 495,971.00	\$ (15,041.99)	96%
712.00 Insurance and Bonding		\$ 312.32	\$ -	\$ 312.32	
720.00 Bank Charges/Fees	\$ 5.00	\$ 71.00	\$ -	\$ 71.00	
72000 Office Operations		\$ -	\$ -	\$ -	
72005 Cleaning & Maint.-Bldg	\$ 400.00	\$ 4,800.00	\$ 5,000.00	\$ (200.00)	96%
72010 Lease Costs	\$ 1,200.00	\$ 13,200.00	\$ 14,400.00	\$ (1,200.00)	92%
72015 Utilities		\$ 4,966.53	\$ 4,200.00	\$ 766.53	118%
72020 Telephone/Internet Costs	\$ 282.35	\$ 3,373.41	\$ 3,360.00	\$ 13.41	100%
72030 Postage and Freight		\$ 966.51	\$ 1,200.00	\$ (233.49)	81%
72035 Express Mail		\$ -	\$ 100.00	\$ (100.00)	0%
72040 Consumable Supplies	\$ 446.94	\$ 4,313.88	\$ 9,000.00	\$ (4,686.12)	48%
72050 Dues and Subscriptions		\$ 152.00	\$ 320.00	\$ (168.00)	48%
72060 Office Insurance		\$ 95.00	\$ 100.00	\$ (5.00)	95%
72070 Administrative Costs	\$ 40.00	\$ 17,248.10	\$ 21,000.00	\$ (3,751.90)	82%
72080 Office Costs - Other	\$ 604.21	\$ 1,061.23	\$ 3,000.00	\$ (1,938.77)	35%
Total 72000 Office Operations	\$ 2,973.50	\$ 50,176.66	\$ 61,680.00	\$ (11,503.34)	81%
73000 Office Equipment		\$ -	\$ -	\$ -	
73010 Office Equipment		\$ 6,137.84	\$ 3,230.00	\$ 2,907.84	190%
73020 Office Equipment - Lease	\$ 202.99	\$ 2,276.82	\$ 3,700.00	\$ (1,423.18)	62%
73030 Equipment Maintenance	\$ 480.80	\$ 5,312.80	\$ 7,000.00	\$ (1,687.20)	76%
73040 Equipment Repair		\$ -	\$ 2,000.00	\$ (2,000.00)	0%
73050 Equipment - Other		\$ 3,957.88	\$ 4,300.00	\$ (342.12)	92%
Total 73000 Office Equipment	\$ 683.79	\$ 17,685.34	\$ 20,230.00	\$ (2,544.66)	87%
74000 Auto/Staff Travel		\$ -	\$ -	\$ -	
74020 Staff Mileage - Regular Travel for Meetings	\$ 501.55	\$ 2,590.28	\$ 6,000.00	\$ (3,409.72)	43%
Total 74000 Auto/Staff Travel	\$ 501.55	\$ 2,590.28	\$ 6,000.00	\$ (3,409.72)	43%
75000 Meetings/Memberships		\$ -	\$ -	\$ -	
75010 Council Meetings	\$ 133.40	\$ 4,896.98	\$ 5,620.00	\$ (723.02)	87%
75020 Committee Meetings		\$ 22.28	\$ 300.00	\$ (277.72)	7%
75030 Staff Meetings		\$ 895.00	\$ 400.00	\$ 495.00	224%
75040 Council Memberships		\$ 8,300.00	\$ 4,200.00	\$ 4,100.00	198%
75050 Other Meeting Costs		\$ -	\$ 200.00	\$ (200.00)	0%
75060 Public Official Insurance Cov.		\$ 2,038.00	\$ 1,800.00	\$ 238.00	113%

Total 75000 Meetings/Memberships	\$	133.40	\$	16,152.26	\$	12,520.00	\$	3,632.26	129%
77000 Collateral Materials	\$	-	\$	-	\$	-	\$	-	
77010 Web Page Costs	\$		\$	5,488.05	\$	2,600.00	\$	2,888.05	211%
Total 77000 Collateral Materials	\$	-	\$	5,488.05	\$	2,600.00	\$	2,888.05	211%
78000 Local Relations	\$		\$	-	\$	-	\$	-	
78010 Newsletter/Annual Report	\$		\$	-	\$	150.00	\$	(150.00)	0%
78030 Other/Marketing	\$		\$	-	\$	3,000.00	\$	(3,000.00)	0%
Total 78000 Local Relations	\$	-	\$	-	\$	3,150.00	\$	(3,150.00)	0%
79000 Pass Thru Fund Expenses	\$		\$	-	\$	-	\$	-	
79036 VATI Broadband	\$		\$	2,839,821.22	\$	-	\$	2,839,821.22	
79045 VH PDC Hous Prog-Partner Expens	\$		\$	475,655.15	\$	-	\$	475,655.15	
79047 CVPC AFID PG	\$		\$	225,721.86	\$	-	\$	225,721.86	
79048 VHREDA	\$		\$	102,404.81	\$	-	\$	102,404.81	
Total 79000 Pass Thru Fund Expenses	\$	-	\$	3,643,603.04	\$	-	\$	3,643,603.04	
90000 Other Program Costs	\$		\$	-	\$	-	\$	-	
90010 Planning Project Costs	\$		\$	-	\$	218,000.00	\$	(218,000.00)	0%
90011 EDA, NADO, CEDS, SCRC, Other	\$	151.71	\$	11,237.47	\$	-	\$	11,237.47	
90013 Printing Costs, etc.	\$		\$	445.00	\$	-	\$	445.00	
90015 DHCD Broadband AAP	\$		\$	7,402.35	\$	-	\$	7,402.35	
90100 Contingency Costs	\$		\$	-	\$	5,000.00	\$	(5,000.00)	0%
90101 New REDO Costs	\$	1,981.90	\$	40,472.14	\$	-	\$	40,472.14	
90114 DEQ WIP III Program Costs	\$		\$	549.77	\$	-	\$	549.77	
Total 90000 Other Program Costs	\$	2,133.61	\$	60,106.73	\$	223,000.00	\$	(162,893.27)	27%
Total Expenses	\$	38,084.56	\$	4,277,114.69	\$	825,151.00	\$	3,451,963.69	518%
Net Operating Income	\$	158,013.31	\$	59,929.40	\$	47,043.00	\$	12,886.40	127%
Other Expenses									

**Memorandum**

**TO:** CRC Board of Directors

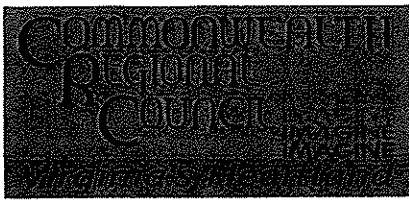
**FROM:** Christin Jackson  
Executive Director

**DATE:** June 6, 2025

**SUBJECT:** Update (May 14, 2025 – June 6, 2025)

- Attended VAPDC Board Meeting and Executive Directors' Meeting.
- Participated in a GOVA GoTec Webinar.
- Met with Alex McCoy to review the VHREDA Budget for 2025-26.
- Sent out the RFP for the On-Call Consultants to be returned by June 13<sup>th</sup>.
- Arranged and signed new signature cards for CRC and VHREDA.
- Had several website meetings with various consultants.
- Signed the Letter of Engagement for Creedle and Jones to do this year's CRC audit.
- Had the new Amelia County Administrator, Eric Pollitt here to discuss how CRC can help Amelia County.
- Called DHCD and discussed the verbiage of the Broadband Affordability and Adoption Plan with Chandler Vaughan and uploaded a new version of the plan to CAMS and re-submitted a complete remittance for Prince Edward County in CAMS.
- Signed off on the Chowan River Water Supply Plan Agreement with DEQ.
- Hosted Trisha Mays here at the office to discuss Rain Barrell Workshop options for the region.
- Assisted Lauren on the 90-day evaluations of the two new Regional Planners.
- Completed and submitted a pre-application for the SEID Grant for Prince Edward County's HIT Park Access Road. (Talked to many localities/entities about the SEID Grant opportunity that CRC shared.)
- Let all three entities know about the fact that all three TRRC grants that we applied for were approved. (BOOMS, VHREDA Branding, and Mill Building Project)
- Got with VACorp to get Worker's Compensation Insurance set up for VHREDA.
- Shared information with the Town of Keysville and the Town of Farmville about the Designated Growth Areas and what the next steps are to become designated.
- Worked with Ethan on rebranding and purchased new materials with our new logo and reached out to get quotes from businesses that create signs and stickers.
- Attended the VA Housing debrief with Lauren so that we understand what we can do better on our next application.
- Hosted a Reassessment meeting with County representatives and the State Tax Team to better understand and capture the issues with the current Assessors.
- Completed and submitted the VAPDC Salary Survey.
- Attended the VHREDA meeting, the new Executive Director has been on the road to meet people and attend BOS meetings in various counties and he plans to attend at least one in each county, and it was established that the next meeting of the VHREDA Board will be at 4:00 on Thursday, August 28<sup>th</sup> at the Longwood University SEED Innovation Hub followed by a Meet and Greet at 5:30 to introduce Alex McCoy to the region. Sheri McGuire, Christin Jackson, and Crystal Baker are heading it up, so if there is anyone in particular that you want invited, please let one of us know. Ethan created an invitation, and we shared it with the committee for feedback.
- Created CRC 2025-26 Budget and held Budget Committee Meeting.





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## Scoping the Future List of Innovative/Regional Ideas

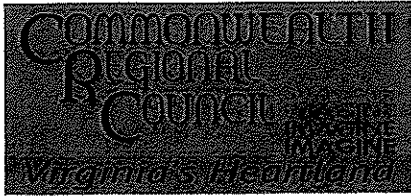
### Ideas Previously Discussed:

- Building Entrepreneurial Economies (BEE) Grant Program through DHCD
- Aeronautical Grants for Drone Industry
- Triage Emergency Dispatch Program
- Lack of Workforce Training - Ways for CRC to get involved, including working with Southern VA Go Region & SVCC – CRC is currently involved in the Talent Pathways Academy – In the works.
- Work with the Buckingham Historical Society on grant opportunities
- Establish de-regulation requirements for mandates on rural localities (tiered approach).
- ~~Broadband Support by the CRC – Currently working on VATI and will all counties through the DHCD Broadband Affordability and Adoption Planning grant. – Complete~~
- Expand Health Care Providers in the Region as well as Cancer Treatment Facilities
- Aging Plan for the Region (grants to develop)
- High Bridge Trail State Park Expansion to Burkeville – DCR is working on this project, and we stay in contact with them in case we can be of assistance.
- Work with other counties on the upcoming Water Supply Plan – CRC will be hosting a public meeting here for the Roanoke River 3 Regional Planning Kick Off Meeting. The CRC submitted the first DEQ application for the Chowan River 1 Region to start the planning process of the creation of the Regional Plan. The CRC has signed the agreement to do the initial planning for the region's water supply plan.
- County Reassessments – How can CRC make this an easier process for its counties? – Staff is has reached out to other PDC's in VA to see what they have done and will share findings with all counties interested. Staff has reached out to VA Tax Team and all DPOR Licensed Assessors. CRC Staff has set up a meeting of the County representatives and the VA State Tax Team to discuss issues with current Assessors.

### New Ideas:

- \_\_\_\_\_
- \_\_\_\_\_

Note: Items stricken through have been addressed or pursued.



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### **MEMORANDUM:**

**TO:** CRC Council Members  
**FROM:** Ethan Bowman, Regional Planner  
**DATE:** June 4, 2025  
**SUBJECT:** Watershed Implementation Plan (WIP) III (Contract VI) – Monthly Update

The Commonwealth Regional Council (CRC) continues to support the Virginia Department of Environmental Quality (DEQ) in implementing Phase III of the Chesapeake Bay Watershed Implementation Plan (WIP) across our region. The following activities have taken place since the last CRC Council meeting:

#### **Activities Undertaken:**

- **BMP Task Force Formation:**
  - CRC is working to **establish a regional BMP Task Force** to enhance coordination across jurisdictions. The task force will help identify and prioritize watershed improvement projects and implementation strategies for the region.
- **Outreach & Events:**
  - CRC has **met with several local Extension Offices and Soil & Water Conservation Districts (SWCDs)** to coordinate **Rain Barrel Workshop** events that promote household stormwater management.
  - CRC staff also met with the **Virginia Department of Forestry (VDOF)** to discuss collaboration on an upcoming **Tree Give-Away Event** to support reforestation and buffer planting efforts.
- **Planning a Regional Grant Day:**
  - CRC is **organizing a Grant Day event** to be held at the CRC office. This event will feature **guest speakers from state or federal agencies** to provide guidance on environmental and infrastructure-related grant opportunities for localities.

COMMONWEALTH REGIONAL COUNCIL  
200 Heartland Road  
Keysville, VA 23947 | 434.392.6104 PHONE  
[www.virginiashheartland.org](http://www.virginiashheartland.org)



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### **MEMORANDUM**

**TO:** Karl Carter, County Administrator  
Members of the Buckingham County Board of Supervisors

**FROM:** Matt Swartout  
Regional Planner

**DATE:** June 5, 2025

**SUBJECT:** Buckingham County Comprehensive Plan Update – Monthly Update

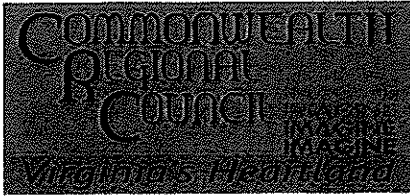
The Commonwealth Regional Council (CRC) is assisting Buckingham County with an update of the County's Comprehensive Plan. As part of the CRC's efforts to assist the County, the following is a summary of recent progress:

- At the May 12th meeting, the respective Board of Supervisors formally approved the recommendations that had been proposed following the Planning Commission's April 28th recommendation. As part of the next steps in the process, the Board set the date for the upcoming public hearing, which is scheduled for June 9th. This action moves the initiative forward into the public engagement phase, providing an opportunity for community feedback and continued discussion.

Please do not hesitate to contact me if you have any questions.

cc: Christin Jackson, Executive Director, CRC  
Nicci Edmonston, Zoning/Planning Administrator, Buckingham County

COMMONWEALTH REGIONAL COUNCIL  
200 Heartland Drive  
Keysville, VA 23947 | 434-392-6104  
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MEMORANDUM:

TO: CRC Representatives

FROM: Lauren J. Pugh, Planning Director

SUBJECT: CRC Affordable Workforce Housing Development Program

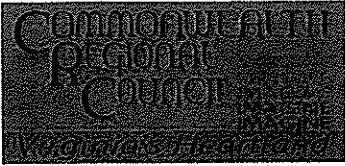
DATE: June 4, 2025

As you are aware the CRC has received \$2 million in grant funds from Virginia Housing to establish 25 affordable and workforce housing units in the CRC region **over a 54-month period (extended to December 31, 2025)**. CRC staff time on the project is also covered by this grant award.

**Project:** The Affordable Workforce Housing Development Program has established three housing partners: Piedmont Habitat for Humanity, Smyth Properties, and The Town of Blackstone. Piedmont Habitat will be installing 12 modular homes in Buckingham County and the Towns of Farmville, Keysville, and Crewe. Smyth Properties established seven (7) units for lease through adaptive reuse of downtown properties in Kenbridge. The Town of Blackstone and their partner, Southside Outreach, will be building six (6) homes in Blackstone for home ownership. Through these partners the CRC has been able to establish 25 affordable housing units.

**Update:** CRC staff assembled the May reimbursement request for Virginia Housing. The CRC requested an extension by December 31, 2025. This extension request has been approved.

- Piedmont Habitat:
  - Ashley Way homes in Keysville –All five homes have been set. The housing contractor is working to complete these homes. There will be a Home Dedication on June 7<sup>th</sup> at 11:00 AM .
  - Buckingham – Piedmont Habitat had to switch project site locations for the final house. After a title search was conducted on the property, there were liens on the property that could not be cleared. Luckily, Piedmont Habitat had some property in Buckingham County they were waiting to build on, the house has been ordered through Cardinal homes and is near completion. Grand funds were only being used for the construction of the Cardinal home.
- Smyth Properties – Project Completed.
- Town of Blackstone/ Southside Outreach –The Contractor has started construction on the three homes.



## **MEMORANDUM**

**TO:** Clarence Monday, Interim County Administrator  
Members of the Amelia County Board of Supervisors

**FROM:** Lauren J. Pugh  
Planning Director

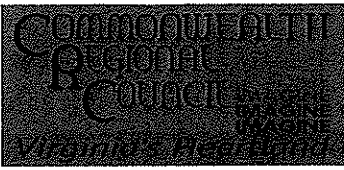
**DATE:** June 4, 2025

**SUBJECT:** Amelia County Comprehensive Plan Update – Monthly Update

As you are aware, the Commonwealth Regional Council (CRC) is assisting Amelia County with a modified update of the County's Comprehensive Plan. The CRC will provide services to assist the County with developing and distributing a survey instrument, update the transportation section to VDOT standards, update the agricultural section data, GIS mapping services, and finalize/ refresh the Comprehensive Plan. As part of the CRC's efforts to assist the County, the following has been completed since the last report:

- CRC staff attended a planning committee meeting on May 22nd. At this meeting, CRC staff reviewed the changes to the future land use map and natural resource section. The CRC also discussed the comprehensive plan community meetings and the Goals and Objectives section of the plan. There were a few requested changes.
- The next planning committee meeting will be held on June 26th. At this meeting, CRC will review the changes to the future land use map, transportation map, and natural resources section of the plan. The CRC will review the Goals, Policies, and Objectives section, and other updated sections of the plan.
- The CRC staff developed a community meeting exercise and flyer. CRC staff are working on distributing flyers throughout the community. The planning committee selected to host three community meetings. These community meetings will be held on:
  - Tuesday, July 15<sup>th</sup> at Paineville Fire Department from 7 to 8pm
  - Thursday, July 17<sup>th</sup> at Mannboro Fire Department from 7 to 8pm
  - Tuesday, July 22<sup>nd</sup> at Amelia County Administrative building from 7 to 8pm

Please do not hesitate to contact me if you have any questions.



**MEMORANDUM**

**TO:** CRC Council Members

**FROM:** Lauren J. Pugh  
Planning Director

**DATE:** June 4, 2025

**SUBJECT:** Virginia Telecommunications Initiative (VATI) Grant for Cumberland,  
Lunenburg, and Prince Edward Counties – Monthly Update

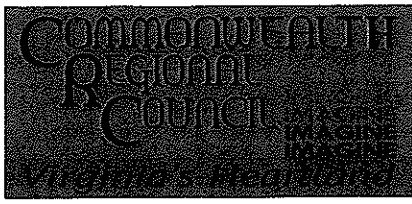
**Project:** CRC VATI grant for the expansion of broadband in Cumberland, Lunenburg, and Prince Edward Counties. The project involves working with Planet Networks (previously Kinex Telecom), an internet service provider (ISP). Planet Networks acquired Kinex Telecom and the CRC will continue to work with the ISP to finish this project.

**Update:**

- Planet Networks worked with crews to fix damage across all three counties. Mr. Boyle (CEO of Planet Networks) advised that most damaged repairs have been completed. Planet Networks' crews are still conducting an audit of the previous contractor crews' work; therefore more damage may be identified and need repairs.
- Planet Networks' crews are working in parts of all three counties where middle-mile fiber is in place to complete installations for new customers.
- As of April 30, 2025, a total of 7,359 passings (out of a target of 11,397 total passings) and 1,709 installs for new customers have been completed. 50 total installations were completed last month.
- The CRC staff are working with Planet Networks staff to complete a budget amendment.
- The Project Management Team meets monthly to discuss the project. The team includes local staff, CRC staff, Planet Networks staff, and DHCD staff. The next meeting is scheduled for June 13<sup>th</sup>.
- Per an agreement with DHCD, CRC and local staff are making quarterly site visits to observe the work being done by Planet Network Crews. CRC, Lunenburg, Prince Edward and Planet Networks staff completed a site visit in Prince Edward County on May 5th. At this site visit, attendees saw crews working in Rice laying fiber for middle mile and last mile installation. Attendees also visited with a splicing crew.

Please do not hesitate to contact me if you have any questions.

cc: Christin Jackson, Executive Director, CRC



## **MEMORANDUM**

**TO:** CRC Council Members

**FROM:** Lauren J. Pugh  
Planning Director

**DATE:** June 4, 2025

**SUBJECT:** Update – Drakes Branch Building Acquisition Project

As you may recall, the Town of Drakes Branch has been awarded a Hazard Mitigation Grant Program (HMGP) grant by FEMA through VDEM to fund the acquisition and removal of nine (9) buildings in the Town's Central Business District. These buildings are located within the floodplain and are subject to damage from flood events in the area. The HMGP grant is being matched with a combination of funds from the State and local matching funds from the Town. The CRC is assisting the Town with the implementation of this project.

### **Update:**

The CRC assembled and submitted a budget revision on behalf of the Town to cover the Lead and Asbestos activities. We are awaiting approval from FEMA.

### **Asbestos Abatement Activities:**

A & A Environmental has completed the asbestos abatement work on the buildings and completed air clearance activities. CRC is assembling the reimbursement request.

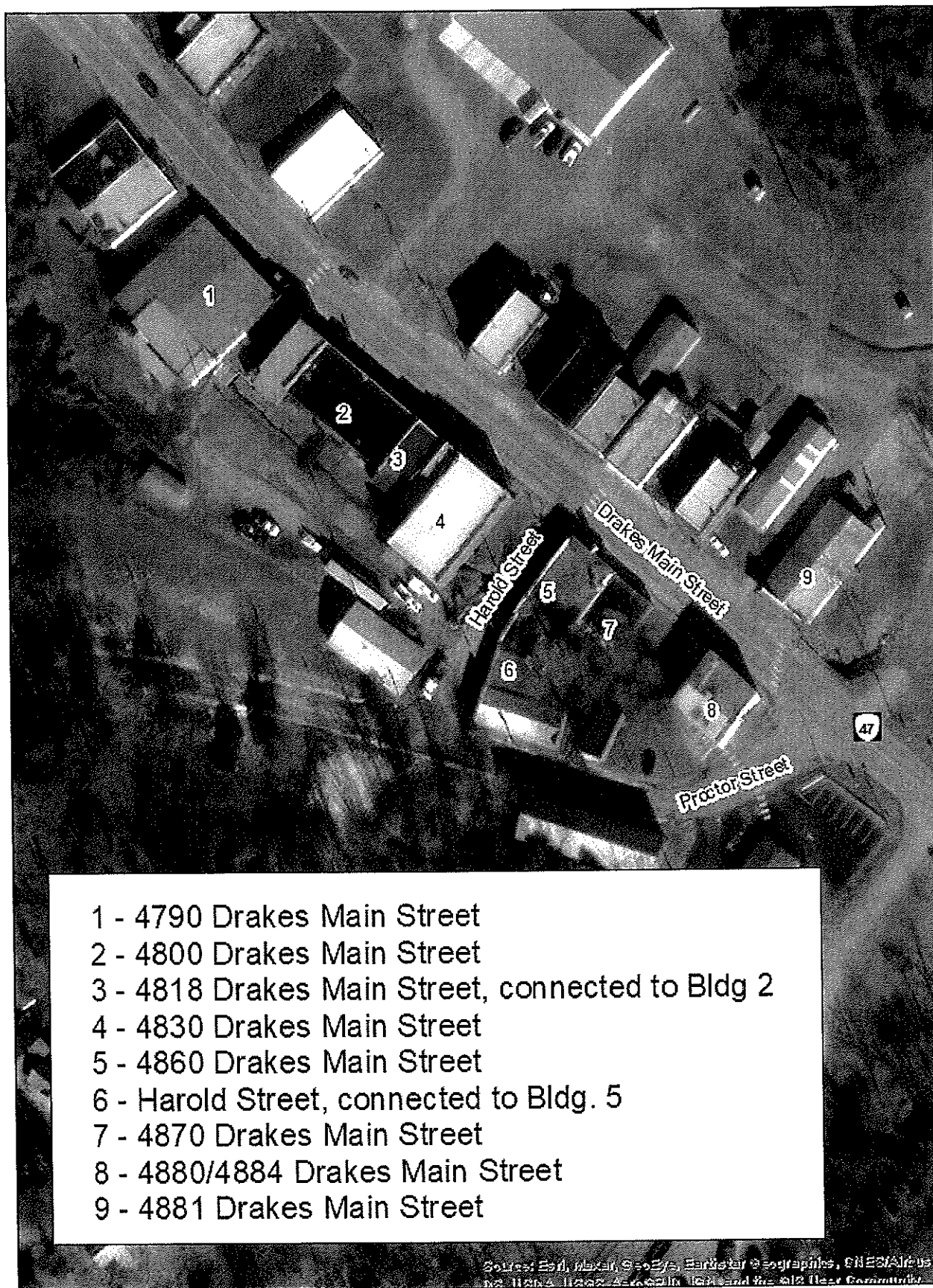
### **Lead Abatement Activities:**

Hurt & Proffitt has submitted their scope of work for this project. The scope of work consists of: TCLP testing. The TCLP will be performed by Hurt & Proffitt to ensure proper disposal of lead within the participating buildings. This will be completed prior to demolition of the buildings.

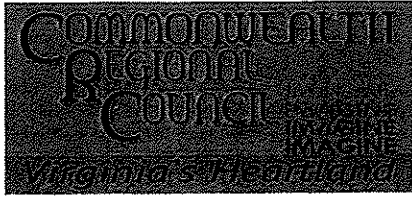
- Building 1: Privately owned property
  - The property owner has opted out, and will not be participating in the project.
- Buildings 2 and 3: Old Town Hall and fire station
  - Appraisals completed.
  - Title searches completed.
  - Since the Town owns these buildings, the Town staff is working with VDEM staff and their attorney to develop the appropriate Deed language to be reimbursed for the cost of this building. Town, CRC staff, and the Town's lawyer had a meeting to discuss the next steps to complete this sale. The Town's lawyer, VDEM, and CRC staff are working on the logistics of this sale.
  - Hurt & Proffitt (H&P) conducted lead and asbestos inspections of these properties. The inspection has been completed. H&P has provided the inspections reports and the report determined that lead and asbestos have been identified.

- Building 4: Privately owned property
  - Appraisal completed.
  - Title search completed.
  - The owner has signed an agreement to sell the property to the Town. The sale has been completed. CRC staff has submitted a reimbursement request for this sale to VDEM.
  - Hurt & Proffitt (H&P) conducted lead and asbestos inspections of these properties. The inspection has been completed. H&P has provided the inspections reports and the reports determined that lead and asbestos have been identified.
- Buildings 5 and 6: Privately owned, adjoining buildings, same owner
  - Appraisals completed.
  - Title searches completed.
  - The Town is working with the owner and the Town's attorney to purchase this building.
  - Hurt & Proffitt (H&P) conducted lead and asbestos inspections of these properties. The inspection has been completed. H&P has provided the inspections reports and the reports determined lead and asbestos have been identified.
- Building 7: Privately owned property
  - Property owner has opted out, and will not be participating in the project.
- Building 8: Privately owned property
  - Appraisal completed.
  - Title search completed.
  - Property has tax liens. The County has referred the property to Tax Authority Consulting Services (TACS), a Henrico County-based firm that assists local governments in collection, bankruptcy, and assessment matters, for a tax sale on the property. Staff from TACS conducted a tax auction on the property on June 17<sup>th</sup>. The Town was outbid on the property; therefore, we are unsure if this building will participate in this project.
  - Hurt & Proffitt (H&P) conducted lead and asbestos inspections of these properties. The inspection has been completed. H&P has provided the inspections reports and the reports determined that asbestos have been identified.
- Building 9: Privately owned property
  - Appraisal completed.
  - Title search completed.
  - The sale of this property has been completed.
  - Hurt & Proffitt (H&P) conducted lead and asbestos inspections of these properties. The inspection has been completed. H&P has provided the inspections reports and the reports determined that asbestos have been identified.





- 1 - 4790 Drakes Main Street
- 2 - 4800 Drakes Main Street
- 3 - 4818 Drakes Main Street, connected to Bldg 2
- 4 - 4830 Drakes Main Street
- 5 - 4860 Drakes Main Street
- 6 - Harold Street, connected to Bldg. 5
- 7 - 4870 Drakes Main Street
- 8 - 4880/4884 Drakes Main Street
- 9 - 4881 Drakes Main Street



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TO: Commonwealth Regional Council

FROM: Lauren J. Pugh, Planning Director

SUBJECT: SEED Innovation Hub Project Update

DATE: June 4, 2025

**Project:** The CRC is under contract with the Longwood Real Estate Foundation to provide project administration assistance for three grants that will fund the rehabilitation, renovation, and will provide equipment for the development of the SEED Innovation Hub. The Economic Development Association (EDA) has awarded the Longwood Real Estate Foundation with \$1,986,965.00 in grant funds for construction costs for the facility. The Tobacco Commission also awarded the project \$500,000 in grant funds for construction costs for the facility. Go Virginia awarded the project \$674,304.00 in grant funds to purchase necessary equipment to establish the SOVA Innovation Hub.

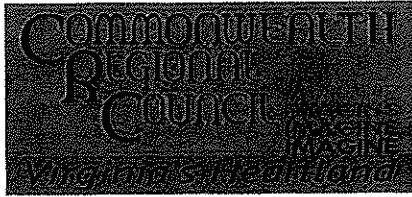
**Project Update:**

EDA funds- CRC staff are assembling the final reimbursement request and final distribution checklist. Once completed and submitted, this grant will be closed out.

Tobacco Commission Funds- Awaiting additional documentation to submit another request.

GO Virginia Funds –CRC staff prepared and submitted reimbursement request #4 to GO Virginia staff.

COMMONWEALTH REGIONAL COUNCIL  
200 Heartland Road | Keysville, VA 23947  
Phone | 434-392-6104



IN PARTNERSHIP WITH

The Counties of Amelia | Buckingham | Charlotte | Cumberland | Lunenburg |  
Nottoway | Prince Edward

TO: CRC Council Members

FROM: Christin Jackson and Lauren Pugh

SUBJECT: Regional Reassessment Possibilities

DATE: May 13, 2025

**Project:** At the March 19, 2025, CRC council meeting, Council members expressed interest in exploring the possibility of establishing a local firm to conduct reassessments for region. To learn more about this initiative, the CRC has been researching this initiative, coordinating and facilitating meetings, and sparking conversations on this topic.

**Project Update:** To better understand this initiative, the CRC staff reached out to other PDCs across the state and learned that similar efforts have been explored by other regions. Middle Peninsula PDC (MPPDC) even conducted a feasibility study to assess the potential benefits and challenges. The CRC also reached out to Northern Shenandoah PDC (NSPDC) who explored this option as well. Both PDC's selected not to move forward with establishing a regional reassessment firm and instead selected to move forward with a regional reassessment RFP.

Also in the CRC's research, we learned that the CRC did conduct a feasibility study on this topic back in 2008 and that the topic has been explored in 2014 as well. The CRC is conducting additional research to learn more about the outcome during this time and why this initiative did not move forward.

CRC staff is also in the process of researching other localities in the state that have their own reassessment offices and if any of these offices cover multiple counties.

On April 17<sup>th</sup>, CRC staff facilitated a meeting with all the counties and many Commissioners of Revenue were invited to participate with their County Administrators and staff. We listened to concerns from the Counties and ideas as to how the CRC could help. It was suggested that the CRC reach out to the VA Tax team and get some assistance.

On April 22<sup>nd</sup>, CRC staff had a meeting with Cory Schaeffer, David Seay, Stephen Klos, and Cynthia Mabe from the VA Tax Team. They said that they thought that we could oversee the assessments, but we must use DPOR Licensed Assessors and that we should check our bylaws and the VA PDC bylaws to make sure that it was legal for the CRC to do this.

CRC staff reached out to the DPOR Licensed Assessors, and they had this input:

- John Atkinson with Visions Governmental Solutions that bought out Wampler and Eanes and Pearson.
  - They would like to get a contract to do all 7 counties on a rotational basis.

- He would like to have lunch or some round table with all the counties to hear what they need in an Assessor and he would like to speak from the Assessor's perspective as well.
- He said that late RFPs made it hard to gear up for assessments, Assessors need about 18 months to properly plan for assessments.
- Jason Cowan, he is an assessor and a consultant.
  - He says the most expensive and time-consuming part of the assessment are the site visits.
  - He said Caroline County is hiring an in-house assessor and he has helped them with this process.
  - He would like to get a contract to do all 7 of our counties because he is planning to move to Nathalie, VA.
  - He said that the PDC doing the procurement would be a valid option.
  - He has the capability to do Eagle View which is assessments by airplane/drone.
  - He also could do the permits on the new dwelling while doing the assessments year-round. They usually cost \$50-75 per dwelling.
- Mathew Tumlin from Commonwealth Real Estate Appraisal Group.
  - Right now, he is working in Lee County.
  - He would need to know what else Counties expected such as mailing out assessments.
  - He works on a price per parcel basis, he also does family cemeteries, prisons, cell towers.
  - He would like to know the certain type of work each county wants done.
  - How many parcels per county – do they want it bid that way or not?
  - He can do the new permits when doing the regular assessments on a monthly basis.
  - He said Wise County has a full-time assessor and his Group would be cheaper than that.
  - He was going to try to send me Pulaski and Russell Counties RFP, so that I could see what those counties asked for.
- Mike Wingate from Wingate and Associates, Ltd. Called and emailed with me.
  - He basically needed the same questions asked as above to tell me if they could do all counties or not:
    - Number of parcels per County
    - Dates for Reassessments per County
    - Number of Years between Reassessments per County

On May 27<sup>th</sup>, CRC Staff reached out to David Seay of the VA Tax Team to ask that he be a part of the upcoming meeting of County representatives to discuss their issues with the present and past Assessors. David said that he and his team would be at the meeting to listen to the concerns.

On June 5<sup>th</sup>, CRC Staff hosted a Reassessment Meeting. There were 23 in attendance with representatives from all seven counties, a representative from Southside Planning District, representatives from Brunswick County, and VA Tax team to discuss issues with current/past assessors. Some of the issues included:

- Since Vision Governmental Solutions has bought Wampler and Eanes and Pearson, are we going to still get a competitive rate for service?
- If we put out a bid to do all seven counties, could we get a better rate?
- All counties have different markets and have different Marketing studies, so it would not be one size fits all kind of job.
- The Assessor did not meet the completion deadline, which made the county late getting the budget completed.

- One person cannot do it all, there needs to be one accessor and several workers that go out to the site to actually look at the property.
- Workers did not actually come out to look at the property for one reason or the other. (Gates, way off the road, timber in the way)
- Not using fair market value, using a formula about figuring 80% of the value.

Tax said that a locality could hire its own person and there is a process where Tax can certify that person, but they do not have to be licensed through the state. The CRC could not do that, if they hired a person, that person must be a licensed assessor through DPOR.

One thing that Nottoway liked was the fact that the Assessor let the County Staff input the data to save some money and if there was an agreement, that should be an option.

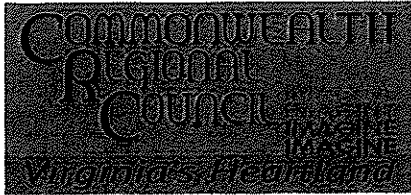
It was suggested that at the VACO Annual Conference they have a session that involves Tax, Contractors, and localities.

Cost is not the only factor; there needs to be quality.

It would be better if local people were involved in the assessment because they would be more familiar with the area.

Next steps were that Christin Jackson would send an email to get the next start and proposed finish dates from each locality and create a Gantt chart to be ready to discuss with Assessors and for everyone to be prepared to tell their CRC representative their wishes or issues, so that it can be further discussed at the next CRC meeting.

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[www.virginiasheartland.org](http://www.virginiasheartland.org)



IN PARTNERSHIP WITH

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Nottoway | Prince Edward

TO: CRC Representatives

FROM: Lauren Pugh, Planning Director

SUBJECT: Creation of Central Virginia Poultry Cooperative  
TRRC and VDACS, AFID Planning & Infrastructure Grants

DATE: June 4, 2025

**Project:** The CRC assisted the Central Virginia Poultry growers since May of 2023 to find solutions for farmers who were affected by the Tyson closure in Glen Allen, Virginia. The growers came up with a solution – the creation of the Central Virginia Poultry Cooperative (CVPC). The Central Virginia Poultry Cooperative was created and has entered into an agreement with Dutch Country Organics, LLC of Middlebury, Indiana. CVPC will raise and sell wholesale cage-free and other premium table eggs to Dutch Country LLC. To assist with the start of costs for the CVPC, the Commonwealth Regional Council served as the applicant and fiscal agent obtaining the following grants: Virginia Department of Agriculture and Consumer Services (VDACS) Governor's Agriculture and Forestry Industries Development Fund (AFID) Planning Grant for \$35,000; VDACS, AFID Infrastructure Grant for \$50,000; VDACS, Rural Rehabilitation Trust for \$341,750; and the Virginia Tobacco Region Revitalization Commission (TRRC) Southern Virginia Program Grant for \$1,400,000 through two grants.

**Project Update:**

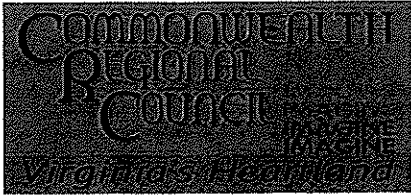
**VDACS, AFID Planning Grant:** The CRC is awaiting additional reimbursement documentation to reimburse the CVPC. The CRC has received each of the seven counties' match of \$5,000 for this grant.

**VDACS, Rural Rehabilitation Trust:** The CRC has submitted Year 1 expenses of \$170,857.00 for reimbursement. The CRC is awaiting additional reimbursement documentation to reimburse the CVPC.

**VDACS, AFID Infrastructure Grant:** The CRC has received each of the seven counties' match of \$3,000 for this grant. The CRC has reimbursed the CVPC \$18,463.00 of this match. The CRC is awaiting additional reimbursement documentation to reimburse the CVPC.

**TRRC #1:** The CRC has received the \$325,000 Advancement and has expended \$ 103,326.52. The CRC submitted the advancement request (request #3) to the TRRC for final approval. The CVPC, CRC, and TRRC staff are working through this matter to establish a timeline for at which a farm is considered profitable and are unable to submit new expenses to the TRRC for reimbursement.

**TRRC#2:** CRC staff are working with CVPC to assemble and submit the first reimbursement request.



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TO: CRC Representatives

FROM: Lauren J. Pugh, Planning Director

SUBJECT: Economic Development Administration (EDA), Planning and Local Technical Assistance Program

DATE: June 4, 2025

**Project:** In July 2024, the Commonwealth Regional Council (CRC) applied for \$70,000 in EDA Planning and Technical Assistance funds. On September 3<sup>rd</sup>, the CRC was notified by the EDA representative that the CRC was awarded \$70,000 in grant funds to support the update of the Comprehensive Economic Development Strategy (CEDS) and to support activities including grant writing, planning technical assistance, and GIS mapping services. The CRC receives these funds as part of their Economic Development District designation.

**Project Update:** The following activities have been completed during this month by CRC staff:

- CEDS update:
  - CRC finalized the CEDS stakeholder list and sent out an invitation for the stakeholder meeting. CRC will be hosting the stakeholder meeting on Tuesday, June 24<sup>th</sup> at 2pm at the CRC office.
  - The next CEDS meeting will be held on July 25<sup>th</sup> at 1pm. At this meeting, CRC staff will review the changes to the economic analysis, review the draft vision statement, and draft CEDS goals.
- The CRC provides grant writing services (See separate report)
- The CRC corresponded, set up meetings, researched grant opportunities, and vetted potential grant applications
- Providing Grant Administration Services for the Central Virginia Poultry Group (CVPG) for the Tobacco Commission and VDACS grants by:
  - Submitting reimbursement requests
  - Acting as the Applicant and Fiscal agent for these grants
  - Corresponding with CVPG and Grant Administrative staff



## MEMORANDUM

**TO:** CRC Council Members

**FROM:** Matt Swartout  
Regional  
Planner

**DATE:** June 5, 2025

**SUBJECT:** VDOT Rural Transportation Planning Program– Monthly Update

The Commonwealth Regional Council (CRC) continues implementing the VDOT Rural Transportation Planning Program, addressing the transportation needs of Virginia's Heartland region, covering seven counties and their respective towns. The program focuses on enhancing regional transportation planning, providing technical assistance, and supporting local jurisdictions in improving transportation infrastructure and efficiency.

### **Update:**

- **STARS:** On May 14<sup>th</sup>, a virtual VDOT STARS meeting was held regarding the E. 3rd Street and Persimmon Tree Fork Road intersection. The meeting provided an overview of the existing conditions analysis and included traffic forecasting to inform potential improvements.

On June 4, 2025, CRC staff attended a STARS meeting focused on the E 3rd Street and Persimmon Tree Fork Road intersection in Prince Edward County. The meeting covered existing traffic and safety conditions, crash data analysis, and projections for future traffic volumes through 2045. Public survey results highlighting concerns about speeding, pedestrian safety, and signal coordination were reviewed, and four potential improvement alternatives including Conventional, Thru-Cut, Roundabout, and Bowtie were presented. The session concluded with an outline of the next steps including further analysis, public engagement, and the development of final recommendations by Fall 2025.

- **GIS & Mapping:** CRC staff continue to update and develop GIS-based maps in support of comprehensive plans and various individual projects. Recent mapping efforts have included updates to plan documents and the creation of future Designated Growth Area (DGA) maps for Keysville and Farmville, among other initiatives.

The CRC remains committed to supporting regional transportation planning efforts and will continue working with local and state partners to advance transportation initiatives in the region.

cc: Christin Jackson, Executive Director, CRC





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Lunenburg | Nottoway | Prince Edward

## **MEMORANDUM**

TO: CRC Council Members

FROM: Ethan Bowman  
Regional Planner

DATE: June 4, 2025

SUBJECT: Southeast Crescent Regional Commission Program– May Update

The Commonwealth Regional Council (CRC) continues to make progress on initiatives supported by the Southeast Crescent Regional Commission (SCRC) Local Development District (LDD) program. These projects focus on economic development, comprehensive planning, and infrastructure improvements across our seven-county service area. Below are key updates related to the SCRC program:

### **Updates:**

#### **1. Grant Assistance and Technical Support**

- a. CRC continues to provide critical grant writing and administrative support services to local governments and nonprofit organizations throughout the region. These efforts focus on expanding economic opportunities and community capacity.
- b. **In May, CRC submitted several State Economic & Infrastructure Development (SEID) Grant pre-applications** on behalf of local partners. These submissions aim to support infrastructure enhancements and economic revitalization efforts across multiple counties.

#### **2. Ongoing Support:**

- a. CRC is currently administering grant support for the Central Virginia Poultry Group, helping to manage documentation and submission processes.

#### **3. Comprehensive Planning**

##### **a. Buckingham County Comprehensive Plan**

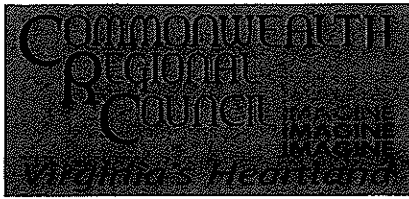
- i. *The Planning Commission has completed its review, and the **Final Public Hearing is scheduled for next week.***
- ii. *CRC will continue providing support through the adoption phase.*

##### **b. Amelia County Comprehensive Plan**

- i. *CRC attended a **planning committee meeting on May 22** to review updates to the Future Land Use Map and Natural Resources section, and to discuss community meeting logistics and Goals & Objectives.*
- ii. *The **next meeting is scheduled for June 26**, where CRC will review revisions to the Goals, Policies, and Objectives, as well as mapping updates.*
- iii. ***Three community meetings have been scheduled for July** to gather broader public input across the county*

##### **c. Drakes Branch Comprehensive Plan**

- i. *CRC facilitated a community meeting on May 28, featuring interactive PARK and mapping exercises.*
- ii. *Community input is being compiled, and the draft survey report will be reviewed at the next Planning Commission work session on June 25*



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## MEMORANDUM

TO: CRC Council Members

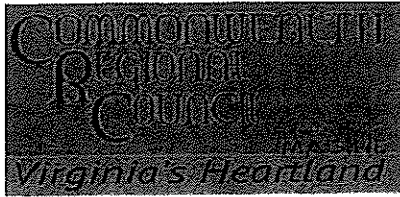
FROM: Ethan Bowman  
Regional Planner

SUBJECT: Drakes Branch Comprehensive Plan Update

DATE: June 4, 2025

As part of the Commonwealth Regional Council's (CRC) efforts to assist the Town of Drakes Branch's Planning Commission in updating the Drakes Branch Comprehensive Plan. Since the last update, the following activities have occurred:

- In preparation for the community meeting, the CRC staff developed, printed, and distributed the community meeting flyer. CRC staff also are working on finalizing the community meeting exercises including updating the latest zoning map.
- The Community Meeting was held on May 28th at 7pm in the Drakes Branch Municipal Building. We had an attendance of 21 community members. During this meeting, CRC facilitated two interactive exercises with community members: a PARK (Preserve-Add-Remove-Keep) exercise and a Mapping exercise to identify areas of interest and priority for future development. Input gathered from these exercises is currently being compiled into a Community Input Survey Report.
- The next work session is scheduled for June 25th. At this meeting, CRC staff will present the draft Community Input Survey Report for review and will work with the Planning Commission to finalize dates for broader community survey distribution.



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## **MEMORANDUM**

**TO:** CRC Council Members

**FROM:** Ethan Bowman, Regional Planner

**DATE:** June 18, 2025

**SUBJECT:** CRC Staff Update - Providing Grant Writing Services to Local Agencies

As per the CRC's ongoing efforts to provide grant writing services for County Public Schools, local government, law enforcement, and 501 (c)(3) organizations in the region, the following activities have taken place since the last update:

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### **I. Awarded / Not Awarded Grants**

- **NOT AWARDED - FEMA, FP&S Grant**
  - *Charlotte County Dept. of Public Safety*: Smoke detectors, firefighter medical kits, and accountability equipment.
- **AWARDED - Virginia Tobacco Region Revitalization Commission (TRRC)**
  - *The MILL Collective (Farmville)*: A planning grant for a feasibility study on the Mill property. CRC is serving as the applicant.
  - *VHREDA*: Branding
  - Regional application to support historic designations, Main Street America dues, and BOOMS database integration.

### **II. In Progress (Currently Being Developed)**

- **VDEM, Hazard Mitigation Grant Program (HMGP)**
  - *Victoria*: To fund a generator for a water pump system.
  - *Keysville*: For generator for wastewater infrastructure.

### **III. Applications Submitted (Since Last Month)**

- **DHR, BIPOC Preservation Fund**
  - *Mary E. Branch School (Farmville)*: To fund stabilization, roof repair, and renovations. CRC staff also participated in a meeting on May 6 with Mary E. Branch to discuss grant opportunities.
- **VDOT, TAP Program**
  - *Prince Edward County*: Two for Zion Hill Road sidewalk improvement phases I & II.
- **SCRC, SEID Grants**
  - *Prince Edward (HIT Park Access Rd)*: Application submitted for access road improvements to enhance connectivity and support development at the Heartland Innovative Technology Park.
  - *Cumberland (Small Area Plan)*: Request submitted to fund a detailed planning effort for strategic growth and revitalization in a designated area.
  - *Amelia (Planning, Potential River Access Points)*: Funding sought for preliminary planning to identify and assess future public river access locations.
  - *Blackstone (Raw Water Line)*: Application submitted for the development of a raw water line to bolster local infrastructure and utility resilience.

#### **IV. Awaiting Award Notification**

(All items previously reported as submitted are retained here unless otherwise noted.)

- **USDOT, RAISE Grant**
  - For Route 460 Interchange Study with Prince Edward County.
- **AFG (Assistance to Firefighters Grant)**
  - *Prince Edward County (Regional)*: Mobile Breathing Air Trailer.
  - *Keysville VFD*: Breathing apparatus.
- **VDCJS, Byrne Justice Assistance Grant**
  - *Charlotte County Sheriff's Office*: For Body Cameras. Application updated and resubmitted for conditional approval.
- **Opioid Abatement Act (OAA)**
  - Joint applications submitted for Nottoway and Prince Edward Counties. To implement opioid abatement activities and fund a rehabilitation program for inmates.
- **Sentara Grant**
  - *Crossroads CS*: For generators.
  - *Charlotte Meals on Wheels*: For food item purchases.
- **Centra Community Grant**
  - *Rice Volunteer Fire Department*: To fund the purchase of equipment.
  - *Drakes Branch VFD*: To fund air packs, turnout gear, gloves, hoods, hoses, and mounting services.
  - *Charlotte County Meals on Wheels*: To support purchase of food items.
  - *Crossroads CS*: For generators
- **Congressional Directed Spending**
  - *Town of Blackstone*: For the reconstruction of a raw water line.
- **Virginia State Association of Firefighters / Dominion Energy**
  - *Rice VFD*: For hose purchases.
  - *Keysville VFD*: For a PPV (Positive Pressure Ventilation) fan.

#### **V. Projects on Standby**

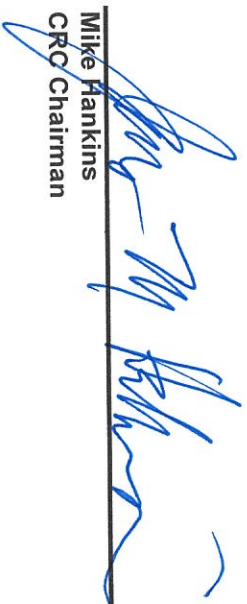
- *Community Resource Services* – New food pantry project in Lunenburg.
  - CBDG Community Service Facility Planning and Implementation Grants
- *Nottoway County LRA* – Repairs to Camp Pickett Officer's Club.
- *Better Days Farmville* – Facility acquisition support.
- *Town of Kenbridge* – HVAC system for Recreation Center.
- *Curdsville Community Center* – Renovation assistance.
- *Public Parking / Animal Shelter Funding* – Research ongoing

## VI. Upcoming Funding Opportunities

- **Firehouse Subs Public Safety Foundation – Firehouse Subs –**  
*Opens July 10, 2025 – Supports first responder and public safety organizations through grants for lifesaving equipment and training. Quarterly cycles available.*
- **FEMA FP&S Grant – Federal Emergency Management Agency –**  
*Closes July 3, 2024 – Fire Prevention and Safety (FP&S) Grant supports projects that enhance the safety of the public and firefighters from fire and related hazards. Focus areas include education campaigns, code enforcement, and research.*
- **FEMA SAFER Grant – Federal Emergency Management Agency –**  
*Closes July 3, 2024 – Staffing for Adequate Fire and Emergency Response (SAFER) Grant helps fire departments increase or maintain frontline firefighters. Funding available for hiring, recruitment, and retention.*
- **VTC VA250 Marketing Leverage Program – Virginia Tourism Corporation –**  
*September 16 – October 23 – Supports tourism marketing tied to Virginia's 250th commemoration. Encourages collaborative marketing efforts that drive visitation and celebrate local history.*
- **VTC Special Events & Festivals Program – Virginia Tourism Corporation –**  
*July 22 – September 11 – Provides matching funds to promote tourism-related events and festivals. Aims to attract visitors and support local economic impact through destination promotion.*
- **Safety First Grant – Norfolk Southern –**  
*April – Sept 1 – Supports fire departments in purchasing life-saving equipment and enhancing public safety initiatives.*
- **Thriving Communities Grant– Norfolk Southern –**  
*April – Sept 1 – Funds projects that enrich community spaces, preserve local culture, and strengthen neighborhoods.*
- **Virginia Humanities Rapid Grants – Virginia Humanities**  
*Currently closed. TBD 4x/yr – Short-term funding for public humanities projects*
- **DHR – BIPOC Preservation Fund – VA Department of Historic Resources**  
*Open – Rehabilitation of historic African American and Indigenous sites. Pre-App required*
- **Rolling Deadlines:**
  - **USDA, EDA, GO Virginia, DHCD, VEDP, TRRC TROF**
    - *Purpose:* Economic development, planning, infrastructure, and revitalization
  - **VDOF – Trees for Clean Water Program**
    - *Administered by:* Virginia Department of Forestry
    - *Purpose:* Supports tree planting to improve water quality
  - **VDACS – AFID Planning**
    - *Administered by:* Virginia Department of Agriculture and Consumer Services
    - *Purpose:* Supports planning for agricultural and forestry development

Commonwealth Regional Council  
Summary  
FY - 2025-2026 Budget (July 1, 2025 - June 30, 2026)

**Final Budget Adopted**  
**Date: June 18, 2025**

  
\_\_\_\_\_  
Mike Hankins  
CRC Chairman

Commonwealth Regional Council

2025-2026 Budget

June 5, 2025 - Budget Committee Meeting  
8:30 a.m.

Prepared by: Christin Jackson, CRC Executive Director

CRC Budget Committee Review

Final Budget Approval at June 2025 CRC Meeting

Commonwealth Regional Council Budget Recommendation  
FY- 2025-26 Summary of Revenue and Expenditures

Summary of Revenue by Source		FY-25-26 Budget	FY-24-25 Budget (Amend)	Budget
	Sub-total			Change FY-25/24
Estimated Cash Fund Balance on 6-30	\$ 904,213	\$ 872,841		61,372
43000 Local Member Investment	\$ 133,000	\$ 133,000		0
44000 VA Regional Cooperation	\$ 114,971	\$ 114,971		0
45000 Project Funding	\$ 215,201	\$ 404,423		-189,222
46000 Other Funding (VDOT, DEQ, EDA, SCRC LDD )	\$ 192,191	\$ 219,800		-27,609
REVENUE (Total Funds Available)	\$ 1,589,576	\$ 1,745,035		-155,459
Summary of Expenditures by Category				
71000 Personnel Costs	\$ 515,025	\$ 495,971	\$ 19,054	
72000 Office Operations	\$ 61,305	\$ 61,680	\$ (375)	
73000 Office Equipment	\$ 19,500	\$ 20,230	\$ (730)	
74000 Staff Travel	\$ 11,000	\$ 6,000	\$ 5,000	
75000 Meetings/Memberships	\$ 16,561	\$ 12,520	\$ 4,041	
77000 Collateral Materials	\$ 3,500	\$ 2,600	\$ 900	
78000 Local Relations	\$ 1,146	\$ 3,150	\$ (2,004)	
79000 Other Program Costs	\$ 27,326	\$ 223,000	\$ (195,674)	
EXPENDITURES (Estimate)	\$ 655,363	\$ 825,151	\$ (169,788)	
Estimated Total Funding Less Expenses (FY-24 Carry Forward)		\$ 919,884		
Estimated Total Funding Less Expenses (FY-25 Carry Forward)	\$ 934,213			
Note: Estimated Cash Fund Balance based on adopted FY-23 Budget (based on FY-22 Audit)				
Note: Estimated Cash Fund Balance based on FY-24 Budget (based on FY-23 Audit)				
Note: Estimated Cash Fund Balance based on FY-25 Budget (based on FY-24 Audit)				

NOTE: FY 24 Budget was Amended in September 2023.



Account #	Revenue Source	FY-26 Revenue	Sub-total
43000	Local Member Investment		
43010	Amelia County	\$19,000	
43020	Buckingham County	\$19,000	
43030	Charlotte County	\$19,000	
43040	Cumberland County	\$19,000	
43050	Lunenburg County	\$19,000	
43060	Nottoway County	\$19,000	
43070	Prince Edward County	\$19,000	
43080	Town of Farmville	\$0	
43090	Town of Blackstone	\$0	
43091	Hampden-Sydney College	\$0	
43092	Longwood University	\$0	
		Subtotal	\$133,000
44000	VA Regional Cooperation Act	\$114,971	
		Subtotal	\$114,971
45000	Project Funding		
	TRRC Administration of BOOMS Project	\$30,000	
	TRRC Administration of VHREDA Branding Proje	\$5,000	
	TRRC Administration of Mill Building Project	\$5,000	
	Drakes Branch HMGB Building Acq/Demo Admin	\$29,929	
	CRC REDO Oversight & Fiscal Management	\$24,000	
45985	VATI Regional Broadband Grant Admin	\$28,100	
45993	VATI Audit funds	\$4,000	
45995	Drakes Branch VDEM Grant Admin		
45990	Drakes Branch SLFRF Admin	\$0	
45955	CRC Affordable Workforce Housing Admin	\$0	
45999	Longwood SEED Inn Hub Admin	\$23,922	
	Prince Edward County HIT Park	\$2,250	
	Amelia Comp Plan	\$17,000	
	Drakes Comp Plan	\$16,000	
	VHREDA Private Campaign Costs Reimb.	\$30,000	
		Subtotal	\$215,20
46000	Other Funding		
	VDOT Rural Transportation Planning	\$58,000	
	DEQ -2022 CRC WIP III Assistance	\$58,000	
	EDA Technical Assistance Funding	\$70,000	
	SCRC LDD Funds	\$5,391	
	Interest Income	\$800	
		Subtotal	\$192,19
A	Total Operational Revenue FY 2026 >>>>>>>>>>>>		\$655,36
B	Estimated Fund Balance on June 30, 2025		\$934,21
C	Fund Balance plus Operational Revenue July 1, 2025		\$1,589,57
D	Projected FY-2025 Expenditures		-\$655,36
F	Projected FY-2025 Net Income/Loss		\$
G	Estimated Fund Balance Carry Forward on July 1, 2025		\$934,21
	**Restricted Funds		\$186,00

**Note: New Projects**

*All project funding included in the budget are for committed funds (signed contracts).*

\*SCRC funds cannot be expended until October 1, 2025

\*EDA Funding Award was backdated to August 1, 2025

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## COMMONWEALTH REGIONAL COUNCIL FY 2025-2026 BUDGET

## FY-2025 ESTIMATED LINE ITEM EXPENDITURES

Amended May 20, 2025

Line Item#	Category	Budget FY25-26	Amend Budget FY 24-25	Budget Change	Comments
71000	Personnel Costs				
71010	Salary Regular	\$348,750	\$343,500	\$5,250	Include raises (5 staff includes Dir, Plan Dir, Fin Dir & 2 Reg Plann)
71020	Salary Perf./Merit Bonus	\$0	\$0	\$0	
71030	Accured Leave	\$0	\$0	\$0	Considered a Contingent Liability only payable upon staff leaving
71040	Social Security / FICA	\$26,679	\$26,279	\$400	
71150	Unemployment Comp.	\$200	\$132	\$68	
71200	Retirement - VRS	\$71,040	\$69,971	\$1,069	VRS Rate 20.37% New Rate for FY25-26 (prev. rate 22.34%)
71300	Staff Memberships	\$0	\$0	\$0	
71350	Staff Training/Conferences	\$16,000	\$15,500	\$500	
71400	Workers Comp. Insurance	\$500	\$500	\$0	VACORP
71500	Health/Medical Insurance	\$44,000	\$35,000	\$9,000	Anthem(added Dental/vision)
71600	Life Insurance	\$2,000	\$275	\$1,725	5 staff through VRS instead of Hartford 15K vs. Twice Salary
71700	Other Staff Costs	\$2,856	\$1,814	\$1,042	VRS Hybrid Employee (4) Disability Coverage
71750	Employee Cell Phone Stipend	\$3,000	\$3,000	\$0	Employee Benefit - Monthly Cell Phone Use Stipend
	Sub-calculation	\$515,025	\$495,971	\$19,054	

72000	Office Operations				
72010	Lease Costs	\$14,400	\$14,400	\$0	Lease through VHRIFA
72005	Maintenance Costs	\$5,000	\$5,000	\$0	\$400 per month
72015	Utilities	\$7,200	\$4,200	\$3,000	Increase in electric bill (new building larger)
72020	Telephone/Internet Costs	\$4,500	\$3,360	\$1,140	Kinex VOIP in new Heartland Building.
72030	Postage	\$1,200	\$1,200	\$0	
72035	Express Mail	\$100	\$100	\$0	
72040	Supplies - Office	\$6,000	\$9,000	-\$3,000	Price of supplies increased over past year
72050	Subscriptions	\$300	\$320	-\$20	Receive RTD digitally.
72060	Office Insurance	\$95	\$100	-\$5	VACORP
72070	Administrative Costs	\$19,510	\$21,000	-\$1,490	Check Reconciliation & Audit
72080	Office Costs - Other	\$3,000	\$3,000	\$0	Line item covers Job postings when necessary
72085	Office Moving Expense	\$0	\$0	\$0	
	Sub-calculation	\$61,305	\$61,680	-\$375	

NOTE: Contingent Liability - Cash liability that may be incurred but not budgeted as operational expense (depending on an employee leaving/being let go)

FY-2025 ESTIMATED LINE ITEM EXPENDITURES cont'd				
		Budget FY25-26	Amend Budget FY 24-25	Budget Change
Line Item#	Category			
73000	Office Equipment			
73010	Office Equipment	\$3,000	\$3,230	-\$230
73020	Equipment Lease(s)	\$3,000	\$3,700	-\$700
73030	Equipment Maintenance	\$6,000	\$7,000	-\$1,000
73040	Equipment Repair	\$2,000	\$2,000	\$0
73050	Equipment - GIS/Software/Other	\$5,500	\$4,300	\$1,200
73060	Office Modification	\$0		\$0
	Sub-calculation	\$19,500	\$20,230	-\$730
74000	Staff Travel			
74020	Staff Mileage	\$11,000	\$6,000	\$5,000
	Sub-calculation	\$11,000	\$6,000	\$5,000
75000	Meetings/Memberships			
75010	Council Meetings	\$7,800	\$5,620	\$2,180
75020	Committee Meetings	\$500	\$300	\$200
75030	Staff Meetings	\$1,000	\$400	\$600
75040	Council Memberships	\$5,000	\$4,200	\$800
75050	Other Meeting Costs	\$200	\$200	\$0
75060	Public Official/Gen Liab/Cyber Ins.	\$2,061	\$1,800	\$261
	Sub-calculation	\$16,561	\$12,520	\$4,041

Increase of IRS mileage to .70¢ plus increase to \$30/Officers \$25/Directors

VACORP Plan - Including Cyber Coverage

FY-2025 ESTIMATED LINE ITEM EXPENDITURES cont'd			
		Budget FY25-26	Amend Budget FY 24-25
Line Item#	Category		Budget Change

77000	Collateral Materials				
77010	Web Page Cost	\$1,500	\$2,600	-\$1,100	Some costs are now covered by Managed IT contract.
77020	Printed Materials	\$2,000	\$0	\$2,000	
77040	Marketing Research	\$0	\$0	\$0	
77050	Other Materials Costs	\$0	\$0	\$0	
	Sub-calculation	\$3,500	\$2,600	\$900	

78000	Local Relations		NO CHANGES		
78010	Newsletter/Annual Report	\$146	\$150	-\$4	
78030	Other	\$1,000	\$3,000	-\$2,000	Upped Other misc. costs unforeseen
	Sub-calculation	\$1,146	\$3,150	-\$2,004	

90000	Other Program Costs				
900010	Planning Project Costs	\$25,000	\$218,000	-\$193,000	Includes EDA, DEQ Rain Barrel & SCRC Exp Items and printing costs
79050	Contingency Costs	\$2,326	\$5,000	-\$2,674	Unforeseen costs Consultant costs
	Sub-calculation	\$27,326	\$223,000	-\$195,674	
TOTAL =		\$665,363	\$825,151	-\$169,788	

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71010 Salary Regular							\$348,760
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W. Newton hired April 1, 2024  
C. Jackson hired Interim May 1, 2024, New Ex. Director July 1, 2024  
M. Swartzluf and E. Bowman hired February 17, 2025  
L. Jones hired on June 1, 2022, promoted to Planning Director in April 2025

Staff member	Salary	%	FY - 2025	Say
	\$0	0%	\$0	\$0

Name	Annual	Sick	Comp LV	Total	Pay
W. Newton					\$0
C. Jackson					\$0
L. Pugh					\$0
M. Swartout					\$0
E. Bowman					\$0
	\$0	\$0	\$0	\$0	\$0

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71350 Staff Training/Conference/Hotel/Meals/Airfare/Incidentals		Rural Inst.					
Staff member	GIS Training	Finance	Leadership	VAPDC	Other	Sub Total	
W. Newton	\$0	\$1,325	\$300		\$500	\$2,125	
C. Jackson	\$1,000	\$0	\$1,000	\$1,500	\$1,000	\$4,500	
L. Pugh	\$2,240	\$0	\$1,000	\$0	\$500	\$3,740	
M. Swartout	\$1,620	\$0	\$500	\$0	\$500	\$2,620	
E. Bowman	\$1,620		\$500		\$500	\$2,620	
Sub-Total		\$8,480	\$1,325	\$3,300	\$1,500	\$15,605	
GIS Training - VDOT will fund a portion.						Say	\$16,000

71400 Workers Comp Insurance										\$600
Item	Premium	Annually	Sub-Total							
Premium	\$500	1	\$500	SAY	\$500					

Staff member	Premium	Dental/Vision	Months	Annual
W. Newson	713	\$39	12	\$9,024
C. Jackson	1,152	\$39	12	\$14,292
L. Pugh	506	\$39	12	\$6,540
M. Swartzout	494	\$39	12	\$6,396
E. Bowman	584	\$39	12	\$7,476
<b>Total</b>	<b>\$3,449</b>	<b>\$195</b>	<b>12</b>	<b>\$43,728</b>
				<b>\$44,000</b>

**NOTE:** CRC Pays 100% of monthly premium for each employee (Anthem Gold PRO 2000/2005/\$250).  
CRC added Dental (\$31.65 per person and vision\$7.13 per person a month to policy in 2025.  
\*Estimating 20% increase, but should know for sure by the end of April









72080	Office Costs - Other				\$3,000	P-12
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\*Other office costs not covered, example: job advertisements, furniture, etc.









Staff Recommendations	
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[illegible]