



Central Shenandoah Planning District Commission

Minutes
Central Shenandoah
Planning District Commission Meeting
112 MacTanly Place, Staunton, Virginia
February 1, 2010, 7:00 p.m.

Member Jurisdiction Representatives					
	Augusta County		City of Staunton		Staff
	Richard Fox	✓	Carolyn Dull	✓	Bonnie Riedesel
✓	Jeremy Shifflett	✓	Sharon Angle	✓	Rebecca Joyce
✓	David Beyeler		Rockbridge County	✓	Jennifer Hibbert
✓	Kay Frye	✓	A. W. Buster Lewis	✓	Elizabeth McCarty
✓	Kimberly Bullerdick		Vacant	✓	Andrea Terry
	Bath County		Rockingham County	✓	Rita Whitfield
	Carol Hardbarger	✓	George Dowrey, III	✓	Robbie Huff
	City of Buena Vista		Dee Floyd	✓	Kathy Wise
✓	Larry Tolley, Secretary		William Kyger, Jr.		Others
	City of Harrisonburg	✓	William Vaughn, Treasurer	✓	Jennifer Vass, Robinson Farmer Cox & Associates
✓	Carolyn Frank	✓	Donald Delaughter		
✓	Richard Baugh		City of Waynesboro		
	Stacy Turner	✓	Nancy Dowdy, Chairperson		
	Highland County		Kristopher Baker		
	Jerry Rexrode, Vice Chair				
	City of Lexington				
✓	Frank Friedman				

Call To Order

The February 1, 2010, Central Shenandoah Planning District Commission meeting was called to order at 7:00 p.m. by Chairperson Dowdy.

Minutes

Chairperson Dowdy presented for consideration the minutes from the December 2, 2009, Commission meeting. Mr. Baugh and Ms. Frank noted that they attended the dinner and not the meeting. Chairperson Dowdy explained that she considered the dinner as part of the meeting. Mr. Beyeler moved, seconded by Mr. Friedman, to approve the minutes of the December 2, 2009, Commission meeting as presented. Due to being absent at the December 2, 2009 meeting, Mr. Tolley abstained. Motion carried.

Recognition of Dale Cobb

Mr. Beyeler presented a plaque to Mr. Dale Cobb, who is retiring as the Director of Planning for Augusta County, for his outstanding leadership and notable service to Augusta County and the Region. Mr. Beyeler moved, seconded by Mr. Vaughn, to approve the plaque to be presented to Mr. Cobb. Motion was carried by unanimous vote. Mr. Beyeler ask Mr. Riedesel to present the plaque to Mr. Cobb at the next Augusta County Board of Supervisors meeting.

Treasurer's Report

Chairperson Dowdy presented for consideration the Treasurer's Report (attached to file minutes). Mr. Vaughn presented the Grant Expenditure Budget vs. Actual for July through December, 2009; and the Balance Sheet as of December 31, 2009. He noted that the Executive Committee was looking into the best rates available to transfer Commission funds into a CD or savings account. Mr. Vaughn moved, seconded by Ms. Frank, to approve the Treasurer's Report as presented. Motion carried unanimously.

Chairman's Report

Under Chairman's Report, Chairperson Dowdy thanked everyone for attending the meeting. She expressed her appreciation to the staff for the wonderful Christmas event that was held at the Stonewall Jackson Hotel in December. Chairperson Dowdy also thanked everyone for the wonderful job they did last year and was looking forward to an exciting upcoming year.

Executive Director's Report (EDR #10-1)

Ms. Riedesel distributed copies and briefly reviewed the Executive Director's Report (attached to file minutes). She reported on the following:

- A spreadsheet list of 2009 Grant applications that were written and submitted by the localities with the help of Commission staff (attached to file minutes). She noted that one of the most important services the CSPDC provides to its local jurisdictions is in the area of grant writing and identification of funding opportunities. Ms. Riedesel stated that 50 grants were written and submitted totaling over \$25 million in funding. Mr. Friedman suggested that the list of 2009 grant applications be submitted to each jurisdiction.
- Welcomed and introduced Monica Plecker, an intern from James Madison University, who is currently working at the Commission in assisting the planners with various projects.
- Status of Energy Grants. She noted that in November, ten grant applications from the region for energy efficiency projects were submitted to the Virginia Department of Mines, Minerals and Energy. Ms. Riedesel stated that she hoped to hear a decision on the grants in the spring.
- VAPDC Winter Conference. She noted that the Virginia Association of Planning District Commissions will hold its winter conference in Richmond on February 17-18, 2010. Ms. Riedesel stated that Delegates, elected officials, and Commissioners have been invited.

Executive Committee Report

Chairperson Dowdy reported on the Executive Committee meeting, held prior to the Full Commission meeting. She stated that at the last Commission meeting, the proposed locality assessment for FY11 with fiscal year adjustment was unanimously approved. Chairperson Dowdy stated that the Executive Committee revisited the FY11 local assessment rate due to the Commission receiving some feedback by some jurisdictions. She reported that it was the consensus of the Executive Committee to request that each Commission member take on the responsibility of going back to their respective jurisdiction and advocating for the assessment rate increase, noting the importance of this for the Commission.

Chairperson Dowdy touched on some of the highlights the Executive Committee had discussed at their meeting for the importance of the rate and the importance of the Commission to each locality. She stated that she will be submitting a letter to each jurisdiction on behalf of the Commission asking for their support for the local assessment rate increase.

Mr. Friedman emphasized as he had in December for Commission members to go back to their respective Boards and Councils and point out that the Commission is not an “expense,” but an “investment.” Moreover, he encouraged everyone to be an advocate for the proposed FY11 local assessment rate adjustment to their respective Boards and Councils. He explained that he had done this with his own City Council.

Chairperson Dowdy stated that she and/or Ms. Riedesel will be glad to attend any Board or Council meetings upon request to answer questions regarding the local assessment rate.

Mr. Friedman stated that the Executive Committee is continuing to look into the Virginia Retirement System (VRS) for Commission employees. Chairperson Dowdy noted that the Executive Committee will be setting up a meeting with staff and representatives from VRS and will report back with its findings.

Consideration of FY09 Audit Report

Chairperson Dowdy presented for consideration FY09 Audit Report. Ms. Riedesel welcomed and introduced Ms. Jennifer Vess, Auditor for Robinson, Farmer, Cox Associates. Ms. Vess gave a brief review on the Audit, noting that the audit includes an unqualified opinion, which is excellent. Mr. Lewis moved, seconded by Mr. Vaughn, to accept the Central Shenandoah Planning District Commission’s FY09 Audit Reports as presented. Motion was carried by unanimous vote.

Consideration of CDBG Regional Priorities (BAF #10-2)

Chairperson Dowdy presented for consideration CDBG Regional Priorities. Ms. Riedesel gave a brief report on the Priorities, noting that each year the Commission is requested to prepare a list of CDBG regional priorities for submission to the Virginia Department of Housing and Community Development. She noted that these priorities set the stage for the Region’s communities to access CDBG funds should they decide to submit applications during the program year and provide bonus points during the selection process. Mrs. Riedesel stated that Commission

staff has coordinated with the localities and has prepared a list for the Board's consideration and approval. She distributed copies of a new ranking worksheet, noting that several jurisdictions had submitted proposals after the list had been mailed, thus requiring a new ranking (attached to minutes). Ms. Riedesel noted that the submission deadline for the priority list is March 16, 2010 and CDBG grant applications are due on March 31, 2010. Mr. Friedman moved, seconded by Ms. Frye, to approve the 2010 Community Development Block Grant Regional Priorities as presented. Motion carried unanimously.

Consideration of Citizen Corps Grant Resolution (BAF #10-3)

Chairperson Dowdy presented for consideration Citizen Corps Grant Resolution (attached to file minutes). Ms. Joyce gave a brief description on the project, noting that the Commission has received a State Homeland Security Program Grant in the amount of \$20,000 to fund activities through the CSPDC's disaster preparedness and mitigation program, Shenandoah Valley Project Impact. She noted that in order to receive the grant funds, a resolution allowing staff members of the CSPDC authority to implement and administer the grant needed to be approved. Ms. Angle moved, seconded by Ms. Dull, to approve the Citizen Corps Grant Resolution. Motion was carried by unanimous vote.

Consideration of Rideshare Program Resolution

Chairperson Dowdy presented for consideration Rideshare Program Resolution. Ms. Joyce gave a brief description on the project, noting that the Commission is applying for a Virginia Department of Rail and Public Transportation (DRPT) grant through the TDM/Commuter Assistance Program to continue a Rideshare Program in this region. She noted that the total budget for the program is \$47,500 with a match request. Ms. Joyce noted that in order to complete the Rideshare application, a resolution of support must be approved from the Commission. Mr. Beyeler moved, seconded by Mr. Dowrey, to approve the Rideshare program Resolution. Motion carried unanimously.

Consideration of Budget Amendments (BAF #10-4)

Chairman Dowdy presented for consideration Budget Amendments #10-08 through #10-10 (attached to file minutes). Ms. Wise gave a brief description on the Amendments. Mr. Friedman moved, seconded by Mr. Vaughn, to approve Budget Amendments #10-8 through #10-10. Motion was carried by unanimous vote. They are as follows:

- BA 10-08 #345 Citizens Corps Program - The purpose of this amendment is to update the budget to reflect the actual grant carryover to FY10 budget.
- BA 10-09 #252 Richmond Road - The purpose of this amendment is to update the budget to reflect the actual grant carryover to FY10 budget.
- BA 10-10 #500 HRMPO Revenues and Expenses - This amendment is to update the budget to match the HRMPO revised budget per HRMPO budget amendment passed 11/9/09.

Consideration of CIRP(s) (BAF #10-1)

Chairperson Dowdy presented for consideration CIRP(s). Ms. Riedesel briefly reviewed the CIRPs. She noted that she had received three additional CIRPS and distributed copies of the

applications (attached to file minutes). Mr. Friedman moved, seconded by Mr. Dowrey, to endorse the projects. Motion carried unanimously. They are as follows:

- A. An application submitted by Virginia Department of Environmental Quality (DEQ) for an Environmental Impact Review – Western State Hospital.
- B. An application submitted by Valley Program for Aging Services for FTA Section 5310 Program to purchase transportation equipment for a total request of \$126,000.
- C. An application submitted by The ARC of Harrisonburg and Rockingham, Inc. for FTA Section 5310 Program to purchase transportation equipment for a total of approximately \$36,000.
- D. An application submitted by Pleasant View, Inc. for FTA Section 5310 Program to purchase transportation equipment for a total of approximately \$68,000.
- E. An application submitted by the Maury Service Authority for System Upgrades for an estimated total project cost of \$9,945,871.

Other Business

Under Other Business, Ms. Riedesel expressed her appreciation to the staff for their hard work this year. She asked each staff member to give an update on their ongoing and upcoming projects.

- Ms. McCarty gave a PowerPoint presentation on the Regional Data Center.
- Ms. Hibbert gave a PowerPoint presentation and reported on the Richmond Road Multi-Modal Study.
- Ms. Terry gave a brief report on the Goshen Water Improvement Project.
- Ms. Joyce reported on disaster assistance and mitigation program and the Staunton Comprehensive Plan Update.
- Mr. Huff reported on the GIS Department and GIS mapping projects.
- Ms. Plecker reported on the Broadway Comprehensive Plan Update.

Adjournment

There being no further business to come before the Commission, a motion for adjournment by Mr. Friedman, seconded by Mr. Beyeler, was unanimously passed at 8:10 p.m. Motion was carried by unanimous vote.

Respectfully submitted,

Rita F. Whitfield, Administrative Assistant

Approved:

Secretary