



**Minutes**  
**Central Shenandoah Planning District Commission**  
**112 MacTanly Place, Staunton, Virginia**  
**Executive Committee Meeting**  
**February 1, 2016, 6:00 p.m.**

<b>Member Jurisdiction Representatives</b>					
	<b>City of Staunton</b>		<b>Rockbridge County</b>		<b>Staff</b>
✓	Carolyn Dull, Chair	✓	A.W. Buster Lewis	✓	Bonnie Riedesel
	<b>Highland County</b>		<b>City of Waynesboro</b>	✓	Cindi Johnson
✓	Kevin Wagner, Treasurer	✓	Jeff Freeman	✓	Rita Whitfield
	<b>City of Lexington</b>			✓	Nancy Gourley
✓	Frank Friedman, Vice Chair				<b>Others</b>
	<b>Rockingham County</b>				
✓	Casey Armstrong, Secretary				

**Call To Order**

The February 1, 2016, Executive Committee meeting was called to order at 6:00 p.m. by Chairperson Dull.

**Minutes**

Mr. Friedman moved, seconded by Mr. Wagner, to approve the minutes of the December 7, 2015, meeting as presented. Motion was carried by unanimous vote.

**Consideration of Transfer of Funds from Operating Account to Development Fund (BAF #16-4)**

Chairperson Dull presented for consideration Transfer of Funds from Operating Account to Development Fund. Ms. Riedesel stated that in January 2013, the CSPDC Executive Committee approved a plan to set up and allocate funds from the operating account into a new account for future development needs. She noted that annually, the CSPDC reviews the prior year audited surplus and recommends the amount of funds to transfer to this account. Ms. Johnson stated that for the Fiscal Year ended June 30, 2015, the CSPDC showed an excess of revenues over expenses of \$14,509. Ms. Riedesel recommended that 25% of the surplus, which is \$3,627, be transferred to the development fund, and reserve \$33,000 as match for the Appalachian Regional Commission (ARC) Bike to Farm program that is currently under review by ARC. Mr. Wagner moved, seconded by Mr. Lewis, to approve the transfer of \$3,627 from the operating account into the development fund and reserve \$33,000 for the ARC Bike to Farm grant application. Motion carried unanimously.

## **Update on Central Shenandoah Planning District Commission (CSPDC) Transit**

Chairperson Dull presented Update on CSPDC Transit. Ms. Riedesel gave an update on the transit system and FTA 5311 funding for rural transit. She noted that the FY17 consolidation of the rural and urban routes of the transit system had been planned for over a year, and was confirmed with the written direction of the Virginia Department of Rail and Public Transportation (DRPT) staff in February 2015. Ms. Gourley reported on the DRPT-funded Transit Development Plan (TDP) which was adopted by the CSPDC in August 2015. She noted that the TDP states that the overarching goal of the TDP is to have one consolidated system for transit in this region for a stronger and more efficient system. Ms. Gourley stated that on January 20<sup>th</sup>, the CSPDC staff was informed by DRPT staff that VRT would remain the recipient of the 5311 rural funds for FY17, which contradicted what she had been told by DRPT. Ms. Riedesel presented a draft letter to DRPT on behalf of the Commission expressing their issues and concerns regarding FTA 5311 funding for rural transit (attached to file minutes). Discussion ensued regarding the VRT-owned transit facility located in the service area, funding, and operating a transit system in the region that meets the needs of the community. It was the consensus of the Executive Committee members present to submit the letter to DRPT as presented.

## **Update on FY17 Budget Process**

Chairperson Dull presented the FY17 Budget Process. Ms. Riedesel stated that staff was in the process of developing the CSPDC FY17 Budget and gave a brief review on the process. Ms. Johnson briefly reviewed the proposed cost of living, health insurance, benefit changes, and capital expenses. Ms. Riedesel stated that budget request letters describing the activities and services that the CSPDC provides had been submitted to the jurisdictions. She noted that a draft budget will be presented to the Executive Committee in May with a final budget presented to the Full Commission for adoption in June.

## **Update on Bylaws and Charter Amendments**

Chairperson Dull presented Update on Bylaws and Charter Amendments. Ms. Riedesel gave a brief update on the Amendments, noting that the proposed Charter Amendment to change the terms of the Executive Committee from two years to three years to align with the terms of Commission members was approved by three-fourths of the member governmental subdivisions. She noted that the proposed Bylaws Amendment to revise the process of electing the Executive Committee members allowing nominations to be made by Commissioners instead of member jurisdictions was not approved by eight of the localities. Ms. Riedesel stated that the Charter Amendment will be considered at the Full Commission meeting.

## **Update on RFP for Retirement Services**

Chairperson Dull presented Update on RFP for Retirement Services. Ms. Riedesel stated that on January 12, the Retirement Plan Committee met to develop the RFP schedule, review the draft RFP documents, and develop a list of potential bidders. She reviewed the RFP schedule and list of potential firms. Ms. Riedesel noted that the RFP's were due by April 1, 2016. Ms. Riedesel thanked

Frank Friedman and Jennifer Mongold from Rockingham County for serving on the Retirement Plan Committee.

**Other Business**

Under Other Business, Ms. Riedesel stated that there was a vacancy on the Executive Committee and the office of Vice Chairperson, to replace Mr. McWilliams. She stated that since the present terms of the Executive Committee expire June 30, 2016, she recommended not holding a special election, but recommended electing a Vice Chairperson for the remaining term. It was the consensus of the Executive Committee members presented to nominate Mr. Friedman as Vice Chairperson.

**Adjournment**

There being no further business to come before the Committee, a motion for adjournment was unanimously passed at 6:35 p.m. Motion was carried by unanimous vote.

Respectfully submitted,

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Rita F. Whitfield  
Clerk to the Commission

Approved:

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Casey Armstrong  
CSPDC Secretary