



**Minutes**  
**Central Shenandoah Planning District Commission Meeting**  
**112 MacTanly Place, Staunton, VA 24401**  
**June 20, 2016, 7:00 p.m.**

<b>Member Jurisdiction Representatives</b>					
	<b>Augusta County</b>		<b>City of Staunton</b>		<b>Staff</b>
✓	Terry Kelley	✓	Carolyn Dull, Chairperson	✓	Bonnie Riedesel, Executive Director
✓	Marshall Pattie	✓	Sharon Angle	✓	Rebecca Joyce, Senior Planner/Prog. Manager
	Joseph Colvin		<b>Rockbridge County</b>	✓	Elizabeth McCarty, Ec. Dev/Prog. Manager
✓	Becky Earhart		A. W. Buster Lewis	✓	Erin Yancey, Senior Planner
	<b>Bath County</b>	✓	Chris Slaydon	✓	Kevin McDermott, Transportation Manager
✓	Edward Hicklin		<b>Rockingham County</b>	✓	Ann Cundy, Senior Transportation Planner
	<b>City of Buena Vista</b>		Ned Overton	✓	Robert Huff, GIS Manager/Regional Planner
✓	Tim Petrie	✓	Rick Chandler	✓	Nancy Gourley, Transit Program Coordinator
	<b>City of Harrisonburg</b>	✓	Casey Armstrong, Secretary	✓	Devon Thompson, Planning Assistant
	Ted Byrd	✓	Kim Sandum	✓	Rita Whitfield, Office Manager
	Abe Shearer		<b>City of Waynesboro</b>	✓	Cindi Johnson, Fiscal Officer
	Adam Fletcher	✓	Jeff Freeman	✓	Kimberly Miller, Administrative Assistant
	<b>Highland County</b>		Rusty Johnson		Tracey Coltrain, FOG Agritourism Coordinator
✓	Kevin Wagner, Treasurer			✓	Hunter Joseph, GIS Specialist/Planning Assistant
	<b>City of Lexington</b>				<b>Others</b>
✓	Frank Friedman, Vice Chair			✓	Jordan Bowman, Esq., Litten & Sipe
				✓	Dave Clinton, BARC Electric Cooperative

**Call To Order**

The June 20, 2016, Central Shenandoah Planning District Commission meeting was called to order at 7:00 p.m. by Chairperson Dull.

**Public Comment**

Chairperson Dull opened the floor to the public for comments. There were no public comments.

**Minutes**

Ms. Sandum moved, seconded by Mr. Friedman, to approve the minutes of the April 18, 2016, Commission meeting. Motion carried, with Mr. Petrie abstaining due to his absence at that meeting.

## **Chairperson's Report**

Under Chairperson's Report, Chairperson Dull announced that the newly elected Executive Committee members will meet immediately following the Full Commission meeting to elect officers. She noted that she was not eligible to serve another term as Chairperson and this was her last meeting as CSPDC Chairperson.

## **Executive Director's Report**

Under Executive Director's Report, Ms. Riedesel reported on the following:

- Go Virginia. Ms. Riedesel noted that she has been meeting with the executive directors of the Northern Shenandoah Valley Regional Commission, Shenandoah Valley Partnership, and Shenandoah Valley Workforce Development Board to discuss the best way for the regional entities to work together on this initiative. She stated that the goal is to come back to each of the respective boards with a plan on how the GO Virginia region will function and the role of each of the regional entities.
- Transportation Alternative Program (TAP) Grants. Ms. Riedesel noted that the Commonwealth Transportation Board (CTB) reviewed a list of tentative TAP project awards for FY17 at their Board meeting that was held in Staunton on May 15<sup>th</sup>. The projects included for funding were the Multi-Use Path project in Glasgow; Safe Routes to School project at Bessie Weller Elementary School in Staunton; Spotswood Elementary School project in Harrisonburg; and funding to complete the Crozet Blue Ridge Tunnel project.
- Virginia Association of Planning District Commissions (VAPDC) Conference. Ms. Riedesel announced that the VAPDC will hold its Annual Conference on July 27-29, 2016, in Williamsburg, Virginia. She noted that this year's conference will focus on GO Virginia with keynote addresses from the State's GO Virginia team. Ms. Riedesel stated that if any Commission member wished to attend the VAPDC Conference to please let her know.
- Mountain Grove Community Connect Project. Ms. Riedesel stated that CSPDC staff assisted MGW Telephone Company, Inc. in submitting an application to USDA Rural Development for a Community Connect Broadband project in the Mountain Grove area of Bath County.
- BRITE Bus Improvements. Ms. Riedesel reported on significant improvements to Staunton's trolley and bus service such as renaming the Staunton Green Trolley the Downtown Trolley, extending summer hours, adding a new Saturday service, splitting the Silver Trolley route into two 30-minute routes named the North and West Loops, and developing user-friendly, enhanced maps for the use of BRITE bus riders.
- CSPDC Staff Recognition. Ms. Riedesel recognized Ms. Erin Yancey who earned her Combined Administrator Certification for Stormwater Management. She also recognized Mr. Kevin McDermott for recently being elected as the Vice Chairman of the Virginia Association of Metropolitan Planning Organizations (VAMPO).

## **Treasurer's Report**

Chairperson Dull presented for consideration the Treasurer's Report (attached to file minutes). Mr. Wagner asked Ms. Johnson to give the report on the May 31, 2016, Financial Statement. Dr. Pattie moved, seconded by Mr. Wagner, to approve the Treasurer's Report as presented. Motion carried unanimously.

## **Report on Executive Committee Elections**

Chairperson Dull presented Report on Executive Committee Elections. Ms. Riedesel announced that the votes of the new Executive Committee Board members had been tabulated and the following seven members were elected to the Executive Committee for three-year terms to serve from July 1, 2016 through June 30, 2019: Carolyn Dull, City of Staunton; Kevin Wagner, Highland County; Marshall Pattie, Augusta County; Jeff Freeman, City of Waynesboro; Ted Byrd, City of Harrisonburg; Casey Armstrong, Rockingham County; and Frank Friedman, City of Lexington. She reminded the newly elected Executive Committee members that there will be a meeting immediately following the Full Commission meeting to elect officers.

## **Consideration of FY17 CSPDC Budget (BAF #16-12)**

Chairperson Dull presented for consideration the FY17 CSPDC Budget (attached to file minutes). She stated that the Executive Committee had reviewed the FY17 CSPDC Budget extensively at their May meeting and recommended approval. Ms. Riedesel gave a review on the Budget, noting that it was a breakeven budget. She stated that the FY17 Budget goes into effect on July 1st. Ms. Johnson gave a PowerPoint presentation on the FY17 Budget, noting that for FY17, large changes to the overall programs and funding were not anticipated. Funding for state and federal programs like ARC, EDA, MPOs, Rural Transportation and Transit continue to remain at comparable levels to prior years. Ms. Johnson stated that some local contracts have or will be ending and reviewed the projects.

Ms. Johnson reviewed the Revenues; Revenues by Funding Source; Expenses; Personnel and Benefits; Program Hours and Full-Time Equivalents (FTE); Contracted Services; Administration Costs; Indirect Cost Rate; and Designated Funds. A question was raised and answered regarding the indirect cost rate. Mr. Friedman moved, seconded by Mr. Armstrong, to recommend approval of the CSPDC FY17 Budget. Motion carried unanimously.

## **Update On-Call Consulting Procurement, Conflict of Interest, and Freedom of Information Act**

Chairperson Dull presented Update on-Call Consulting Procurement, Conflict of Interest, and Freedom of Information Act. Ms. Riedesel introduced and welcomed Mr. Jordan Bowman, Attorney At Law, Litten & Sipe, who was present to answer any questions regarding the three items.

### On-Call Consulting Procurement

Ms. Riedesel stated that the CSPDC had established an On-Call Consultant Program in 2012 in an effort to increase efficiency and reduce administrative expenses and time in the procurement of services related to planning, zoning, architecture, engineering, environmental studies, and other similar services. She noted that there were administrative changes to the Program and ask Mr. Bowman to review the requirements under the Virginia's Public Procurement Act. Mr. Bowman reviewed the changes in the Program. He noted that if a jurisdiction's procurement policy follows the provision in Virginia's Public Procurement Act, they will need to enter into a "joint procurement agreement" with the CSPDC to purchase professional architectural or engineering services through the On-Call Consultant Program. Mr. Bowman stated that under the joint procurement agreement, the CSPDC will issue the request for proposal and award contracts to qualified offerors. The terms of those contracts would then be extended to each jurisdiction, but they would not be obligated to purchase services and would be free to conduct its own procurement in the future if it desires to do so. Mr. Bowman stated that if a jurisdiction wishes to enter into the joint procurement agreement, the agreement would need to be signed prior to the issuance of the request for proposals and may require Board or Council approval. Ms. Riedesel stated that the CSPDC currently has four consultants under contract; however, these contracts will expire in October 2016. She reviewed the timeframe for the Program, noting that the CSPDC plans to issue a request for proposals and enter into new contracts with consultants this fall. Ms. Riedesel stated that letters will be submitted to each jurisdiction within the next week regarding the Joint Procurement Agreement.

### Conflict of Interest Act

Mr. Bowman reported on the Conflict of Interest Act. He stated that there's a provision in the Conflict of Interest Act (2.2-3100.1) that requires a "public body's administrator" to provide "any person required to file a disclosure statement" with a copy of the entire Act within two weeks of their appointment. According to the Conflict of Interest Council's interpretation, this is actually the obligation of the clerk for the public body in which your principal office is located, which in this case would be the City of Staunton. Questions were raised regarding how often the forms needed to be filed and whether elected officials needed to file in their respective jurisdiction as well as in the City of Staunton. Mr. Bowman responded that the way the law is currently written, it states that any Commission member who has already filed a COIA form will not need to file a second time. Commission members, who are not otherwise elected officials and have not filed for other reasons, need to file a COIA form with the clerk for the governing body for the jurisdiction in which the principal office is located. Mr. Bowman noted that the COIA Council will promulgate new forms this fall and the forms will need to be filed by January 15, 2017.

### Freedom of Information Act

Mr. Bowman reported on the HB 818 which modifies the Freedom of Information Act. He noted that all state and local public bodies, including state authorities that are subject to the provisions of this chapter, shall designate and publicly identify one or more Freedom of Information Act officers. The FOIA officer's responsibility is to serve as a point of contact for members of the public in requesting public records and to coordinate the public body's compliance with the provisions of this

chapter. Mr. Friedman moved, seconded by Mr. Chandler, to appoint Ms. Riedesel as the FOIA officer for the CSPDC. Motion was carried by unanimous vote.

### **Consideration of Agreement between CSPDC and Virginia Regional Transit (VRT) (BAF #16-13)**

Chairperson Dull presented for consideration Agreement between CSPDC and VRT. Ms. Riedesel stated that the current contract with VRT to provide public transit services expires on June 30, 2016. She noted that although, this current contract offers an additional one-year extension option, the FTA has directed that the CSPDC develop an interim month-to-month contract, with a not-to-exceed date of March 31, 2017. This is to allow DRPT and FTA additional time to resolve issues related to the control and ownership of the publicly funded transit facility located in Fishersville.

Ms. Riedesel noted that the contract, in an amount not-to-exceed \$950,000, has been executed and is effective July 1, 2016. The Executive Director has the authority to submit grants and sign contracts less than \$500,000 individually, but for contracts greater than \$500,000, the contract or agreement is presented to the Commission for ratification. Ms. Earhart moved, seconded by Ms. Angle, to ratify the contract with VRT for services for July 1, 2016 through March 31, 2017, in an amount not-to-exceed \$950,000. Motion carried unanimously.

### **Consideration of CSPDC Pension Plan (BAF #16-14)**

Chairperson Dull presented for consideration CSPDC Pension Plan. Mr. Friedman gave an overview on the CSPDC Pension Plan, noting that an RFP was released in February and an ad hoc committee was established to review the proposals. He stated that the Committee recommended Union Bank, who will be partnering with MassMutual Financial Group as the agent of the Plan and Reliance Trust Company as the direct trustee and custodian of the funds. Mr. Friedman expressed his appreciation to the ad hoc committee for serving on the Retirement Plan Committee, which included Jennifer Mongold, Rockingham County Director of Human Resources; Bonnie Riedesel, Cindi Johnson, and Rebecca Joyce, CSPDC staff; and himself. Mr. Friedman moved, seconded by Mr. Chandler, to endorse the change of Pension Plan providers to Union Bank. Motion was carried by unanimous vote.

### **Commonwealth Intergovernmental Review Process (CIRPs) (BAF #16-11)**

Chairperson Dull presented for consideration Commonwealth Intergovernmental Review Process (CIRPs). Ms. Riedesel stated that she had received an additional application submitted by the Interstate Commission on the Potomac River Basin (ICPRB) for EPA Mandatory Grant Programs for a total funding of \$712,048. Mr. Chandler moved, seconded by Ms. Earhart, to endorse the staff recommendations. Motion was carried by unanimous vote. They are as follows:

- A. *An application submitted by the Virginia Department of Transportation (VDOT) Draft SPR Work Program for FY17.* VDOT has submitted its annual work program for review and comment for a total of \$34,741,835. Staff recommends endorsement.

- B. An application submitted by Harrisonburg Downtown Renaissance for a USDA Rural Development Grant for the Expansion of the Harrisonburg Farmer's Market. Harrisonburg Downtown Renaissance has submitted an application for the expansion of the Harrisonburg Farmer's Market, Turner Pavilion, for \$839,200. Staff recommends endorsement.
- C. An application submitted by the Virginia Department of Environmental Quality (VDEQ) for VADEQ Pollution Prevention Outreach. DEQ has submitted an application for VADEQ Pollution Prevention Outreach for a total of \$96,000. Staff recommends endorsement.
- D. An application submitted by the Virginia Department of Environmental Quality (VDEQ) for VADEQ 2016-2018 Building Capacity for Protection of Wetland Resources in Virginia – Track One. DEQ has submitted an application for VADEQ 2016-2018 Building Capacity for Protection of Wetland Resources in Virginia for \$999,718. Staff recommends endorsement.
- E. MGW Application with USDA-RUS Community Connect Grant Program for Mountain Grove (Bath County) Broadband Project. MGW has submitted an application for a broadband fiber project in the Mt. Grove area of Bath County. Given time constraints, the Executive Director submitted a letter of support for this project on June 9, 2016. Staff recommends ratification of the Executive Director's endorsement letter.
- F. ICPRB application for EPA Mandatory Grant Program. ICPRB has submitted an application for \$712,048 to support development of TMDLs; enhance water quality restoration and protection on a watershed basis; improve drinking water source area protections; and develop and maintain adequate monitoring and assessment measures. Staff recommends endorsement.

### **Presentation on BARC Solar Project**

Chairperson Dull presented BARC Solar Project presentation. Ms. Yancey introduced and welcomed Mr. Dave Clinton, Manager of Finance and Member Services, BARC Electric Cooperative. Mr. Clinton gave a PowerPoint presentation on BARC's Community Solar Project. He stated that BARC Electric is a rural non-profit organization and the only purpose for existence is to serve their customers. He discussed the visual impact, benefits, challenges and solutions, and economic barriers of solar power. Questions were raised and answered by Mr. Clinton regarding costs and number of subscribers.

### **Other Business**

Under Other Business, Dr. Pattie reported that Augusta County had received a \$75,000 Virginia Telecommunication Planning Initiative (VATPI) Grant to develop a comprehensive broadband plan that will lay the groundwork to improve and expand internet service in the County. He stated that the County had conducted a survey on broadband needs to County residents and approximately 2,900 responses were received.

## Adjournment

Chairperson Dull announced that the next CSPDC meeting will be held on August 15, 2016, at The Highland Center in Monterey. There being no further business to come before the Commission, a motion for adjournment was unanimously passed at 8:25 p.m.

Respectfully submitted,

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*Rita F. Whitfield, Clerk to the Commission*

Approved:

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*Casey Armstrong, CSPDC Secretary*