



Central Shenandoah Planning District Commission

Minutes
Central Shenandoah
Planning District Commission Meeting
112 MacTanly Place, Staunton, Virginia
June 21, 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	✓	Claire Collins	✓	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.	✓	Monica Plecker
	City of Harrisonburg		William Vaughn, Treasurer		
✓	Carolyn Frank	✓	Donald Delaughter		Others
	Richard Baugh		City of Waynesboro		
	Stacy Turner	✓	Nancy Dowdy, Chairperson		
	Highland County		Vacant		
✓	Jerry Rexrode, Vice Chair				
	City of Lexington				
✓	Frank Friedman				

Call To Order

The June 21, 2010, Central Shenandoah Planning District Commission meeting was called to order at 7:00 p.m. by Chairperson Dowdy. She introduced and welcomed Claire Collins, new representative from Rockbridge County.

Minutes

Chairperson Dowdy presented for consideration the minutes from the April 19, 2010, Commission meeting. Mr. Dowrey moved, seconded by Mr. Floyd, to approve the minutes of the April 19, 2010, Commission meeting as presented. Motion carried unanimously.

Chairperson's Report

Under Chairperson's Report, Chairperson Dowdy announced that K.C. Baker, citizen representative for the City of Waynesboro, had resigned. She stated that she had been appointed by the City of Waynesboro to take his position as Waynesboro's citizen representative effective July 1, 2010.

Chairperson Dowdy stated that Commissioner Richard Fox is recovering from surgery and has been unable to attend the past few Commission meetings.

Chairperson Dowdy reported on the Virginia Retirement System. She stated that the Executive Committee has been reviewing this issue for some time and it was the consensus of those present at the May 17, 2010, Executive Committee meeting for the Commission to remain with the current retirement plan (National Employee Retirement Trust) primarily due to the increased cost to transfer to VRS for both the Commission and the employees.

Chairperson Dowdy gave an update on the status of the jurisdictions' responses regarding the FY11 local assessment rate adjustment. Discussion ensued regarding the rate adjustment and varying assessment rates among jurisdictions, and a strategy to move forward to ensure the same rate for all jurisdictions. Chairperson Dowdy stated that the Executive Committee suggested holding a retreat for CSPDC Board members to give Commissioners a better understanding of the assessment rate process and other Commission functions. She noted that the staff will poll members to see if they are willing to attend.

Chairperson Dowdy reported on the election of the Executive Committee Board members. She 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 two year terms to serve during July 1, 2010 through June 30, 2012: Jerry Rexrode, Highland County; Jeremy Shifflett, Augusta County; Larry Tolley, City of Buena Vista; Billy Vaughn, Rockingham County; Carolyn Dull, City of Staunton; Frank Friedman, City of Lexington; and Buster Lewis, Rockbridge County. Chairperson Dowdy stated that the new Executive Committee members will meet immediately following the Full Commission meeting to elect officers.

Executive Director's Report (EDR #10-2)

Ms. Riedesel reviewed the Executive Director's Report #10-3 (attached to file minutes). She highlighted the following:

- Reported on the Regional Energy Project. Ms. Riedesel noted that the CSPDC is now under contract with the Virginia Department of Mines, Minerals and Energy to fund the Shenandoah Valley Regional Energy Efficiency Strategy.
- Reported on a presentation given by the Harrisonburg-Rockingham Metropolitan Planning Organization (HRMPO) Chairperson Dr. Carol Scheppard and staff to the Commonwealth Transportation Board at its meeting on June 16th in Richmond. Ms. Riedesel noted that the presentation described the HRMPO, its history, and numerous planning studies and programs being undertaken by the MPO. She noted that to view the presentation to visit the MPO website at www.hrvampo.org.

- Reported on the Safe Routes to School (SRTS) Grants. Ms. Riedesel announced that three SRTS projects were recently approved by VDOT for funding: City of Staunton-Ware Elementary/Shelburne Middle School for \$171,000; Rockingham County-Mt. View Elementary School for \$488,898; and Town of Timberville-Plains Elementary School for \$202,376.
- Reported on Goshen's Water Project. Ms. Riedesel noted that on June 30, 2010, at 11:00 a.m., the Town of Goshen will hold a "ribbon cutting" ceremony to celebrate the Goshen Water Improvement Project now that all of the funding has been secured. She stated that if anyone wanted more information about the event, to please contact the Commission office.
- Announced that Shenandoah Valley Project Impact received two awards: the *Virginia Citizen Corps Superstar Award* for most creative outreach activity for the 2010 Project Impact Calendar; and first place award for the *Best In Print Category* from the Printing Industries of Virginia.
- Reported on the All Hazards Survey. Ms. Riedesel noted that as a way of gathering public input for the update of the Central Shenandoah Valley All Hazards Mitigation Plan, the CSPDC has an on-line Natural Hazards Survey that they are asking those who live in the Central Shenandoah Valley Region to complete. She stated that as of June 7th, more than 500 surveys had been received.
- Announced that the Virginia Association of Planning District Commission's Summer Conference is scheduled for July 28-31, 2010 at Virginia Beach.

Treasurer's Report

Chairperson Dowdy presented for consideration the Treasurer's Report (attached to file minutes). Ms. Wise presented the Grant Expenditure Budget vs. Actual for July 2009 through May, 2010; and the Balance Sheet as of May 31, 2010. Ms. Frank moved, seconded by Ms. Frye, to approve the Treasurer's Report as presented. Motion carried unanimously.

FY11 CSPDC Budget

Chairperson Dowdy presented for consideration the FY CSPDC Budget. Ms. Riedesel stated that just like the local jurisdictions, it had been a very difficult budget year for the CSPDC. She reviewed the FY11 Proposed Budget (attached to file minutes). Ms. Riedesel noted several cost saving measures including utilizing unpaid interns; reduction in travel expenses; cancellation of annual Christmas dinner; switching property insurance premiums for property, auto and liability from Nationwide to Virginia Municipal League; and reduction in staff. She stated that the Budget does not include a cost of living or merit increase. Mr. Friedman moved, seconded by Mr. Dowrey, to approve the Budget Resolution adopting the FY11 Budget. Motion was carried by unanimous vote.

Budget Amendments (BAF #10-16)

Chairperson Dowdy presented for consideration Budget Amendments #10-17, #10-18, and #10-19 (attached to file minutes). Ms. Wise gave a brief description on each Amendment. Mr. Friedman moved, seconded by Mr. Dowrey, to approve Budget Amendments #10-17, #10-18, and #10-19. Ms. Wise requested authorization for the Executive Director and Fiscal Officer to effect necessary budget adjustments and amendments as part of the FY10 closeout procedures, with the

understanding that such amendments will be reviewed by the Treasurer and ratified by the Commission at a subsequent meeting. Mr. Friedman moved, seconded by Mr. Dowrey, to amend the motion to include the request for authorization. The motion was carried by unanimous vote. The Budget Amendments are as follows:

- **BA 10-17: #401 EDA; #411 and #413 SVP.** The purpose of this amendment is to incorporate the local projects for SVP into the EDA-funded grant.
- **BA 10-18: #279 Goshen Water Project.** The purpose of this amendment is to update the budget with the amount of the contract received during this fiscal year for this project.
- **BA 10-19: #263 Staunton Downtown Floodproofing Project.** This amendment is made to update the budget to the amount of expenses actually incurred for this project during this fiscal year.

Citizen Corps Resolution (BAF #10-14)

Chairperson Dowdy presented for consideration Citizen Corps Resolution (attached to file minutes). Ms. Joyce gave a brief description on the project, noting that the CSPDC has received a State Homeland Security Program Grant in the amount of \$13,000 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 authorizing the staff to implement and administer the grant needs to be adopted. Mr. Lewis moved, seconded by Ms. Dull, to adopt the Citizen Corps Resolution. Motion carried unanimously.

Commonwealth Intergovernmental Review Process (CIRPS) and Environmental Impact Reviews (BAF #10-12)

Chairperson Dowdy presented for consideration Process Review Criteria on CIRPs and Environmental Impact Reviews (attached to file minutes). Ms. Riedesel stated that per Executive Order 12372, "Intergovernmental Review of Federal Programs," the Commission is asked to review and comment on projects requesting federal funding and on Environmental Impact Reviews. She noted that in order to allow the review process to become more objective and concrete, review criteria for waiving applications from consideration by the Commission under the Commonwealth Intergovernmental Review Process has been developed as follows: 1) projects which do not propose activities which will have direct or significant indirect impacts on the local jurisdictions within Planning District Six; 2) applications by a State agency proposing continuation of an ongoing project which is neither changed in scope or proposing construction; and 3) Environmental Impact Reviews in which the staff does not feel it has the expertise to evaluate the impact of a proposed project on the environment, or the need or feasibility of the proposed project. It was requested that the list of CIRPS waived by the staff still be presented to the Commission for their information. Ms. Frye moved, seconded by Mr. Friedman, to adopt the above three criteria, with the stipulation that the waived CIRPS be presented to the Commission for their information. Motion was carried by unanimous vote.

Commonwealth Intergovernmental Review Process (CIRP) (BAF #10-11)

Chairperson Dowdy presented for consideration CIRPs (attached to file minutes). Mr. Friedman moved, seconded by Mr. Dowrey, to endorse the staff recommendations on agenda items 9(A) through 9 (M). Motion carried unanimously. They are as follows:

- A. Town of Elkton Application to Purchase a Trash Truck. The Town of Elkton submitted an application for \$144,000 (\$50,000 Federal and \$94,000 applicant) to Rural Development to purchase a trash truck. Given time constraints, the Executive Director submitted a letter of endorsement on May 12, 2010. Staff recommends ratification of the Executive Director's endorsement letter.
- B. Interstate Commission on the Potomac River Basin (ICPRB) for Assistance in Support of the Chesapeake Bay Program. ICPRB has submitted an application for a total funding of \$265,217 (\$251,956 Federal and \$13,261 applicant) for assistance in support of the Chesapeake Bay Program. Staff recommends endorsement of the project.
- C. Virginia Department of Agriculture and Consumer Services Pesticide Performance Partnership Grant Application for FY11-13. The Virginia Department of Agriculture and Consumer Services has submitted an application for a total funding of \$1,865,187 (\$1,504,500 Federal and \$360,687 State) in Federal funding for Virginia Pesticide Performance Partnership Grant. Staff recommends endorsement of the project.
- D. Virginia Department of Transportation Draft FY11 SPR Work Program. The Virginia Department of Transportation has submitted an application for Draft FY11 SPR Work Program. This work program reflects those annual activities essential to the fulfillment of VDOT's responsibilities. Staff recommends endorsement of the project.
- E. Virginia Tech Chesapeake Bay Program Point Source and Toxics Information Management/Data Analysis Support. This application is for the funding of point source and toxics data management/data analysis support for the Chesapeake Bay Program. Staff recommends to waive the project as the project is an application by a State agency proposing continuation of an ongoing project which is neither changed in scope or proposing construction.
- F. Natural Bridge Volunteer Fire Department to Purchase Equipment. The Natural Bridge Volunteer Fire Department has submitted an application to Rural Development to purchase fire fighting equipment for their new fire truck for a total of \$60,000 (\$33,000 Federal and \$27,000 applicant). Given time constraints, the Executive Director submitted a letter of endorsement on May 26, 2010. Staff recommends ratification of the Executive Director's endorsement letter.
- G. Environmental Impact Review: 241 and 245 Port Republic Road, James Madison University (JMU). The Virginia Department of Environmental Quality (DEQ) has submitted an Environmental Impact Review for 241 and 245 Port Republic Road, JMU. Given time constraints, the Executive Director submitted a letter on May 27, 2010, waiving comments on the application as the staff does not feel it has the expertise to evaluate the impact of a proposed project on the environment, or the need or feasibility of the proposed project. Staff recommends ratification of the Executive Director's letter to waive comments.
- H. Virginia Department of Environmental Quality (DEQ) for VADEQ Tracking Wetlands in Virginia. DEQ has submitted an application for VADEQ Tracking Wetlands in Virginia for a total funding of \$83,831. Staff recommends endorsement of the project.
- I. Virginia Department of Environmental Quality (DEQ) for FY11-12 VADEQ Technical Review and Services for Defense Environmental Restoration Program (DERP) Activities at Active DoD Facilities and Environmental Restoration at Base Closure Sites. DEQ has submitted an application for \$4,860,191 in Federal funds for the period July 1, 2010 to June 30, 2012 for the

above project. Staff recommends to waive the application as the project does not propose activities which will have direct or significant indirect impacts on the local jurisdictions within Planning District Six.

- J. Virginia Department of Environmental Quality (DEQ) for 25th Year VA CZM Implementation. DEQ has submitted an application for 25th Year VA CZM Implementation for a total funding of \$4,596,000. The award is to fund activities of Virginia state agencies, local governments, and other partners to improve the management and protection of Virginia's coastal resources. Staff recommends ratification of the Executive Director's letter to waive comments.
- K. Virginia Department of Environmental Quality (DEQ) for VADEQ FY10 Chesapeake Bay Monitoring. DEQ has submitted an application for VADEQ FY10 Chesapeake Bay Monitoring for a total funding of \$1,376,388. Staff recommends to waive the project as the project is an application by a State agency proposing continuation of an ongoing project which is neither changed in scope or proposing construction.
- L. Rockbridge County Public Service Authority for Long Hollow Water System Upgrade Project. Rockbridge County Public Service Authority has submitted an application for Rural Development funding to replace an inadequate water pump station and tank for \$1.544 million for the Long Hollow Water System Upgrade Project. Staff recommends endorsement of the project.
- M. Environmental Impact Review: Acquisition of 28 W. Grace Street & 781 Walnut Lane, Part I, James Madison University (JMU). The Virginia Department of Environmental Quality (DEQ) has submitted an Environmental Impact Review for Acquisition of 28 W. Grace St., and 781 Walnut Lane. Staff recommends waiving comments on the application as the staff does not feel it has the expertise to evaluate the impact of a proposed project on the environment, or the need or feasibility of the proposed project.

Old Business

Chairperson Dowdy presented for consideration Alliance for the Chesapeake Bay CIRP, tabled from the April 19, 2010, Commission meeting for additional information. Ms. Terry gave a brief update on the project, noting that the Alliance for the Chesapeake Bay is requesting \$167,615 to support the operation of the Citizens Advisory Committee for 12 months. She stated that the project budget includes salary and benefits for the 85% coordinator time and 50% time administrative support person; the Alliance will provide all of the financial services associated with running the office; and the budget includes travel and meeting costs. Mr. Lewis moved, seconded by Ms. Dull, to endorse the application. Motion was carried by unanimous vote.

Blue Ridge Gateway Presentation

Ms. Hibbert and Ms. McCarty gave a presentation on the Blue Ridge Gateway Study. Ms. McCarty distributed copies of handouts with information on Appalachian Anniversaries, 2009-2001, Great Smoky Mountains, Blue Ridge Parkway, and Shenandoah National Parks; Gems of Rockbridge Geocaching Trail; and Blue Ridge Parkway/Skyline Drive Gateway Studies, CSPDC. She stated that the purpose of the Blue Ridge Gateway studies is to strengthen the connection between the Blue Ridge Parkway and the communities directly adjacent to the Parkway. Ms. McCarty noted that the studies are anticipated to span three years, working south to north in the Region and then reviewed the project goals.

Ms. Hibbert presented a PowerPoint presentation of the Blue Ridge Study completed on Route 60 in Buena Vista. She reviewed the recommendation made by the consultant for each of the sections of the study area. Ms. Hibbert noted the presentation will be given to Buena Vista City Council at its next meeting.

Adjournment

There being no further business to come before the Commission, a motion for adjournment was unanimously passed at 8:45 p.m.

Respectfully submitted,

Rita F. Whitfield, Administrative Assistant

Approved:

Secretary