



Minutes
Central Shenandoah Planning District Commission
112 MacTanly Place, Staunton, Virginia
Executive Committee Meeting
May 16, 2016, 6:00 p.m.

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

Call To Order

The May 16, 2016, Executive Committee meeting was called to order at 6:00 p.m. by Chairperson Dull. She noted that the agenda needed to be amended to add an additional item. Mr. Friedman moved, seconded by Mr. Freeman, to amend the agenda to add Recess into Closed Session. Motion carried unanimously.

Minutes

Mr. Friedman moved, seconded by Mr. Lewis, to approve the minutes of the February 1, 2016, meeting as presented. Motion was carried by unanimous vote.

Consideration of Draft CSPDC FY17 Budget (BAF #16-8)

Chairperson Dull presented for consideration the Draft CSPDC FY17 Budget (attached to file minutes). Ms. Riedesel gave a brief review on the Budget, noting that the FY17 Budget goes into effect on July 1st. Ms. Johnson reviewed the Budget, noting that the per capita assessment remains the same at base plus 70 cents per capita. She noted 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 noted that the development of the FY17 Commission Budget began in January with a working budget developed based upon known grants, contracts, and agreements. She reviewed the Revenues; Expenses; Personnel and Benefit Budget Assumptions; Contracted Services;

Administration costs; Indirect Cost Rate; and Designated Funds. Questions were raised and answered regarding health insurance, impact of new classification regarding exempt and non-exempt employees, funding for Fields of Gold, and need for additional office space. Ms. Riedesel pointed out the following changes to the Budget: 1) includes a 2% cost of living increase; 2) the addition of a flexible spending/dependent care account; 3) a match for the 457 Plan of 1% for employees who contribute up to 2% of wages into the Plan; and 4) the addition of a part-time GIS Planning Assistant position. After a lengthy discussion, Mr. Friedman moved, seconded by Mr. Armstrong, to recommend adoption of the Draft CSPDC FY17 Budget to the Full Commission. Motion carried unanimously.

Recess into a Closed Session

On a motion by Mr. Friedman, seconded by Mr. Wagner, and carried by a vote of 6 to 0, voting recorded as follows: Mr. Armstrong – Aye; Ms. Dull – Aye; Mr. Freeman – Aye; Mr. Friedman – Aye; Mr. Lewis – Aye; Mr. Wagner – Aye; the Executive Committee recessed the meeting from 6:35 to 7:10 p.m., for a closed meeting pursuant to section 2.2-3711(A)(3) of the Virginia Code to discuss the acquisition of real property for a public purpose.

Upon the conclusion of the closed session at 7:10 p.m., the Executive Committee adopted the following resolution on motion by Mr. Friedman, seconded by Mr. Wagner.

Certification Resolution (attached to file minutes)

With respect to the just-concluded closed session, and to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the Executive Committee.

The resolution was adopted by a vote of 6 to 0, voting recorded as follows: Mr. Armstrong – Aye; Ms. Dull – Aye; Mr. Freeman – Aye; Mr. Friedman – Aye; Mr. Lewis – Aye; Mr. Wagner – Aye.

Update on Retirement Services

Chairperson Dull presented Update on Retirement Services. Ms. Johnson gave an update on the CSPDC Request for Proposals (RFP) for Retirement Services. She stated that the Retirement Plan Committee met on April 12th and reviewed the nine proposals received in response to the RFP released in March. Ms. Johnson reviewed the list of potential firms, noting that the Retirement Plan Committee will be interviewing three of the firms next week. Mr. Friedman stated that all the potential bidders had good proposals but the three selected were the strongest and met what the Committee was trying to accomplish. Ms. Riedesel expressed her appreciation to Frank Friedman and Jennifer Mongold from Rockingham County for serving on the Retirement Plan Committee.

Update and Approval to Utilize Funds to Match USDA Local Foods Promotion Program (LFPP) Grant

Chairperson Dull presented Update and Approval to Utilize Funds to Match USDA Local Foods Promotion Program. Ms. Riedesel gave a brief overview on the grant application, noting that it was submitted last week with the assistance from the Governor's office. She stated that the proposed project, Fields of Gold: Shenandoah Valley's Farm to Fork Expo, will benefit local farms by providing training and a venue to promote their agricultural products directly to restaurants, schools, and universities from larger markets such as Northern Virginia, Washington, D.C., Richmond, and Charlottesville. The CSPDC will work with approximately 175 local producers to provide education and technical assistance on methods to market products and assist them in development marketing materials. Key outcomes include increased ability of producers to market and sell products within the region and sustainable networks for future sales. Questions were raised and answered regarding funding and the expected outcome from the project. Ms. Riedesel stated that the match funds from the CSPDC development fund that was previously approved for the Tour-to-Farm grant through the Appalachian Regional Commission that was not awarded could be used for this grant. Mr. Lewis moved, seconded by Mr. Friedman, to approve the transfer of the CSPDC development funds to be used for the match funds from the previous grant that was not awarded to the LFPP grant if needed. Motion carried unanimously.

Consideration of Updated Financial and Budgetary Policies (BAF #16-10)

Chairperson Dull presented for consideration Updated Financial and Budgetary Policies (attached to file minutes). Ms. Johnson reviewed the changes to the Updated Financial and Budgetary Policies, noting that these policies address how the Commission budgets, manages reserve funds, maintains the indirect rate policy, and other key financial areas. Mr. Armstrong moved, seconded by Mr. Freeman, to approve the Financial and Budgetary Policies as written. Motion was carried by unanimous vote.

Update on Transportation Planner Position

Chairperson Dull presented Update on Transportation Planner Position. Ms. Riedesel gave a brief update on the status of the position, noting that that she was still in the process of interviewing applicants.

Update on Federal Transit Administration (FTA) Triennial Review

Chairperson Dull presented Update on FTA Triennial Review. Ms. Gourley stated that the Commission had received the final Transit Triennial report from FTA and gave a brief review on the report. She noted that the Triennial Review is an oversight review and forward looking assessment of the grantee's risk in the management and implementation of FTA grant programs. Ms. Gourley stated that overall the CSPDC fared well and was commended by FTA for effective and adequate policies, procedures, administrative oversight and financial recordkeeping and had few areas of concern. She said the areas of concern will be addressed within the next couple of months. Ms. Gourley noted that one area of concerns/findings is future procurement of a service provider and involves ownership/control issues surrounding the transit facility in Fishersville.

Adjournment

There being no further business to come before the Committee, a motion for adjournment was unanimously passed at 7:20 p.m. Motion was carried by unanimous vote.

Respectfully submitted,

Rita F. Whitfield
Clerk to the Commission

Approved:

Casey Armstrong
CSPDC Secretary