



Central Shenandoah Planning District Commission

January 25, 2010

MEMO TO: CSPDC Executive Committee
FROM: Bonnie S. Riedesel, Executive Director
SUBJECT: February 1, 2010 Executive Committee Meeting

The Executive Committee of the Central Shenandoah Planning District Commission will hold a meeting on Monday, February 1, 2010, **5:30** p.m., Central Shenandoah Planning District Commission Office, 112 MacTanly Place, Staunton, Virginia.

If you cannot attend this meeting, please call the Commission Office.

Dinner will be provided at 6:30 p.m.

Agenda

1. Call to Order
2. Minutes of November 24, 2010 Meeting
3. Consideration of FY 2011 Local Assessment Rate
4. Update on VRS Study
5. Other Business
 - Audit
6. Adjournment



Central Shenandoah Planning District Commission

Minutes
Central Shenandoah Planning District Commission
112 MacTanly Place, Staunton, Virginia
Executive Committee Meeting,
February 1, 2010, 5:30 P.M.

Member Jurisdiction Representatives					
	City of Waynesboro		City of Lexington		Staff
✓	Nancy Dowdy, Chairperson	✓	Frank Friedman	✓	Bonnie Riedesel
	City of Buena Vista		Rockbridge County	✓	Kathy Wise
✓	Larry Tolley, Secretary	✓	A. W. Buster Lewis	✓	Rita Whitfield
	Rockingham County		City of Staunton		
✓	William Vaughn, Treasurer	✓	Carolyn Dull		
	Highland County				
	Jerry Rexrode, Vice Chairperson				

Call To Order

The February 1, 2010, Executive Committee meeting was called to order at 5:30 p.m. by Chairperson Dowdy.

Minutes

Mr. Friedman moved, seconded by Mr. Vaughn, to approve the minutes of the November 24, 2009 Executive Committee meeting. Motion carried unanimously.

Consideration of FY11 Local Assessment Rate

Chairperson Dowdy presented for consideration the FY11 Local Assessment Rate. Ms. Riedesel stated that at the December Commission meeting, the proposed locality assessment for FY11 with fiscal year adjustment was unanimously approved. She noted that letters were submitted to each locality informing them of the increase. Ms. Riedesel reported that she had received some feedback by some jurisdictions regarding the increase. She highlighted the services provided by the Commission and the need and importance of the local assessment rate increase. Extensive discussion ensued regarding the need for the increase; educating the jurisdictions on what services the CSPDC has to offer and presenting this to their respective Boards and Councils; impact on matching state and Federal grants; and the Chairperson forwarding a letter on behalf of the Commission requesting their support for the increase. It was the consensus of the Executive Committee members present to present this issue to the Full Commission and request that each Commission member take the responsibility to go back to their respective jurisdiction and advocate for the assessment rate increase, noting the importance of this for the Commission.

Update on Virginia Retirement System (VRS) Study

Chairperson Dowdy presented Update on the Virginia Retirement System (VRS) Study. Ms. Riedesel reviewed and distributed copies of Cavanaugh Macdonald Consulting, LLC Cost Study of New Plan (attached to file minutes). After some discussion regarding the VRS Study, it was the consensus of the members present that additional information was needed and for staff to set up a meeting with the Executive Committee, VRS representatives and staff members to discuss and answer questions regarding VRS.

Other Business

Under Other Business, Ms. Riedesel reported on the following:

- Noted that the FY09 Audit Report will be presented by Robinson, Farmer, Cox Associates at the Full Commission meeting.
- Noted that a plaque will be presented to 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.
- Reported on the possibility of transferring Commission's funds into a CD or savings account. Ms. Wise reported on the rates available.
- Noted that the present terms of the CSPDC's Executive Committee members will expire June 30, 2010. She stated that letters will be submitted to each jurisdiction requesting a nomination and ballots will be sent out to each Commission member by May 1st. Ms. Riedesel noted that the results of the voting will be announced at the June 21, 2010 Commission meeting.

Adjournment

There being no further business to come before the Committee, Mr. Friedman moved, seconded by Mr. Tolley, for adjournment at 6:30 p.m.

Respectfully submitted,

Rita F. Whitfield
Administrative Assistant

Approved:



Central Shenandoah Planning District Commission

April 9, 2010

MEMO TO: CSPDC Executive Committee
FROM: Bonnie S. Riedesel, Executive Director
SUBJECT: April 19, 2010 Executive Committee Meeting

The Executive Committee of the Central Shenandoah Planning District Commission will hold a meeting on Monday, April 19, 2010, 6:00 p.m., Central Shenandoah Planning District Commission Office, 112 MacTanly Place, Staunton, Virginia.

If you cannot attend this meeting, please call the Commission Office.

Dinner will be provided at 6:30 p.m.

Agenda

1. Call to Order
2. Minutes of February 1, 2010 Meeting
3. Status of FY11 Assessment Rate
4. Revision of Personnel Rules and Regulations (*BAF #10-9*)
 - *Definition of Part-Time Employment/Benefits for Part-Time Employment*
5. Anthem BC/BS Renewal – Effective July 1st
6. Meeting with VRS Representative, April 26, 2010
7. Executive Session to Discuss Personnel Matters
8. Other Business
9. Adjournment



Central Shenandoah Planning District Commission

Minutes
Central Shenandoah Planning District Commission
112 MacTanly Place, Staunton, Virginia
Executive Committee Meeting,
April 19, 2010, 6:00 P.M.

Member Jurisdiction Representatives					
	City of Waynesboro		City of Lexington		Staff
	Nancy Dowdy, Chairperson	✓	Frank Friedman	✓	Bonnie Riedesel
	City of Buena Vista		Rockbridge County	✓	Kathy Wise
✓	Larry Tolley, Secretary	✓	A. W. Buster Lewis	✓	Rita Whitfield
	Rockingham County		City of Staunton		
✓	William Vaughn, Treasurer	✓	Carolyn Dull		
	Highland County				
	Jerry Rexrode, Vice Chairperson				

Call To Order

The April 19, 2010, Executive Committee meeting was called to order at 6:00 p.m. by Secretary Tolley.

Minutes

Mr. Lewis moved, seconded by Mr. Vaughn, to approve the minutes of the February 1, 2010, Executive Committee meeting. Motion carried unanimously.

Status of FY11 Local Assessment Rate

Secretary Tolley presented the status of the FY11 Local Assessment Rate. Ms. Riedesel gave an update on the status of the jurisdictions' responses regarding the FY11 local assessment rate adjustment. Discussion ensued regarding concerns with having varying assessment rates among jurisdictions, meeting with the jurisdictions' Boards and Councils to discuss budget requests, and providing services to the towns.

Revision of Personnel Rules and Regulations (BAF #10-9)

Secretary Tolley presented for consideration Revision of Personnel Rules and Regulations (attached to file minutes). Ms. Riedesel stated that currently, the CSPDC Personnel Rules and Regulations does not address whether or not part-time employees are eligible to receive and participate in the Commission's medical insurance plan. She presented the following amendment to be added under Chapter 8, Section 8-03, Personnel Rules & Regulations:

“All active permanent part-time employees shall be permitted to participate in the medical insurance plan per the limitations and conditions of the Plan being offered.”

“The Commission will not participate in the cost of premiums with its retirees, part-time employees and employees that have been approved for a Leave of Absence with pay pursuant to *Section 7.13 Leave of Absence without Pay*.

Mr. Vaughn suggested adding the sentence “the cost of the premiums will be the employees’ responsibility.” Mr. Friedman moved, seconded by Mr. Lewis, to revise Chapter 8, Section 8-03, CSPDC Personnel Rules and Regulations with the above amendment. Motion was carried by unanimous vote.

Anthem BC/BS Renewal

Secretary Tolley presented Anthem Blue Cross/Blue Shield Renewal. Ms. Riedesel distributed copies of the CSPDC Health Insurance Rates, FY10 versus FY11 (attached to file minutes), noting that for FY11, there will be an 8% premium increase for CSPDC coverage. Mr. Friedman moved, seconded by Mr. Vaughn, to renew the current health insurance plan for FY11. Motion carried unanimously.

Meeting with Virginia Retirement System (VRS) Representative

Secretary Tolley presented for consideration Meeting with VRS Representative. Ms. Riedesel stated that at the last Executive Committee meeting, it was suggested to set up a meeting with VRS, staff and Executive Committee members to discuss the VRS system. Ms. Riedesel stated that she had scheduled a meeting for April 26th. She noted that she would send out an email to remind everyone and to see who could attend.

Executive Session to Discuss Personnel Matters

Mr. Friedman moved, seconded by Mr. Lewis, for the Executive Committee to adjourn into a closed session pursuant to Section 2.2-3711(A)1 of the Code of Virginia, specifically to discuss personnel matters. Motion was carried by unanimous vote.

Mr. Friedman moved, seconded by Mr. Vaughn, and carried by a vote of 5 to 0, recorded as follows: Larry Tolley - aye; William Vaughn – aye; Frank Friedman – aye; Buster Lewis – aye; and Carloyn Dull – aye, for the Executive Committee to adjourn the closed session and certified that only the public business matters lawfully exempted from open meeting requirements, as identified in the motion that convened the closed session, as discussed or considered during the closed session.

Other Business

Under Other Business, Ms. Riedesel reported on the following:

- Noted that Mr. KC Baker, Waynesboro's citizen representative, had resigned from the Commission.
- Noted that the next Executive Committee meeting will be held May 17, 2010 to discuss the draft FY11 budget.

Adjournment

There being no further business to come before the Committee, a motion for adjournment at 6:40 p.m.

Respectfully submitted,

Rita F. Whitfield
Administrative Assistant

Approved:



Central Shenandoah Planning District Commission

May 10, 2010

MEMO TO: CSPDC Executive Committee
FROM: Bonnie S. Riedesel, Executive Director
SUBJECT: May 17, 2010 Executive Committee Meeting

The Executive Committee of the Central Shenandoah Planning District Commission will hold a meeting on Monday, May 17, 2010, 6:00 p.m., Central Shenandoah Planning District Commission Office, 112 MacTanly Place, Staunton, Virginia.

If you cannot attend this meeting, please call the Commission Office.

Sandwiches will be provided.

Agenda

1. Call to Order
2. Minutes of April 19, 2010 Meeting
3. Consideration of Virginia Retirement System (VRS)
 - *Susan Keith, VRS (Conference Call)*
4. Update on Local Annual Assessments
5. Consideration of Draft FY11 Budget
6. Revision of Personnel Rules and Regulations (*BAF #10-10*)
 - *Definition of Part-Time Employment/Benefits for Part-Time Employment*
7. Other Business
 - VAPDC Summer Conference
 - Executive Committee Elections
 - Personnel Matter – Employee Leave of Absence
8. Adjournment



Central Shenandoah Planning District Commission

Minutes
Central Shenandoah Planning District Commission
112 MacTanly Place, Staunton, Virginia
Executive Committee Meeting,
May 17, 2010, 6:00 P.M.

Member Jurisdiction Representatives					
	City of Waynesboro		City of Lexington		Staff
✓	Nancy Dowdy, Chairperson	✓	Frank Friedman	✓	Bonnie Riedesel
	City of Buena Vista		Rockbridge County	✓	Kathy Wise
✓	Larry Tolley, Secretary	✓	A. W. Buster Lewis	✓	Rita Whitfield
	Rockingham County		City of Staunton		
	William Vaughn, Treasurer	✓	Carolyn Dull		
	Highland County				
	Jerry Rexrode, Vice Chairperson				

Call To Order

The May 17, 2010, Executive Committee meeting was called to order at 6:00 p.m. by Chairperson Dowdy.

Minutes

Mr. Friedman moved, seconded by Mr. Lewis, to approve the minutes of the April 19, 2010, Executive Committee meeting. Motion carried unanimously.

Consideration of Virginia Retirement System (VRS)

Chairperson Dowdy presented for consideration the Virginia Retirement System (VRS). Ms. Riedesel gave a brief update on VRS and the CSPDC Retirement Plan Comparison (attached to file minutes). She noted that the employer/employee contribution depends on various scenarios and Commission employees must participate in Social Security. Discussion ensued regarding the need to change retirement plans at this time and the additional cost to the Commission and the employees. Ms. Riedesel stated that Ms. Susan Keith, Employer Representative Program Manager for VRS, was available by phone to answer any questions regarding VRS if needed. Upon a question by Ms. Dull regarding whether other Planning District Commissions paid into Social Security, Ms. Riedesel responded she would check with other Planning District Commissions and report back. After discussion, it was the consensus of the Committee members present for the Commission to remain with the current retirement plan primarily due to the increase cost to transfer to VRS for both the Commission and the employees. It was noted that if the budget improved, the Commission may revisit this issue.

Update on Local Annual Assessments

Chairperson Dowdy presented Update on Local Annual Assessments. Ms. Riedesel gave an update on the status of the jurisdictions' responses regarding the FY11 local assessment rate adjustment. She reviewed and distributed copies of the FY Master Budget Request Spreadsheet – Approved Spreadsheet (attached to file minutes). A lengthy discussion ensued regarding varying assessment rates among jurisdictions; the formula used for assessing the jurisdictions; the membership of the Commission; and a strategy to move forward to ensure the same rate for all jurisdictions. Mr. Friedman stated that with all the issues that the Commission has had to deal with regarding the local annual assessment and VRS, he stated that a broader concept that he would like to see the staff study how the Commission is operating, how the Commission is assessing, is the current method antiquated; is there some better way of funding; and how other Planning District Commissions deal with these types of issues. Ms. Riedesel stated that she would look into this.

Consideration of Draft FY11 Budget

Chairperson Dowdy presented for consideration the Draft FY11 Budget. Ms. Riedesel reviewed the FY11 Draft Proposed Budget (attached to file minutes). Discussion ensued regarding a project's status if not funded from all ten jurisdictions; denoting pass-through money in the budget; match requirements; and use of undesignated fund balance. Ms. Riedesel reviewed several cost saving measures including use of unpaid interns, reduction in travel expenses, cancellation of annual Christmas dinner, and possible reduction in staff. After a lengthy discussion regarding the budget, Mr. Friedman moved, seconded by Mr. Tolley, to recommend approval of the FY11 Budget to the Full Commission. Motion was carried by unanimous vote.

Revision of Personnel Rules and Regulations (BAF #10-10)

Chairman Dowdy presented for consideration Revision of Personnel Rules and Regulations (attached to file minutes). Ms. Riedesel noted that currently, the CSPDC Personnel Rules and Regulations does not address whether or not part-time employees are eligible to receive and participate in the Commission's medical insurance plan. She stated that the Executive Committee had reviewed this at their last meeting and recommended approval providing that there was no cost to the Commission. Ms. Riedesel stated that she had received additional information from the Commission's health insurance provider who informed her that the Commission is required to cover 50% of the premium on a single coverage of part-time employees. Ms. Riedesel provided the following revised amendment to be added under Chapter 8, Section 8-03, Personnel Rules & Regulations:

“All active permanent part-time employees shall be permitted to participate in the medical insurance plan per the limitations and conditions of the Plan being offered. The Commission will allow part-time employees to participate in the program and will contribute 50% of the amount they contribute toward active employee coverage (at all membership levels).”

Mr. Lewis moved, seconded by Mr. Friedman, to recommend to the Full Commission to endorse the above amendment to Chapter 8, Section 8-03 of the Personnel Rules and Regulations. A question was raised regarding the cost to the Commission if part-time employees were allowed to

participate in the program and whether the Commission should offer benefits to part-time employees. After some discussion, Mr. Lewis withdrew his motion. It was the consensus of the members present to table this item for additional information.

Other Business

Virginia Association of Planning District Commissions (VAPDC) Summer Conference

Ms. Riedesel announced that the VAPDC summer conference will be held July 29-31, 2010, at Virginia Beach. Ms. Riedesel stated that VAPDC was encouraging each PDC to bring a Board member. She stated that the Commission would cover the registration and hotel costs.

Executive Committee Elections

Ms. Riedesel noted that the present terms of the CSPDC's Executive Committee members expire June 30, 2010. She stated that each jurisdiction was asked to submit a nominee to stand for election to the Executive Committee and the ballots were mailed on May 7th. Ms. Riedesel noted that the ballots were due by Friday, June 18, 2010, and the results will be announced at the June 21st meeting.

Personnel Matter – Employee Leave of Absence

Ms. Riedesel reported on the terms and conditions regarding the leave of absence without pay for education purposes that was granted to the Economic Development Planner on May 22, 2008. After some discussion, Mr. Friedman moved, seconded by Mr. Lewis, to grant a year extension of the leave of absence for education purposes. Motion carried unanimously.

Adjournment

There being no further business to come before the Committee, a motion for adjournment was unanimously passed at 8:05 p.m.

Respectfully submitted,

Rita F. Whitfield
Administrative Assistant

Approved:



Central Shenandoah Planning District Commission

June 14, 2010

MEMO TO: CSPDC Executive Committee
FROM: Bonnie S. Riedesel, Executive Director
SUBJECT: June 21, 2010 Executive Committee Meeting

The Executive Committee of the Central Shenandoah Planning District Commission will hold a meeting on Monday, June 21, 2010, 6:00 p.m., Central Shenandoah Planning District Commission Office, 112 MacTanly Place, Staunton, Virginia.

If you cannot attend this meeting, please call the Commission Office.

Dinner will be provided at 6:30 p.m.

Agenda

1. Call to Order
2. Minutes of May 17, 2010 Meeting
3. Update on Draft FY11 Budget
4. Update on Local Assessments
5. Consideration of Personnel Rules and Regulations (*BAF #10-17*)
6. Consideration of VML Policy for Property, Auto and Liability Insurance
7. Consideration of BB&T Renewal of Line of Credit (*BAF #10-15*)
8. Executive Session to Discuss Personnel Matters
9. Other Business
 - *Election of Executive Committee*
10. Adjournment



Central Shenandoah Planning District Commission

Minutes
Central Shenandoah Planning District Commission
112 MacTanly Place, Staunton, Virginia
Executive Committee Meeting,
June 21, 2010, 6:00 P.M.

Member Jurisdiction Representatives					
	City of Waynesboro		City of Lexington		Staff
✓	Nancy Dowdy, Chairperson	✓	Frank Friedman	✓	Bonnie Riedesel
	City of Buena Vista		Rockbridge County	✓	Kathy Wise
	Larry Tolley, Secretary	✓	A. W. Buster Lewis	✓	Rita Whitfield
	Rockingham County		City of Staunton		
	William Vaughn, Treasurer	✓	Carolyn Dull		
	Highland County				
✓	Jerry Rexrode, Vice Chairperson				

Call To Order

The June 21, 2010, Executive Committee meeting was called to order at 6:00 p.m. by Chairperson Dowdy.

Minutes

Mr. Friedman stated that on page 3 of the May 17, 2010 minutes, under *Personnel Matter-Employee Leave of Absence*, it should state that “Darryl Crawford, Economic Development Planner, would be granted another one-year extension of unpaid leave of absence for educational purposes until June 30, 2011.” It should also state that given the length of time being requested for the leave of absence without pay, Mr. Crawford has waived his reinstatement rights and that the Commission is not obligated to offer a position. Mr. Lewis moved, seconded by Mr. Friedman, to approve the minutes of the May 17, 2010, Executive Committee meeting as amended. Motion carried unanimously.

Update on Draft FY11 Budget

Chairperson Dowdy presented for consideration Update on Draft FY11 Budget. Ms. Riedesel stated that at the last meeting, the Executive Committee had recommended approval of the FY11 Budget but had asked about the terminology of “undesignated fund balance.” Ms. Wise noted that she had met with Mary Earhart, PLLC, and reported on her findings. She said that Ms. Earhart had stated that the language “undesignated fund balance” was the appropriate term. Ms. Wise noted that according to the Commission’s policy regarding Financial and Budgetary Policies, purchase of equipment, motor vehicles, technology, etc; improvements to the

building and grounds; match for federal and/or state grants; and other one-time expenditures as deemed appropriate by the Commission are appropriate uses of the undesignated fund balance. It was the consensus of the members present that if any funds from the fund balance are used for major expenditures, it will be presented to the Board for approval.

Update on Local Annual Assessments

Chairperson Dowdy presented Update on Local Annual Assessments. Ms. Riedesel gave an update on the status of the jurisdictions' FY11 local assessment rate adjustment. Discussion ensued regarding varying assessment rates among jurisdictions; a jurisdiction's responsibility regarding the Commission; and a strategy to move forward to ensure the same rate for all jurisdictions. It was suggested to hold a retreat for Commission Board members and for the staff to poll members to see if they are willing to participate. Ms. Riedesel stated that the purpose of the Retreat would be to provide Commissioners with a clearer understanding of the Commission, its purpose, and its fiscal operations including the due structure and assessment process.

Revision of Personnel Rules and Regulations (BAF #10-17)

Chairman Dowdy presented for consideration Revision of Personnel Rules and Regulations. Ms. Riedesel noted that at the last Executive Committee meeting, the need to amend sections of the Personnel Policy as it relates to medical benefits for part-time employees was discussed. She stated that based on input from other local jurisdictions, the Commission's health insurance plan provider, and current policies, revisions are needed to more clearly define the following types of employment categories and appointments and eligibility of employee benefits. Ms. Riedesel reviewed the definitions of permanent, full-time, part-time, and temporary employees. Mr. Friedman moved, seconded by Ms. Dull, to revise Chapter 8 of the Commission's Personnel Rules and Regulations to better define the terms permanent, full-time, part-time and temporary employment and to include eligibility of employee benefits (definitions attached to file minutes). Motion was carried by unanimous vote.

Virginia Municipal League (VML) Policy for Property, Auto and Liability Insurance

Chairperson Dowdy presented for consideration VML Policy for Property, Auto and Liability Insurance. Ms. Riedesel distributed a handout on Insurance Comparison between Nationwide and VML and reviewed the policies (attached to file minutes). She noted that the total premium coverage with VML is \$4,400, and Nationwide premium coverage would cost \$8,819. Ms. Dull moved, seconded by Mr. Friedman, to approve the Commission's insurance premiums for property, auto and liability with VML. Motion carried unanimously.

BB&T Renewal of Line of Credit (BAF #10-15)

Chairperson Dowdy presented for consideration BB&T Renewal of Line of Credit. Ms. Riedesel stated that the Commission opened this line of credit (LOC) with BB&T in January 2000 but has never had to use it. She noted that the LOC has expired and needs to be renewed. Ms. Riedesel stated that having the LOC in place provides a financial management tool for the agency that is very important, particularly given the cash flow issues that a small agency can experience from time-to-time. She noted that renewing the LOC is consistent with previous

actions of the Agency and is appropriate. Ms. Dull questioned if there were any fees associated with renewing the line of credit. Ms. Wise responded that the bank charges \$50, but would waive the fee if requested. Ms. Dull suggested checking with other banks to see if they offered this for free. Mr. Friedman moved, seconded by Ms. Dull, to approve renewing the line of credit with BB&T. Motion was carried by unanimous vote.

Executive Session to Discuss Personnel Matters

Mr. Friedman moved, seconded by Mr. Lewis, for the Executive Committee to adjourn into a closed session pursuant to Section 2.2-3711(A)1 of the Code of Virginia, specifically to discuss personnel matters. Motion was carried by unanimous vote.

Mr. Friedman moved, seconded by Mr. Lewis, and carried by a vote of 5 to 0, recorded as follows: Nancy Dowdy – aye; Jerry Rexrode – aye; Frank Friedman – aye; Buster Lewis – aye; and Carloyn Dull – aye, for the Executive Committee to adjourn the closed session and certified that only public business matters lawfully exempted from open meeting requirements, as identified in the motion that convened the closed session, was discussed or considered during the closed session.

Other Business

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.

Also under Other Business, Ms. Riedesel stated that she had received an audit contract from Robinson, Farmer, Cox Associates. She stated that the services provided by the auditor shall include an audit of the financial statements of the Commission for the fiscal year ended June 30, 2009, for a fee not to exceed \$8,000. Mr. Friedman moved, seconded by Ms. Dull, to authorize the Executive Director to obtain the services of the auditing firm Robinson, Farmer, Cox Associates to perform the FY09 Commission audit. Motion carried unanimously.

Adjournment

There being no further business to come before the Committee, a motion for adjournment was unanimously passed at 7:00 p.m.

Respectfully submitted,

Approved:

Rita F. Whitfield, Administrative Assistant



Central Shenandoah Planning District Commission

Minutes
Central Shenandoah Planning District Commission
112 MacTanly Place, Staunton, Virginia
Executive Committee Meeting,
June 21, 2010, 8:55 P.M.

Member Jurisdiction Representatives					
	Augusta County		City of Lexington		Staff
	Jeremy Shifflett	✓	Frank Friedman	✓	Bonnie Riedesel
	City of Buena Vista		Rockbridge County	✓	Kathy Wise
	Larry Tolley	✓	A. W. Buster Lewis	✓	Rita Whitfield
	Rockingham County		City of Staunton		
	William Vaughn	✓	Carolyn Dull		
	Highland County				
✓	Jerry Rexrode				

Call To Order

The June 21, 2010, Executive Committee meeting was called to order at 8:55 p.m. Ms. Riedesel noted that the purpose of this meeting was for the newly elected Executive Committee members to elect officers to serve July 1, 2010 through June 30, 2012. She noted that the Chairperson and Vice Chairperson must be elected officials.

Mr. Friedman moved, seconded by Mr. Lewis, to keep the same slate of officers for Secretary and Treasurer. Motion was carried by unanimous vote. They are as follows: Larry Tolley, Secretary; and Billy Vaughn, Treasurer.

Nominations for Chairperson were opened. Mr. Friedman nominated Ms. Dull for the office of Chairperson, seconded by Mr. Lewis. Nominations for Chairperson were unanimously closed. Motion was carried by unanimous vote. Ms. Dull was unanimously elected to the office of Chairperson.

The floor was opened for nominations for Vice Chairperson. Mr. Rexrode nominated Mr. Friedman for the office of Vice Chairperson, seconded by Mr. Lewis. Nominations for Vice Chairperson were unanimously closed. Mr. Friedman was unanimously elected to the office of Vice Chairperson.

Discussion ensued regarding the jurisdictions' responses on the FY11 local assessment rate adjustment and varying assessment rates among the jurisdictions.

Adjournment

There being no further business to come before the Committee, a motion for adjournment was unanimously passed at 9:05 p.m.

Respectfully submitted,

Rita F. Whitfield
Administrative Assistant

Approved:



Central Shenandoah Planning District Commission

October 8, 2010

MEMO TO: CSPDC Executive Committee
FROM: Bonnie S. Riedesel, Executive Director
SUBJECT: October 18, 2010 Executive Committee Meeting

The Executive Committee of the Central Shenandoah Planning District Commission will hold a meeting on Monday, October 18, 2010, 6:00 p.m., Central Shenandoah Planning District Commission Office, 112 MacTanly Place, Staunton, Virginia.

If you cannot attend this meeting, please call the Commission Office.

Dinner will be provided at 6:30 p.m.

Agenda

1. Call to Order
2. Minutes of June 21, 2010 Meetings
3. Update on FY12 Local Assessment Rate
4. Update on December Commission Meeting
5. Other Business
 - Holiday Schedule
 - Staff Evaluations
 - Commission Orientation
6. Adjournment



Central Shenandoah Planning District Commission

Minutes
Central Shenandoah Planning District Commission
112 MacTanly Place, Staunton, Virginia
Executive Committee Meeting,
October 18, 2010, 6:00 P.M.

Member Jurisdiction Representatives					
	Augusta County		City of Lexington		Staff
✓	Jeremy Shifflett	✓	Frank Friedman	✓	Bonnie Riedesel
	City of Buena Vista		Rockbridge County	✓	Kathy Wise
	Larry Tolley, Secretary	✓	A. W. Buster Lewis	✓	Rita Whitfield
	Rockingham County		City of Staunton		
	William Vaughn, Treasurer	✓	Carolyn Dull, Chair		
	Highland County				
✓	Jerry Rexrode				

Call To Order

The October 18, 2010, Executive Committee meeting was called to order at 6:00 p.m. by Chairperson Dull.

Minutes

Mr. Lewis moved, seconded by Mr. Friedman, to approve the minutes of the June 21, 2010, Executive Committee meetings as presented. Motion carried unanimously.

Update on FY12 Local Assessment Rate

Chairperson Dull presented for consideration Update on FY12 Local Assessment Rate. Ms. Riedesel gave a brief update on both the FY11 and FY12 Local Assessment Rate. She stated that she was in the process of meeting with jurisdictions regarding next year's budget, the assessment rate, and services and programs that the PDC will provide to the localities next year. Ms. Riedesel stated that she had met with several jurisdictions so far. She noted that the meetings had been extremely productive and that she had received good feedback from the local managers. Ms. Riedesel stated that she planned on visiting the remaining jurisdictions in the upcoming weeks. Discussion ensued regarding the time frame to present the FY12 Local Assessment Rate to the Full Commission and the jurisdictions. Ms. Riedesel stated that she will present the FY12 Local Assessment Rate at the next Executive Committee meeting for consideration.

Update on December Commission Meeting

Chairperson Dull presented Update on December Commission Meeting. Ms. Riedesel noted that the December Commission meeting will be held on Monday, December 6, 2010, at the CSPDC office. She stated that due to budget cutbacks, the Christmas dinner meeting will be scaled down from prior December Christmas dinner meetings. Ms. Riedesel reviewed the upcoming plans for the meeting, noting that the Planning Commission of the Year Award will be presented at the December meeting and she hoped to have one of the area's legislators as a guest speaker.

Other Business

Holiday Schedule

Ms. Riedesel reviewed the upcoming CSPDC Holiday Schedule. Mr. Friedman moved, seconded by Mr. Shifflett, to include ½ day holiday the Wednesday before Thanksgiving (November 24th) and one additional day during the month of December. Motion was carried by unanimous vote.

Staff Evaluations

Mrs. Riedesel reported that she was currently in the process of doing annual staff performance evaluations and hoped to have them completed within the next few weeks.

Commission Orientation

Mrs. Riedesel reported on the CSPDC Survey results regarding the CSPDC Board Member Retreat. She noted that the Retreat would give Board members the opportunity to learn more about the purpose of the Commission, the role and responsibility as a Board member, and the role and responsibility of each governing body. After some discussion regarding the best time to hold the Retreat, it was the consensus of the members present to consider holding the Retreat in 2011 after the November elections and the upcoming holidays.

Mr. Rexrode expressed his concern regarding the Commission's budget and the State's future plans and State mandates. Discussion ensued regarding how the PDC can offer their assistance to localities regarding State mandates and how to get area legislators involved.

Adjournment

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

Respectfully submitted,

Approved:

Rita F. Whitfield, Administrative Assistant



Central Shenandoah Planning District Commission

November 5, 2010

MEMO TO: CSPDC Executive Committee
FROM: Bonnie S. Riedesel, Executive Director
SUBJECT: November 15, 2010 Executive Committee Meeting

The Executive Committee of the Central Shenandoah Planning District Commission will hold a meeting on Monday, November 15, 2010, 6:00 p.m., Central Shenandoah Planning District Commission Office, 112 MacTanly Place, Staunton, Virginia.

If you cannot attend this meeting, please call the Commission Office.

Sandwiches will be provided.

Agenda

1. Call to Order
2. Minutes of October 18, 2010 Meetings
3. Consideration of FY12 Per Capita Assessment Rate
4. Consideration of Planning Commissioner of the Year Selection Committee
5. Other Business
 - *Car Lease*
 - *Paving of CSPDC Parking Lot*
6. Adjournment



Central Shenandoah Planning District Commission

Minutes
Central Shenandoah Planning District Commission
112 MacTanly Place, Staunton, Virginia
Executive Committee Meeting,
November 15, 2010, 6:00 P.M.

Member Jurisdiction Representatives					
	Augusta County		City of Lexington		Staff
✓	Jeremy Shifflett	✓	Frank Friedman	✓	Bonnie Riedesel
	City of Buena Vista		Rockbridge County		Kathy Wise
	Larry Tolley, Secretary	✓	A. W. Buster Lewis	✓	Rita Whitfield
	Rockingham County		City of Staunton		
	William Vaughn, Treasurer	✓	Carolyn Dull, Chair		
	Highland County				
	Jerry Rexrode				

Call To Order

The November 15, 2010, Executive Committee meeting was called to order at 6:00 p.m. by Chairperson Dull.

Minutes

Mr. Friedman moved, seconded by Mr. Lewis, to approve the minutes of the October 18, 2010, Executive Committee meeting as presented. Motion carried unanimously.

Consideration of FY12 Per Capita Assessment Rate

Chairperson Dull presented for consideration FY12 Per Capita Assessment Rate. Ms. Riedesel reviewed the FY12 Annual Member Assessment Matrix (attached to file minutes). She stated that she was recommending that the annual member assessment rate remain at the current rate (70 cents per capita for FY12). Ms. Riedesel noted that the member locality assessment is determined by using a base plus a per capita rate utilizing the most recent Weldon Cooper population estimates. She gave a brief background on the per capita assessment rate. Ms. Riedesel noted that a proposal was presented to the Commission and approved in 2007 to approve an increase in the annual member assessment rate from 35 cents per capita to 50 cents per capita, effective July 1, 2007 with a goal of increasing the per capita rate to 70 cents over the next three years. Ms. Riedesel reported on her meetings with the localities, noting that she had received good feedback from the local managers about next year's budget.

Ms. Riedsel noted that several regional projects would be ending this fiscal year such as the Water Supply Planning and Project Impact. Discussion ensued regarding the local assessment rate; meeting critical matching requirements of federal and state grants; and meeting with the jurisdictions to discuss the services and programs that the PDC provides. Mr. Friedman moved, seconded by Mr. Lewis, to recommend approval of the FY12 Per Capita Assessment Rate as presented to the Full Commission. Motion was carried by unanimous vote.

Consideration of Planning Commissioner of the Year Selection Committee

Chairperson Dull presented for consideration Planning Commissioner of the Year Selection Committee. Ms. Riedesel noted that the Planning Commissioner of the Year Award is designed to recognize the most outstanding local Planning Commission member of all of the Planning Commissions in Planning District Six. The selected individual will be recognized and presented the award at the December 6th Commission meeting. It was the consensus of the Committee members present to appoint Chairperson Carolyn Dull, Jeremy Shifflett, and Frank Friedman to the Selection Committee.

Other Business

Car Lease

Ms. Riedesel stated that the Commission is currently leasing a Toyota Camry and the lease expires in December, 2010. She presented several quotes from local car companies for prices for leasing a new vehicle, noting that McDonough Toyota has priced a 2011 Camry for \$268.69 a month lease payment, which is the lowest bid. Questions were raised as to the condition of the one motor vehicle owned by the Commission, a 1995 Ford Crown Victoria with over 145,000 miles. Ms. Riedesel stated that the car is beyond its useful life and presents difficulties and concerns for driving in inclement weather and at night. Mr. Friedman suggested the staff look into the cost of keeping the 1995 Ford Crown Victoria regarding taxes and insurance and if it would be cheaper to eliminate it. Mr. Friedman moved, seconded by Mr. Shifflett, to authorize the Executive Director to execute the appropriate documents to lease a 2011 Toyota Camry from McDonough Toyota for 36 months, not to exceed \$270.00 a month. Motion carried unanimously.

Paving of CSPDC Parking Lot

Ms. Riedesel stated that the CSPDC's upper parking lot was in serious need of repaving. She reviewed quotes from B&S Contracting, Inc. and Moffett Paving & Excavating Corp. that she had received regarding the cost of paving the Commission's upper parking lot, noting that the proposals expire after 30 days. Discussion ensued regarding the costs and repaving with 1.5" or 2" of asphalt. After some discussion, Mr. Friedman moved, seconded by Mr. Lewis, to approve the lowest quote with B&S Contracting, Inc., subject to verification of the cost of 1" versus 2" of asphalt. Motion was carried by unanimous vote. Mr. Shifflett stated he would ask Timmy Fitzgerald with Augusta County to review the bids for paving that the CSPDC received.

CSPDC December Meeting

Mrs. Riedesel gave a brief update on the upcoming December 6, 2010, CSPDC meeting. She announced that Senator Emmett Hanger will be the guest speaker at the meeting.

Planning Assistant

Ms. Riedesel stated that Monica Plecker, CSPDC Planning Assistant who works as a contract employee on an hourly basis, has requested a leave of absence for three months, effective January 1, 2011. She stated that Ms. Plecker is currently working on the Broadway Comprehensive Plan and will continue to work on assigned projects on a part-time consulting basis.

Agritourism

Ms. Riedesel reported on the development of an agritourism program called Fields of Gold. She stated that the Central Shenandoah Region is fortunate to have a wide variety of agricultural operations ranging from livestock farms, farmers markets, orchards, vineyards and more. Ms. Riedesel said that with growing interest in agritourism and locally grown foods, the CSPDC can play a key role in the development of agritourism activities, such as increased marketing. She reported on why agritourism is important to the Valley and the steps necessary for the development of the Fields of Gold program to move forward.

Virginia Tourism Grant

Ms. Riedesel announced that she had received notice that the Virginia Tourism Corporation Marketing Leverage grant application for the *Bike The Valley* program has been awarded for the full requested amount of \$3,500. She noted that the grant requires a match of \$3,500 in local contributions. Ms. Riedesel noted that the goal of the program is to promote the Shenandoah Valley as a key bicycle destination in the Commonwealth through a series of marketing strategies certain to have a positive and immediate impact on tourism in the Region.

National Park Service Technical Assistant Grant

Ms. Riedesel reported that the grant to the National Park Service for technical assistance had been awarded. She stated that a group of key stakeholders in the Rockbridge area have met to discuss coordination and collaboration in developing a master strategic plan that would incorporate the many outdoor recreation plans and initiatives that exist in the Upper James River region including the Brushy Blue Greenway, the James and Maury River Blueways, the Chessie trail and others. The CSPDC assisted the group with application for a grant to the National Park Service for technical assistance.

Economic Development Administration (EDA) Visit

Ms. Riedesel reported that several representatives from the Economic Development Administration (EDA) met with CSPDC, city, county, and regional representatives on October 27th and toured a former textile mill complex in Waynesboro that is a proposed multi-use redevelopment site. She stated that after the tour, the CSPDC, along with representatives from each local county, city and the Shenandoah Valley Partnership, presented a detailed overview of the regional economy, local challenges, and strategies for the area. Ms. Riedesel noted that the EDA representatives were very impressed with the cooperation of the local jurisdictions working together as a team.

Chairperson Dull announced that the State Senate Finance Committee is holding a retreat at the Stonewall Jackson Hotel in Staunton on November 18-19, 2010.

Mr. Friedman noted that he was unsuccessful in his bid for City Council and would continue as a Commissioner until the end of December.

Adjournment

There being no further business to come before the Committee, a motion for adjournment was unanimously passed at 7:05 p.m.

Respectfully submitted,

Rita F. Whitfield, Administrative Assistant

Approved:
