



Central Shenandoah Planning District Commission

April 11, 2011

MEMO TO: CSPDC Executive Committee
FROM: Bonnie S. Riedesel, Executive Director
SUBJECT: April 18, 2011 Executive Committee Meeting

The Executive Committee of the Central Shenandoah Planning District Commission will hold a meeting on Monday, April 18, 2011, 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. Election of Vice Chairman
3. Minutes of November 15, 2010 Executive Committee Meeting
4. Discussion of CSPDC Charter Agreement Amendment Regarding Membership
5. Discussion of FY12 Budget Development
6. Other Business
7. Adjournment



Central Shenandoah Planning District Commission

Minutes
112 MacTanly Place, Staunton, Virginia
Executive Committee Meeting
April 18, 2011, 6:00 p.m.

Member Jurisdiction Representatives					
	Augusta County		City of Waynesboro		Staff
✓	Jeremy Shifflett, Vice Chairperson		Nancy Dowdy	✓	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 April 18, 2011, Executive Committee meeting was called to order at 6:00 p.m. by Chairperson Dull.

Election of Vice Chairman

Ms. Riedesel stated that a Vice Chairman needed to be elected to fill the unexpired term of Frank Friedman. She noted that according to the Commission's Charter Agreement under Article IV, Officers, Section 2, it provides that the Vice Chairperson shall be an elected official. Ms. Riedesel read the names of the Executive Committee members eligible for nomination for Vice Chairperson. Chairperson Dull opened the floor for nominations for Vice Chairperson. Mr. Lewis nominated Jeremy Shifflett for the office of Vice Chairperson, seconded by Mr. Tolley. Nominations for Vice Chairperson were unanimously closed. Mr. Shifflett was unanimously elected to the office of Vice Chairperson.

Minutes

Mr. Shifflett moved, seconded by Mr. Lewis, to approve the minutes of the November 15, 2010, Executive Committee meeting as presented. Motion carried with Mr. Tolley and Mr. Vaughn abstaining.

CSPDC Charter Agreement Amendment Regarding Board Membership

Chairperson Dull presented for discussion CSPDC Charter Agreement Amendment regarding Board Membership. Ms. Riedesel stated that the membership of the Commission is composed of one or more representatives of the member governmental subdivisions, the number of members from each governmental subdivision to be determined on the basis of population. She presented and reviewed two charts, CSPDC Membership as of January 2011, and Article II Membership Population. Ms. Riedesel noted that the current population figures provide for membership protocol that will expand the current Board from 23 to 27 members. Harrisonburg and Rockingham County are each due to expand by one member, as well as the Towns of Bridgewater and Broadway. Discussion ensued regarding the Commission's Board membership size and options available to decrease the size. It was also suggested to look and see if there were other Charter changes needed.

Ms. Riedesel stated that in order for amendments to be approved to the Charter Agreement, any such amendments must be presented to the full Board of Commissioners and it must submit its comments and recommendations to the member localities within 30 days. The proposed amendments must be approved by three-fourths of the member governmental subdivisions, or eight (8) localities in order for the amendments to become effective. Ms. Riedesel stated that she would review the Commission's Charter and bring back recommendations regarding proposed changes to the Charter to the Executive Committee at its next meeting.

Discussion of FY12 Budget Development

Chairperson Dull presented for discussion FY12 Budget Development. Ms. Riedesel stated that she was in the process of developing the FY12 Budget and would have a draft copy to review at a special May Executive Committee meeting. She stated that if approved, the Draft Budget would be presented to the Full Commission at its June 20, 2011 meeting.

Executive Session to Discuss Personnel Matters

Mr. Lewis moved, seconded by Mr. Vaughn, 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. Lewis moved, seconded by Mr. Vaughn, and carried by a vote of 5 to 0, recorded as follows: Jeremy Shifflett – aye; Larry Tolley - aye; William Vaughn – aye; Buster Lewis – aye; and Carolyn 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 noted that Delegate Steve Landes will be present at the Full Commission meeting to give a brief presentation on the 2011 redistricting process and state budget issues. She also noted that Jim Echols and David Johnson, representatives from the Virginia Department of Conservation and Recreation (DCR) would be present at the Full Commission meeting to brief the Board on Virginia's Watershed Implementation and Total Maximum Daily Loads (TMDLs).

Ms. Riedesel reminded everyone that the Executive Committee would hold a special May meeting to review the draft FY12 CSPDC Budget.

Adjournment

There being no further business to come before the Committee, a motion for adjournment by Mr. Shifflett, seconded by Mr. Vaughn, was unanimously passed at 6:26 p.m.

Respectfully submitted,

Rita F. Whitfield, Administrative Assistant

Approved:

Larry Tolley, CSPDC Secretary



Central Shenandoah Planning District Commission

May 9, 2011

MEMO TO: CSPDC Executive Committee
FROM: Bonnie S. Riedesel, Executive Director
SUBJECT: May 16, 2011 Executive Committee Meeting

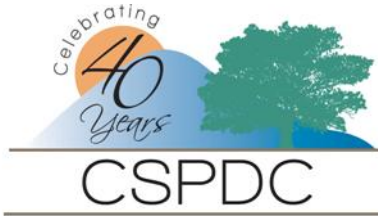
The Executive Committee of the Central Shenandoah Planning District Commission will hold a meeting on Monday, May 16, 2011, 6:00 p.m., Central Shenandoah Planning District Commission Office, 112 MacTanly Place, Staunton, Virginia.

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

Sandwiches will be provided.

Agenda

1. Call to Order
2. Minutes of April 18, 2011 Executive Committee Meeting
3. Consideration of FY12 Budget
4. Consideration of Amendment to CSPDC Charter (*BAF #11-6*)
5. Other Business
6. Adjournment



Central Shenandoah Planning District Commission

Minutes
Central Shenandoah Planning District Commission
Executive Committee Meeting
May 16, 2011, 6:00 p.m.

Member Jurisdiction Representatives				
	Augusta County		City of Waynesboro	Staff
✓	Jeremy Shifflett, Vice Chairperson	✓	Nancy Dowdy	✓ 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 May 16, 2011, Executive Committee meeting was called to order at 6:00 p.m. by Chairperson Dull.

Minutes

Mr. Tolley moved, seconded by Mr. Lewis, to approve the minutes of the April 18, 2011, Executive Committee meeting as presented. Motion was carried by unanimous vote.

Consideration of FY12 Draft Budget

Chairperson Dull presented for consideration the FY12 Draft Budget. Ms. Riedesel reviewed the FY12 Draft Budget (attached to file minutes). She reported on member annual assessments; general discretionary revenues; local services and contracts; federal, state and match funds; and potential future contracts. Discussion ensued regarding the use of interns and office equipment. Ms. Riedesel noted that in the Commission’s Financial and Budgetary Policies it states that the “CSPDC will provide for an Equipment Replacement Fund, funded at the level of \$12,000 annually.” She stated that the equipment reserve fund is maintained as a designated reserve account and used for the planned replacement and/or acquisition of new equipment, vehicles and technology. It was suggested to change the language to cap the Equipment Replacement Fund at \$30,000. Ms. Riedesel stated that the budget reflects a three percent cost of living raise for employees. After a lengthy discussion regarding the budget, Ms. Dowdy moved, seconded by Mr. Tolley, to recommend approval of the FY12 Budget to the Full Commission. Motion was carried by unanimous vote.

Consideration of Amendment to CSPDC Charter Agreement (BAF #11-6)

Chairperson Dull presented for discussion CSPDC Charter Agreement Amendment regarding Board Membership. Ms. Riedesel stated that the membership of the Commission is composed of one or more representatives of the member governmental subdivisions, the number of members from each governmental subdivision to be determined on the basis of population. She presented and reviewed Proposed CSPDC Membership Population Matrix and Proposed CSPDC Membership (attached to file minutes). Ms. Riedesel noted that in order for amendments to be approved to the Commission's Charter Agreement, any such amendments must be presented to the Full Board of Commissioners and it must submit its comments and recommendations to the member localities within 30 days. The proposed amendments must be approved by three-fourths of the member governmental subdivisions, or eight localities in order for the amendments to become effective.

Ms. Riedesel noted that the current population figures provide for membership protocol that will expand the current Board from 23 to 27 members. She stated that the City of Harrisonburg and Rockingham County are each due to expand by one member, as well as the Towns of Bridgewater and Broadway. Ms. Riedesel noted that she had discussed the Charter Amendment with Rockingham County and Augusta County and both were in agreement. She stated that the current CSPDC Charter states that "In determining the population of counties, the numerical total shall be exclusive of participating towns which have a population of 3,500; said towns are eligible to have one representative." Discussion ensued regarding the Commission's Board membership size, the need for the majority of Commission members being elected officials of the governing bodies of the governmental subdivisions, and the inclusion of towns.

Ms. Dowdy moved, seconded by Mr. Shifflett, to recommend to the Full Commission approval of the amendment to the CSPDC Charter Agreement and recommend same to the member localities, revised to eliminate the offering of membership to eligible towns, unless this would be prohibited by the Virginia Code. Motion carried unanimously.

Ms. Riedesel reported on the member annual assessments. Concern was expressed by several Board members regarding varying assessment rates among jurisdictions. Discussion ensued regarding a strategy to move forward to ensure the same rate for all jurisdictions, meeting with the jurisdictions to discuss budget requests, and providing services to the towns.

Adjournment

There being no further business to come before the Committee, a motion for adjournment by Mr. Tolley, seconded by Mr. Vaughn, was unanimously passed at 7:22 p.m.

Respectfully submitted,

Rita F. Whitfield, Administrative Assistant

Approved:

Larry Tolley, CSPDC Secretary



Central Shenandoah Planning District Commission

September 12, 2011

MEMO TO: CSPDC Executive Committee
FROM: Bonnie S. Riedesel, Executive Director
SUBJECT: September 19, 2011 Executive Committee Meeting

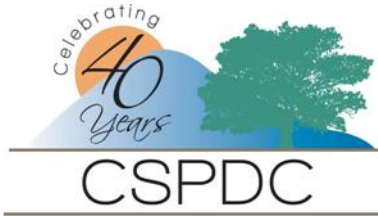
The Executive Committee of the Central Shenandoah Planning District Commission will hold a meeting on Monday, September 19, 2011, 6:00 p.m., Central Shenandoah Planning District Commission Office, 112 MacTanly Place, Staunton, Virginia.

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

Sandwiches will be provided.

Agenda

1. Call to Order
2. Minutes of May 16, 2011 Executive Committee Meeting
3. Update on Charter Agreement
4. Consideration of Personnel Matters
5. Other Business
6. Adjournment



Central Shenandoah Planning District Commission

Minutes
Central Shenandoah Planning District Commission
Executive Committee Meeting
September 19, 2011, 6:00 p.m.

Member Jurisdiction Representatives					
	Augusta County		City of Waynesboro		Staff
	Jeremy Shifflett, Vice Chairperson	✓	Nancy Dowdy	✓	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 September 19, 2011, Executive Committee meeting was called to order at 6:00 p.m. by Chairperson Dull.

Minutes

Mr. Vaughn moved, seconded by Ms. Dowdy, to approve the minutes of the May 16, 2011, Executive Committee meeting as presented. Motion was carried by unanimous vote.

Update on CSPDC Charter Agreement

Chairperson Dull presented Update on CSPDC Charter Agreement regarding Board Membership. Ms. Riedesel gave a brief update on the Charter Agreement, noting that at its June 20, 2011 meeting, the CSPDC Board of Commissioners voted unanimously to approve an amendment to the Charter Agreement and to recommend this change to each of the member jurisdictions' governing bodies for consideration and approval. She noted that the proposed Amendment revised the population formula for determining membership on the Commission, thus reducing the number of members to 21 and capping the total number of members per locality to 4. Ms. Riedesel announced that she has received all ten Resolutions concurring with the recommended Amendment to the CSPDC Charter Agreement.

Consideration of Personnel Matters

Chairperson Dull presented consideration of Personnel Matters. Mr. Rexrode moved, seconded by Ms. Dowdy, for the Executive Committee adjourn into a closed session pursuant to Section 2.2-3711(A)1 of the Code of Virginia for discussion of consideration or interviews of

prospective candidates for employment, assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees or employees of any public body; specifically, to discuss personnel matters. Motion carried unanimously.

The Executive Committee reconvened in open 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, was discussed or considered during the closed session.

Adjournment

There being no further business to come before the Committee, a motion for adjournment was unanimously passed at 7:25 p.m.

Respectfully submitted,

Rita F. Whitfield, Administrative Assistant

Approved:

Larry Tolley, CSPDC Secretary



Central Shenandoah Planning District Commission

October 7, 2011

MEMO TO: CSPDC Executive Committee
FROM: Bonnie S. Riedesel, Executive Director
SUBJECT: October 17, 2011 Executive Committee Meeting

The Executive Committee of the Central Shenandoah Planning District Commission will hold a meeting on Monday, October 17, 2011, 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 September 19, 2011 Executive Committee Meeting
3. Consideration of Personnel Matters
4. Other Business
5. Adjournment



Central Shenandoah Planning District Commission

**Minutes
Central Shenandoah Planning District Commission
Executive Committee Meeting
October 17, 2011, 6:00 p.m.**

Member Jurisdiction Representatives					
	Augusta County		City of Waynesboro		Staff
✓	Jeremy Shifflett, Vice Chairperson	✓	Nancy Dowdy	✓	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 17, 2011, Executive Committee meeting was called to order at 6:00 p.m. by Secretary Tolley. He stated that Chairperson Dull had been delayed and he would chair the meeting until she arrived.

Minutes

Ms. Dowdy moved, seconded by Mr. Rexrode, to approve the minutes of the September 19, 2011, Executive Committee meeting as presented. Motion carried unanimously.

Consideration of Personnel Matters

Secretary Tolley presented consideration of Personnel Matters. Mr. Rexrode moved, seconded by Mr. Vaughn, for the Executive Committee to adjourn into a closed session pursuant to Section 2.2-3711(A)1 of the Code of Virginia for discussion of consideration or interviews of prospective candidates for employment, assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees or employees of any public body; specifically, to discuss personnel matters. Motion was carried by unanimous vote.

Mr. Rexrode moved, seconded by Mr. Lewis, for the Executive Committee to adjourn the closed session and reconvene in open 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, was discussed or considered during the closed session. Motion carried unanimously.

Other Business

Under Other Business Ms. Riedesel reported on the following:

- Announced that the two vacant staff positions have been advertised appropriately and she will be interviewing soon. Ms. Riedesel noted that the Commission's Handbook states that "The Commission prohibits the appointment of any person to the Commission staff directly from the employ of any local governing body financially supporting the Commission, without the approval of the affected local governing body.
- Sadly reported that Eddie Paxton, Fiscal Officer for the Commission for 35 years, passed away this past Saturday. Ms. Riedesel noted that his funeral will be held at Manly Memorial Baptist Church in Lexington on October 18th, 11:00 a.m.
- Reported on the CSPDC December 5, 2011, meeting noting that it will be similar to last year's December meeting and will be held at the Commission office. Ms. Riedesel stated that she was currently recruiting a presenter for the meeting.
- Reported on the Planning Commissioner of the Year Award, noting that this award is designed to recognize the most outstanding local Planning Commission member of all of the 21 Planning Commissions. Ms. Riedesel stated that nomination requests have been submitted to each jurisdiction and the deadline for nominations is November 7, 2011. She noted that the selected individual will be recognized and presented the award at the December 5, 2011 Commission meeting. It was the consensus of the Executive Committee to appoint Buster Lewis, Carolyn Dull and Bonnie Riedesel to the Selection Committee.

Adjournment

There being no further business to come before the Committee, a motion for adjournment by Ms. Dowdy, seconded by Mr. Vaughn, was unanimously passed at 6:25 p.m.

Respectfully submitted,

Rita F. Whitfield, Administrative Assistant

Approved:

Larry Tolley, CSPDC Secretary