



Central Shenandoah Planning District Commission

January 27, 2012

MEMO TO: CSPDC Executive Committee
FROM: Bonnie S. Riedesel, Executive Director
SUBJECT: February 6, 2012 Executive Committee Meeting

The Executive Committee of the Central Shenandoah Planning District Commission will hold a meeting on Monday, February 6, 2012, 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 October 17, 2011 Executive Committee Meeting
3. Update on Election of the Executive Committee
4. Report on FY13 Budget Requests
5. Report on FY11 Audit Report
6. Consideration of Personnel Matters
7. Other Business
8. Adjournment



Central Shenandoah Planning District Commission

**Summary of Discussion
Central Shenandoah Planning District Commission
Executive Committee Meeting
February 6, 2012, 6:00 p.m.**

Member Jurisdiction Representatives					
	City of Staunton		City of Waynesboro		Staff
✓	Carolyn Dull, Chair		Nancy Dowdy	✓	Bonnie Riedesel
	City of Buena Vista			✓	Kathy Wise
✓	Larry Tolley, Secretary			✓	Rita Whitfield
	Rockingham County				
✓	William Vaughn, Treasurer				
	Rockbridge County				
✓	A.W. Buster Lewis (by phone)				

Call To Order

The February 6, 2012, Executive Committee meeting was called to order at 6:00 p.m. by Chairperson Dull. She stated that a quorum was not present. Chairperson Dull noted that Mr. Lewis would be participating by phone but would not constitute a quorum.

Minutes

Chairperson Dull stated that due to lack of a quorum, the October 17, 2011 minutes will be considered at the next meeting.

Update on Election of the Executive Committee

Chairperson Dull presented Update on Election of the Executive Committee. Ms. Riedesel stated that two Board members needed to be elected to the Executive Committee to fill the unexpired terms of Mr. Shifflett and Mr. Rexrode, terms ending June 30, 2012. She stated that ballots would be distributed at the Full Commission meeting and the results of the voting will be announced at the end of the Full Commission meeting.

Report on FY13 Budget Requests

Chairperson Dull presented Report on FY13 Budget Requests. Ms. Riedesel gave an update on the budget requests for FY13. She reviewed and distributed copies of the CSPDC FY13 Annual Member Assessment Matrix (attached to file minutes). She noted that the local assessment rate was at the same level as the past two fiscal years and had not been increased.

Report on FY11 Audit Report

Chairperson Dull presented for consideration FY11 Audit Report. Ms. Riedesel gave a brief update on the FY11 Audit. She stated that James Kelly and Saidee Begoon of Robinson, Farmer, Cox Associates would be present at the Full Commission meeting to give a presentation on the FY11 Audit.

Consideration of Personnel Matters

Chairperson Dull presented for consideration Personnel Matters. Ms. Riedesel reviewed and distributed copies of the CSPDC Current Organizational Chart and the CSPDC Proposed Organizational Chart. Discussion ensued regarding the need to reorganize the office and create a tiered approach with program managers. After discussion, it was the consensus of the members that they were in favor of the proposed reorganization over time.

Adjournment

There being no further business to come before the Committee, the Committee adjourned at 6:30 p.m.

Respectfully submitted,

Rita F. Whitfield, Administrative Assistant

Approved:

Larry Tolley, CSPDC Secretary



Central Shenandoah Planning District Commission

May 29, 2012

MEMO TO: CSPDC Executive Committee
FROM: Bonnie S. Riedesel, Executive Director
SUBJECT: June 4, 2012 Executive Committee Meeting

The Executive Committee of the Central Shenandoah Planning District Commission will hold a special meeting on Monday, June 4, 2012, 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. Consideration of October 17, 2011 Minutes, and February 6, 2012, Summary of Discussion
3. Consideration of FY13 CSPDC Budget
4. SERDI Assessment
5. VAPDC Annual Conference, July 26-28, Virginia Beach (Tentative Agenda Attached)
6. Status of On-Call Consultants
7. Staff Update
8. Update on Executive Committee Elections for 2012-2014

9. Consideration of Personnel Matters
10. Next CSPDC Meeting – Town of Bridgewater, June 18, 2012
11. Other Business
12. Adjournment



Minutes
Central Shenandoah Planning District Commission
Executive Committee Meeting
Monday, June 4, 2012, 6:00 p.m.

Member Jurisdiction Representatives					
	City of Staunton		City of Waynesboro		Staff
✓	Carolyn Dull, Chair		Nancy Dowdy	✓	Bonnie Riedesel
	City of Buena Vista		City of Lexington	✓	Kathy Wise
✓	Larry Tolley, Secretary	✓	George Pryde	✓	Rita Whitfield
	Rockingham County		City of Harrisonburg		
✓	William Vaughn, Treasurer	✓	Charles Chenault		
	Rockbridge County				
	A.W. Buster Lewis				

Call To Order

The June 4, 2012, Executive Committee meeting was called to order at 6:00 p.m. by Chairperson Dull.

Minutes

Mr. Vaughn moved, seconded by Mr. Pryde, to approve the minutes of the October 17, 2011, Executive Committee meeting; and February 6, 2012, Summary of Discussion as presented. Motion was carried by unanimous vote.

Consideration of Draft FY13 CSPDC Budget

Chairperson Dull presented for consideration the Draft FY13 CSPDC Budget. Ms. Riedesel reviewed the Draft FY13 Budget (attached to file minutes). She reported on member annual assessments; general discretionary revenues; local services and contracts; federal, state and match funds; projects that are ending; and potential future contracts. Ms. Riedesel stated that the Budget reflects a three percent cost of living raise for employees. After discussion regarding the Budget, Mr. Pryde moved, seconded by Mr. Tolley, to recommend approval of the Draft FY13 Budget as presented to the Full Commission at their June 18, 2012, meeting. Motion was carried by unanimous vote.

Upon a question regarding fringe benefits, Ms. Riedesel reported on employee benefits offered by the Commission. Discussion ensued regarding Social Security.

Southeast Regional Directors Institute (SERDI) Assessment

Chairperson Dull presented SERDI Assessment. Ms. Riedesel gave a brief review on the SERDI Assessment. She noted that the purpose of the assessment program is to offer Commission members a process by which they could contemplate the current state of the Commission and its role in the region; challenges and opportunities facing the region; what role the Commission can play in helping address those challenges and opportunities; and its strengths, weaknesses, roles, etc. Ms. Riedesel noted that the process takes about three to four days and the cost of the Assessment is \$3,500 plus travel expenses. Discussion ensued regarding cost; job descriptions for Commissioners; and the main focus of the Assessment. It was the consensus of the members present that the Assessment was a good idea. As requested by the Board, Ms. Riedesel stated that she would request an estimate on traveling expenses and incorporate a not-to-exceed travel allowance in the contract.

VAPDC Annual Conference

Chairperson Dull presented Virginia Association of Planning District Commissions (VAPDC) Annual Conference. Ms. Riedesel reported on the VAPDC 2012 Annual Summer Conference. She stated that the Conference is scheduled for July 26-28, 2012, in Virginia Beach and if anyone wished to attend to please let her know.

Status of On-Call Consultants

Chairperson Dull presented Status of On-Call Consultants. Ms. Riedesel reported on the status of On-Call Consultants. Ms. Riedesel noted that as discussed at the February 6, 2012, Full Commission meeting, a Request for Proposals for qualified consultants to provide professional transportation and other engineering consulting services was released on April 16, 2012. She stated that 25 proposals were received and a selection committee of seven individuals representing the Planning District Commission and the Harrisonburg-Rockingham Metropolitan Planning Organization interests will be reviewing the submittals. Ms. Riedesel noted that the purpose of the On-Call Consultant Program is to offer this service to the localities in the region and to enhance the PDC's capability in facilitating assistance to localities in a timely and cost effective manner.

Staff Update

Chairperson Dull presented Staff Update. Ms. Riedesel noted that the Transportation Planner position had been filled; however, the administrative assistant/planning assistant position was still vacant. She stated that Kevin McDermott will start on July 1, 2012, but would be in the office during the week of June 18th for orientation and to attend the Commission and the Harrisonburg-Rockingham Metropolitan Planning Organization (HRMPO) meetings.

Update on Executive Committee elections for 2012-2014

Chairperson Dull presented Update on Executive Committee elections for 2012-2014. Ms. Riedesel reported on the Executive Committee elections, noting that the ballots are due June 15, 2012. She noted that the ballots will be counted at the June 18, 2012, Commission meeting and the results of the voting will be announced at that meeting.

Consideration of Personnel Matters

Chairperson Dull presented Personnel Matters. Mr. Pryde 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.

The Executive Committee adjourned the closed session, reconvened in open session, and each 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.

June CSPDC Meeting

Ms. Riedesel announced that the next CSPDC meeting will be held on June 18, 2012, at the Town of Bridgewater's Town Hall. She reported on the activities scheduled for that meeting.

Adjournment

There being no further business to come before the Committee, a motion for adjournment was unanimously passed at 7:10.

Respectfully submitted,

Rita F. Whitfield, Administrative Assistant

Approved:

Larry Tolley, CSPDC Secretary



Central Shenandoah Planning District Commission

Minutes
Central Shenandoah Planning District Commission
Bridgewater Town Hall, Bridgewater, Virginia
Executive Committee Meeting,
June 18, 2012, 8:12 P.M.

Member Jurisdiction Representatives					
	Bath County		Rockingham County		Staff
✓	Bruce McWilliams		William Vaughn	✓	Bonnie Riedesel
	City of Buena Vista		Rockbridge County		Kathy Wise
	Larry Tolley		A. W. Buster Lewis	✓	Rita Whitfield
	City of Harrisonburg		City of Staunton		
✓	Charles Chenault	✓	Carolyn Dull		
	Highland County				
✓	Kevin Wagner				

Call To Order

The June 18, 2012, Executive Committee meeting was called to order at 8:15 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, 2012 through June 30, 2014. She noted that the Chairperson and Vice Chairperson must be elected officials.

Mr. McWilliams moved, seconded by Mr. Wagner, to nominate and elect the same slate of officers for Chairperson, Secretary and Treasurer, and for Charles Chenault to serve as Vice Chairperson. Motion was carried by unanimous vote and the slates of candidates were elected. They are as follows: Carolyn Dull, Chairperson; Charles Chenault, Vice Chairperson; Larry Tolley, Secretary; and Billy Vaughn, Treasurer.

Adjournment

There being no further business to come before the Committee, a motion for adjournment was unanimously passed at 8:25 p.m.

Respectfully submitted,

 Rita F. Whitfield
 Administrative Assistant

Approved:

 Secretary



Central Shenandoah Planning District Commission

October 9, 2012

MEMO TO: CSPDC Executive Committee
FROM: Bonnie S. Riedesel, Executive Director
SUBJECT: October 15, 2012 Executive Committee Meeting

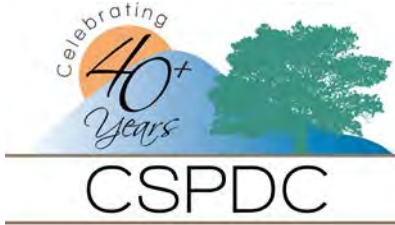
The Executive Committee of the Central Shenandoah Planning District Commission will hold a special meeting on Monday, October 15, 2012, 6:00 p.m., Central Shenandoah Planning District Commission Office, 112 MacTanly Place, Staunton, Virginia.

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. Consideration of June 4, and June 18, 2012, Minutes
3. Consideration of 457 Employee Contribution Plan
4. Discussion on FY14 Local Assessment Rate
5. Agency Assessment Update and Schedule
6. SAWMPO Update
7. Update on Staff Changes
8. Other Business
9. Adjournment



**Summary of Discussion
Central Shenandoah Planning District Commission
Executive Committee Meeting
Monday, October 15, 2012, 6:00 p.m.**

Member Jurisdiction Representatives					
	City of Staunton		Bath County		Staff
	Carolyn Dull, Chair	✓	Bruce McWilliams	✓	Bonnie Riedesel
	City of Buena Vista		Highland County	✓	Cindi Johnson
✓	Larry Tolley, Secretary	✓	Kevin Wagner	✓	Rita Whitfield
	Rockingham County		City of Harrisonburg		
	William Vaughn, Treasurer		Charles Chenault		
	Rockbridge County				
	A.W. Buster Lewis				

Call To Order

The October 15, 2012, Executive Committee meeting was called to order at 6:00 p.m. by Acting Chairperson Wagner. Acting Chairperson Wagner noted that Chairperson Dull and Vice Chairperson Chenault were unable to attend and he would be Acting Chairperson. He stated that a quorum was not present.

Ms. Riedesel welcomed and introduced Cindi Johnson, new Fiscal Officer.

Minutes

Acting Chairperson Wagner stated that due to lack of a quorum, the minutes will be considered at the next meeting

Consideration of 457 Employee Contribution Plan

Acting Chairperson Wagner presented for consideration the 457 Employee Contribution Plan. Ms. Riedesel gave a brief description on the 457 Plan. She noted that a 457 plan is a kind of defined contribution retirement plan in which employees can voluntarily opt to divert part of their salary into the 457 plan. Ms. Riedesel stated that the money is automatically deducted from the employee's paycheck before taxes are taken out and grows tax-deferred until it's withdrawn. She noted that the 457 Plan would be administered by the Commission but there would be no match from the Commission for the 457 Plan. It was the consensus of the members present to recommend to the Full Commission to authorize the Executive Director to execute all documents relating to the 457 Plan.

Ms. Riedesel reported on the Commission's current benefits, noting that the Commission does not currently pay into Social Security. She reported on the benefits of offering new employees

the opportunity to continue to pay into Social Security. Ms. Riedesel stated that she was looking into the possibility of those employees wishing to pay into Social Security having the opportunity of doing so through the Commission's Central Shenandoah Development Corporation. She stated that she will look into this possibility and report back with her findings.

Discussion on FY14 Local Assessment Rate

Acting Chairperson Wagner presented for discussion FY14 Local Assessment Rate. Ms. Riedesel stated that she will be submitting letters in the near future to the local jurisdictions regarding the FY14 Local Assessment Rate. Ms. Riedesel gave a brief update on the FY14 Local Assessment Rate. She stated that she was recommending that the annual member assessment rate remain at the current rate, 70 cents per capita for FY14. 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.

Agency Assessment Update and Schedule

Acting Chairperson Wagner presented for review Agency Assessment Update and Schedule. Ms. Riedesel gave a brief update on the Agency Assessment that will be conducted by the Southeast Regional Directors Institute (SERDI). She noted that the purpose of the assessment program is to offer Commission members a process by which they could contemplate the current state of the Commission and its role in the region; challenges and opportunities facing the region; what role the Commission can play in helping address those challenges and opportunities; and its strengths, weaknesses, roles, etc. Ms. Riedesel reviewed the upcoming schedule for the SERDI Assessment, noting that an online survey will be submitted in January of 2013 to all jurisdictions, Commissioners, and stakeholders in the region regarding the role of the CSPDC. She stated that after the survey, a series of focus group sessions will be conducted and then SERDI report back to the Commission with their findings.

Staunton-Augusta-Waynesboro Metropolitan Planning Organization (SAWMPO) Update

Acting Chairperson Wagner presented the SAWMPO Update. Ms. Riedesel gave an update on the SAWMPO. She stated that as a result of the 2010 Census, the urbanized areas of Staunton, Augusta, and Waynesboro have been designated a Metropolitan Planning Organization (MPO) for the purpose of conducting regional transportation planning. Ms. Riedesel noted that the three jurisdictions are in the process of organizing the SAWMPO, with the objective of having the SAWMPO fully operational by 2013. She stated that the CSPDC will be providing staff support to the SAWMPO, making the CSPDC the only Planning District Commission in the state to have two MPOs.

Update on Staff Changes

Acting Chairperson Wagner presented Staff Update. Ms. Riedesel gave an update on Staff Changes, noting that the Fiscal Officer position has been filled by Cindi Johnson; and the Administrative/Planning Assistant position has been filled by Kimberly Miller.

Other Business

Under Other Business, Ms. Riedesel announced that Mr. David Bihl was the new representative for the City of Waynesboro.

Ms. Riedesel reported on the Commission's Holiday schedule. She stated that she was recommending following the state's holiday schedule and extending to staff a ½ day the Wednesday before Thanksgiving (November 28th), and also the Monday before New Year's Day, December 31st. It was the consensus of those members present to extend the holiday schedule as recommended.

Adjournment

There being no further business to come before the Committee, the Committee adjourned at 6:25 p.m.

Respectfully submitted,

Rita F. Whitfield, Administrative Assistant

Approved:

Larry Tolley, CSPDC Secretary