

Central Shenandoah Planning District Commission

January 30, 2012

MEMO TO: CSPDC Board of Commissioners
FROM: Bonnie S. Riedesel, Executive Director
SUBJECT: February 6, 2012 Commission Meeting

The Central Shenandoah Planning District Commission will hold its meeting on Monday, February 6, 2012, 7:00 p.m., at the 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 December 5, 2011 Meeting
3. Introduction of New Commission Members
 - *Marshall Pattie, Augusta County*
 - *Bruce McWilliams, Bath County*
 - *Kevin Wagner, Highland County*
4. Introduction of CSPDC Staff
 - Erin Yancey, Regional Planner
5. Election of Executive Committee (BAF #1-2)

6. Reports
 - (A) Chairperson
 - (B) Executive Director (*EDR #12-1*)
 - (C) Treasurer
7. Consideration of Audit Report for FY11
 - Robinson, Farmer, Cox Associates
8. Fields of Gold Presentation
 - *Bonnie Riedesel, Executive Director*
 - *Elizabeth McCarty, Economic Development Planner*
9. Consideration of CDBG Regional Priorities (*BAF #1-3*)
10. Consideration of RideShare Program Resolution (*BAF #1-4*)
11. Discussion on On-Call Transportation Consultant's Services (*BM #1-1*)
12. Budget Amendments (*BAF #1-5*)
13. Commonwealth Intergovernmental Review Process (CIRPS) (*BAF #1-1*)
 - A) Valley Program for Aging Services (VPAS) application for FTA Section 5310 Program to Purchase Transportation Equipment
 - B) The Arc of Harrisonburg and Rockingham, Inc. application for FTA Section 5310 Program to Purchase Transportation Equipment
 - C) Rockbridge Area Transportation System, Inc. (RATS) application for FTA Section 530 Program to Purchase Transportation Equipment
14. Other Business
15. Adjournment

Next Meeting: Monday, April 16, 2012



Central Shenandoah Planning District Commission

Minutes
Central Shenandoah
Planning District Commission Meeting
112 MacTanly Place, Staunton, Virginia
February 6, 2012, 7:00 p.m.

Member Jurisdiction Representatives					
	Augusta County		City of Staunton		Staff
✓	David Beyeler	✓	Sharon Angle	✓	Bonnie Riedesel
✓	Marshall Pattie	✓	Carolyn Dull, Chairperson	✓	Rebecca Joyce
✓	Joseph Colvin		Rockbridge County	✓	Erin Yancey
✓	Kimberly Hull		A. W. Buster Lewis	✓	Elizabeth McCarty
	Bath County	✓	Chris Slaydon	✓	Kathy Wise
✓	Bruce McWilliams		Rockingham County	✓	Rita Whitfield
	City of Buena Vista	✓	Donald Delaughter	✓	Robbie Huff
✓	Larry Tolley, Secretary		George Dowrey, III		
	City of Harrisonburg	✓	Dee Floyd		
✓	Charles Chenault	✓	William Vaughn, Treasurer		Others
	Kai Degner		City of Waynesboro	✓	James Kelly, Robinson Farmer Cox Associates
✓	Stacy Turner		Nancy Dowdy	✓	Saidee Begoon, Robinson Farmer Cox Associates
	Highland County	✓	Timothy Williams		
✓	Kevin Wagner				
	City of Lexington				
✓	George Pryde				

Call To Order

The Central Shenandoah Planning District Commission meeting was called to order at 7:00 p.m. by Chairperson Dull.

Minutes

Mr. Chenault moved, seconded by Ms. Hull, to approve the minutes of the December 5, 2011, Commission meeting. Motion was carried by unanimous vote.

Introduction of New Commission Board Members

Chairperson Dull introduced and welcomed the following new Commission Board members: Marshall Pattie, who will be representing Augusta County; Bruce McWilliams, who will be representing Bath County; and Kevin Wagner, who will be representing Highland County.

Introduction of New Staff Members

Ms. Riedesel introduced and welcomed the CSPDC's new Regional Planner, Erin Yancey.

Election of Executive Committee (BAF #1-2)

Chairperson Dull presented Election to Executive Committee. Ms. Riedesel stated that two Board members need to be elected to serve on the Executive Committee filling the unexpired terms of Mr. Shifflett and Mr. Rexrode, terms ending June 30, 2012. She distributed the ballot to each Board member. Ms. Riedesel noted that the Executive Committee consists of seven members, each from a different member political jurisdiction and briefly reviewed the Commission's Bylaws regarding the filling of a vacancy on the Executive Committee. She stated that the results of the voting will be announced at the end of the Commission meeting.

Chairperson's Report

Chairperson Dull stated that the only report she had was her grandson now weighed 14 pounds and was doing well.

Executive Director's Report

Ms. Riedesel reviewed the Executive Director's Report (attached to file minutes). She reported on the energy projects throughout the region, noting that with funding from the Virginia Department of Mines, Minerals and Energy, each jurisdiction will have access to \$22,000 in grant funding to make energy-saving improvements and retrofits to public buildings. Ms. Riedesel stated that through this program, over 45 buildings in 20 localities have received energy audits and implementation projects have been selected. She noted that projects must be completed and funds utilized by April 30, 2012.

Ms. Riedesel reported on the Chesapeake Bay/TMDL Planning Assistance. She stated that the CSPDC, along with 13 other PDCs in the Chesapeake Bay Watershed, applied to the Virginia Department of Conservation and Recreation (DCR) and received funding to help local jurisdictions comply with the Chesapeake Bay TMDL Watershed Implementation Plan, Phase II. She reported on the technical assistance the CSPDC has provided over the past several months. Ms. Riedesel noted that the CSPDC assisted the ten jurisdictions with their formal responses to DCR that was due on February 1, 2012.

Treasurer's Report

Chairperson Dull presented for consideration the Treasurer's Report (attached to file minutes). Treasurer Vaughn presented the Grant Expenditure Budget vs. Actual for July through December 2011; and the Balance Sheet as of December 31, 2011. Mr. Beyeler moved, seconded by Mr. Tolley, to approve the Treasurer's Report as presented. Motion was carried by unanimous vote.

Consideration of FY11 Audit Report

Chairperson Dull presented for consideration FY11 Audit Report. Ms. Riedesel introduced and welcomed James Kelly and Saidee Begoon, of Robinson, Farmer, Cox Associates. Mr. Kelly and Ms. Begoon gave a brief review on the Audit, noting that the audit includes an unqualified opinion, which is excellent. Ms. Begoon noted an error on page 16 and distributed copies of the corrected page (attached to file minutes). Questions were raised regarding the last paragraph on page 1 of the Independent Auditors' Report; and on page 13, Note 5 – Defined Contribution Pension Plan.

Mr. Beyeler moved, seconded by Mr. Vaughn, to accept the Central Shenandoah Planning District Commission's FY11 Audit Report as presented. Motion was carried by unanimous vote. Mr. Beyeler recognized the staff for their hard work.

Fields of Gold Presentation

Ms. Riedesel and Ms. McCarty gave a PowerPoint presentation on the Fields of Gold. Ms. McCarty reviewed the Partnership Communities; What is Agritourism; Agritourism Activities; Agriculture in the Region; Tourism in the Region; Experience; and Economic Impacts. Ms. Riedesel reviewed the Program Outcomes; Organization; Current Activities; and Next Steps.

Mr. Vaughn reported on the Farm First Enterprise Program in Rockingham County. He stated that County staff is developing a proposal to regulate, encourage, and promote the relatively new but growing concept of agritourism, or agribusiness. Mr. Vaughn noted that examples include pumpkin patches, vineyards, corn mazes, and roadside produce stands, many of which already exist in the County. He said the County is seeking ways to allow farmers to pursue revenue enhancers without the burdensome costs.

CDBG Regional Priorities (BAF #1-3)

Chairperson Dull presented for consideration CDBG Regional Priorities (attached to file minutes). Ms. Riedesel gave a brief report on the Priorities, noting that each year the Commission is requested to prepare a list of CDBG regional priorities for submission to the Virginia Department of Housing and Community Development. She noted that these priorities set the stage for the Region's communities to access CDBG funds should they decide to submit applications during the program year and provide bonus points during the selection process. Ms. Riedesel noted that the submission deadline for the priority list is March 16, 2012, and CDBG grant applications are due on March 28, 2012.

Mrs. Riedesel stated that Commission staff has coordinated with the localities and has prepared a list for the Board's consideration and approval. She stated that she anticipated a CDBG proposal from Bath County for Second Phase of Thomastown/Pinehurst Heights Community Improvement Project or Housing Rehabilitation.

Discussion ensued regarding the ranking of the priorities. It was suggested to amend the Ranking Worksheet to prioritize Economic Development – Job Creation and Retention as Priority #1; and Community Facility to Priority #2. Mr. Vaughn moved, seconded by Mr. Chenault, to approve the 2012 Community Development Block Grant Regional Priorities as amended. Motion carried unanimously.

RideShare Program Resolution (BAF #1-4)

Chairperson Dull presented for consideration RideShare Program Resolution (attached to file minutes). Ms. Joyce gave a brief review on the project, noting that the Commission is applying for a Virginia Department of Rail and Public Transportation (DRPT) grant through the TDM/Commuter Assistance Program to continue a Rideshare Program in this region. She stated that the Rideshare Program is proposed to be housed at the CSPDC, and will be in partnership with the Thomas Jefferson Planning District Commission (TJPDC) located in Charlottesville. Mr. Williams moved, seconded by Mr. Colvin, to approve the Resolution. Motion was carried by unanimous vote.

On-Call Transportation Consultant's Services (BM #1-1)

Chairperson Dull presented for discussion On-Call Transportation Consultant's Services (draft Request for Proposal attached to file minutes). Ms. Riedesel noted that at the last Harrisonburg-Rockingham Metropolitan Planning Organization (HRMPO) meeting it was discussed and recommended to establish a pool of qualified consultants to provide professional transportation consulting services in support of adopted Rural Transportation & MPO Unified Planning Work Programs.

Ms. Riedesel stated that these consultants and/or engineering firms would be pre-qualified and retained for contracted services to the MPO, the individual jurisdictions within the MPO, as well as to the localities within the Central Shenandoah Planning District. She noted that the purpose of this system is to expedite planning studies including bicycle and pedestrian plans, corridor studies, sidewalk, transit studies and other transportation-related activities that normally take months to go through the procurement process and VDOT pre-award audit process. Ms. Riedesel announced that the draft Request for Proposal (RFP) will be released in the next few months.

Budget Amendments (BAF #1-5)

Chairperson Dull presented for consideration Budget Amendments #12-5 and #12-6 (attached to file minutes). Ms. Wise gave a brief review on the Amendments. Mr. Vaughn moved, seconded by Mr. Floyd, to approve the Budget Amendments as presented. Motion was carried by unanimous vote. They are as follows:

- Budget Amendment #12-5 – DCR Chesapeake Bay TMDL for \$21,500.
- Budget Amendment #12-6 – HRMPO Transit Revenue and Expenses for \$12,781.

Commonwealth Intergovernmental Review Process (CIRP) (BAF #1-1)

Chairperson Dull presented for consideration CIRPs. Ms. Riedesel gave a brief description on the CIRPs, noting that she had received three additional applications: 1) Pleasant View, Inc. and 2) Friendship Industries, both for FTA Section 5310 Program funding; and 3) an application from Staunton Economic Development Authority for USDA RBEG Program. Mr. Chenault moved, seconded by Mr. Pryde, to endorse the below CIRPs, as well as the three additional applications. Motion carried unanimously. They are as follows:

- (1) Valley Program for Aging Services (VPAS) Application for FTA Section 5310 Program to Purchase Transportation Equipment. VPAS has submitted an application seeking capital assistance from the Commonwealth of Virginia through the FTA Section 5310 Program to purchase one modified minivan with wheelchair ramp. The total amount of funding requested is \$40,000, with a 20% match of \$8,000 and the federal portion \$32,000.
- (2) The Arc of Harrisonburg and Rockingham, Inc. application for FTA Section 5310 Program to Purchase Transportation Equipment. The Arc of Harrisonburg and Rockingham is seeking capital assistance from the Commonwealth of Virginia through the FTA Section 5310 Program to purchase a 14-passenger van with a wheelchair lift to replace a 2001 vehicle that currently has over 187,000 miles. The federal grant will be 80% of the total cost of approximately \$50,000, with Arc responsible for the 20% balance.
- (3) Rockbridge Area Transportation System, Inc. (RATS). RATS is seeking capital assistance from the Commonwealth of Virginia through the FTA Section 5310 Program to purchase transportation equipment. RATS is requesting funding to purchase one 9-passenger van with wheelchair lift, to replace the oldest 9-passenger van that has over 200,000 miles.
- (4) Pleasant View, Inc. application for FTA Section 5310 Program to Purchase Transportation Equipment. Pleasant View, Inc. of Broadway is seeking capital assistance from the Commonwealth of Virginia through the FTA Section 5310 Program to purchase transportation equipment. Funding will be used to purchase two modified mini-vans with wheelchair ramps for a total funding of \$80,000.
- (5) Friendship Industries, Inc. application for FTA Section 5310 Program to Purchase Transportation Equipment. Friendship Industries, Inc. is seeking capital assistance from the Commonwealth of Virginia through the FTA Section 5310 Program to purchase transportation equipment. Funding will be used to purchase two lift-equipped 14-passenger body on chassis vehicles. The total cost of the project is approximately \$90,000.

- (6) Economic Development Authority of the City of Staunton USDA RBEG Program. The Staunton Economic Development Authority is proposing to create an innovative Entrepreneurship Development Program that leverages and augments the very strong community development assets that the City has been building over the past several decades. The total cost is \$130,000. Staff recommends endorsement of the project.

Executive Committee Election Results

Chairperson Dull advised the Board that the votes for board members to fill the unexpired terms on the Executive Committee had been tabulated. She announced that Charles Chenault, representing the City of Harrisonburg; and George Pryde, representing the City of Lexington, will serve as the new Executive Committee members.

Adjournment

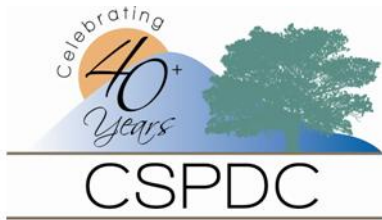
There being no further business to come before the Commission, a motion for adjournment by Mr. Tolley, seconded by Mr. Chenault, was unanimously passed at 8:16 p.m.

Respectfully submitted,

Rita F. Whitfield
Administrative Assistant

Approved:

Larry Tolley
CSPDC Secretary



Central Shenandoah Planning District Commission

April 9, 2012

MEMO TO: CSPDC Board of Commissioners
FROM: Bonnie S. Riedesel, Executive Director
SUBJECT: April 16, 2012 Commission Meeting

The Central Shenandoah Planning District Commission will hold its meeting on Monday, April 16, 2012, 7:00 p.m., at the 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 6, 2012 Meeting
3. Reports
 - (A) Chairperson
 - (B) Executive Director (*BAF #12-2*)
 - (C) Treasurer
4. Shenandoah Valley Energy Efficiency Project Presentation
 - *Robbie Huff, Regional Planner/GIS Manager*
5. Consideration of FY13 Rural Transportation Grant Application (*BAF #12-6*)

6. Commonwealth Intergovernmental Review Process (CIRPS) (BAF #12-7)
 - A) Community Development Block Grant (CDBG) application submitted by Bath County for Thomastown Neighborhood of Hot Springs
 - B) Va. Department of Environmental Quality for FY12 Sec. 103 PM 2.5 Air Monitoring Program
7. Other Business
8. Adjournment

Next Meeting: Monday, June 18, 2012



Central Shenandoah Planning District Commission

Minutes
Central Shenandoah
Planning District Commission Meeting
112 MacTanly Place, Staunton, Virginia
April 16, 2012, 7:00 p.m.

Member Jurisdiction Representatives					
	Augusta County		City of Staunton		Staff
✓	David Beyeler	✓	Sharon Angle	✓	Bonnie Riedesel
✓	Marshall Pattie	✓	Carolyn Dull, Chairperson	✓	Darren Coffey
✓	Joseph Colvin		Rockbridge County	✓	Erin Yancey
✓	Kimberly Hull	✓	A. W. Buster Lewis	✓	Elizabeth McCarty
	Bath County	✓	Chris Slaydon	✓	Kathy Wise
	Bruce McWilliams		Rockingham County	✓	Rita Whitfield
	City of Buena Vista		Donald Delaughter	✓	Robbie Huff
✓	Larry Tolley, Secretary		George Dowrey, III		
	City of Harrisonburg	✓	Dee Floyd		
✓	Charles Chenault		William Vaughn, Treasurer		Others
	Kai Degner		City of Waynesboro		
	Stacy Turner		Nancy Dowdy		
	Highland County		Timothy Williams		
✓	Kevin Wagner				
	City of Lexington				
✓	George Pryde				

Call To Order

The April 16, 2012, Central Shenandoah Planning District Commission meeting was called to order at 7:00 p.m. by Chairperson Dull.

Minutes

Mr. Floyd moved, seconded by Mr. Chenault, to approve the minutes of the February 6, 2012, Commission meeting. Motion was carried by unanimous vote.

Chairperson's Report

Chairperson Dull stated that the only report she had was there was a promise of rain on Wednesday, which is greatly needed in the Valley.

Executive Director's Report (EDR #12-2)

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

- Staunton-Waynesboro (Augusta County) Designated Urbanized Area. Ms. Riedesel noted that on March 26, 2012, the Census Bureau announced the list of urbanized areas and urban clusters defined on the basis of the 2010 Census. She stated that every urban region in the U.S. exceeding 50,000 in population has a designated Metropolitan Planning Organization to conduct federally-mandated transportation planning processes. Ms. Riedesel said according to the 2010 Census, Staunton, Waynesboro and parts of Augusta County have a population of 56,611, meeting the 50,000 population threshold.
- Regional Energy Program Moves to Implementation Phase. Ms. Riedesel gave a brief update on the project, noting that Mr. Huff will give a presentation on this project later in the meeting.
- Region Responds to Chesapeake Bay WIP II. Ms. Riedesel stated that on February 1, 2012, all ten localities in the CSPDC region sent their formal responses to the Virginia Department of Conservation and Recreation (DCR) for incorporation in to the State's Chesapeake Bay Watershed Implementation Plan, Phase II. She noted that Commission staff worked to assist the 10 localities in gathering information and data requested by DCR to incorporate into the WIP II.
- Fields of Gold Schedules Agritourism Workshop. Ms. Riedesel announced that on April 24, 2012, the Fields of Gold initiative will hold an agritourism workshop at the Frontier Culture Museum in Staunton from 10:00 a.m. to 3:30 p.m. She reported that the Workshop will provide participants important information on agritourism opportunities, liability issues, and marketing strategies.
- Augusta County Community Wildfire Plan. Ms. Riedesel reported on a public meeting that was held in March to provide information and materials on the Plan to County officials, interested stakeholders, and the general public. She noted that Commission staff is assisting the County in the development of the Plan and reported on what the Plan will entail.
- Grant Resource Center. Ms. Riedesel stated that the Commission has developed a Grant Resource Center containing regularly updated information on many of the grants available in the region. She noted that the Grant Resource Center can be viewed at www.cspdc.org under Grant Resource Center.

Treasurer's Report

Chairperson Dull presented for consideration the Treasurer's Report (attached to file minutes). Ms. Wise presented the Grant Expenditure Budget vs. Actual for July 2011 through February 2012; and the Balance Sheet as of February 29, 2012. Mr. Pryde moved, seconded by Ms. Hull, to approve the Treasurer's Report as presented. Motion was carried by unanimous vote.

Shenandoah Valley Energy Efficiency Project Presentation

Chairperson Dull presented the Shenandoah Valley Energy Efficiency Project Presentation. Mr. Huff presented a PowerPoint presentation on the Shenandoah Valley Energy Efficiency project. He stated that with funding from the Virginia Department of Mines, Minerals and Energy, each jurisdiction is utilizing up to \$22,000 in grant funding to make energy-saving improvements and retrofits to their public buildings. Mr. Huff reviewed the Project Components, Energy Audits, Project Implementation, Education Component, Benefits, and highlighted each localities energy improvements.

Consideration of FY13 Rural Transportation Grant Application (BAF #12-6)

Chairperson Dull presented for consideration FY13 Rural Transportation Grant Application. Ms. Riedesel gave a brief update on the grant, noting that VDOT will provide \$58,000 and the Commission will provide a \$14,500 match. She noted that the match is financed through the use of member assessment revenues. Ms. Riedesel stated that the funds will be used to pay for program administration, transportation-related grant writing for member localities, prioritization of the Rural Regional Transportation Plan, general transportation planning services, completion of a regional road inventory, local review of Virginia's draft Bike and Trail map, park and ride lot review, and support of the State's efforts with multi-modal freight study and performance management data collection. She noted that due to time constraints, the application was submitted to the Virginia Department of Transportation on March 14, 2012, notifying them the Resolution would be submitted by the Commission after consideration at their April meeting. Mr. Beyeler moved, seconded by Mr. Chenault, for approval of the Resolution authorizing application for FY13 Rural Transportation Planning Grant. Motion carried unanimously.

Commonwealth Intergovernmental Review Process (CIRP) (BAF #12-7)

Chairperson Dull presented for consideration CIRPs. Ms. Riedesel gave a brief description on the CIRPs, noting that staff has reviewed the two projects and recommends approval. Mr. Floyd moved, seconded by Mr. Wagner, to endorse the staff's recommendations. Motion carried unanimously. They are as follows:

- (A) Community Development Block Grant Application. The Bath County Board of Supervisors is applying to the Virginia Department of Housing and Community Development (DHCD) for funding to rehabilitate homes of LMI individuals and families in the Thomastown Neighborhood of Hot Springs. This project will benefit 60 people, at least 33 of whom are low-income for a total funding of \$862,171.95. Staff recommends endorsement of the project.

- (B) Virginia Department of Environmental Quality (DEQ) FY12 Sec.103 PM 2.5 Air Monitoring Program. DEQ has submitted an application for FY12 Section 103 PM 2.5 Air Monitoring Program for a total funding of \$572,683. DEQ will utilize this funding mechanism for the operation and maintenance of the existing PM 2.5 monitoring network. Staff recommends endorsement of the project.

Other Business

Upon a question by Mr. Beyeler regarding rotating the Commission Board meetings around the District, Ms. Riedesel stated that she was looking into the possibility of holding the June meeting at the Town of Bridgewater.

Adjournment

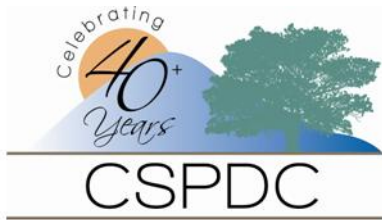
There being no further business to come before the Commission, a motion for adjournment was unanimously passed at 8:10 p.m.

Respectfully submitted,

Rita F. Whitfield
Administrative Assistant

Approved:

Larry Tolley
CSPDC Secretary



Central Shenandoah Planning District Commission

April 9, 2012

MEMO TO: CSPDC Board of Commissioners
FROM: Bonnie S. Riedesel, Executive Director
SUBJECT: June 18, 2012 Commission Meeting

**PLEASE NOTE: THE JUNE MEETING
WILL BE HELD AT BRIDGEWATER TOWN HALL**

The Central Shenandoah Planning District Commission will hold its meeting on Monday, June 18, 2012, 7:00 p.m., **at Bridgewater Town Hall, 201 Green Street, Bridgewater, Virginia (map enclosed).**

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

Dinner will be provided at 6:00 p.m.

PLEASE NOTE:
There will be a Short Meeting of the Newly Elected Executive Committee after the Full Commission Meeting to Elect Officers

AGENDA

1. Call to Order
2. Welcome and Introductions
3. Minutes of April 16, 2012 Meeting
4. Reports
 - (A) Chairperson
 - (B) Executive Director (*BAF #12-3*)
 - (C) Treasurer

5. Consideration of FY13 CSPDC Budget
6. Consideration of Budget Amendments (BAF #12-9)
7. Certificate of Appreciation
 - *Nancy Dowdy, City of Waynesboro, CSPDC Commissioner*
 - *Robbie Symons, Rockingham County Fire Chief*
8. Report on Executive Committee Elections
9. Presentation on the Importance of Transportation Planning
 - *Bob Holton, Bridgewater Town Superintendent*
10. Virginia's Stormwater Management Regulations Presentation
 - *Ginny Snead, Department of Conservation and Recreation*
11. Commonwealth Intergovernmental Review Process (CIRPS) (BAF #12-8)
 - A) Mary Baldwin College Application for new College Campus in Fishersville
 - B) Staunton Creative Community Fund Application to USDA Rural Development Rural Business Enterprise Grant Program (RBEG)
12. Other Business
13. Adjournment

Next Meeting: Monday, August 20, 2012



Central Shenandoah Planning District Commission

Minutes
Central Shenandoah
Planning District Commission Meeting
Bridgewater Town Hall, Bridgewater, Virginia
June 18, 2012, 7:00 p.m.

Member Jurisdiction Representatives					
	Augusta County		City of Staunton		Staff
✓	David Beyeler	✓	Sharon Angle	✓	Bonnie Riedesel
	Marshall Pattie	✓	Carolyn Dull, Chairperson	✓	Darren Coffey
	Joseph Colvin		Rockbridge County	✓	Erin Yancey
✓	Kimberly Hull		A. W. Buster Lewis	✓	Elizabeth McCarty
	Bath County		Chris Slaydon	✓	Kathy Wise
✓	Bruce McWilliams		Rockingham County	✓	Rita Whitfield
	City of Buena Vista	✓	Donald Delaughter	✓	Robbie Huff
	Larry Tolley, Secretary	✓	George Dowrey, III	✓	Kevin McDermott
	City of Harrisonburg		Dee Floyd	✓	Micha Kemp
✓	Charles Chenault		William Vaughn, Treasurer		Others
	Kai Degner		City of Waynesboro	✓	Hallie Dinkel, Mayor, Bridgewater
✓	Stacy Turner		Nancy Dowdy	✓	Rosetta Harris, Bridgewater Town Council
	Highland County		Timothy Williams	✓	Bill Miracle, Bridgewater Town Council
✓	Kevin Wagner			✓	Roscoe Burgess, Bridgewater Town Council
	City of Lexington			✓	Bob Holton, Bridgewater Town Superintendent
✓	George Pryde			✓	Betsy Putney, Bridgewater Clerk
				✓	Nicole Evans, Bridgewater Intern
				✓	Robbie Symons, Rockingham County Fire Chief
				✓	Ginny Snead, DCR
				✓	Jim Echols, DCR
				✓	Joseph Paxton, Rockingham Co. Administrator

Call To Order

Following introductions of the Honorable Hallie Dinkel, Bridgewater Mayor; Rosetta Harris, Bill Miracle, and Roscoe Burgess, Town of Bridgewater's Town Council members; Bob Holton, Bridgewater Town Superintendent; Bridgewater staff; Joseph Paxton, Rockingham County Administrator; and Robbie Symons, Rockingham County Fire Chief; Commission members and staff; the June 18, 2012, Central Shenandoah Planning District Commission meeting was called to order at 7:00 p.m. by Chairperson Dull.

Welcome and Introductions

Chairperson Dull thanked everyone for their attendance and expressed gratitude to the Town of Bridgewater for hosting the Commission meeting and providing dinner.

Minutes

Mr. Beyeler, moved seconded by Mr. Pryde, to approve the minutes of the April 16, 2012, Commission meeting. Motion was carried by unanimous vote.

Executive Director's Report (EDR #12-3)

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

- Regional Energy Program Near Completion. Ms. Riedesel noted that with funding from the Virginia Department of Mines, Minerals and Energy, 48 energy audits have been conducted in 20 localities. She stated that each of the jurisdictions have received up to \$22,000 in grant funding to make energy-saving improvements and retrofits to their public buildings. Ms. Riedesel reported on locality improvements and energy cost savings in the District.
- USDA Grant for Fields of Gold Agritourism. Ms. Riedesel reported on a grant submitted by the CSPDC to the USDA Farmers Market Promotion Program (FMPP) for the Fields of Gold Program. She reviewed the purpose of the Grant, noting that this Grant will enable the Fields of Gold program to move from planning to implementation.
- Regional On-Call Consultant Program. Ms. Riedesel noted that 25 proposals were received in response to the RFP for on-call consultants. She stated that once established, this program will allow the localities in the Planning District to utilize the services of these consultants for projects in their jurisdictions without having to procure the services themselves, thus saving localities significant time and costs.

Ms. Riedesel welcomed and introduced Kevin McDermott, Transportation Planner for the CSPDC, who will begin work on July 1, 2012.

Treasurer's Report

Chairperson Dull presented for consideration the Treasurer's Report (attached to file minutes). Ms. Wise presented the Grant Expenditure Budget vs. Actual for July 2011 through April 2012; and the Balance Sheet as of April 20, 2012. Mr. McWilliams moved, seconded by Ms. Angle, to approve the Treasurer's Report as presented. Motion was carried by unanimous vote.

FY13 CSPDC Budget

Chairperson Dull presented for consideration FY13 Budget (attached to file minutes). Ms. Riedesel briefly reviewed the FY13 Budget. She reported on projects that have been completed, and new and pending projects. Ms. Riedesel briefly reviewed Income and Expenses; Local Services and Contracts; Federal, State and Match Funds; and Expenditures. She stated that the Executive

Committee had reviewed the FY13 Budget at their June 4, 2012, meeting and recommended approval to the Full Commission. Upon recommendation of the Executive Committee, Mr. Dowrey moved, seconded by Mr. Wagner, to approve the Budget Resolution adopting the FY13 Budget. Motion was carried by unanimous vote.

Consideration of Budget Amendments (BAF #12-9)

Chairperson Dull presented for consideration Budget Amendments (BA) #12-7 through #12-10 (attached to file minutes). Ms. Wise gave a brief description on the Amendments. Mr. Pryde moved, seconded by Mr. Dowrey, to approve Budget Amendments #12-7 through #12-10. Motion was carried by unanimous vote. They are as follows:

- BA #12-7: Homeownership Down Payment Assistance Program to adjust the budget for the actual amount of the FY2012 contract for net decrease of \$70,000.
- BA #12-8: ASW Recycling and Solid Waste Projects to update the budget to reflect net increase of \$2,300.
- BA #12-9: Disaster Education/CERT to adjust the budget for additional donations received for this program to reflect net increase of \$1,950.
- BA #12-10: RANA Environmental Assessment Services for work completed for the Rockbridge Broadband Initiatives to reflect net increase of \$5,867.

Certificate of Appreciation

A certificate was awarded to Nancy Dowdy as the City of Waynesboro's representative, for her outstanding leadership and notable service to the Planning District Commission and to the people of the District, shown during her term as Commissioner.

A certificate was also awarded to Robbie Symons, Rockingham County Fire Chief, for his sincere dedication and tireless commitment to promoting disaster resistance in Rockingham County and the Central Shenandoah Region.

Executive Committee Report

Chairperson Dull 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, 2012 through June 30, 2014: Kevin Wagner, Highland County; Larry Tolley, City of Buena Vista; Charles Chenault, City of Harrisonburg; Bruce McWilliams, Bath County; Billy Vaughn, Rockingham County; Carolyn Dull, City of Staunton; and Buster Lewis, Rockbridge County. Chairperson Dull stated that the new Executive Committee members will meet immediately following the Full Commission meeting to elect officers.

Presentation on the Importance of Transportation Planning

Chairperson Dull presented Importance of Transportation Planning. Bob Holton, Bridgewater Town Superintendent, gave a presentation on urban growth in the area and the need for road projects and transportation planning, noting that growth in the area is a big issue. He presented a PowerPoint presentation on the urban growth area; traffic issues involving the number of people and driving habits of people; United States population milestones, population growth, and population projections; number of registered vehicles in the United States and vehicles per citizen comparison; Virginia and local population growth and local population projections; presented maps showing various connector roads in the area and their need; and showed past road projects in other areas such as State Route 262 in Staunton, Virginia.

Virginia's Stormwater Management Regulations Presentation

Chairperson Dull presented Virginia's Stormwater Management Regulations. Ms. Yancey welcomed and introduced Ginny Snead, Regulatory Programs Manager, DCR; and Jim Echols, DCR Regional Manager. Ms. Snead gave a PowerPoint presentation on the status of Virginia's Stormwater Management Regulations. She reviewed Adopting a Local Program in Accordance with the Revised Stormwater Regulations; Regulations Timeline; DCR Assistance Timeline; DCR Planning Timeline; Program Elements; Training Plan; BMP Clearinghouse; Revised Stormwater Management Handbook; Coordination; Locality Benefits; Local Government Benefits; and Local Permit Fees. Questions were raised regarding local permit fees. Ms. Snead noted that local governments can gain approval from the Board to have lower or higher fees; however, DCR's portion is based on the 28% of the published initial fees.

Commonwealth Intergovernmental Review Process (CIRP) (BAF #12-7)

Chairperson Dull presented for consideration CIRPs. Ms. Riedesel gave a brief description on the CIRPs, noting that staff has reviewed the two projects and recommends approval. Mr. Beyeler moved, seconded by Mr. McWilliams, to endorse the staff's recommendations. Motion carried unanimously. They are as follows:

- (A) Mary Baldwin College New Campus. Mary Baldwin College has submitted an application for federal funding to build a new college campus in Fishersville for a total funding of \$21,853,363. Given time constraints, the Executive Director had submitted a letter of endorsement on May 10, 2012. Staff recommends ratification of the Executive Director's endorsement letter.
- (B) Staunton Creative Community Funds's Application to USDA Rural Development for Rural Business Enterprise Grant Program (RBEG). Staunton Creative Community Funds, Inc. has submitted an application for a total amount of \$112,000 in RBEG grant funds to USDA Rural Development's Rural Business Enterprise Grant Program. Given time constraints, the Executive Director had submitted a letter of endorsement on June 6, 2012. Staff recommends ratification of the Executive Director's endorsement letter.

Adjournment

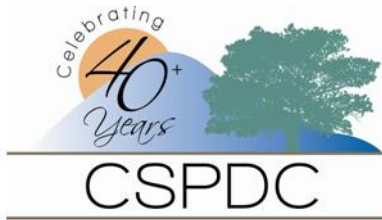
Chairperson Dull announced that the next Commission meeting will be Monday, August 20, 2012. There being no further business to come before the Commission, a motion for adjournment was unanimously passed at 8:12 p.m.

Respectfully submitted,

Rita F. Whitfield
Administrative Assistant

Approved:

Larry Tolley
CSPDC Secretary



Central Shenandoah Planning District Commission

August 13, 2012

MEMO TO: CSPDC Board of Commissioners
FROM: Bonnie S. Riedesel, Executive Director
SUBJECT: August 20, 2012 Commission Meeting

The Central Shenandoah Planning District Commission will hold its meeting on Monday, August 20, 2012, 7:00 p.m., at the Central Shenandoah Planning District Commission Office, 112 MacTanly Place, Staunton, Virginia.

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

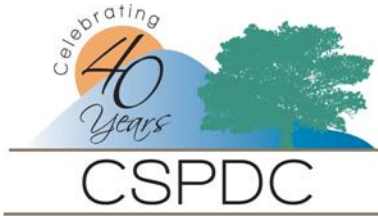
Dinner will be provided at 6:30 p.m.

AGENDA

1. Call to Order
2. Minutes of June 18, 2012 Meeting
3. Reports
 - (A) Chairperson
 - (B) Executive Director (*BAF #12-4*)
 - (C) Treasurer
4. Presentation on VDOT's Staunton District Planning Program
 - *Terry Short, District Planner, VDOT*
5. Presentation on Rockingham/Elkton Gateway Study
 - *Elizabeth McCarty, Program Manager*
 - *Kevin McDermott, Transportation Planner*

6. Consideration of On-Call Consultants Contract (BAF #12-11)
7. Agency Assessment by SERDI (BM #12-2)
8. Consideration of Audit Firm (BAF #12-12)
9. Consideration of Budget Amendments (BAF #12-13)
10. Commonwealth Intergovernmental Review Process (CIRPS) (BAF #12-10)
 - A) City of Waynesboro's application for Brownfield Revitalization Program
 - B) Rural Business Enterprise Grant Program (REBEG) application for Waynesboro Area Learning Tree, Waynesboro
 - C) Total Action Against Poverty (TAP) application for Homeowner Assistance Program
 - D) Virginia Department of Transportation Draft FY13 SPR Work Program
 - E) Department of Environmental Quality for VADEQ Pollution Prevention Enhancements
11. Other Business
12. Adjournment

Next Meeting: Monday, October 15, 2012



Central Shenandoah Planning District Commission

Minutes
Central Shenandoah
Planning District Commission Meeting
112 MacTany Place, Staunton, Virginia
August 20, 2012, 7:00 p.m.

Member Jurisdiction Representatives					
	Augusta County		City of Staunton		Staff
✓	David Beyeler	✓	Sharon Angle	✓	Bonnie Riedesel
✓	Marshall Pattie	✓	Carolyn Dull, Chairperson	✓	Kevin McDermott
	Joseph Colvin		Rockbridge County	✓	Erin Yancey
✓	Kimberly Hull	✓	A. W. Buster Lewis	✓	Elizabeth McCarty
	Bath County	✓	Chris Slaydon	✓	Kathy Wise
✓	Bruce McWilliams		Rockingham County	✓	Rita Whitfield
	City of Buena Vista	✓	Donald Delaughter	✓	Robbie Huff
✓	Larry Tolley, Secretary	✓	George Dowrey, III	✓	Rebecca Joyce
	City of Harrisonburg	✓	Dee Floyd		
✓	Charles Chenault	✓	William Vaughn, Treasurer		Others
	Kai Degner		City of Waynesboro	✓	Jay Scudder, Buena Vista City Manager
✓	Stacy Turner		Timothy Williams	✓	Terry Short, VDOT
	Highland County		Vacant		
✓	Kevin Wagner				
	City of Lexington				
✓	George Pryde				

Call To Order

The August 20, 2012, Central Shenandoah Planning District Commission meeting was called to order at 7:00 p.m. by Chairperson Dull.

Mr. Tolley introduced Jay Scudder, Buena Vista City Manager. On behalf of the Commission, Chairperson Dull welcomed him and thanked him for attending the CSPDC Board meeting.

Minutes

Mr. Chenault moved seconded by Mr. Floyd, to approve the minutes of the June 18, 2012, Commission meeting. Motion was carried by unanimous vote.

Executive Director's Report (EDR #12-4)

Ms. Riedesel asked Mr. Huff to give an update on the Regional Energy Efficiency Program. She noted that energy efficiency kits had been distributed to everyone. Mr. Huff reported on the Regional Energy Efficiency Program, noting that the grant provided for energy audits in 50 public buildings in 20 localities throughout the region. He stated that each of the jurisdictions received up to \$22,000 in grant funding to make these improvements which included upgraded lighting and mechanical systems, HVAC improvements, temperature controls, weatherization, water efficiency measures, and renewable energy sources.

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

- Fields of Gold Wins VACo Award. Ms. Riedesel reported that the Virginia Association of Counties (VACo) has selected the Fields of Gold initiative as a recipient of its 2012 Achievement Awards in the Regional Collaboration category. She noted that VACo received 37 entries and selected 11 recipients in various categories.
- Technical Assistance Grant Award for Stormwater Studies. Ms. Riedesel stated that the National Fish and Wildlife Foundation has awarded \$100,000-\$150,000 in technical assistance to the City of Harrisonburg, Town of Bridgewater, and James Madison University. She noted that the CSPDC assisted the partners in applying for the grant and will assist with the coordination of the program.
- Staunton-Augusta-Waynesboro MPO. Ms. Riedesel announced that the Staunton-Augusta-Waynesboro area has been designated an urbanized area on the basis of the 2010 Census. She stated that the three jurisdictions are in the process of organizing the MPO with the objective of having the SAWMPO fully operational by 2013.
- Building Collaborative Communities Grant. Ms. Riedesel stated that the Virginia Department of Housing and Community Development have announced the Building Collaborative Communities Grant Program. She reported that the CSPDC would apply for this grant for the Fields of Gold initiative, noting that the grant application is due on September 17, 2012.
- ARC Workshops Planned. Ms. Riedesel stated that the CSPDC will be hosting a workshop for the Appalachian Regional Commission (ARC) communities at the Virginia Horse Center in Lexington on August 30th.
- Disaster Resistant Forum Scheduled. Ms. Riedesel announced that the CSPDC will host its annual Disaster Resistant Forum on September 18, 2012, at the Commission office. She reviewed the topics the Forum will focus on.
- Transportation Planner. Ms. Riedesel introduced Kevin McDermott, Transportation Planner for the CSPDC and reviewed his upcoming activities.
- Russell Potter Retires. Ms. Riedesel announced that after 40 years of working for the CSPDC, Russell Potter retired in July.

Ms. Riedesel explained that every five years, the Virginia Department of Conservation and Recreation (DCR) updates the Virginia Outdoors Plan and is requesting assistance to update the 2013 Plan; specifically requesting input on priority projects in the region. She noted that this is the Commonwealth's official recreational planning document and it is important for localities and communities to ensure that local outdoor and recreational projects are included in the State's plan. Ms. Riedesel stated that notices had been submitted to local jurisdictions requesting comments. She noted that if anyone has any comments or recommendations, to please let her know by the following day.

Treasurer's Report

Chairperson Dull presented for consideration the Treasurer's Report (attached to file minutes). Mr. Vaughn presented the Grant Expenditure Budget vs. Actual for July 2011 through June 2012; and the Balance Sheet as of June 30, 2012. Mr. Chenault moved, seconded by Mr. Pryde, to approve the Treasurer's Report as presented. Motion was carried by unanimous vote.

Presentation on VDOT's Staunton District Planning Program

Ms. Riedesel welcomed and introduced Terry Short, VDOT District Planner. Mr. Short presented a PowerPoint presentation on the Virginia Department of Transportation's Staunton District Planning Program. He reviewed the staff and their qualifications; Roles and Responsibilities; Project Development Prioritization; Land Development Reviews; Comprehensive Plan Assistance; Environmental/Resource Impact Assessments; Metropolitan Planning Organizations; Rural Work Program; Consultant Project Management; Statewide Policy and Research Committees; Other Responsibilities; and Current Projects.

Presentation on Rockingham/Elkton Gateway Study

Elizabeth McCarty and Kevin McDermott presented a PowerPoint presentation on the Blue Ridge Parkway/Skyline Drive Gateway Studies: Rockingham County and the Town of Elkton. Ms. McCarty reviewed: Gateway Studies; What is a Gateway; Project Goals; Who's Involved; Study Contents; Landscape Treatment Segments; Skyline Drive/Parkway Transition Landscape Treatment; Elkton Approach Landscape Treatment; West Spotswood Trail/US 340 Intersection Concept Plan; Intersection Considerations; Historic Downtown Gateway Landscape Treatment; Next Steps; Possible Projects in Rockingham and Elkton; and Potential Funding Partners. Ms. McCarty stated that the purpose of the Blue Ridge Parkway/Skyline Drive Gateway study is to strengthen the connection between the Parkway/Skyline Drive and the communities directly adjacent to those amenities. She stated that the Rockingham County-Town of Elkton focuses on the Skyline Drive, Shenandoah Natural Park and highlights the Route 33 corridor leading into the Town of Elkton. Upon a question raised regarding funding sources for projects, Ms. McCarty explained the various funding opportunities.

Consideration of On-Call Consultants Contract (BAF #12-11)

Chairperson Dull presented for consideration On-Call Consultants Contract. Ms. Riedesel stated that in January 2012, the Harrisonburg-Rockingham Metropolitan Planning Organization (HRMPO) recommended establishing a pool of qualified consultants to provide professional consulting services in support of transportation projects in the MPO region. She noted that the recommendation was expanded to include other professional services that could be utilized by all the localities within the Central Shenandoah Planning District (CSPDC). Ms. Riedesel stated that the CSPDC issued an RFP in April and 25 submittals were received. She noted that a Selection Committee of seven individuals representing the MPO and Planning District short-listed four firms/teams – McCormick Taylor, Renaissance Planning Group, Spectrum Design, and Draper Aden. Ms. Riedesel noted that all firms have completed or are in the process of the VDOT pre-award audit process and will be ready for task orders as soon as this process is complete. Discussion ensued regarding the expertise and qualifications of the firms. It was requested for staff to provide the localities with specific information on the services and expertise each of the firms provide. Upon questions raised regarding the length of contracts, Ms. Riedesel stated that the contract would be three years with two, one-year extensions. Chairperson Dull noted that authorizing the contract agreements does not obligate the Commission financially. She suggested that approval be subject to attorney approval and VDOT pre-award audit approval. Mr. Vaughn moved, seconded by Mr. Lewis, to authorize the Central Shenandoah Planning District Commission to enter into contract agreements for on-call services with the four firms recommended by the Selection Committee subject to attorney approval and VDOT pre-award audit approval. Motion carried unanimously.

Agency Assessment by SERDI (BM #12-2)

Chairperson Dull presented for discussion Agency Assessment by the Southeast Regional Directors Institute (SERDI). Ms. Riedesel gave a brief update on the SERDI assessment, noting that the CSPDC will participate in a voluntary assessment of the agency/Commission in late October and early November. She reviewed the services and purpose of the assessment program. Ms. Riedesel noted that she will provide the Commission with more information on the process as the date gets closer.

Consideration of Audit Firm (BAF #12-12)

Chairperson Dull presented for consideration Audit Firm for FY12. Ms. Wise stated that Robinson, Farmer, Cox Associates has submitted a proposal for the FY12 audit services for the Commission. It was suggested the Commission submit bid proposals next year for audit firms. Mr. Beyeler moved, seconded by Mr. Chenault, to authorize the Executive Director to enter into a contract, not-to-exceed \$8,000, with the firm of Robinson, Farmer, Cox Associates of Verona, Virginia for auditing services for FY12 financial records. Motion was carried by unanimous vote.

Consideration of Budget Amendments (BAF #12-13)

Chairperson Dull presented for consideration Budget Amendments (BA) #12-11 and #13-01 (attached to file minutes). Ms. Wise gave a brief description on the Amendments. Mr. Floyd

moved, seconded by Mr. McWilliams, to approve Budget Amendments #12-11 and #13-01. Motion was carried by unanimous vote. They are as follows:

- BA #12-11: Elkton Comprehensive Plan; Buena Vista CDBG Dickinson Well Project; Highland School Energy Project; and Grottoes Planning Services. This amendment updates the budget for services performed during FY12 that were not previously budgeted for an increase of \$11,491.
- BA #13-01: DMME Energy Efficiency Project. This amendment updates the FY13 budget to reflect the balance of the DMME Energy Efficiency Project to be carried forward due to amended contract for an increase of \$156,119.

Commonwealth Intergovernmental Review Process (CIRP) (BAF #12-10)

Chairperson Dull presented for consideration CIRPs. Ms. Riedesel gave a brief description on the CIRPs, noting that staff has reviewed the projects and recommends approval. She briefly reviewed the CIRP process, noting that per Executive Order 12372, "Intergovernmental Review of Federal Programs," the Commission is asked to review and comment on projects requesting federal funding.

Questions were raised regarding agenda item 10E., Virginia Department of Environmental Quality (DEQ) for VADEQ Pollution Prevention Enhancements on the definition of "E3." Ms. Riedesel stated that she would look into this and report back. Mr. Chenault moved, seconded by Mr. Pryde, to endorse the staff's recommendations. Motion carried unanimously. They are as follows:

- A. City of Waynesboro's Brownfield Revitalization Program. The City of Waynesboro was recently selected for funding under the US EPA Brownfields Grant Program to support Waynesboro's Brownfield Revitalization Program. This grant provides \$400,000 to assess environmental impacts related to hazardous substances and petroleum pollution. Given time constraints, the Executive Director submitted a letter of endorsement on June 20, 2012. Staff recommends ratification of the Executive Director's endorsement letter.
- B. Rural Business Enterprise Grant Program (RBEG) for Waynesboro Area Learning Tree. The Rural Business-Cooperative has received a pre-application for a REBEG for Waynesboro Area Learning Tree, Waynesboro, Virginia, for \$85,000. Staff recommends endorsement of the project.
- C. Total Action Against Poverty (TAP) for Homeowner Assistance Program. TAP is requesting financial assistance for the purpose of conducting a homeowner assistance program through the USDA Rural Development Section 533 Housing Preservation Grant Program for \$65,567. Staff recommends endorsement of the project.
- D. VDOT Draft FY13 SPR Work Program. The Virginia Department of Transportation has submitted an application for \$59,404,139 for the Draft FY13 SPR Work Program. Staff recommends endorsement of the project.

- E. Virginia Department of Environmental Quality (DEQ) for VADEQ Pollution Prevention Enhancements. DEQ has submitted an application for Pollution Prevention Enhancements for \$173,000. The proposed projects will expand and enhance two of the agency's current pollution prevention programs, the Virginia Environmental Excellence Program and the E3 initiatives underway within the Commonwealth. Staff recommends endorsement of the project.

Other Business

Ms. Riedesel announced that Bob Claytor, Rockbridge County Administrator, will be retiring on August 31, 2012.

Mr. Dowrey announced that he is a melanoma cancer survivor. He stated that it was caught in the early stages and he encouraged everyone to have checkups. Everyone wished him the best and congratulated him on his success!

Adjournment

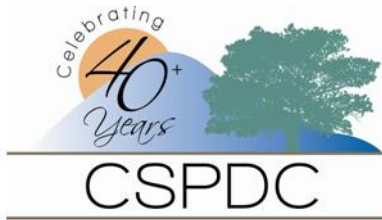
Chairperson Dull announced that the next Commission meeting will be Monday, October 15, 2012. There being no further business to come before the Commission, a motion for adjournment was unanimously passed at 8:35 p.m.

Respectfully submitted,

Rita F. Whitfield
Administrative Assistant

Approved:

Larry Tolley
CSPDC Secretary



Central Shenandoah Planning District Commission

October 9, 2012

MEMO TO: CSPDC Board of Commissioners
FROM: Bonnie S. Riedesel, Executive Director
SUBJECT: October 15, 2012 Commission Meeting

The Central Shenandoah Planning District Commission will hold its meeting on Monday, October 15, 2012, 7:00 p.m., at the Central Shenandoah Planning District Commission Office, 112 MacTanly Place, Staunton, Virginia.

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

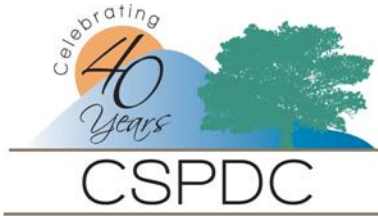
Dinner will be provided at 6:30 p.m.

AGENDA

1. Call to Order
2. Minutes of August 20, 2012 Meeting
3. Reports
 - (A) Chairperson
 - (B) Executive Director (*BAF #12-5*)
 - (C) Treasurer
4. Presentation on USDA Rural Development Programs and Funding Opportunities
 - *Anne Herring, Area Director*
 - *Art Powers, Area Specialist*
 - *David Worley, Area Specialist*
5. Consideration of 457 Employee Contribution Plan

6. Commonwealth Intergovernmental Review Process (CIRPS) (BAF #12-14)
 - A) The Highland Center application for the Highland Center Renovation Project
 - B) Highland County application for Highland School Energy Project
7. Other Business
8. Adjournment

Next Meeting: Monday, December 3, 2012



Central Shenandoah Planning District Commission

Minutes
Central Shenandoah
Planning District Commission Meeting
112 MacTany Place, Staunton, Virginia
October 15, 2012, 7:00 p.m.

Member Jurisdiction Representatives					
	Augusta County		City of Staunton		Staff
✓	David Beyeler	✓	Sharon Angle	✓	Bonnie Riedesel
✓	Marshall Pattie		Carolyn Dull, Chairperson	✓	Kevin McDermott
	Joseph Colvin		Rockbridge County	✓	Erin Yancey
	Kimberly Hull		A. W. Buster Lewis	✓	Elizabeth McCarty
	Bath County	✓	Chris Slaydon	✓	Cindi Johnson
✓	Bruce McWilliams		Rockingham County	✓	Rita Whitfield
	City of Buena Vista		Donald Delaughter	✓	Robbie Huff
✓	Larry Tolley, Secretary	✓	George Dowrey, III	✓	Rebecca Joyce
	City of Harrisonburg	✓	Dee Floyd		
	Charles Chenault		William Vaughn, Treasurer		Others
	Kai Degner		City of Waynesboro	✓	Anne Herring, Rural Development
✓	Stacy Turner	✓	Timothy Williams	✓	Art Powers, Rural Development
	Highland County	✓	David Bihl	✓	David Worley, Rural Development
✓	Kevin Wagner				
	City of Lexington				
✓	George Pryde				

Call To Order

The October 15, 2012, Central Shenandoah Planning District Commission meeting was called to order at 7:00 p.m. by Acting Chairperson Wagner. He explained that Chairperson Dull and Vice Chairperson Chenault were unable to attend and he would be acting Chairperson.

Acting Chairperson Wagner welcomed and introduced David Bihl, new representative for the City of Waynesboro.

Ms. Riedesel welcomed and introduced Cindi Johnson, Commission's new fiscal officer replacing Kathy Wise who retired in September. She also announced Kimberly Miller has been hired as an administrative assistant to assist with administrative support for the MPO and other planning projects.

Minutes

Mr. Pryde moved seconded by Mr. Floyd, to approve the minutes of the August 20, 2012, Commission meeting. Motion was carried by unanimous vote.

Executive Director's Report (EDR #12-5)

Ms. Riedesel reviewed the Executive Director's Report (attached to file minutes). She reported on the following:

- Staunton, Augusta, and Waynesboro Emergency Operations Plan (EOP). Ms. Riedesel reported that Commission staff assisted the three jurisdictions in the preparation and submittal of the EOP to the state by the deadline. She noted that each locality is required to have a current EOP to deal with hazards, natural disasters, and emergencies.
- Bath and Highland Stormwater Grants. Ms. Riedesel reported that Commission staff assisted Bath and Highland Counties in applying to the Virginia Department of Conservation and Recreation for a Locality Stormwater Program Development Grant. She stated that the Bath and Highland grants had been funded and will offer the localities the needed staff resources and technical assistance to develop their own stormwater management program consistent with the Virginia Stormwater Management Act and applicable regulations. She noted that other localities had applied and received approval.
- Staunton Safe Routes to School Grant. Ms. Riedesel announced that the City of Staunton has received approval for a Safe Routes to School Grant for McSwain Elementary. She noted the grant will provide funding for a number of infrastructure improvements which include sidewalks, multi-use trails, crosswalks and safety programs for students, teachers, and parents.
- Staunton-Augusta-Waynesboro Metropolitan Planning Organization (SAWMPO). Ms. Riedesel reported on the SAWMPO, noting that as a result of the 2010 Census, the urbanized areas of Staunton, Augusta, and Waynesboro have been designated a MPO for the purpose of conducting regional transportation planning. She noted that the CSPDC will be providing staff and administrative support to the SAWMPO.

Ms. Yancey reported on Innovative Stormwater Financing for Shenandoah Valley Localities. She noted that localities in Virginia have been presented with a series of new stormwater related requirements over the past year and reported on the required programs. Ms. Yancey stated that while these programs present multiple challenges for localities, paramount among them is determining how they will be financed. She distributed copies of a flyer announcing a workshop that will be held on October 26, 2012, from 9:30 a.m. to 3:00 p.m., at the Waynesboro Public Library in Waynesboro, sponsored by the CSPDC, City of Waynesboro, and

Shenandoah Valley Pure Water Forum. She stated that the goal of the workshop is to equip participants with the knowledge and resources needed to make informed decisions about financing these programs.

Ms. McCarty highlighted upcoming events regarding Agritourism and Fields of Gold. She reported on the Annual Shenandoah Valley Agritourism Festival to be held on October 21, 2012, from 12:00 noon to 5:00 p.m. at Augusta Expoland in Fishersville. She noted that this Festival is sponsored by the Greater Augusta Regional Chamber of Commerce. Ms. McCarty stated that admission is \$5.00 per carload and a can of food for the Blue Ridge Food Bank.

Ms. McCarty reported on the Fields of Gold Harvest Jubilee to be held on November 1, 2012, at Barren Ridge Vineyards in Fishersville. She stated that this event celebrates the end of the Fields of Gold planning phase and the beginning of the next season for the program. She reported on the number of activities accomplished through the Planning Grant. Ms. McCarty stated that a lot of support has been received from the localities for this event and recognized those individuals and agencies that provided contributions for the event.

Mr. Pattie announced that the Virginia Association of Counties (VACo) selected the Fields of Gold initiative as a recipient of its 2012 Achievement Awards in the Regional Collaboration category. He noted that VACo received 37 entries and selected 11 recipients in various categories and Augusta County was very excited about the award.

Mr. Huff gave a brief report on the On-Call Consultants Program. He noted that this program was established by the CSPDC for use by the region's localities and MPOs to provide professional consulting services in support of transportation projects. Mr. Huff noted that the four firms selected include McCormick Taylor, Renaissance Planning Group, Spectrum Design, and Draper Aden. Mr. Huff stated that three of the four firms have completed the VDOT pre-award audit process.

Ms. Joyce announced that the CSPDC's disaster preparedness and mitigation education program, Shenandoah Valley Project Impact, has been nominated by the National Hazard Mitigation Association and the Federal Insurance and Mitigation Administration to be one of only ten pilot communities in the United States to participate in the development of the Resilient Neighbors Network Program (RNN). She stated that the goal of the RNN is to help communities work together, strengthen, and expand local hazard mitigation programs. Ms. Joyce noted that Shenandoah Valley Project Impact and the CSPDC region were chosen as a pilot community for the RNN because of its long history of disaster mitigation, planning, and education activities in the Central Shenandoah Region.

Treasurer's Report

Acting Chairperson Wagner presented for consideration the Treasurer's Report (attached to file minutes). Ms. Johnson presented the Balance Sheet as of August 31, 2012, and the Grant Expenditure Budget vs. Actual for July through August, 2012. Mr. Beyeler moved, seconded by Mr. Pattie, to approve the Treasurer's Report as presented. Motion was carried by unanimous vote.

Presentation on USDA Rural Development Programs and Funding Opportunities

Acting Chairperson Wagner welcomed and introduced Anne Herring, Art Powers, and David Worley, USDA Rural Development representatives, who were present to give a presentation on USDA Rural Development Programs and Funding Opportunities. Ms. Herring presented a PowerPoint presentation on Commitment to Future of Rural Communities. She covered Working with Other Funding Agencies, Celebrating the Beginning of Projects, Successful Completion of Projects, reviewed Three Mission Areas, Rural Housing Programs, Rockbridge Area Habitat, Existing Homes Purchased with Rural Development Assistance, and Multi-Family Housing Programs.

Mr. Worley presented a PowerPoint presentation on Community Facility Programs including Health Care, Telecommunications, Public Safety, and Public Services; How Rural Development can Help Your Community with Direct Loans, Guaranteed Loans and Grants; Eligibility Criteria for Applicants and Rural Service Areas; Examples of Projects; Rural Development Investments; and Community Assistance to Health.

Mr. Powers reviewed Rural Utilities Programs such as a waterline under construction in Goshen, Virginia; Maury Service Authority Plant Upgrade; Enfield Tank Project in Lexington, Virginia; and he reviewed Rural Development resources, funding and rates; and Rural Development's application process. He requested any ideas, needs and ways Rural Development can help a locality.

Consideration of 457 Employee Contribution Plan

Acting Chairperson Wagner presented for consideration 457 Employee Contribution Plan. Ms. Riedesel gave a brief description on the Plan, noting 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. She 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. Ms. Riedesel stated that there would be no match from the Commission for the 457 Plan. Mr. Williams moved, seconded by Mr. Dowrey, to authorize the Executive Director to execute all documents pertaining to the 457 Plan. Motion was carried by unanimous vote.

Commonwealth Intergovernmental Review Process (CIRP) (BAF #12-14)

Acting Chairperson Wagner presented for consideration CIRPs. Ms. Riedesel gave a brief description on the CIRPs, noting that staff has reviewed the projects and recommends approval. Mr. Tolley moved, seconded by Mr. Pryde, to endorse the staff's recommendations. Motion carried unanimously. They are as follows:

- A. *The Highland Center Application for The Highland Center Renovation Project.* The Center has submitted an application for the Highland Center Renovation Project for a total funding of \$3,004,295. The purpose of this project is to create jobs by supporting entrepreneurs, artists and agricultural producers in the Alleghany Highlands region

through the renovation and equipping of an historic building to serve as a business and community incubator.

- B. **Highland School Energy Efficiency Project.** Highland County has submitted an application for the Highland School Energy Project for a total funding of \$560,000. The purpose of the project is to improve the learning environment (local infrastructure) and reduce the energy use and energy costs in the Highland County School while creating jobs and saving tax dollars to help stimulate the local economy.

Other Business

Under Other Business, the following was reported:

- Mr. McWilliams reported on the Harvest Moon Festival that was held last month in Bath County. He also announced that Matt Walker, Bath County Administrator, has resigned and that William O'Brien will serve as the Interim Bath County Administrator.
- Mr. Slaydon announced that Spencer Suter has been hired as the new Rockbridge County Administrator.
- Mr. Bihl announced that the City of Waynesboro was recently selected for funding under the US EPA Brownfields Grant Program to support Waynesboro's Brownfield Revitalization Program. He reported that this grant provides \$400,000 to assess environmental impacts related to hazardous substances and petroleum pollution.
- Ms. Riedesel announced that Ryan Spitzer, Glasgow Town Manager and Avery Daugherty, Grottoes Town Manager, have both resigned.
- Mr. Floyd reported on a project underway between Rockingham County and Rockingham Memorial Hospital to use methane gas produced by the local landfill as a fuel source for their boilers.

Adjournment

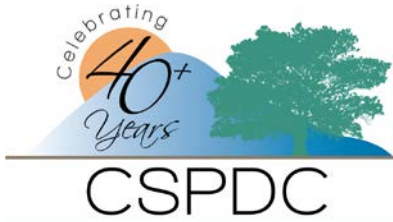
There being no further business to come before the Commission, a motion for adjournment by Mr. Dowrey, seconded by Mr. Williams, was unanimously passed at 8:10 p.m.

Respectfully submitted,

Rita F. Whitfield
Administrative Assistant

Approved:

Larry Tolley
CSPDC Secretary



Central Shenandoah Planning District Commission

November 26, 2012

MEMO TO: CSPDC Board of Commissioners
FROM: Bonnie S. Riedesel, Executive Director
SUBJECT: December 3, 2012 Commission Meeting

The Central Shenandoah Planning District Commission will hold its meeting on Monday, **December 3, 2012, 6:00 p.m.**, at the 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 following the meeting.
The Program will follow immediately after dinner.

AGENDA

1. Call to Order
2. Minutes of October 15, 2012 Meeting
3. Reports
 - (A) Chairperson
 - (B) Executive Director
 - (C) Treasurer
4. Consideration of Budget Amendments (*BAF #12-17*)
5. Consideration of 2013 Meeting Schedule (*BAF #12-16*)
6. Commonwealth Intergovernmental Review Process (CIRPS) (*BAF #12-15*)
 - A) CSPDC Application for 2013 ARC Grant
 - B) CSPDC Application for 2013 EDA Grant
 - C) Rural Development, Sewer Replacement Project, Town of Monterey

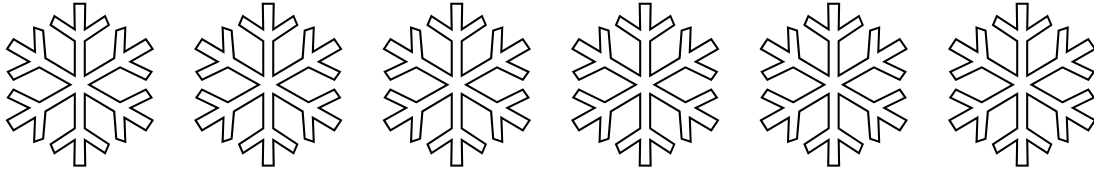
7. Other Business

8. Adjournment

Next CSPDC Meeting: Wednesday, February 6, 2013



Central Shenandoah Planning District Commission



CSPDC Program

Welcome

**Clann Mhor Presentation
Blue Ridge Tunnel - Past and Future**

**Planning Commissioner of the Year Award
William Vaughn, City of Staunton Planning Commission**

Recognition of Employees

Rebecca Joyce
Robbie Huff
Phil Alexander

Door Prize Drawing



Central Shenandoah Planning District Commission

Minutes
Central Shenandoah
Planning District Commission Meeting
112 MacTany Place, Staunton, Virginia
December 3, 2012, 6:00 p.m.

Member Jurisdiction Representatives					
	Augusta County		City of Staunton		Staff
✓	David Beyeler	✓	Sharon Angle	✓	Bonnie Riedesel
✓	Marshall Pattie	✓	Carolyn Dull, Chairperson	✓	Kevin McDermott
	Joseph Colvin		Rockbridge County	✓	Erin Yancey
✓	Kimberly Hull	✓	A. W. Buster Lewis	✓	Elizabeth McCarty
	Bath County	✓	Chris Slaydon	✓	Cindi Johnson
	Bruce McWilliams		Rockingham County	✓	Rita Whitfield
	City of Buena Vista		Donald Delaughter		Robbie Huff
✓	Larry Tolley, Secretary	✓	George Dowrey, III	✓	Rebecca Joyce
	City of Harrisonburg	✓	Dee Floyd	✓	Kimberly Miller
✓	Charles Chenault	✓	William Vaughn, Treasurer	✓	Phil Alexander
	Kai Degner		City of Waynesboro		Others
✓	Stacy Turner		Timothy Williams	✓	Michael Brittingham, Clann Mhor
	Highland County		David Bihl	✓	Dan Burke, Clann Mhor
✓	Kevin Wagner			✓	Kevin Donleavy, Clann Mhor
	City of Lexington			✓	Rhonda Roebuck, Clann Mhor
✓	George Pryde				

Call To Order

The December 3, 2012, Central Shenandoah Planning District Commission meeting was called to order at 6:00 p.m. by Chairperson Dull.

Minutes

Mr. Chenault moved, seconded by Mr. Wagner, to approve the minutes of the October 15, 2012, Commission meeting. Motion was carried by unanimous vote.

Executive Director's Report

Ms. Riedesel distributed and reviewed copies of CSPDC "Investments in the Region, FY 2009-FY 2012" and "CSPDC 2012 Program Highlights." She stated that one of the most

important services the Commission provides to its member jurisdictions is identification of funding opportunities. Ms. Riedesel noted that this year, the Commission applied for or assisted with \$1.8 million in funding with more than \$30,000,000 in new investments to the region.

Ms. Riedesel reviewed the “CSPDC 2012 Program Highlights”. She briefly highlighted the programs and services that the Commission provides regarding Economic Development, Energy, Transportation, Natural Resources and Environmental, Disaster Education and CERT, Utility and Infrastructure, Comprehensive Planning, and Affordable Housing.

Ms. Riedesel expressed her appreciation to Commissioners, localities, and staff for all their support and hard work this year.

Treasurer’s Report

Chairperson Dull presented for consideration the Treasurer’s Report (attached to file minutes). Mr. Vaughn presented the Balance Sheet as of October 31, 2012, and the Grant Expenditure Budget vs. Actual for July through October, 2012. Mr. Chenault moved, seconded by Mr. Pryde, to approve the Treasurer’s Report as presented. Motion was carried by unanimous vote.

Consideration of Budget Amendments (BAF #12-17)

Chairperson Dull presented for consideration Budget Amendments (BA) #13-01 through #13-04 (attached to file minutes). Ms. Johnson gave a brief description on the Amendments. Mr. Vaughn moved, seconded by Mr. Beyeler, to approve Budget Amendments #13-01 through #13-04. Motion was carried by unanimous vote. They are as follows:

- BA #13-01: DMME Energy Efficiency Project. The purpose of this amendment is to update the budget for the carry forward balance of the grant due to an extension; net increase to budget \$156,118.
- BA #13-2 – DMME Energy Grant Administration. The purpose of this amendment is to update the budget for the carry forward balance due to an extension of the grant end date; net increase to budget \$2,003.
- BA #13-3 – DHCD Homeownership DPA Program. The purpose of the amendment is to update the budget for the Contract Award Reduction; net decrease to budget \$16,250.
- BA #13-4 – SAW MPO. The purpose of this amendment is to update the budget for the VDOT startup funds for the new SAW MPO; net increase to budget \$50,000.

Consideration of 2013 Meeting Schedule

Chairperson Dull presented for consideration the CSPDC 2013 Meeting Schedule (attached to file minutes). Ms. Riedesel briefly reviewed the meeting schedule for 2013 for the Executive Committee and Full Commission meetings. Mr. Chenault moved, seconded by Mr. Floyd, to approve the 2013 CSPDC Calendar as presented. Motion carried unanimously.

Commonwealth Intergovernmental Review Process (CIRP) (BAF #12-15)

Chairperson Dull presented for consideration CIRPs. Ms. Riedesel gave a brief description on the CIRPs. Mr. Lewis moved, seconded by Mr. Vaughn, to endorse the staff recommendations on the below CIRPs. Motion carried unanimously. They are as follows:

- A. CSPDC Application for 2013 ARC Funds. The CSPDC has submitted an application to the Appalachian Regional Commission (ARC) for \$79,872 in ARC funding. Major work elements include planning and technical assistance to the ARC eligible communities of Bath, Highland and Rockbridge counties, Buena Vista and Lexington, and the towns of Goshen, Glasgow and Monterey. Staff recommends endorsement.
- B. CSPDC Application for 2013 EDA Funds. An application to be filed by the CSPDC to the Economic Development Administration (EDA) for \$120,000 EDA funding. Major work elements include comprehensive updating of the Comprehensive Economic Development Strategy, maintaining and updating the Regional Data Center, development of various economic development related statistical reports, etc. Staff recommends endorsement.
- C. An Application submitted by the Town of Monterey for Sewer Replacement Project. The Town of Monterey has submitted an application for a sewer replacement project to replace aging pipe with new pipe, for a total funding of approximately \$120,000. Given time constraints, the Executive Director submitted a letter of endorsement on October 22, 2012. Staff recommends ratification of the Executive Director's endorsement letter.

Adjournment

There being no further business to come before the Commission, a motion for adjournment was unanimously passed at 6:25 p.m.

The Commission subsequently reconvened for a presentation by Michael Brittingham, Dan Burke, Kevin Donleavy, and Rhonda Roebuck, Clann Mhor members, on the Clann Mhor Blue Ridge Tunnel – Past and Future.

The Commission presented the Planning Commissioner of the Year Award to Mr. William Vaughn, City of Staunton Planning Commission. The Commission also recognized staff employees Rebecca Joyce for 15 years; Robert Huff for 5 years; and Phil Alexander for 5 years of service to the Commission.

Respectfully submitted,

Rita F. Whitfield
Administrative Assistant

Approved:

Larry Tolley
CSPDC Secretary