

**Central Shenandoah Planning District Commission**

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January 27, 2014

**MEMO TO:** CSPDC Board of Commissioners  
**FROM:** Bonnie S. Riedesel, Executive Director  
**SUBJECT:** February 3, 2014, Commission Meeting

The Central Shenandoah Planning District Commission will hold its meeting on **Monday, February 3, 2014, 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.**

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**AGENDA**

1. Call to Order
2. Minutes of December 16, 2013, Meeting
3. Reports
  - A) Chairperson
  - B) Executive Director (*EDR #14-1*)
  - C) Treasurer's Report
    - Budget Amendments (*BAF #14-5*)
4. Recognition of Outgoing Commission Board Members
  - *David Beyeler, Augusta County*
  - *William Vaughn, Rockingham County*
5. Recognition of New Commission Board Members
  - *Jeffrey Moore, Augusta County*
  - *Rick Chandler, Rockingham County*
  - *Casey Armstrong, Rockingham County*
6. FY13 Audit Report
  - *Billy Robinson, Director, Brown Edwards and Company, LLP*

7. Consideration of 2014 Virginia Community Development Block Grant (CDBG) Program Regional Priorities (BAF #14-2)
8. Update on the Central Shenandoah Development Corporation (BAF #14-3)
9. Update on Contract with Virginia Regional Transit for Staunton-Augusta-Waynesboro Public Transit System
10. Consideration of Central Shenandoah Valley Regional All Hazards Mitigation Plan Update (BAF #14-4)
  - *Rebecca Joyce, Senior Planner/Program Manager*
11. Commonwealth Intergovernmental Review Process (CIRPS) (BAF #14-1)
  - A) An application submitted by Churchville Volunteer Fire Department to Purchase Fire Equipment.
  - B) An application submitted by Rockbridge Area Transportation System, Inc. (RATS) for FTA Section 5310 Program to Purchase Transportation Equipment.
12. Other Business
13. Adjournment

**Next Meeting: Monday, April 21, 2014**



Central Shenandoah Planning District Commission

**Minutes**  
**Central Shenandoah**  
**Planning District Commission Meeting**  
**112 MacTanly Place, Staunton, VA 24401**  
**February 3, 2014, 7:00 p.m.**

<b>Member Jurisdiction Representatives</b>					
	<b>Augusta County</b>		<b>City of Staunton</b>		<b>Staff</b>
	Jeffrey Moore	✓	Sharon Angle	✓	Bonnie Riedesel, Executive Director
✓	Marshall Pattie	✓	Carolyn Dull, Chairperson	✓	Rebecca Joyce, Senior Planner/Program Manager
	Joseph Colvin		<b>Rockbridge County</b>	✓	Elizabeth McCarty, Economic Development Planner/Program Manager
✓	Becky Earhart	✓	A. W. Buster Lewis	✓	Erin Yancey, Regional Planner
	<b>Bath County</b>	✓	Chris Slaydon	✓	Kevin McDermott, Transportation Manager
✓	Bruce McWilliams		<b>Rockingham County</b>		Ann Cundy, Transportation Planner
	<b>City of Buena Vista</b>		Donald Delaughter	✓	Robert Huff, GIS Manager/Regional Planner
	Larry Tolley, Secretary	✓	Rick Chandler	✓	Phil Alexander, GIS Specialist
	<b>City of Harrisonburg</b>	✓	Casey Armstrong	✓	Rita Whitfield, Office Manager
	Charles Chenault, Vice Chair		Vacant	✓	Cindi Johnson, Fiscal Officer
✓	Richard Baugh		<b>City of Waynesboro</b>	✓	Kimberly Miller, Administrative Assistant
✓	Stacy Turner		Timothy Williams	✓	Devon Thompson, Planning Assistant
	<b>Highland County</b>	✓	David Bihl		
✓	Kevin Wagner				
	<b>City of Lexington</b>				<b>Others</b>
✓	George Pryde			✓	William Vaughn, Rockingham County
				✓	Billy Robinson, Brown Edwards & Co.

**Call To Order**

The February 3, 2014, Central Shenandoah Planning District Commission meeting was called to order at 7:00 p.m. by Chairperson Dull.

**Minutes**

Ms. Turner moved, seconded by Ms. Earhart, to approve the minutes of the December 16, 2013, Commission meeting. Motion carried, with Chairperson Dull abstaining due to her absence at that meeting.

## **Executive Director's Report (EDR #14-1)**

Ms. Riedesel presented the Executive Director's Report (EDR #14-1, attached to file minutes). She asked if there were any questions or comments.

## **Treasurer's Report**

Chairperson Dull presented for consideration the Treasurer's Report (attached to file minutes). Ms. Johnson reviewed the December 31, 2013, Financial Statement. She responded to a question regarding the Equity Fund Balance and Restricted Funds. Mr. Pryde moved, seconded by Mr. Lewis, to approve the Treasurer's Report as presented. Motion carried unanimously.

## **Budget Revision for FY14**

Chairperson Dull presented for consideration Budget Revision for FY14 (attached to file minutes). Ms. Johnson gave a brief review on the Budget Revision, noting that the budget revision request is for \$52,739 for fiscal year ending June 30, 2014, and includes additional grant funds received and a new planning assistant position. Ms. Earhart moved, seconded by Mr. Pryde, to approve the Budget Revision for FY14 as presented. Motion was carried by unanimous vote.

## **Recognition of Outgoing Commission Board Members**

Chairperson Dull presented Certificates of Appreciation to Mr. David Beyeler, Augusta County's representative; and to Mr. William Vaughn, Rockingham County's representative, for their outstanding leadership and notable service to the Planning District Commission and to the people of the District shown during their terms as Commissioners.

## **Recognition of New Commission Board Members**

Chairperson Dull recognized the following new Commission Board members: Mr. Jeffrey Moore, representing Augusta County; and Mr. Rick Chandler and Mr. Casey Armstrong, representing Rockingham County.

## **CSPDC FY13 Audit Report**

Chairperson Dull welcomed and introduced Mr. Billy Robinson, Director, Brown Edwards and Company, LLP, who was present to answer any questions regarding the CSPDC FY13 Audit Report. She reported that the FY13 Audit Report had been presented in detail to the Executive Committee and that the Executive Committee was recommending it for approval to the Full Commission. Mr. Robinson gave a review on the CSPDC FY13 Audit Report, noting that the audit includes an "unmodified" opinion. Mr. Robinson reviewed the comments and suggestions on Segregation of Duties; Payroll Registers; Time Sheets; Check Sequence; Grant Reimbursement Requests; Audit Trail Review; and Application Access. Questions were raised regarding comments on internal control and other suggestions for the CSPDC. Upon recommendation of the Executive Committee, Mr. Bihl moved, seconded by Mr. McWilliams, to accept the CSPDC FY13 Audit Report as presented. Motion carried unanimously.

## **2014 Virginia Community Development Block Grant (CDBG) Program Regional Priorities (BAF #14-2)**

Chairperson Dull presented for consideration CDBG Regional Priorities (attached to file minutes). Ms. Riedesel reviewed the Regional 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 stated 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 staff had coordinated with the localities and presented the CDBG Priorities List. Mr. Pattie moved, seconded by Ms. Angle, to approve the 2014 CDBG Regional Priorities. Motion was carried by unanimous vote.

## **Central Shenandoah Development Corporation (BAF #14-3)**

Chairperson Dull presented update on the Central Shenandoah Development Corporation (CSDC). Ms. Riedesel gave an update on the CSDC, noting that in 1998, the CSDC, a 501(3)c nonprofit corporation, was created by the CSPDC in order to apply for and administer a USDA Rural Utilities Services grant that only nonprofits were eligible to receive. She stated that the CSDC was active up until around 2003 when the USDA program ended. Ms. Riedesel noted that the primary purpose of the CSDC is to further economic development and social welfare of the Central Shenandoah Valley and its environs with special emphasis on the area by promoting and assisting the growth and development of community and business concerns including small business concerns in such area. Discussion ensued regarding how the Corporation can assist on a local level. Ms. Riedesel stated that the Commission needs to advertise and hold an annual meeting of the CSDC to take place following the regularly scheduled Commission meeting on April 21, 2014.

## **Contract with Virginia Regional Transit for Staunton-Augusta-Waynesboro Public Transit System**

Chairperson Dull presented update on the Contract with Virginia Regional Transit for Staunton-Augusta-Waynesboro Public Transit System. Ms. Riedesel gave a brief background on the FTA 5307 Funding for public transit operations in the Staunton, Augusta County, and Waynesboro area. She noted that as a result of the formation of the Staunton-Augusta-Waynesboro Metropolitan Planning Organization (SAWMPO), Virginia Rural Transit (VRT) is no longer eligible to receive the state rural funding they had previously received for the jurisdictions covered by the SAWMPO, but that those jurisdictions are now eligible for funding directly from the Federal Transit Administration instead. Ms. Riedesel stated that the CSPDC will serve as the direct recipient of the FTA 5307 funding, acting as fiscal agent and administrators of the transit program, and passing the funding through to VRT in order to maintain its transit system in the urbanized area of the SAWMPO. She noted that Staunton City Attorney Doug Guynn had generously offered his legal services in reviewing the proposed contract between the CSPDC and VRT, along with the federal requirements for this program. Ms. Riedesel stated that the 18-month contract with VRT went into effect January 1, 2014, as a reimbursable contract on an hour of service cost basis.

## **Central Shenandoah Valley Regional All Hazards Mitigation Plan Update (BAF #14-4)**

Chairperson Dull presented for consideration Central Shenandoah Valley Regional All Hazards Mitigation Plan Update. Ms. Joyce gave a brief review on the Plan Update, noting that it had been approved by the Federal Emergency Management Agency (FEMA) contingent upon adoption by the 21 local jurisdictions. She noted that the Federal Disaster Mitigation Act of 2000 requires local governments to develop and adopt natural hazard mitigation plans in order to be eligible to receive certain hazard mitigation grant funds in the future. Ms. Joyce stated that as part of the update process, public involvement was also included through an on-line survey and education presentations throughout the region. She then presented a Resolution for Adoption of the Central Shenandoah Valley All Hazards Mitigation Plan 2013 Update. Ms. Angle moved, seconded by Mr. Pattie, to adopt the Resolution for the 2013 Update of the Central Shenandoah Valley Regional All Hazards Mitigation Plan. Motion carried unanimously.

## **Commonwealth Intergovernmental Review Process (CIRP) (BAF #14-1)**

Chairperson Dull presented for consideration CIRPs. Ms. Riedesel gave a brief description on the CIRPs, noting that she had received two additional CIRPS from Pleasant View, Inc. and Valley Community Services Board for FTA Section 53120 Program to purchase transportation equipment. Mr. Chandler moved, seconded by Ms. Earhart, to endorse the staff recommendations. Motion was carried by unanimous vote. They are as follows:

- A. Volunteer Fire Department, Inc. to Purchase Fire Equipment. The Churchville Volunteer Fire Department, Inc. has submitted an application to Rural Development for a \$50,000 grant to purchase fire equipment. Given time constraints, the Executive Director submitted a letter of support for this project on January 9, 2014. Staff recommends ratification of the Executive Director's endorsement letter.
- B. Rockbridge Area Transportation System, Inc. (RATS) Application to Purchase Transportation Equipment. RATS has submitted an application seeking capital assistance from the Commonwealth of Virginia through the FTA Section 5310 Program to purchase transportation equipment for a total funding of \$40,000. Staff recommends endorsement of the project.
- C. Pleasant View, Inc. Pleasant View, Inc. has submitted an application seeking capital assistance from the Commonwealth of Virginia through the FTA Section 5310 Program to purchase transportation equipment for a total funding of \$64,000. Staff recommends endorsement of the project.
- D. Valley Community Services Board (VCSB). VCSB has submitted an application seeking capital assistance from the Commonwealth of Virginia through the FTA Section 5310 Program to purchase transportation equipment for a total funding of \$200,000. Staff recommends endorsement of the project.

## **Other Business**

Under Other Business, Mr. McDermott presented and reviewed a Resolution for the 2014 Central Shenandoah Planning District Commission Title VI Plan. He stated that the CSPDC Title VI Plan was developed to ensure the CSPDC is in compliance with nondiscrimination requirements. Mr. McDermott noted that an approved Title VI Plan is required in order to become the direct recipient of Federal Transportation Administration Grant funding. He further noted that Environmental Justice guidelines and outreach strategies for minority, low-income, and Limited English Proficiency (LEP) populations are included within the Plan. Mr. Lewis moved, seconded by Mr. Chandler, to adopt the Resolution for the 2014 CSPDC Title VI Plan. Motion was carried by unanimous vote.

Also under Other Business, Ms. Riedesel announced that Ann Cundy had given birth to a baby girl last Saturday.

## **Adjournment**

There being no further business to come before the Commission, a motion for adjournment was unanimously passed at 7:55 p.m. Chairperson Dull announced that the next CSPDC meeting will be held on Monday, April 21, 2014.

Respectfully submitted,

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*Rita F. Whitfield, Clerk to the Board*

Approved:

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*Larry Tolley, CSPDC Secretary*



Central Shenandoah Planning District Commission

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April 14, 2014

**MEMO TO:** CSPDC Board of Commissioners  
**FROM:** Bonnie S. Riedesel, Executive Director  
**SUBJECT:** April 21, 2014, Commission Meeting

The Central Shenandoah Planning District Commission will hold its meeting on **Monday, April 21, 2014, 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.**

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**AGENDA**

1. Call to Order
2. Minutes of February 3, 2014, Meeting
3. Reports
  - A) Chairperson
  - B) Executive Director (*EDR #14-2*)
  - C) Treasurer's Report
4. Presentation on the SAW Public Transit System
  - *Phil Thompson, Virginia Regional Transit (VRT) Manager*
5. Consideration of FY15 Rural Transportation Planning Program Resolution (*BAF #14-7*)
6. Commonwealth Intergovernmental Review Process (CIRPS) (BAF #14-10)
  - A) An application submitted by DEQ for FY14 Section 319(h) Nonpoint Source Implementation Grant Application
7. Other Business
8. Adjournment

**Central Shenandoah Development Corporation Annual Meeting Immediately Following the Full Commission Meeting**

**Next CSPDC Board Meeting: Monday, June 16, 2014**





Central Shenandoah Planning District Commission

**Minutes**  
**Central Shenandoah**  
**Planning District Commission Meeting**  
**112 MacTanly Place, Staunton, VA 24401**  
**April 21, 2014, 7:00 p.m.**

<b>Member Jurisdiction Representatives</b>					
	<b>Augusta County</b>		<b>City of Staunton</b>		<b>Staff</b>
	Jeffrey Moore	✓	Sharon Angle	✓	Bonnie Riedesel, Executive Director
✓	Marshall Pattie	✓	Carolyn Dull, Chairperson	✓	Rebecca Joyce, Senior Planner/Program Manager
✓	Joseph Colvin		<b>Rockbridge County</b>	✓	Elizabeth McCarty, Economic Development Planner/Program Manager
✓	Becky Earhart	✓	A. W. Buster Lewis	✓	Erin Yancey, Regional Planner
	<b>Bath County</b>	✓	Chris Slaydon	✓	Kevin McDermott, Transportation Manager
	Bruce McWilliams		<b>Rockingham County</b>		Ann Cundy, Transportation Planner
	<b>City of Buena Vista</b>		Donald Delaughter	✓	Robert Huff, GIS Manager/Regional Planner
✓	Larry Tolley, Secretary	✓	Rick Chandler	✓	Phil Alexander, GIS Specialist
	<b>City of Harrisonburg</b>	✓	Casey Armstrong	✓	Rita Whitfield, Office Manager
	Charles Chenault, Vice Chair		Vacant	✓	Cindi Johnson, Fiscal Officer
✓	Richard Baugh		<b>City of Waynesboro</b>	✓	Kimberly Miller, Administrative Assistant
	Stacy Turner		Timothy Williams	✓	Devon Thompson, Planning Assistant
	<b>Highland County</b>	✓	David Bihl		
✓	Kevin Wagner				
	<b>City of Lexington</b>				<b>Others</b>
✓	George Pryde			✓	Phil Thompson, VRT

**Call To Order**

The April 21, 2014, Central Shenandoah Planning District Commission meeting was called to order at 7:00 p.m. by Chairperson Dull.

**Minutes**

Mr. Pattie moved, seconded by Mr. Pryde, to approve the minutes of the February 3, 2014, Commission meeting. Motion carried unanimously.

## **Executive Director's Report (EDR #14-2)**

Ms. Riedesel presented the Executive Director's Report (attached to file minutes). She announced that the CSPDC has received the Greater Augusta Regional Chamber of Commerce Outstanding Tourism Business Award for the Fields of Gold Agritourism Program. Ms. Riedesel also stated that she had received a letter from Senator Mark Warner congratulating the CSPDC upon receiving the Award.

Ms. Riedesel announced that the CSPDC had been awarded a \$24,200 grant for Illicit Discharges & Water Quality Protection in the Shenandoah Valley from Virginia Environmental Endowment. Ms. Yancey gave a brief description on the project, noting that the Central Shenandoah Planning District Commission (CSPDC), Cities of Harrisonburg, Staunton, and Waynesboro, the Town of Bridgewater, James Madison University (JMU), and the Center for Watershed Protection (CWP) are partnering in this Virginia Environmental Endowment grant. She stated that the proposed project will increase the capacity of the jurisdictions to identify and eliminate illicit discharges that may be impairing water quality in local streams. Ms. Yancey noted that the localities will undertake this effort as an important component of overall efforts to develop effective local stormwater management programs. She then reviewed the goals and objectives and the scope of work.

## **Treasurer's Report**

Chairperson Dull presented for consideration the Treasurer's Report (attached to file minutes). Ms. Johnson reviewed the February 28, 2014, Financial Statement. Mr. Pryde moved, seconded by Mr. Colvin, to approve the Treasurer's Report as presented. Motion carried unanimously.

## **Presentation on the SAW Public Transit System**

Chairperson Dull presented SAW Public Transit System. Ms. Riedesel gave a brief background on the FTA 5307 funding for public transit operations in the Staunton, Augusta County, and Waynesboro area. She noted that as a result of the formation of the Staunton-Augusta-Waynesboro Metropolitan Planning Organization (SAWMPO), Virginia Rural Transit (VRT), a private nonprofit organization, is no longer eligible to receive the state rural funding they had previously received to provide local transit services. Ms. Riedesel stated that the CSPDC will serve as the direct recipient of the FTA 5307 funding, acting as fiscal agent and administrator of the transit program, and passing the funding through to VRT in order to maintain its transit system in the urbanized area of Staunton, Augusta, and Waynesboro.

Ms. Riedesel introduced and welcomed Mr. Phil Thompson, Virginia Regional Transit Manager. Mr. Thompson gave a PowerPoint presentation on the Public Transit System; how it began in the valley; what makes this system different from other transit systems; how the funding works; local match; the SAWMPO; and services available to residents. He stated that the Virginia Regional Transit is the transit provider for the CATS mountain region and provides both fixed route and demand response bus transportation to a variety of local communities to include the cities of Staunton and Waynesboro; the counties of Augusta and Rockingham; and Blue Ridge Community College along the I-81 Corridor. He noted that the popular 250 Connector operates along the Route

250 Corridor which stretches from Staunton to Waynesboro. Mr. Thompson distributed copies of the Mountain Bus Service brochure.

Ms. Riedesel reported on the possibility of the CSPDC performing a feasibility study and pilot project regarding a demand for a bus system originating from Staunton and Waynesboro to Charlottesville, and possibly expanding services to Bath and Highland Counties.

#### **FY15 Rural Transportation Planning Program Resolution (BAF #14-7)**

Chairperson Dull presented for consideration FY15 Rural Transportation Planning Program Resolution (attached to file minutes). Mr. McDermott gave a brief review on the Program, noting that these funds will be used to pay for program administration, transportation-related grant writing for member localities, transportation planning assistance offered to our rural localities, rural long-range transportation planning, completion of a rural corridor or intersection plan, assistance and support of the State's efforts related to transportation planning including data collection and development of performance measurements in transportation planning, and bicycle and pedestrian planning. He noted that the Program will provide \$58,000 and the CSPDC will provide a \$14,500 match. Mr. Chandler moved, seconded by Ms. Earhart, to approve the Resolution authorizing application for the FY15 Rural Transportation Planning Program grant. Motion was carried by unanimous vote.

#### **Commonwealth Intergovernmental Review Process (CIRP) (BAF #14-10)**

Chairperson Dull presented for consideration an application submitted by the Virginia Department of Environmental Quality (DEQ) for FY14 Section 319(h) Nonpoint Source Implementation Grant for a total funding of \$5,226,537 (\$3,135,922 Federal and \$2,090,615 match). Mr. Pattie moved, seconded by Ms. Earhart, for endorsement of the project. Motion carried unanimously.

#### **Adjournment**

There being no further business to come before the Commission, a motion for adjournment was unanimously passed at 7:35 p.m. Chairperson Dull announced that the next CSPDC meeting will be held on Monday, June 16, 2014.

Respectfully submitted,

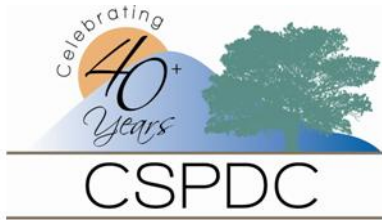
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*Rita F. Whitfield, Clerk to the Board*

Approved:

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*Larry Tolley, CSPDC Secretary*



Central Shenandoah Planning District Commission

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June 9, 2014

**MEMO TO:** CSPDC Board of Commissioners  
**FROM:** Bonnie S. Riedesel, Executive Director  
**SUBJECT:** June 16, 2014, Commission Meeting

The Central Shenandoah Planning District Commission will hold its meeting on **Monday, June 16, 2014, 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.**

**PLEASE NOTE:**

There will be a short meeting of the newly elected Executive Committee after the Full Commission meeting to elect officers.

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**AGENDA**

1. Call to Order
2. Minutes of April 21, 2014 Meeting
3. Reports
  - A) Chairperson
  - B) Executive Director
  - C) Treasurer's Report
4. Recognition of Outgoing Commission Board Member
  - *Charles Chenault, City of Harrisonburg*
5. Report on Executive Committee Elections (Board Memo #14-2)
6. Consideration of FY15 CSPDC Budget (BAF #14-13)
7. Fields of Gold Presentation

8. Commonwealth Intergovernmental Review Process (CIRPS) (BAF #14-12)
  - A) An application submitted by DEQ for VADEQ 2015-17 Wetlands Protection-Building Capacity for Wetland program protection of high Ecological Value Aquatic Resources in Virginia-Track One
  - B) An application submitted by DEQ for Chesapeake Bay Nonpoint Source Implementation Grant
  - C) An application submitted by DEQ for Sec 103 for NATT Air Monitoring Site Program
  - D) An application submitted by the Virginia Department of Agriculture and Consumer Services for Pesticide performance Partnership Grant Application FY15-17
  - E) An application submitted by VDOT for Draft FY15 SPR Work Program
  - F) An application submitted by the Institute for Local Self-Reliance for Composting for Community: A Program to Expand Small-Scale, Community-Based Composting in the Mid-Atlantic
9. Other Business
  - VAPDC Summer Conference, June 24-26, Williamsburg, Virginia
10. Adjournment

**Next CSPDC Board Meeting: Monday, August 18, 2014**



**Minutes**  
**Central Shenandoah**  
**Planning District Commission Meeting**  
**112 MacTanly Place, Staunton, VA 24401**  
**June 16, 2014, 7:00 p.m.**

<b>Member Jurisdiction Representatives</b>					
	<b>Augusta County</b>		<b>City of Staunton</b>		<b>Staff</b>
	Jeffrey Moore		Sharon Angle	✓	Bonnie Riedesel, Executive Director
	Marshall Pattie	✓	Carolyn Dull, Chairperson	✓	Rebecca Joyce, Senior Planner/Prog. Manager
✓	Joseph Colvin		<b>Rockbridge County</b>	✓	Elizabeth McCarty, Ec. Dev/Prog. Manager
	Becky Earhart	✓	A. W. Buster Lewis	✓	Erin Yancey, Regional Planner
	<b>Bath County</b>	✓	Chris Slaydon	✓	Kevin McDermott, Transportation Manager
	Bruce McWilliams		<b>Rockingham County</b>	✓	Ann Cundy, Transportation Planner
	<b>City of Buena Vista</b>		Donald Delaughter	✓	Robert Huff, GIS Manager/Regional Planner
	Larry Tolley, Secretary		Rick Chandler	✓	Phil Alexander, GIS Specialist
	<b>City of Harrisonburg</b>		Casey Armstrong	✓	Rita Whitfield, Office Manager
✓	Richard Baugh		Vacant	✓	Cindi Johnson, Fiscal Officer
✓	Stacy Turner		<b>City of Waynesboro</b>	✓	Kimberly Miller, Administrative Assistant
	Vacant	✓	Timothy Williams	✓	Devon Thompson, Planning Assistant
	<b>Highland County</b>	✓	David Bihl		
✓	Kevin Wagner				
	<b>City of Lexington</b>				<b>Others</b>
✓	George Pryde				

**Call To Order**

The June 16, 2014, Central Shenandoah Planning District Commission meeting was called to order at 7:00 p.m. by Chairperson Dull.

**Minutes**

Mr. Pryde moved, seconded by Mr. Colvin, to approve the minutes of the April 21, 2014, Commission meeting. Motion carried unanimously.

## **Executive Director's Report**

Under Executive Director's Report, Ms. Riedesel announced that Nancy Gourley has been hired to fill the Transit Program Coordinator/Transportation Planner position and will begin work on July 7, 2014. Also under Executive Director's report, Ms. Riedesel announced that the Fields of Gold Celebration will be held on June 20, 2014, at the American Frontier Culture Foundation from 2:00 p.m. to 3:30 p.m.

## **Treasurer's Report**

Chairperson Dull presented for consideration the April 30, 2014, Treasurer's Report for consideration (attached to file minutes). Mr. Williams moved, seconded by Mr. Colvin, to approve the Treasurer's Report as presented. Motion carried unanimously.

## **Recognition of Outgoing Commission Board Member**

Chairperson Dull presented a certificate of appreciation to Charles Chenault as the City of Harrisonburg's representative, for his outstanding leadership and notable service to the Planning District Commission and to the people of the District, shown during his term as Commissioner.

## **Report on Executive Committee Elections (Board Memo #14-2)**

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 from July 1, 2014 through June 30, 2016: Kevin Wagner, Highland County; Larry Tolley, City of Buena Vista; Bruce McWilliams, Bath County; Casey Armstrong, Rockingham County; Carolyn Dull, City of Staunton; Buster Lewis, Rockbridge County; and George Pryde, City of Lexington. Chairperson Dull stated that the newly elected Executive Committee members will meet immediately following the Full Commission meeting to elect officers.

## **Consideration of FY15 CSPDC Budget (BAF #14-13)**

Chairperson Dull presented for consideration the FY15 CSPDC Budget (attached to file minutes). Ms. Riedesel gave a review on the Budget. She noted that the Commission is growing both in the number of employees and amount of revenues. Ms. Riedesel stated that the budget has grown from \$1.2 million in FY13 to \$2.8 million in FY14, primarily due to the result of the formation of the Staunton-Augusta-Waynesboro Metropolitan Planning Organization and the Public Transit Program. Questions were raised and addressed regarding the increase in the CSPDC budget.

Ms. Riedesel reviewed the Source of Revenues, noting that the locality assessment would remain at 70 cents per capita. Ms. Riedesel then reviewed Staff Wages and Benefits, noting that the budget included a 1% cost of living increase with employee step plan for merit increases. She stated that the CSPDC Budget is based on conservation estimates of known grants and funds and she reviewed the process of how the budget was developed. Questions were raised and addressed regarding the CSPDC Budget's increase, noting the establishment of the SAWMPO and the Public Transit System.

Ms. Johnson then presented a PowerPoint presentation on the CSPDC FY15 Budget. She reviewed the CSPDC Revenues; comparison of FY13-FY15 CSPDC Budgets; FY15 Program Revenues; FY15 Revenues by Program Area; FY15 CSPDC Net Revenues; CSPDC Expenses; Wages and Benefits; Allocation of Staffing; and Indirect Rates. On behalf of the CSPDC Board, Chairperson Dull thanked the staff for the presentation on the Budget and their hard work.

Ms. Riedesel noted that the Executive Committee had reviewed the FY15 CSPDC budget extensively at their last meeting and recommended approval. Upon recommendation of the Executive Committee, Mr. Lewis moved, seconded by Mr. Pryde, to approve the FY15 CSPDC Budget. Motion was carried by unanimous vote.

### **Fields of Gold Presentation**

Chairperson Dull presented the Fields of Gold Presentation. Ms. Riedesel gave a status report and background information on the Fields of Gold (FOG) program. She noted that the Fields of Gold is a regional agritourism program designed to collectively market and promote the Shenandoah Valley's agritourism sites and activities. The goal is to create a coordinated tourism experience for the traveling public and to brand the region as an agritourism destination. Ms. Riedesel listed the localities in the Fields of Gold region and recognized the many awards presented to the Fields of Gold program. She then asked Ms. McCarty, Mr. Huff, and Ms. Yancey to present the Fields of Gold website and to walk through the many features presented on the website, i.e., About Fields of Gold; Explore the Map; Meet the Locals; Find Events & Activities; Discover the Area; Check Out What's Fresh; and Contact Fields of Gold. Ms. Riedesel presented and distributed Fields of Gold brochures.

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

Chairperson Dull presented for consideration CIRPs. Ms. Riedesel gave a brief description on the CIRPs, noting that she had received two additional CIRPs; one from the CSPDC for USDA Farmers Market Promotion Program; and one from Rural Development for a Business Enterprise Grant Program (RBEG) for Waynesboro Area Learning Tree. Mr. Williams moved, seconded by Mr. Wagner, to endorse the staff recommendations. Motion was carried by unanimous vote. They are as follows:

- A. Virginia Department of Environmental Quality (DEQ). DEQ has submitted an application for VADEQ 2015-17 Wetlands Protection-Building Capacity for Wetland Program Protection of High Ecological Value Aquatic Resources in Virginia-Track One for a total funding of \$1,104,195 (\$828,108 federal; \$34,266 applicant; and \$241,821 state). Staff recommends endorsement of the project.
- B. Virginia Department of Environmental Quality (DEQ). DEQ has submitted an application for Chesapeake Bay Nonpoint Source Implementation Grant for a total funding of \$6,875,242 (\$3,437,621 Federal; \$3,437,621 State). Staff recommends endorsement of the project.



- C. Virginia Department of Environmental Quality (DEQ). DEQ has submitted an application for Sec 103 for NATTS Air Monitoring Site Program for \$180,000. Staff recommends endorsement of the project.
- D. Virginia Department of Agriculture and Consumer Services. The Virginia Department of Agriculture and Consumer Services has submitted an application for Pesticide Performance Partnership Grant Application FY15-17 for \$644,750 FY15; \$569,750 FY16; and \$652,950 FY17, for a total funding of \$1,867,450. Staff recommends endorsement of the project.
- E. Virginia Department of Transportation (VDOT) Draft SPR Work Program for FY15. VDOT has submitted its annual work program for review and comment. The proposed programs comply with state and federal regulations and set forth planning funding for both state and local agencies, such as the Harrisonburg-Rockingham MPO, Staunton-Augusta-Waynesboro MPO, annual Rural Transportation Program Grant, and TAP grants. Staff recommends endorsement of the project.
- F. Institute for Local Self-Reliance (ILSR) for Composting for Community: A program to expand small-scale, community-based composting in the Mid-Atlantic. ILSR has submitted an application for \$18,796 to continue its successful food composting outreach efforts in the Mid-Atlantic to address the priority of strengthening the food composting infrastructure to divert food residuals from the waste stream. Staff recommends endorsement of the project.
- G. CSPDC Application for USDA Farmers Market Promotion Program (FMPP). The CSPDC has submitted an application for the Shenandoah Valley Fields of Gold Agritourism program for a total funding of \$99,678. Staff recommends endorsement of the project.
- H. Business Enterprise Grant Program (RBEG) for Waynesboro Area Learning Tree. The Rural Business-Cooperative has received a pre-application for a RBEG for Waynesboro Area Learning Tree for \$49,800. Staff recommends endorsement of the project.

### **VAPDC Summer Conference**

Chairperson Dull announced that the VAPDC summer conference will be held in Williamsburg, Virginia, July 24-26, 2104. Ms. Riedesel stated that if anyone wished to attend the conference to please let her know.

### **Adjournment**

There being no further business to come before the Commission, a motion for adjournment was unanimously passed at 7:55 p.m. Chairperson Dull announced that the next CSPDC meeting will be held on Monday, August 18, 2014.

Respectfully submitted,

\_\_\_\_\_  
*Rita F. Whitfield, Clerk to the Board*

Approved:

\_\_\_\_\_  
*Larry Tolley, CSPDC Secretary*



August 11, 2014

**MEMO TO:** CSPDC Board of Commissioners  
**FROM:** Bonnie S. Riedesel, Executive Director  
**SUBJECT:** August 18, 2014, Commission Meeting

The Central Shenandoah Planning District Commission will hold its meeting on **Monday, August 18, 2014, 6:00 p.m.**, at the **Frontier Culture Museum, 1290 Richmond Road, Staunton, Virginia, at the Lecture Hall Dairy Barn**. If you cannot attend this meeting, please call the Commission Office.

**Presentations will be at 6:00 p.m., dinner at 6:30 p.m.,  
and the CSPDC meeting at 7:00 p.m.**

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## **AGENDA**

1. Call to Order
2. Welcome and Introductions
3. Minutes of June 16, 2014 Meeting
4. Reports
  - A) Chairperson
  - B) Executive Director
  - C) Treasurer's Report
5. Recognition of Outgoing Commission Members
  - *Tim Williams, City of Waynesboro*
6. Recognition of New Commission Board Members
  - *Abe Shearer, City of Harrisonburg*
  - *Jeff Freeman, City of Waynesboro*
  - *Jeff Moore, Augusta County*

7. Commonwealth Intergovernmental Review Process (CIRPS) (BAF #14-14)
  - A) An application submitted by The Highland Center for Rural Business Enterprise Grant Program (RBEG) Technical Assistance for Alleghany Highlands Agricultural Center
  - B) An application submitted by the National Fish and Wildlife Foundation for Chesapeake Bay Small Watershed Grants Program
  - C) An application submitted by the National Fish and Wildlife Foundation for Chesapeake Bay Innovative and Nutrient Sediment Reduction Grants Programs
  - D) An application submitted by the Virginia Department of Environmental Quality for FY15-FY18 Performance Partnership Grant Application
8. Other Business
9. 45<sup>th</sup> Anniversary Presentation
10. Adjournment

**Next CSPDC Board Meeting: Monday, October 20, 2014**

**Next Executive Committee Meeting: Wednesday, September 24, 2014**



**Minutes**  
**Central Shenandoah**  
**Planning District Commission Meeting**  
**American Frontier Culture Museum, Staunton, VA 24401**  
**August 18, 2014, 7:00 p.m.**

<b>Member Jurisdiction Representatives</b>					
	<b>Augusta County</b>		<b>City of Staunton</b>		<b>Staff</b>
✓	Jeffrey Moore	✓	Sharon Angle	✓	Bonnie Riedesel, Executive Director
✓	Marshall Pattie	✓	Carolyn Dull, Chairperson	✓	Rebecca Joyce, Senior Planner/Prog. Manager
✓	Joseph Colvin		<b>Rockbridge County</b>	✓	Elizabeth McCarty, Ec. Dev/Prog. Manager
✓	Becky Earhart	✓	A. W. Buster Lewis	✓	Erin Yancey, Regional Planner
	<b>Bath County</b>	✓	Chris Slaydon	✓	Kevin McDermott, Transportation Manager
✓	Bruce McWilliams, Vice Chairperson		<b>Rockingham County</b>	✓	Ann Cundy, Transportation Planner
	<b>City of Buena Vista</b>	✓	Donald Delaughter	✓	Nancy Gourley, Transit Program Coordinator
✓	Larry Tolley, Secretary	✓	Rick Chandler	✓	Robert Huff, GIS Manager/Regional Planner
	<b>City of Harrisonburg</b>	✓	Casey Armstrong	✓	Phil Alexander, GIS Specialist
✓	Richard Baugh		Vacant	✓	Rita Whitfield, Office Manager
✓	Abe Shearer		<b>City of Waynesboro</b>	✓	Cindi Johnson, Fiscal Officer
	Stacy Turner	✓	Jeff Freeman	✓	Kimberly Miller, Administrative Assistant
	<b>Highland County</b>		Vacant	✓	Devon Thompson, Planning Assistant
✓	Kevin Wagner, Treasurer				<b>Others</b>
	<b>City of Lexington</b>			✓	Carolyn Bragg, Augusta County
✓	George Pryde			✓	Tim Fitzgerald, Augusta County
				✓	Ashton Harrison, Bath County
				✓	Jay Scudder, Buena Vista
				✓	Richard Fox, Craigsville
				✓	Kurt Hodgen, Harrisonburg
				✓	Anne Lewis, Harrisonburg
				✓	Roberta Lambert, Highland County
				✓	Terry Harrington, Lexington
				✓	Spencer Suter, Rockbridge County
				✓	Sam Crickenberger, Rockbridge County
				✓	Robin Delaughter, Rockingham County
				✓	Walt Obenschain, Staunton
				✓	Steven Rosenberg, Staunton
				✓	Andrea Oakes, Staunton

## **Call To Order**

The August 18, 2014, Central Shenandoah Planning District Commission meeting was called to order at 7:00 p.m. by Chairperson Dull. She expressed her appreciation to the caterer, Simple Elegance, LLC. Chairperson Dull welcomed everyone and asked the Commissioner's to introduce themselves and their guests.

## **Recognition of New Commission Board Members**

Chairperson Dull welcomed and introduced the following new Commission Board members: Abe Shearer, representing the City of Harrisonburg; Jeff Freeman, representing the City of Waynesboro; and Jeff Moore, representing Augusta County.

## **Minutes**

Mr. Chandler moved, seconded by Ms. Earhart, to approve the minutes of the June 16, 2014, Commission meeting. Motion carried unanimously.

## **Treasurer's Report**

Chairperson Dull presented for consideration the June 30, 2014, Treasurer's Report (attached to file minutes). Mr. Wagner, Treasurer, ask Ms. Johnson to give a brief review on the June 30, 2014, Financial Statement. Ms. Angle moved, seconded by Mr. McWilliams, to approve the Treasurer's Report as presented. Motion carried unanimously.

## **Recognition of Outgoing Commission Board Member**

Chairperson Dull presented a certificate of appreciation to Tim Williams as the City of Waynesboro's representative, for his outstanding leadership and notable service to the Planning District Commission and to the people of the District, shown during his term as Commissioner.

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

Chairperson Dull presented for consideration CIRPs. Mr. Lewis moved, seconded by Ms. Earhart, to endorse the staff recommendations. Motion was carried by unanimous vote. They are as follows:

- A. An application submitted by The Highland Center for a Rural Business Enterprise Grant Program (RBEG) Technical Assistance grant for Alleghany Highlands Agricultural Center in the amount of \$85,639. Given time constraints, the Executive Director submitted a letter of support for this project on June 20, 2014. Staff recommends ratification of the Executive Director's endorsement letter.
- B. An application submitted by the National Fish and Wildlife Foundation for Chesapeake Bay Program Fiscal Year 2014 Request for Proposals for Support for Small Watershed Grants Program for a total funding of \$73,333,334. Staff recommends endorsement of the project.

- C. An application submitted by the National Fish and Wildlife Foundation for Chesapeake Bay Program Fiscal Year 2014 Innovative Nutrient and Sediment Reduction Grants Program for a total funding of \$110,000,000. Staff recommends endorsement of the project.
- D. An application submitted by the Virginia Department of Environmental Quality (DEQ) for FY15-FY18 performance Partnership Grant Application for a total funding of \$53,573,852. Staff recommends endorsement of the project.

### **45<sup>th</sup> Anniversary Presentation**

Chairperson Dull expressed her appreciation to everyone for attending and stated that she wanted to take this opportunity to tell everyone about the CSPDC, the services and programs offered, to introduce everyone to the CSPDC staff, and to see how the Commission's services might benefit each jurisdiction and the region. She then reviewed the CSPDC Background and History of Planning District Commissions; the CSPDC Region; CSPDC Commissioners and Staff; How the CSPDC is funded; and Investments in the Region. Chairperson Dull then asked Ms. Riedesel to introduce the staff and programs offered by the CSPDC.

Ms. Riedesel thanked everyone for attending. She introduced the staff and presented a PowerPoint presentation on the programs offered by the CSPDC: Ms. McCarty on Economic Development Planning, Appalachian Regional Commission, and Fields of Gold Agritourism; Mr. McDermott on Transportation Planning; Ann Cundy on Bicycle and Pedestrian Planning; Nancy Gourley on Public Transit; Ms. Joyce on Emergency Management Services; Ms. Miller on Affordable Housing and Community Development; Ms. Yancey on Natural Resources and Environment; and Mr. Huff and Mr. Alexander on GIS and Mapping Services and On-Call Consultant Program. Ms. Riedesel also recognized Rita Whitfield, Office Manager; Cindi Johnson, Fiscal Officer; and Devon Thompson, Planning Assistant.

### **Adjournment**

There being no further business to come before the Commission, a motion for adjournment was unanimously passed at 7:55 p.m. Chairperson Dull announced that the next CSPDC meeting will be held on Monday, October 20, 2014.

Respectfully submitted,

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*Rita F. Whitfield, Clerk to the Board*

Approved:

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*Larry Tolley, CSPDC Secretary*



October 14, 2014

**MEMO TO:** CSPDC Board of Commissioners  
**FROM:** Bonnie S. Riedesel, Executive Director  
**SUBJECT:** October 20, 2014, CSPDC Board Meeting

The Central Shenandoah Planning District Commission (CSPDC) will hold its meeting on Monday, October 20, 2014, 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.**

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## AGENDA

1. Call to Order
2. Minutes of August 18, 2014 Meeting
3. Reports
  - A) Chairperson
  - B) Executive Director (*EDR #14-3*)
  - C) Treasurer (*attachment*)
4. Presentation on Economic Development in the Shenandoah Valley
  - *Dennis Burnett, Executive Director, SVP*
  - *Elizabeth McCarty, Economic Development Planner/Program Manager*
5. Consideration of FY14 and FY15 Budget Revisions (*BAF #14-18*)
6. Consideration of Credit Card Policy (*attachment*)
7. Commonwealth Intergovernmental Review Process (CIRPS) (BAF #14-15)
  - A) An application submitted by Shenandoah Growers, Inc. of Harrisonburg for a Business and Industry Guaranteed Loan Program for \$8,000,000.
  - B) An application submitted by CSPDC for ARC 2015 Asset Based Development Grant for \$62,000.
  - C) An application submitted by BARC Electric Cooperative for ARC 2015 Area Development Grant for \$500,000.

*D)* An application submitted by the Virginia Department of Environmental Quality (DEQ) for FY14 Chesapeake Bay Regulatory and Accountability Program Grant for \$6,073,012.

8. Other Business

9. Adjournment

**Next CSPDC Board Meeting: Monday, December 15, 2014**





**Minutes**  
**Central Shenandoah**  
**Planning District Commission Meeting**  
**112 MacTanly Place, Staunton, VA 24401**  
**October 20, 2014, 7:00 p.m.**

<b>Member Jurisdiction Representatives</b>					
	<b>Augusta County</b>		<b>City of Staunton</b>		<b>Staff</b>
	Jeffrey Moore	✓	Sharon Angle	✓	Bonnie Riedesel, Executive Director
	Marshall Pattie	✓	Carolyn Dull, Chairperson	✓	Rebecca Joyce, Senior Planner/Prog. Manager
	Joseph Colvin		<b>Rockbridge County</b>	✓	Elizabeth McCarty, Ec. Dev/Prog. Manager
✓	Becky Earhart	✓	A. W. Buster Lewis	✓	Erin Yancey, Regional Planner
	<b>Bath County</b>	✓	Chris Slaydon	✓	Kevin McDermott, Transportation Manager
✓	Bruce McWilliams, Vice Chairperson		<b>Rockingham County</b>	✓	Ann Cundy, Transportation Planner
	<b>City of Buena Vista</b>	✓	Donald Delaughter	✓	Robert Huff, GIS Manager/Regional Planner
✓	Larry Tolley, Secretary	✓	Rick Chandler	✓	Phil Alexander, GIS Specialist
	<b>City of Harrisonburg</b>	✓	Casey Armstrong	✓	Rita Whitfield, Office Manager
✓	Richard Baugh		Vacant	✓	Cindi Johnson, Fiscal Officer
✓	Stacy Turner		<b>City of Waynesboro</b>		Kimberly Miller, Administrative Assistant
	Abe Shearer	✓	Jeff Freeman	✓	Devon Thompson, Planning Assistant
	<b>Highland County</b>		Vacant		
✓	Kevin Wagner				<b>Others</b>
	<b>City of Lexington</b>			✓	Dennis Burnett, Shenandoah Valley Partnership (SVP)
✓	George Pryde			✓	Steven Cox, James Madison University

**Call To Order**

The October 20, 2014, Central Shenandoah Planning District Commission meeting was called to order at 7:00 p.m. by Chairperson Dull.

**Minutes**

Ms. Angle moved, seconded by Mr. Pryde, to approve the minutes of the August 18, 2014, Commission meeting. Motion carried unanimously.

## **Chairperson's Report**

Under Chairperson's Report Chairperson Dull introduced and welcomed Mr. Jeff Freeman, representative for the City of Waynesboro. She also expressed her appreciation for everyone's attendance at the CSPDC's 45<sup>th</sup> Anniversary event that was held at the Frontier Culture Museum in Staunton.

## **Executive Director's Report**

Ms. Riedesel gave a brief report on the Executive Director's Report EDR #14-3 (attached to file minutes). She highlighted the following:

- Fields of Gold Program - The CSPDC received a \$93,674 U.S. Department of Agriculture grant for its Fields of Gold Agritourism Program. Ms. Riedesel stated that the funds will be used to boost rural economic activities by increasing marketing and promotions of the Fields of Gold Farm Trail and to hire a part-time Agritourism Coordinator.
- Transit Development Plan - A Transit Development Plan (TDP) for the CSPDC's administered transit services is underway and will be completed in approximately eight months. Ms. Riedesel stated that the Department of Rail and Public Transportation (DRPT) requires that all transit agencies and recipients of state transit grant funds complete and maintain a TDP. She noted that DRPT is funding the development of the TDP and has selected the KFH Group as the consultant to complete the planning effort. Ms. Riedesel stated once the TDP has been completed, it will be presented to the CSPDC Board for consideration.

## **Treasurer's Report**

Chairperson Dull presented for consideration the Treasurer's Report (attached to file minutes). Treasurer Wagner asked Ms. Johnson to give a review on the August 31, 2014, Financial Statement. Mr. Chandler moved, seconded by Mr. McWilliams, to approve the Treasurer's Report as presented. Motion carried unanimously.

## **Presentation on Economic Development in the Shenandoah Valley**

Chairperson Dull presented Economic Development in the Shenandoah Valley. Ms. McCarty gave a brief history and background on the Shenandoah Valley Partnership (SVP), noting that the SVP is the economic development organization that covers the entire Planning District. She reported on the relationship between the CSPDC and the SVP. Ms. McCarty introduced and welcomed Mr. Dennis Burnett, Executive Director of the SVP. Mr. Burnett presented a PowerPoint presentation on the SVP, highlighting how the SVP supports and enhances economic development in the region. He reviewed the organization of the SVP and the roles and leadership of the Executive, Marketing, Development, and Education/Workforce Committees. Mr. Burnett stated that the SVP is the one-stop shop for businesses seeking expansion or location in Virginia's Shenandoah Valley. He distributed copies of the SVP's Annual Report for 2013-14 and copies of a brochure to entitled "Business Thrives Here, Virginia's Shenandoah Valley."

### **Consideration of FY14 and FY15 Budget Revisions (BF #14-18)**

Chairperson Dull presented for consideration FY14 and FY15 Budget Revisions (attached to file minutes). Ms. Johnson gave a brief review on the Budget Revisions, noting that the two Budget Revisions have been revised to include additional grants and contracts received as well as changes to assumptions in spending. She reviewed the highlights of the budget changes for FY14 and FY15. Ms. Riedesel noted that the Executive Committee had approved the FY14 and FY15 Budget Revisions at their September 24, 2014 meeting. Upon recommendation of the Executive Committee, Mr. Lewis moved, seconded by Mr. Pryde, to approve the FY14 and FY15 Budget Revisions. Motion was carried by unanimous vote.

### **Consideration of Credit Card Policy**

Chairperson Dull presented for consideration Credit Card Policy (attached to file minutes). Ms. Riedesel gave a brief review on the Policy, noting that the intent of this Policy is to update the current policy to ensure that staff utilizes the CSPDC credit cards in a fiscally responsible manner and in accordance with established guidelines. She noted that the Executive Committee had reviewed this at their September 24, 2014 meeting and recommended approval of the Policy. Upon recommendation of the Executive Committee, Mr. Pryde, moved, seconded by Mr. McWilliams, to approve the Credit Card Policy. Motion carried unanimously.

### **Commonwealth Intergovernmental Review Process (CIRP) (BAF #14-15)**

Chairperson Dull presented for consideration CIRPs. Ms. Riedesel clarified that the application submitted by Shenandoah Growers for a Business and Industry Guaranteed Loan is located in Rockingham County. Mr. Lewis spoke in favor of the application submitted by BARC Electric Cooperative for an Appalachian Regional Commission (ARC) community solar project and learning center. He noted that the project is the construction of a large solar generating facility at a surplus elementary school provided by Rockbridge County and is an exciting community-funded renewable energy efficiency infrastructure project. Ms. Earhart moved, seconded by Mr. Tolley, to endorse the staff recommendations. Motion was carried by unanimous vote. They are as follows:

- A. An application submitted by Shenandoah Growers, Inc. of Rockingham County for a Business and Industry (B&I) Guaranteed Loan Program in the amount of \$8,000,000. The B&I loan will enable the business to refinance debt and buyout some of the foreign investors to become majority locally owned. Given time constraints, the Executive Director submitted a letter of support for this project on September 2, 2014. Staff recommends ratification of the Executive Director's endorsement letter.
- B. An application submitted by the CSPDC for Appalachian Regional Commission (ARC) 2015 Asset Based Development Grant for \$62,000. The grant funds will be used to develop a bike-to-farm trail program connecting farms in the Fields of Gold region, supporting both agritourism and bicycle tourism in the area. Staff recommends endorsement of the project.

- C. An application submitted by BARC Electric Cooperative for an Appalachian Regional Commission (ARC) 2015 Area Development–Energy Efficiency grant for \$500,000. The grant funding is needed to reduce the upfront capital costs of the Community Solar Project and Learning Center. Staff recommends endorsement of the project.
- D. An application submitted by the Virginia Department of Environmental Quality (DEQ) for FY14 Chesapeake Bay Regulatory and Accountability Program Grant for a total project cost of \$6,073,012. Funding will be allocated to support the Chesapeake Bay Preservation Act Program and the Stormwater Management Program. Staff recommends endorsement of the project.

### **Other Business**

Under Other Business, Ms. Riedesel stated that she had received a request from Stephen Carter, Nelson County Administrator, requesting a letter of support from the CSPDC regarding a grant application for the Crozet Tunnel Restoration Project that Nelson County is applying for. She noted that the SAWMPO had approved a Resolution at their October 1, 2014, meeting in support of the project. Ms. Riedesel gave a brief overview on the project, noting that this would be the third phase of the project which would include work on the west portal of the tunnel that provides access to Augusta County near the City of Waynesboro. Mr. Chandler moved, seconded by Mr. Pryde, to approve a letter of support regarding the Crozet Tunnel Restoration Project. Motion carried unanimously.

### **Adjournment**

There being no further business to come before the Commission, a motion for adjournment was unanimously passed at 7:55 p.m. Chairperson Dull announced that the next CSPDC meeting will be held on Monday, December 15, 2014.

Respectfully submitted,

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*Rita F. Whitfield, Clerk to the Board*

Approved:

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*Larry Tolley, CSPDC Secretary*



December 8, 2014

**MEMO TO:** CSPDC Board of Commissioners  
**FROM:** Bonnie S. Riedesel, Executive Director  
**SUBJECT:** December 15, 2014 CSPDC Board Meeting

The Central Shenandoah Planning District Commission (CSPDC) will hold its meeting on Monday, December 15, 2014, 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 October 20, 2014 Meeting
3. Reports
  - A) Chairperson
  - B) Executive Director
  - C) Treasurer (*attachment*)
4. Recognition of Outgoing Commission Board Member
  - *George Pryde, City of Lexington*
5. Consideration of FY14 Audit Report
  - *Billy Robinson, Director, Brown Edwards and Company, LLP*
6. Consideration of Letter to Secretary of Transportation Regarding HB 2 (*attachment*)
7. Consideration of Budget Amendment(s) (BAF #14-22)

8. 2015 CSPDC Meeting Schedule (BAF #14-19)
9. Commonwealth Intergovernmental Review Process (CIRPS) (BAF #14-20)
  - A) An application submitted by the CSPDC for Appalachian Regional Commission (ARC) Funds
  - B) An application submitted by CSPDC for Economic Development Administration (EDA) Funds
10. Presentation on How Apples Shaped the Valley
  - *Scott Jost, Associate Professor of Art, Bridgewater College*
11. Other Business
  - *Project Impact Calendars – Rebecca Joyce, Senior Planner/Program Manager*
12. Adjournment

**Next CSPDC Board Meeting: Monday, February 2, 2015**



**Minutes**  
**Central Shenandoah**  
**Planning District Commission Meeting**  
**112 MacTanly Place, Staunton, VA 24401**  
**December 15, 2014, 7:00 p.m.**

<b>Member Jurisdiction Representatives</b>					
	<b>Augusta County</b>		<b>City of Staunton</b>		<b>Staff</b>
	Jeffrey Moore	✓	Sharon Angle	✓	Bonnie Riedesel, Executive Director
✓	Marshall Pattie	✓	Carolyn Dull, Chairperson	✓	Rebecca Joyce, Senior Planner/Prog. Manager
✓	Joseph Colvin		<b>Rockbridge County</b>	✓	Elizabeth McCarty, Ec. Dev/Prog. Manager
✓	Becky Earhart		A. W. Buster Lewis	✓	Erin Yancey, Regional Planner
	<b>Bath County</b>	✓	Chris Slaydon	✓	Kevin McDermott, Transportation Manager
✓	Bruce McWilliams, Vice Chairperson		<b>Rockingham County</b>	✓	Ann Cundy, Transportation Planner
	<b>City of Buena Vista</b>		Donald Delaughter	✓	Robert Huff, GIS Manager/Regional Planner
✓	Larry Tolley, Secretary	✓	Rick Chandler	✓	Devon Thompson, Planning Assistant
	<b>City of Harrisonburg</b>	✓	Casey Armstrong	✓	Rita Whitfield, Office Manager
✓	Richard Baugh		Vacant	✓	Cindi Johnson, Fiscal Officer
✓	Stacy Turner		<b>City of Waynesboro</b>	✓	Kimberly Miller, Administrative Assistant
✓	Abe Shearer		Jeff Freeman		
	<b>Highland County</b>		Vacant		
✓	Kevin Wagner				<b>Others</b>
	<b>City of Lexington</b>			✓	Scott Jost, Bridgewater College
✓	George Pryde			✓	Megan Argenbright, Brown, Edwards & Company, LLP

**Call To Order**

The December 15, 2014, Central Shenandoah Planning District Commission meeting was called to order at 7:05 p.m. by Chairperson Dull.

**Minutes**

Ms. Angle moved, seconded by Mr. Pattie, to approve the minutes of the October 20, 2014 Commission meeting. Motion carried unanimously.

## **Chairperson's Report**

Under Chairperson's Report Chairperson Dull expressed her appreciation to Simple Elegance Catering, LLC, for the wonderful dinner. Also under Chairperson's Report, Chairperson Dull expressed her sympathy for the passing of Mr. Dee Floyd who had served on the Commission for approximately 13 years.

## **Executive Director's Report**

Under Executive Director's Report, the following was reported:

- Fields of Gold Agritourism Program. Ms. Riedesel noted that the Program currently has over 180 farmers, agri-tourism operators, and ag-businesses. The Program spans eight counties and five cities and covers three planning districts. Ms. Riedesel stated that the CSPDC has hired a part-time agritourism coordinator with grant funding.
- The Region's All-Hazard Mitigation Plan has been completed. Ms. Riedesel reported on the on the Plan, noting that all 21 jurisdictions participated in the planning process.
- First-Time Homebuyers Program. Ms. Riedesel noted that the Program provides down payment and closing costs assistance and to date, the Program has served 200 first-time homebuyers.
- Transportation Program. Ms. Riedesel noted that staff provides support and grant administration for the two Metropolitan Planning Organizations and the Rural Transportation Program She reported on the types of projects provided by staff.
- Staunton-Augusta-Waynesboro Public Transit System. Ms. Riedesel noted that the CSPDC is currently working on a Transit Development Plan and reviewed the types of projects this plan will entail.
- Reestablishment of the CSPDC Emergency Management Program known as Project Impact. Ms. Riedesel reported on the projects provided through this program, noting that the CSPDC has provided CERT training to nearly 500 volunteers over the past ten years.
- Broadband Feasibility Study. Ms. Riedesel reported that the CSPDC is currently assisting Bath and Highland counties with a Broadband Feasibility Study that analyzes broadband needs and opportunities.
- Strong Communities Program. Ms. Riedesel noted that this Program, funded through Rural Development, helps rural communities and small towns build capacity and strategically plan for their future.
- Establishment of an Environmental Program. Ms. Riedesel reported that this program provides stormwater plan review and technical assistance to MS4 communities and localities regarding the Chesapeake Bay/TMDL requirements.
- Crozet Tunnel and Natural Bridge projects. Ms. Riedesel noted that the CSPDC is working with stakeholders and communities on these two projects that have regional, statewide, and national significance.

Ms. Riedesel stated that just this year alone, the CSPDC has written over \$9 million in grants to help fund the programs listed above. She expressed her appreciation to the Commissioners and the localities for their support and cooperation to the CSPDC. Ms. Riedesel also expressed her



appreciation to the Commission staff for their hard work this year in making all of these accomplishments possible.

### **Treasurer's Report**

Chairperson Dull presented for consideration the Treasurer's Report (attached to file minutes). Treasurer Wagner reported on the Budget Revision regarding changes to the FY15 Budget. He asked Ms. Johnson to give a review on the October 31, 2014, Financial Statement. Mr. Chandler moved, seconded by Mr. Pattie, to approve the Treasurer's Report as presented. Motion carried unanimously.

### **Recognition of Outgoing Commission Board Member**

Chairperson Dull presented a plaque to George Pryde for his outstanding leadership and notable service to the Planning District Commission and to the people of the District, shown during his term as Commissioner. She also presented a plaque to Bonnie Riedesel for 20 years of notable service to the Planning District Commission and to the people of the District.

### **Draft FY14 Audit Report**

Chairperson Dull welcomed and introduced Ms. Megan Argenbright, CPA, Senior Associate of Brown, Edwards and Company, LLP, who was present to answer any questions regarding the CSPDC Draft FY14 Audit Report. Ms. Argenbright gave a brief review on the Audit Report, noting that the audit includes an "unmodified" opinion. Chairperson Dull reported that the FY14 Draft Audit Report had been presented in detail to the Executive Committee and that the Executive Committee was recommending it for approval to the Full Commission. Upon recommendation of the Executive Committee, Mr. Pryde moved, seconded by Mr. McWilliams, to accept the CSPDC Draft FY14 Audit Report as presented. Motion carried unanimously.

### **Letter to Secretary of Transportation Regarding HB 2**

Chairperson Dull presented consideration of a letter to Secretary of Transportation regarding HB 2 (attached to file minutes). Ms. Cundy gave a review on the letter regarding HB 2, noting that the Virginia General Assembly adopted the transportation prioritization legislation House Bill 2 in 2014 which significantly reforms how Virginia prioritizes and spends its transportation dollars while promoting performance in the selection of projects. She noted that the Secretary of Transportation's Office has been reaching out for comments on the potential roll-out of the prioritization process. She reviewed the evaluation factors priority order and the proposed eligibilities for submitting projects. It was the consensus of the CSPDC Board to submit the letter as presented to the Secretary of Transportation.

### **Budget Amendment (BAF #14-22)**

Chairperson Dull presented for consideration Budget Amendment #14-22 (attached to file minutes). Ms. Johnson gave a brief review on the Budget Amendment, noting that the FY15 Commission Budget has been revised to include additional grants and contracts received, as well as changes to assumptions in spending. She stated that the revised Budget shows a surplus of \$47,318. Mr.

McWilliams moved, seconded by Mr. Chandler, to approve the Budget Amendment as presented. Motion carried unanimously.

### **Consideration of 2015 Meeting Schedule (BAF #14-19)**

Chairperson Dull presented for consideration the CSPDC 2015 Meeting Schedule (attached to file minutes). Ms. Riedesel briefly reviewed the meeting schedule for 2015 for the Executive Committee and Full Commission meetings. Ms. Earhart moved, seconded by Mr. Colvin, to approve the 2015 CSPDC Meeting Schedule as presented and to authorize the Executive Director to schedule special meetings as needed. Motion carried unanimously.

### **Commonwealth Intergovernmental Review Process (CIRPs) (BAF #14-20)**

Chairperson Dull presented for consideration Commonwealth Intergovernmental Review Process (CIRPs). Ms. Earhart moved, seconded by Mr. Colvin, to endorse the staff recommendations. Motion was carried by unanimous vote. They are as follows:

- A. An application submitted by the CSPDC 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. An application submitted by the CSPDC to the Economic Development Administration (EDA) for \$140,000 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.

### **Presentation on How Apples Shaped the Valley**

Ms. Riedesel welcomed and introduced Mr. Scott Jost, Associate Professor of Art and Art Department Chair at Bridgewater College. Mr. Jost gave a presentation on the story of Virginia's apple industry. He noted that between 1977 and 2005, apple acreage in Virginia decreased by more than half, and 65 percent of all growers left the business. Mr. Jost read from oral histories of apple growers who live and work in the Shenandoah Valley and Blue Ridge regions of Virginia and showed photographs of their orchards and workplaces.

### **Other Business**

Under Other Business, Ms. Joyce presented and gave a brief description on the Shenandoah Valley Project Impact Calendars for 2015. She noted that the calendar contains preparedness and mitigation information about many types of severe weather, emergencies and disasters. Ms. Joyce stated the 2015 calendar is dedicated to the memory of Dennis Burnett for his energy,

enthusiasm and commitment to improving the quality of life for the communities of the Central Shenandoah Valley.

### **Adjournment**

There being no further business to come before the Commission, a motion for adjournment was unanimously passed at 8:10 p.m. Chairperson Dull announced that the next CSPDC meeting will be held on Monday, February 2, 2015.

Respectfully submitted,

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*Rita F. Whitfield*  
*Clerk to the Board*

Approved:

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*Larry Tolley*  
*CSPDC Secretary*