



112 MacTanly Place, Staunton, VA 24401
540.885.5174 phone; 540.885.2687 fax; cspdc@cspdc.org

January 5, 2009

MEMO TO: Executive Committee
FROM: Bonnie S. Riedesel, Executive Director
SUBJECT: January 12, 2009 Executive Committee Meeting

The Executive Committee of the Central Shenandoah Planning District Commission will hold a meeting on Monday, January 12, 2009, 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.

Sandwiches will be provided.

Agenda

1. Call to Order
2. Minutes of November 17, 2008 Meeting
3. Discussion of FY10 Budget (*Materials will be distributed at the meeting*)
4. Discussion of Personnel Matters
5. Discussion of Virginia Retirement System (VRS)
6. Other Business
7. Adjournment



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Minutes
Central Shenandoah Planning District Commission
Executive Committee Meeting,
January 12, 2009, 6:00 P.M.

Member Jurisdiction Representatives					
	Augusta County		Highland County		Staff
✓	Tracy C. Pyles, Jr., Chairman		Jerry A. Rexrode	✓	Bonnie S. Riedesel
	City of Buena Vista		City of Staunton	✓	Rita Whitfield
	Larry F. Tolley, Secretary	✓	Nathaniel E. Burress		
	City of Waynesboro		Vacant		
	Nancy Dowdy, Vice Chairman				
	Rockingham County				
✓	William L. Vaughn, Treasurer				

Call To Order

The January 12, 2009 Executive Committee meeting was called to order at 6:00 p.m. by Chairman Pyles. He noted that a quorum was not present.

Minutes

Due to a lack of a quorum, Mrs. Riedesel stated that the November 17, 2008 minutes would be considered at the next meeting.

Discussion of FY10 Budget

Chairman Pyles presented for discussion FY10 Budget. Mrs. Riedesel distributed copies of the FY10 Master Budget Request Spreadsheet (attached to file minutes). She explained that the spreadsheet shows the projects and costs for each jurisdiction for: Annual Assessment; Appalachian Regional Commission (ARC); Shenandoah Water Supply; Upper James Water Supply; Shenandoah Basin Water Resources; USGS/MIF; Bike/Pedestrian Program; Disaster Education/CERT; Solid Waste/Recycle; Transportation Services (TIA); and Harrisonburg-Rockingham Metropolitan Planning Organization. Mrs. Riedesel noted that requests for funding for various programs were submitted to the localities on January 6th.

Discussion of Personnel Matters

Mrs. Riedesel reported on the fiscal officer position. She noted that when she was hired, the Executive Committee had requested she look into the options of hiring a full-time fiscal officer. Mrs. Riedesel stated that the fiscal officer currently works three days a week; she was looking at increasing that to four days a week with salary compensation as listed in the Commission's Handbook manual. After some discussion regarding the fiscal officer position, it was the consensus of the members present to increase the fiscal officer position to four days a week on a six month trial basis. It was also requested for the staff to put together a financial management "how-to" guide with the current updated procedures and policies.

Mrs. Riedesel reported on the terms and conditions regarding the leave of absence without pay for education purposes that was granted to the Economic Development Planner on May 22, 2008. It was the consensus of the members present, that if requested in writing by the Economic Development Planner, to grant an eight month extension of the leave of absence from February 1, 2009 through September 30, 2009 with the terms and conditions stated in the May 22, 2008 contract.

Discussion of Virginia Retirement System (VRS)

Mrs. Riedesel distributed copies of the following (attached to file minutes): 1) a letter submitted from Ben Howard, Employer Coverage Coordinator for the Virginia Retirement System (VRS) regarding the Commission's participation in the VRS; 2) a letter submitted from Thomas Barrett of Thomas F. Barrett Incorporated regarding information for the CSPDC retirement plan; and 3) "Political Entity Participation in the Virginia Retirement System and the State Group Life Insurance Program." Mrs. Riedesel stated that the cost for a study from VRS to provide an analysis of CSPDC joining the VRS would be \$1,250 for the basic study and an additional \$250 per variation after that. Upon a question by Mr. Burrell, Mrs. Riedesel stated that Thomas F. Barrett Incorporated said the cost of a proposal to provide actuarial analysis of CSPDC Retirement Plan to VRS would be \$900 plus expenses. It was the consensus of the members present to request a study from the Virginia Retirement System regarding the CSPDC Retirement Plan to the VRS for approximately \$1,250.

Other Business

Under Other Business, Mrs. Riedesel stated that the next Full Commission meeting would be held Monday, February 2, 2009 and briefly reviewed the topics for the meeting. She stated that the FY08 Audit Report was completed and would be presented at the February 2nd meeting for consideration. Mrs. Riedesel noted that an election at the February 2nd meeting would be held to replace the vacant Executive Committee position.

Also under Other Business, Mrs. Riedesel presented for consideration a Resolution endorsing the Rideshare Application. She gave a brief report on the project, noting that the program would be administered through the CSPDC and would partner with the Thomas Jefferson PDC. Mrs. Riedesel stated that the application was due on February 1, 2009. The grant is an 80/20 match.

After questions regarding funding for the project, it was the consensus of the members present that the project was worth pursuing.

Chairman Pyles requested for the staff to develop a calendar comparing all Board of Supervisor, City Council, Town Council and Commission meetings.

Mrs. Riedesel reminded everyone to return the 2009 Commission survey. She stated that the results will be presented at the February 2nd meeting.

Adjournment

There being no further business to come before the Committee, the Committee unanimously agreed to adjourn at 6:58 p.m.

Respectfully submitted,

Rita F. Whitfield
Administrative Assistant

Approved:



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May 12, 2009

MEMO TO: CSPDC Executive Committee
FROM: Bonnie S. Riedesel, Executive Director
SUBJECT: May 18, 2009 Executive Committee Meeting

The Executive Committee of the Central Shenandoah Planning District Commission will hold a meeting on Monday, May 18, 2009, 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.

Sandwiches will be provided.

Agenda

1. Call to Order
2. Minutes of November 17, 2008 & January 12, 2009 Meetings
3. Discussion of FY10 Budget (*materials will be distributed at the meeting*)
4. Consideration of Personnel Matters
5. Financial and Budgetary Policies
6. Update of Virginia Retirement System (VRS)
7. Appointment of Auditor for FY09 Audit

8. CIRPS Signed-Off by Staff (*BAF #09-14*)
 - A. VA Tech Chesapeake Bay Program Point Source & Toxics Information Management/Data Analysis Support
 - B. DEQ Environmental Impact Review – JMU Steam Plant Expansion
 - C. DEQ Virginia Water Quality Management Planning-ARRA Stimulus
 - D. DEQ FY10-FY11 Virginia Development of Wetland Permit Compliance & Community Outreach Tools
 - E. DEQ Environmental Impact Review-Military & Leadership Field Training Grounds-North Post & McKethan Training Area, Virginia Military Institute
 - F. DEQ Environmental Impact Review – STARS Elliott Knob, Va. Dept. of State Police
9. Consideration of December Commission Meeting
10. Other Business
11. Adjournment



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Minutes
Central Shenandoah Planning District Commission
Executive Committee Meeting,
May 18, 2009, 6:00 p.m.

Member Jurisdiction Representatives					
	Augusta County		Highland County		Staff
	Tracy C. Pyles, Jr., Chairman	✓	Jerry A. Rexrode	✓	Bonnie S. Riedesel
	City of Buena Vista		City of Staunton	✓	Kathy Wise
✓	Larry F. Tolley, Secretary	✓	Nathaniel E. Burress	✓	Rita Whitfield
	City of Waynesboro		Rockbridge County		
✓	Nancy Dowdy, Vice Chair	✓	A. W. Buster Lewis		
	Rockingham County				
✓	William L. Vaughn, Treasurer				

Call To Order

The May 18, 2009, Executive Committee meeting was called to order at 6:00 p.m. by Vice Chair Dowdy.

Minutes

Mr. Burress moved, seconded by Mr. Vaughn, to approve the minutes of the November 17, 2008 and January 12, 2009 Executive Committee meetings. Motion carried unanimously.

FY10 Budget

Vice Chair Dowdy presented for discussion FY10 Budget. Ms. Riedesel reviewed and distributed copies of the FY10 Master Budget Request Spreadsheet and Draft of FY10 Proposed Budget (attached to file minutes). She noted that due to the Commission having multiple sources of funding such as local, State and Federal money and matching requirements, the Commission's budget was complicated. Ms. Riedesel expressed her appreciation to Ms. Wise, Fiscal Officer, for her hard work in helping prepare the budget. Ms. Riedesel briefly reviewed the Estimated Revenue for FY10. She noted that the State's budget reduction was approximately 10% from the previous year; the Commission's office tenants have terminated their lease agreement for the downstairs office, effective July 31, 2009; and that there will be no premium increase for CSPDC health coverage for FY10. Discussion ensued regarding a project's status if not funded

from all jurisdictions; denoting pass-through money in the budget; and match requirements. After some discussion, Mr. Vaughn moved, seconded by Mr. Lewis, to recommend approval of the CSPDC FY10 Budget to the Full Commission. Motion was carried by unanimous vote.

Personnel Matters

Ms. Riedesel stated that a leave of absence without pay for education purposes was granted to the Economic Development Planner on May 22, 2008. She stated that she had received a request from the employee regarding a two-year extension of the leave of absence until May 2011. Questions were raised regarding the employee's retirement benefits and health insurance benefits. Mr. Burress moved, seconded by Mr. Vaughn, to authorize the Executive Director to grant a one year extension of the leave of absence and reconsider additional time after one year. Motion carried unanimously.

Financial and Budgetary Policies

Vice Chair Dowdy presented for consideration Financial and Budgetary Policies. Ms. Riedesel stated that at the March Commission meeting, it was suggested for the Commission to have a fiscal policy on reserve funds. She reviewed Chapter 7 of the Commission's Handbook, Financial and Budgetary Policies, Section 7.06 – Undesignated General Fund Balance (Reserve) Policies (attached to file minutes). Ms. Riedesel noted that the policy states that the Commission shall maintain unrestricted reserves in the General Fund equal to a minimum of three months' cash flow requirements of the operations of the General Fund and any other fund significantly supported by the cash flow of the General Fund; the Commission shall strive to attain and maintain six months cash flow requirements; and the cash flow requirement will be monitored annually and the target amount will be updated during the budgetary process. Discussion ensued regarding adequate reserve levels. It was suggested to add a line item in the budget reflecting reserve funds. Vice Chair Dowdy noted that the policy was amended in 2008 and felt the guidelines were good.

Discussion of Virginia Retirement System (VRS)

Ms. Riedesel gave a brief update on the Virginia Retirement System (VRS). She stated that she had not received the study from VRS regarding the CSPDC Retirement Plan to the VRS. Ms. Riedesel noted that the analysis of CSPDC joining the VRS would be \$1,250 for the basic study and an additional \$250 per variation after that. Discussion ensued regarding the impact on the employees; cost; benefits of participating in Social Security; the possibility of a questionnaire submitted by staff members regarding which plan and benefits they wanted to participate in; disability insurance; and what would be in the best interest of the agency and employees. Ms. Riedesel stated she would do more research and have additional information to present at the next meeting.

Appointment of Audit Firm for FY09 Audit

Vice Chair Dowdy presented for consideration Appointment of Audit Firm for FY09 Audit. Ms. Riedesel stated that Mr. James Kelly of Robinson, Farmer, Cox Associates of Verona

has submitted a proposal for the FY09 Audit services (attached to file minutes). Discussion ensued regarding the cost increase from last year's audit. Mr. Rexrode moved, seconded by Mr. Burrell, to authorize the Executive Director to enter into a contract, not to exceed \$7,000, with the firm of Robinson, Farmer, Cox Associates of Verona, Virginia for auditing services for FY09 financial records. Mr. Vaughn moved to amend the motion to include the deletion of the \$500.00 for the audit for the Central Shenandoah Development Corporation. Motion was carried by unanimous vote.

Consideration of CIRP(S) (BAF #09-14)

Vice Chair Dowdy presented for consideration CIRPS that were signed off by staff. Ms. Riedesel presented the CIRPS that were signed-off by staff with a "no comment" response. She stated that she had received an application from the Virginia Department of Environmental Quality (DEQ) for ARRA Stimulus State Revolving Loan Fund Capitalization Grant for \$80,203,300 and recommended endorsement. Mr. Vaughn moved, seconded by Mr. Rexrode, to recommend to the Full Commission to endorse the staff recommendations "no comment" response on agenda items 8A through 8F, and to endorse the application submitted by DEQ (8G). Motion was carried by unanimous vote. They are as follows:

- A. Virginia Tech Chesapeake Bay Program Point Source and Toxics Information Management/Data Analysis Support.
- B. Virginia Department of Environmental Quality Environmental Impact Review: Steam Plant Expansion, James Madison University.
- C. DEQ Virginia Water Quality Management Planning-ARRA Stimulus.
- D. DEQ FY10-11 Virginia Development of Wetland Permit Compliance and Community Outreach Tools.
- E. DEQ Environmental Impact Review: Military & Leadership Field Training Grounds-North Post & McKethan Training Area, Virginia Military Institute.
- F. DEQ Environmental Impact Review: STARS Elliott Knob, Virginia Department of State Police.
- G. DEQ ARRA Stimulus-State Revolving Loan Fund Capitalization Grant.

December Commission Meeting

Vice Chair Dowdy presented for consideration the December Commission meeting. Ms. Riedesel stated that in the past, the Commission has held its December Christmas dinner meeting at the Holiday Inn in Staunton, but with the cost increase at Holiday Inn, she was looking at other possible locations. She presented quotes from the Holiday Inn and the Stonewall Jackson Hotel. After some discussion, Mr. Rexrode moved, seconded by Mr. Vaughn, to continue to hold the December Commission meeting and dinner, and to authorize the staff to secure a place with a not-to-exceed cost of \$2,100. Motion carried unanimously.

Other Business

Under Other Business, Ms. Riedesel:

- Announced Mr. Donald Delaughter has been appointed as the new Commissioner representing Rockingham County.
- Stated that with the new Census coming out in 2010, the number of Commission Board members could increase. Discussion ensued regarding the size of Commission Board members and the possibility of changing the Charter and Bylaws regarding the Board size in the future.
- Announced that Robbie Huff, Commission's GIS Specialist, was getting married next month.
- Reported that the basement office space will be vacated effective July 31st and she had signed a listing agreement with Fred Morgan of 1st Choice GMAC Real Estate.
- Reported that the indirect cost rate plan had been submitted to the Virginia Department of Transportation and was awaiting approval.
- Announced that she had received unofficial word from the Department of Rail and Public Transportation (DRPT) that the Rideshare grant will likely be awarded to the Commission in the amount of \$63,000; 80% DRPT funding and 20% local match. Discussion ensued regarding the need for the grant, the match requirement, and if the localities involved felt a need for the grant. Ms. Riedesel stated that she would look into this further and report back at the next meeting with her findings.

Adjournment

There being no further business to come before the Committee, Mr. Tolley moved, seconded by Mr. Rexrode, for adjournment at 8:08 p.m.

Respectfully submitted,

Rita F. Whitfield
Administrative Assistant

Approved:



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June 8, 2009

MEMO TO: CSPDC Executive Committee
FROM: Bonnie S. Riedesel, Executive Director
SUBJECT: June 15, 2009 Executive Committee Meeting

The Executive Committee of the Central Shenandoah Planning District Commission will hold a meeting on Monday, June 15, 2009, 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 at 6:30 p.m.

Agenda

1. Call to Order
2. Minutes of May 18, 2009 Meeting
3. Consideration of FY10 Budget
4. Consideration of Personnel Matters
5. Other Business
6. Adjournment



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Minutes
Central Shenandoah Planning District Commission
Executive Committee Meeting,
June 15, 2009, 6:00 P.M.

Member Jurisdiction Representatives					
	Augusta County		Highland County		Staff
✓	Tracy C. Pyles, Jr., Chairman		Jerry A. Rexrode	✓	Bonnie S. Riedesel
	City of Buena Vista		City of Staunton	✓	Rita Whitfield
✓	Larry F. Tolley, Secretary	✓	Nathaniel E. Burress		
	City of Waynesboro		Rockbridge County		
	Nancy Dowdy, Vice Chairman		A. W. Buster Lewis		
	Rockingham County				
✓	William L. Vaughn, Treasurer				

Call To Order

The June 15, 2009 Executive Committee meeting was called to order at 6:00 p.m. by Chairman Pyles.

Minutes

Mr. Burress moved, seconded by Mr. Vaughn, to approve the minutes of the May 18, 2009 Executive Committee meeting. Motion carried unanimously.

Consideration of FY10 Budget

Chairman Pyles presented for consideration FY10 Budget (attached to file minutes). Ms. Riedesel gave a brief review of the FY10 Master Budget Request Spreadsheet and the FY10 Proposed Budget. She noted that a pass-through funds column had been added to the Budget as requested at the last meeting. Mr. Vaughn asked for a comparison showing the total budget without pass-through funds. Ms. Riedesel noted that the Budget did not include a cost of living or merit raise. It was the consensus of the Executive Committee members present to recommend approval of the Budget Resolution adopting the FY10 Budget to the Full Commission.

Discussion of Personnel Matters

Mrs. Riedesel reported on the leave of absence without pay for education purposes that was granted to the Economic Development Planner in May, 2008. She noted that after checking with the Commission's health insurance provider, an employee on leave of absence was no longer eligible for health insurance benefits after one year and she has informed the employee.

Other Business

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

- Reported that Mr. James Kelly of Robinson, Farmer, Cox Associates of Verona has agreed to enter into a contract not to exceed \$7,000 to perform the FY09 audit.
- Announced that Mr. Donald Delaughter will represent Rockingham County as their new elected Commission member.
- Announced that Mr. Nat Burress will be retiring from the Commission as Staunton's representative.
- Reported that the staff was looking into obtaining a new copier for the office. After some discussion regarding the cost of a new copier, it was suggested for staff to look into the possibility of leasing a copier.

Adjournment

There being no further business to come before the Committee, the Committee unanimously agreed to adjourn at 6:29 p.m.

Respectfully submitted,

Rita F. Whitfield
Administrative Assistant

Approved:



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August 10, 2009

MEMO TO: CSPDC Executive Committee
FROM: Bonnie S. Riedesel, Executive Director
SUBJECT: August 17, 2009 Executive Committee Meeting

The Executive Committee of the Central Shenandoah Planning District Commission will hold a meeting on Monday, August 17, 2009, 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 at 6:30 p.m.

Agenda

1. Call to Order
2. Minutes of June 15, 2009 Meeting
3. Changes in Board Membership
4. Consideration of Authorizing Certain Individuals to Sign Commission Checks
5. New Projects
 - *Rideshare*
 - *Energy Grants – DMME*

6. Other Business

- *Copier*
- *40th Anniversary Open House*
- *Summer Intern*
- *Downstairs Office*
- *Annual Personnel Evaluations*
- *Commission Meeting Schedule*

7. Adjournment



Minutes
Central Shenandoah Planning District Commission
Executive Committee Meeting,
August 17, 2009, 6:00 P.M.

Member Jurisdiction Representatives					
	City of Waynesboro		Highland County		Staff
✓	Nancy Dowdy, Vice Chairperson	✓	Jerry A. Rexrode	✓	Bonnie S. Riedesel
	City of Buena Vista		Rockbridge County	✓	Rita Whitfield
✓	Larry F. Tolley, Secretary	✓	A. W. Buster Lewis		
	Rockingham County				
✓	William L. Vaughn, Treasurer				

Call To Order

The August 17, 2009, Executive Committee meeting was called to order at 6:00 p.m. by Vice Chairperson Dowdy.

Minutes

Mr. Rexrode moved, seconded by Mr. Vaughn, to approve the minutes of the June 15, 2009 Executive Committee meeting. Motion carried unanimously.

Changes in Board Membership

Vice Chairperson Dowdy presented Changes in Board Membership. Ms. Riedesel stated that two Board members need to be elected to serve on the Executive Committee filling the unexpired terms of Mr. Burress and Mr. Pyles, terms ending June 30, 2010. She noted that the ballots will be distributed at the Full Commission meeting and the results of the voting will be announced at the end of the meeting. Ms. Riedesel announced that a brief meeting of the Executive Committee will be held immediately following the Full Commission meeting to elect a Chairman.

Ms. Riedesel announced two new Board members on the Commission: Ms. Sharon Angle, representing the City of Staunton; and Mr. Jeremy Shifflett, representing Augusta County.

Consideration of Authorizing Certain Individuals to Sign Commission Checks

Chairperson Dowdy presented for consideration Authorizing Certain Individuals to Sign Commission Checks. Ms. Riedesel stated that current procedure requires two signatures for Commission checks. She noted that the general practice has been for one of the designated Commission Board members and the Executive Director to sign checks. It was the consensus of the Executive Committee members present for the following to be signatories on the Commission's checking account: Nancy Dowdy, Jeremy Shifflett, Sharon Angle, Larry Tolley, Billy Vaughn, Jerry Rexrode, and Bonnie Riedesel.

New Projects

Chairperson Dowdy presented New Projects. Ms. Riedesel gave a brief report on the following new Commission projects:

- **Rideshare Program:** The Commission has recently received funding in the amount of \$38,000, with a \$9,500 match, through the Virginia Department of Rail and Public Transportation (DRPT) to implement a rideshare program in the region. The Commission will partner with the Thomas Jefferson PDC who has been operating a successful rideshare program since 1981.
- **Energy Grants – DMME:** The Virginia Department of Mines, Minerals and Energy (DMME) has received \$60 million in Energy Block Grant Funds through the Federal stimulus program. Ms. Riedesel reported on the types of eligible projects. Mr. Rexrode stated that Highland County is interested in applying for an energy grant with the assistance of the CSPDC.
- **Economic Development Administration (EDA):** Ms. Riedesel stated that EDA announced an increase in its appropriations for its Partnership Planning Program; each EDA-funded Economic Development District will be awarded an additional \$10,189 in EDA funding for FY09. Last week the Commission submitted an amendment for EDA planning assistance funding which increases the Commission's request from \$60,000 to \$70,189 to be matched with local funds
- **First Time Homebuyers Loan Application Program:** Ms. Riedesel announced that the First Time Homebuyers Program would receive an additional \$10,000.

Other Business

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

- **Copier:** Distributed copies of leasing or purchasing copier comparisons (attached to file minutes). Ms. Riedesel reviewed the comparisons. After some discussion, Mr. Rexrode moved, seconded by Mr. Lewis, to purchase a new copier from Valley Office Machines for a total cost of \$9,237.00, with a monthly service charge. Motion carried unanimously.
- **40th Anniversary Open House:** Ms. Riedesel Announced that the 40th Anniversary Open House and Celebration has been scheduled for Monday, September 21, 2009,

from 4:00-6:00 p.m., followed by a Commission meeting. She stated that the new website, logo and regional photo gallery will be unveiled.

- **Summer Intern:** Ms. Riedesel announced that Sarah Dennie, a rising senior at James Madison University, has been working for the Commission this summer. She stated that Ms. Dennie has been working on a number of projects, helping develop a grant resource guide, and assisting planners with various planning projects.
- **Downstairs Office:** Ms. Riedesel noted that the downstairs office was vacated on July 31st and she has signed a rental listing agreement with GMAC to market the space for rent. She noted that the property has been advertised for short-term and long-term rental.
- **Annual Personnel Evaluation:** Ms. Riedesel noted that she has completed the annual personnel evaluations for this year.
- **Commission Meeting Schedule:** Ms. Riedesel reported on the Commission's meeting schedule. She stated that she was planning on holding a Commission meeting in October and cancelling the scheduled November meeting. Ms. Riedesel stated that she was looking into the possibility of holding the October Commission meeting in the Rockingham County area.

Adjournment

There being no further business to come before the Committee, the Committee unanimously agreed to adjourn at 7:42 p.m.

Respectfully submitted,

Rita F. Whitfield
Administrative Assistant

Approved:



Central Shenandoah Planning District Commission

November 12, 2009

MEMO TO: CSPDC Executive Committee
FROM: Bonnie S. Riedesel, Executive Director
SUBJECT: November 24, 2009 Executive Committee Meeting

The Executive Committee of the Central Shenandoah Planning District Commission will hold a meeting on Tuesday, November 24, 2009, 6:00 p.m., Central Shenandoah Planning District Commission Office, 112 MacTanly Place, Staunton, Virginia.

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

Pizza will be provided.

Agenda

1. Call to Order
2. Minutes of August 17, 2009 Meetings
3. Consideration of FY 2011 Local Assessment Rate
4. Consideration of Transferring General Funds to CD
5. Update on VRS Study
6. Consideration of Personnel Matters
7. Other Business
8. Adjournment



Central Shenandoah Planning District Commission

Minutes
Central Shenandoah Planning District Commission
Executive Committee Meeting,
November 24, 2009, 6:00 P.M.

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

Call To Order

The November 24, 2009, special Executive Committee meeting was called to order at 6:00 p.m. by Chairperson Dowdy.

Minutes

Mr. Lewis moved, seconded by Mr. Tolley, to approve the minutes of the August 17, 2009 Executive Committee meetings. Motion carried unanimously.

FY11 Local Assessment Rate

Chairperson Dowdy presented for consideration the FY11 Local Assessment Rate. Ms. Riedesel reviewed and distributed copies of the following (attached to file minutes):

- FY10-FY11 Assessment Matrix – FY10 Annual Member Assessment Matrix at 60 cents and FY11 Annual Member Assessment Matrix at 70 cents
- Comparative PDC Assessment Rates for FY09, FY09, FY10 Actual and FY11 Estimated (Arranged by PDC Number, Descending FY11 Effective Per Capita Rate, and Descending Population)
- Member Jurisdiction Assessment Rate Justification to increase the rate from 60 cents to 70 cents in FY11.

Ms. Riedesel pointed out that the Central Shenandoah Planning District: 1) is the largest planning district in the state geographically and the 5th largest in population; 2) serves more jurisdictions than any other planning district in the state; and 3) is currently operating with a reduced staff,

down 1.5 staff positions than we were a year ago. She stated that this past fiscal year, with budget cuts and staff reductions at the local level, the Commission has seen an increase in the number of requests for planning services, technical assistance, and grant writing services. Ms. Riedesel noted that this adjustment in the Commission's budget for FY11 will ensure that the Commission has the staff resources to respond effectively and efficiently to the needs of the local governments when called upon and meet our Federal and state matching requirements. She stated that this year, with the introduction of the American Recovery and Reinvestment Act (ARRA), staff has coordinated, written and assisted localities with more grants than ever before.

Discussion ensued regarding the local assessment rate adjustment; meeting critical matching requirements of federal and state grants; and having staff resources to meet the needs of local jurisdictions that are calling on the Commission for services in the planning area where they have had to make budget cuts and staff reductions. It was suggested for the Commission to consider asking for grant matches on an as needed basis; and to individualize each jurisdiction and present to them exactly what services the Commission can provide for the fiscal year adjustment. It was the consensus of the members present to present to the Full Commission the locality assessment for FY11 with fiscal year adjustment.

Transferring General Funds to CD

Chairperson Dowdy presented for consideration Transferring General Funds to CD. Ms. Riedesel noted that at the last Commission meeting, it was requested that, due to the amount of money in the Commission's general fund, the Commission look into the possibility of moving the funds into a CD. Ms. Wise stated that she had called several banks for rates and reported on her findings. Ms. Dull suggested looking into the Local Government Investment Pool (LGIP). After some discussion, it was the consensus of the Executive Committee members present for staff to find the best rate available and move the appropriate amount of Commission funds.

Virginia Retirement Study (VRS) Study

Chairperson Dowdy presented an Update on VRS Study. Ms. Riedesel gave a brief report on the Virginia Retirement Study, noting that VRS is currently working on a study for the Commission which she hopes to receive by the end of this year. She noted that after receiving the study, she will report back to the Committee with its findings.

Personnel Matters

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

Ms. Dull moved, seconded by Mr. Vaughn, for the Executive Committee to adjourn the closed session and certified that only public business matters lawfully exempted from open meeting requirements, as identified in the motion that convened the closed session, was discussed or considered in the closed session. Motion carried unanimously.

Mr. Lewis moved, seconded by Mr. Tolley, to allow each staff member one floating day off with pay, to be utilized in the month of December. Motion was carried by unanimous vote.

Other Business

Under Other Business, Ms. Riedesel announced that Mr. Dan Talbot from the Town of Elkton had been selected to receive the 2009 Planning Commissioner of the Year Award. She noted that this award will be presented to Mr. Talbot at the Commission’s dinner at the Stonewall Jackson Hotel & Conference Center on December 2, 2009.

Ms. Riedesel reminded everyone that the next Commission meeting will be held on December 2, 2009, at the Stonewall Jackson Hotel & Conference Center.

Adjournment

There being no further business to come before the Committee, Ms. Dull moved, seconded by Mr. Vaughn, for adjournment at 7:38 p.m.

Respectfully submitted,

Rita F. Whitfield
Administrative Assistant

Approved:
