

Central Shenandoah Planning District Commission

January 30, 2013

MEMO TO: CSPDC Board of Commissioners
FROM: Bonnie S. Riedesel, Executive Director
SUBJECT: February 6, 2013 Commission Meeting

The Central Shenandoah Planning District Commission will hold its meeting on **Wednesday, February 6, 2013, 6:30 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 6:00 p.m.

AGENDA

1. Call to Order
2. Minutes of December 3, 2013 Meeting
3. Reports
 - A) Chairperson
 - B) Executive Director
 - C) Treasurer
4. Consideration of FY12 Audit Report
 - *James Kelly - Robinson, Farmer, Cox Associates*
 - *Saidee Begoon - Robinson, Farmer, Cox Associates*
5. Consideration of FY13 Budget Amendment (*BAF #13-2*)

6. Commonwealth Intergovernmental Review Process (CIRPS) (BAF #13-1)
 - A) Heart Havens, Inc. Application for FTA Section 5310 Program to Purchase Transportation Equipment
 - B) Rockbridge Area Transportation System, Inc. (RATS) Application for FTA Section 5310 Program to Purchase Transportation Equipment
 - C) Rockbridge Area Community Services Application for FTA Section 5310 Program to Purchase Transportation Equipment
 - D) Valley Program for Aging Services (VPAS) Application for FTA Section 5310 Program to Purchase Transportation Equipment
 - E) Valley Community Services Board for FTA Section 5310 Program to Purchase Transportation Equipment
 - F) Rural Business Enterprise Grant (RBEG), City of Buena Vista, James Todd Jones Attorney
7. CSPDC Agency Assessment (*BM #13-1*)
 - *Jim Youngquist, SERDI Director*
8. Other Business
9. Adjournment

Next Meeting: Monday, April 15, 2013



Central Shenandoah Planning District Commission

Minutes
Central Shenandoah
Planning District Commission Meeting
112 MacTanly Place, Staunton, Virginia
February 6, 2013, 7:00 p.m.

Member Jurisdiction Representatives					
	Augusta County		City of Staunton		Staff
	David Beyeler	✓	Sharon Angle	✓	Bonnie Riedesel
✓	Marshall Pattie	✓	Carolyn Dull, Chairperson	✓	Kevin McDermott
✓	Joseph Colvin		Rockbridge County	✓	Kimberly Miller
	Kimberly Hull	✓	A. W. Buster Lewis	✓	Elizabeth McCarty
	Bath County	✓	Chris Slaydon	✓	Cindi Johnson
✓	Bruce McWilliams		Rockingham County	✓	Rita Whitfield
	City of Buena Vista	✓	Donald Delaughter	✓	Robbie Huff
	Larry Tolley, Secretary	✓	George Dowrey, III	✓	Rebecca Joyce
	City of Harrisonburg	✓	Dee Floyd	✓	Devon Thompson
	Charles Chenault	✓	William Vaughn, Treasurer		Others
	Richard Baugh		City of Waynesboro	✓	James Kelly, Robinson-Farmer-Cox Associates
✓	Stacy Turner	✓	Timothy Williams	✓	Becky Earhart, Augusta County
	Highland County	✓	David Bihl	✓	Jim Youngquist, SERDI Director
✓	Kevin Wagner			✓	Rose Gibson, Valley Association Independent Living
	City of Lexington			✓	Miranda Stein, Valley Association Independent Living
✓	George Pryde				

Call To Order

The February 6, 2013, Central Shenandoah Planning District Commission meeting was called to order at 6:00 p.m. by Chairperson Dull.

Minutes

Mr. Pryde moved, seconded by Mr. Vaughn, to approve the minutes of the December 3, 2012, Commission meeting. Motion was carried by unanimous vote.

Chairman's Report

Under Chairman's Report, Chairperson Dull reported on the Virginia Municipal League (VML) Legislative Day that she had attended in Richmond on January 31, 2013. Also under Chairman's Report, she announced that Mr. Richard Baugh will be the new representative for the City of Harrisonburg.

Executive Director's Report

Ms. Riedesel announced the following births since January 2013: staff member Robbie Huff and his wife Elizabeth, a baby girl; staff member Erin Yancey and her husband Matthew, a baby boy; and Commissioner Kimberly Hull and her husband John, a baby boy.

Ms. Riedesel reported that on February 5, 2013, Governor Bob McDonnell announced \$225,000 in funding for five projects in Virginia through the Building Collaborative Communities program. She stated that the CSPDC was one of the five regions across the state that received funding and was awarded \$60,000, one of the largest amounts. Ms. Riedesel noted that the Central Shenandoah Planning District Commission will administer the grant on behalf of the Fields of Gold region. Funds will be allocated to develop partnerships, create business support services for farmers and agritourism operators, market the Valley's rich agricultural offerings, and build a sustainable organizational structure for long-term viability.

Ms. Riedesel distributed copies of a brochure entitled "Blueprint Virginia", a comprehensive effort to provide business leadership, direction and long-range economic development planning for Virginia, facilitated by the Virginia Chamber of Commerce. She noted that she had been asked to serve on the Regional Council for Blueprint Virginia. Ms. Riedesel announced she and Elizabeth McCarty will attend the Harrisonburg-Rockingham Chamber's Annual Economic Outlook that will be held on February 7th, from 7:30-9:30 a.m., at the JMU Festival Conference & Student Center Highlands Room. She stated that Brian Shull, Harrisonburg's Director of Economic Development, and Billy Vaughn, Rockingham County's Director of Development, will give the local update and outlook for the year and Barry Duval, President of the Virginia Chamber of Commerce, will provide a statewide perspective and a regional financial forecast.

Treasurer's Report

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

Consideration of FY12 Audit Report

Chairperson Dull presented for consideration FY12 Audit Report. Ms. Riedesel introduced and welcomed James Kelly of Robinson, Farmer, Cox Associates. Mr. Kelly gave a review on the Audit, noting that the audit includes an unqualified opinion, which is excellent. Mr. Vaughn

moved, seconded by Mr. McWilliams, to accept the Central Shenandoah Planning District Commission's FY12 Audit Report as presented. Motion was carried unanimously.

Consideration of FY13 Budget Revision (BAF #13-2)

Chairperson Dull presented for consideration FY13 Budget Revision. Ms. Johnson gave a brief review on the FY13 Budget Revision. Ms. Riedesel recommended the following budget revisions:

- Approve of the FY13 Budget Revision. She noted that there were numerous changes in the FY13 Budget Revision, including an adjustment to the way the indirect costs were budgeted and the new SAWMPO allocation that necessitated the revision.
- Add an additional full-time staff person due to the increased responsibilities and funding for the SAWMPO and other transportation planning programs.
- Establish a paid time off liability fund with initial funding at 100% of the December 31, 2013 vacation liability and 20% of the sick time liability. Staff will review and adjust bi-annually.
- Reestablish the Capital Improvement Fund for future used based upon a 20-year Capital Improvement Plan.
- Approve increasing the capitalization policy from \$1,000 to \$2,500 for FY13.
- Establish a new fund for future development needs utilizing funds from FY12 excess of revenues over expenses. This fund will be reviewed on an annual basis during the budget process.

Mr. Lewis stated that the Executive Committee had spent a lot of time at their January 15, 2013, meeting carefully reviewing and considering the FY13 Budget Revision. Upon recommendation of the Executive Committee, Mr. Lewis moved, seconded by Mr. Vaughn, to approve the FY13 Budget Revision as set forth above. Motion was carried by unanimous vote.

Commonwealth Intergovernmental Review Process (CIRP) (BAF #13-1)

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 the Arc of Harrisonburg and Rockingham, Inc. for FTA Section 5310 Program to purchase transportation equipment. She noted that staff has reviewed the projects and recommends approval. Mr. Pryde moved, seconded by Mr. Floyd, to endorse the staff's recommendations. Motion carried unanimously. They are as follows:

- A. Heart Havens, Inc. (HHI) Application for FTA Section 5310 Program to Purchase Transportation Equipment. Heart Havens, Inc. has submitted an application seeking capital assistance from the Commonwealth of Virginia through the FTA Section 5310 Program to purchase two 9-passenger vans with lifts estimated at \$40,000. Staff recommended endorsement of the project.
- B. Rockbridge Area Transportation System, Inc. (RATS) Application for FTA Section 5310 Program to Purchase Transportation Equipment. RATS, Inc. has submitted an application

seeking capital assistance from the Commonwealth of Virginia through the FTA Section 5310 Program to purchase one 9-passenger van with a wheelchair lift for \$40,000. Staff recommends endorsement of the project.

- C. Rockbridge Area Community Services Application for FTA Section 5310 Program to Purchase Transportation Equipment. RACS has submitted an application seeking capital assistance from the Commonwealth of Virginia through the FTA Section 5310 Program to purchase a 12-passenger van for \$41,000. Staff recommends endorsement of the project.
- D. Valley Program for Aging Services (VPAS) Application for FTA Section 5310 Program to Purchase Transportation Equipment. VPAS has submitted an application seeking capital assistance from the Commonwealth of Virginia through the FTA Section 5310 Program to purchase one 14-passenger van with wheelchair lift for \$40,000. Staff recommends endorsement of the project.
- E. Valley Community Services Board (VCSB) Application for FTA Section 5310 Program to Purchase Transportation Equipment. VCSB has submitted an application seeking capital assistance from the Commonwealth of Virginia through the FTA Section 5310 program to purchase one 15-passenger van for \$47,558. Staff recommends endorsement of the project.
- F. Rural Business Enterprise Grant (RBEG), City of Buena Vista, James Todd Jones Attorney. The City of Buena Vista received grant funding from USDA, Department of Rural Development Rural Business Enterprise (RBEG) Program. The City of Buena Vista is using RBEG funds to establish a Revolving Loan Fund intended to assist small or emerging businesses located or locating in the City of Buena Vista. At the most recent loan review meeting, the James Todd Jones Attorney application, seeking funding to add an associate attorney to the firm, received majority approval from the Loan Review Committee. Given time constraints, the Executive Director submitted a letter of support for this project on January 14, 2013. Staff recommends ratification of the Executive Director's endorsement letter.
- G. Pleasant View, Inc. Application for FTA Section 5310 Program to Purchase Transportation Equipment. Pleasant View, Inc. has submitted an application seeking capital assistance from the Commonwealth of Virginia through the FTA Section 5310 program to purchase two modified mini-vans with wheelchair ramps for a total funding of \$80,000. Staff recommends endorsement of the project.
- H. The Arc of Harrisonburg and Rockingham, Inc. The Arc is seeking capital assistance from the Commonwealth of Virginia through the FTA Section 5310 program to purchase a minivan with a wheelchair ramp for \$40,000. Staff recommends endorsement of the project.

CSPDC Agency Assessment

Chairperson Dull presented CSPDC Agency Assessment. Ms. Riedesel gave a report on the Agency Assessment, noting that the CSPDC recently underwent a voluntary assessment of the Commission. She noted that the Assessment was conducted by the Southeast Regional Directors Institute (SERDI), which is a professional organization focused on supporting planning district commissions in the southeastern United States. Ms. Riedesel welcomed and introduced Mr. Jim Youngquist, SERDI Director. Mr. Youngquist presented a PowerPoint presentation on the Agency's Assessment. He reviewed the entire Assessment process, the purpose of the Assessment, and the results of survey and focus group sessions. Mr. Youngquist gave some general recommendations noting that a complete report of his findings and recommendations would be forthcoming in the next couple of weeks. Ms. Riedesel distributed copies of the CSPDC Regional Leaders Online Survey Results, January 2013, and a copy of the Focus Group Sessions. After comments and questions regarding the survey, Mr. Youngquist distributed copies of the CSPDC SERDI Online Survey and Focus Group Sessions Results.

Other Business

Under Other Business, Ms. McCarty reported on the Building Collaborative Communities grant, awarded to the CSPDC for \$60,000. She noted that it is administered through the Department of Housing and Community Development (DHCD) and reviewed the items to accomplish through the grant.

Ms. McCarty also reported on the Agriculture and Forestry Industries Development Fund (AFID) Planning Grant application to fund the Fields of Gold Agritourism program in the Shenandoah Valley. She stated that the program is administered through the Virginia Department of Agriculture and Consumer Services (VDACS) and applications are due March 1, 2013.

Adjournment

There being no further business to come before the Commission, a motion for adjournment by Mr. Pryde, seconded by Mr. Dowrey, was unanimously passed at 7:58 p.m.

Respectfully submitted,

Rita F. Whitfield
Administrative Assistant

Approved:

Larry Tolley
CSPDC Secretary



Central Shenandoah Planning District Commission

April 8, 2013

MEMO TO: CSPDC Board of Commissioners
FROM: Bonnie S. Riedesel, Executive Director
SUBJECT: April 15, 2013 Commission Meeting

The Central Shenandoah Planning District Commission will hold its meeting on April 15, 2013, at the Virginia Horse Center in Lexington, Virginia, 487 Maury River Road, Lexington, Virginia (see enclosed map).

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

Dinner will be provided at 6:00 p.m., followed by the meeting.

AGENDA

1. Call to Order
2. Welcome and Introductions
3. Minutes of February 6, 2013 Meeting
4. Reports
 - A) Chairperson
 - B) Executive Director
 - C) Treasurer
5. SERDI Assessment Results
6. Consideration of Direct Recipient of FTA Funds for Virginia Regional Transit Operations (BAF #13-5)
7. Consideration of FY14 Rural Transportation Planning Program Resolution

8. Consideration of FY13 CDBG Regional Priorities (BAF #13-3)
9. Commonwealth Intergovernmental Review Process (CIRPS) (BAF #13-4)
 - A) Greenhouse Village Housing Production Project, Community Development Block Grant (CDBG), Rockbridge County
 - B) Bridgewater College Application to Rural Development for Renovation and Expansion of Nininger Health and Exercise Science Center
 - C) Virginia Department of Environmental Quality for VADEQ Pollution Prevention
10. Other Business
11. Presentation on AWASAW Artisan Center at Raphine
 - *Bobby Berkstresser*
12. Adjournment

Next Meeting: Monday, June 17, 2013



Central Shenandoah Planning District Commission

Minutes
Central Shenandoah
Planning District Commission Meeting
Virginia Horse Center, Lexington, Virginia
April 15, 2013, 6:00 p.m.

Member Jurisdiction Representatives					
	Augusta County		City of Staunton		Staff
✓	David Beyeler		Sharon Angle	✓	Bonnie Riedesel
✓	Marshall Pattie	✓	Carolyn Dull, Chairperson	✓	Rebecca Joyce
	Joseph Colvin		Rockbridge County	✓	Kevin McDermott
✓	Becky Earhart	✓	A. W. Buster Lewis	✓	Elizabeth McCarty
	Bath County	✓	Chris Slaydon	✓	Erin Yancey
	Bruce McWilliams		Rockingham County	✓	Rita Whitfield
	City of Buena Vista	✓	Donald Delaughter	✓	Kimberly Miller
	Larry Tolley, Secretary	✓	George Dowrey, III	✓	Ann Cundy
	City of Harrisonburg		Dee Floyd	✓	Devon Thompson
	Charles Chenault	✓	William Vaughn, Treasurer	✓	Phil Alexander
✓	Richard Baugh		City of Waynesboro	✓	Cindi Johnson
	Stacy Turner		Timothy Williams		Others
	Highland County		David Bihl	✓	Jean Clark, Rockbridge Area Tourism
	Kevin Wagner			✓	Frankie Hogan, Mayor, Buena Vista
	City of Lexington			✓	Melvin Henson, Buena Vista City Council
✓	George Pryde			✓	Steve Baldrige, Buena Vista City Council
				✓	Jane Armstrong, Buena Vista City Council
				✓	Jay Scudder, Buena Vista City Manager
				✓	Brian Brown, Buena Vista
				✓	Mimi Elrod, Mayor, Lexington, City Council
				✓	Frank Friedman, Lexington City Council
				✓	Camille Miller, Lexington City Council
				✓	Jon Ellestad, Lexington City Manager
				✓	Michael Zehner, Lexington
				✓	Bobby Berkstresser, Whites Travel Center
				✓	Ronald Campbell, Rockbridge BOS
				✓	Spencer Suter, Rockbridge Co. Administrator
				✓	Sam Crickenberger, Rockbridge County

Call To Order

Following introductions of Buena Vista and Lexington City Council members; Rockbridge County Board of Supervisor members; Jean Clark, Director, Lexington-Rockbridge Area Tourism Development; Jon Ellestad, Lexington County Administrator; Jay Scudder, Buena Vista City Manager; Spencer Suter, Rockbridge County Administrator; Bobby Berkstresser, Whites Travel Center; Buena Vista, Lexington and Rockbridge staff; Commission members and staff; the April 15, 2013, Central Shenandoah Planning District Commission meeting was called to order at 6:15 p.m. by Chairperson Dull.

Chairperson Dull thanked everyone for their attendance and expressed gratitude to Rockbridge County for hosting the Commission meeting.

After dinner, the Commission subsequently reconvened for the business meeting and presentations.

Minutes

Mr. Pryde moved, seconded by Mr. Vaughn, to approve the minutes of the February 6, 2013, Commission meeting. Motion was carried by unanimous vote.

Chairman's Report

Chairperson Dull stated that she did not have a Chairman's Report.

Executive Director's Report

Under Director's Report, Ms. Riedesel presented a PowerPoint presentation on the CSPDC. She reviewed the background and history of the CSPDC, the services and programs the Commission offers, funding sources, Commissioners and staff. She welcomed and introduced the Commission's new transportation planner, Ann Cundy. The following staff members also presented a PowerPoint presentation: Ms. McCarty on Economic Development Planning, Appalachian Regional Commission, and Fields of Gold Agritourism; Mr. McDermott on Transportation Planning, and Bicycle and Pedestrian Planning; Ms. Joyce on Hazard Mitigation and Disaster Education, and Affordable Housing and Community Development; Ms. Yancey on Natural Resources and Environmental; Mr. Alexander on GIS and Mapping Services; and Ms. Riedesel on On-Call Consultant Program, Planning and Technical Assistance, and Investments in the Region.

Treasurer's Report

Chairperson Dull presented for consideration the Treasurer's Report (attached to file minutes). Mr. Vaughn presented the Balance Sheet as of February 28, 2013, and the Grant Expenditure Budget vs. Actual for July 2012 through February 2013. Mr. Dowrey moved, seconded by Mr. Beyeler, to approve the Treasurer's Report as presented. Motion carried unanimously.

SERDI Assessment Results

Chairperson Dull stated that the SERDI Assessment Results will be presented at the next Commission meeting.

Direct Recipient of FTA 5307 Funding for Virginia Regional Transit (VRT) Operations (BAF #13-5)

Chairperson Dull presented for consideration Direct Recipient of FTA 5307 Funding for Virginia Regional Transit (VRT) Operations. Ms. Riedesel gave an overview on the project, noting that the Staunton-Augusta-Waynesboro region was recently designated an urbanized area following the recent decennial census. She noted that as a result, the Staunton-Augusta-Waynesboro Metropolitan Planning Organization (SAWMPO) was formed to conduct transportation planning on a regional basis. Ms. Riedesel stated that as part of that, the local transit provider, VRT, is no longer eligible to receive the state rural funding they have been using but are now eligible for funding directly through the Federal Transit Administration (FTA). She noted that one caveat to that; however, is that the funding must go to a public entity; i.e., local government, transit authority, or PDC. Ms. Riedesel explained that VRT is not eligible to receive these funds since they are a private not-for-profit. She noted that Staunton, Augusta County, and Waynesboro are in agreement to allow the CSPDC to be the direct recipient of the FTA 5307 funding and pass through the funding to VRT to maintain their transit system in the urbanized area. Ms. Riedesel stated that the Executive Committee reviewed the information at its April 3, 2013, meeting and has recommended the designation of the CSPDC as the direct recipient of FTA 5307 funding. Mr. Lewis moved, seconded by Mr. Pryde, to ratify the Executive Committee's approval to designate the CSPDC as Direct Recipient of FTA 5307 funding for VRT operations. Motion was carried by unanimous vote.

FY14 Rural Transportation Planning Program Resolution

Chairperson Dull presented for consideration FY14 Rural Transportation Planning Program Resolution (attached to file minutes). Ms. Riedesel gave a brief report on the VDOT Rural Transportation Grant Program. She stated that the Executive Committee had approved the Resolution at its April 3, 2013, meeting in order to meet the May 15th grant submission deadline. Mr. Vaughn moved, seconded by Mr. Dowrey, to ratify the Executive Committee's approval of the Resolution authorizing application for FY14 Rural Transportation Planning grant. Motion carried unanimously.

FY13 CDBG Regional Priorities (BAF #13-3)

Chairperson Dull presented for consideration CDBG Regional Priorities (attached to file minutes). Ms. Riedesel noted 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 Priorities List. She noted that the submission deadline was March 15th and due to time constraints, the list was submitted on February 11th. Mr. Beyeler moved, seconded by Mr.

Pryde, to ratify and approve the 2013 CDBG Regional Priorities. Motion was carried by unanimous vote.

Commonwealth Intergovernmental Review Process (CIRP) (BAF #13-4)

Chairperson Dull presented for consideration CIRPs. Mr. Lewis moved, seconded by Mr. Dowrey, to endorse the staff's recommendations. Motion carried unanimously. They are as follows:

- A. Greenhouse Village Housing Production Project CDBG. Rockbridge County is applying to the Virginia Department of Housing and Community Development (DHCD) for funding for the Greenhouse Village Housing Production Project. This project addresses an urgent and documented need for affordable housing in the Rockbridge area. It includes the direct construction of 8 homes for low- and moderate-income (LMI) families and the infrastructure required to serve them. The estimated cost of the home construction is \$1,158,400. Staff recommends endorsement of the project.
- B. Bridgewater College Application to Rural Development. Bridgewater College has submitted an application for federal funding to renovate and expand Nininger Health and Exercise Science Center on their campus. Because of a cost overrun in their construction bid, they have requested an additional loan of \$1,000,000. This is in addition to the \$9,000,000 they had already requested. They also have decided to request an additional \$8,000,000 for refinancing of a higher interest rate loan. The savings in interest will allow them to put more money into educational purposes on campus. They are applying for a loan of \$18,000,000 from Rural Development. Staff recommends endorsement of the project.
- C. Virginia Department of Environmental Quality (DEQ) Pollution Prevention. DEQ has submitted an application for federal funding to expand and enhance outreach to participants of two of the DEQ's current pollution prevention programs, the Virginia Environmental Excellence Program and the Virginia Green Tourism program, as well as document pollution prevention successes from a broad array of the agency's initiatives. The total project funding is \$160,000. Staff recommends endorsement of the project.

Presentation on AWASAW Artisan Center, Raphine, Virginia

Mr. Crickenberger, Rockbridge County Director of Community Development, welcomed and introduced Mr. Bobby Berkstresser, who gave a presentation on the AWASAW Artisan Center. Mr. Berkstresser stated that he and a group of Shenandoah Valley investment partners are finalizing plans for a major new regional artisan and cultural center to be built near the Raphine exit on Interstate 81 and is expected to open in 2014. He noted that the intention of the Center is to become a complete destination in itself for travelers from all over the nation to enjoy everything from hands-on artisan demonstration, live music, and Virginia-grown foods to nature trails and other outdoor experiences. Mr. Berkstresser stated that the Center, designed along the lines of the popular Heartwood Artisan Center in Southwest Virginia, will provide travelers an affordable, enjoyable, memorable cultural and culinary experience of the Shenandoah Valley,

thereby supporting and promoting local industries such as farmers, winemakers, artists, and other craftspeople.

Adjournment

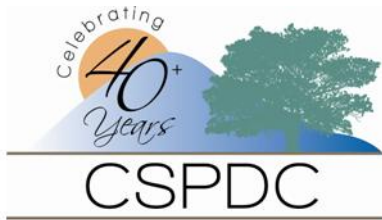
Chairperson Dull announced that the next CSPDC Board meeting will be held on June 17, 2013. There being no further business to come before the Commission, a motion for adjournment was unanimously passed at 7:50 p.m.

Respectfully submitted,

Rita F. Whitfield, Clerk to the Board

Approved:

Larry Tolley
CSPDC Secretary



Central Shenandoah Planning District Commission

June 10, 2013

MEMO TO: CSPDC Board of Commissioners
FROM: Bonnie S. Riedesel, Executive Director
SUBJECT: June 17, 2013 Commission Meeting

The Central Shenandoah Planning District Commission will hold its meeting on Monday, June 17, 2013, 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 April 15, 2013 Meeting
3. Reports
 - A) Chairperson
 - B) Executive Director
 - C) Treasurer
4. Presentation - Rosenwald Schools, Bath County
 - *Cliff Gilchrest and Rebecca Joyce*
5. Consideration of CSPDC FY14 Budget
6. Robin Sullenberger, Shenandoah Valley Partnership (SVP), Certificate of Appreciation

7. SERDI Assessment Results (*BAF #13-7*)
8. Commonwealth Intergovernmental Review Process (CIRPS) (*BAF #13-6*)
 - A) Virginia Department of Transportation's Draft FY14 State Planning and Research (SPR) Work Program
9. Other Business
 - VAPDC Conference – July 25-27, 2013 – Wintergreen, Virginia
10. Adjournment

Next Meeting: Monday, August 19, 2013



Central Shenandoah Planning District Commission

Minutes
Central Shenandoah
Planning District Commission Meeting
112 MacTanly Place, Staunton, VA 24401
June 17, 2013, 7:00 p.m.

Member Jurisdiction Representatives					
	Augusta County		City of Staunton		Staff
✓	David Beyeler	✓	Sharon Angle	✓	Bonnie Riedesel, Executive Director
	Marshall Pattie	✓	Carolyn Dull, Chairperson	✓	Rebecca Joyce, Senior Planner/Program Manager
	Joseph Colvin		Rockbridge County		Elizabeth McCarty, Economic Development Planner/Program Manager
✓	Becky Earhart	✓	A. W. Buster Lewis	✓	Erin Yancey, Regional Planner
	Bath County	✓	Chris Slaydon		Kevin McDermott, Transportation Manager
✓	Bruce McWilliams		Rockingham County	✓	Ann Cundy, Transportation Planner
	City of Buena Vista	✓	Donald Delaughter	✓	Robert Huff, GIS Manager/Regional Planner
	Larry Tolley, Secretary		George Dowrey, III	✓	Rita Whitfield, Office Manager
	City of Harrisonburg	✓	Dee Floyd	✓	Cindi Johnson, Fiscal Officer
	Charles Chenault, Vice Chair		William Vaughn, Treasurer	✓	Kimberly Miller, Administrative Assistant
	Richard Baugh		City of Waynesboro	✓	Phil Alexander, GIS Specialist
✓	Stacy Turner		Timothy Williams	✓	Courtland Robinson, Planning Assistant
	Highland County	✓	David Bihl	✓	Devon Thompson, Planning Assistant
✓	Kevin Wagner				
	City of Lexington				Others
✓	George Pryde			✓	Robin Sullenberger, SVP
				✓	Cliff Gilchrest, Bath County
				✓	Renee Lewis-Cammock, Bath County Rosenwald Schools (BCRS)
				✓	Perlista Henry, BCRS

Call To Order

The June 17, 2013, Central Shenandoah Planning District Commission meeting was called to order at 7:00 p.m. by Chairperson Dull. She introduced and welcomed Becky Earhart, new representative for Augusta County.

Minutes

Mr. McWilliams moved, seconded by Mr. Pryde, to approve the minutes of the April 15, 2013, Commission meeting. Motion was carried by unanimous vote.

Chairman's Report

Under Chairman's Report, Chairperson Dull noted that the City of Staunton had a large contingent of organized, upbeat group of bicycle enthusiasts that attended the last City Council meeting to advocate for making the City of Staunton more "cyclist friendly." She noted that the City of Waynesboro and Harrisonburg have adopted bicycle plans, and that the PDC has a regional bike plan that area jurisdictions might want to consider in the future to try and connect all bicycling efforts.

Executive Director's Report

Under Director's Report, Ms. Riedesel distributed copies of the Executive Director's Report (EDR #13-1) (attached to file minutes). She reported on the following:

- Noted that the Greater Augusta Chamber of Commerce is hosting an Economic Development breakfast at the Holiday Inn in Staunton on June 19, 2013, from 8:00-10:00 a.m. She noted that Mr. Barry Duval, President of the Virginia Chamber of Commerce, will be the keynote speaker.
- Announced that the Virginia Association of Planning District Commissions (VAPDC) will be having its annual conference on July 25-27, 2013, at Wintergreen Resort.
- Announced that this year's Bike Virginia 2013 tour will be held in the Rockbridge area on June 21-26, 2013. Ms. Riedesel stated that the event kicks off in the cities of Buena Vista and Lexington.
- Reported on the Shenandoah Water Summit that the Commission, along with the Northern Shenandoah Valley Regional Commission, hosted at James Madison University on May 29, 2013.
- Noted that each year, the Appalachian Regional Commission (ARC) solicits names of students and teachers in the ARC communities to participate in the U.S. Department of Energy's Oak Ridge National Laboratory Summer Camp in Oak Ridge, TN. Ms. Ridesel announced that one teacher and four students were selected from Virginia this year and the teacher is from Rockbridge County High School.
- Reported on the Bath-Highland Broadband, noting that on behalf of Bath and Highland Counties, the CSPDC submitted a letter of interest for a CDBG Planning Grant. The grant proposes to develop strategies and identify resources for addressing the gaps in broadband services and the adverse impacts that these gaps are having on citizens and businesses of these communities.
- Noted that the CSPDC staff is working with Elkton Town Officials to implement some of the recommendations made in the Gateway Study that was completed last year. She reported on the recommendations and improvements the Committee is looking at.
- Reported on the Waynesboro to Charlottesville Van Pool. Ms. Riedesel noted that RideShare, a cooperative program of the CSPDC and the Thomas Jefferson PDC, has formed a vanpool from Waynesboro to Charlottesville for commuters whose work hours are from 7:30 a.m. to 4:30 p.m., Monday through Friday.
- Ms. Riedesel welcomed and introduced the following staff: Ann Cundy, Transportation Planner; Courtland Robinson, Planning Assistant; and Devon Thompson, Planning Assistant for the Commission.

Treasurer's Report

Chairperson Dull stated that the Treasurer's Report will be presented at the next Commission meeting.

Presentation – Rosenwald Schools, Bath County

Ms. Joyce gave a PowerPoint presentation on Rosenwald Schools in Bath County. She noted that a Rosenwald School was the name informally applied to over five thousand schools, shops, and teachers' homes in the United States which were built primarily for the education of African-Americans in the early 20th century. Ms. Joyce stated that the need arose from the chronic underfunding of public education for African-American children in the South, who were required to attend segregated schools. She noted that Julius Rosenwald, an American clothier who became part-owner and president of Sears, Roebuck and Company, was the founder of The Rosenwald Fund, through which he contributed seed money for many of the schools and other philanthropic causes. Ms. Joyce then welcomed and introduced Cliff Gilchrest, Renee Lewis-Commock, and Perlista Henry who were present to give a presentation on the history, memories, and funding on Rosenwald Schools in Bath County. Mr. Gilchrest expressed his appreciation to Rebecca Joyce and the Commission for their assistance on the Rosenwald Schools.

Certificate of Appreciation

Chairperson Dull announced that Robin Sullenberger will retire as CEO of the Shenandoah Valley Partnership (SVP) in August 2013. She introduced and welcomed Mr. Sullenberger and presented him with a Certificate of Appreciation for outstanding leadership and notable service to the SVP and to the Region.

CSPDC FY14 Budget

Chairperson Dull presented for consideration the CSPDC FY14 Budget (attached to file minutes). Ms. Riedesel briefly reviewed the Commission's FY14 Budget. She stated that the Executive Committee had reviewed the FY14 Budget extensively at their May 30, 2013, meeting and recommended approval to the Full Commission. Ms. Johnson reviewed the Revenues and Expenses; the CSPDC Proposed FY14 Budget Compared to FY13; CSPDC FY14 Budget by Program; and reported on projects that have been completed, and new and pending projects. She noted that member assessments were based on a rate of 70 cents per capita plus requests for specific programs such as ARC, SAWMPO, and HRMPO. Ms. Johnson noted that the budget included adding one part-time position; a two percent cost of living increase; and revisions in the health insurance plan. Upon recommendation of the Executive Committee, Mr. Lewis moved, seconded by Mr. Pryde, to approve the CSPDC Budget Resolution adopting the FY14 Budget. Motion was carried by unanimous vote. Chairman Dull expressed her appreciation to the staff for all their hard work on the development of the budget.

SERDI Assessment Results (BAF #13-7)

Chairperson Dull presented for consideration SERDI Assessment Results (attached to file minutes). Ms. Riedesel gave a brief review on the SERDI Assessment Results, noting that earlier this year, the CSPDC underwent a voluntary assessment of the Commission, which was conducted by Southeast Regional Directors Institute (SERDI). She noted that the purpose of the SERDI assessment program was to evaluate the CSPDC and its role in the region, challenges and opportunities facing its region, and what role the Commission can play in helping address those challenges and opportunities, and most importantly, what steps a Commission needs to address in order to maximize its relevancy as a regional organization. Ms. Riedesel reviewed the schedule and process that was used in conducting the Assessment. She stated that over 50 stakeholders from around the region participated. Ms. Riedesel noted that the CSPDC has begun to analyze the recommendations and identify ways that the agency and Commission can improve their structure, role, and direction of the Commission and position itself to play an enhanced and more relevant role in the region and support the local governments that the Commission serves.

Commonwealth Intergovernmental Review Process (CIRP) (BAF #13-6)

Chairperson Dull presented for consideration CIRPs. Ms. Riedesel gave a brief review on the CIRPs, noting that she had received an additional application submitted by the Town of Broadway for a Rural Development Community Facility grant. Ms. Earhart moved, seconded by Mr. Floyd, to endorse the staff's recommendations on the following CIRPs:

- A. Virginia Department of Transportation (VDOT) Draft FY14 SPR Work Program. The proposed programs comply with state and federal regulations and set forth planning for both state and local agencies, such as the Harrisonburg-Rockingham MPO, annual Rural Transportation program Grant, and Multi-Modal grants. Staff recommends endorsement of the project.
- B. Town of Broadway for a Rural Development Community Facility grant to purchase library equipment and shelves for \$4,800. Staff recommends endorsement of the project.

Motion carried unanimously.

Other Business

Under Other Business, Ms. Riedesel stated that her current term on the Shenandoah Valley Partnership Board of Directors expires on June 30, 2013. Mr. Beyeler moved, seconded by Mr. Floyd, to reappoint Bonnie Riedesel to the SVP Board for the upcoming two-year term. Motion was carried by unanimous vote.

Adjournment

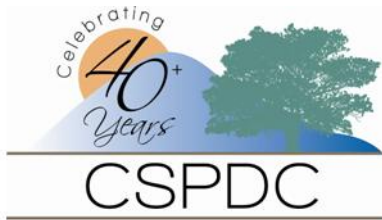
Chairperson Dull announced that the next CSPDC Board meeting will be held on August 19, 2013. There being no further business to come before the Commission, a motion for adjournment was unanimously passed at 8:10 p.m.

Respectfully submitted,

Rita F. Whitfield, Clerk to the Board

Approved:

Larry Tolley, CSPDC Secretary



Central Shenandoah Planning District Commission

August 12, 2013

MEMO TO: CSPDC Board of Commissioners
FROM: Bonnie S. Riedesel, Executive Director
SUBJECT: August 19, 2013 Commission Meeting

The Central Shenandoah Planning District Commission will hold its meeting on Monday, August 19, 2013, 7:00 p.m., at the Central Shenandoah Planning District Commission Office, 112 MacTanly Place, Staunton, Virginia.

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

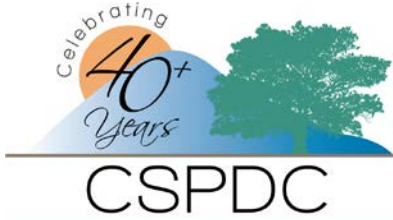
Dinner will be provided at 6:30 p.m.

AGENDA

1. Call to Order
2. Minutes of June 17, 2013 Meeting
3. Reports
 - A) Chairperson
 - B) Executive Director (*EDR #13-2*)
 - C) Treasurer
4. Certificate of Appreciation
 - *George Dowrey, Rockingham County Representative*
5. Presentation on the City of Waynesboro
 - *D. James Shaw, II, Waynesboro Deputy City Manager*
6. Consideration of Budget Amendments for FY13 (*BAF #13-11*)
7. Consideration of Budget Amendments for FY14 (*BAF #13-12*)
8. Consideration of a Resolution for Day To Serve (*BAF #13-9*)
9. Consideration of a Resolution of Support for the Collaborative Governance Initiative (*BAF #13-10*)

10. Consideration of a Resolution for Natural Bridge (*BAF #13-16*)
11. Commonwealth Intergovernmental Review Process (CIRPS) (*BAF #13-8*)
 - A) An application submitted by Mary Baldwin College for a Rural Development Loan for the Murphy Deming College of Health Sciences Building Project
 - B) An application submitted by the Virginia Department of Environmental Quality for FY13 Section 319(h) Nonpoint Source Implementation Grant.
 - C) An application submitted by the Virginia Department of Environmental Quality for VADEQ Water Quality Management Plan.
 - D) An application submitted by the Virginia Department of Environmental Quality for FY14-16 Leaking Underground Storage Tank Fund.
 - E) An application submitted by the Virginia Department of Environmental Quality for FY14-16 Leaking Underground Storage Tank Prevention Program.
12. Other Business
13. Adjournment

Next Meeting: Monday, October 21, 2013



Central Shenandoah Planning District Commission

Minutes
Central Shenandoah
Planning District Commission Meeting
112 MacTanly Place, Staunton, VA 24401
August 19, 2013, 7:00 p.m.

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

Call To Order

The August 19, 2013, Central Shenandoah Planning District Commission meeting was called to order at 7:00 p.m. by Vice Chairperson Chenault. He noted that Chairperson Dull could not attend the meeting.

Minutes

Mr. Floyd moved, seconded by Mr. McWilliams, to approve the minutes of the June 17, 2013, Commission meeting. Motion was carried by unanimous vote.

Chairperson's Report

Vice Chairperson Chenault reported on the Executive Committee meeting, held prior to the Full Commission meeting. He noted the following:

- The Executive Committee established signing authority positions for the Central Shenandoah Planning District Commission and the Central Shenandoah Development Corporation.
- The CSPDC has a \$25,000 line of credit which expires on September 19, 2013. Vice Chairperson Chenault stated that the Executive Committee recommended not renewing this line of credit and to look at the issue later this year.
- The Commission has acquired the services of Brown Edwards and Company, LLP for Commission auditing services.
- The Virginia Department of Rail and Public Transportation (DRPT) had performed an audit on the Commission's DRPT records and declared it a "clean audit" except for the lack of a document retention policy lacking. Vice Chairman Chenault stated that staff has since established a written document retention policy which is currently in place.

FTA 5307 Funding and Contract with Virginia Regional Transit

Vice Chairman Chenault reported that the Executive Committee had extensively reviewed the proposed FTA 5307 funding and the proposed contract with the local public transit provider, Virginia Regional Transit (VRT). He provided background on the proposed contract, noting that as a result of the formation of the Staunton-Augusta-Waynesboro Metropolitan Planning Organization, 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. However, the funding must go to a public entity, and VRT is, therefore, not eligible to receive these funds since it is a private non-profit organization. He explained that the three jurisdictions affected, namely, Staunton, Augusta County, and Waynesboro, have requested that the CSPDC serve as the direct recipient of the FTA 5307 funding, acting as fiscal agent and passing the funding through to VRT in order to maintain its transit system in the urbanized area of the SAWMPO. He noted that at the last Commission meeting, the Commission Board had approved a resolution authorizing the CSPDC to serve as the direct recipient of FTA 5307 funding for VRT operations.

With that background, Vice Chairman Chenault reported that the Staunton City Attorney Doug Guynn had generously offered his legal services in reviewing the proposed contract between CSPDC and VRT, along with the federal requirements for this program. Mr. Guynn had met with the Executive Committee at their meeting prior to the Full Commission meeting to present his research findings and review the related legal documents. They had extensively reviewed and considered the proposed contract and developed a list of additional questions to research. In addition, the Executive Committee had recommended that the Full Commission adopt a second resolution, a Resolution of the CSPDC Ratifying, Affirming, and Authorizing Various Matters Regarding Public Transportation Services in its Role as Administrator for the Staunton-Augusta-Waynesboro Metropolitan Planning Organization (attached to file minutes). He explained that the Resolution essentially authorizes the CSPDC staff and certain members of

the Executive Committee to implement the provisions of proposed contract for CSPDC to serve as the fiscal agent for these funds.

Mr. Vaughn moved, seconded by Mr. Lewis, to approve the Resolution. Mr. Vaughn stated that while he had a lot of reservations regarding the project, he felt the issues could be addressed. Discussion ensued regarding the time frame; ridership income and localities risk; local, state and federal funding; CSPDCs liability for any shortfalls of matching funds; the potential need for hiring of additional staff; CATS involvement; services to be performed by VRT; legal costs; and the CSPDC's responsibilities. Vice Chairperson Chenault stated that the Executive Committee recommended that the language be inserted into the agreement that the CSPDC's financial liability would be capped at whatever federal, state and matching funds are available, and also to go back to the three localities and request them not only to indemnify under the proposed contract (including any legal fees that might be incurred), but also to guarantee their matches to the CSPDC for their part of operating expenses and for equipment purchases. After a lengthy discussion, Vice Chairperson Chenault requested a roll call vote. By a roll call vote, voting yes – Commissioners Larry Tolley, William Vaughn, Bruce McWilliams, Kevin Wagner, Buster Lewis, Richard Baugh, Stacy Turner, George Pryde, Chris Slaydon, Dee Floyd, David Bihl; voting No – Commissioners David Beyeler, Joseph Colvin, Marshall Pattie, Timothy Williams; motion carried.

Executive Director's Report

Under Director's Report, Ms. Riedesel reported on the following:

1. Augusta County Adopts Wildfire Plan: Ms. Riedesel reported that the Augusta County Board of Supervisors adopted the Augusta County Community Wildfire Protection Plan (CWPP) on July 24, 2013. She noted that CSPDC staff worked closely with fire-rescue officials, forestry representatives, Augusta County governmental officials and concerned citizens to create the plan.
2. DEQ Reviews Water Supply Plan: Ms. Riedesel reported that the CSPDC received a tentative compliance determination from the Virginia Department of Environmental Quality (DEQ) for the Upper Shenandoah Regional Water Supply Plan. She stated that the Plan was found to be compliant with the water supply planning regulations, pending its review by a host of other agencies and a public comment period. Ms. Riedesel noted that the CSPDC coordinated and facilitated the development of the Plan on behalf of the 13 communities within the Upper Shenandoah Water Basin.
3. CERT Classes to be held at Blue Ridge Community College: Ms. Riedesel announced that the Staunton-Augusta-Waynesboro Community Emergency Response Team (CERT) program is partnering with Blue Ridge Community College. She stated that classes this fall will be held in the Plecker Center on BRCC's campus on Thursdays from 6:30 p.m. - 9:00 p.m., beginning on September 12th and continuing through November 14th. Ms. Riedesel noted that the course is free and open to all citizens.

4. Bath and Highland Receive Broadband Planning Grant: Ms. Riedesel reported that Bath and Highland counties have been approved to proceed with a CDBG planning grant to study broadband opportunities in the two counties. She noted that CSPDC staff prepared the grant request that was submitted to DHCD and is helping coordinate the project.
5. Fields of Gold Sponsors Farming in the Valley: Ms. Riedesel noted that the Fields of Gold will co-sponsor *Farming in the Valley* (formerly the Shenandoah Valley Agritourism Festival) at the Good Times, Tastes and Traditions Festival on September 21st and 22nd. She stated that the Festival, organized by the Greater Augusta Chamber of Commerce, will be held at the Frontier Culture Museum in Staunton.

Treasurer's Report

Vice Chairperson Chenault presented for consideration the Treasurer's Report (attached to file minutes). Mr. Vaughn reviewed the Balance Sheet for June 30, 2013, compared to June 30, 2012, and the Actual Compared to Annual Budget and Prior Fiscal Year. Mr. Tolley moved, seconded by Mr. McWilliams, to approve the Treasurer's Report as presented. Motion was carried by unanimous vote.

Certificate of Appreciation

Vice Chairperson Chenault presented Certificate of Appreciation to George Dowrey, Rockingham County's representative. Mr. Vaughn presented Mr. Dowrey with a Certificate of Appreciation for outstanding leadership and notable service to the Planning District Commission and to the people of the District shown during his term as Commissioner. He noted that Mr. Dowrey was unable to attend the meeting and he accepted the Certificate of Appreciation on his behalf. Mr. Beyeler moved, seconded by Mr. Colvin, to accept the Certificate of Appreciation to Mr. Dowrey, as a part of the minutes. Motion carried unanimously.

Presentation on the City of Waynesboro

Commissioner Tim Williams introduced Mr. Jim Shaw, City of Waynesboro Deputy City Manager, who gave a PowerPoint presentation on Waynesboro Downtown Revitalization, Capitalizing on Community Assets in the City of Waynesboro. He reviewed the Downtown Revitalization Accomplishments such as Downtown Streetscape, Constitution Park, South River Greenway, CDBG Façade Program, Brownfields Program, Broad Street Bridge Rehabilitation Project, Casco Cold Storage Plant, and Main Street Bridge Replacement Project.

Budget Amendments for FY13 and FY14 (BAF #13-11 and BAF #13-12)

Vice Chairperson Chenault presented for consideration Budget Amendments for FY13 and FY14 (attached to file minutes). Mr. Vaughn moved, seconded by Mr. Bihl, to approve the Budget Amendments for FY13 and FY14 as presented. Motion was carried by unanimous vote.

“Day to Serve” Resolution (BAF #13-9)

Vice Chairperson Chenault presented for consideration a Resolution for “Day to Serve” (attached to file minutes). Mr. Pattie gave a brief review on the Resolution, noting that the “Day to Serve” is a regional and interdenominational collaboration between the Governors of Maryland, Virginia, West Virginia, and the District of Columbia to help non-profits and improve the quality life of citizens. He stated that representatives from the Governor of Virginia’s office made a special request to Planning District Commissions across the state to endorse “Day to Serve.” Mr. Pattie moved, seconded by Mr. Colvin, to adopt the Resolution in support of “Day to Serve.” Motion carried unanimously.

Collaborative Governance Initiative Support Resolution (BAF #13-10)

Vice Chairperson Chenault presented for consideration a Resolution in support of the Collaborative Governance Initiative (attached to file minutes). Mr. Lewis noted that the Virginia Association of Planning District Commissions (VAPDC) has recently completed a three-year Strategic plan for the 21 planning districts commissions that are members of the VAPDC. He noted that one of the important recommendations in the strategic plan focuses on state funding for PDCs. The recommendation referred to as the Collaborative Governance Initiative recommends an increase of \$500,000 in state funding for support of PDCs, which would restore funding to a level received in previous years. Ms. Riedesel stated that VAPDC intends to make this request for additional funding to DHCD in September to ensure its inclusion in the FY14-15 state budget. Mr. Lewis moved, seconded by Mr. Tolley, to adopt the Resolution for Collaborative Governance Initiative. Motion was carried by unanimous vote.

Natural Bridge Resolution (BAF #13-16)

Vice Chairperson Chenault presented for consideration a Resolution encouraging establishment of perpetual public access to Natural Bridge of Virginia (attached to file minutes). Mr. Pryde gave a brief review on the Resolution, stating that Natural Bridge has been privately owned and the National Park Service is presently conducting a feasibility study to ascertain whether Natural Bridge and the undeveloped land could be part of the National Park System. He noted that Rockbridge County and the cities of Lexington and Buena Vista have all passed resolutions in support of the initiative. Mr. Pryde moved, seconded by Mr. Slaydon, to adopt the Resolution in support of Natural Bridge. Motion was carried by unanimous vote.

Commonwealth Intergovernmental Review Process (CIRP) (BAF #13-8)

Vice Chairperson Chenault presented for consideration CIRPs. Mr. Beyeler moved, seconded by Mr. McWilliams, to endorse the staff’s recommendations. Motion carried unanimously. They are as follows:

- A. Mary Baldwin College (MBC) Application for a Rural Development Loan. Mary Baldwin College has submitted an application for a Rural Development loan for additional funds for the Murphy Deming College of Health Sciences building project for a total funding of \$3,535,473 (\$3,000,000 federal and \$535,473 applicant). Given time constraints, the Executive Director

submitted a letter of support for this project on June 24, 2013. Staff recommended ratification of the Executive Director's endorsement letter.

- B. Virginia Department of Environmental Quality (DEQ) application for FY13 Section 319(h) Nonpoint Source Implementation Grant Application. DEQ has submitted an application for FY13 Section 319(h) assistance for July 1, 2013 – December 31, 2016, for a total funding of \$4,888,334. These funds will be used to support NPS grant coordination, reporting and planning, technical service delivery, education, training, and technology transfer. Staff recommended endorsement of the project for federal funding.
- C. Virginia Department of Environmental Quality (DEQ) Application for VADEQ Water Quality Management Plan. DEQ has submitted an application for VADEQ Water Quality Management Plan for a total funding of \$552,000. DEQ utilizes funds from this program to conduct water quality management projects and to provide support for projects managed by PDC's and interstate organizations throughout the state. Staff recommended endorsement of the project for federal funding.
- D. Virginia Department of Environmental Quality (DEQ) Application for FY14-16 Leaking Underground Storage Tank Fund. DEQ has submitted an application for FY14-16 Leaking Underground Storage Tank Fund for a total funding of \$4,193,334. The proposal will enable Virginia to continue to utilize federal trust funds in support of its training, enforcement and cleanup management of leaking underground storage tanks. Staff recommended endorsement of the project for federal funding.
- E. Virginia Department of Environmental Quality (DEQ) Application for FY14-16 Leaking Underground Storage Tank Prevention Program. DEQ has submitted an application for FY14-16 Leaking Underground Storage Tank Prevention Program for a total funding of \$2,919,999. The proposal will provide Virginia with federal funds to support Virginia's underground storage tank program. Staff recommended endorsement of the project for federal funding.

Other Business

Under Other Business, Mr. McWilliams announced that Ashton Harrison has accepted the position of County Administrator for Bath County, effective September 15, 2013. He noted that Mr. Harrison will be relocating to the County of Bath from Colorado, where he most recently served as the County Administrator and Budget Officer for Montezuma County.

Adjournment

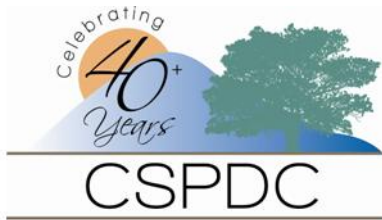
There being no further business to come before the Commission, Mr. Pryde moved, seconded by Mr. Floyd, for adjournment at 8:10 p.m. Motion was carried by unanimous vote.

Respectfully submitted,

Rita F. Whitfield, Clerk to the Board

Approved:

Larry Tolley, CSPDC Secretary



Central Shenandoah Planning District Commission

October 15, 2013

MEMO TO: CSPDC Board of Commissioners
FROM: Bonnie S. Riedesel, Executive Director
SUBJECT: October 21, 2013 Commission Meeting

The Central Shenandoah Planning District Commission will hold its meeting on Monday, October 21, 2013, 7:00 p.m., at the Central Shenandoah Planning District Commission Office, 112 MacTanly Place, Staunton, Virginia.

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

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

AGENDA

1. Call to Order
2. Minutes of August 19, 2013 Meeting
3. Reports
 - A) Chairperson
 - B) Executive Director (*EDR #13-3*)
 - C) Treasurer
4. Staff Update on CSPDC Projects
5. Commonwealth Intergovernmental Review Process (CIRPS) (*BAF #13-17*)
 - A) An application submitted by The Highland Center for ARC Funding
6. Presentation by Senator Emmett W. Hanger, Jr.
7. Other Business
8. Adjournment

Next Meeting: Annual Christmas Dinner Meeting, Wednesday, December 16, 2013



Central Shenandoah Planning District Commission

Minutes
Central Shenandoah
Planning District Commission Meeting
112 MacTanly Place, Staunton, VA 24401
October 21, 2013, 7:00 p.m.

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

Call To Order

The October 21, 2013, Central Shenandoah Planning District Commission meeting was called to order at 7:00 p.m. by Chairperson Dull. Mr. McWilliams introduced Mr. Ashton Harrison, new Bath County Administrator. He noted that Mr. Harrison relocated to Bath County from Colorado, where he most recently served as the County Administrator and Budget Officer for Montezuma County.

Minutes

Mr. McWilliams moved, seconded by Mr. Wagner, to approve the minutes of the August 19, 2013, Commission meeting. Motion carried, with Chairperson Dull abstaining due to her absence at that meeting.

Treasurer's Report

Chairperson Dull presented for consideration the Treasurer's Report (attached to file minutes). Ms. Johnson reviewed the Balance Sheet as of September 30, 2013, and the Actual Compared to Annual Budget and Prior Fiscal Year. Mr. Beyeler moved, seconded by Mr. Chenault, to approve the Treasurer's Report as presented. Motion was carried by unanimous vote.

Staff Update on CSPDC Projects

Staff members presented a PowerPoint presentation on the following projects in the region:

- Ms. Joyce reported on the Community Emergency Response Team (CERT) Program. She noted that in its 10th year, the CSPDC, Augusta County, Staunton, and Waynesboro have begun a partnership with Blue Ridge Community College (BRCC). This fall, the CERT program offered its basic training course at the Plecker Center on the BRCC campus.
- Ms. McCarty reported on the Town of Elkton's Gateway Project. She noted that the CSPDC has been working with the Elkton Gateway Steering Committee to implement the recommendations of the Gateway Study that was completed by the CSPDC and reported on the tasks.
- Mr. McDermott reported on the HRMPO Bicycle and Pedestrian Plan. He gave a brief update on the Plan and the public input process, noting that a public meeting will be held on December 3rd at Thomas Harrison Middle School in Harrisonburg.
- Ms. Cundy reported on the SAWMPO Long-Range Transportation Plan. She noted that the SAWMPO will hold a public open house on November 6, 2013, 4:30-7:00 p.m., at Wilson Middle School in Fishersville to kick off the development of the LRTP.
- Mr. Alexander reported on Bath-Highland Broadband Planning. He noted that Bath and Highland counties have been approved to proceed with a CDBG planning grant to study broadband opportunities in the two counties and reported on the activities.
- Ms. Yancey reported on the Lexington Stormwater Infrastructure Project, noting that the project had just recently been completed. She stated that the CSPDC developed GIS data representing existing stormwater management infrastructure, field verified and assessed the condition of stormwater system outfalls, and trained City staff in assessing maintenance needs for structural stormwater controls (best management practices).
- Ms. Miller reported on the First Time Homebuyer Program, noting that the CSPDC is the regional administrator for the program that provides downpayment assistance and closing costs to qualified first-time homebuyers in the region. She noted that 14 homebuyers will be served this year, bringing the total to over 225 since the program began over a decade ago.
- Ms. Riedesel reported on the Fields of Gold marketing activities. She stated that the Fields of Gold was a sponsor at the Good Times, Tastes and Traditions Festival on September 21st and 22nd, held at the Frontier Culture Museum. Ms. Riedesel noted that more than 3,000 visitors attended the Festival.

Mr. Wagner announced that The Highland Center had been awarded a \$1.2 million federal grant from the U.S. Commerce Department's Economic Development Administration (EDA) to

support the development of a business incubator and resource center in a former school building. He noted that The Highland Center had also received \$3 million towards their renovation project and reported on the Medical Center's \$4 million dollar renovation.

Commonwealth Intergovernmental Review Process (CIRP) (BAF #13-17)

Chairperson Dull presented for consideration CIRP(s). Mr. Wagner moved, seconded by Mr. McWilliams, to endorse the staff's recommendation on the following CIRP:

- *The Highland Center.* The Highland Center has submitted an application for ARC Funding for a total funding of \$80,000 (\$40,000 ARC; \$40,000 local). This project will use the Strategic Marketing Plan of The Highland Center and the Highland County Economic Development Authority to create marketing tools and implement a marketing plan to visitors to the community. Given time constraints, the Executive Director submitted a letter of support for this project on September 19, 2013. Staff recommends ratification of the Executive Director's endorsement letter.

Motion carried unanimously.

Presentation by Senator Emmett W. Hanger, Jr.

Chairperson Dull welcomed and introduced Senator Emmett Hanger. She noted that Senator Emmett Hanger represents the 24th District, which encompasses a large part of the Shenandoah Valley and part of Central Virginia. His district stretches from parts of Culpeper County, all of Madison County, parts of Rockingham County and all of Augusta and Greene Counties. The district also includes the Cities of Staunton and Waynesboro. Senator Hanger expressed his appreciation for the opportunity to speak to the Board. He gave a presentation regarding issues and programs at the State level, including the budget; sales tax; tax reform; education; transportation; health care; environment; storm-water control; and economic development.

Other Business

Under Other Business, Mr. Pattie stated that three of his students from his Business Management class will be assisting the CSPDC as part of their senior class project with updating the CSPDC Personnel Manual, developing a Board member orientation packet, and conducting a salary survey analysis.

Adjournment

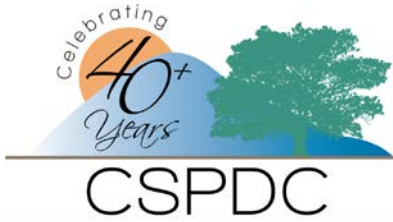
There being no further business to come before the Commission, a motion for adjournment was unanimously passed at 8:10 p.m. Chairperson Dull announced that the next CSPDC meeting will be held on Monday, December 16, 2013.

Respectfully submitted,

Rita F. Whitfield, Clerk to the Board

Approved:

Larry Tolley, CSPDC Secretary



Central Shenandoah Planning District Commission

December 9, 2013

MEMO TO: CSPDC Board of Commissioners
FROM: Bonnie S. Riedesel, Executive Director
SUBJECT: December 16, 2013 Commission Meeting

The Central Shenandoah Planning District Commission will hold its meeting on **Monday, December 16, 2013**, at the Central Shenandoah Planning District Commission Office, 112 MacTanly Place, Staunton, Virginia. **Dinner will be provided at 6:00 p.m., the meeting at 7:00 p.m., and the Program will immediately follow the meeting.**

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

AGENDA

1. Call to Order
2. Minutes of October 21, 2013 Meeting
3. Reports
 - (A) Chairperson
 - (B) Executive Director
 - (C) Treasurer
 - Pension Plan Forfeiture Allocation (BAF #13-21)
4. 2013 Annual Highlights and Investments in the Region (*Attachments*)
5. Consideration of 2014 Meeting Schedule (*BAF #13-20*)
6. Commonwealth Intergovernmental Review Process (CIRPS) (*BAF #13-19*)
 - A) CSPDC Application for 2014 ARC Grant
 - B) CSPDC Application for 2014 EDA Grant

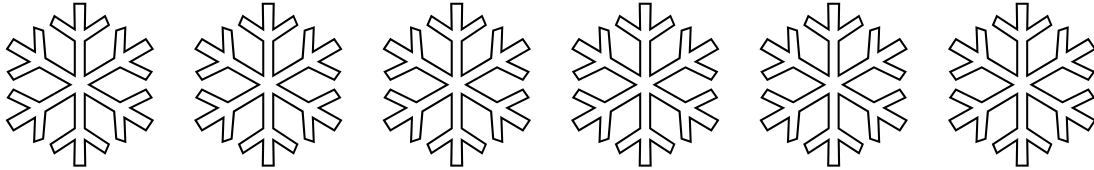
7. Other Business

8. Adjournment

Next CSPDC Meeting: Monday, February 3, 2014



Central Shenandoah Planning District Commission



CSPDC Program

Welcome

Planning Commissioner of the Year Award

James McCown, Jr., Rockbridge County Planning Commission

Recognition of Commissioner(s)

Dee Floyd, Rockingham County

Recognitions

Mayor Sam Blackburn, Town of Glasgow

Bob Luke, Buena Vista City Planner

Recognition of CSPDC Employees

Elizabeth McCarty

Rita Whitfield



Central Shenandoah Planning District Commission

Minutes
Central Shenandoah
Planning District Commission Meeting
112 MacTanly Place, Staunton, VA 24401
December 16, 2013, 7:00 p.m.

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

Call To Order

The December 16, 2013, Central Shenandoah Planning District Commission meeting was called to order at 7:00 p.m. by Secretary Tolley. He noted that Chairperson Dull and Vice Chairperson Chenault could not attend the meeting.

Minutes

Mr. Floyd moved, seconded by Mr. McWilliams, to approve the minutes of the October 21, 2013, Commission meeting. Motion was carried by unanimous vote.

Executive Director's Report

Ms. Riedesel noted that she would defer the Executive Director's report under agenda item #4, 2013 Annual Highlights and Investments in the Region.

Treasurer's Report

Secretary Tolley presented for consideration the Treasurer's Report (attached to file minutes). Ms. Johnson distributed and reviewed copies of the Balance Sheet as of November 30, 2013, and the Actual Compared to Annual Budget and Prior Fiscal Year. Mr. Vaughn moved, seconded by Mr. Lewis, to approve the Treasurer's Report as presented. Motion carried unanimously.

Pension Plan Forfeiture Account Allocation

Secretary Tolley presented for consideration Pension Plan Forfeiture Account Allocation. Ms. Johnson gave a brief review on the Pension Plan Forfeiture Account Allocation. She explained that when an employee leaves employment with the CSPDC before the vesting period in the pension plan is complete, the unvested pension funds of the CSPDC paid pension amount is held for a period of five years. Ms. Johnson noted that as these funds are forfeited, they are moved to the forfeiture account within the pension funds and are then available to allocate to the remaining participants in the plan. She stated that the forfeiture amount is approximately \$12,000 and will be reallocated at the end of the plan year to the current employees. Mr. McWilliams moved, seconded by Mr. Vaughn, to approve the allocation of pension forfeiture funds. Motion was carried by unanimous vote.

2013 Annual Highlights and Investments in the Region

Secretary Tolley presented 2013 Annual Highlights and Investments in the Region. Ms. Riedesel stated that three students from Dr. Marshall Pattie's Business Management class assisted the CSPDC as part of their senior class project with updating the CSPDC Personnel Manual, developing a Board member orientation packet, and conducting a salary survey analysis. She distributed copies of the Board member orientation packet, noting that the packets contained the 2013 Annual Highlights and Investments in the Region for FY2010-FY2013. Ms. Riedesel stated that one of the most important services the Commission provides to its member jurisdictions is identification of funding opportunities. Ms. Riedesel noted that this year, the Commission applied for or assisted with \$1.6 million in grant funding for the region. She stated that for the past four years, the Commission has been instrumental in bringing in more than \$22,000,000 in new investments to the region. Ms. Riedesel expressed her appreciation to Commissioners, localities, and staff for all their support and hard work this year.

Consideration of 2014 Meeting Schedule (BAF #13-20)

Secretary Tolley presented for consideration the CSPDC 2014 Meeting Schedule (attached to file minutes). Ms. Riedesel briefly reviewed the meeting schedule for 2014 for the Executive Committee and Full Commission meetings. Mr. Slaydon moved, seconded by Mr. Lewis, to approve the 2014 CSPDC Calendar as presented. Motion carried unanimously.

Commonwealth Intergovernmental Review Process (CIRP) (BAF #13-19)

Secretary Tolley presented for consideration CIRPs. Ms. Riedesel gave a brief description on the CIRPs. Ms. Earhart moved, seconded by Mr. McWilliams, to endorse the staff recommendations. Motion was carried by unanimous vote. They are as follows:

- A. CSPDC Application for 2014 ARC Funds. The CSPDC has submitted an application to the Appalachian Regional Commission (ARC) for \$79,872 in ARC funding. Major work elements include planning and technical assistance to the ARC eligible communities of Bath, Highland and Rockbridge counties, Buena Vista and Lexington, and the towns of Goshen, Glasgow and Monterey. Staff recommends endorsement.

- B. CSPDC Application for 2014 EDA Funds. An application to be filed 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.

Other Business

Under Other Business, the following was reported:

Purchase of a New Network Server

Ms. Riedesel presented and reviewed consideration to purchase a new network server and distributed copies of the BAF #13-22, Network Server Replacement (attached to file minutes). Mr. Huff gave a brief review on the network server, noting that the current network server was purchased in 2007 and is no longer compatible with upgrades to various software systems, is beyond its warranty, and is unable to be adapted to increased network users and electronic file storage. He noted that the cost for the purchase of a new server is \$10,000 and includes installation, 5-year warranty, and an upgraded backup system. The funds to purchase the new server would come from the Capital Improvement Fund. Mr. Vaughn moved, seconded by Ms. Earhart, to approve the purchase of a new network server. Motion carried unanimously.

Disadvantaged Business Enterprise Policy Statement

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. However, the funding must go to a public entity, and VRT is, therefore, not eligible to

receive these funds since it is a private non-profit organization. She explained that the three jurisdictions affected, namely, Staunton, Augusta County, and Waynesboro, have requested that the CSPDC 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.

Following Ms. Riedesel's report on the background, Mr. McDermott gave a brief update on the Request for Proposals (RFP) for Management and Operation of Staunton-Augusta-Waynesboro Area Public Transit Services. He noted that proposals were due December 2, 2013, and one proposal was from the current provider, Virginia Rural Transit (VRT). He further noted that in order to comply with Federal Transit Administration policy, the CSPDC must establish a Disadvantaged Business Enterprise (DBE) program. Mr. McDermott distributed and reviewed copies of the DBE Policy Statement (attached to file minutes). He stated that the CSPDC has established a DBE program in accordance with the regulations of the U.S. Department of Transportation (DOT), 49 CFR Part 26. CSPDC has received federal financial assistance from DOT and as a condition of receiving this assistance, DOT requires assurance that the Commission will comply with 49 CFR Part 26. Questions were raised and addressed regarding legal counsel, bus liability, and termination of the contract. Mr. Pryde moved, seconded by Ms. Angle, for approval of the Disadvantaged Business Enterprise Policy Statement. Motion was carried by unanimous vote.

Mr. Lewis 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. Mr. Guynn agreed to provide this assistance to the Commission on a pro bono basis. On behalf of the Commission, Mr. Lewis expressed his gratitude and appreciation to Mr. Guynn for all his professional help.

Also under Other Business, the following was reported:

- Ms. Riedesel noted that the Commission had acquired the services of Brown Edwards and Company, LLP for Commission auditing services. She stated that the auditors will present the Audit Report for FY13 at the February 3, 2014, CSPDC meeting.
- Ms. Riedesel reported on the Central Shenandoah Development Corporation (CSDC). She gave an update on the CSDC, noting that it was created in 1998-99 but has been dormant since early 2000. She noted that she had consulted with an attorney and reported on what steps to take to revive the CSDC. Ms. Riedesel stated that a meeting of the CSDC, which consists of the same Board members as the Commission, would be held at the CSPDC February 3, 2014, meeting.
- Ms. Joyce presented and gave a brief review on the Central Shenandoah Valley All Hazards Mitigation Plan. She noted that the purpose of the Plan is to identify natural hazards that impact the Region and to offer mitigation strategies that will lessen the effects that these hazards have on the citizens, property, and businesses in the Region. She further noted that FEMA approved the Plan this month and it will be adopted by the local jurisdictions through a resolution this winter. Ms. Joyce then presented and reviewed a magazine article in the Stormwater Journal's latest issue about Resilient Communities that highlights the CSPDC.

Adjournment

There being no further business to come before the Commission, a motion for adjournment was unanimously passed at 7:35 p.m. Secretary Tolley announced that the next CSPDC meeting will be held on Monday, February 3, 2014.

The Commission subsequently reconvened for its annual program. The Commission presented the Planning Commissioner of the Year Award to Mr. James McCown, Jr., Rockbridge County Planning Commission. The Commission also recognized Mr. Dee Floyd, Rockingham County's representative; Mayor Sam Blackburn, Town of Glasgow; Bob Luke, City of Buena Vista; and staff employees Elizabeth McCarty and Rita Whitfield.

Respectfully submitted,

Rita F. Whitfield, Clerk to the Board

Approved:

Larry Tolley, CSPDC Secretary