



April 13, 2015

MEMO TO: CSPDC Executive Committee
FROM: Bonnie S. Riedesel, Executive Director
SUBJECT: April 20, 2015 Executive Committee Meeting

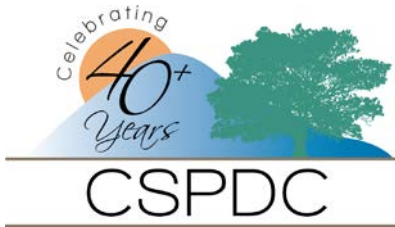
The Executive Committee of the Central Shenandoah Planning District Commission will hold a meeting on Monday, April 20, 2015, 6:00 p.m., at the Central Shenandoah Planning District Commission Office, 112 MacTanly Place, Staunton, Virginia.

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. Consideration of December 15, 2014 Minutes
3. Discussion of FY16 Budget Process
4. Approval to Amend the Contract with Virginia Regional Transit (Attachment)
5. Discussion of On-Call Legal Services for CSPDC
6. Public Transit Update
 - Transit Development Plan
 - Inter-City Study
 - Transit Advisory Committee Appointment
 - Rural Transit Program
7. CSPDC Commissioner Terms (Attachment)
8. Other Business
9. Adjournment



Minutes
Central Shenandoah Planning District Commission
112 MacTanly Place, Staunton, Virginia
Executive Committee Meeting
April 20, 2015, 6:00 p.m.

Member Jurisdiction Representatives					
	City of Staunton		Bath County		Staff
✓	Carolyn Dull, Chair		Bruce McWilliams, Vice Chair	✓	Bonnie Riedesel
	City of Buena Vista		Highland County	✓	Cindi Johnson
✓	Larry Tolley, Secretary	✓	Kevin Wagner, Treasurer	✓	Rita Whitfield
	City of Lexington		Rockbridge County		
✓	Frank Friedman	✓	A.W. Buster Lewis		Others
	Rockingham County			✓	Noah Simon, Lexington
✓	Casey Armstrong				

Call To Order

The April 20, 2015, Executive Committee meeting was called to order at 6:00 p.m. by Chairperson Dull.

Minutes

Mr. Tolley moved, seconded by Mr. Wagner, to approve the minutes of the December 15, 2014 meeting as presented. Motion was carried by unanimous vote.

Discussion of FY16 CSPDC Budget Process

Chairperson Dull presented for discussion the FY16 CSPDC Budget Process. Ms. Riedesel stated that staff was in the process of developing the CSPDC FY16 Budget and gave a brief review on the process. She noted that the per capita assessment would remain the same at 70 cents per capita. Ms. Riedesel then reviewed the programs, noting that for FY16, funding for the state and federal programs would remain the same. She reviewed the local contracts that will be ending. Ms. Riedesel stated that for FY17, the Public Transit Program will expand to encompass the rural transit routes, adding an additional 9,700 service hours and increasing the FY17 budget by approximately \$660,000.

Ms. Johnson reviewed the Budget Assumptions (Personnel and Benefits). She reviewed staffing, cost of living, health insurance, benefit changes, and capital expenses. Ms. Johnson noted that the budget proposes a 2% cost of living increase. She stated that the Anthem – Local Choice health insurance rates would increase by 6.7%. Questions were raised and addressed regarding the Commission’s health insurance and requirements for vesting with NERT, the Commission’s pension plan provider.

Approval to Amend the Contract with Virginia Regional Transit

Chairperson Dull presented for approval the Amendment to the Virginia Regional Transit Contract. Ms. Riedesel reviewed the First Amendment to the Agreement between the Central Shenandoah Planning District Commission (CSPDC) and Virginia Regional Transit. She noted that the current contract expires on June 30, 2015, and that this amendment would extend the contract for one year, commencing on July 1, 2015, and expiring on June 30, 2016. Ms. Riedesel stated that the remainder of the provisions of the agreement remains unchanged. Discussion ensued regarding funding. Ms. Riedesel stated that from July 1, 2015 to June 30, 2016, the total compensation is not to exceed \$1,101,221. Mr. Lewis moved, seconded by Mr. Wagner, to approve the Amendment to the Agreement between the CSPDC and Virginia Regional Transit, Inc. Motion carried unanimously.

Discussion of On-Call Legal Services for the CSPDC

Chairperson Dull presented for discussion On-Call Legal Services for the CSPDC. Ms. Riedesel stated that a Request for Quote (RFQ) had been submitted regarding on-call legal services for the CSPDC. Ms. Riedesel stated that legal services will be performed on an as requested basis by the Executive Director to advise staff on procurement documents; review contracts to insure federal and state compliance; and advise on other legal services as needed, primarily for the Public Transit Program. Discussion ensued regarding the proposals received, fees, and how the costs would be recouped out of grants. Ms. Riedesel reported on the proposals, noting that the proposals had been reviewed by staff and she hoped to hold interviews as soon as possible. Several Commissioners felt having on-call legal services for the CSPDC was a good idea.

Public Transit Update

Chairperson Dull presented Public Transit Update. Ms. Riedesel reported on the following:

- Transit Development Plan. Ms. Riedesel reported on the Transit Development Plan, noting that a consultant from the KFH Group would be giving a presentation on the Plan at the Full Commission meeting, following the Executive Committee meeting. She stated that the Virginia Department of Rail and Public Transportation (DRPT) is funding the cost for the Plan.
- Inter-City Study. Ms. Riedesel reported on the possibility of a feasibility study regarding the need for intercity bus service and commuter bus service in the region, connecting Harrisonburg, Staunton, Waynesboro, and Charlottesville. She stated that Commission staff will be working with the Charlottesville-Albemarle, Staunton-Augusta-Waynesboro, and Harrisonburg-Rockingham Metropolitan Planning Organizations and possibly James Madison University to look into the demand and costs associated for such services.
- Transit Advisory Committee Appointment. Ms. Riedesel stated that a Transit Advisory Committee would need to be appointed by the Executive Committee as part of the transit system. Ms. Riedesel noted that she would present suggestions to the Executive Committee regarding appointees to the Transit Advisory Committee at the June meeting.
- Rural Transit Program. Ms. Riedesel reported on the Rural Transit Program, noting that the Public Transit Program will expand to encompass the rural transit routes in FY17.

Ms. Riedesel pointed out that as part of this expansion, the CSPDC budget would increase by approximately \$660,000 in federal, state, and local funding. She then reported on capital purchases and bus ownership.

CSPDC Commissioner Terms

Chairperson Dull presented the CSPDC Commissioner Terms. Ms. Riedesel noted that letters had been submitted to the jurisdictions that have Commissioners whose terms expire June 30, 2015. She reviewed the list of Commissioners whose terms will be expiring in June, noting that each Commissioner is eligible for reappointment.

Adjournment

There being no further business to come before the Committee, a motion for adjournment was unanimously passed at 6:40 p.m. Motion was carried by unanimous vote.

Respectfully submitted,

Rita F. Whitfield
Clerk to the Commission

Approved:

Larry Tolley
CSPDC Secretary



May 12, 2015

MEMO TO: CSPDC Executive Committee
FROM: Bonnie S. Riedesel, Executive Director
SUBJECT: May 18, 2015 Executive Committee Meeting

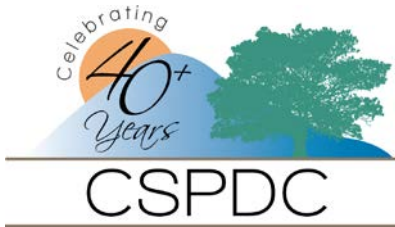
The Executive Committee of the Central Shenandoah Planning District Commission will hold a meeting on Monday, May 18, 2015, 6:00 p.m., at the Central Shenandoah Planning District Commission Office, 112 MacTanly Place, Staunton, Virginia.

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

Sandwiches will be provided.

Agenda

1. Call to Order
2. Consideration of April 20, 2015 Minutes
3. Update of Comprehensive Economic Development Strategy (CEDS)
 - Elizabeth McCarty
4. Consideration of FY16 Budget (BAF #15-6)
5. Consideration of Legal Services with Litten & Sipe
6. Update on Fields of Gold
7. Other Business
8. Adjournment



Minutes
Central Shenandoah Planning District Commission
112 MacTanly Place, Staunton, Virginia
Executive Committee Meeting
May 18, 2015, 6:00 p.m.

Member Jurisdiction Representatives					
	City of Staunton		Bath County		Staff
✓	Carolyn Dull, Chair	✓	Bruce McWilliams, Vice Chair	✓	Bonnie Riedesel
	City of Buena Vista		Highland County	✓	Cindi Johnson
✓	Larry Tolley, Secretary		Kevin Wagner, Treasurer	✓	Rita Whitfield
	City of Lexington		Rockbridge County	✓	Elizabeth McCarty
	Frank Friedman		A.W. Buster Lewis		Others
	Rockingham County				
✓	Casey Armstrong				

Call To Order

The May 18, 2015, Executive Committee meeting was called to order at 6:00 p.m. by Chairperson Dull.

Minutes

Mr. McWilliams moved, seconded by Mr. Casey, to approve the minutes of the April 20, 2015 meeting as presented. Motion was carried by unanimous vote.

Update of Comprehensive Economic Development Strategy (CEDS)

Chairperson Dull presented Update of Comprehensive Economic Development Strategy (CEDS). Ms. McCarty gave an update on the CEDS, noting that the Commission is a designated Economic Development District (EDD) under a program administered by the Economic Development Administration (EDA). She stated that one of the Commission’s primary responsibilities as an EDD is to prepare and maintain a CEDS for the region. Ms. McCarty gave a brief background on the CEDS, noting that the initial CEDS was developed in 2000 as a result of the Shenandoah Valley Summit. She noted that the CEDS document and the CEDS Annual Report for the Central Shenandoah Valley may be found on the CSPDC’s website. Ms. McCarty explained that the CSPDC had applied for a SET technical assistance grant funded by Rural Development. If awarded, the grant would assist the CSPDC in updating and modernizing the CEDS. She reviewed the key dates, noting that the SET field visit will be held on June 15, 2015, at the CSPDC Office from 11:00 a.m. to 1:00 p.m.; and that the expected date of award announcement is June 30, 2015.

Update on Fields of Gold

Chairperson Dull presented Update on Fields of Gold. Ms. Riedesel gave an update on the Fields of Gold regarding a notice received of trademark infringement asserted by Fields of Gold Farm in Hendersonville, NC. She distributed copies of the CSPDC's Fields of Gold logo and Fields of Gold Farm logo for comparison (attached to file minutes). Ms. Riedesel reviewed the claims by the Fields of Gold Farm, stating that after discussing the claims with Chairperson Dull she retained legal counsel from Lenhart Pettit to assist the Commission in responding to the allegations. She stated that she would keep the Committee updated on the outcome.

Consideration of Draft Fiscal Year 2016 CSPDC Budget (BAF #15-6)

Chairperson Dull presented for consideration the Draft CSPDC FY16 Budget (attached to file minutes). Ms. Johnson gave a brief review on the Budget, noting that the per capita assessment remains the same at base plus 70 cents per capita. She noted that for FY16, large changes to the overall programs and funding were not anticipated. Funding for state and federal programs like ARC, EDA, MPOs, Rural Transportation and Transit remain about the same for FY16. Ms. Johnson stated that some local contracts have or will be ending and reviewed the projects. She noted that several grants are pending and the budget will be adjusted accordingly if funded.

Ms. Johnson then presented a PowerPoint presentation on the CSPDC FY16 Budget. She noted that the development of the FY16 Commission Budget began in January with a working budget developed based upon known grants, contracts, and agreements. Ms. Johnson reviewed the Budget Development; CSPDC Revenues; CSPDC Expenses; Wages and Benefits; Revenue Percentages by Federal Agency; and Indirect Rates. She stated that for FY16, the CSPDC has anticipated that revenues will be \$2,723,732. This is a 3.4% increase from the FY15 CSPDC budget. Ms. Johnson stated that the FY16 budget includes a 2% cost of living increase. Discussion ensued regarding the merit/step program and cost of living increase and what local jurisdictions are proposing for increases. After discussion, Mr. Armstrong moved, seconded by Mr. Tolley, to recommend approval of the Draft CSPDC FY16 Budget to the Full Commission. Motion carried unanimously.

Consideration of Legal Services with Litten & Sipe, LLP

Chairperson Dull presented for consideration Legal Services with Litten & Sipe, LLP. Ms. Riedesel gave an update on on-call legal services, explaining that an RFQ and interviews had been conducted. Legal services will be provided to the CSPDC on an as requested basis by the Executive Director to advise staff on legal matters, especially as it related to the Public Transit Program. She distributed copies of the contract with Litten & Sipe, LLP (attached to file minutes). Ms. Riedesel reviewed the contract, noting that the term of this contract shall be for approximately one year, starting at the date that this contract is signed by all parties and terminating on June 30, 2016, with the potential for a total of three one-year extension periods. Mr. McWilliams moved, seconded by Mr. Armstrong, to authorize the Executive Director to execute the contract with Litten & Sipe, LLP. Motion was carried by unanimous vote.

Adjournment

There being no further business to come before the Committee, a motion for adjournment was unanimously passed at 7:20 p.m. Motion was carried by unanimous vote.

Respectfully submitted,

Rita F. Whitfield
Clerk to the Commission

Approved:

Carolyn W. Dull
CSPDC Chairperson



October 12, 2015

MEMO TO: CSPDC Executive Committee
FROM: Bonnie S. Riedesel, Executive Director
SUBJECT: October 19, 2015 Executive Committee Meeting

The Executive Committee of the Central Shenandoah Planning District Commission will hold a meeting on Monday, October 19, 2015, **5:30 p.m.**, at the Central Shenandoah Planning District Commission Office, 112 MacTanly Place, Staunton, Virginia. **PLEASE NOTE CHANGE OF TIME.**

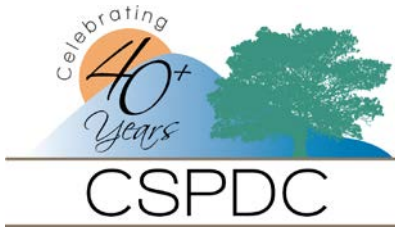
If you cannot attend this meeting, please call the Commission Office.

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

Agenda

1. Call to Order
2. Consideration of May 18, 2015 Minutes
3. Election of Secretary
4. Discussion of Comprehensive Economic Development Strategy (CEDS) (BM #15-2)
 - *Elizabeth McCarty*
5. Consideration of Authorization of Signatories (BAF #15-12)
6. Consideration of Transfer of Funds (BAF #15-13)
7. Consideration of Revised FY16 CSPDC Budget (BAF #15-18)

8. Consideration of Pension Plan (BAF #15-20)
9. Other Business
 - *Changes in CSPDC Bylaws and Charter*
 - *Medical Leave*
10. Adjournment



Minutes
Central Shenandoah Planning District Commission
112 MacTanly Place, Staunton, Virginia
Executive Committee Meeting
October 19, 2015, 5:30 p.m.

Member Jurisdiction Representatives					
	City of Staunton		Rockbridge County		Staff
✓	Carolyn Dull, Chair	✓	A.W. Buster Lewis	✓	Bonnie Riedesel
	Bath County		Highland County	✓	Cindi Johnson
✓	Bruce McWilliams, Vice Chair	✓	Kevin Wagner, Treasurer	✓	Rita Whitfield
	City of Lexington			✓	Elizabeth McCarty
✓	Frank Friedman				Others
	Rockingham County				
✓	Casey Armstrong, Secretary				

Call To Order

The October 19, 2015, Executive Committee meeting was called to order at 5:30 p.m. by Chairperson Dull.

Minutes

Mr. McWilliams moved, seconded by Mr. Armstrong, to approve the minutes of the May 18, 2015, meeting as presented. Motion was carried by unanimous vote.

Election of Secretary

Chairperson Dull presented Election of Secretary. Ms. Riedesel stated that due to the departure of Mr. Larry Tolley, who served as Secretary to the Commission, it was necessary to elect a new Secretary. Nominations for Secretary were opened. Mr. Lewis nominated Mr. Armstrong for the office of Secretary, seconded by Mr. Friedman. Nominations for Secretary were unanimously closed. Mr. Armstrong was unanimously elected to the office of Secretary.

Discussion of Comprehensive Economic Development Strategy (CEDS) (BM #15-2)

Chairperson Dull presented for discussion Comprehensive Economic Development Strategy (CEDS). Ms. McCarty gave an update on the CEDS, noting that the Central Shenandoah Planning District Commission is a designated Economic Development District (EDD) under a program administered by the U.S. Department of Commerce’s Economic Development Administration (EDA). She stated that one of the CSPDC’s primary responsibilities as an EDD is to prepare a

Comprehensive Economic Development Strategy (CEDS) for the district. Ms. McCarty reported on the Key Regional Strategic Initiatives (KRSI) and their focus areas. She noted that in September, the CSPDC submitted the region's updated CEDS report to EDA. She pointed out that no significant revisions were made to the CEDS; however, emphasis was added to regional transportation programs and projects. Ms. McCarty reported on the Strong Economies Together (SET) technical assistance grants funded by Rural Development, noting that since we were not selected, we would begin discussions on how to update and fund our CEDS in the coming year.

Consideration of Authorization of Signatories (BAF #15-12)

Chairperson Dull presented for consideration Authorization of Signatories. Ms. Johnson stated that the Commission is updating their deposit account agreements with BB&T for both the CSPDC and the Central Shenandoah Development Corporation. Mr. McWilliams moved, seconded by Mr. Lewis, to authorize the following to sign checks on behalf of the Commission:

Commission Chairperson, Vice Chairperson, Treasurer or Secretary
Staunton or Augusta County Commissioner
Executive Director

Motion was carried by unanimous vote.

Consideration of Transfer of Funds (BAF #15-13)

Chairperson Dull presented for consideration Transfer of Funds. Ms. Riedesel stated that on January 2013, the CSPDC Executive Committee approved to set-up and allocate funds from the operating account into a new account for future development needs. Annually, the CSPDC reviews the prior year audited surplus and recommends the amount of funds to transfer to this account. Ms. Johnson stated that for the Fiscal Year ended June 30, 2014, the CSPDC showed an excess of revenues over expenses of \$40,453. Ms. Riedesel recommended that 25% of the surplus, which is \$10,113, be transferred to the development fund, and reserve \$33,000 as match for the ARC Bike to Farm Trail grant application that was submitted in September. Mr. Friedman moved, seconded by Mr. McWilliams, to approve the transfer of \$10,113 from the operating account into the development fund and reserve \$33,000 for the ARC Bike to Farm Trail grant application. Motion carried unanimously.

Consideration of Revised FY16 CSPDC Budget (BAF #15-18)

Chairperson Dull presented for consideration Revised FY16 CSPDC Budget (attached to file minutes). Ms. Riedesel gave a review on the Revised FY16 CSPDC Budget, noting that due to additional and completed grants and contracts, a revision to the FY16 CSPDC budget was necessary. She reviewed the staffing and program changes, noting the addition of a transportation planner and an extended GIS contracted position. Mr. Wagner moved, seconded by Mr. McWilliams, to approve the FY16 Budget revision. Motion was carried by unanimous vote.

Consideration of CSPDC Pension Plan (BAF #15-20)

Chairperson Dull presented for consideration CSPDC Pension Plan. Ms. Riedesel gave a review on the CSPDC Pension Plan, noting that Commission funds are vested in a 457 account, administered by National Employee Benefit Trust (NERT). She stated that NERT's Administrator, who manages the CSPDC plan, is retiring. Ms. Riedesel requested that the CSPDC establish an ad hoc committee comprised of one Executive Committee Board member, a local jurisdiction human resource staff person, and three CSPDC staff members, to develop a Request for Proposal (RFP), solicit, interview, and recommend a Pension Administrator and Manager to the Executive Committee by June 2016. Mr. Friedman moved, seconded by Mr. Armstrong, for the establishment of an ad hoc committee to develop a RFP for a Pension Plan Administrator. Motion carried unanimously. Mr. Friedman volunteered to serve on the ad hoc committee.

Other Business

Under Other Business, Ms. Riedesel reported on: 1) CSPDC retirement benefits and Social Security; 2) proposed changes to the CSPDC Bylaws and Charter regarding the election of the CSPDC Executive Committee; and 3) CSPDC medical leave for employees.

Executive Session

Mr. Armstrong moved, seconded by Mr. Friedman, for the CSPDC Executive Committee to adjourn into closed session in order 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.

It was the consensus of the members present to reconvene into open session. Everyone present certified to the best of their knowledge that only public business matters lawfully exempted from open meeting requirements, as identified in the motion that convened the closed session, were discussed or considered in the closed session.

Adjournment

There being no further business to come before the Committee, a motion for adjournment was unanimously passed at 7:40 p.m. Motion was carried by unanimous vote.

Respectfully submitted,

Rita F. Whitfield
Clerk to the Commission

Approved:

Casey Armstrong
CSPDC Secretary



November 30, 2015

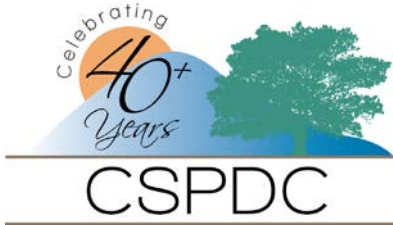
MEMO TO: CSPDC Executive Committee
FROM: Bonnie S. Riedesel, Executive Director
SUBJECT: December 7, 2015 Executive Committee Meeting

The Executive Committee of the Central Shenandoah Planning District Commission will hold a meeting on Monday, December 7, 2015, **5:30 p.m.**, at the Central Shenandoah Planning District Commission Office, 112 MacTanly Place, Staunton, Virginia. **PLEASE NOTE CHANGE OF TIME. If you cannot attend this meeting, please call the Commission Office.**

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

Agenda

1. Call to Order
2. Consideration of October 19, 2015 Minutes
3. Consideration of FY15 Audit Report
 - *Megan Argenbright, CPA, Senior Associate, Brown Edwards and Company, LLP*
4. Consideration of CSPDC Sick Leave Policy (BAF #15-24)
5. Consideration of CSPDC Charter and Bylaws Changes (BAF #15-22)
6. Upcoming Federal Transit Administration (FTA) Triennial Review
7. Other Business
8. Adjournment



Minutes
Central Shenandoah Planning District Commission
112 MacTanly Place, Staunton, Virginia
Executive Committee Meeting
December 7, 2015, 5:30 p.m.

Member Jurisdiction Representatives					
	City of Staunton		Rockbridge County		Staff
✓	Carolyn Dull, Chair	✓	A.W. Buster Lewis	✓	Bonnie Riedesel
	Bath County		Highland County	✓	Cindi Johnson
✓	Bruce McWilliams, Vice Chair	✓	Kevin Wagner, Treasurer	✓	Rita Whitfield
	City of Lexington		Waynesboro		
✓	Frank Friedman		Jeff Freeman		Others
	Rockingham County				
	Casey Armstrong, Secretary				

Call To Order

The December 7, 2015, Executive Committee meeting was called to order at 5:30 p.m. by Chairperson Dull.

Minutes

Mr. Lewis moved, seconded by Mr. Friedman, to approve the minutes of the October 19, 2015, meeting as presented. Motion was carried by unanimous vote.

Consideration of FY15 Audit Report

Chairperson Dull presented for consideration the Draft FY15 Audit Report. She introduced and welcomed Ms. Megan Argenbright, CPA, Senior Associate of Brown, Edwards and Company, LLP, who was present to answer any questions regarding the Audit Report. Ms. Argenbright stated that she did not have hard copies with her but would distribute them next week. She reviewed the Financial Section, Required Supplementary Information, and Compliance Section. Ms. Argenbright noted that the audit includes an “unmodified” opinion, which is the highest opinion you can receive.

Ms. Argenbright reviewed Internal Control and other Suggestions for Consideration. She stated that the Commission has taken various steps to improve internal controls; however, a complete separation of duties may not be feasible because of the size of the agency. Discussion ensued regarding conflict of interest disclosure statements and Statement of Economic Interests, fringe benefit for employees, transit funds, and additional staff. Mr. Friedman moved, seconded by Mr.

Wagner, to recommend approval of the CSPDC FY15 Audit Report as presented to the Full Commission. Motion carried unanimously.

Consideration of CSPDC Sick Leave Policy (BAF #15-24)

Chairperson Dull presented for consideration CSPDC Sick Leave Policy (attached to file minutes). Ms. Riedesel gave a review on the CSPDC Sick Leave Policy and benefits offered to employees. She reviewed the amount of sick leave hours per month for employees, noting that currently there is no cap on the number of hours of sick leave an employee can accrue. Ms. Riedesel reviewed the recommended limits on sick leave accrual, noting that this change is cost neutral to the agency. She also recommended establishing a sick leave payout policy similar to the annual leave policy. Ms. Riedesel reviewed the Sick Leave Policy, noting that if approved, these policies would go into effect January 1, 2016. Mr. Friedman moved, seconded by Mr. Freeman, to approve the CSPDC Sick Leave Policy. Motion was carried by unanimous vote.

Consideration of CSPDC Charter and Bylaws Changes (BAF #15-22)

Chairperson Dull presented for consideration proposed CSPDC Charter and Bylaws Changes. Ms. Riedesel gave a brief review on the two proposed amendments. She stated that the proposed Charter amendment changes the terms of the Executive Committee from two years to three years to align with the terms of Commission members; and 2) the proposed Bylaws amendment revises the process to elect the Executive Committee members allowing nominations to be made by Commissioners instead of member jurisdictions. Ms. Riedesel stated that proposed amendments to the Charter must be approved by three-fourths of the member governmental subdivision, or eight localities in order for the amendments to become effective. Discussion ensued regarding the proposed amendments and the process to elect the Executive Committee members. Mr. McWilliams moved, seconded by Mr. Lewis, to recommend approval of the proposed Charter and Bylaws amendments to the Full Commission. Motion carried unanimously.

Upcoming Federal Transit Administration (FTA) Triennial Review

Chairperson Dull presented Upcoming Federal Transit Administration (FTA) Triennial Review. Ms. Riedesel gave a review on the process of the Federal Transit Administration triennial review, noting that this review is done every three years. She stated FTA will conduct the review on March 22-24, 2016.

Other Business

Under Other Business, Ms. Riedesel stated that the annual member assessment will remain at 70 cents per capita. She noted that funding for a couple of program areas may increase slightly to cover the costs of providing services.

Adjournment

There being no further business to come before the Committee, a motion for adjournment was unanimously passed at 6:30 p.m. Motion was carried by unanimous vote.

Respectfully submitted,

Rita F. Whitfield
Clerk to the Commission

Approved:

Casey Armstrong
CSPDC Secretary