

Central Shenandoah Planning District Commission

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January 8, 2013

**MEMO TO:** CSPDC Executive Committee  
**FROM:** Bonnie S. Riedesel, Executive Director  
**SUBJECT:** January 15, 2013 Executive Committee Meeting

The Executive Committee of the Central Shenandoah Planning District Commission will hold a special meeting on Tuesday, January 15, 2013, 6:00 p.m., Central Shenandoah Planning District Commission Office, 112 MacTanly Place, Staunton, Virginia.

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

**Sandwiches will be provided.**

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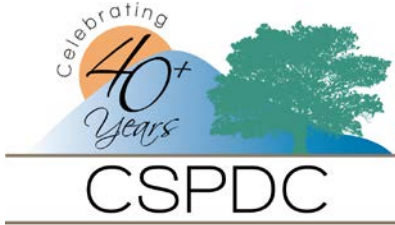
**Revised Agenda**

1. Call to Order
2. Consideration of June 4 and June 18, 2012 Minutes and October 15, 2012 Summary of Discussion
3. Discussion of QuickBooks Accounting System Update\*
4. Consideration of Indirect Cost Rate Plan and Allocation Proposal\*
5. Consideration of FY13 Budget Revision\*
  - a) New Staff Position
  - b) Capital Improvement Plan\*
  - c) Paid Time Off (PTO) Funding\*
  - d) Development Fund\*
6. Discussion of FY14 Budget

7. Discussion of RFP for Banking Services and Auditing Services
8. Discussion of Health Insurance Renewal
9. Discussion of Personnel Policy Manual Update
10. Discussion of SERDI Assessment
11. Discussion of FY12 Audit
12. Other Business
13. Adjournment

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\*Handouts



**Minutes**  
**Central Shenandoah Planning District Commission**  
**Executive Committee Meeting**  
**Wednesday, January 15, 2013, 6:00 p.m.**

<b>Member Jurisdiction Representatives</b>					
	<b>City of Staunton</b>		<b>Bath County</b>		<b>Staff</b>
✓	Carolyn Dull, Chair	✓	Bruce McWilliams	✓	Bonnie Riedesel
	<b>City of Buena Vista</b>		<b>Highland County</b>	✓	Cindi Johnson
✓	Larry Tolley, Secretary	✓	Kevin Wagner	✓	Rita Whitfield
	<b>Rockingham County</b>		<b>City of Harrisonburg</b>		
✓	William Vaughn, Treasurer	✓	Charles Chenault		
	<b>Rockbridge County</b>				
✓	A.W. Buster Lewis				

**Call To Order**

The January 15, 2013, Executive Committee meeting was called to order at 6:00 p.m. by Chairperson Dull.

Ms. Riedesel presented and distributed a revised agenda and materials (attached to file copy).

**Minutes**

Mr. Vaughn moved, seconded by Mr. McWilliams, to approve the minutes of the June 4, 2012, meeting as presented. Motion was carried by unanimous vote.

Mr. McWilliams moved, seconded by Mr. Chenault, to approve the minutes of the June 18, 2012, meeting as presented. Motion carried unanimously.

Mr. Tolley moved, seconded by Mr. Wagner, to approve the October 15, 2012, Summary of Discussion. Motion carried, with Chairperson Dull abstaining due to absence.

**QuickBooks Accounting System Update**

Chairperson Dull presented for consideration QuickBooks Accounting System Update. Ms. Riedesel noted that she and Ms. Johnson had met with Mr. Vaughn, CSPDC Treasurer, previously to review the accounting system updates, and that Mr. Vaughn was in favor of presenting these changes to the Executive Committee. Ms. Johnson reported on the updates, noting that the current accounting system was installed in 2006-07 and that it requires a large number of data entry hours spent supporting this system with limited benefits. She reviewed the issues with the current chart of accounts, including consistency issues, where items were charged differently between fiscal years;

monthly close system and year-end close system; the current financial system being a modified accrual system; and current records not reflecting liability for vacation leave nor including net fixed assets. Ms. Johnson stated that the proposed update would: involve a financial system re-design; establish both a monthly and annual system of closing out the records; and connect to a full accrual system starting July 1, 2012, with beginning balances to match the audit. Ms. Johnson noted that these changes may mean changes to the monthly financial reports for the Commission meeting. Ms. Riedesel stated that no action was required.

### **Indirect Cost Rate Plan and Allocation Proposal**

Chairperson Dull presented for consideration Indirect Cost Rate Plan and Allocation Proposal. Ms. Riedesel gave a brief overview on the proposal. Ms. Johnson noted that the CSPDC is currently entering its sixth year using the indirect cost rate. She stated that the Commission elected to use direct salaries as the basis for allocating the indirect cost. Ms. Johnson noted that direct salaries are increased by the cost of benefits and she reviewed the benefits. She reported how staff time is charged to projects via timesheets; and using actual sick usage instead of accrued usage. Ms. Riedesel noted that no action was required.

### **FY13 Budget Revision**

Chairperson Dull presented for consideration FY13 Budget Revision. Ms. Riedesel gave a brief review on the revision, noting that because of several issues with the FY13 budget, it is easier to do a full rebudgeting rather than a listing of those items that have changed. Ms. Johnson reviewed the indirect cost rate and how it affects the budget; how indirect charges to various projects should be presented in the budget; detailed schedules for each budget item; and the schedule showing the original budget and indirect costs deducted from administrative expenses. Ms. Riedesel reviewed the revised CSPDC FY13 budget and the following revision proposals:

#### ***New Staff Position***

Ms. Riedesel recommended hiring a new staff position to provide assistance with the Staunton-Augusta-Waynesboro Metropolitan Planning Organization (SAWMPO). She stated that the CSPDC was the only Planning District Commission in the state that provides assistance to two MPOs within its region. Ms. Riedesel stated that this position would also provide assistance with general planning assistance as well as the SAWMPO. Upon a question by Mr. Chenault regarding the funding of the new staff position and how it would be funded in the future, Ms. Riedesel responded that the position was included in the revised FY13 Budget and would be funded out of the annual allocation received for the SAWMPO.

#### ***Capital Improvement Plan***

Chairperson Dull presented for consideration Capital Improvement Plan. Ms. Johnson gave a brief review on the Plan, noting that staff was recommending to change the name of the equipment reserve to the Capital Improvement/Repair Reserve to create a reserve fund for future needs. She reviewed the 20-year capital and large repair plan (attached to file minutes) which was developed to address the various needs within the agency. Staff recommends the following: (1) Rename the equipment reserve to Capital Improvement/Repair Reserve, expanding it to cover large capital and

repair needs. The intention is to: (1) Create a temporarily restricted reserve fund; (2) Restart annual funding to reserve for both capital improvements and repairs; (3) Approve a 20-year Term Capital Improvement/Repair Plan with annual updates during budget process; (4) Reapprove capitalization policy of capitalizing all improvements greater than \$1,000 (that is not a repair), utilizing straight line depreciation; and (5) Approve a one-time funding to the reserve of \$91,708 to equal the balance on the depreciation schedule (non-building or vehicle related costs). After discussion, it was the consensus of the Executive Committee to change the capitalization policy of capitalizing all improvements greater than \$1,000 to \$2,500.

### ***Paid Time Off (PTO) Funding***

Chairperson Dull presented for consideration Paid Time Off (PTO) Funding. Ms. Johnson gave a brief review on the project, noting that staff was recommending the CSPDC establish a temporarily restricted paid-time off fund and cash account to ensure that monies are available when needed. She stated that the fund will be initially started based upon December 31, 2012 balances; will be 100% of the vacation liability; and 20% of the sick time balance. Ms. Johnson stated that the liability and cash balance will be reviewed every six months; additional deposits or withdrawal will be done as necessary; and the sick time percentage will be adjusted during the budget process, if needed. Staff recommends establishing a temporarily restricted cash fund to ensure monies are available to pay paid-time balances when needed.

### ***Development Fund***

Chairperson Dull presented for consideration Development Fund. Ms. Johnson gave a brief review on the project, noting that staff is recommending the CSPDC establish a temporarily restricted fund for long-term development activities needing an investment or match. She stated that annual funding will be developed during the budget process; initial funding is from prior year funds; and staff recommends the CSPDC establish initial funding at \$100,000 and annual funding of \$24,000. Ms. Johnson noted that the purpose of the Development Fund will be to assist in developing regional projects and having the match already available. Concern was expressed over annual funding of \$24,000 and prior year funding. Discussion ensued regarding the FY13 budget, additional staff, and grant match funding. Ms. Johnson recapped the FY13 budget revisions. It was the consensus of the Executive Committee to establish initial funding at \$100,000 and annual funding to keep the balance at that level.

Mr. Chenault moved, seconded by Mr. McWilliams, to recommend to the Full Commission approval of the FY13 Budget Revision with the recommended changes as set forth above. Motion was carried by unanimous vote.

### **Discussion of FY14 Budget**

Chairperson Dull presented for discussion FY14 Budget. Ms. Riedesel stated that she was in the process of working on the FY14 Budget and hoped to present a draft in April. She noted that the FY14 budget request letters had been submitted to each jurisdiction. Ms. Riedesel noted that the local assessment rate remained at the same level.

### **Discussion of RFP for Banking Services and Auditing Services**

Chairman Dull presented for discussion RFP for Banking Services and Auditing Services. Ms. Riedesel reported on Banking Services and Auditing Services. She noted that staff will be submitting Request for Proposals (RFP) for banking services and auditing services. Ms. Riedesel stated that she would report back to the Committee with her findings.

### **Discussion of Health Insurance Renewal**

Chairman Dull presented for discussion Health Insurance Renewal. Ms. Riedesel reported on the CSPDC's current health insurances rates, noting that the Commission's current provider is Anthem Blue Cross Blue Shield. She stated that staff would be reviewing and comparing current rates and looking into other possible insurance providers.

### **Discussion of Personnel Policy Manual Update**

Chairperson Dull presented for discussion Personnel Policy Manual Update. Ms. Riedesel stated that she was in the process of updating the CSPDC's Personnel Policy Manual. She noted that she would be presenting changes to the Manual at future meetings.

### **Discussion of SERDI Assessment**

Chairperson Dull presented for discussion SERDI Assessment. Ms. Riedesel gave a brief update on the SERDI assessment, noting that the CSPDC is participating in a voluntary assessment of the agency/Commission. She reviewed the services and purpose of the assessment program and the upcoming dates for the SERDI assessment. Ms. Riedesel stated that representatives from SERDI will present their findings from the survey results at the February 6, 2013, CSPDC Board meeting.

### **Discussion of FY12 Audit**

Chairperson Dull presented for discussion FY12 Audit. Ms. Riedesel gave a brief update on the FY12 Audit. She stated that Robinson, Farmer, Cox Associates had completed the FY12 Audit and will present their report at the February 6, 2013, CSPDC Board meeting.

### **Adjournment**

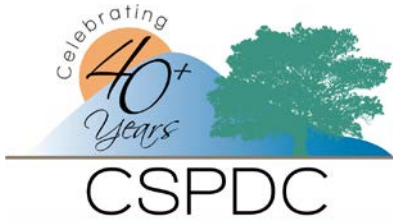
There being no further business to come before the Committee, the Committee unanimously adjourned at 7:10 p.m.

Respectfully submitted,

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Rita F. Whitfield, Administrative Assistant

Approved:

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Larry Tolley, CSPDC



Central Shenandoah Planning District Commission

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March 27, 2013

**MEMO TO:** CSPDC Executive Committee  
**FROM:** Bonnie S. Riedesel, Executive Director  
**SUBJECT:** April 3, 2013 Executive Committee Meeting

The Executive Committee of the Central Shenandoah Planning District Commission will hold a meeting on Wednesday, April 3, 2013, 6:00 p.m., Central Shenandoah Planning District Commission Office, 112 MacTanly Place, Staunton, Virginia.

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

**Sandwiches will be provided.**

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**Agenda**

1. Call to Order
2. Consideration of January 15, 2013 Minutes
3. Fiscal Operations Update
4. Consideration of Direct Recipient of FTA Funds for Virginia Regional Transit Operations
5. SERDI Assessment Results
6. Consideration of FY14 Rural Transportation Planning Program Resolution
7. Consideration of Personnel Matters
8. Next Commission Meeting – April 15, 2013 at the Virginia Horse Center in Lexington
9. Other Business
10. Adjournment



**Minutes**  
**Central Shenandoah Planning District Commission**  
**112 MacTanly Place, Staunton, Virginia**  
**Executive Committee Meeting**  
**Wednesday, April 3, 2013, 6:00 p.m.**

<b>Member Jurisdiction Representatives</b>					
	<b>City of Staunton</b>		<b>Bath County</b>		<b>Staff</b>
✓	Carolyn Dull, Chair	✓	Bruce McWilliams	✓	Bonnie Riedesel
	<b>City of Buena Vista</b>		<b>Highland County</b>	✓	Cindi Johnson
	Larry Tolley, Secretary	✓	Kevin Wagner	✓	Rita Whitfield
	<b>Rockingham County</b>		<b>City of Harrisonburg</b>		
	William Vaughn, Treasurer		Charles Chenault, Vice Chair		
	<b>Rockbridge County</b>				
✓	A.W. Buster Lewis				

**Call To Order**

The April 3, 2013, Executive Committee meeting was called to order at 6:00 p.m. by Chairperson Dull.

**Minutes**

Mr. McWilliams moved, seconded by Mr. Wagner, to approve the minutes of the January 15, 2013, meeting as presented. Motion was carried by unanimous vote.

**Fiscal Operations Update**

Chairperson Dull presented for consideration Fiscal Operations Update. Ms. Johnson gave an update on the QuickBooks Accounting System; Indirect Cost Rate Plan and Allocation Proposal; FY13 Budget Revision; Capital Improvement Plan; Paid Time Off (PTO) Funding; and Development Fund. Upon a question by Chairman Dull regarding Request for Proposals and obtaining banks rates, Ms. Riedesel noted that staff will be submitting Request for Proposals (RFP) for auditing services.

Ms. Riedesel reported on the CSPDC's current health insurances rates, noting that the current rates decreased by four percent. She stated that the Commission's current provider is Anthem Blue Cross Blue Shield. Ms. Riedesel noted that staff is reviewing and comparing current rates and looking into other possible insurance providers. She recommended that the Commission remain with Anthem through the Local Choice Program and that the deductibles be increased from the current levels to lower the employee share of premiums.



## **Consideration of Direct Recipient of FTA 5307 Funding for Virginia Regional Transit Operations**

Chairperson Dull presented for consideration Direct Recipient of FTA 5307 Funding for Virginia Regional Transit 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, Virginia Regional Transit (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. 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 stated that VRT is not eligible to receive these funds since they are a private not-for-profit. She said there is a system where a public entity can become a “direct recipient” for those funds and disperse them to the private organization and the CSPDC, as the administrator of the new MPO, is considering doing this for VRT. She stated that she is working with VRT to develop a contract that will outline the roles and responsibilities under this collaboration. Discussion ensued regarding compensation, length of contract, obtaining legal services, and the amount of administrative work involved. Mr. Wagner moved, seconded by Mr. Lewis, to recommend to the Full Commission to authorize the CSPDC to become a direct recipient for FTA funds for VRT operations. Motion was carried by unanimous vote.

## **SERDI Assessment Results**

Chairperson Dull presented SERDI Assessment Results. Ms. Riedesel reviewed the SERDI Voluntary Strategic Assessment Complete Record Report (attached to file minutes). She noted that the complete SERDI record report contains an executive summary, which includes SERDI staff observations as well as recommendations resulting from work with participating Board, staff and other regional leaders throughout the process. Ms. Riedesel stated that following the executive summary is the appendix which contains online membership survey and survey results; and the complete record of the three focus group sessions held with regional leaders at Harrisonburg, Lexington and Fishersville. She noted that additionally, the Commission staff held a briefing-discussion session with SERDI staff and a PowerPoint of the assessment process was presented by Mr. Youngquist at the February Commission meeting. Ms. Riedesel stated that Mr. Chenault was unable to attend the Executive meeting tonight but had expressed to her his concerns prior to the meeting regarding the SERDI assessment results. She then reviewed Mr. Chenault’s concerns, which were also expressed in an email to the Executive Committee. Discussion ensued regarding the role of the CSPDC to its local governments and the opportunities, challenges and issues facing the Commission and the region. Ms. Riedesel stated that the SERDI Assessment Results will be presented at the next Full Commission meeting which will allow for additional comments.

## **FY14 Rural Transportation Planning Program Resolution**

Chairperson Dull presented for consideration FY14 Rural Transportation Planning Program Resolution. Ms. Riedesel gave a brief update on the grant, noting that VDOT will provide \$58,000 and the Commission will provide a \$14,500 match. She noted that the match is financed through the use of member assessment revenues. Ms. Riedesel stated that the funds will be used to pay for program administration, transportation-related grant writing for member localities, prioritization of the Rural Regional Transportation Plan, general transportation planning services, completion of a regional road inventory, local review of Virginia's draft Bike and Trail map, park and ride lot review, and support of the State's efforts with multi-modal freight study and performance management data collection. Mr. Lewis moved, seconded by Mr. McWilliams, to recommend to the Full Commission approval of the Resolution authorizing application for FY13 Rural Transportation Planning Grant. Motion carried unanimously.

## **Consideration of Personnel Matters**

Ms. Riedesel announced that she had hired Ann Cundy as the new transportation planner, who will begin work on April 22, 2013. She noted that Ms. Cundy will be attending the next Full Commission meeting on April 15, 2013.

## **Next Commission Meeting**

Ms. Riedesel announced that the next Full Commission meeting will be held on April 15, 2013, at the Virginia Horse Center in Lexington. Ms. Riedesel gave a brief overview on the activities to take place at the April 15<sup>th</sup> meeting. She noted that Lexington and Buena Vista City Council members, Rockbridge Board of Supervisor members, and others had been invited to the meeting.

## **Other Business**

Ms. Riedesel noted that she was currently working on the FY14 CSPDC Budget. She suggested holding an Executive Committee meeting in May in order to allow time to review the draft budget in order to be presented to the Full Commission at their June meeting. Ms. Riedesel stated that she would check with everyone on available dates.

Chairperson Dull stated that she had received a request regarding the length of Commission meetings. Discussion ensued regarding shorter Board meetings, start time for Board meetings, and holding separate Executive Committee meetings. It was suggested to survey the Commission Board members for comments.

Ms. Riedesel announced that the Virginia Association of Planning District Commission's (VAPDC) 2013 annual summer conference will be held at the Wintergreen Resort, Wintergreen, Virginia, on July 25-27, 2013. She stated that if anyone wished to attend to please let her know.

## Adjournment

There being no further business to come before the Committee, the Committee unanimously adjourned at 7:15 p.m.

Respectfully submitted,

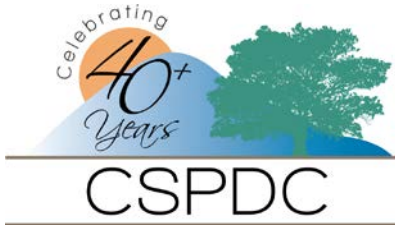
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Rita F. Whitfield  
Clerk to the Board

Approved:

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Larry Tolley  
CSPDC Secretary



Central Shenandoah Planning District Commission

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May 23, 2013

**MEMO TO:** CSPDC Executive Committee  
**FROM:** Bonnie S. Riedesel, Executive Director  
**SUBJECT:** Thursday, May 30, 2013 Executive Committee Meeting

The Executive Committee of the Central Shenandoah Planning District Commission will hold a meeting on **Thursday, May 30, 2013, 6:00 p.m.**, Central Shenandoah Planning District Commission Office, 112 MacTanly Place, Staunton, Virginia.

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

**Sandwiches will be provided.**

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### **Agenda**

1. Call to Order
2. Consideration of April 3, 2013 Minutes
3. Consideration of CSPDC FY14 Budget
4. Other Business
5. Adjournment



**Minutes**  
**Central Shenandoah Planning District Commission**  
**112 MacTanly Place, Staunton, Virginia**  
**Executive Committee Meeting**  
**Thursday, May 30, 2013, 6:00 p.m.**

<b>Member Jurisdiction Representatives</b>					
	<b>City of Staunton</b>		<b>Bath County</b>		<b>Staff</b>
✓	Carolyn Dull, Chair	✓	Bruce McWilliams	✓	Bonnie Riedesel
	<b>City of Buena Vista</b>		<b>Highland County</b>	✓	Cindi Johnson
	Larry Tolley, Secretary	✓	Kevin Wagner	✓	Rita Whitfield
	<b>Rockingham County</b>		<b>City of Harrisonburg</b>		
✓	William Vaughn, Treasurer		Charles Chenault, Vice Chair		
	<b>Rockbridge County</b>				
	A.W. Buster Lewis				

**Call To Order**

The May 30, 2013, Executive Committee meeting was called to order at 6:00 p.m. by Chairperson Dull.

Chairperson Dull stated that a quorum was not currently present but one was expected and all action items would be considered when a quorum was present.

**Other Business**

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

- Stated that the Commission is soliciting proposals from qualified firms of certified public accountants to audit and prepare the Commission’s financial statements. Ms. Riedesel noted that all proposals were due by June 25, 2013.
- Announced that Robin Sullenberger, Executive Director of the Shenandoah Valley Partnership (SVP), is retiring in August. She noted that the Commission will present him a Certificate of Appreciation for his outstanding leadership and notable service to the SVP and to the Region at the June 17, 2013, Full Commission meeting.
- Stated that the next Full Commission meeting will be held on June 17, 2013, and reported on the activities to take place at the meeting. She noted that the SERDI Assessment Results, tabled from the April Commission meeting due to time constraints, will be considered at the June meeting, as well as the Commission’s Draft FY14 Budget. Ms. Riedesel also noted that at the June 17<sup>th</sup> Full Commission meeting, there will be a presentation on Rosenwald Schools in Bath County.

- Noted that the Virginia Department of Rail and Public Transportation (DRPT) will be performing an audit on the Harrisonburg-Rockingham Metropolitan Planning Organization (HRMPO) funds at the Commission's office on June 19, 2013.
- Gave an update on the status of the Direct Recipient of FTA 5307 Funding for Virginia Regional Transit (VRT) Operations, noting that the Commission had approved the CSPDC as the direct recipient of FTA funds at its April Commission meeting.

## **Minutes**

Chairperson Dull noted that a quorum was present. Mr. Wagner moved, seconded by Mr. McWilliams, to approve the minutes of the April 3, 2013, meeting as presented. Mr. Vaughn abstained due to absence. Motion carried.

## **Draft CSPDC FY14 Budget**

Chairperson Dull presented for consideration Draft CSPDC FY14 Budget. Ms. Riedesel gave a brief description on the Draft FY14 Budget (attached to file minutes) and reported on the localities annual assessments. Ms. Johnson reviewed the FY14 Budget Development, noting that the development of the FY14 Budget began with listing all the known grants, projects and contracts. She stated that each grant, project and contract was reviewed and split into its fiscal elements of Payroll Job Costs, Direct Costs, and Indirect Costs, and a profit and loss for each program was developed.

Ms. Johnson reported on the 2014 staffing hour's matrix; new programs; new grants; additional contracts; and administrative costs including wages and benefits, occupancy costs, contracting costs, printing, vehicles, etc. She noted that once compiled, an indirect cost report was done.

Ms. Johnson reported on the Revenues, noting that the total revenue budget for FY14 is \$2,067,055. She noted that the large increase is due to the addition of the Federal Transit Program and the related contract with Virginia Regional Transit, as well as the new Staunton-Augusta-Waynesboro Metropolitan Planning Organization (SAWMPO). Ms. Johnson then reported on Local Services; Transportation Programs; and Administrative Programs.

Ms. Johnson reviewed the Commission's Expense Budget. She noted that the programs are those expenses reimbursed through grants, projects and contracts. Ms. Johnson stated that the Commission anticipates that expenses will be \$2,032,100 for FY14, leaving a small surplus of \$34,954, which is 1.69% of total revenues. She then reviewed the Wages and Benefits; Contracting; Transportation and Meeting Expenses, Communications and Postage Expenses, Printing Expenses, and Advertising Expenses; Building Related Costs; Principal and Interest Payments; Other Costs; Indirect Cost; and Transfers to Capital Improvement Fund; and the CSPDC Cost Allocation Plan. Ms. Johnson reviewed Staffing Hours, noting that for FY14, the Commission anticipates providing 15,646 hours of service to the local communities, and reviewed the services and programs.

Ms. Johnson next reviewed Indirect Costing Rates, noting that the wage and benefit package in the budget presented results in a fringe benefit ratio of 50.37% when an indirect cost report is prepared. She noted that this rate would be effective for FY16 and is slightly lower than prior years. Ms. Johnson distributed and reviewed copies of CSPDC FY13 and FY14 Budget comparisons and CSPDC Revenue Charts.

Ms. Riedesel stated that the Budget reflects a two percent cost of living raise for employees. After discussion, Mr. McWilliams moved, seconded by Mr. Wagner, to recommend approval of the Draft FY14 Budget as presented to the Full Commission at their June 17, 2013, meeting. After discussion regarding matching funds and presenting the FY14 Budget to the Full Commission, the motion was carried by unanimous vote.

### **Adjournment**

There being no further business to come before the Committee, the Committee unanimously adjourned at 7:15 p.m.

Respectfully submitted,

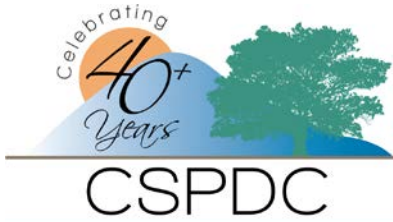
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Rita F. Whitfield  
Clerk to the Board

Approved:

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Larry Tolley  
CSPDC Secretary



Central Shenandoah Planning District Commission

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August 12, 2013

**MEMO TO:** CSPDC Executive Committee  
**FROM:** Bonnie S. Riedesel, Executive Director  
**SUBJECT:** August 19, 2013 Executive Committee Meeting

The Executive Committee of the Central Shenandoah Planning District Commission will hold a meeting on **Monday, August 19, 2013, 5:30 p.m.**, Central Shenandoah Planning District Commission Office, 112 MacTanly Place, Staunton, Virginia. **PLEASE NOTE THE TIME CHANGE.**

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

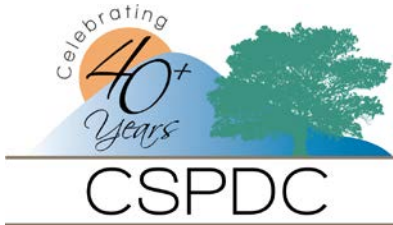
**Dinner will be provided at 6:30 p.m.**

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**Agenda**

1. Call to Order
2. Consideration of May 30, 2013, Minutes
3. Discussion of FTA 5307 Funds and Contract with Virginia Regional Transit  
(*Board Memo #13-2*)
  - Doug Guynn, Staunton City Attorney
4. Consideration of Signing Authority for the CSPDC and the CSDC (*BAF #13-14*)
5. Consideration of CSPDC Line of Credit (*BAF #13-15*)
6. Other Business
7. Adjournment





**Minutes**  
**Central Shenandoah Planning District Commission**  
**112 MacTanly Place, Staunton, Virginia**  
**Executive Committee Meeting**  
**August 19, 2013, 5:30 p.m.**

<b>Member Jurisdiction Representatives</b>					
	<b>City of Staunton</b>		<b>Bath County</b>		<b>Staff</b>
	Carolyn Dull, Chair	✓	Bruce McWilliams	✓	Bonnie Riedesel
	<b>City of Buena Vista</b>		<b>Highland County</b>	✓	Cindi Johnson
✓	Larry Tolley, Secretary	✓	Kevin Wagner	✓	Rita Whitfield
	<b>Rockingham County</b>		<b>City of Harrisonburg</b>	✓	Kevin McDermott
✓	William Vaughn, Treasurer	✓	Charles Chenault, Vice Chair		
	<b>Rockbridge County</b>				
✓	A.W. Buster Lewis				

**Call To Order**

The August 19, 2013, Executive Committee meeting was called to order at 5:30 p.m. by Vice Chairperson Chenault.

**Minutes**

Mr. Vaughn moved, seconded by Mr. McWilliams, to approve the minutes of the May 30, 2013, meeting as presented. Motion was carried by unanimous vote.

**FTA 5307 Funding and Contract with Virginia Regional Transit (VRT)**

Vice Chairperson Chenault presented for discussion FTA 5307 Funding and Contract with Virginia Regional Transit (VRT). He welcomed and introduced Doug Guynn, Staunton City Attorney, who has generously offered his legal services and reviewed the draft contract between the CSPDC and VRT. Ms. Riedesel gave a brief description and background information on the Virginia Regional Transit contract and funding. She noted that the Staunton-Augusta-Waynesboro region was designated an urbanized area following the 2010 Census and as a result was required to form a Metropolitan Planning Organization (MPO) to conduct transportation planning on a regional basis. She noted that as part of that, the local transit provider, Virginia Regional Transit (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. Ms. Riedesel 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. She said that VRT is not eligible to receive these funds since they are a private not-for-profit organization.

Ms. Riedesel stated that each of three jurisdictions (Staunton, Augusta County and Waynesboro) have been informed of this situation and are in agreement to asking 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. She noted that at its last Commission meeting, the Board ratified the Executive Committee's approval to designate the CSPDC as Direct Recipient of FTA 5307 funding for Virginia Regional Transit operations.

Mr. Guynn distributed and reviewed copies of the Memorandum of Agreement between the CSPDC and VRT (attached to file minutes). He discussed the Procurement Act, the allocation of the potential legal liability and responsibility of the CSPDC, and the time frame regarding the contract.

Mr. Guynn then distributed and reviewed copies of a proposed Resolution of the CSPDC Ratifying and Affirming and Authorizing Various Matters Regarding Public Transportation Services in its Role as Administrator for the Staunton-Augusta-Waynesboro Metropolitan Planning Organization (both attached to file minutes). He suggested that due to time constraints, the Resolution be presented to the Full Commission for consideration at its meeting to be held after the Executive Committee meeting. A lengthy discussion ensued regarding: needed additional staff and costs to the CSPDC; the need to define the role of Coordinated Area Transportation Services (CATS); VRT's obligations; operational management, purchasing, and ownership of buses; bus routes; and details of state, federal and local grant funds.

After a lengthy discussion, it was the general consensus of the Executive Committee members present to recommend the Resolution of the CSPDC Ratifying and Affirming and Authorizing Various Matters Regarding Public Transportation Services in its Role as Administrator for the Staunton-Augusta-Waynesboro Metropolitan Planning Organization to the Full Commission.

**Signing Authority for the Central Shenandoah Planning District Commission (CSPDC) and the Central Shenandoah Development Corporation (CSDC) (BAF #13-14) and CSPDC Line of Credit (BAF #13-15)**

Vice Chairperson Chenault presented for consideration Signing Authority for the CSPDC and the CSDC and CSPDC Line of Credit. He stated that the Commission is updating its deposit account agreements with BB&T for both the Central Shenandoah Planning District Commission (CSPDC) and the Central Shenandoah Development Corporation (CSDC).

Vice Chairperson Chenault noted that the CSPDC has a \$25,000 line of credit which expires September 19, 2013. He noted that staff recommended not renewing this Line of Credit and to look at the issue later this year.

Mr. Vaughn moved, seconded by Mr. Lewis, to authorize the following for signing authority for the CSPDC and the CSDC: Commission Chairperson, Vice-Chairperson, Treasurer, Secretary, Staunton Commissioner, and Executive Director; and to recommend not renewing the line of credit. Motion carried unanimously.

## **Other Business**

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

- Announced that the Commission has acquired the services of Brown Edwards and Company, LLP for Commission auditing services.
- Announced that the Virginia Department of Rail and Public Transportation (DRPT) had performed an audit on the Commission's DRPT records. Ms. Riedesel noted that DRPT had declared it a "clean audit" except for the lack of a document retention policy. She stated that Commission staff has since established a written document retention policy which is currently in place.

## **Adjournment**

There being no further business to come before the Committee, Mr. McWilliams moved, seconded by Mr. Vaughn, for adjournment at 6:35 p.m. Motion was carried by unanimous vote.

Respectfully submitted,

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Rita F. Whitfield  
Clerk to the Board

Approved:

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Larry Tolley  
CSPDC Secretary



Central Shenandoah Planning District Commission

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October 15, 2013

**MEMO TO:** CSPDC Executive Committee  
**FROM:** Bonnie S. Riedesel, Executive Director  
**SUBJECT:** Monday, October 21, 2013 Executive Committee Meeting

The Executive Committee of the Central Shenandoah Planning District Commission will hold a meeting on Monday, October 21, 2013, 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.**

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**Agenda**

1. Call to Order
2. Consideration of August 19, 2013 Minutes
3. Update on Public Transit Program (Board Memo #13-3)
4. Update on the CSPDC FY13 Audit
5. Update on the Central Shenandoah Development Corporation
6. Consideration of USDA Rural Community Development Initiative (RCDI) Grant Application (BAF #13-18)
7. Update on December CSPDC Board Meeting
8. James Madison University (JMU) Class Project
9. Other Business
10. Adjournment



**Minutes**  
**Central Shenandoah Planning District Commission**  
**112 MacTanly Place, Staunton, Virginia**  
**Executive Committee Meeting**  
**October 21, 2013, 6:00 p.m.**

<b>Member Jurisdiction Representatives</b>					
	<b>City of Staunton</b>		<b>Bath County</b>		<b>Staff</b>
✓	Carolyn Dull, Chair	✓	Bruce McWilliams	✓	Bonnie Riedesel
	<b>City of Buena Vista</b>		<b>Highland County</b>	✓	Cindi Johnson
	Larry Tolley, Secretary	✓	Kevin Wagner	✓	Rita Whitfield
	<b>Rockingham County</b>		<b>City of Harrisonburg</b>		
	William Vaughn, Treasurer	✓	Charles Chenault, Vice Chair		
	<b>Rockbridge County</b>				
	A.W. Buster Lewis				

**Call To Order**

The October 21, 2013 Executive Committee meeting was called to order at 6:00 p.m. by Chairperson Dull.

**Minutes**

Mr. Chenault moved, seconded by Mr. Wagner, to approve the minutes of the August 19, 2013, meeting as presented. Motion carried, with Chairperson Dull abstaining due to her absence at the previous meeting.

**Update on Public Transit System Program (Board Memo #13-3)**

Chairperson Dull presented Update on Public Transit System Program. Ms. Riedesel provided a brief background on the Public Transit System, noting that over the last several months, the CSPDC has been working towards getting under contract with the Federal Transit Administration (FTA) and with Virginia Rural Transit (VRT) effective October 1<sup>st</sup>. She reported that in September, FTA notified her that the Commission could not “sole source” the contract and would have to competitively bid for the services. To comply, the Commission immediately developed a Request for Proposals (RFP) and put it out to bid. The bid was later withdrawn when FTA and DRPT said they would allow a three-month extension to develop a more detailed RFP, provide for a longer bid response time, and allow more time to negotiate a contract and have in place by January 1, 2014. In the meantime, DRPT is providing operational funding directly to VRT in order to continue providing services for the remainder of the year.

Ms. Riedesel stated that the Commission had secured the services of Doug Guynn, attorney for the City of Staunton, to help with the legal requirements and with drafting the contract with

VRT. She noted that Mr. Guynn agreed to provide this assistance on a pro bono basis. Ms. Riedesel expressed her appreciation to Staunton City Council for “loaning” their attorney and to Mr. Guynn for all his professional help. After discussion regarding an appropriate show of appreciation in lieu of payment, it was the consensus of the members present to make a donation to a community foundation in honor of Mr. Guynn in the amount of \$500.

### **Update on the CSPDC FY13 Audit**

Chairperson Dull presented Update on the CSPDC FY13 Audit. Ms. Riedesel stated that the Commission has acquired the services of Brown Edwards and Company, LLP for Commission auditing services. Ms. Johnson distributed and reviewed copies of Audit Update (attached to file minutes). She stated that in the course of preparing the FY13 Audit, numerous adjustments which pertain to the prior year were discovered. The new auditors will adjust the prior year numbers, mainly between the various fund balances. Ms. Johnson reviewed the Summary of Adjustments, ARC and EDA funds, and deferred revenue and temporarily restricted funds balances.

### **Update on the Central Shenandoah Development Corporation (CSDC)**

Chairperson Dull presented Update on the CSDC. Ms. Riedesel 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. Discussion ensued regarding Bylaws, officers, and CSDC activities. Ms. Riedesel stated that she would try to schedule a meeting of the CSDC, which consists of the same Board members as the Commission, at the CSPDC December meeting. She stated that she would send out copies of the Bylaws and any additional information on the CSDC prior to the December meeting.

### **Consideration of USDA Rural Community Development Initiative (RCDI) Grant Application (BAF #13-18)**

Chairperson Dull presented for consideration USDA RCDI Grant Application. Ms. Riedesel noted that the U. S. Department of Agriculture has announced grant funding in the amount of \$5.7M through its Rural Community Development Initiative (RCDI) Grant program. She stated that if funded, CSPDC/CSDC would establish a regional program to assist communities with developing projects that address housing, infrastructure, community and economic development. The CSPDC envisions this program would involve providing technical assistance, planning assistance, strategic planning, comprehensive planning, project prioritization, grant writing, and project implementation to localities, particularly to the Towns that lack planning staff. She stated that the CSPDC would like to apply for these funds through the Central Shenandoah Development Corporation, a 503(c) corporation of the CSPDC. She noted that the program requires a 1:1 match, therefore, the Commission would like to request approval to utilize funds in the amount of \$50,000 from the CSPDC development fund that was established earlier this year. Ms. Riedesel stated that grant applications are due November 12, 2013. After some discussion, Mr. McWilliams moved, seconded by Mr. Wagner, to apply for the grant up to \$50,000 from the CSPDC development fund for the match. Motion was carried by unanimous vote.

### **Update on the December CSPDC Board Meeting**

Chairperson Dull presented Update on the December CSPDC Board meeting. Ms. Riedesel gave a brief update, noting that the CSPDC Christmas dinner meeting will be held Monday, December 16, 2013. She noted that staff was looking into the possibility of holding the meeting at an alternative location. Ms. Riedesel stated that information and the logistics of the meeting will be forwarded prior to the December meeting.

### **James Madison University (JMU) Class Project**

Chairperson Dull presented JMU Class Project. Ms. Riedesel reported that three of Marshall Pattie's students from his Business Management class at JMU 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.

### **Other Business**

Under Other Business, Ms. Riedesel announced that Senator Emmett Hanger will be present at the Full Commission to speak on issues and programs at the state level.

### **Adjournment**

There being no further business to come before the Committee, a motion for adjournment was unanimously passed at 6:35 p.m. Motion was carried by unanimous vote.

Respectfully submitted,

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Rita F. Whitfield  
Clerk to the Board

Approved:

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Larry Tolley  
CSPDC Secretary