

Central Shenandoah Planning District Commission

January 27, 2014

MEMO TO: CSPDC Executive Committee
FROM: Bonnie S. Riedesel, Executive Director
SUBJECT: Monday, February 3, 2014, Executive Committee Meeting

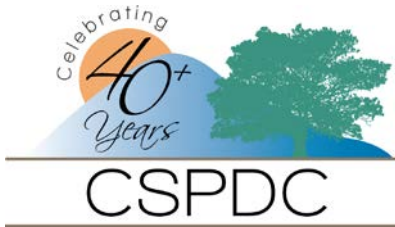
The Executive Committee of the Central Shenandoah Planning District Commission will hold a meeting on **Monday, February 3, 2014, 6:00 p.m.**, at the Central Shenandoah Planning District Commission Office, 112 MacTanly Place, Staunton, Virginia.

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 October 21, 2013, Minutes
3. FY13 Audit Report
 - *Billy Robinson, Director, Brown Edwards and Company, LLP*
4. Discussion of Election of CSPDC Executive Committee
5. Update on Contract with Virginia Regional Transit for Staunton-Augusta-Waynesboro Public Transit System
6. Update on the Central Shenandoah Development Corporation (BAF #14-3)
7. Other Business
 - Check Signing Authority
8. Adjournment



Minutes
Central Shenandoah Planning District Commission
112 MacTanly Place, Staunton, Virginia
Executive Committee Meeting
February 3, 2014, 6:00 p.m.

Member Jurisdiction Representatives					
	City of Staunton		Bath County		Staff
✓	Carolyn Dull, Chair	✓	Bruce McWilliams	✓	Bonnie Riedesel
	City of Buena Vista		Highland County	✓	Cindi Johnson
	Larry Tolley, Secretary	✓	Kevin Wagner	✓	Rita Whitfield
	City of Harrisonburg		Vacant		
	Charles Chenault, Vice Chair				Others
	Rockbridge County			✓	Billy Robinson, Brown Edwards
✓	A.W. Buster Lewis				

Call To Order

The February 3, 2014, 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 October 21, 2013, meeting as presented.

FY13 Audit Report

Chairperson Dull presented for consideration FY13 Audit Report. She welcomed and introduced Mr. Billy Robinson, Director, Brown Edwards and Company, LLP. Mr. Robinson reviewed on the FY13 Audit Report, noting that the audit includes an “unmodified” opinion. He reviewed the Independent Auditor’s Report; Basic Financial Statements; Government-Wide Financial Statements; Fund Financial Statements; Notes to Financial Statements; Required Supplementary Information; Compliance Section; and Comments on Internal Control and Other Suggestions for Consideration. Questions were raised and addressed regarding Segregation of Duties; Payroll Registers; Time Sheets; Check Sequence; Grant Reimbursement Requests; Audit Trail Review; and Application Access.

Mr. Robinson then distributed and reviewed copies of CSPDC Proposed Contract Extension and Proposed Billing (attached to file minutes). He reported that he had run into unexpected issues and challenges regarding the CSPDC Audit Report, and he reviewed the issues that required additional assistance. Discussion ensued regarding the Proposed Contract Extension and Proposed

Billing. It was the consensus of the members present to table the request for additional charges and contract extension until the next Executive Committee meeting in April.

After a lengthy discussion, Mr. Wagner moved, seconded by Mr. McWilliams, to recommend approval of the FY13 Audit Report to the Full Commission. Motion was carried by unanimous vote.

Election of CSPDC Executive Committee

Chairperson Dull presented for discussion Election of CSPDC Executive Committee. Ms. Riedesel announced that due to a promotion, William Vaughn has resigned from the CSPDC Board effective immediately. She noted that Casey Armstrong has been appointed to represent Rockingham County on the CSPDC Board in Mr. Vaughn's place. Ms. Riedesel stated that with Mr. Vaughn's departure, this would also leave a vacancy on the Executive Committee Board, as well as the position of Treasurer. She explained that the present terms of the Central Shenandoah Planning District Commission's Executive Committee members and officers will expire June 30, 2014. It was the consensus of the Executive Committee members present to appoint Secretary Tolley to act as Secretary/Treasurer until elections are held in June 2014.

Virginia Regional Transit Contract and Central Shenandoah Development Corporation

Ms. Riedesel stated that due to the Executive Committee meeting running late, the update on the contract with Virginia Regional Transit for the Staunton-Augusta-Waynesboro Public Transit System and update on the Central Shenandoah Development Corporation would be presented at the Full Commission meeting, following the Executive Committee meeting.

Other Business

Under Other Business, Ms. Riedesel presented for consideration the authorization of certain individuals to sign Commission checks. She stated that current procedure requires two signatures for Commission checks. Ms. Riedesel noted that the general practice has been for one of the designated Board members who have been authorized by the Commission and the Executive Director to sign checks and William Vaughn was one of the designated individuals to sign checks. She stated that she had asked Becky Earhart, Augusta County's representative, to serve as a designated individual to sign Commission checks in place of Mr. Vaughn. Mr. Lewis moved, seconded by Mr. McWilliams, to authorize Becky Earhart to sign Commission checks. Motion carried unanimously.

Adjournment

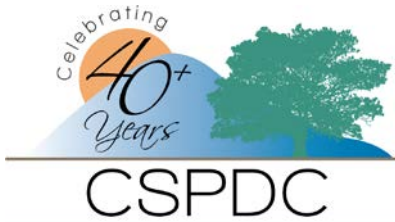
There being no further business to come before the Committee, a motion for adjournment was unanimously passed at 6:48 p.m. Motion was carried by unanimous vote.

Respectfully submitted,

Rita F. Whitfield
Clerk to the Board

Approved:

Larry Tolley
CSPDC Secretary



Central Shenandoah Planning District Commission

April 14, 2014

MEMO TO: CSPDC Executive Committee
FROM: Bonnie S. Riedesel, Executive Director
SUBJECT: Monday, April 21, 2014, Executive Committee Meeting

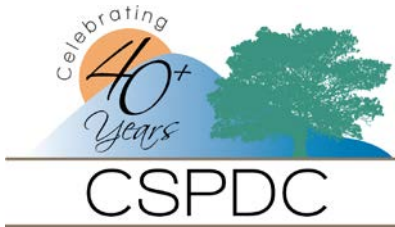
The Executive Committee of the Central Shenandoah Planning District Commission will hold a meeting on **Monday, April 21, 2014, 6:00 p.m.**, at the Central Shenandoah Planning District Commission Office, 112 MacTanly Place, Staunton, Virginia.

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 February 3, 2014 Minutes
3. Discussion of Brown Edwards & Company, Certified Public Accountants Audit Costs Request for Additional Funds (Attachment)
4. Update on Draft CSPDC FY15 Budget (Board Memo #14-1)
5. Consideration of Employee Pay Plan (BAF #14-8)
6. Consideration of CSPDC Development Fund (BAF #14-9)
7. Review of Employee Benefits Brochure (Attachment)
8. Update on New Transit Coordinator/Transportation Planner Position
9. Consideration of Executive Committee Meeting on May 19, 2014, to Consider Draft CSPDC FY15 Budget
10. Other Business
11. Adjournment



Minutes
Central Shenandoah Planning District Commission
112 MacTanly Place, Staunton, Virginia
Executive Committee Meeting
April 21, 2014, 6:00 p.m.

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

Call To Order

The April 21, 2014, Executive Committee meeting was called to order at 6:00 p.m. by Chairperson Dull.

Minutes

Mr. Lewis moved, seconded by Mr. Wagner, to approve the minutes of the February 3, 2014, meeting as presented. Motion carried with Mr. Tolley abstaining due to absence.

Brown Edwards & Company Audit Costs Request

Chairperson Dull presented for consideration Brown Edwards & Company, Certified Public Accounts, Request for Additional Funds (attached to file minutes). Ms. Riedesel reviewed Brown Edwards and Company Proposed Contract Extension and Proposed Billing for the CSPDC. She reported that Brown Edwards & Company had run into unexpected issues and challenges regarding the CSPDC Audit Report that required additional work. Ms. Riedesel expressed concern regarding the additional \$2,344 for research and additional procedures necessary due to learning that the MPOs had separate boards. She recommended approving the additional costs with the exception of the \$2,344 and extend their contract for five years. Discussion ensued regarding the proposed billing, additional costs, and courtesy discount given for a five-year contract extension. Mr. Wagner moved, seconded by Mr. Lewis, to increase the fee by \$3,901 to the current audit fee of \$10,900 and to accept the five-year contract extension with the \$4,500 courtesy discount. Motion was carried by unanimous vote.

Draft CSPDC FY15 Budget Update (Board Memo #14-1)

Chairperson Dull presented Draft CSPDC FY15 Budget Update. Ms. Riedesel stated that she is in the process of drafting the CSPDC FY15 Budget for the Commission based upon known grants, contracts, and funding agreements to be presented at the May Executive Committee meeting. She noted that at the May Executive Committee meeting, a draft budget will be reviewed in detail and presented to the Full Commission for approval at their June meeting. She reviewed the staff positions, noting that the proposed budget includes 13 full-time staff positions. Ms. Riedesel reviewed the Pay Step Plan to the Commission's Benefits Package (attached to file minutes).

Consideration of Employee Pay Plan (BAF #14-8)

Chairperson Dull presented for consideration Employee Pay Plan (attached to file minutes). Ms. Riedesel reviewed the Employee Pay Plan and recommended the following:

- The Commission move to the pay ranges and step system for its employees effective July 1, 2014;
- The Executive Director's salary shall be set by the Executive Committee during annual evaluations, to be considered Range 1.
- The Employee Pay Plan shall consist of six ranges, each range having 12 steps. Each step is 1 ½% greater than the prior step.
- During annual evaluations, the Executive Director (and employee's supervisor if applicable) will award up to a three-step increase based upon a successful evaluation. The increase shall be effective on the first of the month following the evaluation.
- During the budget process, the Executive Director will recommend any cost of living increase percentage to the ranges. This shall increase all ranges by that percentage.
- All job descriptions/positions shall be assigned to a range based upon its functions. Changes in functions may dictate a change in ranges or step.
- Initially, there will be a onetime increase to roll all staff into the assigned range and step.

Discussion ensued regarding the Employee Pay Plan. Chairperson Dull requested staff to look into policies regarding how to address when an employee reaches the top of their pay range. Mr. Wagner moved, seconded by Mr. Tolley, to approve the Employee Pay Plan for Staff as presented for the budget process. Motion was carried by unanimous vote.

CSPDC Development Fund (BAF #14-9)

Chairperson Dull presented for consideration the CSPDC Development Fund. Ms. Riedesel gave a brief review on the Development Fund, noting that the Executive Committee had approved at their January 2013 meeting to allocate funds from the operating account into a new account for future development needs. Annually, the CSPDC will review the prior year surplus and recommend the amount of funds to transfer. She noted that for the fiscal year ended June 30, 2013, the CSPDC showed an excess of revenues over expenses and recommended \$28,756 be transferred to the Development Fund. Mr. Lewis moved, seconded by Mr. Wagner, to approve the transfer of funds from the operating account into the Development Fund. Motion carried unanimously.

Employee Benefits Brochure

Chairperson Dull presented for review the CSPDC Employee Benefits Brochure (attached to file minutes). Ms. Riedesel gave a brief summary on the Employee Benefits, which includes health and dental insurance; paid time off; retirement benefits; retirement plan; public service loan forgiveness; car usage and mileage reimbursement; education and dues; short and long-term disability; and workers compensation. She stated that the Employee Benefits Brochure was developed to give new and current employees an overview of the benefits offered by the agency.

Update on New Transit Coordinator/Transportation Planner Position

Chairperson Dull presented Update on New Transit Coordinator/Transportation Planner Position. Ms. Riedesel stated that the position had been duly advertised and she was currently in the process of interviewing for the new Transit Coordinator/Transportation Planner position.

Consideration of May 19, 2014 Executive Committee Meeting

Chairperson Dull presented for consideration May 19, 2014, Executive Committee Meeting. Ms. Riedesel stated that in order to present the CSPDC Draft FY15 Budget to the Full Commission for consideration at their June 16, 2014 meeting, she requested the Executive Committee hold a meeting on May 19th to review the Draft Budget. It was the consensus of the members present for the Executive Committee to hold a meeting on May 19, 2014, to review the CSPDC Draft FY15 Budget.

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 Board

Approved:

Larry Tolley
CSPDC Secretary



Central Shenandoah Planning District Commission

May 12, 2014

MEMO TO: CSPDC Executive Committee
FROM: Bonnie S. Riedesel, Executive Director
SUBJECT: Monday, May 19, 2014, Executive Committee Meeting

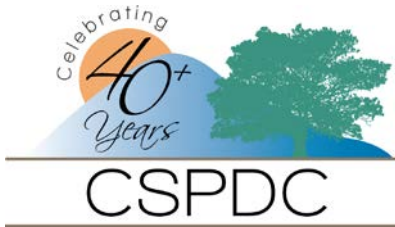
The Executive Committee of the Central Shenandoah Planning District Commission will hold a meeting on **Monday, May 19, 2014, 6:00 p.m.**, at the Central Shenandoah Planning District Commission Office, 112 MacTanly Place, Staunton, Virginia.

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

Dinner will be provided.

Agenda

1. Call to Order
2. Consideration of April 21, 2014 Minutes
3. Consideration of Draft CSPDC FY15 Budget (BAF #14-11)
4. Other Business
5. Adjournment



Minutes
Central Shenandoah Planning District Commission
112 MacTanly Place, Staunton, Virginia
Executive Committee Meeting
May 19, 2014, 6:00 p.m.

Member Jurisdiction Representatives					
	City of Staunton		Bath County		Staff
✓	Carolyn Dull, Chair	✓	Bruce McWilliams	✓	Bonnie Riedesel
	City of Buena Vista		Highland County	✓	Cindi Johnson
✓	Larry Tolley, Secretary	✓	Kevin Wagner	✓	Rita Whitfield
	Rockbridge County				
✓	A.W. Buster Lewis				Others

Call To Order

The May 19, 2014, Executive Committee meeting was called to order at 6:00 p.m. by Chairperson Dull.

Minutes

Mr. McWilliams moved, seconded by Mr. Lewis, to approve the minutes of the April 21, 2014, meeting as presented. Motion was carried by unanimous vote.

Draft CSPDC FY15 Budget (BAF #14-11)

Chairperson Dull presented for consideration the Draft CSPDC FY15 Budget (attached to file minutes). Ms. Riedesel announced that, because of resignations, the Executive Committee was currently reduced to five members but elections would be held in June. She noted that a quorum was present.

Ms. Riedesel gave a brief review on the Budget, noting that the Commission is growing both in the number of employees and amount of revenues. She noted that the budget has grown from \$1.2 million in FY13 to \$2.8 million in FY14, primarily due to the result of the formation of the Staunton-Augusta-Waynesboro Metropolitan Planning Organization and the Public Transit Program.

Ms. Johnson then presented a PowerPoint presentation on the CSPDC FY15 Budget. She noted that the development of the FY15 Commission Budget began in January with listing all the known grants, projects and contracts. Each grant, project and/or contract was reviewed and split into its fiscal elements of Payroll Job Costs, Direct Costs (printing, contracts, advertising, supplies,

etc.) and Indirect Costs. Ms. Johnson stated that as part of the review, a projection was developed for the remainder of FY14. Carryovers to future fiscal years (i.e., FY16) were also estimated. Ms. Johnson stated that the Draft FY15 Budget is balanced and reflects a spending plan of \$2,831,405, which is a significant increase over prior budgets.

Ms. Johnson reviewed the following:

- Revenues - the CSPDC has anticipated that revenues for FY15 will be \$2,831,405. This is approximately a 24% increase over the prior year. She reviewed rental and miscellaneous revenues; public/private grants; locality assessments and local services including match; state and federal revenues; and various programs with their anticipated revenues by funding agency.
- Expenses - the anticipated expenses for FY15 are \$2,837,081, which is an increase of approximately \$600,000 over the FY14 budgeted expenses. She reviewed wages and benefits; contractual services; transportation and meeting, communications, and postage, printing, and advertising expenses; other costs; principal and interest payments; capital purchases; capital improvement fund; and indirect costs.
- Staffing Hours - the Commission is anticipating providing approximately 16,000 hours of service in FY15. Transportation-related hours will be 8,440.
- Indirect Cost Rates – there have been no changes to the Commission’s Indirect Cost plan at this time. Ms. Johnson reviewed the charts for federal funding percentages for a three-year period, including the anticipated budget; and anticipated benefits and indirect rates.

Questions were raised and addressed regarding Economic Development Administration (EDA) funds; federal funds; local services; transportation planning; transit services; and office space. Ms. Riedesel reported on the Transit Program Coordinator/Transportation Planner position, noting that she had made an offer and hoped to have that person start work in early July. The Executive Committee members present thanked the CSPDC staff for the excellent presentation and explanation of the budget. They remarked on the easy-to-follow format with the graphs and charts of the budget.

After discussion, Mr. Lewis moved, seconded by Mr. McWilliams, to recommend approval of the CSPDC FY15 Budget to the Commission Board members at their June 16, 2014 meeting. Motion carried unanimously.

Other Business

Under Other Business, Ms. Riedesel:

- Reported on Brown Edwards & Company, Certified Public Accountants, audit costs request. Ms. Riedesel noted that at the April 21, 2014, Executive Committee meeting, the Committee agreed to increase the fee by \$3,901 to the current audit fee of \$10,900 and to accept the five-year contract extension with the \$4,500 courtesy discount. She stated that Brown Edwards & Company agreed to the proposal with the exception of the courtesy discount.
- Reported on the election of the Executive Committee. Ms. Riedesel noted that the present terms of the Commission's Executive Committee members expire June 30, 2014, and the results of the election will be announced at the June 16, 2014 Commission meeting. She stated that the newly elected Executive Committee will hold a meeting after the June 16, 2014, Commission meeting to elect officers.
- Announced that the Fields of Gold website has gone live and can be viewed at www.fieldsofgold.org. Ms. Riedesel gave a brief review on the website, noting that there are 170 farms and agritourism businesses that are now parts of the Fields of Gold and all have their own profile pages on the website.
- Noted that the Virginia Municipal League (VML), the CSPDC's insurance provider, had conducted an appraisal of the Commission's building and contents and found the value to be adequately insured. She stated that the Commission has paid 15 years on a 30-year mortgage.

Adjournment

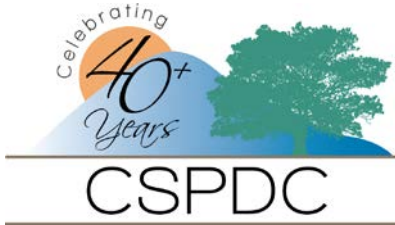
There being no further business to come before the Committee, a motion for adjournment was unanimously passed at 7:05p.m. Motion was carried by unanimous vote.

Respectfully submitted,

Rita F. Whitfield
Clerk to the Board

Approved:

Larry Tolley
CSPDC Secretary



Minutes
Central Shenandoah Planning District Commission
112 MacTanly Place, Staunton, Virginia
Executive Committee Meeting
June 16, 2014, 8:00 p.m.

Member Jurisdiction Representatives					
	City of Staunton		Bath County		Staff
✓	Carolyn Dull		Bruce McWilliams	✓	Bonnie Riedesel
	City of Buena Vista		Highland County	✓	Rita Whitfield
	Larry Tolley	✓	Kevin Wagner		
	Rockbridge County		Rockingham County		
✓	A.W. Buster Lewis		Casey Armstrong		Others
	City of Lexington				
✓	George Pryde				

Call To Order

The June 16, 2014, Executive Committee meeting was called to order at 8:00 p.m. Ms. Riedesel noted that the purpose of this meeting was for the newly elected Executive Committee members to elect officers to serve July 1, 2014 through June 30, 2016. She noted that the Chairperson and Vice Chairperson must be elected officials.

Mr. Lewis moved, seconded by Mr. Pryde, to nominate and elect the slate of officers as follows: Carolyn Dull, Chairperson; Bruce McWilliams, Vice Chairperson; Larry Tolley, Secretary; and Kevin Wagner, Treasurer. Motion was carried by unanimous vote and the slates of candidates were elected.

Adjournment

There being no further business to come before the Committee, a motion for adjournment was unanimously passed at 8:10 p.m.

Rita F. Whitfield

 Clerk to the Board

Approved:

 Larry Tolley
 CSPDC Secretary



September 17, 2014

MEMO TO: CSPDC Executive Committee

FROM: Bonnie S. Riedesel, Executive Director

SUBJECT: Wednesday, September 24, 2014, Executive Committee Meeting

The Executive Committee of the Central Shenandoah Planning District Commission will hold a meeting on **Wednesday, September 24, 2014**, 6:00 p.m., at the Central Shenandoah Planning District Commission Office, 112 MacTanly Place, Staunton, Virginia.

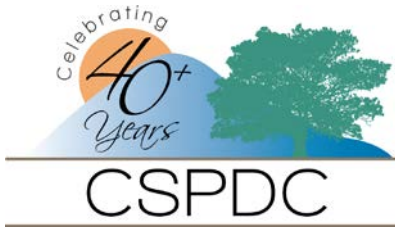
If you cannot attend this meeting, please call the Commission Office.

Sandwiches will be provided.

Agenda

1. Call to Order
2. Consideration of May 19 and June 16, 2014 Minutes
3. Consideration of FY14 Budget Revision (BAF #14-16)
4. Consideration of FY15 Budget Revision (BAF #14-17)
5. Consideration of Credit Card Policy (Attachment)
6. Update on Rural Communities Development Initiative (RCDI) Community Strong Program
7. Update on Staunton-Augusta-Waynesboro (SAW) Public Transit Program
8. Update on CSPDC Development Fund and Request to Utilize \$25,000 for ARC Grant Match
9. Other Business
10. Adjournment

Next CSPDC Board Meeting: Monday, October 20, 2014



Minutes
Central Shenandoah Planning District Commission
112 MacTanly Place, Staunton, Virginia
Executive Committee Meeting
September 24, 2014, 6:00 p.m.

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

Call To Order

The September 24, 2014, Executive Committee meeting was called to order at 6:00 p.m. by Chairperson Dull.

Minutes

Mr. McWilliams moved, seconded by Mr. Lewis, to approve the minutes of the May 19 and June 16, 2014, meetings as presented. Motion was carried by unanimous vote.

Consideration of FY14 Budget Revision (BAF #14-16)

Chairperson Dull presented for consideration FY14 Budget Revision (attached to file minutes). Ms. Johnson gave a brief report on the FY14 Budget Revision. She reported on the following revisions: ARC and EDA programs adjustment; Public Transit monies reduction; Safe Routes to Schools program adjustment; HRMPO reduction; SAWMPO reduction; the HOME Program adjustment; addition of environmental services new grants; and additional \$40,000 in services provided to the localities. She noted that with these revisions, the CSPDC budget will show a small surplus of \$45,781, which is about two percent of revenues. A question was raised and addressed regarding the reason why last year's budget was being amended. Mr. McWilliams moved, seconded by Mr. Pryde, to recommend approval of the FY14 Final Budget Revision to the Full Commission. Motion carried unanimously.

Consideration of FY15 Budget Revision (BAF #14-17)

Chairperson Dull presented for consideration FY15 Budget Revision (attached to file minutes). Ms. Johnson gave a brief report on the FY15 Budget Revision. She noted that since approval of the FY15 Budget in June, the CSPDC has received additional grants and contracts. Ms. Johnson reported on the following revisions: ARC and EDA program adjustment; Agritourism adjustment; Safe Routes to Schools adjustment; local services increase due to several new/revised agreements such as the Staunton Greenways Plan, Community Strong USDA Rural Development Grant, and Bath-Highland Broadband Plan; SAWMPO and HRMPO adjustments; and an additional \$5,000 for Rideshare. She noted that with these revisions, the CSPDC budget will show a small surplus of \$22,875. Mr. Lewis moved, seconded by Mr. McWilliams, to recommend approval of the FY15 Budget Revision to the Full Commission. Motion was carried by unanimous vote.

Consideration of CSPDC Credit Card Policy

Chairperson Dull presented for consideration the CSPDC Credit Card Policy (attached to file minutes). Ms. Johnson gave a brief report on the Policy, noting that the intent of this Policy is to update the current policy to ensure that staff utilizes the CSPDC credit cards in a fiscally responsible manner and in accordance with established guidelines. She reviewed the Policy and Purpose and the Procedures. Chairperson Dull suggested the Commission look into the state gas credit card. Mr. Pryde moved, seconded by Mr. Lewis, to recommend approval of the CSPDC Credit Card Policy to the Full Commission. Motion carried unanimously.

Update on Rural Communities Development Initiative (RCDI) Community Strong Program

Chairperson Dull presented Update on Rural Communities Development Initiative (RCDI) Community Strong Program. Ms. Riedesel gave a brief report on the RCDI Program, noting that the CSPDC has been awarded a grant in the amount of \$50,000, with a \$50,000 match for a three-year program. She reviewed the overall goals, noting that this program will address a critical need to provide technical assistance, support and training in order to build capacity at the local level for many of the District's rural, small communities. Ms. Riedesel noted that as the leading regional planning organization in the Central Shenandoah Valley, the CSPDC has the capacity and expertise to act as intermediary for the program. She stated that the funding will allow the CSPDC to reach those communities in the region that lack the staff capacity and resources they need to undertake projects that address housing, community facilities, and community and economic development.

Update on Staunton-Augusta-Waynesboro (SAW) Public Transit Program

Chairperson Dull presented Update on the Staunton-Augusta-Waynesboro (SAW) Public Transit Program. Ms. Riedesel gave an update on the SAW Public Transit Program, noting that the Central Shenandoah Planning District Commission took over administration of the SAW Area Public Transit Services on January 1, 2014. Ms. Riedesel stated that the CSPDC serves as the direct recipient of the FTA 5307 funding, acting as fiscal agent and administrator of the transit program, and contracting with Virginia Rural Transit (VRT) to provide transit services in the urbanized area of Staunton, Augusta, and Waynesboro. She noted that the Commission entered into an 18-month contract with Virginia Regional Transit to provide public transit service in the SAW urbanized area. Discussion ensued regarding the SAW Public Transit Program's budget; the services it provides;

requirement of a Transit Development Plan (TDP); and expansion of services to other localities. Ms. Riedesel noted that the Federal Transit Administration (FTA) application is still under review and the CSPDC has been covering the federal share of operations until the first federal drawdown can be made. She stated that since a significant amount of receivables remain on the Commission's books, the auditors may comment on this.

Update on the CSPDC Development Fund and Request to Utilize \$25,000 for ARC Grant Match

Chairperson Dull presented Update on the CSPDC Development Fund and Consideration of a Request to utilize \$25,000 for ARC Grant Match. Ms. Riedesel gave a review on the Fields of Gold-Tour de Farm Program, noting that the CSPDC has applied for an ARC Asset Based Development Grant to develop a bike-to-farm trail program in the ARC communities as part of its Fields of Gold Program. She reviewed the budget, noting that the CSPDC is providing a cash match of \$25,000 from the CSPDC Development Fund; \$6,000 from its Rural Transportation Program; \$15,000 from Agriculture and Forestry Industries Development Fund (AFID); and approximately \$8,000 from the Fields of Gold (FOG) tourism entities. Mr. McWilliams moved, seconded by Mr. Pryde, for approval of submittal of the ARC Grant and to use \$25,000 from the CSPDC's Development Fund to help match the grant. Motion carried unanimously.

Other Business

Under Other Business, Ms. Riedesel reported on the CSPDC's Board meeting on August 18th at the Frontier Culture Museum and expressed her appreciation for everyone's attendance at the 45th Anniversary event. She noted that the CSPDC holds its annual dinner at the December meeting and also presents the Planning Commissioner of the Year award but since the 45th Anniversary was just held in August, suggested to forego the annual Christmas dinner activities this year and to just hold a regular Board meeting. It was suggested to look into presenting plaques to local jurisdiction's Planning Commission members as warranted. Some discussion ensued regarding the annual Christmas dinner and activities. It was the consensus of the members present to hold a regular December Board meeting this year in lieu of an annual Christmas dinner meeting and to revisit the Planning Commissioner of the Year program.

Executive Session

Mr. Lewis moved, seconded by Mr. Pryde, 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.

Mr. Tolley moved, seconded by Mr. Pryde, to reconvene into open session. Motion carried by unanimous vote. 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 7:30 p.m. Motion was carried by unanimous vote.

Respectfully submitted,

Rita F. Whitfield
Clerk to the Board

Approved:

Larry Tolley
CSPDC Secretary



December 8, 2014

MEMO TO: CSPDC Executive Committee
FROM: Bonnie S. Riedesel, Executive Director
SUBJECT: December 15, 2014 Executive Committee Meeting

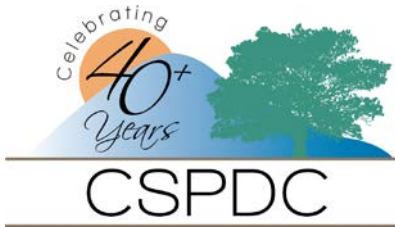
The Executive Committee of the Central Shenandoah Planning District Commission will hold a meeting on Monday, December 15, 2014, 6:00 p.m., at the Central Shenandoah Planning District Commission Office, 112 MacTanly Place, Staunton, Virginia.

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 September 24, 2014 Minutes
3. Consideration of FY14 Audit Report
 - *Billy Robinson, Director, Brown Edwards and Company, LLP*
4. Other Business
5. Adjournment



Minutes
Central Shenandoah Planning District Commission
112 MacTanly Place, Staunton, Virginia
Executive Committee Meeting
December 15, 2014, 6:00 p.m.

Member Jurisdiction Representatives					
	City of Staunton		Bath County		Staff
✓	Carolyn Dull, Chair	✓	Bruce McWilliams	✓	Bonnie Riedesel
	City of Buena Vista		Highland County	✓	Cindi Johnson
✓	Larry Tolley, Secretary	✓	Kevin Wagner	✓	Rita Whitfield
	City of Lexington		Rockbridge County		
✓	George Pryde		A.W. Buster Lewis		Others
	Rockingham County			✓	Megan Argenbright, Brown, Edwards & Company, LLP
✓	Casey Armstrong				

Call To Order

The December 15, 2014, Executive Committee meeting was called to order at 6:00 p.m. by Chairperson Dull.

Request to Amend the Agenda

Chairperson Dull requested to amend the Agenda to go into executive session under Other Business regarding personnel matters. Mr. McWilliams moved, seconded by Mr. Wagner, to amend the Agenda. Motion carried unanimously.

Minutes

Mr. Tolley moved, seconded by Mr. McWilliams, to approve the minutes of the September 24 2014, meeting as presented. Motion was carried by unanimous vote.

Draft FY14 Audit Report

Chairperson Dull presented for consideration the Draft FY14 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 distributed draft copies of the CSPDC Financial Report for June 30, 2014. 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 distributed copies of the CSPDC Comments on Internal Control and other Suggestions for Consideration. She reviewed Approval of Travel Reimbursements and Credit Card Statements and Approval of Invoices.

Ms. Argenbright then reviewed Prior Year Comments and Suggestions regarding Segregation of Duties, Payroll Registers, Time Sheets, Check Sequence, Grant Reimbursement Requests, Audit Trail Review, and Application Access. She noted that the prior year material weakness has been downgraded to current year significant deficiency. Ms. Argenbright stated that the Commission has taken various steps to improve internal controls; however, a complete separation of duties may not be feasible. Ms. Argenbright then reviewed the Government Combinations and Disposals of Government Operations (GASB) Statements, Office of Management and Budget (OMB) Changes to Single Audits, and Current GASB Projects. Mr. Wagner moved, seconded by Mr. Pryde, to recommend approval of the CSPDC Draft FY14 Audit Report as presented to the Full Commission. Motion carried unanimously.

Other Business - Executive Session

Mr. Wagner moved, seconded by Mr. Pryde, 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.

Mr. Wagner moved, seconded by Mr. Pryde, to reconvene into open session. Motion carried by unanimous vote. 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 6:50 p.m. Motion was carried by unanimous vote.

Respectfully submitted,

Rita F. Whitfield
Clerk to the Board

Approved:

Larry Tolley
CSPDC Secretary