



January 25, 2016

MEMO TO: CSPDC Commissioners
FROM: Bonnie S. Riedesel, Executive Director
SUBJECT: February 1, 2016 CSPDC Commission Meeting

The Central Shenandoah Planning District Commission (CSPDC) will hold its meeting on **Monday, February 1, 2016, 7:00 p.m.**, at the Central Shenandoah Planning District Commission Office, 112 MacTanly Place, Staunton, Virginia. If you cannot attend this meeting, please call the Commission Office at 540-885-5174.

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

AGENDA

1. Call to Order
2. Public Comment
3. Minutes of December 7, 2015 Meeting
4. Reports
 - A) Chairperson
 - B) Executive Director
 - C) Treasurer
5. Recognition of Incoming Commissioners
 - *Edward "Eddy" Hicklin, Bath County*
 - *TBA, Augusta County*
6. Project Impact 15-Year Report
 - *Rebecca Joyce, Senior Planner/Program Manager*
7. Consideration of Resolution for Transit Public Participation Plan (BAF #16-2)
8. Consideration of CSPDC Charter Amendment (BAF #16-3)

9. Commonwealth Intergovernmental Review Process (CIRPS) (BAF #16-1)
 - A) An application submitted by the Churchville Volunteer Fire Department for Additional Building
 - B) An application submitted by Valley Program for Aging Services for FTA Section 5310 Program
 - C) An application submitted by Valley Community Services Board for FTA Section 5310 Program
10. Presentation on Rural Development
 - *Anne Herring, Virginia Rural Development Coordinator, USDA Rural Development*
11. Other Business
12. Adjournment

Next CSPDC Board Meeting: Monday, April 18, 2016



Minutes
Central Shenandoah
Planning District Commission Meeting
112 MacTanly Place, Staunton, VA 24401
February 1, 2016, 7:00 p.m.

Member Jurisdiction Representatives					
	Augusta County		City of Staunton		Staff
✓	Terry Kelley	✓	Carolyn Dull, Chairperson	✓	Bonnie Riedesel, Executive Director
✓	Marshall Pattie	✓	Sharon Angle	✓	Rebecca Joyce, Senior Planner/Prog. Manager
✓	Joseph Colvin		Rockbridge County		Elizabeth McCarty, Ec. Dev/Prog. Manager
	Becky Earhart	✓	A. W. Buster Lewis	✓	Erin Yancey, Regional Planner
	Bath County	✓	Chris Slaydon	✓	Kevin McDermott, Transportation Manager
✓	Edward Hicklin		Rockingham County	✓	Ann Cundy, Senior Transportation Planner
	City of Buena Vista	✓	Ned Overton	✓	Robert Huff, GIS Manager/Regional Planner
✓	Tim Petrie	✓	Rick Chandler	✓	Nancy Gourley, Transit Program Coordinator
	City of Harrisonburg	✓	Casey Armstrong	✓	Devon Thompson, Planning Assistant
✓	Ted Byrd	✓	Kim Sandum	✓	Rita Whitfield, Office Manager
✓	Abe Shearer		City of Waynesboro	✓	Cindi Johnson, Fiscal Officer
✓	Adam Fletcher		Jeff Freeman		Kimberly Miller, Administrative Assistant
	Highland County		Rusty Johnson		Tracey Coltrain, FOG Agritourism Coordinator
✓	Kevin Wagner				Others
	City of Lexington			✓	Anne Herring, Rural Development
✓	Frank Friedman, Chairperson				

Call To Order

The February 1, 2016, Central Shenandoah Planning District Commission meeting was called to order at 7:00 p.m. by Chairperson Dull.

Public Comment

Chairperson Dull opened the floor to the public for comments. There were no public comments.

Minutes

Dr. Pattie moved, seconded by Mr. Chandler, to approve the minutes of the December 7, 2015, Commission meeting. Motion carried unanimously.

Chairman's Report

Under Chairman's Report, Chairperson Dull reported on the Executive Committee meeting, held prior to the Full Commission meeting. She announced that Mr. Friedman was elected as Vice Chairperson, replacing Mr. McWilliams.

Executive Director's Report

Under Executive Director's Report, Ms. Riedesel:

- Reported that the Virginia Association of Planning District Commissions (VAPDC) recently met with the Secretary of Commerce and Trade who explained the purpose of Go Virginia. Ms. Riedesel noted that the Governor has proposed \$39 million in his budget for Go Virginia. These funds would be used to set up Regional Councils to fund economic development projects that are regional in nature.
- Announced that the VAPDC winter conference will be held on February 11-12, 2016, in Richmond. Ms. Riedesel noted that if any Commissioner would like to attend to please let her know.
- Announced that the Commission will be hosting a Rural Development Roundtable on March 15, 2016, at the Frontier Culture Museum. Ms. Riedesel stated that staff from Virginia's USDA Rural Development office will offer information regarding funding available through Rural Development's programs.
- Sadly reported that C. J. Mitchem, part-time contracted employee for the CSPDC, passed away unexpectedly two weeks ago. Ms. Riedesel stated that he will be greatly missed by staff and all communities that he worked for.
- Reported on Virginia's new transportation prioritization process, House Bill 2. Ms. Riedesel announced that between the region and the two MPOs, 17 project applications for transportation funding were submitted in the fall, representing \$7 billion in requested funding. Mr. McDermott stated that at the January 19, 2016, Virginia Commonwealth Transportation Board meeting, the Secretary of Transportation's office released the scores and state rankings for the transportation projects that were submitted for funding under House Bill 2. He reviewed and distributed copies of House Bill 2 Transportation Project Prioritization Process Scoring Summary and a list of projects that were submitted in the CSPDC region, along with scoring and funding recommendations (attached to file minutes). Mr. McDermott noted that over the next two months, the CTB will review the projects, and will release a Draft Six-Year Improvement Plan (SYIP). The SYIP will list the projects that are funded throughout the State. Mr. McDermott stated that public hearings will be held in the spring to take comments on the funded projects before the final SYIP is released in June.

Treasurer's Report

Chairperson Dull presented for consideration the Treasurer's Report (attached to file minutes). Ms. Johnson gave a report on the December 31, 2015 Financial Statement. Mr. Friedman moved, seconded by Mr. Lewis, to approve the Treasurer's Report as presented. Motion carried unanimously.

Recognition of New Commission Board Members

Chairperson Dull welcomed and introduced new Commissioners: Mr. Edward Hicklin, representing Bath County; and Mr. Terry Kelley, representing Augusta County.

Project Impact 15-Year Report

Chairperson Dull presented Project Impact 15-Year Report. Ms. Joyce distributed and reviewed copies of the Shenandoah Valley Project Impact (SVPI) 15-Year Report: 2000-2015 (attached to file minutes). She noted that this report highlights the wide variety of activities and programs that SVPI has implemented over the past 15 years. Ms. Joyce stated that SVPI, created in 2000 through the Federal Emergency Management Agency's Project Impact Initiative, is a disaster preparedness and mitigation education and outreach program of the CSPDC.

Consideration of Resolution for Transit Public Participation Plan (BAF #16-2)

Chairperson Dull presented for consideration a Resolution for Transit Public Participation Plan (PPP). Ms. Gourley gave a review on the PPP, noting that the Federal Transit Administration (FTA) regulations require a proactive PPP that provides complete information, timely public notice, and reasonable public access to key decisions and supports early and continuing involvement of the public in developing plans and programming for transportation. She stated that as the FTA grantee and administrating agency of the Regional Public Transit Service "BRITE," the Central Shenandoah Planning District Commission has developed a PPP to meet the FTA requirements. Mr. McDermott reviewed what the PPP addresses. Mr. Byrd and Ms. Sandum requested to receive a copy of the PPP for review before taking action. It was consensus of the members present to submit the PPP to each Commissioner for review and to poll action by email.

Consideration of CSPDC Charter Amendment (BAF #16-3)

Chairperson Dull presented for consideration CSPDC Charter Amendment (attached to file minutes). Ms. Riedesel 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. She 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 and was approved. She noted that the proposed Bylaws Amendment to revise the process to elect the Executive Committee members allowing nominations to be made by Commissioners instead of member jurisdictions was not approved. Mr. Pattie moved, seconded by Mr. Armstrong, to approve the CSPDC Charter Amendment. Motion carried unanimously. Ms. Riedesel noted that the present terms of the Executive Committee members expire June 30, 2016. She stated that letters will be submitted in March to each member jurisdiction requesting their nomination to stand for election to the Executive Committee.

Commonwealth Intergovernmental Review Process (CIRPs) (BAF #16-1)

Chairperson Dull presented for consideration Commonwealth Intergovernmental Review Process (CIRPs). Ms. Riedesel reported on the CIRPS, noting that she had received an additional CIRP from

Pleasant View, Inc. for FTA Section 5310 program to purchase transportation equipment. Mr. Byrd moved, seconded by Mr. Colvin, to endorse the staff recommendations. Motion was carried by unanimous vote. They are as follows:

- 1) An application submitted by the Churchville Volunteer Fire Department to Rural Development for approximately \$1 million loan request for construction of a building addition. The addition will be added to the existing Churchville Volunteer Fire Department located at 3829 Churchville Avenue in Churchville, Va. Given time constraints, the Executive Director submitted a letter of support for this project on December 21, 2015. Staff recommends ratification of the Executive Director's endorsement letter.
- 2) An application submitted by Valley Program for Aging Services (VPAS) for FTA Section 5310 Program to purchase one, 14-passenger body on chassis vehicle with wheelchair lift for \$65,000. Staff recommends endorsement of the project.
- 3) An application submitted by Valley Community Services Board (VCSB) for FTA Section 5310 Program to purchase one, 5-passenger vehicle with wheelchair ramp for \$40,000. Staff recommends endorsement of the project.
- 4) An application submitted by Pleasant View, Inc. for FTA Section 5310 Program to purchase one modified mini-van with a wheelchair ramp and one 9-passenger hi-top van with a wheelchair lift for \$76,000. Staff recommends endorsement of the project.

Presentations

Ms. Riedesel welcomed and introduced Anne Herring, Rural Development Coordinator, USDA Rural Development, who was present to speak on the types of community programs Rural Development has to offer, such as sewer and water improvements, homeownership and housing improvements, business development, and community facility projects. Ms. Herring presented a PowerPoint presentation on Rural Development. She stated that Rural Development's mission was to create economic opportunity and improve the quality of life for all rural Americans. Ms. Herring noted that Rural Development has more than 40 loan, loan guarantee and grant programs to finance housing, businesses, broadband, community facilities, water/waste systems and just about any infrastructure needed. She reviewed the Mission Areas, Connecting Assets, Partners in Rural Development, Rural Business Programs, Rural and Multi-Family Housing Programs, Community Facility Programs, Eligibility Criteria, Rural Utilities Programs, and Investments by Service Area. Ms. Herring stated that she hoped to see everyone at the Rural Development Roundtable on March 15, 2016, at the Frontier Culture Museum. Ms. Riedesel noted that invitations regarding the workshop's details will be sent out this month.

Other Business

Under Other Business, Mr. Chandler reported on the Town of Dayton's Town Manager's position, noting that the Town hoped to make a decision within the next month or so. He announced that Rockingham County's Deputy County Administrator Mr. Stephen King had been

unanimously selected as the new County Administrator, effective July 1st, to replace Mr. Joe Paxton who is retiring.

Adjournment

Chairperson Dull announced that the next CSPDC meeting will be held on April 18, 2016. There being no further business to come before the Commission, a motion for adjournment was unanimously passed at 8:15 p.m.

Respectfully submitted,

Rita F. Whitfield, Clerk to the Commission

Approved:

Casey Armstrong, CSPDC Secretary



April 11, 2016

MEMO TO: CSPDC Commissioners
FROM: Bonnie S. Riedesel, Executive Director
SUBJECT: April 18, 2016 CSPDC Commission Meeting

PLEASE NOTE CHANGE OF LOCATION

The Central Shenandoah Planning District Commission (CSPDC) will hold its meeting on **Monday, April 18, 2016, 7:00 p.m.**, to be held at the **Harrisonburg City Hall located at 409 South Main Street, Harrisonburg, Virginia, in Room 11. Enter the main entrance to the new building and take the stairs or elevator down one level to the meeting room.** If you cannot attend this meeting, please call the Commission Office at 540-885-5174.

Dinner will be provided at 6:00 p.m.

AGENDA

1. Call to Order
2. Welcome
3. Public Comment
4. Minutes of February 1, 2016 Commission Meeting
5. Reports
 - A) Chairperson
 - B) Executive Director
 - C) Treasurer
6. Presentation – “*What’s New in Harrisonburg*”
 - *Brian Shull, Economic Development Director, City of Harrisonburg*
7. Consideration of Draft FY17 Rural Transportation Work Program (BAF #16-6)

8. Consideration of Budget Amendment (BAF #16-7)
9. Commonwealth Intergovernmental Review Process (CIRPS) (BAF #16-5)
 - A) An application submitted by Friendship Industries for Construction of a Building Addition
 - B) An application submitted by Effinger Volunteer Fire Department, Inc. for Purchase of Fire Truck and Equipment
 - C) An application submitted by the Virginia Department of Environmental Quality (DEQ) for USGS Research and Data Collection
 - D) An application submitted by the Virginia Department of Environmental Quality (DEQ) for FY16 State Revolving Loan Funds Capitalization Application
 - E) An application submitted by the Virginia Department of Environmental Quality (DEQ) for FY16 Section 319(h) Nonpoint Source Implementation Grant application
 - F) An application submitted by CSPDC for Rural Business Development Grant for Fields of Gold
 - G) An application submitted by the CSPDC for USDA Local Foods Promotion Program for Fields of Gold
10. Other Business
11. Adjournment



Minutes
Central Shenandoah Planning District Commission Meeting
Harrisonburg City Hall, 409 South Main Street, Harrisonburg, Virginia
April 18, 2016, 7:00 p.m.

Member Jurisdiction Representatives					
	Augusta County		City of Staunton		Staff
✓	Terry Kelley	✓	Carolyn Dull, Chairperson	✓	Bonnie Riedesel, Executive Director
✓	Marshall Pattie	✓	Sharon Angle	✓	Rebecca Joyce, Senior Planner/Prog. Manager
	Joseph Colvin		Rockbridge County	✓	Elizabeth McCarty, Ec. Dev/Prog. Manager
✓	Becky Earhart		A. W. Buster Lewis	✓	Erin Yancey, Senior Planner
	Bath County	✓	Chris Slaydon	✓	Kevin McDermott, Transportation Manager
✓	Edward Hicklin		Rockingham County	✓	Ann Cundy, Senior Transportation Planner
	City of Buena Vista	✓	Ned Overton	✓	Robert Huff, GIS Manager/Regional Planner
	Tim Petrie	✓	Rick Chandler	✓	Nancy Gourley, Transit Program Coordinator
	City of Harrisonburg	✓	Casey Armstrong, Secretary	✓	Devon Thompson, Planning Assistant
✓	Ted Byrd	✓	Kim Sandum	✓	Rita Whitfield, Office Manager
✓	Abe Shearer		City of Waynesboro	✓	Cindi Johnson, Fiscal Officer
✓	Adam Fletcher	✓	Jeff Freeman		Kimberly Miller, Administrative Assistant
	Highland County	✓	Rusty Johnson		Tracey Coltrain, FOG Agritourism Coordinator
✓	Kevin Wagner, Treasurer				Others
	City of Lexington			✓	Brian Shull, Harrisonburg
	Frank Friedman, Vice Chair			✓	Peirce Macgill, Harrisonburg

Call To Order

The April 18, 2016, Central Shenandoah Planning District Commission meeting was called to order at 7:00 p.m. by Chairperson Dull.

Welcome

Chairperson Dull thanked everyone for their attendance and expressed gratitude to the City of Harrisonburg for hosting the Commission meeting. Mr. Shearer welcomed everyone to the new Harrisonburg City Hall. A tour of the new City Hall was given by Mr. Fletcher and Mr. Byrd prior to the meeting.

Public Comment

Chairperson Dull opened the floor to the public for comments. There were no public comments.

Minutes

Ms. Sandum moved, seconded by Mr. Chandler, to approve the minutes of the February 1, 2016, Commission meeting. Motion carried unanimously.

Executive Director's Report

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

- Go Virginia. Ms. Riedesel reported on the meeting that was held on April 12th with Chris Lloyd, McGuire Woods, LLP, to discuss the status of GO Virginia. Representatives from each of the CSPDC member jurisdictions, along with other regional leaders, were in attendance. She noted that the Governor of Virginia amended Go Virginia and sent it back to the General Assembly for consideration. Ms. Riedesel stated that she will keep everyone apprised of Go Virginia as it moves forward.
- Rural Development Roundtable. Ms. Riedesel reported on the Rural Development Roundtable that was hosted by the CSPDC on March 15th, at the Frontier Culture Museum in Staunton. She noted that approximately 60 people attended the event to hear from Virginia's USDA-Rural Development office about funding opportunities available through Rural Development's programs.
- Fields of Gold Spring Jubilee. Ms. Riedesel announced that the Fields of Gold Agritourism program will hold a Spring Jubilee member event on April 21st at Cross Keys Barn in Rockingham County. She stated that the celebration is to recognize the participation and support of more than 200 Farm Trail member businesses in making the Farm Trail an award-winning agritourism destination. Ms. Riedesel stated that Rita McClenny, CEO of the Virginia Tourism Corporation, will be the keynote speaker at the event.
- Staunton Bike & Walk Day. Ms. Riedesel announced that Staunton will celebrate national Bike Month and Bike to Work Week by hosting a Commuter Breakfast and Celebration on May 20th. The Bike and Walk Day event will be held from 7:30-9:30 a.m. at the Wharf parking lot in downtown Staunton.
- Interregional Transit Survey. Ms. Riedesel stated that the Harrisonburg-Rockingham, Staunton-Augusta-Waynesboro, and Charlottesville-Albemarle MPOs are seeking input concerning the feasibility of implementing commuter/inter-regional bus service in the I-81/I-64 corridor between Harrisonburg, Staunton, Waynesboro, and Charlottesville. She reported on a survey that has been developed to gather the opinions of area residents who travel through the corridor on a regular basis. Ms. Riedesel noted that the survey is open until May 1st and is accessible by logging onto https://www.surveymonkey.com/r/I81_I64.
- Election of CSPDC Executive Committee. Ms. Riedesel reported on the status of the election of the Executive Committee, noting that the present terms of the Executive Committee members will expire June 30, 2016. She stated that letters have been submitted to each jurisdiction requesting a nominee to stand for election to the Executive

Committee. Ballots will go out in early May and the results of the voting will be announced at the June CSPDC Commission meeting.

Treasurer's Report

Chairperson Dull presented for consideration the Treasurer's Report (attached to file minutes). Ms. Johnson gave a report on the February 29, 2016, Financial Statement. Mr. Johnson moved, seconded by Dr. Pattie, to approve the Treasurer's Report as presented. Motion carried unanimously.

Presentation – "What's New in the City of Harrisonburg"

Chairperson Dull introduced and welcomed Brian Shull, Economic Development Director for the City of Harrisonburg. Mr. Shull presented a PowerPoint presentation on "What's New in Harrisonburg." He reviewed the population change, number of households, and employment projections in the City of Harrisonburg. Mr. Shull then reviewed local projects and expansions in the City. He distributed and reviewed copies of "Harrisonburg, VA, Metropolitan Area, Work and Life in Balance."

Consideration of Draft FY17 Rural Transportation Planning Assistant Program Grant (BAF #16-6)

Chairperson Dull presented for consideration FY17 Rural Transportation Planning Grant (attached to file minutes). Ms. Cundy gave a brief review on the program, noting that these funds will be used to pay for program administration, transportation-related grant writing for member localities, transportation planning assistance offered to rural localities, rural long-range transportation planning, completion of a rural corridor or intersection plan, assistance and support of the state's efforts related to transportation planning including data collection and development of performance measurements in transportation planning, and bicycle and pedestrian planning. She noted that annually VDOT provides \$58,000, matched with \$14,500 in local funds. Ms. Earhart moved, seconded by Mr. Johnson, to approve the Resolution authorizing application for the FY17 Rural Transportation Planning Assistance Program grant. Motion was carried by unanimous vote.

Budget Amendment for Computer Purchase (BAF #16-7)

Chairperson Dull presented for consideration Budget Amendment for Computer Purchase (attached to file minutes). Ms. Johnson noted that the CSPDC is requesting an amendment to the Capital Budget to purchase two desktops and two laptops to replace older/outdated computers for \$7,409.59. Mr. Johnson moved, seconded by Mr. Wagner, to approve the FY16 Capital Budget Amendment for the purchase of four new computers. Motion carried unanimously.

Commonwealth Intergovernmental Review Process (CIRPs) (BAF #16-5)

Chairperson Dull presented for consideration Commonwealth Intergovernmental Review Process (CIRPs). Ms. Earhart moved, seconded by Mr. Armstrong, to endorse the staff recommendations. Motion was carried by unanimous vote. They are as follows:

- A. An Application submitted by Friendship Industries. Friendship Industries has submitted an application to Rural Development for proposed \$3 million loan for the construction of an addition to the existing Friendship Industries building located at 801 Friendship Drive in Harrisonburg (Rockingham County). Given time constraints, the Executive Director submitted a letter of support for this project on February 29, 2016. Staff recommends ratification of the Executive Director's endorsement letter.
- B. An Application submitted by Effinger Volunteer Fire Department, Inc. Effinger Volunteer Fire Department, Inc. has submitted an application to Rural Development to purchase a new fire truck and equipment to use with the new truck for a total requested loan of \$656,963. Given time constraints, the Executive Director submitted a letter of support for this project on February 16, 2016. Staff recommends ratification of the Executive Director's endorsement letter.
- C. An Application submitted by the Virginia Department of Environmental Quality (DEQ). DEQ has submitted an application for USGS Research and Data Collection program for \$26,000 to prepare a work plan that identifies actions to assist in the acquisition of more complete, timely, and accurate water availability information throughout the Commonwealth to support policy and decision making. Staff recommends endorsement.
- D. An Application submitted by the Virginia Department of Environmental Quality (DEQ). DEQ has submitted an application for FY16 State Revolving Loan Funds Capitalization application for \$32,812,800. This application will provide a contribution to the Revolving Fund that will be used to finance 18 projects that improve water quality in Virginia. Staff recommends endorsement.
- E. An Application submitted by the Virginia Department of Environmental Quality (DEQ). DEQ has submitted an application for FY16 Section 319(h) Nonpoint Source Implementation Grant for a total of \$5,188,653. These funds will be used to support Nonpoint Source Pollution (NPS) grant coordination, reporting and planning, technical service deliver, education, training, and technology transfer. Staff recommends endorsement.
- F. An application to be submitted by Central Shenandoah Planning District Commission. CSPDC will be submitting an application for a USDA Rural Development - Rural Business Development Grant (RBDG) for an estimated \$100,000 in grant funds for the Fields of Gold agritourism program. Application is currently under development and will be submitted at the end of April/first of May. Staff recommends endorsement.
- G. An Application to be submitted by Central Shenandoah Planning District Commission. CSPDC will be submitting an application for a USDA Local Foods Promotion Program through the USDA Agricultural Marketing Service grant program. The application is currently under development and the budget has not been developed at this time. The minimum grant award is \$100,000 and the maximum is

\$500,000 with a 25% match requirement. Grant applications are due on May 12, 2016. Staff recommends endorsement.

Adjournment

Chairperson Dull announced that the next CSPDC meeting will be held on June 20, 2016. There being no further business to come before the Commission, a motion for adjournment was unanimously passed at 7:45 p.m.

Respectfully submitted,

Rita F. Whitfield, Clerk to the Commission

Approved:

Casey Armstrong, CSPDC Secretary



June 13, 2016

MEMO TO: CSPDC Commissioners
FROM: Bonnie S. Riedesel, Executive Director
SUBJECT: June 20, 2016 CSPDC Commission Meeting

The Central Shenandoah Planning District Commission (CSPDC) will hold its meeting on **Monday, June 20, 2016, 7:00 p.m.**, at the Central Shenandoah Planning District Commission Office, 112 MacTanly Place, Staunton, Virginia. If you cannot attend this meeting, please call the Commission Office at 540-885-5174.

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

PLEASE NOTE:

There will be a short meeting of the newly elected Executive Committee after the Full Commission meeting to elect officers.

AGENDA

1. Call to Order
2. Public Comment
3. Minutes of April 18, 2016 Meeting
4. Reports
 - A) Chairperson
 - B) Executive Director
 - C) Treasurer
5. Report on Executive Committee Elections
6. Consideration of FY17 CSPDC Budget (BAF #16-12)

7. Update on On-Call Consulting Procurement and Freedom of Information Act
 - *Jordan Bowman, Attorney At Law, Litten & Sipe*
8. Consideration of Agreement between CSPDC and Virginia Regional Transit (BAF #16-13)
9. Consideration of CSPDC Pension Plan (BAF #16-14)
10. Commonwealth Intergovernmental Review Process (CIRPS) (BAF #16-11)
 - A) An application submitted by the Virginia Department of Transportation for Draft FY17 SPR Work Program
 - B) An application submitted by Harrisonburg Downtown Renaissance for USDA Rural Development Grant for the Expansion of the Harrisonburg Farmer's Market
 - C) An application submitted by the Virginia Department of Environmental Quality (VDEQ) for VADEQ Pollution Prevention Outreach
 - D) An application submitted by the Virginia Department of Environmental Quality (VDEQ) for VADEQ 2016-2018 Building Capacity for Protection of Wetland Resources in Virginia – Track One
 - E) An application submitted by MGW with USDA-RUS Community Connect Grant Program for Mountain Grove (Bath County) Broadband Project
11. Presentation on BARC Solar Project
 - *Dave Clinton, Manager of Finance & Member Services, BARC Electric Cooperative*
12. Other Business
13. Adjournment

Executive Committee Meeting to Elect Officers Immediately after the Commission meeting

Next CSPDC Board Meeting: Monday, August 15, 2016, The Highland Center, Monterey, Virginia



Minutes
Central Shenandoah Planning District Commission Meeting
112 MacTanly Place, Staunton, VA 24401
June 20, 2016, 7:00 p.m.

Member Jurisdiction Representatives				
	Augusta County		City of Staunton	Staff
✓	Terry Kelley	✓	Carolyn Dull, Chairperson	✓ Bonnie Riedesel, Executive Director
✓	Marshall Pattie	✓	Sharon Angle	✓ Rebecca Joyce, Senior Planner/Prog. Manager
	Joseph Colvin		Rockbridge County	✓ Elizabeth McCarty, Ec. Dev/Prog. Manager
✓	Becky Earhart		A. W. Buster Lewis	✓ Erin Yancey, Senior Planner
	Bath County	✓	Chris Slaydon	✓ Kevin McDermott, Transportation Manager
✓	Edward Hicklin		Rockingham County	✓ Ann Cundy, Senior Transportation Planner
	City of Buena Vista		Ned Overton	✓ Robert Huff, GIS Manager/Regional Planner
✓	Tim Petrie	✓	Rick Chandler	✓ Nancy Gourley, Transit Program Coordinator
	City of Harrisonburg	✓	Casey Armstrong, Secretary	✓ Devon Thompson, Planning Assistant
	Ted Byrd	✓	Kim Sandum	✓ Rita Whitfield, Office Manager
	Abe Shearer		City of Waynesboro	✓ Cindi Johnson, Fiscal Officer
	Adam Fletcher	✓	Jeff Freeman	✓ Kimberly Miller, Administrative Assistant
	Highland County		Rusty Johnson	Tracey Coltrain, FOG Agritourism Coordinator
✓	Kevin Wagner, Treasurer			✓ Hunter Joseph, GIS Specialist/Planning Assistant
	City of Lexington			Others
✓	Frank Friedman, Vice Chair			✓ Jordan Bowman, Esq., Litten & Sipe
				✓ Dave Clinton, BARC Electric Cooperative

Call To Order

The June 20, 2016, Central Shenandoah Planning District Commission meeting was called to order at 7:00 p.m. by Chairperson Dull.

Public Comment

Chairperson Dull opened the floor to the public for comments. There were no public comments.

Minutes

Ms. Sandum moved, seconded by Mr. Friedman, to approve the minutes of the April 18, 2016, Commission meeting. Motion carried, with Mr. Petrie abstaining due to his absence at that meeting.

Chairperson's Report

Under Chairperson's Report, Chairperson Dull announced that the newly elected Executive Committee members will meet immediately following the Full Commission meeting to elect officers. She noted that she was not eligible to serve another term as Chairperson and this was her last meeting as CSPDC Chairperson.

Executive Director's Report

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

- Go Virginia. Ms. Riedesel noted that she has been meeting with the executive directors of the Northern Shenandoah Valley Regional Commission, Shenandoah Valley Partnership, and Shenandoah Valley Workforce Development Board to discuss the best way for the regional entities to work together on this initiative. She stated that the goal is to come back to each of the respective boards with a plan on how the GO Virginia region will function and the role of each of the regional entities.
- Transportation Alternative Program (TAP) Grants. Ms. Riedesel noted that the Commonwealth Transportation Board (CTB) reviewed a list of tentative TAP project awards for FY17 at their Board meeting that was held in Staunton on May 15th. The projects included for funding were the Multi-Use Path project in Glasgow; Safe Routes to School project at Bessie Weller Elementary School in Staunton; Spotswood Elementary School project in Harrisonburg; and funding to complete the Crozet Blue Ridge Tunnel project.
- Virginia Association of Planning District Commissions (VAPDC) Conference. Ms. Riedesel announced that the VAPDC will hold its Annual Conference on July 27-29, 2016, in Williamsburg, Virginia. She noted that this year's conference will focus on GO Virginia with keynote addresses from the State's GO Virginia team. Ms. Riedesel stated that if any Commission member wished to attend the VAPDC Conference to please let her know.
- Mountain Grove Community Connect Project. Ms. Riedesel stated that CSPDC staff assisted MGW Telephone Company, Inc. in submitting an application to USDA Rural Development for a Community Connect Broadband project in the Mountain Grove area of Bath County.
- BRITE Bus Improvements. Ms. Riedesel reported on significant improvements to Staunton's trolley and bus service such as renaming the Staunton Green Trolley the Downtown Trolley, extending summer hours, adding a new Saturday service, splitting the Silver Trolley route into two 30-minute routes named the North and West Loops, and developing user-friendly, enhanced maps for the use of BRITE bus riders.
- CSPDC Staff Recognition. Ms. Riedesel recognized Ms. Erin Yancey who earned her Combined Administrator Certification for Stormwater Management. She also recognized Mr. Kevin McDermott for recently being elected as the Vice Chairman of the Virginia Association of Metropolitan Planning Organizations (VAMPO).

Treasurer's Report

Chairperson Dull presented for consideration the Treasurer's Report (attached to file minutes). Mr. Wagner asked Ms. Johnson to give the report on the May 31, 2016, Financial Statement. Dr. Pattie moved, seconded by Mr. Wagner, to approve the Treasurer's Report as presented. Motion carried unanimously.

Report on Executive Committee Elections

Chairperson Dull presented Report on Executive Committee Elections. Ms. Riedesel announced that the votes of the new Executive Committee Board members had been tabulated and the following seven members were elected to the Executive Committee for three-year terms to serve from July 1, 2016 through June 30, 2019: Carolyn Dull, City of Staunton; Kevin Wagner, Highland County; Marshall Pattie, Augusta County; Jeff Freeman, City of Waynesboro; Ted Byrd, City of Harrisonburg; Casey Armstrong, Rockingham County; and Frank Friedman, City of Lexington. She reminded the newly elected Executive Committee members that there will be a meeting immediately following the Full Commission meeting to elect officers.

Consideration of FY17 CSPDC Budget (BAF #16-12)

Chairperson Dull presented for consideration the FY17 CSPDC Budget (attached to file minutes). She stated that the Executive Committee had reviewed the FY17 CSPDC Budget extensively at their May meeting and recommended approval. Ms. Riedesel gave a review on the Budget, noting that it was a breakeven budget. She stated that the FY17 Budget goes into effect on July 1st. Ms. Johnson gave a PowerPoint presentation on the FY17 Budget, noting that for FY17, 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 continue to remain at comparable levels to prior years. Ms. Johnson stated that some local contracts have or will be ending and reviewed the projects.

Ms. Johnson reviewed the Revenues; Revenues by Funding Source; Expenses; Personnel and Benefits; Program Hours and Full-Time Equivalents (FTE); Contracted Services; Administration Costs; Indirect Cost Rate; and Designated Funds. A question was raised and answered regarding the indirect cost rate. Mr. Friedman moved, seconded by Mr. Armstrong, to recommend approval of the CSPDC FY17 Budget. Motion carried unanimously.

Update On-Call Consulting Procurement, Conflict of Interest, and Freedom of Information Act

Chairperson Dull presented Update on-Call Consulting Procurement, Conflict of Interest, and Freedom of Information Act. Ms. Riedesel introduced and welcomed Mr. Jordan Bowman, Attorney At Law, Litten & Sipe, who was present to answer any questions regarding the three items.

On-Call Consulting Procurement

Ms. Riedesel stated that the CSPDC had established an On-Call Consultant Program in 2012 in an effort to increase efficiency and reduce administrative expenses and time in the procurement of services related to planning, zoning, architecture, engineering, environmental studies, and other similar services. She noted that there were administrative changes to the Program and ask Mr. Bowman to review the requirements under the Virginia's Public Procurement Act. Mr. Bowman reviewed the changes in the Program. He noted that if a jurisdiction's procurement policy follows the provision in Virginia's Public Procurement Act, they will need to enter into a "joint procurement agreement" with the CSPDC to purchase professional architectural or engineering services through the On-Call Consultant Program. Mr. Bowman stated that under the joint procurement agreement, the CSPDC will issue the request for proposal and award contracts to qualified offerors. The terms of those contracts would then be extended to each jurisdiction, but they would not be obligated to purchase services and would be free to conduct its own procurement in the future if it desires to do so. Mr. Bowman stated that if a jurisdiction wishes to enter into the joint procurement agreement, the agreement would need to be signed prior to the issuance of the request for proposals and may require Board or Council approval. Ms. Riedesel stated that the CSPDC currently has four consultants under contract; however, these contracts will expire in October 2016. She reviewed the timeframe for the Program, noting that the CSPDC plans to issue a request for proposals and enter into new contracts with consultants this fall. Ms. Riedesel stated that letters will be submitted to each jurisdiction within the next week regarding the Joint Procurement Agreement.

Conflict of Interest Act

Mr. Bowman reported on the Conflict of Interest Act. He stated that there's a provision in the Conflict of Interest Act (2.2-3100.1) that requires a "public body's administrator" to provide "any person required to file a disclosure statement" with a copy of the entire Act within two weeks of their appointment. According to the Conflict of Interest Council's interpretation, this is actually the obligation of the clerk for the public body in which your principal office is located, which in this case would be the City of Staunton. Questions were raised regarding how often the forms needed to be filed and whether elected officials needed to file in their respective jurisdiction as well as in the City of Staunton. Mr. Bowman responded that the way the law is currently written, it states that any Commission member who has already filed a COIA form will not need to file a second time. Commission members, who are not otherwise elected officials and have not filed for other reasons, need to file a COIA form with the clerk for the governing body for the jurisdiction in which the principal office is located. Mr. Bowman noted that the COIA Council will promulgate new forms this fall and the forms will need to be filed by January 15, 2017.

Freedom of Information Act

Mr. Bowman reported on the HB 818 which modifies the Freedom of Information Act. He noted that all state and local public bodies, including state authorities that are subject to the provisions of this chapter, shall designate and publicly identify one or more Freedom of Information Act officers. The FOIA officer's responsibility is to serve as a point of contact for members of the public in requesting public records and to coordinate the public body's compliance with the provisions of this

chapter. Mr. Friedman moved, seconded by Mr. Chandler, to appoint Ms. Riedesel as the FOIA officer for the CSPDC. Motion was carried by unanimous vote.

Consideration of Agreement between CSPDC and Virginia Regional Transit (VRT) (BAF #16-13)

Chairperson Dull presented for consideration Agreement between CSPDC and VRT. Ms. Riedesel stated that the current contract with VRT to provide public transit services expires on June 30, 2016. She noted that although, this current contract offers an additional one-year extension option, the FTA has directed that the CSPDC develop an interim month-to-month contract, with a not-to-exceed date of March 31, 2017. This is to allow DRPT and FTA additional time to resolve issues related to the control and ownership of the publicly funded transit facility located in Fishersville.

Ms. Riedesel noted that the contract, in an amount not-to-exceed \$950,000, has been executed and is effective July 1, 2016. The Executive Director has the authority to submit grants and sign contracts less than \$500,000 individually, but for contracts greater than \$500,000, the contract or agreement is presented to the Commission for ratification. Ms. Earhart moved, seconded by Ms. Angle, to ratify the contract with VRT for services for July 1, 2016 through March 31, 2017, in an amount not-to-exceed \$950,000. Motion carried unanimously.

Consideration of CSPDC Pension Plan (BAF #16-14)

Chairperson Dull presented for consideration CSPDC Pension Plan. Mr. Friedman gave an overview on the CSPDC Pension Plan, noting that an RFP was released in February and an ad hoc committee was established to review the proposals. He stated that the Committee recommended Union Bank, who will be partnering with MassMutual Financial Group as the agent of the Plan and Reliance Trust Company as the direct trustee and custodian of the funds. Mr. Friedman expressed his appreciation to the ad hoc committee for serving on the Retirement Plan Committee, which included Jennifer Mongold, Rockingham County Director of Human Resources; Bonnie Riedesel, Cindi Johnson, and Rebecca Joyce, CSPDC staff; and himself. Mr. Friedman moved, seconded by Mr. Chandler, to endorse the change of Pension Plan providers to Union Bank. Motion was carried by unanimous vote.

Commonwealth Intergovernmental Review Process (CIRPs) (BAF #16-11)

Chairperson Dull presented for consideration Commonwealth Intergovernmental Review Process (CIRPs). Ms. Riedesel stated that she had received an additional application submitted by the Interstate Commission on the Potomac River Basin (ICPRB) for EPA Mandatory Grant Programs for a total funding of \$712,048. Mr. Chandler moved, seconded by Ms. Earhart, to endorse the staff recommendations. Motion was carried by unanimous vote. They are as follows:

- A. An application submitted by the Virginia Department of Transportation (VDOT) Draft SPR Work Program for FY17. VDOT has submitted its annual work program for review and comment for a total of \$34,741,835. Staff recommends endorsement.

- B. An application submitted by Harrisonburg Downtown Renaissance for a USDA Rural Development Grant for the Expansion of the Harrisonburg Farmer's Market. Harrisonburg Downtown Renaissance has submitted an application for the expansion of the Harrisonburg Farmer's Market, Turner Pavilion, for \$839,200. Staff recommends endorsement.
- C. An application submitted by the Virginia Department of Environmental Quality (VDEQ) for VADEQ Pollution Prevention Outreach. DEQ has submitted an application for VADEQ Pollution Prevention Outreach for a total of \$96,000. Staff recommends endorsement.
- D. An application submitted by the Virginia Department of Environmental Quality (VDEQ) for VADEQ 2016-2018 Building Capacity for Protection of Wetland Resources in Virginia – Track One. DEQ has submitted an application for VADEQ 2016-2018 Building Capacity for Protection of Wetland Resources in Virginia for \$999,718. Staff recommends endorsement.
- E. MGW Application with USDA-RUS Community Connect Grant Program for Mountain Grove (Bath County) Broadband Project. MGW has submitted an application for a broadband fiber project in the Mt. Grove area of Bath County. Given time constraints, the Executive Director submitted a letter of support for this project on June 9, 2016. Staff recommends ratification of the Executive Director's endorsement letter.
- F. ICPRB application for EPA Mandatory Grant Program. ICPRB has submitted an application for \$712,048 to support development of TMDLs; enhance water quality restoration and protection on a watershed basis; improve drinking water source area protections; and develop and maintain adequate monitoring and assessment measures. Staff recommends endorsement.

Presentation on BARC Solar Project

Chairperson Dull presented BARC Solar Project presentation. Ms. Yancey introduced and welcomed Mr. Dave Clinton, Manager of Finance and Member Services, BARC Electric Cooperative. Mr. Clinton gave a PowerPoint presentation on BARC's Community Solar Project. He stated that BARC Electric is a rural non-profit organization and the only purpose for existence is to serve their customers. He discussed the visual impact, benefits, challenges and solutions, and economic barriers of solar power. Questions were raised and answered by Mr. Clinton regarding costs and number of subscribers.

Other Business

Under Other Business, Dr. Pattie reported that Augusta County had received a \$75,000 Virginia Telecommunication Planning Initiative (VATPI) Grant to develop a comprehensive broadband plan that will lay the groundwork to improve and expand internet service in the County. He stated that the County had conducted a survey on broadband needs to County residents and approximately 2,900 responses were received.

Adjournment

Chairperson Dull announced that the next CSPDC meeting will be held on August 15, 2016, at The Highland Center in Monterey. There being no further business to come before the Commission, a motion for adjournment was unanimously passed at 8:25 p.m.

Respectfully submitted,

Rita F. Whitfield, Clerk to the Commission

Approved:

Casey Armstrong, CSPDC Secretary



August 8, 2016

MEMO TO: CSPDC Commissioners
FROM: Bonnie S. Riedesel, Executive Director
SUBJECT: August 15, 2016 CSPDC Commission Meeting

The Central Shenandoah Planning District Commission (CSPDC) will hold its annual meeting on **Monday, August 15, 2016, 6:00 p.m., at The Highland Center, 61 Highland Center Drive, Monterey, Virginia.**

6:00 p.m. Business Meeting
6:30 p.m. Dinner
7:00 p.m. Program and Presentations

AGENDA

1. Call to Order
2. Public Comment
3. Welcome and Introductions
4. Minutes of June 20, 2016 Meeting
5. Reports
 - A) Chairperson
 - B) Executive Director
 - C) Treasurer
6. CSPDC A Year In Review FY 2016.

Commonwealth Intergovernmental Review Process (CIRPS) (BAF #16-16)

- A) An application submitted by the Virginia Department of Environmental Quality for FY16-FY19 Chesapeake Bay Regulatory & Accountability Program
- 7. Other Business
- 8. Adjournment

Next CSPDC Board Meeting: Monday, October 17, 2016

Dinner and PROGRAM

Presentation by the CSPDC Staff

A Year In Review FY 2016

Presentation on The Highland Center

*Betty Mitchell, Executive Director, The Highland Center
and the Highland County EDA*



Minutes
Central Shenandoah Planning District Commission Meeting
The Highland Center, Monterey, Virginia
August 15, 2016, 6:00 p.m.

Member Jurisdiction Representatives					
	Augusta County		City of Staunton		Staff
✓	Terry Kelley	✓	Carolyn Dull	✓	Bonnie Riedesel, Executive Director
✓	Marshall Pattie, Treasurer		Sharon Angle	✓	Rebecca Joyce, Senior Planner/Prog. Manager
	Joseph Colvin		Rockbridge County	✓	Elizabeth McCarty, Ec. Dev/Prog. Manager
✓	Becky Earhart	✓	A. W. Buster Lewis	✓	Ann Cundy, Senior Transportation Planner
	Bath County	✓	Chris Slaydon	✓	Scott Philips, Transportation Planner
✓	Edward Hicklin		Rockingham County	✓	Robert Huff, GIS Manager/Regional Planner
	City of Buena Vista	✓	Ned Overton	✓	Nancy Gourley, Transit Program Coordinator
	Tim Petrie		Rick Chandler	✓	Devon Thompson, Planning Assistant
	City of Harrisonburg		Casey Armstrong, Secretary	✓	Cindi Johnson, Fiscal Officer
✓	Ted Byrd	✓	Kim Sandum	✓	Rita Whitfield, Office Manager
	Abe Shearer		City of Waynesboro	✓	Kimberly Miller, Administrative Assistant
✓	Adam Fletcher		Jeff Freeman	✓	Tracey Coltrain, FOG Agritourism Coordinator
	Highland County		Rusty Johnson	✓	Hunter Joseph, GIS Specialist/Planning Assistant
✓	Kevin Wagner, Vice Chairman				
	City of Lexington				Others
	Frank Friedman, Chairman			✓	Jean Clark, Lexington-Rockbridge Tourism
				✓	Leslie Tate, Augusta County
				✓	Roy Burns, Bath County
				✓	James Benkahla, Augusta County
				✓	Rusty Ford, Rockbridge County
				✓	Sarah Collins, Highland County
				✓	Walt Obenschain, City of Staunton
				✓	Rich Holman, Mayor, Town of Monterey
				✓	Roberta Lambert, Highland County
				✓	David Blanchard, Highland County
				✓	Ande Banks, City of Harrisonburg

Call To Order

The August 15, 2016, Central Shenandoah Planning District Commission Annual meeting was called to order at 6:10 p.m. by Vice Chairman Wagner. He welcomed everyone to The Highland Center and asked everyone to introduce themselves.

Public Comment

Vice Chairman Wagner opened the floor to the public for comments. There were no public comments.

Minutes

Ms. Earhart moved, seconded by Mr. Byrd, to approve the minutes of the June 20, 2016, Commission meeting. Motion was carried by unanimous vote.

Executive Director's Report

Under Executive Director's Report, Ms. Riedesel presented the CSPDC "A Year in Review FY 2016" which highlights some of the programs, projects, and events that took place this past year. Ms. Riedesel noted that the organization is growing and becoming more involved in important programs and projects that have a direct impact on the region, communities, citizens, and businesses. She gave an update on the upcoming and ongoing programs and projects. Ms. Riedesel stated that the CSPDC has been recognized across the state and beyond for many innovative and collaborative efforts. She expressed her appreciation to the jurisdictions and Commissioners for their support, leadership, and guidance and to the CSPDC staff for their hard work and dedication.

Treasurer's Report

Vice Chairman Wagner presented for consideration the Treasurer's Report (attached to file minutes). Dr. Pattie gave a review on the June 30, 2016, Financial Statement and reported on the upcoming audits. Mr. Kelley moved, seconded by Ms. Dull, to approve the Treasurer's Report as presented. Motion carried unanimously.

Commonwealth Intergovernmental Review Process (CIRPs) (BAF #16-16)

Vice Chairman Wagner presented for consideration Commonwealth Intergovernmental Review Process (CIRPs). Ms. Riedesel presented an application submitted by the Virginia Department of Environmental Quality (VDEQ) for FY16-FY19 Chesapeake Bay Regulatory and Accountability Program (CBRAP). The total amount requested by DEQ for the 2016-19 CBRAP Grant is \$8,816,142. Ms. Riedesel stated that staff recommends endorsement. Ms. Earhart moved, seconded by Dr. Pattie, to endorse the staff's recommendation. Motion was carried by unanimous vote.

Adjournment

Vice Chairman Wagner announced that the next CSPDC meeting will be held on October 17, 2016. There being no further business to come before the Commission, the CSPDC Commission members unanimously adjourned at 6:20 p.m. to dinner and a presentation by the CSPDC staff, and a presentation and tour on The Highland Center.

Respectfully submitted,

Rita F. Whitfield
Clerk to the Commission

Approved:

Casey Armstrong
CSPDC Secretary



October 11, 2016

MEMO TO: CSPDC Commissioners
FROM: Bonnie S. Riedesel, Executive Director
SUBJECT: October 17, 2016 CSPDC Commission Meeting

The Central Shenandoah Planning District Commission (CSPDC) will hold its meeting on **Monday, October 17, 2016, 7:00 p.m.**, at the Central Shenandoah Planning District Commission Office, 112 MacTanly Place, Staunton, Virginia. If you cannot attend this meeting, please call the Commission Office at 540-885-5174.

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

AGENDA

1. Call to Order
2. Public Comment
3. Minutes of August 15, 2016 Meeting
4. Reports
 - A) Chairperson
 - B) Executive Director
 - C) Treasurer
5. Presentation – Economic Development in the Valley
 - *Shenandoah Valley Partnership Update - Carrie Chenery, SVP Executive Director*
 - *CEDS – Elizabeth McCarty*
 - *Bicycle Economic Impact Analysis – Elizabeth McCarty*
 - *GO Virginia – Bonnie Riedesel*
6. SMART SCALE Transportation Update and Consideration of SMART SCALE Resolutions (BAF #16-17)

7. Commonwealth Intergovernmental Review Process (CIRPS) (BAF #16-18)
 - A) A Community Development Block Grant (CDBG) Local Innovation Program application submitted by Rockingham County for Fields of Gold Tour de Farm
8. Other Business
9. Adjournment

Next CSPDC Board Meeting: Monday, December 5, 2016



Minutes
Central Shenandoah Planning District Commission Meeting
112 MacTanly Place, Staunton, VA 24401
October 17, 2016, 7:00 p.m.

Member Jurisdiction Representatives					
	Augusta County		City of Staunton		Staff
✓	Terry Kelley	✓	Carolyn Dull	✓	Bonnie Riedesel, Executive Director
✓	Marshall Pattie, Treasurer	✓	Sharon Angle	✓	Rebecca Joyce, Senior Planner/Prog. Manager
	Joseph Colvin		Rockbridge County	✓	Elizabeth McCarty, Ec. Dev/Prog. Manager
✓	Becky Earhart		A. W. Buster Lewis	✓	Ann Cundy, Senior Transportation Planner
	Bath County	✓	Chris Slaydon		Robert Huff, GIS Manager/Regional Planner
✓	Edward Hicklin		Rockingham County	✓	Nancy Gourley, Transit Program Coordinator
	City of Buena Vista	✓	Ned Overton	✓	Devon Thompson, Planning Assistant
✓	Tim Petrie	✓	Rick Chandler	✓	Rita Whitfield, Office Manager
	City of Harrisonburg	✓	Casey Armstrong, Secretary	✓	Cindi Johnson, Fiscal Officer
	Ted Byrd	✓	Kim Sandum	✓	Kimberly Miller, Administrative Assistant
	Abe Shearer		City of Waynesboro		Tracey Coltrain, FOG Agritourism Coordinator
✓	Adam Fletcher		Jeff Freeman	✓	Hunter Joseph, GIS Specialist/Planning Assistant
	Highland County		Rusty Johnson		
✓	Kevin Wagner, Vice Chair				
	City of Lexington				Others
✓	Frank Friedman, Chairman			✓	John Wilkinson, Augusta County
				✓	Carrie Chenery, SVP
				✓	Courtland Robinson, SVP
				✓	Tish Blackwell, SVP

Call To Order

The October 17, 2016, Central Shenandoah Planning District Commission meeting was called to order at 7:00 p.m. by Chairman Friedman.

Public Comment

Chairman Friedman opened the floor to the public for comments. There were no public comments.

Minutes

Dr. Pattie moved, seconded by Ms. Earhart, to approve the minutes of the August 15, 2016, Commission meeting. Motion carried unanimously.

Chairperson's Report

Under Chairperson's Report, Chairman Friedman presented a plaque to Ms. Becky Earhart, Augusta County representative, for her outstanding leadership and notable service to the Planning District Commission and to the people of the District, shown during her term as Commissioner.

Ms. Earhart introduced Mr. John Wilkinson, Director of Community Development for Augusta County.

Executive Director's Report

Under Executive Director's Report, Ms. Riedesel distributed copies of the CSPDC *Around The Region* newsletter for October. She reviewed the following:

- Reported that 20 SMART SCALE applications were recently submitted from the CSPDC region to the Virginia Department of Transportation (VDOT) SMART SCALE program. She stated that the total cost for FY17 SMART SCALE grant applications submitted was over \$250 million. Ms. Riedesel stated that Commission staff assisted the MPOs and localities in submitting the applications.
- Reported on an inventory study of all bus stop signage throughout the Staunton-Augusta-Waynesboro transit system conducted by Commission and Virginia Regional Transit staff. She stated that there were 125 bus sites in the transit system region that were being inventoried. Riedesel noted that the goal of the inventory is to create a comprehensive database to assist with the installation of new bus stop signs featuring the BRITE bus design.
- Announced that the Staunton-Augusta-Waynesboro Metropolitan Planning Organization (SAWMPO) will be hosting the second annual joint MPO meeting between the Charlottesville-Albemarle MPO and SAWMPO on October 26th, 10:00 a.m., at the Virginia Regional Transit facility in Fishersville. The meeting will include presentations on several projects shared between the two MPOs including an Inter-regional Transit Study, an I-64 Corridor Study, and the Crozet Tunnel renovation project.

Treasurer's Report

Chairman Friedman presented for consideration the Treasurer's Report (attached to file minutes). Dr. Pattie gave a report on the August 31, 2016, Financial Statement. Ms. Earhart moved, seconded by Mr. Chandler, to approve the Treasurer's Report as presented. Motion carried unanimously.

Presentation – Economic Development in the Valley

Shenandoah Valley Partnership (SVP) Update

Ms. Riedesel introduced and welcomed Ms. Carrie Chenery, Executive Director of the SVP. Ms. Riedesel gave background information on the SVP, noting that it was through a grant written by the CSPDC that the SVP was created almost 20 years ago. She noted that the CSPDC works very

closely with the SVP and reviewed several projects the Commission and SVP are jointly involved in.

Ms. Chenery introduced two new SVP staff members: Courtland Robinson, Business Development Director; and Tish Blackwell, Communications and Marketing Manager. Ms. Chenery gave an update on SVP activities and reported on the Marketing, Education and Workforce, and Development Committees upcoming activities. She distributed copies of the SVP 2016-16 Annual Report. Ms. Chenery also presented samples of the Harvest Box and the “Shenandoah Valley-Ready Suitcase” used for the SVP Familiarization (FAM) Tour that was held in September.

Comprehensive Economic Development Strategy (CEDS) Update

Ms. McCarty gave a review on the CEDS program. She noted that in 1998, Congress passed the Economic Development Administration Act that required all the EDDs in the country to develop a CEDS. She explained how the CSPDC and the SVP work together, noting that the SVP is the marketing side of economic development and the Commission is the research side. Ms. McCarty stated that CEDS is a strategy-driven plan for regional economic development and reviewed the projects benefitting from CEDS.

Bicycle Economic Impact Analysis

Ms. McCarty gave a review on Bicycle Economic Impact Analysis, noting that it is a study to estimate the economic impact of bicycle-related tourism in the Central Shenandoah Valley, and to collect information from those bicycling in the region. She stated that the study is an outcome of the 2014 Harrisonburg-Rockingham Bike-Walk Summit, an annual event since 2012 to share success stories and to look ahead to what else can be done to encourage biking and walking. Ms. McCarty reviewed the partners involved, noting that the project area covers four counties and five cities, generally following along the I-81 corridor from Shenandoah County to Rockbridge County. She reviewed the study activities, bicycle tourism economic impact, organizational recommendations, and bicycle facility and marketing recommendations.

GO Virginia

Ms. Riedesel gave an update on GO Virginia, noting that GO Virginia is administered and staffed by the Virginia Department of Housing and Community Development. She stated that the newly created GO Virginia State Board, a 24-member Board appointed by the Governor and the State Legislature, held their first meeting last week in Richmond. Ms. Riedesel stated that at their first organizational meeting, the Board approved the boundaries of the nine GO Virginia regions and presented a map showing the boundaries. The boundaries have been released for public comment and final action taken will be taken by the GO Virginia State Board at their December meeting.

Ms. Riedesel reported on the newly created GO Virginia Working Group. She stated that the Working Group is tasked with developing the guidelines and procedures for GO Virginia and that Carrie Chenery serves on the Working Group. She also reported that she and the directors of the SVP, Northern Shenandoah Valley Regional Commission, and the Shenandoah Valley Workforce

Development Board have been working together to develop an organizational framework on how the GO Virginia region would function and how the regional councils would be formed. Ms. Riedesel stated that they have been keeping regional stakeholders informed on the status of GO Virginia and hoped to bring a proposal back to each of their respective boards and commissions after the state guidelines are finalized.

SMART SCALE Transportation Update and Consideration of SMART SCALE Resolutions (BAF #16-17)

Chairman Freidman presented SMART SCALE Transportation Update and consideration of SMART SCALE Resolutions. Ms. Cundy gave an update on SMART SCALE, noting that SMART SCALE is a transportation performance evaluation program established by the General Assembly to rank local and regional transportation infrastructure projects and transit needs. She distributed copies of the FY18 SMART SCALE Grant applications (attached to file minutes). Ms. Cundy noted that the FY18 SMART SCALE application cycle closed on October 3rd, and the deadline to submit resolutions of support is December 1, 2016. She reviewed the SMART SCALE resolutions as follows:

- Rockingham County – Mayland Road Improvements (VA 259)
- Rockbridge County – I-81 Exit 205/Raphine Road (Rt. 606) Interchange Improvements
- City of Lexington – North Main Street Complete Streets Gateway Project
- CSPDC - I-81, Exit 235 Weyers Cave Truck Climbing Lanes and bridge repairs project.

Ms. Cundy stated that the CSPDC I-81, Exit 235 project and Rockbridge County's I-81 Exit 205 project require PDC endorsement because of their location along a Corridor of Statewide Significance (I-81). Ms. Earhart moved, seconded by Ms. Angle, to approve the FY18 SMART SCALE applications via resolutions from Rockingham and Rockbridge counties, City of Lexington, and the CSPDC. Motion was carried by unanimous vote. Several Commissioners expressed their appreciation and gratitude for staff's assistance in submitting the SMART SCALE applications.

Commonwealth Intergovernmental Review Process (CIRPs) (BAF #16-18)

Chairman Friedman presented for consideration Commonwealth Intergovernmental Review Process (CIRPs). Ms. Riedesel presented for consideration an application submitted by Rockingham County for a Community Development Block Grant (CDBG) Local Innovation Program for \$158,879. She gave a brief review on the project, noting that Rockingham County is submitting a CDBG Local Innovation Program funding application to the Virginia Department of Housing and Community Development on behalf of the 13 localities that comprise the Fields of Gold region. The Fields of Gold Tour de Farm is the blending of two established regional programs, Fields of Gold Farm Trail and Bike the Valley. Mr. Chandler moved, seconded by Ms. Sandum, for endorsement of the project. Motion carried unanimously.

Other Business

Under Other Business, Mr. Wagner expressed his appreciation to everyone who attended the August CSPDC Commission meeting in Highland County at The Highland Center. He requested if any jurisdictions had any mobile classrooms or excess property available to please let him know.

Adjournment

Chairman Friedman announced that the next CSPDC meeting will be held on December 5, 2016. There being no further business to come before the Commission, a motion for adjournment was unanimously passed at 8:25 p.m.

Respectfully submitted,

Rita F. Whitfield
Clerk to the Commission

Approved:

Casey Armstrong
CSPDC Secretary



November 28, 2016

MEMO TO: CSPDC Commissioners
FROM: Bonnie S. Riedesel, Executive Director
SUBJECT: December 5, 2016 CSPDC Commission Meeting

The Central Shenandoah Planning District Commission (CSPDC) will hold its meeting on **Monday, December 5, 2016, 7:00 p.m.**, at the Central Shenandoah Planning District Commission Office, 112 MacTanly Place, Staunton, Virginia. If you cannot attend this meeting, please call the Commission Office at 540-885-5174.

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

AGENDA

1. Call to Order
2. Public Comment
3. Minutes of October 17, 2016 Meeting
4. Reports
 - A) Chairperson
 - B) Executive Director
 - C) Treasurer
5. Consideration of FY16 Audit Report
 - *Megan Argenbright, CPA, Senior Associate, Brown Edwards and Company, LLP*
6. Presentation: "Hope Reborn of War" – A sneak preview of the exciting book and video project documenting the WWII Army Hospital, High School, and Rehabilitation Center in Fishersville.
 - Nancy Sorrells, Historian and Author
7. CSPDC Public Transit Program and Facility Update (Board Memo #16-2)

8. Consideration of CSPDC 2017 Meeting Schedule (BAF #16-19)
9. Commonwealth Intergovernmental Review Process (CIRPS) (BAF #16-20)
 - A) An application submitted by the CSPDC for Appalachian Regional Commission (ARC) Funds
 - B) An application submitted by CSPDC for Economic Development Administration (EDA) Funds
 - C) An application submitted by Interstate Commission on the Potomac River Basin for Development of Chesapeake Bay Optimization Tool
10. Other Business
11. Adjournment

Next CSPDC Board Meeting: Monday, February 6, 2017



Minutes
Central Shenandoah Planning District Commission Meeting
112 MacTanly Place, Staunton, VA 24401
December 5, 2016, 7:00 p.m.

Member Jurisdiction Representatives					
	Augusta County		City of Staunton		Staff
✓	Terry Kelley	✓	Carolyn Dull	✓	Bonnie Riedesel, Executive Director
✓	Marshall Pattie, Treasurer	✓	Sharon Angle	✓	Rebecca Joyce, Senior Planner/Prog. Manager
	Joseph Colvin		Rockbridge County	✓	Elizabeth McCarty, Director of Planning
✓	Leslie Tate	✓	A. W. Buster Lewis		Ann Cundy, Transportation Program Manager
	Bath County	✓	Chris Slaydon	✓	Hunter Joseph, GIS Specialist/Planning Assistant
✓	Edward Hicklin		Rockingham County	✓	Nancy Gourley, Transit Manager
	City of Buena Vista	✓	Ned Overton	✓	Devon Thompson, Planning Assistant
✓	Tim Petrie		Rick Chandler	✓	Rita Whitfield, Office Manager
	City of Harrisonburg		Casey Armstrong, Secretary	✓	Cindi Johnson, Fiscal Officer
✓	Ted Byrd		Kim Sandum	✓	Kimberly Miller, Administrative Assistant
	Abe Shearer		City of Waynesboro	✓	Tracey Coltrain, FOG Agritourism Coordinator
	Adam Fletcher	✓	Jeff Freeman		Others
	Highland County		Rusty Johnson	✓	Nancy Sorrells, Historian & Author
✓	Kevin Wagner, Vice Chair			✓	Jordan Bowman, Litten & Sipe
	City of Lexington			✓	Megan Argenbright, Brown Edwards & Co.
	Frank Friedman, Chairman			✓	Pete Kesecker, Rockingham

Call To Order

The December 5, 2016, Central Shenandoah Planning District Commission meeting was called to order at 7:00 p.m. by Vice Chairman Kevin Wagner.

Public Comment

Vice Chairman Wagner opened the floor to the public for comments. There were no public comments.

Minutes

Dr. Marshall Pattie moved, seconded by Ms. Sharon Angle, to approve the minutes of the October 17, 2016, Commission meeting. Motion carried unanimously.

Chairperson's Report

Under Chairperson's Report, Vice Chairman Wagner presented a plaque to Mr. Abe Shearer, City of Harrisonburg representative, for his outstanding leadership and notable service to the Planning District Commission and to the people of the District, shown during his term as Commissioner. He announced that Sharon Angle would be retiring from the City of Staunton as Director of Planning after 29 years of service.

Executive Director's Report

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

- *Investments in the Region, FY13-FY16.* Ms. Riedesel stated that one of the more important services provided by the CSPDC to its member jurisdictions is writing grants and finding ways to bring additional financial resources into the Region. This year's report documents more than \$12M in grants that were secured over the past four fiscal years. This calculates to approximately \$32 in state and federal funds leveraged for every \$1 the CSPDC receives in local dues over a ten-year period.
- *Six Firms Selected for On-Call Consultant Program.* Ms. Riedesel stated that the CSPDC's On-Call Consultant Program, established in 2012, facilitates quick delivery of planning, architectural, engineering, and other services for local and regional projects. On September 2, 2016, the CSPDC released an RFP and received 38 proposals which were scored and ranked by a selection committee. The top 6 ranked firms have been offered a contract for 1-year, which can be extended annually up to a total of 5 years. Once the contracts are in place, an announcement will be sent to all local managers and staff.
- *CSPDC Staff Updates.* Ms. Riedesel announced that: Ms. Elizabeth McCarty has been promoted to Director of Planning; Ms. Ann Cundy has been promoted to Transportation Program Manager; and Mr. Robbie Huff, GIS Manager, has resigned.

Ms. Riedesel expressed her appreciation to the Commissioners and the localities for their support and cooperation to the CSPDC. She also expressed her appreciation to the Commission staff for their hard work this year in making all of these accomplishments possible.

Treasurer's Report

Vice Chairman Wagner presented for consideration the Treasurer's Report (attached to file minutes). Dr. Pattie gave a report on the October 31, 2016, Financial Statement. He noted that the Executive Committee had reviewed the FY16 Audit Report and was given an update on the Pension Plan at their meeting prior to the Full Commission meeting. Mr. Terry Kelley moved, seconded by Ms. Carolyn Dull, to approve the Treasurer's Report as presented. Motion carried unanimously.

Consideration of FY16 Audit Report

Vice Chairman Wagner welcomed and introduced Ms. Megan Argenbright, CPA, Senior Associate of Brown, Edwards and Company, LLP, who was present to answer any questions regarding the CSPDC FY16 Audit Report. Ms. Argenbright gave a brief review on the Audit Report, noting that the audit includes an unmodified clean opinion. Vice Chairman Wagner reported that the FY16 Draft Audit Report had been presented in detail to the Executive Committee and that the Executive Committee was recommending it for approval to the Full Commission. Upon recommendation of the Executive Committee, Dr. Marshall Pattie moved, seconded by Ms. Carolyn Dull, to accept the CSPDC FY16 Audit Report as presented. Motion carried unanimously.

Presentation – “Hope Reborn of War”

Vice Chairman Wagner introduced and welcomed Ms. Nancy Sorrells, Historian and Author. Ms. Sorrells has written a book and worked with filmmaker Connie Doebele, a former C-SPAN documentary maker and journalist, on the story of the World War II army hospital entitled “Hope Reborn of War.” Ms. Sorrells presented the first part of the documentary on the World War II hospital. She stated that the documentary and book detail how the bucolic farmland in Fishersville was transformed in the early 1940s into a kind of city, complete with hospital, residences, a gym and swimming pool, and venues where the troops could be entertained, and where the wounded could be treated and spend time recovering from their injuries.

CSPDC Public Transit Program and Facility Update (Board Memo #16-2)

Vice Chairman Wagner presented Update on the CSPDC Public Transit Program and Facility. Ms. Nancy Gourley gave an update on the Program, noting that since 2013, the CSPDC has been the designated grants administrator and manager of the transit service, now known as BRITE, which operates in the Staunton, Augusta and Waynesboro area. In this transit role, the CSPDC is responsible for making application for the transit grant funding, for contracting with a transit provider, and for adhering to all state and federal mandates and requirements related to transit. In March of this year, the Federal Transportation Administration (FTA) conducted a full compliance review of the CSPDC transit functions. This review resulted in seven findings of deficiency, of which six have been closed. The remaining open finding relates to the ownership and control of the transit facility located in Fishersville. This facility was built in FY11 by Virginia Regional Transit (VRT), a private not-for-profit, using 80% federal money, 16% state, and 4% local and private funds. The useful life of the federal investment in the building is 40 years, which leaves approximately 34 years of federal interest in the facility. It is the position of the FTA that this federal asset needs to reside with the federally designated transit administrator; i.e. the public entity that is the recipient of the funds and manages the program. Ms. Gourley stated that staff, along with legal counsel, has been working with the Federal Transit Administration (FTA), the Virginia Department of Rail and Public Transportation (DRPT), and Virginia Regional Transit (VRT) over the past nine months to develop a process to transfer the facility to the CSPDC. The local jurisdictions (Staunton, Waynesboro, and Augusta County) as well as the CSPDC Executive Committee, have been apprised of the process.

Ms. Gourley stated that DRPT has worked with the Attorney Generals' office to create any Memorandum of Agreement which spells out the conditions of the transfer of the facility and assets to the CSPDC. It is anticipated that the MOA will be executed by the end of this month. CSPDC staff is working with legal counsel to develop a comprehensive list of projected costs associated with this transfer. DRPT has directed the CSPDC to prepare and submit a grant application to cover 100% of these costs of the transfer, insuring first and foremost, that there will be no cost to the PDC, and secondly that the funds will be available for reimbursement as expenses are incurred. Concurrently, the PDC will release and advertise a procurement for a transit provider for the transit services this week. Ms. Gourley stated that the current contract with VRT expires at the end of June, and the schedule allows for a fair and competitive procurement. Mr. Jordan Bowman, Attorney with Litten and Sipe, was present to review the next steps, and to respond to any questions. He noted that the transfer of the transit facility was a great position for the CSPDC to be in. He reported on the ownership and control of the transit facility located in Fishersville; the tasks related to the transfer of the facility in relation to obtaining a condition and environmental report; timing of the closing for the real estate transfer; and items that will need to be presented to the Commission for action. Mr. Bowman reported on the benefits of ownership of the \$3.5 million facility, one of which is the income from leases of the top floor of the building; convenience of location for future transit; and convenient meeting space. He noted that it would be a debt-free asset after 34 years with no mortgage. Upon a question regarding the tax exempt status, he noted that the building would be tax exempt except for the income from the leases but for the bulk of the building for public purpose it is tax exempt. Mr. Bowman stated that it lays the groundwork for transitioning the transit program to a regional entity in the future if and when that is the political will of the three jurisdictions.

Consideration of CSPDC 2017 meeting Schedule (BAF #16-19)

Vice Chairman Wagner presented for consideration the CSPDC 2017 Meeting Schedule (attached to file minutes). Ms. Riedesel briefly reviewed the meeting schedule for 2017 for the Executive Committee and Full Commission meetings. Mr. Terry Kelley moved, seconded by Ms. Carolyn Dull, to approve the 2017 CSPDC Meeting Schedule as presented and to authorize the Executive Director to schedule special meetings as needed. Motion carried unanimously.

Commonwealth Intergovernmental Review Process (CIRPs) (BAF #16-20)

Vice Chairman Wagner presented for consideration Commonwealth Intergovernmental Review Process (CIRPs). Mr. Buster Lewis moved, seconded by Mr. Edward Hicklin, to endorse the staff recommendations. Motion carried unanimously. They are as follows:

- A. An application submitted by the CSPDC to the Appalachian Regional Commission (ARC) for \$81,816 in ARC funding. Major work elements include planning and technical assistance to the ARC eligible communities of Bath, Highland and Rockbridge counties, Buena Vista and Lexington, and the towns of Goshen, Glasgow and Monterey. Staff recommends endorsement.
- B. An application submitted by the CSPDC to the Economic Development Administration (EDA) for \$140,000 EDA funding. Major work elements include comprehensive

updating of the Comprehensive Economic Development Strategy, maintaining and updating the Regional Data Center, development of various economic development related statistical reports, etc. Staff recommends endorsement.

- C. An application submitted by the Interstate Commission on the Potomac River Basin for the Development of Chesapeake Bay Optimization Tool. The Interstate Commission on the Potomac River Basin is applying to the U.S. Environmental Protection Agency, Region III for the Development of Chesapeake Bay Optimization Tool for a total funding of \$984,263. Staff recommends endorsement.

2017 Project Impact Calendars

Vice Chairman Wagner presented the 2017 Project Impact Calendars. Ms. Rebecca Joyce gave a brief description on the Shenandoah Valley Project Impact Calendars for 2017. She noted that the calendar contains preparedness and mitigation information about many types of severe weather, emergencies and disasters.

Adjournment

Vice Chairman Wagner announced that the next CSPDC meeting will be held on February 6, 2017. There being no further business to come before the Commission, a motion for adjournment was unanimously passed at 8:35 p.m.

Respectfully submitted,

Rita F. Whitfield
Clerk to the Commission

Approved:

Casey Armstrong
CSPDC Secretary