



January 25, 2016

**MEMO TO:** CSPDC Executive Committee

**FROM:** Bonnie S. Riedesel, Executive Director

**SUBJECT:** February 1, 2016 Executive Committee Meeting

The Executive Committee of the Central Shenandoah Planning District Commission will hold a meeting on **Monday, February 1, 2016, 6:00 p.m.**, at the Central Shenandoah Planning District Commission Office, 112 MacTanly Place, Staunton, Virginia.

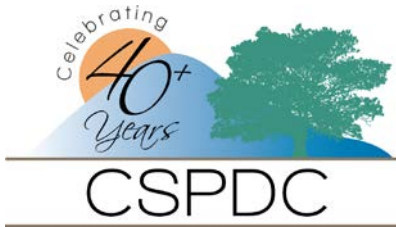
If you cannot attend this meeting, please call the Commission Office.

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

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**Agenda**

1. Call to Order
2. Consideration of December 7, 2015 Minutes
3. Consideration of Transfer of Funds from Operating Account to Development Fund (BAF#16-4)
4. Update on CSPDC Transit
5. Update on FY17 Budget Process
6. Update on Bylaws and Charter Amendments
7. Update on RFP for Retirement Services
8. Other Business
9. Adjournment



**Minutes**  
**Central Shenandoah Planning District Commission**  
**112 MacTanly Place, Staunton, Virginia**  
**Executive Committee Meeting**  
**February 1, 2016, 6:00 p.m.**

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

**Call To Order**

The February 1, 2016, Executive Committee meeting was called to order at 6:00 p.m. by Chairperson Dull.

**Minutes**

Mr. Friedman moved, seconded by Mr. Wagner, to approve the minutes of the December 7, 2015, meeting as presented. Motion was carried by unanimous vote.

**Consideration of Transfer of Funds from Operating Account to Development Fund  
 (BAF #16-4)**

Chairperson Dull presented for consideration Transfer of Funds from Operating Account to Development Fund. Ms. Riedesel stated that in January 2013, the CSPDC Executive Committee approved a plan to set up and allocate funds from the operating account into a new account for future development needs. She noted that annually, the CSPDC reviews the prior year audited surplus and recommends the amount of funds to transfer to this account. Ms. Johnson stated that for the Fiscal Year ended June 30, 2015, the CSPDC showed an excess of revenues over expenses of \$14,509. Ms. Riedesel recommended that 25% of the surplus, which is \$3,627, be transferred to the development fund, and reserve \$33,000 as match for the Appalachian Regional Commission (ARC) Bike to Farm program that is currently under review by ARC. Mr. Wagner moved, seconded by Mr. Lewis, to approve the transfer of \$3,627 from the operating account into the development fund and reserve \$33,000 for the ARC Bike to Farm grant application. Motion carried unanimously.

### **Update on Central Shenandoah Planning District Commission (CSPDC) Transit**

Chairperson Dull presented Update on CSPDC Transit. Ms. Riedesel gave an update on the transit system and FTA 5311 funding for rural transit. She noted that the FY17 consolidation of the rural and urban routes of the transit system had been planned for over a year, and was confirmed with the written direction of the Virginia Department of Rail and Public Transportation (DRPT) staff in February 2015. Ms. Gourley reported on the DRPT-funded Transit Development Plan (TDP) which was adopted by the CSPDC in August 2015. She noted that the TDP states that the overarching goal of the TDP is to have one consolidated system for transit in this region for a stronger and more efficient system. Ms. Gourley stated that on January 20<sup>th</sup>, the CSPDC staff was informed by DRPT staff that VRT would remain the recipient of the 5311 rural funds for FY17, which contradicted what she had been told by DRPT. Ms. Riedesel presented a draft letter to DRPT on behalf of the Commission expressing their issues and concerns regarding FTA 5311 funding for rural transit (attached to file minutes). Discussion ensued regarding the VRT-owned transit facility located in the service area, funding, and operating a transit system in the region that meets the needs of the community. It was the consensus of the Executive Committee members present to submit the letter to DRPT as presented.

### **Update on FY17 Budget Process**

Chairperson Dull presented the FY17 Budget Process. Ms. Riedesel stated that staff was in the process of developing the CSPDC FY17 Budget and gave a brief review on the process. Ms. Johnson briefly reviewed the proposed cost of living, health insurance, benefit changes, and capital expenses. Ms. Riedesel stated that budget request letters describing the activities and services that the CSPDC provides had been submitted to the jurisdictions. She noted that a draft budget will be presented to the Executive Committee in May with a final budget presented to the Full Commission for adoption in June.

### **Update on Bylaws and Charter Amendments**

Chairperson Dull presented Update on Bylaws and Charter Amendments. Ms. Riedesel gave a brief update on the Amendments, noting that the proposed Charter Amendment to change the terms of the Executive Committee from two years to three years to align with the terms of Commission members was approved by three-fourths of the member governmental subdivisions. She noted that the proposed Bylaws Amendment to revise the process of electing the Executive Committee members allowing nominations to be made by Commissioners instead of member jurisdictions was not approved by eight of the localities. Ms. Riedesel stated that the Charter Amendment will be considered at the Full Commission meeting.

### **Update on RFP for Retirement Services**

Chairperson Dull presented Update on RFP for Retirement Services. Ms. Riedesel stated that on January 12, the Retirement Plan Committee met to develop the RFP schedule, review the draft RFP documents, and develop a list of potential bidders. She reviewed the RFP schedule and list of potential firms. Ms. Riedesel noted that the RFP's were due by April 1, 2016. Ms. Riedesel thanked

Frank Friedman and Jennifer Mongold from Rockingham County for serving on the Retirement Plan Committee.

### **Other Business**

Under Other Business, Ms. Riedesel stated that there was a vacancy on the Executive Committee and the office of Vice Chairperson, to replace Mr. McWilliams. She stated that since the present terms of the Executive Committee expire June 30, 2016, she recommended not holding a special election, but recommended electing a Vice Chairperson for the remaining term. It was the consensus of the Executive Committee members presented to nominate Mr. Friedman as Vice Chairperson.

### **Adjournment**

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

Respectfully submitted,

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Rita F. Whitfield  
Clerk to the Commission

Approved:

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Casey Armstrong  
CSPDC Secretary



May 9, 2016

**MEMO TO:** CSPDC Executive Committee

**FROM:** Bonnie S. Riedesel, Executive Director

**SUBJECT:** May 16, 2016 Executive Committee Meeting

The Executive Committee of the Central Shenandoah Planning District Commission will hold a meeting on **Monday, May 16, 2016, 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 at 5:30 p.m.**

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### **Agenda**

1. Call to Order
2. Consideration of February 1, 2016 Minutes
3. Consideration of CSPDC FY17 Budget (BAF #16-8)
4. Consideration of Updated Financial and Budgetary Policies (BAF #16-10)
5. Update and Approval to Utilize Funds to Match USDA Local Foods Promotion Program (LFPP) Grant
6. Update on Retirement Services
7. Update on Transportation Planner Position
8. Update on Federal Transit Administration (FTA) Triennial Review
9. Other Business
10. Adjournment



**Minutes**  
**Central Shenandoah Planning District Commission**  
**112 MacTanly Place, Staunton, Virginia**  
**Executive Committee Meeting**  
**May 16, 2016, 6:00 p.m.**

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

**Call To Order**

The May 16, 2016, Executive Committee meeting was called to order at 6:00 p.m. by Chairperson Dull. She noted that the agenda needed to be amended to add an additional item. Mr. Friedman moved, seconded by Mr. Freeman, to amend the agenda to add Recess into Closed Session. Motion carried unanimously.

**Minutes**

Mr. Friedman moved, seconded by Mr. Lewis, to approve the minutes of the February 1, 2016, meeting as presented. Motion was carried by unanimous vote.

**Consideration of Draft CSPDC FY17 Budget (BAF #16-8)**

Chairperson Dull presented for consideration the Draft CSPDC FY17 Budget (attached to file minutes). Ms. Riedesel gave a brief review on the Budget, noting that the FY17 Budget goes into effect on July 1<sup>st</sup>. Ms. Johnson reviewed the Budget, noting that the per capita assessment remains the same at base plus 70 cents per capita. She noted 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 noted that the development of the FY17 Commission Budget began in January with a working budget developed based upon known grants, contracts, and agreements. She reviewed the Revenues; Expenses; Personnel and Benefit Budget Assumptions; Contracted Services;

Administration costs; Indirect Cost Rate; and Designated Funds. Questions were raised and answered regarding health insurance, impact of new classification regarding exempt and non-exempt employees, funding for Fields of Gold, and need for additional office space. Ms. Riedesel pointed out the following changes to the Budget: 1) includes a 2% cost of living increase; 2) the addition of a flexible spending/dependent care account; 3) a match for the 457 Plan of 1% for employees who contribute up to 2% of wages into the Plan; and 4) the addition of a part-time GIS Planning Assistant position. After a lengthy discussion, Mr. Friedman moved, seconded by Mr. Armstrong, to recommend adoption of the Draft CSPDC FY17 Budget to the Full Commission. Motion carried unanimously.

### **Recess into a Closed Session**

On a motion by Mr. Friedman, seconded by Mr. Wagner, and carried by a vote of 6 to 0, voting recorded as follows: Mr. Armstrong – Aye; Ms. Dull – Aye; Mr. Freeman – Aye; Mr. Friedman – Aye; Mr. Lewis – Aye; Mr. Wagner – Aye; the Executive Committee recessed the meeting from 6:35 to 7:10 p.m., for a closed meeting pursuant to section 2.2-3711(A)(3) of the Virginia Code to discuss the acquisition of real property for a public purpose.

Upon the conclusion of the closed session at 7:10 p.m., the Executive Committee adopted the following resolution on motion by Mr. Friedman, seconded by Mr. Wagner.

#### **Certification Resolution (*attached to file minutes*)**

With respect to the just-concluded closed session, and to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the Executive Committee.

The resolution was adopted by a vote of 6 to 0, voting recorded as follows: Mr. Armstrong – Aye; Ms. Dull – Aye; Mr. Freeman – Aye; Mr. Friedman – Aye; Mr. Lewis – Aye; Mr. Wagner – Aye.

### **Update on Retirement Services**

Chairperson Dull presented Update on Retirement Services. Ms. Johnson gave an update on the CSPDC Request for Proposals (RFP) for Retirement Services. She stated that the Retirement Plan Committee met on April 12<sup>th</sup> and reviewed the nine proposals received in response to the RFP released in March. Ms. Johnson reviewed the list of potential firms, noting that the Retirement Plan Committee will be interviewing three of the firms next week. Mr. Friedman stated that all the potential bidders had good proposals but the three selected were the strongest and met what the Committee was trying to accomplish. Ms. Riedesel expressed her appreciation to Frank Friedman and Jennifer Mongold from Rockingham County for serving on the Retirement Plan Committee.

## **Update and Approval to Utilize Funds to Match USDA Local Foods Promotion Program (LFPP) Grant**

Chairperson Dull presented Update and Approval to Utilize Funds to Match USDA Local Foods Promotion Program. Ms. Riedesel gave a brief overview on the grant application, noting that it was submitted last week with the assistance from the Governor's office. She stated that the proposed project, Fields of Gold: Shenandoah Valley's Farm to Fork Expo, will benefit local farms by providing training and a venue to promote their agricultural products directly to restaurants, schools, and universities from larger markets such as Northern Virginia, Washington, D.C., Richmond, and Charlottesville. The CSPDC will work with approximately 175 local producers to provide education and technical assistance on methods to market products and assist them in development marketing materials. Key outcomes include increased ability of producers to market and sell products within the region and sustainable networks for future sales. Questions were raised and answered regarding funding and the expected outcome from the project. Ms. Riedesel stated that the match funds from the CSPDC development fund that was previously approved for the Tour-to-Farm grant through the Appalachian Regional Commission that was not awarded could be used for this grant. Mr. Lewis moved, seconded by Mr. Friedman, to approve the transfer of the CSPDC development funds to be used for the match funds from the previous grant that was not awarded to the LFPP grant if needed. Motion carried unanimously.

## **Consideration of Updated Financial and Budgetary Policies (BAF #16-10)**

Chairperson Dull presented for consideration Updated Financial and Budgetary Policies (attached to file minutes). Ms. Johnson reviewed the changes to the Updated Financial and Budgetary Policies, noting that these policies address how the Commission budgets, manages reserve funds, maintains the indirect rate policy, and other key financial areas. Mr. Armstrong moved, seconded by Mr. Freeman, to approve the Financial and Budgetary Policies as written. Motion was carried by unanimous vote.

## **Update on Transportation Planner Position**

Chairperson Dull presented Update on Transportation Planner Position. Ms. Riedesel gave a brief update on the status of the position, noting that she was still in the process of interviewing applicants.

## **Update on Federal Transit Administration (FTA) Triennial Review**

Chairperson Dull presented Update on FTA Triennial Review. Ms. Gourley stated that the Commission had received the final Transit Triennial report from FTA and gave a brief review on the report. She noted that the Triennial Review is an oversight review and forward looking assessment of the grantee's risk in the management and implementation of FTA grant programs. Ms. Gourley stated that overall the CSPDC fared well and was commended by FTA for effective and adequate policies, procedures, administrative oversight and financial recordkeeping and had few areas of concern. She said the areas of concern will be addressed within the next couple of months. Ms. Gourley noted that one area of concerns/findings is future procurement of a service provider and involves ownership/control issues surrounding the transit facility in Fishersville.



## **Adjournment**

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

Respectfully submitted,

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Rita F. Whitfield  
Clerk to the Commission

Approved:

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Casey Armstrong  
CSPDC Secretary



**Minutes**  
**Central Shenandoah Planning District Commission**  
**112 MacTanly Place, Staunton, Virginia**  
**Executive Committee Meeting**  
**June 20, 2016, 8:30 p.m.**

Member Jurisdiction Representatives				
	<b>City of Staunton</b>		<b>Augusta County</b>	
✓	Carolyn Dull	✓	Dr. Marshall Pattie, Treasurer	✓
	<b>Highland County</b>		<b>City of Waynesboro</b>	✓
✓	Kevin Wagner, Vice Chairman	✓	Jeff Freeman	
	<b>City of Lexington</b>		<b>City of Harrisonburg</b>	
✓	Frank Friedman, Chairman		Ted Byrd	
	<b>Rockingham County</b>			<b>Others</b>
✓	Casey Armstrong, Secretary			

**Call To Order**

The June 20, 2016, Executive Committee meeting was called to order at 8:35 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, 2016 through June 30, 2019. She noted that the Chairperson and Vice Chairperson must be elected officials.

Ms. Dull moved, seconded by Mr. Armstrong, to nominate and elect the slate of officers as follows: Frank Friedman, Chairman; Kevin Wagner, Vice Chairman; Casey Armstrong, Secretary; and Marshall Pattie, Treasurer. Motion was carried by unanimous vote and the slate of candidates was elected.

**Adjournment**

There being no further business to come before the Committee, a motion for adjournment was unanimously passed at 8:40 p.m.

Rita F. Whitfield

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Clerk to the Commission

Approved:

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Casey Armstrong  
CSPDC Secretary



July 12, 2016

**MEMO TO:** CSPDC Executive Committee

**FROM:** Bonnie S. Riedesel, Executive Director

**SUBJECT:** July 20, 2016 Executive Committee Meeting

The Executive Committee of the Central Shenandoah Planning District Commission will hold a meeting on **Wednesday, July 20, 2016, 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 at 5:30 p.m.**

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**Agenda**

1. Call to Order
2. Consideration of May 16, 2016 and June 20, 2016 Minutes
3. Consideration of USDA Rural Development Rural Business Development Grant (RBDG) Resolution (BAF #16-15)
4. Discussion on CSPDC Transit Program
5. Update on CSPDC Staff
6. Closed Session
7. Other Business
8. Adjournment



**Minutes**  
**Central Shenandoah Planning District Commission**  
**112 MacTanly Place, Staunton, Virginia**  
**Executive Committee Meeting**  
**July 20, 2016, 6:00 p.m.**

Member Jurisdiction Representatives				
	<b>City of Staunton</b>		<b>Augusta County</b>	
✓	Carolyn Dull		Dr. Marshall Pattie, Treasurer	✓
	<b>Highland County</b>		<b>City of Waynesboro</b>	✓
	Kevin Wagner, Vice Chairman	✓	Jeff Freeman	
	<b>City of Lexington</b>		<b>City of Harrisonburg</b>	
✓	Frank Friedman, Chairman	✓	Ted Byrd	
	<b>Rockingham County</b>			✓
✓	Casey Armstrong, Secretary			✓
				<b>Others</b>
				✓
				Jason Ham, Litten & Sipe
				✓
				Jordan Bowman, Litten & Sipe

**Call To Order**

The July 20, 2016, Executive Committee meeting was called to order at 6:00 p.m. by Chairman Friedman.

**Minutes**

There being no corrections or additions, Chairman Friedman declared the minutes of the May 16, 2016, and June 20, 2016, meetings approved as presented.

**Consideration of USDA Rural Development Rural Business Development Grant (RBDG) Resolution (BAF #16-15)**

Chairman Friedman presented for consideration USDA Rural Development Rural Business Development Grant Resolution (attached to file minutes). Ms. Riedesel gave a review on the RBDG, noting that the CSPDC has been awarded a \$98,625 grant through the USDA Rural Development Rural Business Development Grant. Funds will be used to provide technical assistance, business support services and marketing services for the agricultural producers in the Fields of Gold agritourism program. Ms. Riedesel stated that the project begins on August 1, 2016 and runs through July 31, 2017. Mr. Byrd moved, seconded by Mr. Freeman, to adopt the Resolution to obtain financial assistance through the USDA Rural Business Development Grant. Motion was carried by unanimous vote.

**Discussion on CSPDC Transit Program**

Chairman Friedman presented Discussion on CSPDC Transit Program. Ms. Riedesel welcomed and introduced Jordan Bowman and Jason Ham, Attorneys with Litten and Sipe, who were presented to

answer any questions. Ms. Riedesel gave background information on the Transit Program, noting that the Staunton-Augusta-Waynesboro region was designated as an urbanized area following the decennial census. She noted that as a result, the Staunton-Augusta-Waynesboro Metropolitan Planning Organization (SAWMPO) was formed to conduct transportation planning on a regional basis. Ms. Riedesel stated that as part of that, the local transit provider, Virginia Regional Transit (VRT), was no longer eligible to receive federal funding. The funding must go to a public entity; i.e., local government, transit authority, or PDC and that VRT is not eligible to receive these funds since they are a private not-for-profit. Ms. Riedesel noted that the Commission voted in 2013 for the CSPDC to be the direct recipient of the FTA 5307 funding and pass through the funding to VRT to maintain their transit system in the urbanized area. She stated that since 2013, the CSPDC has been successfully administering the transit funding in the urban area and will begin managing the rural transit program in FY18.

Ms. Gourley gave an update on the Transit Triennial Review report from FTA, noting that overall the CSPDC fared well. She said that five out of seven findings were addressed and one will be addressed within the next week. Ms. Gourley stated that the other area of concern/findings is future procurement of a service provider and involves ownership/control issues surrounding the federal funded transit facility in Fishersville, currently owned by VRT. The CSPDC is currently in discussion with DRPT and FTA regarding the ownership of the transit facility and its relationship to the public transit service in the region. Discussion ensued regarding the status of the transit facility, potential transfer of control/ownership, potential benefits to the CSPDC, legal implications, and how to move forward.

### **Update on CSPDC Staff**

Chairman Friedman presented Update on CSPDC Staff. Ms. Riedesel announced that Scott Philips was hired as the new CSPDC Transportation Planner and started his duties on July 18<sup>th</sup>. She also announced two resignations: Erin Yancey, Senior Planner and Kevin McDermott, Transportation Manager. She discussed a strategy to restructure the organization to address the loss of staff and the increased work, particularly in the area of transportation planning and transit services.

### **Adjournment**

There being no further business to come before the Committee, a motion for adjournment was unanimously passed at 7:00 p.m. Motion was carried by unanimous vote.

Respectfully submitted,

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Rita F. Whitfield, Clerk to the Commission

Approved:

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Casey Armstrong, CSPDC Secretary



October 11, 2016

**MEMO TO:** CSPDC Executive Committee

**FROM:** Bonnie S. Riedesel, Executive Director

**SUBJECT:** October 17, 2016 Executive Committee Meeting

The Executive Committee of the Central Shenandoah Planning District Commission will hold a meeting on Monday, October 17, 2016, 6:00 p.m., at the Central Shenandoah Planning District Commission Office, 112 MacTanly Place, Staunton, Virginia.

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

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

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### **Agenda**

1. Call to Order
2. Consideration of July 20, 2016 Minutes
3. Update on Transit Program
4. Update on Pension Plan
5. Employee Pay Range Adjustment
6. Closed Session to Discuss Personnel Issues
7. Other Business
8. Adjournment



**Minutes**  
**Central Shenandoah Planning District Commission**  
**112 MacTanly Place, Staunton, Virginia**  
**Executive Committee Meeting**  
**October 17, 2016, 6:00 p.m.**

Member Jurisdiction Representatives				
	<b>City of Staunton</b>		<b>Augusta County</b>	
✓	Carolyn Dull	✓	Dr. Marshall Pattie, Treasurer	✓
	<b>Highland County</b>		<b>City of Waynesboro</b>	✓
✓	Kevin Wagner, Vice Chairman		Jeff Freeman	✓
	<b>City of Lexington</b>		<b>City of Harrisonburg</b>	✓
✓	Frank Friedman, Chairman		Ted Byrd	
	<b>Rockingham County</b>			<b>Others</b>
✓	Casey Armstrong, Secretary			

**Call To Order**

The October 17, 2016, Executive Committee meeting was called to order at 6:00 p.m. by Chairman Friedman.

**Minutes**

There being no corrections or additions, Chairman Friedman declared the minutes of the July 20, 2016, approved as presented.

**Update on Transit Program**

Chairman Friedman presented Update on Transit Program. Ms. Gourley gave an update on the Transit program, noting that on August 8<sup>th</sup>, staff met with representatives from DRPT, VRT, and the Attorney General's office in Richmond to discuss the ownership of the transit facility and its relationship to the public transit service in the region. She reported on the Memorandum of Agreement (MOA) between DRPT and VRT to transfer the ownership of the facility to the CSPDC. She noted that DRPT would provide 100% of the funding to transfer the ownership of the facility at no cost to the Commission.

Ms. Gourley gave an update on the Transit Triennial Review report from FTA, noting that the only remaining area of concern/findings is future procurement of a service provider and involves ownership/control issues surrounding the federally funded transit facility in Fishersville. She stated that there was some information regarding the facility and equipment that Commission staff did not currently have access to, but once received, the area of concern/finding would be resolved. She

reported on the state grant applications for rural and urban systems, noting that they are due February 1, 2017.

Questions were raised regarding the ownership, agreement and acknowledgement from Staunton, Augusta County and Waynesboro regarding the transit program. Ms. Riedesel stated that she had met with the two City Managers and County Administrator from those jurisdictions and reported on that meeting, noting that all three jurisdictions were supportive of moving forward. Discussion ensued regarding ownership and the future of the transit system in the region.

### **Update on Pension Plan**

Chairman Friedman presented Update on Pension Plan. Ms. Johnson distributed copies of a memo regarding the CSPDC Pension Plan and gave a brief update on the Plan (attached to file copies). She noted that the change in the Pension Plan has moved slower than anticipated. United Retirement is providing the administrative support on the Plan and their legal staff is reviewing the documents. Ms. Johnson stated that until the United Retirement legal staff signs off on the Plan's documents, Mass Mutual was unable to move forward in rolling the monies from the current Provider (NERT) to them. She stated that United Retirement legal counsel is trying to locate three missing signed amendments to the CSPDC current plan. United Retirement legal counsel is recommending submitting the Pension Plan to the voluntary IRS compliance department for review for \$750.00 in order to bring the plan back into compliance.

### **Employee Pay Range Adjustment**

Chairman Friedman presented Employee Pay Range Adjustment. Ms. Riedesel distributed copies of the Employee Pay Plan Range Adjustment. She reviewed the changes, noting that Range 1 would be renamed to Range ED, which is the range for the Executive Director and a new Range 1 would be created for the new director positions. Mr. Wagner moved, seconded by Dr. Pattie, to approve the Employee Pay Plan changes renaming Range 1 to Range ED and changing the range value of Range 1. Motion was carried by unanimous vote.

### **Recess into a Closed Session**

On a motion by Mr. Wagner, seconded by Dr. Pattie, and carried by a vote of 5 to 0, voting recorded as follows: Mr. Casey Armstrong – Aye; Ms. Carolyn Dull – Aye; Mr. Frank Friedman – Aye; Dr. Marshall Pattie – Aye; Mr. Kevin Wagner – Aye; the Executive Committee recessed the meeting from 6:15 to 6:35 p.m., for a closed meeting pursuant to section 2.2-3711(A)(1) of the state code to discuss the performance and employment of specific CSPDC personnel.

Upon the conclusion of the closed session at 6:35 p.m., the Executive Committee adopted the following resolution on motion by Dr. Pattie, seconded by Ms. Dull.

Certification Resolution (*attached to file minutes*)

With respect to the just-concluded closed session, and to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and (ii) only such public business matters as were identified in the



motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the Executive Committee.

The resolution was adopted by a vote of 5 to 0, voting recorded as follows: Mr. Casey Armstrong – Aye; Ms. Carolyn Dull – Aye; Mr. Frank Friedman – Aye; Dr. Marshall Pattie – Aye; Mr. Kevin Wagner – Aye.

### **Adjournment**

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

Respectfully submitted,

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Rita F. Whitfield  
Clerk to the Commission

Approved:

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Casey Armstrong  
CSPDC Secretary



November 28, 2016

**MEMO TO:** CSPDC Executive Committee

**FROM:** Bonnie S. Riedesel, Executive Director

**SUBJECT:** December 5, 2016 Executive Committee Meeting

The Executive Committee of the Central Shenandoah Planning District Commission will hold a meeting on Monday, December 5, 2016, 6:00 p.m., at the Central Shenandoah Planning District Commission Office, 112 MacTanly Place, Staunton, Virginia.

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

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

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### **Agenda**

1. Call to Order
2. Consideration of October 17, 2016 Minutes
3. Consideration of FY16 Audit Report
  - *Megan Argenbright, CPA, Senior Associate, Brown Edwards and Company, LLP*
4. Consideration of Capitalization Policy – Public Transit Program (BAF #16-21)
5. Update on Pension Plan (Board Memo #16-1)
6. Update on Transit Facility
7. Update on Staff Positions
8. Other Business
9. Adjournment



**Minutes**  
**Central Shenandoah Planning District Commission**  
**112 MacTanly Place, Staunton, Virginia**  
**Executive Committee Meeting**  
**December 5, 2016, 6:00 p.m.**

<b>Member Jurisdiction Representatives</b>				
	<b>City of Staunton</b>		<b>Augusta County</b>	
✓	Carolyn Dull	✓	Dr. Marshall Pattie, Treasurer	✓
	<b>Highland County</b>		<b>City of Waynesboro</b>	✓
✓	Kevin Wagner, Vice Chairman	✓	Jeff Freeman	✓
	<b>City of Lexington</b>		<b>City of Harrisonburg</b>	
	Frank Friedman, Chairman	✓	Ted Byrd	
	<b>Rockingham County</b>			<b>Others</b>
	Casey Armstrong, Secretary			

**Call To Order**

The December 5, 2016, Executive Committee meeting was called to order at 6:00 p.m. by Vice Chairman Wagner.

**Minutes**

Ms. Carolyn Dull moved, seconded by Dr. Pattie, to approve the minutes of the October 17, 2016, meeting as presented. Motion was carried by unanimous vote.

**Consideration of FY16 Audit Report**

Vice Chairman Wagner presented for consideration the FY16 Audit Report. He 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 reviewed the Financial Section, Required Supplementary Information, and Compliance Section. She noted that the audit includes an “unmodified” opinion, which is the highest opinion you can receive.

Ms. Argenbright reviewed Internal Control and other Suggestions for Consideration. She stated that the Commission has taken various steps to improve internal controls; however, a complete separation of duties may not be feasible because of the size of the agency. Discussion ensued regarding conflict of interest disclosure statements. Dr. Pattie moved, seconded by Mr. Byrd, to recommend to the Full Commission to accept the CSPDC FY16 Audit Report as presented. Motion carried unanimously.

### **Consideration of Capitalization Policy-Public Transit Program (BAF #16-21)**

Vice Chairman Wagner presented for consideration Capitalization Policy-Public Transit Program. Ms. Cindi Johnson gave a review on the Policy, noting that in 2013, the CSPDC increased the capitalization policy limit to \$2,500 from \$1,000. She stated that federal guidelines allow capitalization policies to expense items less than \$5,000 individually. The CSPDC is seeking an increase in the capitalization policy for the Public Transit Program only for purchases from \$2,500 to \$5,000 retroactive to July 1, 2016. Ms. Johnson noted that capitalization applies only to those items that would be capitalized if they had a useful life greater than two years from acquisition date. Ms. Carolyn Dull moved, seconded by Dr. Pattie, to approve the increase in the capitalization limit for assets purchased for the Public Transit program from \$2,500 to \$5,000. Motion was carried by unanimous vote.

### **Update on Pension Plan**

Vice Chairman Wagner presented Update on the CSPDC Pension Plan. Ms. Cindi Johnson gave an update on the Plan, noting that the CSPDC change in pension providers is moving forward. She stated that the fund transfer will occur with a sale by our current provider NERT on December 22, 2016, and funds transferred to Mass Mutual on December 27, 2016. The United Retirement legal counsel found that there were three missing signed amendments to the Commission's current plan. United Retirement legal counsel is recommending submitting the plan to the voluntary IRS compliance department for review. Ms. Johnson noted that for a small penalty (\$750.00), this will bring the plan back into compliance. United Retirement legal counsel will prepare the IRS submission documents for review. Once submitted they will follow them through the IRS process which will take around a year to complete. Ms. Johnson noted that in the meantime, the conversion to the new plan can move forward.

### **Update on Transit Facility**

Chairman Wagner presented Update on the Transit Facility. Ms. Riedesel gave an update on the transit facility, noting that DRPT has worked with the Attorney General's office to create a 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. She noted that CSPDC staff is working with legal counsel to develop a comprehensive list of projected costs associated with this transfer. Ms. Riedesel stated that the PDC will release and advertise a procurement for a transit provider for the transit services this week. She noted that the current contract with VRT expires at the end of June. Ms. Riedesel stated that the CSPDC Commission will be apprised of the transit facility process at the Full Commission meeting and legal counsel will be available to review the next steps and to respond to any questions.

### **Update on Staff Positions**

Ms. Riedesel gave an update on staff positions. She 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 noted that she was currently interviewing to fill the vacancies.

### **Adjournment**

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

Respectfully submitted,

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Rita F. Whitfield  
Clerk to the Commission

Approved:

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Casey Armstrong  
CSPDC Secretary