

May 8, 2017

Memo To: CSPDC Executive Committee
From: Bonnie S. Riedesel, Executive Director
Subject: May 15, 2017 Executive Committee Meeting

The Executive Committee of the Central Shenandoah Planning District Commission will hold a meeting on Monday, May 15, 2017, 6:00 p.m., at the **Virginia Regional Transit Facility, 51 Ivy Ridge Lane, Fishersville, Virginia**. Please call 540-885-5174 or email rita@cspdc.org to let me know if you will be able to attend.

PLEASE NOTE CHANGE OF LOCATION

Sandwiches will be provided

Agenda

1. Call to Order
2. Consideration of December 5, 2016 Minutes
3. Transit Facility Tour and Update
4. Consideration of Transfer of Funds to the Development Fund (BAF #17-8)
5. Consideration of Financial and Budgetary Policies Amendment (BAF #17-9)
6. Consideration of FY17 Budget Revision (BAF #17-10)
7. Consideration of Draft CSPDC FY18 Budget (BAF #17-7)
8. Other Business
9. Adjournment



Minutes
Central Shenandoah Planning District Commission
Executive Committee Meeting
Virginia Regional Transit, 51 Ivy Ridge Lane, Fishersville, Virginia
May 15, 2017, 6:00 p.m.

Member Jurisdiction Representatives					
	City of Staunton		Augusta County		Staff
✓	Carolyn Dull	✓	Dr. Marshall Pattie, Treasurer	✓	Bonnie Riedesel
	Highland County		City of Waynesboro	✓	Rita Whitfield
✓	Kevin Wagner, Vice Chairman		Jeff Freeman	✓	Cindi Johnson
	City of Lexington		City of Harrisonburg		
	Frank Friedman, Chairman	✓	Ted Byrd		Others
	Rockingham County			✓	Susan Newbrough, VRT
✓	Casey Armstrong, Secretary				

Call To Order

The May 15, 2017, Executive Committee meeting was called to order at 6:00 p.m. by Vice Chairman Wagner.

Transit Facility Tour and Update

Ms. Bonnie Riedesel gave an update and history on the Virginia Regional Transit (VRT) facility. She noted that in February 2017, the Virginia Department of Rail and Public Transportation and VRT executed a Memorandum of Agreement to transfer ownership of the Fishersville Transit Facility to the CSPDC. This was followed by action taken by the Commonwealth Transportation Board to award to the CSPDC a grant to fund a comprehensive condition report on the facility and to cover all costs related to the real estate transaction. Ms. Riedesel stated that a condition report was prepared by the Timmons Group and the consultants have not identified or reported any significant issues with the facility. She reported on the current tenants of the upstairs of the building, noting that the rental revenue must go back into transit. Ms. Riedesel introduced and welcomed Ms. Susan Newbrough, VRT Transit Manager, who gave a tour of the transit facility.

Minutes

Ms. Carolyn Dull moved, seconded by Mr. Casey Armstrong, to approve the minutes of the December 5, 2016, meeting as presented. Motion was carried by unanimous vote.

Consideration of Transfer of Funds to the Development Fund (BAF #17-8)

Vice Chairman Wagner presented for consideration Transfer of Funds to the Development Fund. Ms. Bonnie Riedesel gave a brief review on the Development Fund, noting that at their January 2013 meeting, the Executive Committee had approved to allocate funds from the operating account into a new account for future development needs. Annually, the CSPDC will review the prior year surplus and recommend the amount of funds to transfer. She noted that for the Fiscal Year ended June 30, 2016, the CSPDC showed an excess of revenues over expenses of \$85,086. Ms. Riedesel stated that staff recommends that 25% of the surplus, which is \$21,272, be transferred to the development fund. Dr. Marshall Pattie moved, seconded by Ms. Carolyn Dull, to approve the transfer of funds from the operating account into the Development Fund. Motion carried unanimously.

Consideration of Financial and Budgetary Policies Amendment (BAF #17-9)

Vice Chairman Wagner presented for consideration Financial and Budgetary Policies (attached to file minutes). Ms. Bonnie Riedesel stated that staff has reviewed and updated the Financial and Budgetary Policies. She noted that these policies address how the Commission budgets, manages reserve funds, maintains the indirect rate policy, and other key financial areas. Ms. Cindi Johnson reviewed the policy, noting that staff recommends adding language to Section 7.03 – Designated Funds Policies as follows: “CSPDC will maintain a Transit Facility Capital Fund whose purpose is to hold a percentage of the rental income received as a match for future facility capital needs.” Ms. Carolyn Dull suggested modifying the language to state”hold a portion”.... instead of ...”hold a percentage”... Mr. Ted Byrd moved, seconded by Dr. Marshall Pattie, to approve the Financial and Budgetary Policies as amended. Motion was carried by unanimous vote.

Consideration of FY17 Budget Revision (BAF #17-10)

Vice Chairman Wagner presented for consideration FY17 Budget Revision (attached to file minutes). Ms. Bonnie Riedesel stated that this request is for approval for a revision to the CSPDC FY17 Budget. She noted that the revisions take into effect staffing and funding changes during the year. Ms. Cindi Johnson reviewed the changes to the FY17 Budget. She reviewed the staffing changes, noting that the revised budget includes 27,188 of paid staff hours. The initial budget included 27,982 paid staff hours. Total wage and benefit costs decreased by 12% primarily due to changes in employee benefits. Ms. Johnson then reviewed the program changes to the following programs: Public Transit Facility; Broadway Comprehensive Plan; Central Shenandoah Community Wildfire Protection Plan; and James Madison University Sustainability Tracking, Assessment, and Rating System (STARS) agreement. Mr. Ted Byrd moved, seconded by Dr. Marshall Pattie, to approve the FY17 Budget Revision. Motion carried unanimously.

Consideration of Draft CSPDC FY18 Budget (BAF #17-7)

Vice Chairman Wagner presented for consideration the Draft CSPDC FY18 Budget (attached to file minutes). Ms. Riedesel gave a brief review on the Budget, noting that the FY18 Budget goes into effect on July 1st. She noted that the development of the FY18 Budget began in January with a working budget developed based upon known grants, contracts, and agreements.

Ms. Cindi Johnson presented a PowerPoint presentation on the FY18 Budget, noting that the per capita assessment remains the same at base plus 70 cents per capita. She noted that for FY18, the CSPDC Budget included new funding for the Rural Transit service, the Transit facility, and a few new grants. Funding for state and federal programs like Appalachian Regional Commission (ARC), Economic Development Administration (EDA), Metropolitan Planning Organizations (MPOs), Rural Transportation and Transit continue to remain at comparable levels to prior years. Ms. Johnson reviewed the budget process, FY18 budget highlights, wage and benefit assumptions, contracted services, program budgets, indirect costs, and CSPDC funds.

Questions were raised regarding exploring options for calculating indirect cost rate, and staff merit and cost of living adjustments. Ms. Riedesel stated that staff would make the changes as discussed to the CSPDC FY18 Budget and will submit to the Executive Committee for review before presenting to the Full Commission. After discussion, Mr. Ted Byrd moved, seconded by Mr. Casey Armstrong, to recommend adoption of the Draft CSPDC FY18 Budget to the Full Commission. Motion carried unanimously.

Other Business

Under Other Business, Ms. Riedesel reported on the terms of CSPDC Commissioners that expire June 30, 2017. She noted that six Commissioner's terms will expire in June and currently five of those Commissioners have been reappointed.

Adjournment

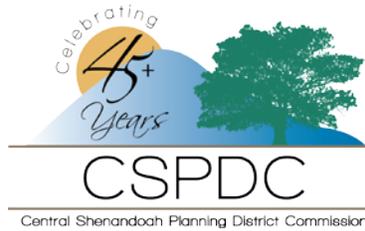
There being no further business to come before the Committee, a motion for adjournment was unanimously passed at 7:40 p.m. Motion was carried by unanimous vote.

Respectfully submitted,

Rita F. Whitfield
Clerk to the Commission

Approved:

Casey Armstrong
CSPDC Secretary



October 10, 2017

Memo To: CSPDC Executive Committee
From: Bonnie S. Riedesel, Executive Director
Subject: October 16, 2017 Executive Committee Meeting

The Executive Committee of the Central Shenandoah Planning District Commission will hold a meeting on Monday, October 16, 2017, 6:00 p.m., at the Central Shenandoah Planning District Commission Office, 112 MacTanly Place, Staunton, Virginia.

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

Agenda

1. Call to Order
2. Consideration of May 15, 2017 Minutes
3. Consideration of Request for Proposals (RFP) for Auditing Services (BAF #17-16)
4. Consideration of FY18 Budget Revision (BAF #17-18)
5. Transit Facility Update (Board Memo #17-3)
6. Other Business
7. Adjournment



Minutes
Central Shenandoah Planning District Commission
Executive Committee Meeting
112 MacTanly Place, Staunton, VA 24401
October 16, 2017, 7:00 p.m.

Member Jurisdiction Representatives					
	City of Staunton		Augusta County		Staff
✓	Carolyn Dull	✓	Dr. Marshall Pattie, Treasurer	✓	Bonnie Riedesel
	Highland County		City of Waynesboro	✓	Rita Whitfield
	Kevin Wagner, Vice Chairman		Jeff Freeman	✓	Cindi Johnson
	City of Lexington		City of Harrisonburg		
✓	Frank Friedman, Chairman	✓	Ted Byrd		Others
	Rockingham County				
✓	Casey Armstrong, Secretary				

Call To Order

The October 16, 2017, Executive Committee meeting was called to order at 6:00 p.m. by Chairman Friedman.

Minutes

Chairman Friedman presented the minutes from the May 15, 2017, Executive Committee meeting. Mr. Byrd moved, seconded by Dr. Pattie, to approve the minutes as presented. Motion was carried by unanimous vote.

Consideration of Request for Proposals (RFP) for Auditing Services (BAF #17-16)

Chairman Friedman presented for consideration Request for Proposals (RFP) for Auditing Services. Ms. Riedesel stated that the Commission utilizes a public accounting firm to audit the fiscal records of the agency on an annual basis. She noted that the CSPDC issued an RFP for audit services in May 2013, and Brown, Edwards & Company was selected for a five-year contract, which will end with the June 30, 2017 audit. Ms. Riedesel reviewed the proposed RFP schedule in which she recommended presenting an audit contract at the February 2018 Commission meeting. She suggested establishing a committee to develop and manage the RFP process for the Commission auditors. Chairman Friedman appointed the following to serve on the committee: Carolyn Dull, Bonnie Riedesel, and Cindi Johnson.

Consideration of FY18 Budget Revision (BAF #17-18)

Chairman Friedman presented for consideration the FY18 Budget Revision (attached to file copy). Ms. Riedesel stated that the Budget Revision to the CSPDC FY18 Budget is needed as a result of program changes and finalized carry-over funds from FY17. Ms. Johnson reviewed the program changes as follows:

- Public Transit Facility: Increased rental income of \$12,000 to match the lease agreement and reserve the same amount for future capital transit facility needs. These monies will be used to match federal and state grants in the future for any facility capital needs.
- Go Virginia: CSPDC included \$20,000 in the initial budget. Once the GO Virginia allocations between the supporting organizations were complete, the amount increased to \$195,000. This included the CSPDC paying the consultant to develop the Growth & Diversification Plan for Region 8 in the amount of \$164,000. Part of this contract was paid in FY17 (\$32,804) with the remaining in FY18 (\$131,216).
- CSPDC Building Expenses: The initial budget did not include the replacement windows which were installed in August for \$11,570, which was originally in the FY17 Budget. This amount plus \$2,000 was added to the FY18 Budget Revision for building expenses.
- Water Supply Plans: In the initial budget, the CSPDC planned on doing the region's water supply planning for a cost of \$25,000; however, CSPDC involvement will be limited and funds have been re-allocated.

Ms. Dull moved, seconded by Dr. Pattie, to approve the FY18 Budget Revision as presented. Motion was carried by unanimous vote.

Transit Facility Update (Board Memo #17-3)

Chairman Friedman presented the Transit Facility Update. Ms. Riedesel gave an update on the Transit Facility, noting that the CSPDC closed on the transfer of the Fishersville transit facility on June 30, 2017. She noted that the building and land, as well as all assets, including the furniture, fixtures and equipment, were transferred from Virginia Regional Transit to the CSPDC. Ms. Riedesel stated that the Augusta Health lease of the second-floor offices of the facility was transferred concurrently. The monthly collection of rental income (\$6,000) commenced in July. She noted that the Federal Transit Administration (FTA) stipulates that this rental income is to be used in support of the Transit program. Ms. Riedesel stated that in the FY18 CSPDC Budget, \$12,000 of this rental income is reserved for future transit facility capital needs, with the remainder designated for the Transit program.

Ms. Riedesel stated that during the past two months, the CSPDC staff has transferred all utility accounts and service contracts on facility equipment and systems. She noted that the CSPDC has amended the contract with Virginia Regional Transit (VRT), authorizing them to act as the

CSPDC's property manager in specific facility maintenance activities. In this role, VRT provides on-site coordination of all facility service and maintenance contracts and functions as the first line of contact for security issues. CSPDC staff performs monthly on-site inspections of the facility and grounds. Ms. Johnson reviewed the budget as of August 31, 2017. Discussion ensued regarding utility and service contracts, maintenance agreements, match requirements, capital expenses and increasing set aside funds for depreciation of the building and assets. Ms. Riedesel stated that the BRITE Advisory Committee, which consists of representatives from Staunton, Waynesboro, and Augusta County, and the funding partners, oversees the transit system and meets monthly. She stated this Committee would be the appropriate group to consider the possibility of increasing the portion of the monthly rental income for future transit capital needs.

Other Business

Under Other Business, Ms. Riedesel reviewed the State's upcoming 2017 holiday schedule. She requested to align the CSPDC holiday schedule with the State holiday schedule, thus allowing the Commission to receive an additional four hours on November 22nd and December 22nd, and a full day on January 2nd. It was the consensus of the members present to approve the 2017 holiday schedule as presented.

Chairman Friedman stated that he had submitted the Executive Director's performance evaluation to the Executive Committee members and requested the members return the evaluation by October 20th.

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,

Rita F. Whitfield
Clerk to the Commission

Approved:

Casey Armstrong
CSPDC Secretary



December 11, 2017

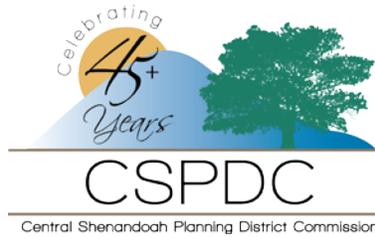
Memo To: CSPDC Executive Committee
From: Bonnie S. Riedesel, Executive Director
Subject: December 18, 2017 Executive Committee Meeting

The Executive Committee of the Central Shenandoah Planning District Commission will hold a meeting on Monday, December 18, 2017, 6:00 p.m., at the Central Shenandoah Planning District Commission Office, 112 MacTanly Place, Staunton, Virginia. Please call 540-885-5174 or email Rita Whitfield at rita@cspdc.org to let me know if you will be able to attend.

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

Agenda

1. Call to Order
2. Consideration of October 16, 2017 Minutes
3. Consideration of FY17 Audit Report
 - Chris Banta, CPA, Brown Edwards & Company, LLP
4. Other Business
5. Adjournment



Minutes
Central Shenandoah Planning District Commission
Executive Committee Meeting
112 MacTanly Place, Staunton, VA 24401
December 18, 2017, 6:00 p.m.

Member Jurisdiction Representatives					
	City of Staunton		Augusta County		Staff
✓	Carolyn Dull		Dr. Marshall Pattie, Treasurer	✓	Bonnie Riedesel
	Highland County		City of Waynesboro	✓	Rita Whitfield
✓	Kevin Wagner, Vice Chairman	✓	Jeff Freeman	✓	Cindi Johnson
	City of Lexington		City of Harrisonburg		
✓	Frank Friedman, Chairman	✓	Ted Byrd		Others
	Rockingham County			✓	Dustin Roderick, Brown, Edwards & Co., LLP
	Casey Armstrong, Secretary				

Call To Order

The December 18, 2017, Executive Committee meeting was called to order at 6:00 p.m. by Chairman Friedman.

Minutes

Chairman Friedman presented the minutes from the October 16, 2017, Executive Committee meeting. Mr. Byrd moved, seconded by Ms. Dull, to approve the minutes as presented. Motion was carried by unanimous vote.

Consideration of FY17 Audit Report

Chairman Friedman presented for consideration the FY17 Audit Report. He introduced and welcomed Mr. Dustin Roderick, Senior Associate of Brown, Edwards and Company, LLP, who was present to answer any questions regarding the Audit Report. Mr. Roderick reviewed the Financial Section, Required Supplementary Information, and Compliance Section. He noted that the Audit includes an “unmodified” opinion, which is the highest opinion you can receive. Discussion ensued regarding conflict of interest disclosure statements, transit funds, and fringe benefit allocation.

Mr. Roderick reviewed Internal Control and other Suggestions for Consideration. He 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. Mr. Roderick stated that he continues

to recommend that the CSPDC take steps where they find it possible to eliminate conflicting duties or implement compensating controls. Discussion ensued regarding how the CSPDC can strengthen its internal controls due to the size of the organization and what steps can be taken to resolve this issue. After a lengthy discussion, Ms. Dull moved, seconded by Mr. Wagner, to recommend to the Full Commission to accept the CSPDC FY17 Audit Report as presented. Motion carried unanimously.

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,

Rita F. Whitfield
Clerk to the Commission

Approved:

Casey Armstrong
CSPDC Secretary