



**Minutes**  
**Central Shenandoah Planning District Commission**  
**Executive Committee Meeting**  
**112 MacTanly Place, Staunton, VA 24401**  
**February 5, 2018, 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 February 5, 2018, Executive Committee meeting was called to order at 6:00 p.m. by Chairman Friedman.

**Minutes**

Chairman Friedman presented the minutes from the December 18, 2017, Executive Committee meeting. Ms. Dull moved, seconded by Mr. Wagner, to approve the minutes as presented. Motion was carried by unanimous vote.

**Consideration of Audit Firm Selection**

Chairman Friedman presented for consideration the Audit Firm Selection. Ms. Dull noted that at the October 16, 2017 Executive Committee meeting, a committee consisting of Bonnie Riedesel, Cindi Johnson and herself, was established to develop and manage the Request for Proposals (RFP) for audit services. She stated that the committee met in November to develop the scope of services and in December, the RFP was issued with responses due December 29, 2017. Ms. Dull reported that three proposals were received and reviewed by the committee. After reviewing the proposals, the committee recommended entering into a contract with Brown Edwards & Company, L.L.P. Certified Public Accountants. Ms. Dull noted that staff negotiated pricing for the next three years and as part of the negotiation, Brown Edwards & Company agreed to rotate partners and directors periodically during the contract term. Staff also discussed segregation of duties and how to address that finding going forward. Upon recommendation of the committee, Ms. Dull moved, seconded by

Mr. Armstrong, to recommend the Commission enter into an audit contract with Brown Edwards & Company, L.L.P., for a three-year contract at \$17,250, \$17,600, and \$17,950, with four, one-year renewals. Motion was carried by unanimous vote.

## **2019 Transit Triennial Review**

Chairman Friedman presented the 2019 Transit Triennial Review. Ms. Riedesel gave a review on the upcoming Transit Triennial Review, noting that the Federal Transit Administration (FTA) conducts a Transit Triennial Review every three years with every public transit system in the United States. She stated that the next CSPDC on-site Transit Triennial Review will be scheduled in 2019. Ms. Riedesel noted that the Triennial Review is an oversight review and forward-looking assessment of the grantee's management and implementation of FTA grant programs. She stated that the Commission received its very first Transit Triennial Review from FTA in 2016, and overall the CSPDC fared well with seven findings that the Commission addressed. Ms. Riedesel stated that one area of concern/finding was the future procurement of a service provider and involves ownership/control issues surrounding the transit facility in Fishersville, which was resolved with the CSPDC taking over ownership of the facility. Ms. Riedesel stated that in preparation for the Transit Triennial Review, FTA offered a two-day training workshop in Richmond in which staff attended. Ms. Riedesel stated that the Commission is using legal counsel to update the Procurement manual to meet FTA requirements.

Ms. Riedesel stated that in February, staff applied for a technical assistance grant to the Virginia Department of Rail and Public Transportation (DRPT) for funding to hire a consultant to develop an oversight manual and policies to meet FTA requirements. She stated that staff was seeking training to attend regarding Title VI and procurement. Ms. Riedesel noted that she was listed as the Title VI Officer for the Commission. She reviewed the steps the CSPDC is taking to prepare for the 2019 review, noting that staff will be presenting several policies for the Executive Committee to consider throughout the course of the year in preparation of the review.

## **Anthem and Augusta Health Update**

Chairman Friedman presented an update on Anthem and Augusta Health. Ms. Riedesel gave an update on the Commission's health insurance, noting that CSPDC employees currently receive health insurance through the Local Choice, which utilizes Anthem. She stated that Anthem is currently in negotiations with Augusta Health regarding rates and the two organizations have not been able to reach an agreement. Augusta Health and Augusta Health Physicians Group is now considered an out-of-network practice. It was the consensus of the Executive Committee for staff to take the following steps with the upcoming renewal and to report back to the Executive Committee with their findings:

- 1) Review the rates and options from Local Choice, which utilizes Anthem, and for staff to attend the annual health update meetings in March;
- 2) Contact the City of Staunton to request to join the SAW Health Consortium; and
- 3) Contact LB&D insurance agency to bid the health and dental plan in order to compare other health insurance plans should the Commission decide to switch plans.

## 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