



Minutes
Central Shenandoah Planning District Commission Meeting
112 MacTanly Place, Staunton, VA 24401
June 18, 2018, 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, Community Program Manager
✓	Vickie Moran		Rockbridge County	✓ Elizabeth McCarty, Director of Planning
✓	Leslie Tate		Jay Lewis	✓ Ann Cundy, Transportation Program Manager
	Bath County	✓	Chris Slaydon	✓ Nancy Gourley, Transit Program Manager
	Edward Hicklin		Rockingham County	✓ Cindi Johnson, Fiscal Officer
	City of Buena Vista	✓	Ned Overton	✓ Rita Whitfield, Office Manager
	Lisa Clark	✓	Rick Chandler	
	City of Harrisonburg	✓	Rhonda Cooper	Others
	Ted Byrd	✓	Kim Sandum	
✓	George Hirschmann		City of Waynesboro	✓ Jordan Bowman, Esq., Litten & Sipe
✓	Adam Fletcher	✓	Jeff Freeman	
	Highland County	✓	Rusty Johnson	
✓	Kevin Wagner, Vice Chair			
	City of Lexington			
✓	Frank Friedman, Chairman			

Call to Order

The June 18, 2018, 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

Chairman Friedman presented the minutes from the April 16, 2018, CSPDC Commission meeting. Ms. Dull moved, seconded by Dr. Pattie, to approve the minutes as presented. Motion carried with Mr. Fletcher, Mr. Chandler, Ms. Tate, Ms. Cooper, and Ms. Angle abstaining due to their absence at that meeting.

Chairman's Report

Under Chairman's Report, Chairman Friedman reported on GO Virginia. He stated that the Region's second application for GO Virginia funding was approved by the State GO Virginia Board on June 12th for the Cyber Security Workforce and Jobs Program submitted by Blue Ridge Community College. Chairman Friedman stated that a proposal submitted by Winchester Public Schools for the Shihadeh Innovation Center in Winchester is currently under review. He also reported that:

- The Shenandoah Valley Workforce Development Board has stepped down as one of the Region 8 support organizations.
- Region 8 is hiring a GO Virginia Program Director to act as the point of contact for the region. The CSPDC will remain one of the support organizations primarily responsible for planning and grant application management.
- The recently approved state budget includes \$64 million in GO Virginia funding over the next Fiscal Years 2019 and 2020, including a \$1 million floor for per capita allocations.
- Announced that the next Regional Council meeting will be held on June 27th at the Augusta County Government Center at 10:00 a.m.

Recognition of Outgoing and Incoming Commission Members

Chairman Friedman presented a plaque to Jeff Freeman, City of Waynesboro's representative, and Casey Armstrong, Rockingham County's representative, for their outstanding leadership and notable service to the Planning District Commission and to the people of the District, shown during their term as Commissioners. He recognized Rhonda Cooper and Rick Chandler, new Commissioners representing Rockingham County.

Treasurer's Report

Chairman Friedman presented for consideration the Treasurer's Report (attached to file minutes). Dr. Pattie gave a report on the April 30, 2018, Financial Statement. He noted that Brown Edwards was selected as the new audit firm to conduct the CSPDC's upcoming audit for FY18. Ms. Angle moved, seconded by Mr. Freeman, to approve the Treasurer's Report as presented. Motion carried unanimously.

Consideration of FY19 CSPDC Budget (BAF #8-10)

Chairman Friedman presented for consideration the CSPDC FY19 Budget (attached to file minutes). Ms. Riedesel gave a brief review on the Budget and reviewed the Commission's accomplishments from last year. Ms. Riedesel noted that one of the biggest efforts was the Transit program and taking ownership of a \$4 million federally-funded facility. She reviewed the successes of the Transit program, including the procurement of a service provider, the BRITE brand, and numerous route improvements. Ms. Riedesel stated that the FY19 CSPDC Budget incorporates the hiring of a new Transit Manager to replace the current Transit Manager when she retires, which is anticipated in 2019.

Ms. Riedesel stated that an additional important regional initiative that the Commission was heavily involved in is GO Virginia. She noted that the CSPDC was instrumental in getting two GO Virginia grants funded. One is a welding training program in the Rockbridge area known as RAAMP, and the second one is a Cyber Security jobs program with training provided by Blue Ridge Community College. Ms. Riedesel reported on the upcoming projects that staff will be involved in for Fiscal Year 2019.

Ms. Cindi Johnson presented a PowerPoint presentation on the FY19 Budget. She reviewed the highlights of the Budget, noting that it is a breakeven budget, with the assessment rate remaining at 70 cents per capita. Ms. Johnson reviewed the FY19 Budget by service areas; community services budget; transportation and transit services, budget; wages, cost of living and merit system, and benefits; CSPDC pension plan; contracted services; CSPDC restricted funds; and indirect rate. Ms. Dull moved, seconded by Dr. Pattie, to recommend adoption of the CSPDC FY19 Budget. Motion carried unanimously.

Consideration of CSPDC Procurement Policy and Purchasing Procedures Manual (BAF #18-11)

Chairman Friedman presented for consideration the CSPDC Procurement and Purchasing Procedures Manual. Ms. Gourley gave a review on the development of the Procurement Policy, noting that the document sets forth the CSPDC's policies pertaining to the purchase of goods and services from non-governmental sources, and noted that the purpose was to assure compliance with the Federal Transit Administration requirements. The Procurement Policy also covers Conflict of Interest and Freedom of Interest requirements. She introduced Mr. Jordan Bowman, Esq., of Litten & Sipe, who was present to answer any questions regarding the Procurement Policy. Mr. Bowman gave an overview and reviewed the purpose of the Procurement Policy. He stated that this Procurement Policy was prepared in accordance with the requirements set forth by the Virginia Public Procurement Act, the United States Office of Management and Budget's Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, and Federal Transit Administration Circular 4200.1F. Mr. Bowman stated he had presented the Procurement Policy to the CSPDC staff at a training session held last week at the BRITE Transit Facility in Fishersville. Mr. Chandler moved, seconded by Mr. Hirschmann, for adoption of the CSPDC Procurement Policy and Purchasing Procedures Manual as presented. Motion was carried by unanimous vote.

Comprehensive Economic Development Strategy (CEDS) Update

Chairman Friedman presented CEDS update. Ms. McCarty gave a PowerPoint presentation on CEDS. She noted that CEDS is a strategy-driven plan for regional economic development to help understand the regional economy, how to leverage the region's strengths and weaknesses, and how to further generate opportunities to create wealth in the region. Ms. McCarty stated that the CSPDC has contracted with Camoin Associates to prepare the Plan. She reviewed the schedule and next steps, noting that Camoin Associates will present the Plan at the CSPDC's Annual Commission meeting on August 20, and a public hearing will be held at the October 15th CSPDC Commission meeting.

Ms. McCarty stated that for the strategic direction, six broad goal areas have been identified as follows: 1) workforce; 2) physical assets for business development; 3) business retention and expansion; 4) asset-based development; 5) organizational capacity; and 6) economic resiliency. She noted that each of these goal areas has a set of strategies. Commissioners were asked to participate in an interactive exercise where they prioritized the strategies by investing their “play” money. The top three strategies under each goal were tabulated, showing the following results:

- Workforce
 - A. K-12 Outreach - \$33
 - B. Upskill Workers - \$31
 - C. Attract New People - \$16
- Physical Assets
 - A. Characterize Sites - \$27
 - B. Improve Infrastructure - \$50
 - C. Develop Mega Site - \$3
- Retention and Expansion
 - A. Provide Business Incentives - \$21
 - B. Support Entrepreneurs - \$28
 - C. Support Existing Business - \$31

Consideration of SMART SCALE Resolutions (BAF #8-12)

Chairman Friedman presented for consideration SMART SCALE Resolutions. Ms. Cundy gave a brief review 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 stated that SMART SCALE established a competitive, performance driven evaluation process for transportation and transit projects focusing on the areas of safety improvement, congestion reduction, accessibility, land use, economic development, and the environment. Ms. Cundy noted that the SMART SCALE application deadline is August 1, 2018. She reviewed the three applications submitted by the CSPDC this year:

- I-81 Weyers Cave Northbound Truck Climbing Lane (Augusta and Rockingham Counties)
- I-81 Northbound Truck Climbing Lane between MM 191.3 and MM 195.6, including replacement of the bridge over US 11 (Rockbridge County)
- I-81 North and Southbound Interior Lane Shoulder Improvements between Exits 200 and 205 (Rockbridge County)

Mr. Slaydon stated that the Rockbridge County Board of Supervisors have not had an opportunity to discuss and comment on the two Rockbridge County SMART SCALE applications. He stated that the Board will consider the two SMART SCALE applications at their meeting Monday night and will pass a resolution regarding the applications by the end of July. He stated that even though the Board of Supervisors were unaware of the applications, they were overall very supportive. Questions were raised and answered regarding the SMART SCALE process in relation to the I-81 study that is underway and CEDS. Dr. Pattie moved, seconded by Ms. Cooper, to approve the resolutions for the 2018 SMART SCALE applications from the CSPDC. Motion carried unanimously.

Commonwealth Intergovernmental Review Process (CIRPs) (BAF #18-7)

Chairman Friedman presented for consideration Commonwealth Intergovernmental Review Process (CIRPs). Dr. Pattie moved, seconded by Mr. Chandler, to endorse the staff recommendations on agenda items 8A through 8G. Motion carried unanimously. They are as follows:

- A. An application submitted by Shenandoah Valley Regional Airport for \$4,846,500 in federal funding to replace fuel tanks at their fuel farm and to build a large hanger. Given time constraints, the Executive Director submitted a letter of support for this project on May 8, 2018. Staff recommends ratification of the Executive Director's endorsement letter.
- B. An application submitted by the Virginia Department of Environmental Quality (DEQ) for \$160,000 in federal funding for FY2019-FY2023 Pollution Prevention 2 Outreach. Staff recommends endorsement.
- C. An application submitted by the National Fish and Wildlife Foundation (NFWF) for \$74,666,666 in federal funding for the Chesapeake Bay Small Watershed Grants Program. Staff recommends endorsement.
- D. An application submitted by the National Fish and Wildlife Foundation (NFWF) for \$112,000,000 for the Chesapeake Bay Innovative Nutrient and Sediment Reduction Grants Program. Staff recommends endorsement.
- E. An application submitted by the Virginia Department of Transportation (VDOT) for Draft SPR Work Program for FY19 for a grand total of \$92,396,392. Staff recommends endorsement.
- F. An application submitted by the Virginia Department of Environmental Quality (DEQ) for \$1,113,893 in federal funding for FY19-FY20 Wetlands Program Development Grant. Staff recommends endorsement.
- G. An application submitted by the CSPDC for \$100,000 for a USDA Rural Development Community Facility Technical Assistance and Training (CFTAT). The CSPDC will provide technical assistance to the Rockbridge Area Relief Association (RARA), other organizations, and five localities (Buena Vista, Lexington, Rockbridge County, Glasgow, and Goshen). The outcome of this project will address challenges of planning and funding for essential community facilities related to food distribution and community services. Staff recommends endorsement.

Other Business

Ms. Riedesel announced that the VAPDC will hold its annual conference on July 25-27 at the Hotel Roanoke. Ms. Riedesel asked that any Commissioner who wished to attend to please let her know.

Adjournment

Chairman Friedman announced that the CSPDC Annual Commission meeting will be held on Monday, August 20, 2018, at the Stonewall Jackson Hotel in Staunton. There being no further business to come before the Commission, a motion for adjournment was unanimously passed at 8:45 p.m.

Respectfully submitted,

Rita F. Whitfield
Clerk to the Commission

Approved:

Frank Friedman
Chairman