



Minutes
Central Shenandoah Planning District Commission
Executive Committee Meeting
112 MacTanly Place, Staunton, VA 24401
May 21, 2018, 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				
✓	Casey Armstrong, Secretary				

Call To Order

The May 21, 2018, Executive Committee meeting was called to order at 6:00 p.m. by acting Chairperson Dull.

Minutes

Chairperson Dull presented the minutes from the April 16, 2018, Executive Committee meeting. Mr. Byrd moved, seconded by Mr. Armstrong, to approve the minutes as presented. Motion was carried by unanimous vote.

Consideration of Draft CSPDC FY19 Budget (BAF #18-8)

Chairperson Dull presented for consideration the Draft CSPDC FY19 Budget (attached to file minutes). Ms. Riedesel gave a brief review on the Budget. She reviewed all of the Commission's accomplishments from last year, noting that one of the biggest efforts was the Transit program and taking ownership of a \$4 million federally-funded facility. Ms. Riedesel reviewed the successes of the Transit program, including the procurement of a service provider, the BRITE brand, and numerous route improvements. She 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. The Budget also includes overlap hours for training and transition purposes.

Ms. Riedesel stated that an additional accomplishment of the CSPDC is GO Virginia. She reported on GO Virginia, noting that the CSPDC will continue to participate and manage GO Virginia

funded projects such as the RAAMP project in Rockbridge County and the Cyber Security Jobs program in Harrisonburg. Ms. Riedesel reported on the upcoming FY19 projects, noting that one major project is contracting with the Virginia Department of Environmental Quality (DEQ) on the Chesapeake Bay WIP III project. She stated that Commission staff will provide technical assistance to the localities in the region and prepare the final report due to DEQ in December.

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, and funding highlights; transportation and transit services, budget, and funding highlights; wages, proposed cost of living and merit system, and benefits; CSPDC pension plan; staff hours by program area; contracted services; other costs; CSPDC restricted funds; and indirect rate.

After discussion regarding the CSPDC FY19 Budget, Mr. Byrd moved, seconded by Mr. Armstrong, to recommend adoption of the CSPDC FY19 Budget to the Full Commission. Motion carried unanimously.

Consideration of Virginia Investment Pools (BAF #18-9)

Acting Chairperson Dull presented for consideration Virginia Investment Pools. Ms. Riedesel stated that at the last Executive Committee meeting, the Executive Committee suggested that staff investigate the possibilities of investing CSPDC funds in government investments pools. She stated that staff has reviewed its cash balances in its various funds and operating accounts. Ms. Riedesel stated that staff is recommending that funds not needed for daily operations be moved into an account meeting the Virginia Code of Investments in Public Funds to allow for additional interest earning potential. Ms. Johnson presented and reviewed a chart comparing the Virginia Investment Pool and the Local Government Investment Pool. She noted that both investments meet the Virginia Code of “Investment of Public Funds Act” and the GASB Statement #79. Discussion ensued regarding the entity, fund types, and fees associated with both investments pools. Mr. Byrd moved, seconded by Mr. Armstrong, to authorize the CSPDC to invest funds in an acceptable fund with either the Virginia Investment Pool or the Local Government Investment Pool. Motion was carried by unanimous vote.

Other Business

Under Other Business, Ms. Riedesel reported on the following:

- A public hearing will be held on the Comprehensive Economic Development Strategy (CEDS) at the June 18, 2018, CSPDC Commission meeting. The consultants, Camoin Associates, will present the CEDS report.
- Mr. Jordan Bowman, Esq., Litten & Sipe, will present the Procurement Policy for the Central Shenandoah Planning District Commission at the June 18, 2018, CSPDC Commission meeting. Ms. Riedesel stated that the policy will be reviewed as required to reflect changes made in the Virginia Public Procurement Act, as well as Federal guidelines, and to prepare for the upcoming FTA Triennial Review.

- The Virginia Association of Planning District Commissions (VAPDC) will hold its annual summer conference on July 25-27, at the Hotel Roanoke and Conference Center in Roanoke. Ms. Riedesel stated that the VAPDC is encouraging each Planning District Commission to invite their Board members to attend the conference.
- The CSPDC Annual dinner meeting has been scheduled at the Stonewall Jackson Hotel in Staunton on August 20th. Further details on the meeting will be forthcoming.

Adjournment

There being no further business to come before the Committee, a motion for adjournment was unanimously passed at 7:10 p.m. Motion was carried by unanimous vote.

Respectfully submitted,

Rita F. Whitfield
Clerk to the Commission

Approved:

Casey Armstrong
CSPDC Secretary