



January 29, 2018

**MEMO TO:** CSPDC Commissioners  
**FROM:** Bonnie S. Riedesel, Executive Director  
**SUBJECT:** February 5, 2018 CSPDC Commission Meeting

The Central Shenandoah Planning District Commission (CSPDC) will hold its meeting on **Monday, February 5, 2018, 7:00 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 at 540-885-5174.

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

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## **AGENDA**

1. Call to Order
2. Public Comment
3. Minutes of December 18, 2017 CSPDC Commission Meeting\*
4. Reports
  - A) Chairperson
    - *Introduction of New Commission Members*
    - *GO Virginia Update*
  - B) Executive Director
  - C) Treasurer\*
  - D) Staff Reports
    - *Inter-Regional Transit Service from Staunton to Charlottesville – Nancy Gourley, Transit Program Manager*
    - *Comprehensive Economic Development Strategy (CEDS) Update – Elizabeth McCarty, Director of Planning*
    - *Floodplain Management Workshop, March 27, 2018 – Rebecca Joyce, Community Development Program Manager*
    - *I-81 and SMART SCALE – Ann Cundy, Transportation Program Manager*

5. Presentation: “Death and Life of Virginia Localities”
  - *Luke Juday, Director of Planning, City of Waynesboro*
6. Commonwealth Intergovernmental Review Process (CIRPS) (BAF #18-1)\*
  - A) Applications Submitted by the Following for FTA Section 5310 Program to Purchase Transportation Equipment:
    - Rockbridge Area Transportation System, Inc. (RATS)
    - Valley Program for Aging Services (VPAS)
    - The Arc of Harrisonburg and Rockingham County
7. Other Business
8. Adjournment

**Next CSPDC Board Meeting: Monday, April 16, 2018**

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\*Action Needed



**Minutes**  
**Central Shenandoah Planning District Commission Meeting**  
**112 MacTanly Place, Staunton, VA 24401**  
**February 5, 2018, 7:00 p.m.**

<b>Member Jurisdiction Representatives</b>			
	<b>Augusta County</b>		<b>City of Staunton</b>
	Terry Kelley	✓	Carolyn Dull
✓	Marshall Pattie, Treasurer	✓	Sharon Angle
✓	Vickie Moran		<b>Rockbridge County</b>
✓	Leslie Tate	✓	Jay Lewis
	<b>Bath County</b>	✓	Chris Slaydon
✓	Edward Hicklin		<b>Rockingham County</b>
	<b>City of Buena Vista</b>		Ned Overton
	Vacant		William Kyger
	<b>City of Harrisonburg</b>	✓	Casey Armstrong, Secretary
✓	Ted Byrd	✓	Kim Sandum
✓	George Hirschmann		<b>City of Waynesboro</b>
✓	Adam Fletcher	✓	Jeff Freeman
	<b>Highland County</b>		Rusty Johnson
✓	Kevin Wagner, Vice Chair		
	<b>City of Lexington</b>		
✓	Frank Friedman, Chairman		

**Call to Order**

The February 5, 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 December 18, 2017, CSPDC Commission meeting. Ms. Dull moved, seconded by Mr. Byrd, to approve the minutes as presented. Motion carried unanimously.

## **Chairman's Report**

Under Chairman's Report, Chairman Friedman introduced and welcomed Mr. Jay Lewis, representative from Rockbridge County. Mr. Lewis replaces his father, Buster Lewis, on the Commission. Chairman Friedman gave an update on GO Virginia. He noted that in December 2017, GO Virginia Region 8 submitted two proposals to the GO Virginia State Board for consideration: 1) Shenandoah Valley Nursing Scholarship Project for \$514,000; and Rockbridge Area Advanced Manufacturing Project (RAAMP) for \$100,000. Chairman Friedman stated the two proposals were considered by the GO Virginia State Board meeting on December 12, 2017 and were defined as "not ready to move forward" but were deemed eligible for resubmission with changes. He noted that Region 8 submitted a revised RAAMP application on January 11<sup>th</sup> and will be considered by the GO Virginia State Board on February 13<sup>th</sup>, and the nursing program is still under discussion at the state level. Chairman Friedman announced the next Regional Council meeting will be held on March 5, 2018, at the Murphy Deming College of Health Sciences in Fishersville.

## **Executive Director's Report**

Under Executive Director's Report, Ms. Riedesel reported on the following:

- Announced that she will be attending the Virginia Association of Planning District Commissions (VAPDC) winter conference on February 7-9, 2018, in Richmond. Ms. Riedesel noted that the VAPDC conference will be held jointly with VACo as part of their Local Government Day. She stated that Lt. Governor Justin Fairfax and Secretary of Commerce and Trade Esther Lee will be in attendance.
- Announced that Governor Northam appointed Erik Johnston as the new Director of the Department of Housing and Community Development, replacing Bill Shelton, who has retired.
- Announced that a Farm to School workshop will be held at the Frontier Culture Museum on March 9, 2018, from 9:00 a.m. to 3:00 p.m. Ms. Riedesel stated that the purpose of the event is to introduce farmers to school nutritionists in the local school system, and to learn more about Farm to School programs and how to work with the schools.

## **Treasurer's Report**

Chairman Friedman presented for consideration the Treasurer's Report (attached to file minutes). Dr. Pattie gave a report on the December 31, 2017, Financial Statement, noting that the CSPDC budget continues to remain in a good position. He reported on the Executive Committee meeting, held prior to the Full Commission meeting. Dr. Pattie stated that in December 2017, the Executive Committee had released a Request for Proposals for audit services and established a committee to develop and manage the RFP process for the Commission auditors. He noted that the committee reviewed three proposals, and recommended the Commission enter into an audit contract with Brown Edwards & Company for a three-year contract, with four, one-year renewals. Dr. Pattie noted that Continuing Care Management extended their rental lease agreement for three more years at 114 McTanly Place. Ms. Angle moved, seconded by Mr. Slaydon, to approve the Treasurer's Report as presented. Motion carried unanimously.

## **Staff Reports**

### ***Inter-Regional Transit Service from Staunton to Charlottesville-Nancy Gourley, Transit Program Manager***

Ms. Gourley gave an update on the *Inter-Regional Transit Feasibility Study*, noting that the purpose of the study was to affirm and assess the potential need and demand for transit service connecting Harrisonburg, Staunton, Waynesboro, and Charlottesville. She reviewed the highlights of the commuter survey that was conducted in April 2016, noting that 609 responses were received. Ms. Gourley stated that in November 2017, CSPDC staff and Thomas Jefferson PDC staff met with representatives from the Department of Rail and Public Transportation (DRPT) to discuss the next steps. She noted that DRPT recommended a phased approach and applying for a Demonstration grant to assist in getting the new transit service underway. Ms. Gourley reported on funding and match, noting that the Demonstration grant would fund six months of service planning and marketing, and an initial 12 months of operation for 80% with a local match of 20%. Ms. Gourley stated that staff submitted an application to DRPT that was due February 1<sup>st</sup>. She noted that after the Demonstration grant expires and funds are expended, the service would be eligible for the regular rural transit program, since it has a significant rural component. Ms. Gourley stated that if approved, funding would be available to support activities beginning July 1<sup>st</sup>.

### ***Comprehensive Economic Development Strategy (CEDS) Update-Elizabeth McCarty, Director of Planning***

Ms. McCarty gave an update on the Comprehensive Economic Development Strategy (CEDS) for the region, which is a strategy-driven plan for regional economic development. She noted that since the 1980s, the CSPDC has been an Economic Development District (EDD) under the Economic Development Administration (EDA) and the Commission serves as the CEDS Committee. As an EDD, the CSPDC receives funding each year from EDA to provide a variety of data tools and technical assistance to the localities, but also to coordinate regional economic development efforts. Ms. McCarty reported on the GO Virginia Economic Growth and Diversification Plan, prepared by Camoin Associates. She noted that the CEDS and GO Virginia plans are similar and reviewed the similarities. Ms. McCarty stated that the GO Virginia planning process provided an easy and cost effective opportunity to update the CEDS to meet the requirements of EDA for a CEDS, and Camoin Associates will provide the CEDS update. She reviewed the next steps in updating the plan, noting that a draft plan will be presented to the CSPDC at their April or June 2018 meeting.

### ***Floodplain Management Workshop-Rebecca Joyce, Community Development Program Manager***

Ms. Joyce distributed copies of a notice regarding the CSPDC Floodplain Management Workshop, to be held on March 27, 2018, from 9:00 a.m. to 4:30 p.m., at the BRITE Transit Facility in Fishersville. She stated that this is a one-day workshop for local officials involved in floodplain management. This workshop will introduce participants to the Virginia Department of Conservation and Recreation Floodplain Management staff, and provide training on floodplain management requirements. Ms. Joyce noted for those who wished to register, to contact her by March 20, 2018.

### ***I-81 and SMART SCALE – Ann Cundy, Transportation Program Manager***

Ms. Cundy reported on I-81, noting that two Senate Bills (SB 561 and SB 971) have been introduced to the General Assembly by Senator Mark Obenshain regarding congestion relief and safety improvements on I-81. She stated that SB 561 would direct the Department of Transportation to conduct a pilot program to establish zones on I-81 where tractor trucks would be required to travel in the right lane. SB 561 was referred to the Committee on Transportation and was voted to continue in 2019. Ms. Cundy noted that SB 971 would direct the Commonwealth Transportation Board to develop and adopt an I-81 Corridor Improvement Plan that may include tolling heavy commercial vehicles to finance the corridor improvements. SB 971 has been referred to the Committee on Rules and no hearing has been scheduled. Ms. Cundy stated that Delegate Landes introduced Budget Amendment 420 #2h, to fund four new positions to increase traffic enforcement on I-81 in Shenandoah, Rockingham, and Augusta counties. She noted that a letter was submitted last week to the Virginia Congressional Delegation from State Legislators and five Chambers of Commerce requesting federal assistance to implement funding solutions on I-81.

Ms. Cundy reported on SMART SCALE, noting that the SMART Portal will open on March 1, 2018. She stated that staff is working closely with the Virginia Department of Transportation (VDOT) and the localities to develop applications for this found of funding. Ms. Cundy stated that project selections will be announced in the spring and formally approved by the Commonwealth Transportation Board at their June 2018 meeting.

### **Presentation: “Death and Life of Virginia Localities”**

Ms. Riedesel introduced and welcomed Mr. Luke Juday, Director of Planning for the City of Waynesboro. Mr. Juday presented a PowerPoint presentation on “Death and Life of Virginia Localities.” He reviewed the population growth in Virginia and the CSPDC localities. Mr. Juday reported on the components of population - natural increase and net migration; statewide growth in population by age group from 2005-2015; estimated and projected natural increase without migration; and population growth from 2000-2015. He reported on the CSPDC localities biggest changes with various age groups; education attainment by metro size; and reported on why cities are always losing people but continue to grow. He reviewed the median age in 2015 and the changes since 2000 for CSPDC localities, and the poverty rate.

### **Commonwealth Intergovernmental Review Process (CIRPs) (BAF #18-1)**

Chairman Friedman presented for consideration Commonwealth Intergovernmental Review Process (CIRPs). Ms. Riedesel stated that she had received an additional CIRP from Pleasant View, Inc. for FTA Section 5310 Program. Mr. Byrd moved, seconded by Mr. Armstrong, to endorse the staff recommendations. Motion carried unanimously. They are as follows:

- A. Applications submitted by the following for FTA Section 5310 Program to Purchase Transportation Equipment:
  - The Arc of Harrisonburg and Rockingham is seeking capital assistance in the amount of \$110,000, to purchase two 9-passenger raised roof vans with lifts.

- Rockbridge Area Transportation System, Inc. (RATS) is seeking capital assistance in the amount of \$60,462 to purchase one 9-passenger van with wheelchair lift.
- Valley Program for Aging Services (VPAS) is seeking capital assistance in the amount of \$55,000 to purchase one 9-passenger van with a wheelchair lift.
- Pleasant View, Inc. is seeking capital assistance in the amount of \$76,000, or 80% of the cost to purchase one modified mini-van with a wheelchair ramp and one 9-passenger raised roof van with wheelchair lift.

Staff recommends endorsement for all four FTA Section 5310 program applications.

### **Adjournment**

Chairman Friedman announced that the next CSPDC Commission meeting will be held on Monday, April 16, 2018. There being no further business to come before the Commission, a motion for adjournment was unanimously passed at 8:10 p.m.

Respectfully submitted,

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*Rita F. Whitfield, Clerk to the Commission*

Approved:

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*Casey Armstrong*  
*CSPDC Secretary*



April 9, 2018

**MEMO TO:** CSPDC Commissioners  
**FROM:** Bonnie S. Riedesel, Executive Director  
**SUBJECT:** April 16, 2018 CSPDC Commission Meeting

The Central Shenandoah Planning District Commission (CSPDC) will hold its meeting on **Monday, April 16, 2018, 7:00 p.m.**, at the Central Shenandoah Planning District Commission Office, 112 MacTanly Place, Staunton, Virginia. Please let me know if you can attend this meeting.

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

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### **AGENDA**

1. Call to Order
2. Public Comment
3. Minutes of February 5, 2018 CSPDC Commission Meeting\*
4. Reports
  - A) Chairperson
    - *Introduction of New Commission Member - Lisa Clark, City of Buena Vista*
    - *GO Virginia Update*
  - B) Executive Director
    - *Investments in the Region*
  - C) Treasurer\*



- D) Staff Reports
- *Comprehensive Economic Development Strategy (CEDS) Update and Economic Development APP - Elizabeth McCarty, Director of Planning*
  - *Bike the Valley Campaign Re-branding - Ann Cundy, Transportation Program Manager*
  - *Virginia Breeze and BRITE Transit Display Racks - Nancy Gourley, Transit Program Manager*
  - *Regional Wildfire Plan and Survey - Rebecca Joyce, Community Development Program Manager*
5. Consideration of 2018 CDBG Regional Priorities (BAF #18-4)\*
6. Consideration of FY19 Rural Transportation Work Program (BAF #18-3)\*
7. Presentation: “Agribusiness in the Modern Economy” - Katie Frazier, President, Virginia Agribusiness Council
8. Commonwealth Intergovernmental Review Process (CIRPS) (BAF #18-2)\*
- A) Application submitted by DEQ for VADEQ VPDES IP eReporting Solution Project
- B) An application submitted by the CSPDC for USDA Farmers Market Promotion Program (FMPP) for Tour de Farm
9. Other Business
10. Adjournment

**Next CSPDC Board Meeting: Monday, June 18, 2018**

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\*Action Needed



**Minutes**  
**Central Shenandoah Planning District Commission Meeting**  
**112 MacTanly Place, Staunton, VA 24401**  
**April 16, 2018, 7:00 p.m.**

<b>Member Jurisdiction Representatives</b>					
	<b>Augusta County</b>		<b>City of Staunton</b>		<b>Staff</b>
✓	Terry Kelley	✓	Carolyn Dull	✓	Bonnie Riedesel, Executive Director
✓	Marshall Pattie, Treasurer		Sharon Angle		Rebecca Joyce, Community Program Manager
	Vickie Moran		<b>Rockbridge County</b>	✓	Elizabeth McCarty, Director of Planning
	Leslie Tate	✓	Jay Lewis	✓	Ann Cundy, Transportation Program Manager
	<b>Bath County</b>	✓	Chris Slaydon	✓	Nancy Gourley, Transit Program Manager
✓	Edward Hicklin		<b>Rockingham County</b>	✓	Cindi Johnson, Fiscal Officer
	<b>City of Buena Vista</b>	✓	Ned Overton	✓	Rita Whitfield, Office Manager
	Lisa Clark		William Kyger	✓	Spencer Eavers, FOG Coordinator
	<b>City of Harrisonburg</b>	✓	Casey Armstrong, Secretary		<b>Others</b>
✓	Ted Byrd	✓	Kim Sandum		
✓	George Hirschmann		<b>City of Waynesboro</b>	✓	Katie Frazier, VA Agribusiness Council
	Adam Fletcher		Jeff Freeman	✓	Shepherd Cronemeger, VA Agribusiness Council
	<b>Highland County</b>	✓	Rusty Johnson		
	Kevin Wagner, Vice Chair				
	<b>City of Lexington</b>				
✓	Frank Friedman, Chairman				

**Call to Order**

The April 16, 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 February 5, 2018, CSPDC Commission meeting. There being no corrections or additions, Chairman Friedman declared the minutes approved as presented.

## **Chairman's Report**

Under Chairman's Report, Chairman Friedman announced Ms. Leslie Tate had a baby girl on April 7<sup>th</sup>, and Ms. Lisa Clark will be the new representative for the City of Buena Vista. He distributed copies of the Infographic designed for Go Virginia and gave an update on GO Virginia. He noted that the region's first application for GO Virginia funding for the Rockbridge Area Advanced Manufacturing Project (RAAMP), a 40-week welding training program located at Byers Technical Institute in Rockbridge County, was approved by the State GO Virginia Board in February. Chairman Friedman noted that two proposals, one from Cyber Security Workforce Development and Jobs Program for Harrisonburg; and one from CUED-In, an app-based platform, were received on April 6<sup>th</sup> and are currently under review. He stated that currently, Region 8 has approximately \$850,000 available in per capita funds for the region. In addition, the statewide competitive phase of the GO Virginia initiative is open with approximately \$11 million available for multi-regional projects. Chairman Friedman announced that the next Regional Council meeting will be held on April 27<sup>th</sup> at the Virginia Horse Center in Lexington.

## **Executive Director's Report**

Under Executive Director's Report, Ms. Riedesel distributed and reviewed copies of "*CSPDC Investments in the Region - FY2014-2017.*" She stated that one of the more important services provided by the CSPDC to its member jurisdictions is writing grants and finding ways to bring additional financial resources into the region. Ms. Riedesel noted that over the past 45 years, the CSPDC has worked to help find and create investments for a multitude of public projects and programs including economic and community development, flood mitigation, disaster preparedness training, broadband, water and sewer projects, environmental planning, transportation planning, affordable housing, recreational facilities, and bicycle and pedestrian planning. She stated that for every \$1 the CSPDC has received in local dues, it has leveraged approximately \$36 in state and federal funds over the last ten years. Ms. Riedesel noted that over the past four fiscal years, these efforts have brought in more than \$27.5 million in new investments to the region.

## **Treasurer's Report**

Chairman Friedman presented for consideration the Treasurer's Report (attached to file minutes). Dr. Pattie gave a report on the February 28, 2018, Financial Statement. He reported on the Executive Committee meeting, held prior to the Full Commission meeting. Dr. Pattie stated that the Executive Committee had reviewed and approved the FY18 Budget Revision. He reviewed the program and expense changes to the Budget Revision. Dr. Pattie moved, seconded by Mr. Johnson, to approve the Treasurer's Report as presented. Motion carried unanimously.

## **Staff Reports**

### ***Comprehensive Economic Development Strategy (CEDS) Update-Elizabeth McCarty, Director of Planning***

Ms. McCarty gave an update on the Comprehensive Economic Development Strategy (CEDS) for the region, which is a strategy-driven plan for regional economic development. She stated that as an

EDD, the CSPDC receives funding each year from EDA to provide a variety of data tools and technical assistance to the localities, but also to coordinate regional economic development efforts. Ms. McCarty reported on the CEDS project team and role, noting that the project team has representation from each of the four subregions and includes key regional partners and CSPDC participation. She noted that a public hearing on the CEDS will be held at the next Commission meeting on June 18<sup>th</sup> where the consultants, Camoin Associates, will present the CEDS report.

Ms. McCarty reported that CSPDC staff has created an economic asset web app called Discover. Locate. Grow., that allows users to discover business and quality of life assets in the CSPDC region. She presented the web app and showed how each locality has a tab with a short description and link to their economic development pages. Ms. McCarty stated that users can click on locality features in the interactive map to find more information, including demographic data such as population, median age, cost of living, and unemployment rates. Also, users can view industrial/business parks and business incentive zones in the CSPDC region.

### ***Virginia Breeze and BRITE Transit Display Racks - Nancy Gourley, Transit Program Manager***

Ms. Gourley gave an update on Virginia Breeze, noting that the Virginia Breeze bus service was launched on December 1<sup>st</sup> by the Virginia Department of Rail and Public Transportation (DRPT). She stated that the Virginia Breeze connects travelers from Blacksburg to Washington, D.C. with multiple destinations in-between, including Lexington, Staunton, and Harrisonburg. Ms. Gourley noted that ridership on the Virginia Breeze has exceeded expectations. She stated that in March 2018, there were 973 northbound and 871 southbound trips for a total of 1844 rides. In addition, March fare collections almost covered the operating cost of the service. On three separate occasions since the onset of service, a second bus had to be added to meet the demand. Ms. Gourley noted that this pilot transit program is funded through the Federal Transit Administration's 5311 Intercity Bus Program.

Ms. Gourley presented the BRITE Transit displays, noting that displays similar to this one are being included in 20 of the most popular public and private agencies served by the transit service, such as libraries, visitor centers, and government offices. These displays will include a customized poster based on the specific location, a full BRITE system map, and times when the bus stops at that particular location, as well as contact information for riders.

### ***Bike the Valley Campaign Rebranding – Ann Cundy, Transportation Program Manager***

Ms. Cundy reported on Bike the Valley rebranding. She presented a preview of the new logo and website for Bike the Valley. Ms. Cundy distributed copies of Bike the Valley rack cards which will be used to direct visitors to the website for information on bike routes, trails and greenways, and cycling events and more in Virginia's Shenandoah Valley.

Ms. Cundy announced that the Virginia Commonwealth Transportation Board (CTB) is hosting a public hearing on May 3, 2018, from 4:00 p.m. to 6:00 p.m. at the Staunton Holiday Inn Conference Center regarding the FY 2019-2024 Six-Year Improvement Program (SYIP). She noted that the public hearing is to provide the public the opportunity to review and comment on transportation projects that have been recommended for funding in the FY 2019-2024 SYIP. Ms.

Cundy stated that projects recommended for the FY 2019-2024 SYIP include interstate highway, primary road, rail, bicycle, pedestrian and public transportation initiatives.

***Regional Wildfire Plan and Survey – Bonnie Riedesel, Executive Director***

Ms. Riedesel reported that the CSPDC is in the process of creating a Community Wildfire Protection Plan for the region that looks at areas in the region that are vulnerable to wildfires. She noted that the Wildfire Protection Plan will be part of an All Hazards Mitigation Plan that looks at other hazards such as floods, tornadoes, blizzards, and other natural disasters. Ms. Riedesel stated that as part of the planning process, the CSPDC, along with the Regional All Hazards Mitigation Plan Committee, have launched an online survey of the region's residents to gauge their perceptions about natural hazards and their willingness to implement mitigation measures to protect their families, homes, and businesses. She noted that the results of the survey will be incorporated into both the Wildlife Protection Plan and the All Hazards Mitigation Plan. Ms. Riedesel distributed copies of a postcard with the link to the All Hazards Survey, noting that the link to the Survey was also on the CSPDC website and was submitted to various groups and organizations throughout the region.

**Consideration of 2018 CDBG Regional Priorities (BAF #18-4)**

Chairman Friedman presented for consideration the 2018 CDBG Regional Priorities (attached to file minutes). Ms. Riedesel stated that each year, the CSPDC is requested to prepare a list of CDBG regional priorities for submission to the Virginia Department of Housing and Community Development. These priorities set the stage for the Region's communities to access CDBG funds should they decide to submit applications during the program year and provide bonus points during the selection process. Ms. Riedesel noted that CSPDC staff has coordinated with the localities and has prepared the attached list for the Board's consideration and approval. She stated the submission deadline for the priority list was March 23, 2018, and given time constraints, the list was submitted on February 23, 2018. Dr. Pattie moved, seconded by Mr. Kelley, to approve ratification of the Executive Director's endorsement letter for the 2018 CDBG Regional Priorities. Motion carried unanimously.

**Consideration of FY19 Rural Transportation Work Program (BAF #18-3)**

Chairman Friedman presented the FY19 Rural Transportation Work Program. Ms. Cundy gave a brief review on the program, noting that this program supports the following: program administration; transportation-related grant writing for member localities; transportation planning assistance offered to rural localities; rural long-range transportation planning; completion of a rural corridor or intersection plan; assistance and support of the State's efforts related to transportation planning, including data collection; and development of performance measures in transportation planning, and bicycle and pedestrian planning. She noted that the program provides \$58,000, and the CSPDC will provide a \$14,500 match. Ms. Dull moved, seconded by Mr. Hirschmann, to approve the Resolution authorizing application for the FY19 Rural Transportation Planning Assistance Program grant. Motion was carried by unanimous vote.

## **Commonwealth Intergovernmental Review Process (CIRPs) (BAF #18-2)**

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

- 8A. An application submitted by the Virginia Department of Environmental Quality (DEQ) for VADEQ VPDES IP eReporting Solution Project for a total funding of \$197,414. Staff recommends endorsement.
- 8B. An application submitted by the CSPDC for USDA Farmers Market Promotion Program (FMPP) for Tour de Farm for \$150,000. Staff recommends endorsement.

### **Presentation: “Agribusiness in the Modern Economy” – Katie Frazier, President, Virginia Agribusiness Council**

Ms. Riedesel introduced and welcomed Ms. Katie Frazier, President, Virginia Agribusiness Council. Ms. Frazier introduced Ms. Shepherd Cronmeger, Virginia Agribusiness Council Director of Member Services and Events. Ms. Frazier gave a presentation on “Agribusiness in the Modern Economy”. She noted that the Virginia Agribusiness Council represents agricultural and forestry producers, suppliers, marketers, processors and commodity associations in the Commonwealth with a unified voice through its government affairs activities. Ms. Frazier reported on dairy operations in the region, robotic milkers, promoting agritourism in the region, opportunities for youth to invest in agricultural, hemp growth and production, and legislation currently under consideration at the state.

### **Adjournment**

Chairman Friedman announced that the next CSPDC Commission meeting will be held on Monday, June 18, 2018. There being no further business to come before the Commission, a motion for adjournment was unanimously passed at 8:00 p.m.

Respectfully submitted,

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*Rita F. Whitfield, Clerk to the Commission*

Approved:

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*Casey Armstrong*  
*CSPDC Secretary*



June 11, 2018

**MEMO TO:** CSPDC Commissioners  
**FROM:** Bonnie S. Riedesel, Executive Director  
**SUBJECT:** June 18, 2018 CSPDC Commission Meeting

The Central Shenandoah Planning District Commission (CSPDC) will hold its meeting on **Monday, June 18, 2018, 7:00 p.m.**, at the Central Shenandoah Planning District Commission Office, 112 MacTanly Place, Staunton, Virginia. Please let me know if you can attend this meeting.

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

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## **AGENDA**

1. Call to Order
2. Public Comment
3. Minutes of April 16, 2018 CSPDC Commission Meeting\*
4. Recognition of Outgoing and Incoming Commissioners
  - Outgoing Commissioners
    - Jeff Freeman, City of Waynesboro
    - Casey Armstrong, Rockingham County
  - Incoming Commissioners
    - Rhonda Cooper, Rockingham County
5. Reports
  - A) Chairperson
  - B) Executive Director
  - C) Treasurer\*

6. Consideration of FY19 CSPDC Budget (BAF #8-10)\*
7. Consideration of CSPDC Procurement and Purchasing Procedures Manual (BAF #18-11)\*
  - *Jordan Bowman, Esq., Litten & Sipe, L.L.P.*
8. Comprehensive Economic Development Strategy (CEDS) Update
9. Consideration of SMART SCALE Resolutions (BAF #8-12)\*
10. Commonwealth Intergovernmental Review Process (CIRPS) (BAF #18-7)\*
  - A) An application submitted by Shenandoah Valley Regional Airport for Rural Development Funding to Replace Fuel Tanks and Construction of Hanger.
  - B) An application submitted by the Virginia Department of Environmental Quality (DEQ) for FY19-23 Pollution Prevention 2 Outreach Application.
  - C) An application submitted by the National Fish and Wildlife Foundation (NFWF) for Chesapeake Bay Small Watershed Grants Program.
  - D) An application submitted by the National Fish and Wildlife Foundation (NFWF) for Chesapeake Bay Innovative Nutrient and Sediment Reduction Grants Program.
  - E) An application submitted by the Virginia Department of Transportation (VDOT) for Draft SPR Work Program for FY19.
  - F) An application submitted by the Virginia Department of Environmental Quality (DEQ) for FY19-20 Wetlands Program Development Grant.
  - G) An application submitted by the CSPDC for USDA Rural Development Community Facility Technical Assistance and Training (CFTAT).
11. Other Business
  - Annual VAPDC Conference – July 25-27, 2018, Hotel Roanoke
12. Adjournment

**Annual Commission Meeting: Monday, August 20, 2018, Stonewall Jackson Hotel**

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\*Action Needed





**Minutes**  
**Central Shenandoah Planning District Commission Meeting**  
**112 MacTanly Place, Staunton, VA 24401**  
**June 18, 2018, 7:00 p.m.**

<b>Member Jurisdiction Representatives</b>			
	<b>Augusta County</b>		<b>City of Staunton</b>
	Terry Kelley	✓	Carolyn Dull
✓	Marshall Pattie, Treasurer	✓	Sharon Angle
✓	Vickie Moran		<b>Rockbridge County</b>
✓	Leslie Tate		Jay Lewis
	<b>Bath County</b>	✓	Chris Slaydon
	Edward Hicklin		<b>Rockingham County</b>
	<b>City of Buena Vista</b>	✓	Ned Overton
	Lisa Clark	✓	Rick Chandler
	<b>City of Harrisonburg</b>	✓	Rhonda Cooper
	Ted Byrd	✓	Kim Sandum
✓	George Hirschmann		<b>City of Waynesboro</b>
✓	Adam Fletcher	✓	Jeff Freeman
	<b>Highland County</b>	✓	Rusty Johnson
✓	Kevin Wagner, Vice Chair		
	<b>City of Lexington</b>		
✓	Frank Friedman, Chairman		
			<b>Staff</b>
		✓	Bonnie Riedesel, Executive Director
		✓	Rebecca Joyce, Community Program Manager
		✓	Elizabeth McCarty, Director of Planning
		✓	Ann Cundy, Transportation Program Manager
		✓	Nancy Gourley, Transit Program Manager
		✓	Cindi Johnson, Fiscal Officer
		✓	Rita Whitfield, Office Manager
			<b>Others</b>
		✓	Jordan Bowman, Esq., Litten & Sipe

**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 12<sup>th</sup> 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 27<sup>th</sup> 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 15<sup>th</sup> 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,

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*Rita F. Whitfield*  
*Clerk to the Commission*

Approved:

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*Frank Friedman*  
*Chairman*



August 9, 2018

**MEMO TO:** CSPDC Commissioners  
**FROM:** Bonnie S. Riedesel, Executive Director  
**SUBJECT:** August 20, 2018 CSPDC Commission Meeting

The Central Shenandoah Planning District Commission (CSPDC) will hold its annual meeting on **Monday, August 20, 2018, 6:00 p.m., at the Stonewall Jackson Hotel, 24 South Market Street, Staunton, Virginia.**

**6:00 p.m.** Business Meeting  
**6:30 p.m.** Dinner and Program

\*\*\*\*\*

## **AGENDA**

1. Call to Order
2. Public Comment
3. Minutes of June 18, 2018 Meeting\*
4. Reports
  - A) Chairperson
  - B) Executive Director
  - C) Treasurer\*
5. Election of Executive Committee Members (BAF #18-13)\*
6. Consideration of Resolutions of Support for 2018 SMART SCALE Applications (BAF #18-15)\*

7. Commonwealth Intergovernmental Review Process (CIRPS) (BAF #18-14)\*
  - A. An application submitted by the Virginia Department of Environmental Quality for Chesapeake Bay Implementation Grant (CBIG III) Amendment 1.
  - B. An application submitted by the Virginia Department of Environmental Quality for Chesapeake Bay Regulatory and Accountability Program (CBRAP II) Amendment 3
  - C. An application submitted by the Virginia Department of Environmental Quality for 2018 Section 319(h) Nonpoint Source Implementation (NPS).
8. Adjournment

\*Action Needed

**Next CSPDC Board Meeting: Monday, October 15, 2018**

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## **Dinner and Program**

**Presentation by the CSPDC Staff**  
*A Year In Review FY18*

**Presentation on Comprehensive Economic  
Development Strategy (CEDs)**





**Minutes**  
**Central Shenandoah Planning District Commission Meeting**  
**Stonewall Jackson Hotel, 24 South Market Street, Staunton, Virginia**  
**August 20, 2018, 6:00 p.m.**

<b>Member Jurisdiction Representatives</b>					
	<b>Augusta County</b>		<b>City of Staunton</b>		<b>Staff</b>
✓	Terry Kelley	✓	Carolyn Dull	✓	Bonnie Riedesel, Executive Director
✓	Marshall Pattie, Treasurer	✓	Sharon Angle	✓	Rebecca Joyce, Community Program Manager
	Vickie Moran	✓	<b>Rockbridge County</b>	✓	Elizabeth McCarty, Director of Planning
✓	Leslie Tate		Jay Lewis	✓	Ann Cundy, Transportation Program Manager
✓	<b>Bath County</b>	✓	Chris Slaydon	✓	Nancy Gourley, Transit Program Manager
✓	Edward Hicklin	✓	<b>Rockingham County</b>	✓	Cindi Johnson, Fiscal Officer
✓	<b>City of Buena Vista</b>	✓	Ned Overton	✓	Rita Whitfield, Office Manager
	Lisa Clark		Rick Chandler		
✓	<b>City of Harrisonburg</b>		Rhonda Cooper		<b>Others</b>
	Ted Byrd	✓	Kim Sandum	✓	Eric Campbell, City of Harrisonburg
✓	George Hirschmann	✓	<b>City of Waynesboro</b>	✓	Bradford Dyjak, Rockingham County
✓	Adam Fletcher	✓	Terry Short		
✓	<b>Highland County</b>		Rusty Johnson		
✓	Kevin Wagner, Vice Chair				
✓	<b>City of Lexington</b>				
✓	Frank Friedman, Chairman				

**Call to Order**

The August 20, 2018, Central Shenandoah Planning District Commission meeting was called to order at 6:00 p.m. by Chairman Friedman. Chairman Friedman introduced and welcomed Mr. Bradford Dyjak, Rockingham County and Mr. Eric Campbell, Harrisonburg City Manager.

**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 June 18, 2018, CSPDC Commission meeting. There being no corrections or additions, Chairman Friedman declared the minutes approved as presented.

## **Treasurer's Report**

Chairman Friedman presented for consideration the Treasurer's Report (attached to file minutes). Dr. Pattie gave a report on the June 30, 2018, Financial Statement. He noted that Brown Edwards will begin conducting the CSPDC audit in September and reported on the year-end preaudit figures. Dr. Pattie moved, seconded by Mr. Kelley, to approve the Treasurer's Report as presented. Motion carried unanimously.

## **Election of Executive Committee Members (BAF #18-13)**

Chairman Friedman presented for consideration Election of Executive Committee Members. Ms. Riedesel stated that two vacancies on the Executive Committee have occurred with the departure of Mr. Jeff Feeman of Waynesboro and Mr. Casey Armstrong of Rockingham County. She distributed copies of the ballot, asking everyone to vote for two members. Mrs. Riedesel noted that once the ballots had been tabulated, the new Executive Committee members will be announced at the end of the meeting.

## **Consideration of Resolutions of Support for 2018 SMART SCALE Applications (BAF #18-15)**

Chairman Friedman presented for consideration Resolutions of Support for 2018 SMART SCALE applications. Ms. Cundy gave a review on the SMART SCALE applications. She stated that Augusta County submitted an application for safety improvements at the intersection of Virginia Route 254 and Route 640 under the SMART SCALE Round 3 application cycle. Ms. Cundy also reviewed an application submitted by BRITE Transit for bus stop and safety improvements at the intersection of U.S. 250 and Sangers Lane/Brand Station Road under the SMART SCALE Round 3 application cycle. Dr. Pattie moved, seconded by Mr. Kelley, for approval of the Resolution of Support for the 2018 SMART SCALE application for Augusta County. Motion was carried, with Mr. Short abstaining. Dr. Pattie moved, seconded by Mr. Kelley, for approval of the Resolution of Support for the 2018 SMART SCALE application for BRITE Transit. Motion was carried, with Mr. Short abstaining.

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

Chairman Friedman presented for consideration Commonwealth Intergovernmental Review Process (CIRPs). Dr. Pattie moved, seconded by Mr. Kelley, to endorse the staff recommendations on agenda items 7A through 7C. Motion carried unanimously. They are as follows:

- A. An application submitted by the Virginia Department of Environmental Quality (DEQ) for \$5,555,244 in federal funding for Chesapeake Bay Implementation Grant (CBIG III) Amendment 1. These funds will be used to accomplish objectives of the Virginia Chesapeake Bay TMDL Phase I and Phase II Watershed Implementations Plans, and Virginia's Milestones, with an emphasis on nonpoint source pollution reduction programs. Staff recommends endorsement.
- B. An application submitted by Virginia Department of Environmental Quality (DEQ) for \$7,259,010 in federal funding for Chesapeake Bay Regulatory and Accountability Program (CBRAP II) – Amendment 3. CBRAP grants aid the six Bay watershed states in implementing and expanding

their regulatory, accountability, assessment, compliance, and enforcement capabilities in support of reducing nitrogen, phosphorus and sediment loads delivered to the Bay to meet the Water Quality Goal of the 2014 Chesapeake Bay Watershed Agreement and the Bay TMDL. Staff recommends endorsement.

- C. An application submitted by the Virginia Department of Environmental Quality (DEQ) for \$5,270,667 in federal funding for 2018 Section 319(h) Nonpoint Source Implementation (NPS). Section 319(h) of the Federal Clean Water Act requires that states develop and implement nonpoint source pollution management programs. Staff recommends endorsement.

### **Executive Committee Election Results**

Chairman Friedman advised the Commission that the votes for two Commission members to fill the unexpired terms on the Executive Committee had been tabulated. He announced that Mr. Rick Chandler, representative from Rockingham County, and Mr. Terry Short, representative from the City of Waynesboro, will serve as the new Executive Committee members.

### **Adjournment**

Chairman Friedman announced that the next CSPDC Commission meeting will be held on Monday, October 15, 2018. There being no further business to come before the Commission, a motion for adjournment was unanimously passed at 6:15 p.m. Commission members then proceeded to the CSPDC Annual Dinner and presentations.

Respectfully submitted,

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*Rita F. Whitfield*  
*Clerk to the Commission*

Approved:

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*Frank Friedman*  
*Chairman*



October 9, 2018

**MEMO TO:** CSPDC Commissioners  
**FROM:** Bonnie S. Riedesel, Executive Director  
**SUBJECT:** October 15, 2018 CSPDC Commission Meeting

The Central Shenandoah Planning District Commission (CSPDC) will hold its meeting on **Monday, October 15, 2018, 7:00 p.m.**, at the Central Shenandoah Planning District Commission Office, 112 MacTanly Place, Staunton, Virginia. Please let me know if you can attend this meeting.

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

\*\*\*\*\*

### **AGENDA**

1. Call to Order
2. Public Comment
3. Minutes of August 20, 2018 Meeting\*
4. Reports
  - A) Chairperson
    - *Introduction of New Commission Member, Mr. Bill Fitzgerald, City of Buena Vista*
    - *GO Virginia Update*
  - B) Executive Director (attached)
  - C) Treasurer\*
5. CEDS Public Meeting and Presentation
  - CEDS Resolution\*
6. Presentation: Chesapeake Bay Watershed Implementation Plan (WIP) III  
*Ann F. Jennings, Deputy Secretary of Natural Resources  
Commonwealth of Virginia, Office of the Governor*

7. Commonwealth Intergovernmental Review Process (CIRPS) (BAF #19-17)\*

- A. An application submitted by Jeffrey Sitler Environmental Services, Inc. for Horizons Edge Sports Campus, Rockingham County
- B. An application submitted by the Virginia Department of Health for FY19 Drinking Water State Revolving Funding Program - Safe Drinking Water Act
- C. An application submitted by the Virginia Department of Environmental Quality for FY19-FY21 Performance Partnership Grant

8. Adjournment

**Next CSPDC Board Meeting: Monday, December 17, 2018**

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\*Action Needed

**Central Shenandoah Development Corporation Annual Meeting  
Immediately Following the Full Commission Meeting**



**Minutes**  
**Central Shenandoah Planning District Commission Meeting**  
**112 MacTanly Place, Staunton, VA 24401**  
**October 15, 2018, 7:00 p.m.**

<b>Member Jurisdiction Representatives</b>					
	<b>Augusta County</b>		<b>City of Staunton</b>		<b>Staff</b>
	Terry Kelley	✓	Carolyn Dull	✓	Bonnie Riedesel, Executive Director
✓	Marshall Pattie, Treasurer	✓	Sharon Angle		Rebecca Joyce, Community Program Manager
	Vickie Moran		<b>Rockbridge County</b>	✓	Elizabeth McCarty, Director of Planning
✓	Leslie Tate		Jay Lewis	✓	Ann Cundy, Transportation Program Manager
	<b>Bath County</b>	✓	Chris Slaydon	✓	Nancy Gourley, Transit Program Manager
✓	Edward Hicklin		<b>Rockingham County</b>	✓	Cindi Johnson, Fiscal Officer
	<b>City of Buena Vista</b>		Ned Overton	✓	Rita Whitfield, Office Manager
	Bill Fitzgerald		Rick Chandler	✓	Hunter Moore, Regional Planner/GIS Coordinator
	<b>City of Harrisonburg</b>	✓	Rhonda Cooper		<b>Others</b>
✓	Ted Byrd		Kim Sandum	✓	Ann Jennings, Secretary of Natural Resources
	George Hirschmann		<b>City of Waynesboro</b>		
	Adam Fletcher		Terry Short		
	<b>Highland County</b>		Rusty Johnson		
✓	Kevin Wagner, Vice Chair				
	<b>City of Lexington</b>				
✓	Frank Friedman, Chairman				

**Call to Order**

The October 15, 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 August 20, 2018, CSPDC Commission meeting. There being no corrections or additions, Chairman Friedman declared the minutes approved as presented.

## **Chairman's Report**

Under Chairman's Report, Chairman Friedman announced that Bill Fitzgerald will be the new Commissioner representing the City of Buena Vista, replacing Ms. Lisa Clark. He gave a report on GO Virginia, noting that the Region's third application for GO Virginia funding for the Shihadeh Innovation Center in Winchester was denied. Chairman Friedman stated that the proposal is expected to resubmitted to the State GO Virginia Board on November 2<sup>nd</sup>. He announced that Region 8 has hired Faith McClintic as the GO Virginia Program Director. Chairman Friedman noted that two enhanced capacity building grant applications have been received and are under review. The applications are submitted by: 1) Shenandoah Valley Talent Solutions for \$60,000 to fund a study focused on job seekers, university and community college graduates, and high school students that addresses the talent shortage in the region; and 2) Staunton Innovation Hub for \$23,000 to conduct a feasibility study to design the curriculum and equipment needed for a Makers Space in Staunton, as well as the design of a mobile Makers Space to be used in rural communities. Chairman Friedman announced that the next Regional Council meeting will be held on October 22, 2018, 10:00 a.m., at the Virginia Military Institute (VMI) in Lexington.

## **Executive Director's Report**

Under Executive Director's Report, Ms. Riedesel reported on the following:

- Chesapeake Bay WIP III: Ms. Riedesel noted that the CSPDC continues to facilitate the development of the Chesapeake Bay Watershed Improvement Plan III. She stated that several meetings have been held to develop best management practices to aid the region in meeting pollution goals. Ms. Riedesel announced that a joint meeting will be held with the Soil and Water Conservation Districts in late November.
- Governors Summit on Rural Prosperity: Ms. Riedesel announced that the Center for Rural Virginia will host the Governor's Summit on Rural Prosperity on October 21-22 at the Stonewall Jackson Hotel in Staunton. She stated that Governor Ralph Northam will be the keynote speaker. Ms. Riedesel noted that the annual event brings together local, state and private sector representatives from across Virginia to discuss initiatives and opportunities for job creation, workforce and other topics of interest occurring in rural communities.
- CSPDC 50th Anniversary: Ms. Riedesel announced that the Commission will celebrate its 50th anniversary in 2019. Planning for the event will begin in the coming year to celebrate the Commission's 50th Anniversary.

## **Treasurer's Report**

Chairman Friedman presented for consideration the Treasurer's Report (attached to file minutes). Dr. Pattie gave a report on the August 31, 2018, Financial Statement. He stated that Brown Edwards will present the CSPDC audit at the Commission's December meeting. Dr. Pattie moved, seconded by Ms. Angle, to approve the Treasurer's Report as presented. Motion carried unanimously.

## **CEDS Public Meeting and Presentation**

Chairman Friedman presented the CSPDC Comprehensive Economic Development Strategy (CEDS) for consideration. Ms. McCarty gave a PowerPoint presentation on CEDS, noting that CEDS is a strategy-driven plan for regional economic development to help understand the regional economy, leverage the region's strengths and weaknesses, and further generate opportunities to create wealth in the region. Ms. McCarty reviewed the CEDS process, schedule, priorities, vision statement, structure, and next steps. She stated that the CEDS planning process requires a revision of the CEDS every five years, based upon broad-based public and private sector participation to set forth goals and objectives in support of regional development activities. Ms. McCarty noted that the CEDS document was advertised for public comment and no comments were received. Chairman Friedman opened the public hearing. There being no comments from the public regarding the CEDS document, Chairman Friedman closed the public hearing. Dr. Pattie moved, seconded by Mr. Slaydon, to approve the 2018 CSPDC CEDS plan. Motion was carried by unanimous vote.

## **Presentation: Chesapeake Bay Watershed Implementation Plan (WIP) III**

Chairman Friedman presented the Chesapeake Bay Watershed Implementation Plan (WIP) III. Ms. Riedesel introduced and welcomed Ms. Ann Jennings, Deputy Secretary of Natural Resources for the Chesapeake Bay, who was present to give a presentation on the Chesapeake Bay Watershed Implementation Plan (WIP) III. On behalf of Governor Ralph Northam, Ms. Jennings expressed her appreciation to the CSPDC for all their assistance and input in developing the Chesapeake Bay WIP. Ms. Jennings gave a PowerPoint presentation on restoring the Chesapeake Bay, Virginia's progress and steps to move forward. She reviewed the clean water goals for nitrogen, goals to reduce nitrogen and phosphorus, and TMDL goals. Ms. Jennings showed agricultural reductions for 2017 to LAPG by Soil and Water District area and developed/septic reductions for 2017 to LAPG by Planning District Commission. She reviewed the Chesapeake Bay TMDL Phase III WIP timeline and EPA expectations for the WIP plans. Ms. Jennings responded to questions regarding engagement with the farming community, updated modeling, street sweeping, and costs of wastewater treatment facilities.

## **Commonwealth Intergovernmental Review Process (CIRPs) (BAF #19-17)**

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

- A. *An application submitted by Jeffrey Sitler Environmental Services, Inc.* Jeffrey Sitler Environmental Services has submitted an application for Horizons Edge Sports Campus Project, Cornerstone Lane, Rockingham County for U.S. Department of Agriculture Rural Development Rural Business Service (RBS) for approximately \$10 million. A new indoor sports facility will be constructed to include a two-story building of approximately 90,000 square feet with a 24-foot-high clearance above ground level along with a full-size outdoor turf field. Given time constraints, the Executive Director submitted a letter of support for this project on September 19, 2018. Staff recommends ratification of the Executive Director's endorsement letter.



- B. An application submitted by the Virginia Department of Health (VDH), Office of Drinking Water. The Virginia Department of Health has submitted an application for FY19 Drinking Water State Revolving Fund Program – State Drinking Water Act for a total of \$32,042,000. The program activity incorporates the federal, state match, program revenue and repayments and miscellaneous additional funds to implement the statewide programs to ensure adequate and safe drinking water to citizens. Staff recommends endorsement of the project.
- C. An application submitted by the Virginia Department of Environmental Quality (DEQ). DEQ is requesting a total of \$42,109,516 in federal funding for FY19-FY23 Performance Partnership Grant. The proposed project will expand and enhance outreach through DEQ’s current pollution prevention programs by encouraging increased participation, providing technical assistance and sharing successful practices. Staff recommends endorsement of the project.

### **Adjournment**

Chairman Friedman announced that the next CSPDC meeting will be held on December 17, 2018. There being no further business to come before the Commission, a motion for adjournment was unanimously passed at 8:05 p.m.

Respectfully submitted,

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*Rita F. Whitfield*  
*Clerk to the Commission*

Approved:

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*Rick Chandler*  
*Secretary*



December 10, 2018

**MEMO TO:** CSPDC Commissioners  
**FROM:** Bonnie S. Riedesel, Executive Director  
**SUBJECT:** December 17, 2018 CSPDC Commission Meeting

The Central Shenandoah Planning District Commission (CSPDC) will hold its meeting on **Monday, December 17, 2018, 7:00 p.m.**, at the Central Shenandoah Planning District Commission Office, 112 MacTanly Place, Staunton, Virginia. Please let me know if you can attend this meeting.

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

\*\*\*\*\*

### **AGENDA**

1. Call to Order
2. Public Comment
3. Minutes of October 15, 2018 Meeting\*
4. Recognition of Outgoing Commissioner(s)
  - Ted Byrd, City of Harrisonburg
5. Reports
  - A) Chairperson
  - B) Executive Director
  - C) Treasurer\*
6. Consideration of FY18 Audit Report\*  
*Megan Argenbright, CPA, Brown Edwards and Company, LLP*
7. Consideration of BRITE Transit Advisory Committee (BTAC) Bylaw Amendment for Membership Composition (BAF #18-20)\*

8. Consideration of CSPDC 2019 Meeting Schedule (BAF #18-19)\*
9. Consideration of I-81 Corridor Improvement Resolution (BAF #18-21)\*
10. Consideration of Resolution in Support of Virginia State Parks (BAF #18-22)\*
11. Presentation: ALICE (Asset Limited, Income Constrained, Employed)
  - *Laura Toni-Holsinger, Executive Director, United Way of Harrisonburg and Rockingham County*
12. Commonwealth Intergovernmental Review Process (CIRPS) (BAF #18-18)\*
  - A) An application submitted by the CSPDC for Appalachian Regional Commission (ARC) Funds
  - B) An application submitted by CSPDC for Economic Development Administration (EDA) Funds
  - C) An application submitted by the Virginia Department of Environmental Quality for Superfund Core

13. Adjournment

**Next CSPDC Board Meeting: Monday, February 4, 2019**

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\*Action Needed



**Minutes**  
**Central Shenandoah Planning District Commission Meeting**  
**112 MacTanly Place, Staunton, VA 24401**  
**December 17, 2018, 7:00 p.m.**

<b>Member Jurisdiction Representatives</b>			
	<b>Augusta County</b>	<b>City of Staunton</b>	<b>Staff</b>
	Vacant	✓ Carolyn Dull	✓ Bonnie Riedesel, Executive Director
	Marshall Pattie, Treasurer	✓ Sharon Angle	✓ Rebecca Joyce, Community Program Manager
	Vickie Moran	<b>Rockbridge County</b>	✓ Elizabeth McCarty, Director of Planning
✓	Leslie Tate	Jay Lewis	✓ Ann Cundy, Transportation Program Manager
	<b>Bath County</b>	✓ Chris Slaydon	✓ Nancy Gourley, Transit Program Manager
	Edward Hicklin	<b>Rockingham County</b>	✓ Cindi Johnson, Fiscal Officer
	<b>City of Buena Vista</b>	✓ Ned Overton	✓ Rita Whitfield, Office Manager
	Bill Fitzgerald	✓ Rick Chandler	
	<b>City of Harrisonburg</b>	✓ Rhonda Cooper	<b>Others</b>
✓	Ted Byrd	✓ Kim Sandum	✓ Megan Argenbright, Brown Edwards & Co.
	George Hirschmann	<b>City of Waynesboro</b>	✓ Laura Toni-Holsinger, United Way
✓	Adam Fletcher	Terry Short	✓ Peter Stephenson, VML
	<b>Highland County</b>	Rusty Johnson	
✓	Kevin Wagner, Vice Chair		
	<b>City of Lexington</b>		
✓	Frank Friedman, Chairman		

**Call to Order**

The December 17, 2018, Central Shenandoah Planning District Commission meeting was called to order at 7:00 p.m. by Chairman Friedman. He introduced and welcomed Mr. Peter Stephenson, Local Government Specialist, from Virginia Municipal League (VML) insurance program.

**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 October 15, 2018, CSPDC Commission meeting. Ms. Angle moved, seconded by Mr. Byrd, to approve the minutes as presented. Motion

carried with those members not present at the October 15, 2018, meeting abstaining due to their absences at that meeting.

### **Recognition of Outgoing Commissioner(s)**

Chairman Friedman presented a plaque to Mr. Ted Byrd, City of Harrisonburg's representative, for his outstanding leadership and notable service to the Planning District Commission and to the people of the District, shown during his term as Commissioner.

### **Chairman's Report**

Under Chairman's Report, Chairman Friedman gave a report on the Executive Committee meeting held prior to the Full Commission meeting. He reported that the Executive Committee performed an evaluation and gave a positive and above recommendation review on the Executive Director. Chairman Friedman stated that the Executive Committee recommended investing in staff training and succession planning.

Chairman Friedman gave a report on GO Virginia. He stated that the application for the Shihadeh Innovation Center in Winchester was denied by the State GO Virginia Board earlier this year. However, it has been revised based on feedback from the state and will be resubmitted in January. Chairman Friedman noted that two Enhanced Capacity Building (planning) grant applications have been approved: an application submitted by Shenandoah Valley Talent Solutions for \$60,000; and an application submitted by Staunton Innovation Hub for \$23,000. He stated that the next Regional Council meeting will be held on January 22, 2019, at Blue Ridge Community College and noted that the Regional Council will meet on a quarterly basis in 2019.

### **Executive Director's Report**

Under Executive Director's Report, Ms. Riedesel reported on the following:

- Noted that the CSPDC submitted the final Chesapeake Bay WIP III report to DEQ last Friday. Ms. Riedesel stated that for the last six months, through a contract with DEQ, Commission staff has been working with localities and other stakeholders to develop a set of Best Management Practices that will meet the goal of reducing pollution to fully restore the Chesapeake Bay by the year 2025.
- Reported on the Opportunity Zone Workshop on December 14<sup>th</sup> that was co-sponsored by the CSPDC and the Shenandoah Valley Partnership. Ms. Riedesel stated that Kristen Dahlman with the Virginia Department of Housing and Community Development gave a thorough overview of Opportunity Zones and how the tax incentives and deferred capital gains will work with Opportunity Zone funds.
- Announced that the Commission has hired two new employees who will start employment January 2, 2019, to fill the Fields of Gold Agritourism Coordinator position and the Transportation Planner position. Ms. Riedesel stated that the Transit Manager position is still open.

- Announced that 2019 will mark the CSPDC's 50<sup>th</sup> anniversary. Ms. Riedesel stated that the Commission will celebrate with a number of activities beginning in January and will have a 50<sup>th</sup> anniversary event in September 2019 at the Frontier Culture Museum.

### **Treasurer's Report**

Chairman Friedman presented for consideration the Treasurer's Report (attached to file minutes). Ms. Johnson gave a report on the October 31, 2018, Financial Statement. Mr. Wagner moved, seconded by Mr. Chandler, to approve the Treasurer's Report as presented. Motion carried unanimously.

### **Consideration of FY18 Audit Report**

Chairman Friedman welcomed and introduced Ms. Megan Argenbright, CPA, Brown Edwards and Company, LLP, who presented the CSPDC FY18 Audit Report. Ms. Argenbright gave a brief review on the Audit Report, noting that the audit includes an unmodified clean opinion. Chairman Friedman reported that the FY18 Audit Report had been presented in detail to the Executive Committee and that the Executive Committee was recommending it to the Full Commission for acceptance. It was the consensus of the Commission members present to accept the CSPDC FY18 Audit Report as presented. Chairman Friedman expressed his appreciation to the staff for their hard work.

### **Consideration of BRITE Transit Advisory Committee (BTAC) Bylaw Amendment for Membership Composition (BAF #18-20)**

Chairman Friedman presented for consideration the BRITE Transit Advisory Committee (BTAC) Bylaw Amendment for Membership Composition. Ms. Gourley gave a brief review on the BTAC, noting that the original membership of the BTAC was appointed by the CSPDC Commission in August 2015. She stated that per the Bylaws, one of the representatives was to come from the CATS Board who named their representative and that representative served on the BTAC until their recent retirement. Ms. Gourley stated that the CATS Board was legally terminated in 2016 and the proposed BTAC Bylaw Amendment proposes to remove the designation of the CATS Board member representation and add a second BRITE rider representative. This would maintain the current number of representatives on the BTAC. Ms. Gourley noted that at the November 14, 2018, BTAC meeting, committee members voted to recommend the Bylaw Amendment. Mr. Byrd moved, seconded by Ms. Dull, to approve the BRITE Transit Advisory Committee (BTAC) Bylaw Amendment for membership composition. Motion carried unanimously.

### **Consideration of CSPDC 2019 Meeting Schedule (BAF #18-19)**

Chairman Friedman presented for consideration the CSPDC 2019 Meeting Schedule (attached to file minutes). Ms. Riedesel briefly reviewed the meeting schedule for 2019 for the Executive Committee and Full Commission meetings. She noted that if a meeting is needed other than the scheduled dates presented, a special meeting can be scheduled. Ms. Dull moved, seconded by Mr. Chandler, to approve the 2019 CSPDC Meeting Schedule as presented. Motion carried unanimously.

### **Consideration of I-81 Corridor Improvement Resolution (BAF #18-21)**

Chairman Friedman presented for consideration I-81 Corridor Improvement Resolution (attached to file minutes). Ms. Cundy stated that the Resolution supports the proposed improvements to I-81, and the establishment of a dedicated funding source to pay for the improvements. She noted that the Secretary of Transportation's office has found that to pay for all the recommended improvements to I-81 from Bristol to Frederick County (estimated at nearly \$4 billion), it would require all the statewide SMART SCALE funding for the next 4 to 8 years. Therefore, other funds must be leveraged to pay for these improvements, as has been done in Northern Virginia and Hampton Roads. Ms. Dull expressed her concern and disappointment regarding the public meetings that were held regarding improvement to I-81 and the lack of discussion regarding rail to decrease truck traffic. Mr. Byrd moved, seconded by Mr. Slaydon, for approval of the Resolution of Support for the I-81 Corridor Plan and Dedicated Funding Source. Motion carried only.

### **Consideration of Resolution in Support of Virginia State Parks (BAF #18-22)**

Chairman Friedman presented for consideration Virginia State Parks Resolution (attached to file minutes). Ms. Riedesel distributed copies of brochures providing additional information on Virginia State Parks. She stated that the Virginia Department of Conservation and Recreation, which manages Virginia State Parks, oversees 40 state parks containing over 73,000 acres of land. Ms. Riedesel noted that state parks welcome an estimated 10.4 million visitors annually and have a \$239.4 million economic impact from tourism expenditures. She stated that in order to continue current service levels, the Virginia State Parks system is requesting additional funding from the General Assembly in the Fiscal Year 2020 budget to provide for additional staffing and for the maintenance, operation and improvement of facilities. Ms. Riedesel noted that our region contains two state parks: Natural Bridge State Park located in Rockbridge County; and Douthat State Park located in Bath County, which would directly benefit from this additional funding. Mr. Slaydon moved, seconded by Ms. Dull, to approve the Resolution of Support for Virginia State Parks. Motion carried unanimously.

### **Presentation: ALICE (Asset Limited, Income Constrained, Employed)**

Chairman Friedman introduced and welcomed Laura Toni-Holsinger, Executive Director, United Way of Harrisonburg and Rockingham County who was present to give a presentation on ALICE (Asset Limited, Income Constrained, Employed). Ms. Toni-Holsinger gave a review on ALICE, noting that the ALICE project is a nationwide effort to quantify and describe the number of households that are struggling financially and unites communities to empower people in need. She reviewed Virginia's household survival budget, households by income, child care and education, health care, and ALICE data in the CSPDC.

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

Chairman Friedman presented for consideration Commonwealth Intergovernmental Review Process (CIRPs). Mr. Byrd moved, seconded by Ms. Dull, to endorse the staff recommendations on agenda items 12A, 12B, and 12C. Motion was carried by unanimous vote. They are as follows:

- A. CSPDC Application for 2019 ARC Funds. An application submitted by the CSPDC for \$81,816 ARC funding. Major work elements include planning and technical assistance to

the ARC eligible communities of Bath, Highland and Rockbridge counties, cities of Buena Vista and Lexington, and the towns of Goshen, Glasgow and Monterey. Staff recommends endorsement.

- B. CSPDC Application for 2019 EDA Funds. An application submitted by the CSPDC for level funding for \$140,000 EDA funding. Major work elements include comprehensive updating of the Comprehensive Economic Development Strategy, maintenance and updating the Regional Data Center, development of various economic development related statistical reports, etc. Staff recommends endorsement.
- C. Virginia Department of Environmental Quality for Superfund Core. An application submitted by DEQ for Superfund Core for \$81,797. The Superfund Core Co-operative Agreement application is to request support from January 1, 2019 through December 31, 2022. The grant will enable DEQ to continue the program management activities and to maintain the Superfund program information in accordance with EPA requirements. Staff recommends endorsement.

### **Adjournment**

Chairman Friedman announced that the next CSPDC meeting will be held on February 4, 2019. There being no further business to come before the Commission, a motion for adjournment was unanimously passed at 8:12 p.m.

Respectfully submitted,

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*Rita F. Whitfield*  
*Clerk to the Commission*

Approved:

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*Rick Chandler*  
*Secretary*