



January 29, 2018

Memo To: CSPDC Executive Committee
From: Bonnie S. Riedesel, Executive Director
Subject: February 5, 2018 Executive Committee Meeting

The Executive Committee of the Central Shenandoah Planning District Commission will hold a meeting on **Monday, February 5, 2018, 6:00 p.m.**, at the Central Shenandoah Planning District Commission Office, 112 MacTanly Place, Staunton, Virginia. Please call 540-885-5174 or email Rita Whitfield at rita@cspdc.org to let me know if you will be able to attend.

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

Agenda

1. Call to Order
2. Consideration of December 18, 2017 Minutes*
3. Consideration of Audit Firm Selection*
4. Preparing for 2019 Transit Triennial Review
 - a. FTA Training Workshop
 - b. Procurement and Fiscal Policy Development
 - c. DRPT Technical Assistance Grant to Develop Oversight Policy & Manual
5. Update on Anthem and Augusta Health
6. Other Business
7. Adjournment

*Action Needed



Minutes
Central Shenandoah Planning District Commission
Executive Committee Meeting
112 MacTanly Place, Staunton, VA 24401
February 5, 2018, 6:00 p.m.

Member Jurisdiction Representatives					
	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 February 5, 2018, Executive Committee meeting was called to order at 6:00 p.m. by Chairman Friedman.

Minutes

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

Consideration of Audit Firm Selection

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

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

2019 Transit Triennial Review

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

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

Anthem and Augusta Health Update

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

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

Adjournment

There being no further business to come before the Committee, a motion for adjournment was unanimously passed at 6:35 p.m. Motion was carried by unanimous vote.

Respectfully submitted,

Rita F. Whitfield
Clerk to the Commission

Approved:

Casey Armstrong
CSPDC Secretary



April 9, 2018

Memo To: CSPDC Executive Committee
From: Bonnie S. Riedesel, Executive Director
Subject: April 16, 2018 Executive Committee Meeting

The Executive Committee of the Central Shenandoah Planning District Commission will hold a meeting on **Monday, April 16, 2018, 6:00 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. Consideration of February 5, 2018 Minutes*
3. Consideration of FY18 Budget Revision (BAF #18-6)*
4. Transfer of Funds to the Development Fund (BAF #18-5)*
5. FY19 Budget Update
6. Health Insurance Update
7. Commissioner Members Terms
8. Executive Session - Personnel Matters
9. Other Business
10. Adjournment

*Action Needed

Next Executive Committee Meeting: May 21, 2018



Minutes
Central Shenandoah Planning District Commission
Executive Committee Meeting
112 MacTanly Place, Staunton, VA 24401
April 16, 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 April 16, 2018, Executive Committee meeting was called to order at 6:00 p.m. by Chairman Friedman.

Minutes

Chairman Friedman presented the minutes from the February 5, 2018, Executive Committee meeting. Ms. Dull moved, seconded by Mr. Casey, to approve the minutes as presented. Motion was carried by unanimous vote.

Consideration of FY18 Budget Revision (BAF #18-6)

Chairman Friedman presented for consideration FY18 Budget Revision (attached to file minutes). Ms. Riedesel stated that this request is for approval for a revision to the CSPDC FY18 Budget. Ms. Johnson reviewed the Budget Revision, noting that the revisions take into account staffing and funding changes during the year. She reviewed the program changes and expense changes to the Budget Revision. Dr. Pattie moved, seconded by Mr. Armstrong, to approve the FY18 Budget Revision. Motion carried unanimously.

Consideration of Transfer of Funds to the Development Fund (BAF #18-5)

Chairman Friedman presented for consideration Transfer of Funds to the Development Fund. Ms. Riedesel gave a brief review on the Development Fund, noting that at their January 2013 meeting, the Executive Committee had approved to allocate funds from the operating account into a new

account for future development needs and assistance with matching grants. Annually, the CSPDC reviews the prior year surplus and recommends the amount of funds to transfer to this account. She noted that for the Fiscal Year ended June 30, 2017, the CSPDC showed an excess of revenues over expenses of \$91,059. Ms. Riedesel stated that staff recommends that 25% of the surplus, which is \$22,765, be transferred to the Development Fund account. Mr. Armstrong moved, seconded by Dr. Pattie, to approve the transfer of funds from the operating account into the Development Fund account. Motion carried unanimously.

FY19 Budget Update

Chairman Friedman presented FY19 Budget Update. Ms. Riedesel stated that staff was in the process of developing the CSPDC FY19 Budget and gave a brief review on the process. She reviewed the proposed cost of living and merit system, health insurance, benefit changes, staffing, and capital expenses. Ms. Riedesel stated that staff was exploring possibilities of investing CSPDC funds and had met with the Virginia Investment Pool to investigate options. It was suggested to investigate the possibilities of other government investment pools such as Local Government Investment Pool (LGIP), and to submit the comparisons to the Executive Committee members before the next Executive Committee meeting on May 21, 2018. Ms. Riedesel noted that a draft budget will be presented to the Executive Committee at their May 21, 2018 meeting, with a final budget presented to the Full Commission for adoption in June.

Health Insurance Update

Chairman Friedman presented Health Insurance Update. Ms. Riedesel gave an update on the CSPDC health insurance. She noted that staff explored several health plan options this year in response to the dispute between Anthem Blue Cross and Augusta Health that limited Commission staff's health care options. Ms. Johnson stated that staff contacted the SAW Health Consortium, which is comprised of Staunton, Augusta, and Waynesboro, but due to the agency's size, it was not financially viable to join. She stated that staff also worked with an insurance broker, LB&D, who bid the health package out to several insurance companies and reported they were 45% higher than the current Local Choice proposed rates. Based on these findings, Ms. Riedesel recommended that the CSPDC remain with Local Choice who uses the Anthem network and to continue to offer staff the Key Advantage 500 deductible plan. She stated that Local Choice allows those who have 15 or more employees enrolled in the health plan to offer a second plan, the Local Choice's High Deductible Health Plan (HDHP). The CSPDC will offer a monthly payment to the employee's health savings plan account to those employees who elect the HDHP. The amount of the monthly payment is the difference between the Key Advantage 500 Plan and the High Deductible Plan and offering the HDHP and the monthly payments are cost-neutral to the CSPDC. Ms. Riedesel stated that the CSPDC is required to notify the Local Choice by April 30, 2018, regarding the plan enrollment, which will begin on July 1, 2018.

Commissioner Member Terms

Chairman Friedman presented Commissioner Member Terms. Ms. Riedesel reported on the terms of CSPDC Commissioners that expire June 30, 2018, noting that eight Commissioner's terms will expire in June. She stated that letters have been submitted to each locality informing them of their representative(s) expiring terms.

Recess into a Closed Session

On a motion by Chairman Friedman, seconded by Mr. Armstrong, and carried by a vote of 5 to 0, voting recorded as follows: Chairman Frank Friedman – Aye; Ted Byrd – Aye; Casey Armstrong – Aye; Carolyn Dull – Aye; and Dr. Marshall Pattie – Aye; the Executive Committee recessed the meeting from 6:20 to 6:35 p.m., for a closed meeting pursuant to section 2.2-3711(A)(1) of the state code to discuss the performance and employment of specific CSPDC personnel.

Upon the conclusion of the closed session at 6:35 p.m., the Executive Committee adopted the following resolution on a motion by Mr. Byrd, seconded by Dr. Pattie.

Certification Resolution *(attached to file minutes)*

With respect to the just-concluded closed session, and to the best of each member's knowledge, *(i)* only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and *(ii)* only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the Executive Committee.

The resolution was adopted by a vote of 5 to 0, voting recorded as follows: Chairman Frank Friedman – Aye; Ted Byrd – Aye; Casey Armstrong – Aye; Carolyn Dull – Aye; and Dr. Marshall Pattie – Aye.

Adjournment

There being no further business to come before the Committee, a motion for adjournment was unanimously passed at 6:30 p.m. Motion was carried by unanimous vote.

Respectfully submitted,

Rita F. Whitfield, Clerk to the Commission

Approved:

Casey Armstrong
CSPDC Secretary



May 14, 2018

Memo To: CSPDC Executive Committee
From: Bonnie S. Riedesel, Executive Director
Subject: May 21, 2018 Executive Committee Meeting

The Executive Committee of the Central Shenandoah Planning District Commission will hold a meeting on Monday, May 21, 2018, 6:00 p.m., at the Central Shenandoah Planning District Commission Office, 112 MacTanly Place, Staunton, Virginia. Please call 540-885-5174 or email Rita Whitfield at rita@cspdc.org to let me know if you will be able to attend.

Sandwiches will be provided

Agenda

1. Call to Order
2. Consideration of April 16, 2018 Minutes
3. Consideration of Draft CSPDC FY19 Budget (BAF #18-8)
4. Consideration of Virginia Investment Pools (BAF #18-9)
5. Other Business
6. Adjournment



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



October 9, 2018

Memo To: CSPDC Executive Committee
From: Bonnie S. Riedesel, Executive Director
Subject: October 15, 2018 Executive Committee Meeting

The Executive Committee of the Central Shenandoah Planning District Commission will hold a meeting on **Monday, October 15, 2018, 6:00 p.m.**, at the Central Shenandoah Planning District Commission Office, 112 MacTanly Place, Staunton, Virginia. Please call 540-885-5174 or email Rita Whitfield at rita@cspdc.org to let me know if you will be able to attend.

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

Agenda

1. Call to Order
2. Consideration of May 21, 2018 Minutes
3. Staff Update
4. Election of Secretary
5. Other Business
6. Adjournment



Minutes
Central Shenandoah Planning District Commission
Executive Committee Meeting
112 MacTanly Place, Staunton, VA 24401
October 15, 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	✓	Terry Short	✓	Cindi Johnson
	City of Lexington		City of Harrisonburg		
✓	Frank Friedman, Chairman	✓	Ted Byrd		Others
	Rockingham County				
	Rick Chandler, Secretary				

Call To Order

The October 15, 2018, Executive Committee meeting was called to order at 6:00 p.m. by Chairman Friedman.

Minutes

Chairman Friedman presented the minutes from the May 21, 2018, Executive Committee meeting. Mr. Byrd moved, seconded by Dr. Pattie, to approve the minutes as presented. Motion was carried by unanimous vote.

Staff Update

Chairperson Friedman presented Staff Update. Ms. Riedesel gave an update on Commission staff. She noted that three positions are currently open: transportation planner, transit manager, and agritourism coordinator. Ms. Riedesel stated that the three positions have been advertised and resumes are being accepted. She stated that the positions will be open until filled. Discussion ensued regarding CSPDC employee salaries and benefits, and salary comparisons with other Planning District Commissions and local jurisdictions.

Election of CSPDC Secretary

Chairman Friedman presented for consideration election of CSPDC Secretary. Ms. Riedesel stated that the vacancy of Secretary on the Executive Committee has occurred with the departure of the

prior Secretary, Casey Armstrong of Rockingham County. Nominations for Secretary were opened. Ms. Dull nominated Rick Chandler for the office of Secretary, seconded by Mr. Wagner. Nominations for Secretary were unanimously closed. Motion was carried by unanimous vote. Mr. Chandler was unanimously elected to the office of Secretary.

Other Business

Ms. Riedesel stated that the Commission will be holding a Central Shenandoah Development Corporation (CSDC) meeting, immediately following the October 15, 2018, Full Commission meeting. She noted that the CSDC, a 501(c)3 nonprofit corporation, was created by the Central Shenandoah Planning District Commission in order to apply for and administer a USDA Rural Utilities Services grant that only non-profits were eligible to receive. Ms. Riedesel stated that the CSDC will consider the amended Bylaws and the appointment of Directors and Officers of the CSDC at the October 15, 2018, Commission meeting.

Adjournment

There being no further business to come before the Committee, a motion for adjournment was unanimously passed at 6:30 p.m. Motion was carried by unanimous vote.

Respectfully submitted,

Rita F. Whitfield
Clerk to the Commission

Approved:

Rick Chandler, Secretary



December 10, 2018

Memo To: CSPDC Executive Committee
From: Bonnie S. Riedesel, Executive Director
Subject: December 17, 2018 Executive Committee Meeting

The Executive Committee of the Central Shenandoah Planning District Commission will hold a meeting on **Monday, December 17, 2018, 6:00 p.m.**, at the Central Shenandoah Planning District Commission Office, 112 MacTanly Place, Staunton, Virginia. Please call 540-885-5174 or email Rita Whitfield at rita@cspdc.org to let me know if you will be able to attend.

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

Agenda

1. Call to Order
2. Consideration of October 15, 2018 Minutes*
3. Consideration of FY18 Audit Report*
Megan Argenbright, CPA, Brown Edwards and Company, LLP
4. Staffing and Financial Update (Attachment)
5. Other Business
6. Adjournment

*Action Needed



Minutes
Central Shenandoah Planning District Commission
Executive Committee Meeting
112 MacTanly Place, Staunton, VA 24401
December 17, 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		Terry Short	✓	Cindi Johnson
	City of Lexington		City of Harrisonburg		
✓	Frank Friedman, Chairman	✓	Ted Byrd		Others
	Rockingham County			✓	Megan Argenbright, Brown Edwards & Co.
✓	Rick Chandler, Secretary				

Call To Order

The December 17, 2018, Executive Committee meeting was called to order at 6:00 p.m. by Chairman Friedman. He stated that he would like to excuse staff under Other Business to discuss personnel issues.

Minutes

Chairman Friedman presented the minutes from the October 15, 2018, Executive Committee meeting. Mr. Wagner moved, seconded by Ms. Dull, to approve the minutes as presented. Motion carried with Mr. Chandler abstaining due to his absence at that meeting.

Consideration of FY18 Audit Report

Chairman Friedman presented for consideration the FY18 Audit Report. Ms. Riedesel introduced and welcomed Ms. Megan Argenbright, CPA, Brown Edwards and Company, LLP, who was present to answer any questions regarding the Audit Report. Ms. Argenbright reviewed the Financial Section, Required Supplementary Information, and Compliance Section. She noted that the Audit includes an “unmodified” opinion, which is the highest opinion you can receive. Ms. Argenbright reviewed Internal Control and other Suggestions for Consideration. She stated that there were no deficiencies identified in internal control that were considered to be material weaknesses during the audit. Ms. Argenbright reported on one finding regarding the Federal Transit Grant, but corrective action has been taken. After discussion, it was the consensus of the members

present to recommend to the Full Commission to accept the CSPDC FY18 Audit Report as presented.

Staffing and Financial Update

Chairperson Friedman presented Staffing and Financial Update. Ms. Riedesel gave an update on staffing, noting that the Agritourism Coordinator and the Transportation Planner positions have been filled, and the Transit Manager position is currently open. She noted that the financial statements for the first quarter show a loss of \$32,000 for the first quarter due to the combination of vacation and holiday time, family medical leave, and open staff positions. Ms. Riedesel stated that she anticipates this will reverse itself near the end of the fiscal year and show a surplus since two of the staff positions have been filled and once staff returns from medical leave.

Adjournment

Chairman Friedman excused the staff to discuss personnel issues. There being no further business to come before the Committee, a motion for adjournment was unanimously passed at 6:30 p.m. Motion was carried by unanimous vote.

Respectfully submitted,

Rita F. Whitfield
Clerk to the Commission

Approved:

Rick Chandler
CSPDC Secretary