



**Minutes**  
**Central Shenandoah Planning District Commission Meeting**  
**112 MacTanly Place, Staunton, VA 24401**  
**June 17, 2019, 7:00 p.m.**

<b>Member Jurisdiction Representatives</b>				
	<b>Augusta County</b>		<b>City of Staunton</b>	<b>Staff</b>
	Butch Wells	✓	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
✓	Billy Fitzgerald		Rick Chandler	
	<b>City of Harrisonburg</b>	✓	Rhonda Cooper	<b>Others</b>
	Sal Romero		Kim Sandum	✓ Kathy O'Connell, U.S. Census Bureau
✓	George Hirschmann		<b>City of Waynesboro</b>	✓ Rosanne Vrugtman, U.S. Census Bureau
	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 June 17, 2019, 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 15, 2019 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 gave an update on GO Virginia. He reported there are five GO Virginia funded projects in Region 8, three being in the CSPDC region: 1) RAAMP, a welding project in Rockbridge County; 2) BRCC Cyber Security Jobs Program; and 3) Staunton

Innovation Hub-Makers Space. Chairman Friedman stated that at the last GO Virginia Region 8 Council meeting, the Council prioritized 11 abstracts they received from stakeholders around the region. He stated that the prioritization process will assist the Regional Council in its selection of FY20 GO Virginia projects. Chairman Friedman announced that the next Regional 8 Council meeting will be held on July 23, 2019, at Waynesboro City Hall in Waynesboro.

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

Under Executive Director's Report, Ms. Riedesel announced that the VAPDC will hold its annual conference on July 24-26, in Williamsburg, Virginia. Ms. Riedesel asked that any Commissioner who wished to attend to please let her know.

### **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, 2019, Financial Statement. He noted that at their May 20, 2019 meeting, the Executive Committee approved a revised FY19 budget for award changes and a transfer of approximately \$12,000 from the capital improvement fund to replace a copier for the office. Dr. Pattie also reported that the CSPDC auditors, Brown Edwards, will be conducting a pre-audit in June and will present the FY19 audit in December. He noted that staff is preparing for the second FTA triennial review of the BRITE Transit Program and the on-site review will be in September. Dr. Pattie moved, seconded by Mr. Lewis, to approve the Treasurer's Report as presented. Motion carried unanimously.

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

Chairman Friedman presented a plaque to Mr. Ned Overton, Rockingham County'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.

### **Consideration of Draft CSPDC FY20 Budget (BAF #19-7)**

Chairman Friedman presented for consideration the CSPDC FY20 Budget (attached to file minutes). Ms. Riedesel gave a review on the Budget and presented a PowerPoint presentation on the Commission's accomplishments. She noted that one of the accomplishments of the CSPDC is GO Virginia and the CSPDC is one of the support organizations for Region 8. Ms. Riedesel reported on additional CSPDC programs and projects such as transportation planning, economic development planning, the Chesapeake Bay WIP III project, BRITE transit, emergency management, Fields of Gold, Bike the Valley, and outdoor recreation. She reported on the CSPDC organizational efforts, such as the hiring of three new employees in FY19, adoption of a new procurement manual, installation of a new phone system, and creation of two new websites. Ms. Riedesel reported on several upcoming CSPDC projects for FY20, such as the inter-regional transit system to Charlottesville, broadband, I-81 Improvement Study, and Tour de Farm. She reported on the upcoming organizational efforts including an updated Strategic Plan, completion of a Succession Plan, upgrading computers, purchasing a new office copier, the 50<sup>th</sup> CSPDC Anniversary, and preparing for the 2020 Census.

Ms. Cindi Johnson presented the FY20 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 and a recommended 2% COLA. Ms. Johnson reviewed the FY20 Budget by service areas; community

services; transportation and transit services, and administration. Other budget items included wages and benefits, pension plan, staff hours by program area, contracted services, restricted funds, and the indirect rate. Upon recommendation of the Executive Committee, Dr. Pattie moved, seconded by Ms. Angle, to recommend approval of the CSPDC FY20 Budget. Motion was carried by unanimous vote.

### **Report on Executive Committee Elections**

Chairman Friedman presented Report on Executive Committee Elections. Ms. Dull announced that the votes of the new Executive Committee Board members had been tabulated and the following seven members were elected to the Executive Committee for three-year terms to serve from July 1, 2019 through June 30, 2022: Kevin Wagner, Highland County; Butch Wells, Augusta County; George Hirschmann, City of Harrisonburg; Terry Short, City of Waynesboro; Rhonda Cooper, Rockingham County; Frank Friedman, City of Lexington; and Carolyn Dull, City of Staunton. Ms. Riedesel announced that the newly elected Executive Committee will elect officers at their next meeting.

### **Commonwealth Intergovernmental Review Process (CIRPs) (BAF #19-7)**

Chairman Friedman presented for consideration Commonwealth Intergovernmental Review Process (CIRPs). Mr. Lewis moved, seconded by Mr. Wagner, to endorse the staff recommendations on agenda items 8A, 8B, and 8C. Motion carried, with Mr. Short abstaining due to the VDOT application being a conflict of interest. They are as follows:

- A. An application submitted by BARC Electric Cooperative for Appalachian Regional Commission (ARC) 2019 POWER Initiative Grant-Rural Economic Development Catalyzed by Broadband. BARC Electric Cooperative is requesting \$1,000,000 in federal funding to reduce the upfront capital costs of a broadband fiber build to the Town of Goshen. By deploying a high-speed fiber optic broadband network in Goshen, it will improve economic development and educational opportunities and provide service to commercial and residential consumers who are currently unserved or underserved in this capacity. Staff recommends endorsement. Given time constraints, the Executive Director submitted a letter of support for this project on April 16, 2019. Staff recommends ratification of the Executive Director's endorsement letter.
- B. An application submitted by the Virginia Department of Transportation (VDOT) for Draft SPR Work Program for FY20. VDOT has submitted its annual work program for review and comment for a grand total of \$93,170,660. The proposed programs comply with state and federal regulations and set forth planning funding for both state and local agencies, such as the Harrisonburg-Rockingham MPO, Staunton-Augusta-Waynesboro MPO, and annual Rural Transportation Program Grant. Staff recommends endorsement.
- C. An application submitted by the CSPDC for USDA Agricultural Marketing Service-Local Food Promotion Program Grant for a Shenandoah Valley Agricultural Enterprise Center Feasibility Study. The CSPDC submitted an application in June to the USDA Local Food Promotion Program for \$85,000 in grant funds to study the feasibility of a facility that could include one or more of the following: food hub, commercial kitchen, food lab/testing kitchen, flash freeze facility, training and event space, retail store for products made at the facility, packaging, distribution operations, and business planning. Given time constraints,

the Executive Director submitted a letter of support for this project on June 14, 2019. Staff recommends ratification of the Executive Director's endorsement letter.

### **2020 Census Presentation**

Chairman Friedman introduced and welcomed Kathy O'Connell and Rosanne Vrugtman, Partnership Specialists, Philadelphia Regional Census Center, U.S. Department of Commerce, U.S. Census Bureau, who was present to give a report on the 2020 Census. Ms. O'Connell reported on what is a census and the importance, noting that once a decade, America comes together to count every resident in the United States, creating national awareness of the importance of the census and its valuable statistics. She stated that the decennial census, as mandated by the Constitution, counts population and households, providing the basis for reapportioning congressional seats, redistricting, and distributing more than \$675 billion in federal funds annually to support states, counties and communities' vital programs - impacting housing, education, transportation, employment, health care and public policy. Ms. O'Connell reported on the benefits of the Census to a community such as federal funds, grants and support to states, noting that counties and communities are based on population totals and breakdowns by sex, age, race and other factors. She stated that a community benefits the most when the census counts everyone. Ms. O'Connell noted that \$2,000 in federal funds are potentially lost each year for ten years for each person that is not counted. She stated that the goal for the 2020 Census is to count everyone once, only once, and in the right place; to conduct the 2020 Census at a high quality and at a cost savings; and to make it easier than ever to respond and to raise awareness of the importance of the 2020 Census. Discussion ensued regarding ideas for effective outreach and community groups that can assist in getting the word out. Ms. Vrugtman stated that a 2020 Census Solutions Workshop for the Shenandoah Valley will be held on June 24, 2019, 5:30 p.m. at the Hotel Madison in Harrisonburg.

### **Adjournment**

Chairman Friedman announced that the next CSPDC meeting will be held on August 19, 2019. 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*  
*CSPDC Secretary*