



April 8, 2019

MEMO TO: CSPDC Executive Committee
FROM: Bonnie S. Riedesel, Executive Director
SUBJECT: April 15, 2019 Executive Committee Meeting

The Executive Committee of the Central Shenandoah Planning District Commission will hold a meeting on **Monday, April 15, 2019, 6:00 p.m.**, at the Central Shenandoah Planning District Commission Office, 112 MacTanly Place, Staunton, Virginia. Please call Rita Whitfield at 540-885-5174 ext. 101 or email 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 17, 2018 Minutes*
3. FY20 CSPDC Budget Update (Board Memo #19-5)
4. Staff Update
5. Legal Services Procurement
6. Upcoming Election of Executive Committee (Board Memo #19-4)
7. I-81 Committee
8. Other Business
9. Adjournment

*Action Needed



Minutes
Central Shenandoah Planning District Commission
Executive Committee Meeting
112 MacTanly Place, Staunton, VA 24401
April 15, 2019, 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		Vacant		
✓	Frank Friedman, Chairman				Others
	Rockingham County			✓	Jessica Wetzler, Daily News Record
	Rick Chandler, Secretary				

Call To Order

The April 15, 2019, Executive Committee meeting was called to order at 6:00 p.m. by Chairman Friedman. He stated that a quorum was not present, and all action items would be presented at the next meeting.

Minutes

Chairman Friedman stated that due to a lack of a quorum, the December 17, 2018, minutes will be presented at the next meeting.

FY20 CSPDC Budget Update (Board Memo #19-5)

Chairman Friedman presented the FY20 CSPDC Budget Update. Ms. Riedesel gave a review on the Draft FY20 Budget, noting that the Budget is \$3.8M of which 55% is Federal; 18% State; 23% Local and 4% other. She stated that the Draft FY20 Budget does not reflect an increase in locality assessments, which will remain at 70 cents per capita, and includes a two percent cost of living increase. After some discussion, it was agreed to hold a May 20, 2019, Executive Committee meeting to review the Draft Budget. Ms. Riedesel noted that the Budget will then be presented for approval to the Full Commission at their June meeting.

Staff Update

Chairman Friedman presented Staff Update. Ms. Riedesel gave an update on staff, announcing that Jonathan Howard had a baby boy in March. She reported on the transit manager position, noting

that it is still open, and she plans to advertise the position in May. Ms. Riedesel stated that Nancy Gourley has agreed to remain in her position as Transit Manager until the end of the year. She reported on several job changes in the region.

Ms. Riedesel reported on the succession plan for the CSPDC. She stated that due to several key staff retiring in the next five to seven years and in order to make a smooth transition, the Executive Committee had directed staff to look into developing a succession plan. Ms. Riedesel noted that the Virginia Housing Development Authority (VHDA) has grants available for technical assistance for up to \$20,000 to fund organizations to support the development of a Strategic Plan or Succession Plan. Ms. Riedesel stated that staff applied for a VHDA technical assistance grant for a Succession Plan but was denied because VHDA requires a strategic plan that is not over three years old and the CSPDC's strategic plan did not meet the requirements. Discussion ensued regarding the use of Commission funds for a succession plan and a strategic plan. It was agreed upon for staff to move forward and apply for the VHDA grant for the strategic plan, and then to apply for a grant for a succession plan.

Legal Services Procurement

Chairman Friedman presented Legal Services Procurement. Ms. Riedesel gave an update on on-call legal services, explaining that an RFQ and interviews had been conducted. She stated that after reviewing the five proposals that were submitted, the CSPDC entered into a contract with Litten and Sipe, LLP, and she reviewed the contract. Ms. Riedesel noted that the term of this contract will be for a period of five years, beginning July 1, 2019, and terminating on June 30, 2024, with the potential for a total of three one-year extension periods.

Upcoming Election of Executive Committee (Board Memo #19-4)

Chairman Friedman presented the upcoming election of the Executive Committee. Ms. Riedesel gave an update on the election of the Executive Committee members, stating that the current terms of the CSPDC's Executive Committee members will expire June 30, 2019. She explained that the Executive Committee consists of seven Commissioners, each from a different member jurisdiction and reviewed the election process. Ms. Riedesel noted that several Commission members terms will also expire June 30, 2019. She stated that each jurisdiction was notified regarding the election of the Executive Committee and the expiration of terms.

I-81 Legislation

Ms. Riedesel stated that Ann Cundy will give an update on I-81 legislation in the Full Commission meeting, following the Executive Committee meeting.

Other Business

Under Other Business, Ms. Riedesel reported on the Interregional Transit Study and Demonstration Grant, which is a feasibility study and service plan for interregional transit service between the Shenandoah Valley and Charlottesville. She noted that the Virginia Department of Rail and Public Transportation (DPRT) has additional funding to do a study and requested additional information on the study regarding overall cost, service plan, and a long-term financial plan. Ms. Riedesel reported that staff was looking into what would be needed to move the project forward and would report back to the Executive Committee. Upon a question regarding funding, Ms. Riedesel responded that there is no funding being requested at this time for the refined study; however, local match funds will be needed if a bus system is put into place.

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
CSPDC Secretary



May 13, 2019

MEMO TO: CSPDC Executive Committee
FROM: Bonnie S. Riedesel, Executive Director
SUBJECT: May 20, 2019 Executive Committee Meeting

The Executive Committee of the Central Shenandoah Planning District Commission will hold a meeting on **Monday, May 20, 2019, 6:00 p.m.**, at the Central Shenandoah Planning District Commission Office, 112 MacTanly Place, Staunton, Virginia.

Sandwiches will be provided.

Agenda

1. Call to Order
2. Consideration of December 17, 2018 and April 15, 2019 Minutes*
3. Consideration of FY19 Budget Revision #2 (BAF #19-5)*
4. Consideration of Draft CSPDC FY20 Budget (BAF #19-7)*
5. Consideration of Transfer and Use of Funds to the Development Fund (BAF #19-6)*
6. Succession Plan Update (Board Memo #19-6)
7. Executive Committee Election Update
8. Other Business
9. Adjournment

*Action Needed



Minutes
Central Shenandoah Planning District Commission
Executive Committee Meeting
112 MacTanly Place, Staunton, VA 24401
May 20, 2019, 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	✓	Cindi Johnson
✓	Kevin Wagner, Vice Chairman		Terry Short	✓	Kimberly Miller
	City of Lexington		Vacant		
✓	Frank Friedman, Chairman				Others
	Rockingham County				
✓	Rick Chandler, Secretary				

Call To Order

The May 20, 2019, Executive Committee meeting was called to order at 6:00 p.m. by Chairman Friedman.

Minutes

Chairman Friedman presented the minutes from the December 17, 2018, and April 15, 2019, Executive Committee meeting. There being no corrections or additions, Chairman Friedman declared the minutes approved as presented.

Consideration of FY19 Budget Revision #2 (BAF #19-5)

Chairman Friedman presented for consideration the FY19 Budget Revision. Ms. Riedesel gave a review on the Budget Revision, noting that this is the second revision to the FY19 Budget. She stated that the Budget Revision results in a small increase in net income and includes a capital budget. The Budget revision is the result of staff changes, grant carryover adjustments, new awards, and adjusting delayed awards. Ms. Johnson reviewed the program changes, new projects, expense changes, and the capital budget/capital improvement fund. She stated that the Budget Revision includes \$12,000 from the Capital Improvement Fund to replace the office's copier. Ms. Dull moved, seconded by Mr. Wagner, to approve the FY19 Budget Revision and the Capital Budget and Capital Fund withdrawal. Motion carried unanimously.

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

Chairman Friedman presented for consideration the Draft CSPDC FY20 Budget (attached to file minutes). Ms. Riedesel gave a detailed review on the Budget and presented a PowerPoint presentation on the Commission's accomplishments, noting that the Commission has been extremely busy this year. She noted that one of the accomplishments of the CSPDC is GO Virginia. Ms. Riedesel stated that the CSPDC is one of the support organizations for Region 8, and GO Virginia hired the first Region 8 Program Manager. She 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. 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 a number of upcoming CSPDC projects for FY20 such as the Chesapeake Bay WIP III project, inter-regional transit system to Charlottesville, broadband, I-81 Improvement Study, GO Virginia, and Tour de Farm. She reported on the upcoming organizational efforts such as an updated Strategic Plan, completion of a Succession Plan, upgrade computers and purchase new copier, the 50th CSPDC Anniversary, study the increase of local assessments, and prepare 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. After a lengthy discussion regarding the CSPDC FY20 Budget, Ms. Dull moved, seconded by Mr. Chandler, to recommend approval of the CSPDC FY20 Budget to the Full Commission. Motion was carried by unanimous vote.

Transfer and Use of Funds to the Development Fund (BAF #19-6)

Chairman Friedman presented for consideration Transfer and Use 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, 2018, the CSPDC showed an excess of revenues over expenses of \$31,357. Ms. Riedesel stated that staff recommends that 25% of the surplus, which is \$7,839, be transferred to the Development Fund account.

Ms. Riedesel noted that staff is seeking funds to conduct a feasibility study to determine if a certified, commercial, shared-use Agricultural Enterprise Center located in the region is possible and practical. Ms. Riedesel stated that two potential grant opportunities for this project are through USDA's Local Food Promotion Program (LFPP) and Farmers Market Promotion

Program (FMPP) programs, due in June 2019. These grants require a 25% match and staff is requesting up to \$50,000 from the Development Fund to be used as match for these grants. Ms. Dull moved, seconded by Mr. Wagner, to approve the transfer of funds from the operating account into the Development Fund account, and the use of Development Funds for a grant match for an Agriculture Enterprise Center Feasibility Study. Motion carried unanimously.

Succession Plan Update (Board Memo #19-6)

Chairman Friedman presented Succession Plan Update. Ms. Riedesel gave an update on the Succession Plan. She noted that the Virginia Housing Development Authority (VHDA) offers capacity building/technical assistance grants up to \$20,000 for organizations to complete Strategic Plans and Succession Plans. Ms. Riedesel stated that the CSPDC applied for Succession Plan funds in March but was denied because the Commission’s Strategic Plan was more than three years old. Ms. Riedesel noted that VHDA recommended the Commission make updates to the 2007 and 2013 plans, and once this is done, reapply for the Succession Plan grant using the updated Strategic Plan. Ms. Riedesel stated that the grant applications are due by June 21, 2019. The Executive Committee agreed with the approach to update the Strategic Plan in order to reapply for VHDA funds.

Executive Committee Election Update

Ms. Riedesel gave an update on the election of the Executive Committee members, stating that the current terms of the CSPDC’s Executive Committee members will expire June 30, 2019. She noted that 14 ballots have been received so far and the deadline to return the ballots is June 14, 2019. The ballots would be counted and election results would be announced at the June 17th Commission meeting.

Other Business

Under Other Business, Ms. Riedesel stated that the next Commission meeting is Monday, June 17th and that it will be a full meeting. She stated that the 50th Anniversary open house meeting will be on Tuesday, September 17th at the Frontier Culture Museum from 4:00 to 6:00 p.m.

Adjournment

There being no further business to come before the Committee, a motion for adjournment was unanimously passed at 8:00 p.m. Motion was carried by unanimous vote.

Respectfully submitted,

Approved:

Rick Chandler
CSPDC Secretary



August 9, 2019

MEMO TO: CSPDC Executive Committee
FROM: Bonnie S. Riedesel, Executive Director
SUBJECT: August 19, 2019 Executive Committee Meeting

The Executive Committee of the Central Shenandoah Planning District Commission will hold a meeting on **Monday, August 19, 2019, 6:00 p.m.**, at the Central Shenandoah Planning District Commission Office, 112 MacTanly Place, Staunton, Virginia.

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

Agenda

1. Call to Order
2. Election of Officers
3. Consideration of May 20, 2019 Minutes*
4. Consideration of Resolution to Lease Office Space in the BRITE Transit Facility (BAF #19-11)*
5. CSPDC Staff Changes
6. VHDA Succession Plan Grant Award
7. Other Business
8. Adjournment

*Action Needed



Minutes
Central Shenandoah Planning District Commission
Executive Committee Meeting
112 MacTanly Place, Staunton, VA 24401
August 19, 2019, 6:00 p.m.

Member Jurisdiction Representatives					
	Augusta County		Rockingham County		Staff
✓	Butch Wells	✓	Rhonda Cooper	✓	Bonnie Riedesel
	City of Harrisonburg		City of Staunton	✓	Elizabeth McCarty
	George Hirschmann, Secretary	✓	Carolyn Dull	✓	Rita Whitfield
	Highland County		City of Waynesboro		
✓	Kevin Wagner, Vice Chairman	✓	Terry Short, Treasurer		Others
	City of Lexington				
✓	Frank Friedman, Chairman				

Call To Order

The August 19, 2019, Executive Committee meeting was called to order at 6:00 p.m. by Chairman Friedman.

Election of Officers

Ms. Riedesel noted that the newly elected Executive Committee members needed to elect officers to serve July 1, 2019 through June 30, 2022. She noted that the Chairperson and Vice Chairperson must be elected officials.

Nominations for Chairperson were opened. Ms. Cooper nominated Mr. Friedman for the office of Chairperson, seconded by Mr. Short. Nominations for Chairperson were unanimously closed. Motion was carried by unanimous vote. Mr. Friedman was unanimously elected to the office of Chairperson.

The floor was opened for nominations for Vice Chairperson. Mr. Wells nominated Mr. Wagner for the office of Vice Chairperson, seconded by Ms. Dull. Nominations for Vice Chairperson were unanimously closed. Mr. Wagner was unanimously elected to the office of Vice Chairperson.

Nominations for Treasurer were opened. Mr. Wagner nominated Mr. Terry Short for the office of Treasurer, seconded by Ms. Dull. Nominations for Treasurer were unanimously closed. Motion was carried by unanimous vote. Mr. Short was unanimously elected to the office of Treasurer.

Nominations for Secretary were opened. Ms. Dull nominated Mr. Hirschmann for the office of Secretary, seconded by Mr. Wells. Nominations for Secretary were unanimously closed. Motion was carried by unanimous vote. Mr. Hirschmann was unanimously elected to the office of Secretary.

Minutes

Chairman Friedman presented the minutes from the May 20, 2019 Executive Committee meeting. Mr. Short moved, seconded by Mr. Wagner, to approve the minutes as presented. Motion was carried by unanimous vote.

Consideration of Resolution to Lease the Transit Building (BAF #19-11)

Chairman Friedman presented for consideration a Resolution to lease the transit building. Ms. Riedesel stated that a portion of the office space in the BRITE facility has been leased to Augusta Health Care, Inc., and this lease expires on October 31, 2019. She noted that Augusta Health Care, Inc. has provided written notice that they will not be renewing the lease agreement. Ms. Riedesel presented a Resolution authorizing the Chairman or Executive Director to enter into a listing agreement with a real estate firm to advertise and list said portion of the Transit Facility for rent and to execute a lease on behalf of the CSPDC. Ms. Dull moved, seconded by Mr. Wagner, to endorse the Resolution authorizing the Chairman or Executive Director to take all actions reasonably necessary to carry out the purpose of the Resolution. Discussion ensued regarding showing and marketing the facility with the current tenants still occupying the space, and the Health Insurance Portability and Accountability Act (HIPAA) security rule for protecting health information. After discussion, motion carried unanimously.

CSPDC Staff Changes

Ms. Riedesel announced that Cindi Johnson, Fiscal Officer for the Commission, has resigned. She stated that Vincent Copenhaver with VML/VACO Financial Services will be providing temporary financial services to the Commission until a new finance director is hired. Ms. Riedesel stated that the position has been advertised. She also announced that Aiden Quirke has been hired as the new Transit Manager as Nancy Gourley transitions into retirement.

VHDA Succession Plan Grant Award

Ms. Riedesel gave an update on the VHDA Succession Plan Grant Award. She noted that the Virginia Housing Development Authority (VHDA) offers capacity building/technical assistance grants up to \$20,000 for organizations to complete Strategic Plans and Succession Plans. Ms. Riedesel stated that the CSPDC applied for Succession Plan funds in March but was denied because the Commission's Strategic Plan was more than three years old. Ms. Riedesel noted that VHDA recommended the Commission make updates to the 2007 and 2013 plans, and once this is done, reapply for the Succession Plan grant using the updated Strategic Plan. Ms. Riedesel stated that the Commission reapplied in June 2019 and was awarded \$20,000, which will be payable directly to the consultant. She stated that Amy Nisenson Consulting LLC in Richmond has been hired to complete the Plan, which is estimated to take about five months to complete. She noted that Sharon Angle will serve on the Succession Management Planning Committee and will report to the Commission.

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,

Approved:

George Hirschmann
CSPDC Secretary



December 9, 2019

MEMO TO: CSPDC Executive Committee
FROM: Bonnie S. Riedesel, Executive Director
SUBJECT: December 16, 2019 Executive Committee Meeting

The Executive Committee of the Central Shenandoah Planning District Commission will hold a meeting on **Monday, December 16, 2019, 6:00 p.m.**, at the Central Shenandoah Planning District Commission Office, 112 MacTanly Place, Staunton, Virginia.

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

Agenda

1. Call to Order
2. Consideration of August 19, 2019 Minutes*
3. FY21 Local Dues Assessment (BAF #19-16)*
4. Update on Succession Plan
5. Other Business
6. Adjournment

*Action Needed



Minutes
Central Shenandoah Planning District Commission
Executive Committee Meeting
112 MacTanly Place, Staunton, VA 24401
December 16, 2019, 6:00 p.m.

Member Jurisdiction Representatives					
	Augusta County		Rockingham County		Staff
✓	Butch Wells	✓	Rhonda Cooper	✓	Bonnie Riedesel
	City of Harrisonburg		City of Staunton	✓	Lee Bell
	George Hirschmann, Secretary	✓	Carolyn Dull	✓	Rita Whitfield
	Highland County		City of Waynesboro		
✓	Kevin Wagner, Vice Chairman		Terry Short, Treasurer		Others
	City of Lexington				
✓	Frank Friedman, Chairman				

Call To Order

The December 16, 2019, Executive Committee meeting was called to order at 6:00 p.m. by Chairman Friedman 6:00 p.m.

Minutes

Chairman Friedman presented the minutes from the August 19, 2019 Executive Committee meeting. There being no corrections or additions, Chairman Friedman declared the minutes approved as presented.

Consideration of FY21 Local Dues Assessment (BAF #19-16)

Chairman Friedman presented for consideration FY21 Local Dues Assessment. Ms. Riedesel stated that the CSPDC’s annual member assessment is currently at 70 cents per capita and has been at this rate for the past 10 fiscal years. She noted that a 10 cents increase from 70 cents to 80 cents would generate approximately \$30,000 overall for the FY21 budget. Ms. Riedesel noted that the annual member assessment is critical to the Commission in helping the Commission match state and federal grants and to ensure that there are adequate staff resources available to respond to the needs of the local jurisdictions. She stated that dedicated funding through annual assessments allows stability with staffing so the Commission is not as dependent on grants that may or may not be funded. Ms. Riedesel stated that she has spoken to several of the local government managers and they are supportive of the increase. She noted that approval of the annual assessment rate is important so that the localities can consider it in their budget deliberations in the upcoming months.

Ms. Riedesel introduced Lee Bell, the new CSPDC Finance Director. Mr. Bell reviewed the FY21 Annual Member Assessment Matrix at 70 cents per capita and at 80 cents per capita; the FY21-FY26 Annual Member Assessment increase of one cent a year for five fiscal years; and

the Historical Annual Member Assessments Rates for FY05-FY12. He distributed and reviewed copies of the CSPDC's assessment rate versus growth in per capita income for the localities.

Chairman Friedman stated that Mr. Short was unable to be at the meeting but asked him to relate to the Committee that he had no objections to the CSPDC annual member assessment rate increase from 70 cents to 80 cents per capita, but he was uncomfortable with obligating one cent a year for five fiscal years with future boards. Chairman Friedman stated that this was merely a plan that can be adjusted if a recession or some other hardship was to occur and noted that this increase is to enable the Commission to continue to match projects. Discussion ensued regarding the need for an increase in the annual member assessment, the Commission's upcoming and current projects, and comparisons to other Planning District Commissions. After discussion, Ms. Cooper moved, seconded by Ms. Dull, to approve an increase in the annual member assessment rate from 70 cents per capita to 80 cents per capita, effective July 1, 2020, with an additional 1 cent increase for five fiscal years until 85 cents per capita is reached. Motion was carried by unanimous vote.

Update on Succession Plan

Ms. Riedesel gave an update on the Transition and Succession Plans. She noted that the Virginia Housing Development Authority (VHDA) offers capacity building/technical assistance grants up to \$20,000 for organizations to complete Strategic Plans and Succession Plans. Ms. Riedesel stated that VHDA awarded the Commission \$20,000, and Amy Nisenson Consulting LLC in Richmond has been hired to complete the Plan. She reported that a survey was sent to each Commissioner in October 2019 to receive input on the Succession Plan. Ms. Riedesel stated that the consultant will present the results of the Succession Plan at the February meeting. Additionally, Ms. Riedesel noted that she is working with a consultant regarding updating the Commission's human resources, job descriptions, etc.

Adjournment

There being no further business to come before the Committee, Chairman Friedman excused staff in order for the Executive Committee to review the Executive Director's annual evaluation. A motion for adjournment was unanimously passed at 6:30 p.m. Motion was carried by unanimous vote.

Respectfully submitted,

Approved:

George Hirschmann
CSPDC Secretary