



**Minutes**  
**Central Shenandoah Planning District Commission**  
**Executive Committee**  
**Via Zoom/Video Conferencing Call**  
**June 2, 2020, 4:30 p.m.**

| <b>Member Jurisdiction Representatives</b> |                              |   |                                |   |                       |
|--|------------------------------|---|--------------------------------|---|-----------------------|
|  | <b>Augusta County</b>        |   | <b>Rockingham County</b>       |   | <b>Staff</b>          |
| ✓  | Butch Wells                  | ✓ | Rhonda Cooper                  | ✓ | Bonnie Riedesel       |
|  | <b>City of Harrisonburg</b>  |   | <b>City of Staunton</b>        | ✓ | Lee Bell              |
| ✓  | George Hirschmann, Secretary | ✓ | Carolyn Dull, Vice Chairperson | ✓ | Rita Whitfield        |
|  | <b>City of Lexington</b>     |   | <b>City of Waynesboro</b>      | ✓ | Elizabeth McCarty     |
| ✓  | Frank Friedman, Chairman     | ✓ | Terry Short, Treasurer         |   | <b>Others</b>         |
|  | <b>Bath County</b>           |   |                                | ✓ | Jim Halasz, Lexington |
| ✓  | Edward Hicklin               |   |                                |   |                       |

**Call To Order**

The June 2, 2020, Executive Committee Zoom/Video Conferencing call was called to order at 4:30 p.m. by Chairperson Friedman.

**Minutes**

Chairperson Friedman presented the minutes from the February 3, 2020, CSPDC Commission meeting. There being no corrections or additions, Chairperson Friedman declared the minutes approved as presented.

**Public Comment**

Chairperson Friedman opened the floor for public comment. There were no comments from the public.

**Election of Vice Chairperson**

Chairperson Friedman noted that with the departure of Mr. Kevin Wagner, the office of Vice Chairperson is vacant, with the term expiring June 30, 2022. He noted that the Vice Chairperson must be an elected official. Nominations for Vice Chairperson were opened. Mr. Wells nominated Ms. Dull, for the office of Chairperson, seconded by Mr. Hirschmann. Nominations for Vice Chairperson were closed. Motion was carried by unanimous vote. Ms. Dull was unanimously elected to the office of Vice Chairperson.

**Consideration of CSPDC Draft FY21 Budget (BAF #20-12)**

Chairperson Friedman presented for consideration the CSPDC Draft FY21 Budget. Ms. Riedesel reported on the CSPDC FY21 Budget, noting that it was a very complicated budget. She stated that the Budget process started in January with a working budget developed based upon known grants, contracts, and agreements. Ms. Riedesel noted that budget requests for local assessments

and other program contributions were made to member jurisdictions in January. She explained that due to the coronavirus pandemic and the expected hardship put on local government budgets, plans to increase the per capita assessment by 10 cents have been postponed. Ms. Riedesel noted that the per capita assessment remains the same at base plus 70 cents per capita and localities were notified of the revised budget request in April. She stated that the Commission received emergency funding through the CARES Act to cover the cost of operations of the BRITE transit system in FY21, including the match contributions.

Mr. Bell reviewed the Budget for FY21, noting that the Budget is approximately \$4.6M, an increase of 16% over the revised FY20 Budget. He noted that the increase is driven by significant new awards, the expansion of existing programs, and the apportionment of CARES Act funding to support the region. Mr. Bell stated that funding from state and federal programs like ARC, EDA, VDOT, DRPT, FTA, and DHCD continue to remain at comparable levels to prior years with the exception of increased funding from EDA, DRPT, and FTA through the CARES Act. He noted that the CSPDC proposes use of the Development Fund to source the ARC match necessary to serve the localities in the Appalachian Region, and CSPDC proposes to fund the Fields of Gold program internally. Mr. Bell stated that the FY21 Budget includes a 1% merit increase, and is not proposing a cost of living adjustment.

Ms. Riedesel reported on an EDA CARES application submitted by the Central Shenandoah Planning District Commission for Shenandoah Valley Recovery Assistance. She noted that the application request is for \$400,000 to be used during the period of July 1, 2020, through June 30, 2022. Ms. Riedesel stated that EDA will fund the supplemental award at a 100 percent federal grant rate. Ms. McCarty reviewed the scope of work and how it will be implemented. She stated that the funds will be used to respond to the impacts of the coronavirus pandemic. Specifically, the Commission will develop a Recovery and Resiliency Plan, put into place a Disaster Recovery Coordinator and team utilizing existing staff, expand technical assistance to the localities to identify and apply for recovery funding, and implement technology to effectively communicate with the resiliency and recovery partners.

On a motion by Mr. Wells, seconded by Mr. Hicklin, and carried by a vote of 6 to 0, voting recorded as follows: Butch Wells – Aye; George Hirschmann – Aye; Rhonda Cooper – Aye; Carolyn Dull – Aye; Edward Hicklin – Aye; Terry Short– Aye; the Executive Committee recommended approval of the Draft CSPDC FY21 Budget to the Full Commission.

### **Other Business**

Under Other Business, Ms. Riedesel stated that in accordance with the Governor's Phase 2 reopening plan for Virginia, a plan for staff to return to work has been implemented. She also reported on other COVID-19 related office practices, such as visitors, vendors, deliveries, and maintenance workers who come into the office will be required to wear a mask while inside the building.

Ms. Riedesel presented for discussion the upcoming June 15, 2020, CSPDC Commission meeting. After consideration regarding the logistics of holding an in-person meeting and following the state guidelines, it was the consensus of the Executive Committee members to hold the June 15, 2020, meeting via Zoom/video conferencing call at 5:00 p.m.

Mr. Short presented for discussion funding to local governments through the CARES Act. He asked how each community anticipates applying the CARES funding to their local budgets, to be expended by December 30, 2020. He stated that he is serving on a VML Task Force for the Governor's Office to compile feedback to make recommendations for policy guidance and how to quickly apply those funds to businesses. Mr. Short ask if staff could submit a survey to each jurisdiction to find out what their needs are. Ms. Riedesel stated that Economic Development and Tourism departments from Staunton, Augusta County, and Waynesboro are teaming up with the Central Shenandoah Planning District Commission, as well as other organizations, to form a coalition to share resources and information relevant to the COVID-19 crisis and its local effects. She noted that the group, known as the SAW MSA Recovery Task Force, will focus on providing resources to small businesses to help them recover safely and speedily, such as offering free PPE kits. Ms. Riedesel stated that the group will provide rebuilding tools for local businesses, including promotional campaigns encouraging residents to support local businesses, peer-to-peer networking, and advanced business planning programs. Ms. Riedesel reported that the Middle Peninsula PDC is planning to serve as fiscal agent for pooling CARES Act funding to assist small businesses from their various member jurisdictions. She suggested this could serve as a model locally. Mr. Halasz stated that City Managers and County Administrators up and down the valley were meeting virtually weekly to share resources and information related to COVID-19 funds and invited Ms. Riedesel to participate.

### **Adjournment**

There being no further business to come before the Committee, a motion for adjournment was unanimously passed 5:30 p.m.

Respectfully submitted,

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Rita Whitfield  
Clerk to the Commission

Approved:

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George Hirschmann  
CSPDC Secretary