



January 27, 2020

**MEMO TO:** CSPDC Executive Committee  
**FROM:** Bonnie S. Riedesel, Executive Director  
**SUBJECT:** February 3, 2020 Executive Committee Meeting

The Executive Committee of the Central Shenandoah Planning District Commission will hold a meeting on **Monday, February 3, 2020, 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.**

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### **Agenda**

1. Call to Order
2. Consideration of December 16, 2019 Minutes\*
3. Update on Organizational/Staff Changes
4. Update on Succession Plan
  - *Amy Nisenson Consulting, LLC*
5. Other Business
6. Adjournment

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\*Action Needed



**Minutes**  
**Central Shenandoah Planning District Commission**  
**Executive Committee Meeting**  
**112 MacTanly Place, Staunton, VA 24401**  
**February 3, 2020, 6:00 p.m.**

Member Jurisdiction Representatives					
	Augusta County		Rockingham County		Staff
	Butch Wells	✓	Rhonda Cooper	✓	Bonnie Riedesel
	<b>City of Harrisonburg</b>		<b>City of Staunton</b>	✓	Lee Bell
✓	George Hirschmann, Secretary	✓	Carolyn Dull	✓	Rita Whitfield
	<b>City of Lexington</b>		<b>City of Waynesboro</b>	✓	Elizabeth McCarty
✓	Frank Friedman, Chairman	✓	Terry Short, Treasurer		<b>Others</b>
				✓	Amy Nisenson, Nisenson Consulting

**Call To Order**

The February 3, 2020, Executive Committee meeting was called to order at 6:00 p.m. by Chairman Friedman.

**Minutes**

Chairman Friedman presented the minutes from the December 16, 2019, Executive Committee meeting. Ms. Dull moved, seconded by Mr. Hirschmann, to approve the minutes as presented. Motion was carried by unanimous vote.

**Update on Organizational/Staff Changes**

Ms. Riedesel gave an update on organizational and staff changes. She stated that for the past six to nine months, the Commission has hired the services of Nancy Bowman, a human resources consultant, to reorganize and revamp the human resources department, to update several policies, procedures and job descriptions. Ms. Riedesel gave an update on the job descriptions and the new organizational chart. She noted several title changes have occurred including Deputy Director (Elizabeth McCarty), Finance Director (Lee Bell), and Director of Transportation (Ann Cundy). Ms. Riedesel stated that the consultant conducted a salary survey using comparable salaries though the Department of Labor, Virginia Local government sites, other Planning District Commissions, and the American Planning Association. She noted that the consultant was working on a compensation plan that will go into effect on July 1, 2020. Ms. Riedesel reported that the next steps will be to update the Commission’s Personnel Manual and revise the personnel evaluation form.

**Update on Succession Plan**

Chairman Friedman presented Update on Succession Plan. Ms. Riedesel introduced and welcomed Ms. Amy Nisenson of Amy Nisenson Consulting, LLC. Ms. Nisenson was present to give a review

of the Succession Plan (attached to file minutes). Ms. Nisenson reviewed the Succession Plan, noting that the Central Shenandoah Planning District Commission (CSPDC) created its first Succession Plan with funding through a capacity grant from the Virginia Housing Development Authority. Ms. Nisenson noted that the Succession Plan includes a survey that was sent to CSPDC Commissioners on October 3, 2019, to gain buy-in on the succession plan and input on what should be some of the priorities and competencies the next Executive Director might need to have. She stated that the survey has a tie-back to the CSPDC's most recent Strategic Plan so that the Commissioners can understand what the Agency priorities are and the importance of having the appropriate leadership in place to ensure implementation. The Survey was completed by the Commissioners by October 16, 2019 and the results were compiled.

Ms. Nisenson noted that in addition to the Survey Findings Report, the Succession Plan compiled the following documents: Communications Plan; Contact Information Template; and Executive Director job announcement. She noted that the Succession Plan includes an Organizational Chart, updated job descriptions for key management staff, and a password template. Ms. Nisenson stated that the Succession Plan contains a wealth of best management practices for succession planning and should be updated as needed. After some discussion regarding the next steps, it was the consensus of the Executive Committee to accept the Succession Plan as presented and to present the document to the Full Commission.

#### **Other Business**

Under Other Business, Ms. Riedesel presented the Virginia Telecommunications Initiative (VATI) Program for consideration. She stated that on behalf of Rockbridge and Bath counties, and in conjunction with BARC Electric, the CSPDC applied for and received \$2,202,000 in funding through the Virginia Telecommunications Initiative (VATI) program administered by the Virginia Department of Housing and Community Development (DHCD). The grant funds will be used to provide last mile fiber-to-the-premises to unserved areas in Bath and Rockbridge counties. Ms. Riedesel stated that as the grant applicant and recipient of the funds, the CSPDC will enter in a contract with DHCD for the \$2,202,000 grant. All but \$32,000 for grant administration will be passed through to BARC Electric, the service provider. She noted that CSPDC policy requires Commission approval of all contracts in excess of \$500,000. Ms. Dull moved, seconded by Mr. Hirschmann, to authorize the Executive Director to execute any necessary documents to enter into a contract with the Virginia Department of Housing and Community Development for \$2,202,000 for the VATI Broadband project and to execute the Memorandum of Understanding with BARC Electric. Motion was carried by unanimous vote.

Also under Other Business, Ms. Riedesel gave an update on the portion of office space at the BRITE facility for rent. She stated that said portion of the Transit facility had been leased to Augusta Health Care, Inc., and they did not renew the lease agreement which expired in October 2019. Ms. Riedesel noted that as directed by the Executive Committee at their August 19, 2019 meeting, the Commission entered into a listing agreement with real estate firm Cottonwood Commercial to advertise and list said portion of the Transit Facility for rent. Discussion ensued regarding showing and marketing the facility.

Ms. Riedesel announced that staff member Tracy Hibbitts and her husband had welcomed the newest member of their family, a baby boy, on January 13<sup>th</sup>.

Upon a question by Chairman Friedman regarding the annual member assessment, Ms. Riedesel responded that the jurisdictions have received their budget requests with the 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.

**Adjournment**

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

Respectfully submitted,

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Rita Whitfield  
Clerk to the Commission

Approved:

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George Hirschmann  
CSPDC Secretary



May 26, 2020

**MEMO TO:** CSPDC Executive Committee  
**FROM:** Bonnie S. Riedesel, Executive Director  
**SUBJECT:** June 2, 2020 Executive Committee Meeting

The Executive Committee of the Central Shenandoah Planning District Commission will hold a meeting on **Tuesday, June 2, 2020, 4:30 p.m.**, by Zoom Videoconference.

Join Zoom Meeting

<https://us02web.zoom.us/j/87852806790?pwd=dzhwb0xxTkIxNERZUTRjcm0ycUJaQT09>

Meeting ID: 878 5280 6790 Password: 015100 Dial in: 1 301 715 8592

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### **Agenda**

1. Call to Order
2. Consideration of February 3, 2020 Minutes\*
3. Public Comment
4. Election of Vice Chairman (BAF #20-13)\*
5. Consideration of CSPDC Draft FY21 Budget (BAF #20-12)\*
6. Other Business
7. Adjournment

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*\*Action Needed*

Next Meeting: Full Commission – June 15, 2020 Location TBD



**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





November 30, 2020

**MEMO TO:** CSPDC Executive Committee  
**FROM:** Bonnie S. Riedesel, Executive Director  
**SUBJECT:** December 7, 2020 Executive Committee Meeting

The Executive Committee of the Central Shenandoah Planning District Commission will hold a meeting on Monday, December 7, 2020, 5:00 p.m., by Zoom Videoconference.

Join Zoom Meeting:

<https://us02web.zoom.us/j/81361670263?pwd=Tnc3T0lzcG5MSTNnWk1jR24wWHg1dz09>

Meeting ID: 813 6167 0263 \*\*\* Passcode: 621386 \*\*\* Dial In: 301-715-8592

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### **Agenda**

1. Call to Order
2. Consideration of June 2, 2020 Zoom Meeting Minutes\*
3. Public Comment
4. Consideration of Purchase of Lewis Street Transit Hub (BAF #20-21)\*
5. Discussion of FY20 Audit
6. Discussion of FY22 Local Assessment
7. Other Business
8. Adjournment

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*\*Action Needed*



**Minutes**  
**Central Shenandoah Planning District Commission**  
**Executive Committee**  
**Via Zoom/Video Conferencing Call**  
**December 7, 2020, 5:00 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	✓	Ann Cundy
	<b>Bath County</b>			✓	Nancy Gourley
✓	Edward Hicklin				<b>Others</b>
				✓	Jordan Bowman, Litten & Sipe
				✓	Peter Stephenson, VRSA

**Call To Order**

Governor Ralph Northam declared a state of emergency in Virginia on March 12, 2020, in response to COVID-19. In light of this emergency, the December 7, 2020, Central Shenandoah Planning District Commission (CSPDC) Executive Committee meeting was conducted via Zoom Video Conferencing. The December 7, 2020, CSPDC Executive Committee Zoom Video Conference was called to order at 5:00 p.m. by Chairperson Friedman.

**Minutes**

Chairperson Friedman presented the minutes from the June 2, 2020, CSPDC Commission Zoom meeting. Ms. Dull moved, seconded by Mr. Hirschmann, to approve the minutes as presented. Motion carried unanimously.

**Public Comment**

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

**Consideration of Purchase of Lewis Street Transit Hub (BAF #20-21)**

Chairperson Friedman presented for consideration Purchase of Lewis Street Transit Hub. Ms. Riedesel stated that the CSPDC/BRITE has an opportunity to purchase the two-acre property located at 240 North Lewis Street in downtown Staunton, currently owned by the American Shakespeare Company (ASC) for \$185,000. She stated that the property is currently leased by the City of Staunton as a parking lot, and has also been the location of the BRITE Transit Hub since the CSPDC assumed responsibility for the transit service in 2014. She stated that the property is critical to the function of the BRITE bus system. Ms. Riedesel noted that the funds to purchase the property

is available from its transit reserves, and only funds contributed from the transit partners - Augusta Health, Blue Ridge Community College, Woodrow Wilson, Virginia Department of Social Services, and the three localities Augusta County and the cities of Staunton and Waynesboro – would be utilized in the operation of the transit system and purchasing of property.

Ms. Gourley gave a review on the purchasing of the property, noting that the Lewis Street Hub is essential to public transportation service delivery providing a safe and secure location where four buses and the Historic Downtown Trolley meet each hour. She stated that the two bus shelters on the lot afford waiting riders weather protection and the off-street location and sidewalk connections allow riders safe access to the buses, and provides Americans with Disabilities Act (ADA) accessibility. Ms. Gourley noted that the Hub anchors the 250 Connector Route on the western end, the Blue Ridge Community College Shuttle Route on the southern end, and the Staunton bus routes. She stated that prior to the pandemic, passenger counts confirmed that 2,286 riders accessed or departed a bus at this location during a one-week period. Additionally, the availability of free parking allows riders to drive to the Hub and park their vehicle before boarding a bus to take them to their destination. Ms. Gourley noted that another location has not been found that is nearly as optimal as the Lewis Street Hub, so they would like to stay there if at all possible.

On behalf of Rockingham County, Ms. Cooper stated that while the County supports the purchase of this property as an integral part of the BRITE transit system, the County does not think that the PDC should be in the business of operating a bus program. She noted that the County feels that the goal should continue to be, as initially established, an interim where this would eventually become a part of either Staunton, Augusta or Waynesboro, or some entity formed by them as an authority. Ms. Cooper stated that Rockingham County still maintains that the PDC's ultimate role should not be to continue to own and operate a transit system, but to pass it on to an authority that is separate from the PDC.

Mr. Bowman briefed the Executive Committee on the details relative to the contract and the process of purchasing the property. He stated he would draft a proposed purchase agreement between the American Shakespeare Company (ASC) and the CSPDC, reflecting the agreed purchase price, with a study period within which to confirm any details regarding the transaction, and contingent upon approval by the Full Commission. Mr. Bowman stated that the City of Staunton has confirmed that they will continue to lease the portion of the property that is used for public parking, with those lease payments directed to the CSPDC. He noted that routine maintenance such as snow removal, trash pickup, and utilities will continue to be provided by the City of Staunton at no cost to CSPDC/BRITE and a contract to that effect will be provided. Chairperson Friedman stated that the ASC originally offered the property to the City of Staunton, who declined and therefore, felt the City could provide a statement that they are in agreement and have no objections to the CSPDC/BRITE purchasing the property.

Upon a question by Chairperson Friedman regarding the transit reserves to purchase the property, Ms. Riedesel responded that there is \$144,000 in reserved transit funds from the former lease payments of the second-floor office space at the BRITE transit facility and the balance will come from reserves in the urban and rural transit funds. Mr. Bell gave a review of the transit reserves funds which total in the range of \$800,000. Discussion ensued regarding zoning and other possible uses of the property, and a future exit strategy for the transit system program.

Mr. Short moved, seconded by Mr. Wells, to authorize the CSPDC to enter into a purchase agreement to American Shakespeare Company (ASC) for the purchase of the Lewis Street Transit Hub property for \$185,000, contingent upon approval by the Full Commission. Motion carried by unanimous vote.

### **Discussion of FY20 Audit**

Chairperson Friedman presented discussion of the FY20 CSPDC Audit. Mr. Bell reported on the status of the FY20 Audit. He noted that the auditors, Brown Edwards & Co., LLP, have finished the Commission's FY 2020 audit and will present the Audit Report to the Full Commission at their December Commission meeting.

### **Discussion of FY22 Local Assessment**

Chairperson Friedman presented for discussion FY22 Local Assessment. Ms. Riedesel reported on the FY22 Local Assessment, noting that as approved by the jurisdictions last year, plans were put in place to increase the annual member assessment rate from 70 cents per capita to 80 cents per capita, effective July 1, 2020, with an additional one cent increase for five fiscal years until 85 cents per capita is reached. 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 was postponed. Ms. Riedesel noted that the per capita assessment remained the same at base plus 70 cents per capita. 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 11 fiscal years. She noted that the annual member assessment is critical to the Commission in helping the Commission match state and federal grants. Mr. Short stated 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 the following five fiscal years with future boards. After discussion regarding the annual member assessment rate increase, it was the consensus of the members present to pursue increasing the rate from 70 cents per capita to 80 cents per capita for FY22.

### **Adjournment**

There being no further business to come before the Committee, a motion for adjournment was unanimously passed at 5:45 p.m.

Respectfully submitted,

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Rita Whitfield  
Clerk to the Commission

Approved:

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George Hirschmann  
CSPDC Secretary