



May 17, 2021

MEMO TO: CSPDC Executive Committee
FROM: Bonnie S. Riedesel, Executive Director
SUBJECT: May 24, 2021 Executive Committee Meeting

The Executive Committee of the Central Shenandoah Planning District Commission will hold a meeting on **Monday, May 24, 2021, 4:00 p.m.**, by Zoom Videoconference.

Join Zoom Meeting:

<https://zoom.us/j/94255075904?pwd=WmVYeVZPNXJZeEN3TGVIYXRGNXRyZz09>

Meeting ID: 942 5507 5904 **** **Passcode:** 685921 **** **Dial In:** 301-715-8592

Agenda

1. Call to Order
2. Consideration of December 7, 2020 Minutes*
3. Public Comment
4. Consideration of CSPDC Draft FY22 Budget (BAF #21-6)*
5. Virginia Housing – PDC Funding (Board Memo #21-3)
6. American Rescue Plan Funding
7. Other Business
8. Adjournment

**Action Needed*



Minutes
Central Shenandoah Planning District Commission
Executive Committee
Via Zoom/Video Conferencing Call
May 24, 2021, 4:00 p.m.

Member Jurisdiction Representatives			
	Augusta County		Rockingham County
	Butch Wells	✓	Rhonda Cooper
	City of Harrisonburg		City of Staunton
✓	George Hirschmann, Secretary	✓	Carolyn Dull, Vice Chairperson
	City of Lexington		City of Waynesboro
✓	Frank Friedman, Chairman	✓	Terry Short, Treasurer
	Bath County		
✓	Edward Hicklin		
			Others
			✓ Dewey Ritchie, Rockingham
			✓ 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 May 24, 2021, Central Shenandoah Planning District Commission (CSPDC) Executive Committee meeting was conducted via Zoom Video Conferencing. The May 24, 2021, CSPDC Executive Committee Zoom Video Conference was called to order at 4:00 p.m. by Chairperson Friedman.

Minutes

Chairperson Friedman presented the minutes from the December 7, 2020, CSPDC Commission Zoom meeting. There being no corrections or additions, Chairman Friedman declared the minutes approved as presented.

Public Comment

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

Consideration of CSPDC Draft FY22 Budget (BAF #21-6)

Chairperson Friedman presented for consideration the CSPDC Draft FY22 Budget. Mr. Bell reviewed the Budget for FY22 (attached to file minutes). He noted that the proposed budget totals \$6.1 million, a decrease of 5.3% from the revised FY21 Budget. Mr. Bell stated that the decline is due to pass-through funds and reimbursement grants. He reviewed funding and other revenue, noting that excluding pass-through funds and reimbursement revenue, budgeted revenue mix for FY22 is 59.3% federal funding, 19.7% state funding, 20.4% local funding, and 0.6% other income. Mr. Bell stated that the FY22 Budget includes an increase in the annual member assessment rate

from 70 cents per capita to 80 cents per capita. He reviewed employee costs and time utilization, and other costs, noting that the FY22 Budget includes a 3% cost of living adjustment for benefited employees and merit increases for eligible employees, which impact compensation by 2.1% and 1.2%, respectively. Discussion ensued regarding the CSPDC compensation study, employee reviews and social security participation and the CSPDC retirement plan. Upon a question regarding the annual member assessment rate, Ms. Riedesel noted 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 were postponed last fiscal year. She stated that the jurisdictions received their budget requests in January with the increase in the annual member assessment rate from 70 cents per capita to 80 cents per capita, effective July 1, 2021. Ms. Riedesel noted that there would be modifications to the FY22 Budget due to upcoming projects and pending grants, with an estimated increase to the Budget by approximately \$2 million for a new housing program over a three-year period. On a motion by Ms. Cooper, seconded by Mr. Short, and carried by a vote of 5 to 0, voting recorded as follows: 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.

Virginia Housing – PDC Funding (Board Memo #21-3)

Chairperson Friedman presented Virginia Housing-PDC Funding. Ms. McCarty reported on the Virginia Housing PDC Housing Development Program, which will bring significant funding to the 21 PDCs in the State. She stated that through its REACH Virginia program, up to \$3 million will be made available to each PDC to support vital housing initiatives such as homeownership, rental, supportive housing, green building/energy efficiency, workforce housing, and mixed-use development. Ms. McCarty noted that this new program will enable PDCs to promote regional approaches to housing project/program planning and development, enhance collaboration between regional and local organizations comprising the housing delivery network, and strengthen PDC capacity to address housing opportunities identified in state studies. She stated that this three-year program will award funding based on PDC population and the CSPDC is eligible for up to \$2 million. Ms. McCarty noted that applications are due June 4, 2021.

American Rescue Plan Funding

Chairperson Friedman presented American Rescue Plan Act (ARPA) funding. Ms. Riedesel gave a review on the ARPA funding, which will provide direct assistance to state and local governments along with billions of dollars for public health, vaccines, education, transportation, housing and more, and other funding initiatives such as infrastructure funding. She presented and reviewed the American Rescue Plan: Locality Allocations chart (attached to file minutes). Ms. Riedesel reviewed the role of the CSPDC and staff assistance that can be provided to the jurisdictions in regards to the ARPA funding. She stated that staff has been hosting weekly virtual meetings with the local jurisdictions for the past year to assist with the Coronavirus Aid, Relief, and Economic Security Act (CARES) funding and the ARPA funds. Ms. Riedesel stated that unlike CARES funding, the 11 towns in the CSPDC region are expected to receive their own direct allocations of over \$21 million in ARPA funding. She stated that staff was reaching out to all of the localities to offer assistance. Ms. Riedesel reported on the EDA CARES for Shenandoah Valley Recovery Assistance grant which was awarded to the Commission for \$400,000, to be used over the next two years. She noted that the EDA CARES funds will be used to develop a Recovery and Resiliency Plan and hosting rural attraction round table workshops which focus on workforce

development in the rural areas, teleworking, and broadband. Ms. Riedesel reported on the CSPDC's Recovery Dashboard on the CSPDC website, which tracks the impacts of COVID-19 and recovery efforts across the Central Shenandoah Valley Region, features data on localities' unemployment rates, unemployment benefit claims, COVID-19 cases, and tax revenues. Discussion ensued regarding the CSPDC's role in pursuing grants and collaboration to achieve future goals and opportunities as presented.

Other Business

Under Other Business, Chairperson Friedman presented for discussion the option of meeting in-person or virtually for future Commission meetings, and for the Commission to develop an electronic participation policy. Ms. Riedesel stated that the Commission is in compliance with meeting and voting virtually so long as the COVID-19 state of emergency continues, and the CSPDC provides the option for public access and comment. She stated that Commission staff is looking into the technology of holding hybrid meetings in the future. She noted that once the state of emergency as declared by the Governor ends, the CSPDC will need to go back to in-person meetings unless the policy changes. Ms. Riedesel stated that it was the consensus of the participating Commission members at the April meeting to hold the June 21, 2021, Commission meeting by Zoom video conferencing and then consider holding the August Commission meeting in-person. Discussion ensued regarding the possibility of holding the August Commission meeting at another facility or at the BRITE facility in Fishersville.

Adjournment

There being no further business to come before the Committee, a motion for adjournment was unanimously passed at 4:45 p.m.

Respectfully submitted,

Rita Whitfield
Clerk to the Commission

Approved:

George Hirschmann
CSPDC Secretary



December 13, 2021

MEMO TO: CSPDC Executive Committee
FROM: Bonnie S. Riedesel, Executive Director
SUBJECT: December 20, 2021 Executive Committee Meeting

The Executive Committee of the Central Shenandoah Planning District Commission will hold a meeting on **Monday, December 20, 2021, 6:00 p.m.** at the **at the BRITE Transit Facility, 51 Ivy Ridge Lane, Fishersville, VA 22939**. 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 May 24, 2021 Minutes*
3. Public Comment
4. Consideration of FY21 Audit Report*
 - a. *Megan Argenbright, CPA, Brown Edwards and Company, LLP*
5. Other Business
6. Adjournment

**Action Needed*



Minutes
Central Shenandoah Planning District Commission
Executive Committee Meeting
BRITE Transit Facility, Fishersville, VA
December 20, 2021, 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, Vice Chairperson	✓ Rita Whitfield
	City of Lexington	City of Waynesboro	
✓	Frank Friedman, Chairman	Terry Short, Treasurer	
	Bath County		
✓	Edward Hicklin		Others
			✓ Megan Argenbright, Brown Edwards & Co.

Call to Order

The December 20, 2021, Central Shenandoah Planning District Commission (CSPDC) Executive Committee meeting was called to order at 6:00 p.m. by Chairman Friedman. Pursuant to §2.2-3708.2 of the Code of Virginia, CSPDC members may participate in meetings of the CSPDC or its committees through electronic communication means. Those who attended virtually are indicated by an asterisk; all others attended in-person.

Minutes

Chairperson Friedman presented the minutes from the May 24, 2021, CSPDC Commission Zoom Video Conferencing meeting. There being no corrections or additions, Chairman Friedman declared the minutes approved as presented.

Public Comment

Chairman Friedman opened the floor to the public for comments. There were no public comments.

Consideration of FY21 Audit Report

Chairperson Friedman presented for consideration the FY21 Audit Report. Mr. Bell introduced and welcomed Ms. Megan Argenbright, CPA, Brown Edwards and Company, LLP, to present the Audit Report and to answer any questions regarding it. Ms. Argenbright reviewed the FY21 Audit Report,

noting that Brown Edwards and Company audited the financial statements of the governmental activities and each major fund of the CSPDC for the year ended June 30, 2021. She noted that the Audit includes an “unmodified” opinion, which is the highest opinion you can receive.

Ms. Argenbright then reviewed the Auditor’s Report on Internal Control over Financial Reporting and on Compliance, in which there was one significant deficiency and one material weakness identified in the audit of financial reporting, along with two sets of recommendations from the Auditor for addressing these. Regarding financial reporting, she noted that the Auditor had made multiple adjustments related to various accounts and transactions. To prevent future occurrences of this type, she recommended implementing procedures such as review of transactions near year-end to ensure that services received and rendered during the year have been appropriately reflected in accounts receivable, prepaid expenses, and accounts payable. The second recommendation was with regards to improving internal controls regarding entering journal entries. Ms. Argenbright conceded that complete segregation of duties may not be feasible because of the small size of the agency’s staff.

Ms. Argenbright stated that she continues to recommend that the CSPDC take steps where they find it possible to eliminate conflicting duties or implement compensating controls. She noted that there were no findings regarding the transit program and state compliance. Ms. Argenbright reviewed the issue of Cybersecurity Risk Management, noting that in today’s environment of increasingly frequent cyber-attacks, ensuring the adequacy of cybersecurity is a critical aspect of broad oversight.

Upon a question by Chairman Friedman regarding the status of the rental space at the BRITE Transit Facility, and whether the Commission had sufficient capital reserve to cushion for that, Ms. Riedesel and Mr. Bell assured him that they did. Ms. Riedesel noted that due to COVID-19 and teleworking, office space rentals have decreased. She stated that the facility is currently being marketed and offered to provide a tour of the space if anyone was interested in it. Mr. Hirschmann moved, seconded by Mr. Wells, to recommend to the Full Commission to accept the CSPDC FY21 Audit Report as presented. Motion carried unanimously.

Adjournment

There being no further business to come before the CSPDC Executive Committee, a motion for adjournment was unanimously passed at 6:25 p.m.

Respectfully submitted,

Rita F. Whitfield
Clerk to the Commission

Approved:

George Hirschmann
CSPDC Secretary