



Minutes
Central Shenandoah Planning District Commission
Executive Committee Meeting Via Zoom
March 25, 2024, 5:30 p.m.

Member Jurisdiction Representatives					
	City of Lexington		City of Staunton		Staff
✓	Frank Friedman, Vice Chairman	✓	Sharon Angle	✓	Bonnie Riedesel
	Rockingham County		City of Waynesboro	✓	Rita Whitfield
✓	Rhonda Cooper, Secretary	✓	Terry Short, Treasurer	✓	Paula Melester

Call To Order

The March 25, 2024, Executive Committee meeting was called to order at 5:31 p.m. by Vice Chairman Frank Friedman.

Minutes

Vice Chairman Friedman presented the minutes from the December 18, 2023, CSPDC Executive Committee meeting. There being no corrections or additions, Chairman Friedman declared the minutes approved as presented. Ms. Rhonda Cooper abstained due to absence from the meeting.

Public Comment

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

Reports

A) Vice Chairman

Vice Chairman Friedman announced that the City of Lexington has hired Tom Carroll as its new City Manager. He noted that Mr. Carroll will assume his new role with the City on or about June 1, 2024.

B) Executive Director

Bonnie Riedesel expressed her appreciation to the CSPDC Executive Director Search Committee for their dedicated work in the hiring of a new Executive Director for the Commission.

Resolution Approving the Virginia Regional Transit (VRT) Service Contract Addendum Number 6 (BAF #24-4)

Vice Chairman Friedman presented for consideration a Resolution Approving the Virginia Regional Transit (VRT) Service Contract Addendum Number 6. Ms. Riedesel reported on the Sixth

Addendum, noting that the Commission is seeking contract approval to comply with the CSPDC Procurement Policy, which requires any contract over \$500,000 be approved by the Commission. She stated that for the past three fiscal years, CSPDC and VRT have negotiated hourly service rates for provision of BRITE Transit and Afton Express service based on the rate schedule documented in the original contract, as well as to provide for adequate driver pay incentives. She noted that for FY25, the total contract value for VRT will be \$2,474,950 and requires Commission approval. Ms. Riedesel stated that the service hour rates are increasing in line with the increase in the consumer price index between 2022 and 2023, as well as to provide for adequate driver pay incentives, and are not requesting increases in executive or management pay in the negotiated rate. She noted that the contract was reviewed and approved by the Commission's attorney. Ms. Cooper moved, seconded by Mr. Short, for approval of the Addendum Sixth to the contract with Virginia Regional Transit for BRITE Transit and Afton Express for FY25. Motion was carried by unanimous vote.

Resolution Approving the Lewis Street Hub Construction Contract (BAF #24-6)

Vice Chairman Friedman presented for consideration Resolution Approving the Lewis Street Hub Construction Contract. Ms. Riedesel noted that the Commission is seeking contract approval to comply with the CSPDC Procurement Policy, which requires any contract over \$500,000 be approved by the Commission. Ms. Paula Melester gave a review on the contract, noting that the CSPDC intends to award a contract for construction services to Virginia Infrastructure, Inc. for work to be completed on the Lewis Street Transit Hub in the amount of \$1,662,837.00. She noted that after a competitive sealed bid procurement, the CSPDC received one bid for construction services for the Lewis Street Transit Hub rehabilitation project. Ms. Melester stated that the bid was analyzed by the project team and was determined to be reasonable and balanced, and the contractor is deemed responsible and capable of completing the project as required. Ms. Riedesel stated that funding for the execution and administration of this contract is provided by the Federal Transit Administration (FTA), the Virginia Department of Rail and Public Transportation (DRPT), and is matched with local funds from the CSPDC FY25 budget. She noted that the Notice to Proceed date for this project is April 15th, with construction to begin on site in late April and is expected to be completed within four months. Ms. Angle moved, seconded by Mr. Short, to approve the contract for construction services for the Lewis Street Transit Hub Rehabilitation Project. Motion carried unanimously.

Other Business

Under Other Business, the contract for the CSPDC Executive Director position; and local wildfires and high winds that occurred last week in the region and the availability of resources to assist with the damages, were discussed.

Adjournment

There being no further business to come before the Committee, a motion for adjournment was unanimously passed at 5:59 p.m. Motion was carried by unanimous vote.

Respectfully submitted,



Rita Whitfield
Commission Clerk