



July 25, 2024

MEMO TO: CSPDC Executive Committee

FROM: Ann W. Cundy, Executive Director

SUBJECT: July 30, 2024, Executive Committee Meeting

The Executive Committee of the Central Shenandoah Planning District Commission will hold a meeting on **Tuesday, July 30 2024, 5:00 p.m.**, by Zoom Conference.

Meeting ID: 858 6229 7124

Passcode: 498315

Agenda

1. Call to Order
2. Consideration of May 20, 2024 Minutes*
3. Public Comment
4. Consideration of Draft CSPDC Procurement Manual Amendment (BAF #24-9)*
5. Other Business
6. Adjournment

**Action Needed*



Minutes
Central Shenandoah Planning District Commission
Executive Committee Meeting
112 MacTanly Place, Staunton, VA
May 20, 2024, 6:00 p.m. by Zoom Conference

Member Jurisdiction Representatives

	Highland County		Rockingham County		Staff
✓	Henry Budzinski	✓	Rhonda Cooper, Secretary	✓	Ann Cundy
	City of Buena Vista		City of Staunton	✓	Kimberly Miller
✓	Tyson Cooper	✓	Sharon Angle	✓	Donnie Kern
	Rockbridge County		City of Waynesboro		Others
✓	Jay Lewis	✓	Terry Short, Treasurer	✓	Monica Robinson, City of Harrisonburg
	City of Lexington				
✓	Frank Friedman, Vice Chair				

Call To Order

The May 20, 2024, Executive Committee meeting was called to order at 6:00 pm by Chairperson Frank Friedman.

Consideration of Minutes

Chairperson Friedman presented the minutes from March 25, 2024, and April 15, 2024. Executive Committee meeting minutes were approved by unanimous vote.

Public Comment

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

Consideration of Draft CSPDC FY25 Budget (BAF #24-7)

Chairperson Friedman introduced the agenda item for the draft FY25 budget. Ann Cundy stated she was pleased to co-present the draft budget for the Executive Committee's consideration and recommendation to the full Commission in June. CSPDC Finance Director, Mr. Donnie Kern, then provided an overview presentation on the draft budget.

Mr. Kern discussed the approach to incorporating the budget into QuickBooks for better expense monitoring, rebuilding the budget workbook, getting staff input, properly allocating hours for billable project work, and using FY23 actuals and the FY24 run rate to estimate FY25 expenses. Key points included:

- Budgeting \$57,000 for professional development including a staff retreat, consulting for team assessments, and increased training allocations.
- Increasing audit expenses to pursue GFOA budgeting/reporting accreditation.
- State funding is decreasing due to the VATI project ending, offset by the additional \$25,000 from the State for PDCs.
- Overall budgeted revenues of \$6.8 million balanced with \$6.8 million in expenses.

Mr. Kern reviewed budget details and fielded several questions from the committee members covering items like the "other expenses" line item, accounts receivable processes, part-time wage allocations, the proposed staff retreat, state hazard mitigation funding, use of money/property revenue changes, and principal/interest expenses.

After discussion, a motion was made by Tyson Cooper and seconded by Jay Lewis to approve the draft FY25 budget as presented and advance it to the full Commission. The motion passed unanimously.

Overview of CSPDC Fund Accounts (Board Memo #24-2)

Chairperson Friedman introduced the overview of fund accounts discussion. Ms. Cundy provided context, highlighting the purpose of reviewing the fund accounts to provide transparency.

In reviewing the fund accounts, Mr. Kern noted the purpose of providing an overview was to promote transparency of the CSPDC's finances to member jurisdictions. He covered details on the various fund accounts, their purposes, and balances as of February 2024 based on the financial reports provided.

Key points included:

- General Fund operating account balance of \$1.5 million.
- Overview of restricted fund balances related to federal loan requirements for reserve accounts.
- Purposes of assigned funds for capital improvements, accrued leave payouts, grant funding match requirements.
- Transit funding accounts overview.

The committee discussed the appropriate use of fund accounts, assignment procedures, and maintaining flexibility for the PDC to operate without cash flow constraints. Questions were addressed regarding the purposes of maintaining funds, cash on hand for operations versus assigned/committed balances, and transparency to member jurisdictions.

Overall, the fund account overview covered the appropriate assignment, restriction, and oversight procedures in place for the PDC's finances and cash management practices.

Executive Director First 100 Days Update and Executive Committee Coordination (Board Memo #24-3)

Chairperson Friedman presented the Executive Director 100-day plan. Ms. Cundy provided an update on her first 100 days as the new Executive Director of the CSPDC. Key points included:

- Staffing updates - Hiring/promotions for transportation, planning, and administrative roles to fill vacant positions.
- Ongoing work on succession planning and transition with Ms. Bonnie Riedesel.
- Communications rollout announcing the leadership change.
- Participating in local managers'/administrators' meetings.
- Upcoming listening tour with localities and commissioners.
- First meetings with state agency partners.
- Preparing for the FY24 audit.
- Planning for an upcoming staff retreat.

Ms. Cundy outlined her focus on assessing organizational structure, ensuring financial continuity, and beginning outreach to understand the needs of member localities. She welcomed Executive Committee members to attend her regional meetings.

Ms. Cundy shared a PowerPoint presentation which is attached to file minutes.

Other Business

Ms. Sharon Angle asked about the status of procuring the auditors for the upcoming audit. Ms. Riedesel clarified that Brown Edwards is under an existing multi-year contract through this audit cycle, with an RFP upcoming to reprocur auditing services after that.

Ms. Riedesel took a moment to compliment Ms. Cundy's transition, stating she could not be happier with who is taking over leadership and that the CSPDC is in great hands going forward. She mentioned some remaining part-time staff like herself who will be easing out over time.

Chairperson Friedman thanked Ms. Riedesel for her kind words and expressed excitement for the future of the CSPDC under Ms. Cundy's leadership, with high expectations continuing.

Adjournment

There being no further business to come before the Committee, a motion for adjournment was unanimously passed at 7:03 p.m. Motion was carried by unanimous vote.

Respectfully submitted,



Kimberly Miller, Commission Clerk



July 25, 2024

MEMO TO: CSPDC Commissioners

FROM: Ann W. Cundy, Executive Director

SUBJECT: Board Action Form: #24-9
CSPDC Procurement Policies and Procedures Amendment

Recommendation:

Recommend approval of CSPDC Procurement Policies and Procedures Amendment to raise purchasing thresholds to align with current costs of goods and services.

Executive Summary:

The CSPDC Commission adopted the Procurement Manual in August, 2018. The Manual sets dollar-value thresholds for micro-purchases, verbal quotes, written quotes, and full Request for Proposals (RFPs).

Since the Commission adopted the Manual, inflation has increased the costs of the goods and services that the Commission regularly procures. The Commission's thresholds are well-below what the [Virginia Public Procurement Act](#) and federal code permit, and would remain so with the proposed amendment, while also streamlining the process of procuring low-risk, low-cost goods and services.

In consultation with the Commission's attorney and Board Chair, we recommend an amendment to the Procurement Manual to raise the micropurchase threshold from \$3,500 to \$7,500, the small purchases with verbal quotes threshold from \$5,000 to \$10,000, and keep the small purchases with written quotes threshold at \$30,000.

Attachment: [Draft CSPDC Procurement Manual Amendment](#)