



Minutes
Central Shenandoah Planning District Commission
Executive Committee Meeting
112 MacTanly Place, Staunton, VA
July 30, 2024, 5:00 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		
	City of Lexington				
✓	Frank Friedman, Vice Chair				

Call To Order

The July 30, 2024, Executive Committee meeting was called to order at 5:00 pm by Chairperson Frank Friedman.

Consideration of Minutes

Chairperson Friedman presented the minutes from May 20, 2024. The Executive Committee meeting minutes were approved unanimously.

Public Comment

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

Consideration of Draft CSPDC Procurement Manual Amendment (BAF #24-09)

Chairperson Friedman introduced for consideration the draft CSPDC Procurement Manual Amendment.

Ms. Cundy reported that the Commission's Procurement Manual, adopted in August 2018, established various purchasing procedures and thresholds. She noted that due to inflation since that time, the costs of goods and services regularly procured by the Commission have increased significantly.

Ms. Cundy expressed concern about current procedural inefficiencies, explaining that staff must frequently pause to request verbal and written quotes, causing delays of several days for processes that could be completed in hours with adjusted thresholds. She emphasized that even with proposed amendments, the Commission's thresholds would remain well below both Virginia Public Procurement Act and federal code limits, while allowing for more efficient procurement of low-risk, low-cost items.

Following consultation with the Commission's attorney and Board Chair, Ms. Cundy recommended amending the Procurement Manual to:

- Increase micro purchase threshold from \$3,500 to \$7,500 (noting this remains below the \$10,000 state code threshold).
- Raise small purchases with verbal quotes threshold from \$5,000 to \$10,000.
- Maintain small purchases with written quotes threshold at \$30,000. She added that the \$30,000 threshold for written quotes remains appropriate as larger projects typically utilize the Commission's on-call consultants.

Due to the urgency of current projects and the delayed August Commission meeting, Ms. Cundy requested the Executive Committee consider these amendments.

After discussion, the Committee decided to approve the amendment as written but noted that an additional threshold increase may be considered in the future, if needed. Hearing no objections, the amendment was unanimously approved as presented.

Other Business

Chairperson Friedman asked Ms. Cundy for an update on the PDC and what the Executive Committee can do to support her. Ms. Cundy responded by expressing satisfaction with the organization's current status and direction, and gave the following staffing and operational updates:

Staffing Updates:

- New transit planner, Danielle Gannon, is starting in upcoming weeks to join transportation/transit team.
- Conducting reference checks for potential staff accountant candidate to assist Mr. Kern.
- Planning to recruit for an administrative assistant position (FY25 budget). This position will provide support for Ms. Miller, who manages office operations and benefits administration.

Upcoming August Commission Meeting Agenda:

- Will present housing study highlights.
- Will include housing program annual report.
- Guest speaker: Mayor Bob Coyner (Gordonsville) to share insights on PDC engagement. He is the former president of Virginia Association of PDCs and VML.
- Will address formal actions postponed from June meeting.

Staff Retreat:

- Staff retreat scheduled for the 16th.
- Team completed DISC assessments for communication styles.
- DHCD facilitators will conduct the morning session around the DISC assessment results.
- Afternoon activities planned at Grottos town park with optional cavern tour.

Implementing regional outreach plan:

- Recently conducted meetings with:
 - Deborah Flippo (Go Virginia),
 - Tom Carroll (new City Manager),
 - Spencer Suiter (discussed VATI grant approval).
- Continuing one-on-one meetings with city managers and county CAOs.

Adjournment

There being no further business to come before the Committee, a motion for adjournment was unanimously passed at 5:20 p.m.

Respectfully submitted,

A handwritten signature in blue ink that reads "Kimberly Miller". The signature is written in a cursive style with a large initial 'K'.

Kimberly Miller, Commission Clerk