



March 18, 2024

MEMO TO: CSPDC Executive Committee

FROM: Bonnie S. Riedesel, Executive Director

SUBJECT: March 25, 2024 Executive Committee Meeting

The Executive Committee of the Central Shenandoah Planning District Commission will hold a meeting via Zoom on Monday, March 25, 2024, at 5:30 p.m.

Agenda

1. Call to Order
2. Consideration of December 18, 2023 Minutes*
3. Public Comment
4. Reports
 - A) Vice-Chairman
 - B) Executive Director
5. Consideration of Resolution Approving the Virginia Regional Transit (VRT) Service Contract Addendum #6 (BAF #24-4)*
6. Consideration of Resolution Approving the Lewis Street Hub Construction Contract (BAF #24-6)*
7. Other Business
8. Adjournment

**Action Needed*



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

No Agenda was created for
this one-action-item meeting



Minutes
Central Shenandoah Planning District Commission
Executive Committee Meeting
112 MacTanly Place, Staunton, VA
April 15, 2024, 8:30 p.m.

Member Jurisdiction Representatives

	Highland County		Rockingham County		Staff
✓	Henry Budzinski	✓	Rhonda Cooper, Secretary	✓	Ann Cundy
	City of Buena Vista		City of Staunton	✓	Rita Whitfield
✓	Tyson Cooper	✓	Sharon Angle		
	Rockbridge County		City of Waynesboro		
	Jay Lewis	✓	Terry Short, Treasurer		
	City of Lexington				
✓	Frank Friedman, Vice Chair				

Call To Order

The April 15, 2024, Executive Committee meeting was called to order at 8:30 p.m. by Vice Chairperson Frank Friedman.

Election of CSPDC Chairperson

Vice Chairperson Friedman noted that David Blanchard was no longer on the Highland County Board of Supervisors; therefore, he has vacated his role on the CSPDC as Chairperson. He stated that the Executive Committee members needed to elect a Chairperson to serve through June 30, 2025. Nominations for Chairperson were opened. Vice Chairperson Friedman volunteered to stand for the position of Chairperson, seconded by Mr. Short. Mr. Henry Budzinski volunteered to serve as Vice Chairperson, seconded by Mr. Short. It was agreed that the offices of Treasurer and Secretary would remain the same. Motion to elect the slate of candidates was carried by unanimous vote. The following officers were elected to serve through June 30, 2025, as follows:

- Chairperson - Frank Friedman
- Vice Chairperson - Henry Budzinski
- Treasurer - Terry Short
- Secretary - Rhonda Cooper

Adjournment

There being no further business to come before the Committee, a motion for adjournment was unanimously passed at 8:42 p.m. Motion was carried by unanimous vote.

Respectfully submitted,

Rita Whitfield

Rita Whitfield, Commission Clerk



May 13, 2024

MEMO TO: CSPDC Executive Committee

FROM: Ann W. Cundy, Executive Director

SUBJECT: May 20, 2024, Executive Committee Meeting

The Executive Committee of the Central Shenandoah Planning District Commission will hold a meeting on **Monday, May 20, 2024, 6:00 p.m.**, by Zoom Conference.

<https://us06web.zoom.us/j/89026214038?pwd=ftt1ZEslQVajFJM3Xa8TWcA8InGszd.1>

Meeting ID: 890 2621 4038

Passcode: 735426

Agenda

1. Call to Order
2. Consideration of March 25, 2024, and April 15, 2024 Minutes*
3. Public Comment
4. Consideration of Draft CSPDC FY25 Budget (BAF #24-7)*
5. Overview of CSPDC Fund Accounts (Board Memo #24-2)
6. Executive Director First 100 Days Update and Executive Committee Coordination (Board Memo #24-3)
7. Other Business
8. 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,

A handwritten signature in blue ink that reads "Kimberly Miller". The signature is written in a cursive, flowing style.

Kimberly Miller, Commission Clerk



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
July 30, 2024, 5:00 p.m. by Zoom Conference

Member Jurisdiction Representatives

	Highland County		Rockingham County		Staff
✓	Henry Budzinski, Vice Chair		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, 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, flowing style.

Kimberly Miller, Commission Clerk



October 14, 2024

MEMO TO: CSPDC Executive Committee

FROM: Ann W. Cundy, Executive Director

SUBJECT: October 21, 2024, Executive Committee Meeting

The Executive Committee of the Central Shenandoah Planning District Commission will hold a meeting on **Monday, October 21, 2024, 6:00 p.m. at the Shenandoah Valley Airport, 77 Aviation Circle, Weyers Cave, VA 24486. PLEASE NOTE CHANGE OF LOCATION.**

Please call Kimberly Miller at 540-885-5174 ext. 101 or email kimberly@cspdc.org to let me know if you will be able to attend.

Agenda

1. Call to Order
2. Consideration of July 30, 2024 Minutes*
3. Public Comment
4. Executive Director's Report
5. Treasurer's Report*
6. Other Business
7. Adjournment

**Action Needed*



Minutes
Central Shenandoah Planning District Commission
Executive Committee Meeting
Shenandoah Valley Airport
77 Aviation Circle, Weyers Cave, VA 24486
October 21, 2024, 6:00 p.m.

Member Jurisdiction Representatives

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

Call To Order

The Executive Committee meeting of October 21, 2024, was called to order at 6:00 p.m. by Chairperson Frank Friedman.

Consideration of Minutes

Chair Friedman presented the minutes from July 30, 2024. The Executive Committee meeting minutes were approved unanimously.

Public Comment

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

Executive Director's Report

Chair Friedman proceeded to the Executive Director's Report. Ms. Cundy provided the following updates:

- The CSPDC is now fully staffed. Since the meeting in August four new staff members have been hired. They are Rich Sagui, in the Accountant position reporting to Mr. Kern; Danielle Gannon, in the Transit Planner role, reporting to Ms. Thompson; Elizabeth Goodloe, as Regional Planner, reporting to Mr. Crute; and beginning on November 4th, Carrie Sensabaugh, in the Administrative Assistant role, reporting to Ms. Miller. We are also hosting a JMU Master of Public Administration graduate student, Hardi Kamali.
- The Lewis Street Hub Ribbon-Cutting ceremony was held in August. The Hub was opened for transit service on August 29, 2024. Dominion Energy is working to finish the connections for the lighting. The contractor is responsible for keeping the new plantings alive for one year, then maintenance will fall to the contracted landscaper.

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- 55th Anniversary: For the past two months, staff have worked with a creative director/producer and videography team to create a promotional video for the CSPDC to celebrate our 55th anniversary, and to have a marketing piece to use for years to come. Ms. Cundy thanked the localities and staff for contributions to the video, including their participation in interviews and shared footage that helped reduce the cost of production. The video will be debuted during the 55th Anniversary reception to follow this meeting.
 - Regional Manager's Lunches are being hosted around the region to better accommodate those in outlying areas and to provide the managers with an opportunity to showcase their localities. The lunch meetings have been held in Monterrey, Harrisonburg and Staunton so far. The county, city, and town managers continue to hold bi-weekly Zoom calls which are a valuable opportunity to hear from them about their localities' projects and to share updates on statewide and regional activities and news.
 - Mr. Kern, Mr. Sagui, and the program directors have done a great job of catching up on the backlog of drawdown requests from various federal agencies, particularly transit-related. Staff have worked with the Virginia Association of PDCs to get acceptance by VDEM of our indirect cost rate on the All Hazards Mitigation Plan. This means that approximately \$120,000 of indirect and fringe costs will be reimbursable by the grant.
 - Staff have been busy around the state learning and representing the PDC at the Rural Planning Caucus, the Governor's Transportation and Housing conferences and ARC input sessions this fall. The CSPDC hosted a 6-hour training course for all the management staff to help them grow in their supervisory roles. Training for non-management staff is being planned that focuses on project management to help them continue to grow in their roles.
 - Going forward through the end of 2024 and into 2025, the CSPDC will be focused on completing major planning efforts across transportation, housing and environmental/emergency planning, as well as preparing to start two new regional projects. The first of these new regional projects is a full update to the GoVirginia Region 8 Growth and Diversification Plan, and the second is the DEQ Water Supply Plan, which is a multi-year effort. Regular communication to locality managers about this effort has been ongoing from the CSPDC. As in 2011, the CSPDC will take the lead in coordinating the two plans for the region (or by watershed), as well as working with localities to advocate for sufficient funding in the State budget for DEQ. This is important so the cost isn't an unfunded mandate and doesn't fall as heavily on our localities. The Housing Study will be completed soon, and work will continue on the regional All Hazards Mitigation Plan, which will wrap up in December of 2025.
 - In 2025, the CSPDC will be working with a consultant to help us develop and prepare a comprehensive, forward-looking, full-service, turn-key request for proposals for a BRITE service provider (Virginia Regional Transit is the current contracted service provider). Proposals will be reviewed thoroughly to ensure compliance with federal laws and guidelines. The new service contract must be in place by July 1, 2026.

Chair Friedman mentioned that managing the transit system was originally a "temporary" arrangement until the MPO or other organization could take over the management. Ms. Cundy stated that management by the MPO means the CSPDC would still be running it. For another organization to set themselves up to receive federal funds, she explained that the organization requires a director and staff

and must be able to qualify to be a federal grantee. Ms. Cundy gave a brief background of the building in Fishersville that had been built and owned by Virginia Regional Transit (VRT). Because the building had been built using FTA funds, once VRT became ineligible to receive URBAN funds for continued operations (due to updated Census numbers in 2010), the FTA required ownership of the building to be transferred to an organization qualified to receive federal funds; the CSPDC became this recipient.

Chair Friedman asked about the rollout plan for the Housing Study. Ms. Cundy answered that because this is a regional study with tailored recommendations for each locality that participated, they are each being given the opportunity to review and provide input on the recommendations to make sure they fit with local priorities and strategies. Once everyone has had the opportunity for this review and provide feedback, the study in its entirety is complete. Ms. Dent asked about the timeline and Ms. Cundy stated that she expects it to be completed in January.

In response to a question about the need for funding for DEQ, Ms. Cundy explained the process for the Water Supply planning and how the planning effort will be divided amongst subregions in the state. At this time, the DEQ funding allocated to this effort statewide is insufficient to cover expenses. Ms. Cundy also answered another question by stating that jurisdictions are not divided for planning purposes, even if they are physically in two watersheds.

Treasurer's Report

Chair Friedman called for the Treasurer's Report. Mr. Kern stated that the CSPDC's financial position remains strong. He stated that about \$2 million of checks were processed in September and October from the drawdowns and will be reflected on upcoming statements.

Chair Friedman asked a question about miscellaneous income. Mr. Kern stated that rental income and interest income are included in this category.

There being no objections, the Treasurer's Report was approved as presented.

Adjournment

There being no further business to come before the Committee, a motion for adjournment was unanimously passed at 6:30 p.m.

Respectfully submitted,



Kimberly Miller, Commission Clerk