



June 10, 2024

MEMO TO: CSPDC Commissioners

FROM: Ann W. Cundy, Executive Director

SUBJECT: June 17, 2024, CSPDC Commission Meeting

The Central Shenandoah Planning District Commission (CSPDC) will hold a meeting on **Monday, June 17, 2024, at 7:00 p.m.** at the CSPDC Office, 112 MacTanly Place, Staunton, Virginia. Please contact Kimberly Miller (kimberly@cspdc.org) to let us know if you will be able to attend.

Dinner will be provided at 6:30 p.m.

AGENDA

1. Call to Order
2. Public Comment
3. Minutes of April 15, 2024, CSPDC Commission Meeting*
4. Reports
 - A) Chairperson
 - B) Executive Director
 - Brown Edwards FY24 Audit Planning Letter (attached)
 - C) Treasurer*
5. Consideration of Draft CSPDC Fiscal Year 2025 Budget (BAF #24-7)*
 - Donnie Kern, CSPDC Finance Director
6. Consideration of BRITE Technical Advisory Committee (TAC) Bylaws Amendment (BAF #24-8)*
 - Devon Thompson, CSPDC Transit Program Manager

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7. Presentation: “Fostering a Regional Housing Consortium”
 - Dan Layman, Community Foundation of the Central Blue Ridge
 - Anna Leavitt, Community Action Partnership of Staunton-Augusta-Waynesboro
 8. Intergovernmental Review of Federal Programs (Board Memo #24-4)
 9. Other Business
 10. Adjournment

*Action Needed

Next CSPDC Commission Meeting: Monday, August 19, 2024



Minutes
Central Shenandoah Planning District Commission Meeting
112 MacTanly Place, Staunton, VA
April 15, 2024, 7:00 p.m.

Member Jurisdiction Representatives

	Augusta County		City of Staunton		Staff
✓	Butch Wells	✓	Amy Darby	✓	Ann Cundy, Executive Director
	Pam Carter	✓	Sharon Angle	✓	Jeremy Crute, Director of Planning
	Vickie Moran		Rockbridge County	✓	Devon Thompson, Senior Planner
✓	Julia Hensley		Jay Lewis	✓	Paula Melester, Senior Planner
	Bath County	✓	Chris Slaydon	✓	Steve Bolster, Senior Planner
	Lynn Ellen Black		Rockingham County	✓	Donnie Kern, Finance Director
	City of Buena Vista		Leila Longcor	✓	Rita Whitfield, Office Manager
✓	Tyson Cooper	✓	Rhonda Cooper, Secretary	✓	Philippe Bone, Regional Planner
	City of Harrisonburg	✓	Kim Sandum	✓	Zach Beard, Senior Planner
✓	Laura Dent				
✓	Monica Robinson*		City of Waynesboro		
	Adam Fletcher	✓	Terry Short, Treasurer		
	Highland County		Jim Shaw		
✓	Henry Budzinski				Others
	City of Lexington			✓	Dwayne Jones, Waynesboro Parks & Recreation
✓	Frank Friedman, Vice Chair				

Call to Order

The April 15, 2024, meeting of the Central Shenandoah Planning District Commission (CSPDC) was called to order at 7:00 p.m. by Vice Chairperson Frank 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.

Public Comment

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

Minutes

Vice Chairperson Friedman presented the minutes from the February 5, 2024, CSPDC Commission meeting. There being no corrections or additions, Vice Chairperson Friedman declared the minutes approved as presented.

Vice Chairperson's Report

Under Vice Chairperson's Report, Vice Chairperson Frank Friedman reported on the search for a new Executive Director, replacing Bonnie Riedesel who retired her position as Executive Director after working at the CSPDC for 29 years, and serving as its Executive Director since 2008. He reported that the appointed Search Committee for the new Executive Director consisted of Terry Short, Rhonda Cooper, Billy Fitzgerald, Deborah Flippo, Nancy Gourley, Sharon Angle, and himself. Vice Chairperson Friedman stated that the Commission employed the services of Jim Youngquist, Executive Director of SERDI, a professional development association for regional council executive directors in the southeast, who worked with the Search Committee throughout the search process. He reported that the Executive Committee recommended Ann Cundy as the new Executive Director of the Central Shenandoah Planning District Commission (CSPDC). It was the unanimous consensus of the Commission members present for Ann Cundy to serve as the new Executive Director of the CSPDC. Also under Vice Chairperson's Report, Vice Chairperson Friedman presented Rita Whitfield a Resolution on her retirement in appreciation of her service as Office Manager to the Commission for the past 46 years.

Executive Director's Report

Under Executive Director's Report, Ms. Cundy expressed her appreciation for the opportunity to serve as Executive Director. She gave a brief outline of the goals she hopes to accomplish in her first 100 days as Executive Director, as presented to the Search Committee, as follows: Implement the Succession Plan; Assess Organizational Structure and fill vacant positions; Conduct a Commissioners and Managers Listening Tour; Assure continuity of financial processes via FY25 Budget and FY24 Audit; and meet with state agency representatives to affirm existing and strengthen new professional relationships. Ms. Cundy reported on the following staff changes: introduced and welcomed Philippe Bone, new Regional Planner; announced that Garreth Bartholomew, Regional Planner, will start on Thursday; Kimberly Miller, who will begin on Tuesday as the new Office Manager; announced the promotion of Jeremy Crute to Director of Planning; reintroduced Donnie Kern, new Finance Director; and stated that the Director of Transportation position has been advertised. She requested staff to report on the following:

- Jeremy Crute, Director of Planning, reported on the Rockingham County Briery Branch Community Center. He stated that CSPDC staff is assisting Rockingham County in identifying funding and applying for a Community Development Block Grant (CDBG) to renovate the Community Center into a multi-use facility that provides space for community events, while also supporting daycare and afterschool programs.
- Zach Beard, Senior Planner, reported on the Watershed Implementation Plan (WIP), noting that the program is funded through the Department of Environmental Quality (DEQ) to assist with the state's Chesapeake Bay pollution reduction goals. He reported

on a mini-grant program called the Watershed Wellness Mini-Grant, which provides 100% no-match funding up to \$3,500 for small stormwater-related BMPs for localities, non-profits, and educational institutions in the five-county CSPDC region. Mr. Beard announced that seven applications were received, and staff is working with the Department of Forestry on evaluating each application. He noted that he hoped to announce the awards by the end of the week.

- Paula Melester, Senior Planner, reported on the Lewis Street Transit Hub. She reported that earlier this year, the Commission awarded a construction contract to Virginia Infrastructure, Inc. to begin construction at the Lewis Street transit hub in Staunton. This project comes after funding was acquired to purchase the lot in 2021. The CSPDC has evaluated the needs of the transit hub and has plans to make the hub more accessible for people to board a BRITE bus. The project is expected to continue through the summer and be completed in the fall.
- Devon Thompson, Senior Planner, reported on the Mobile Data Collection System for the BRITE bus and the Intelligent Transportation Systems (ITS) Plan. She stated that following the ITS Plan, federal and state grants for technical assistance and the mobile data collection system technology were applied for and awarded. The system is through Passio Technologies, and was launched this month. Ms. Thompson reported on FY25 Virginia Department of Rail and Public Transportation (DRPT) grant applications, noting that the applications were submitted February 1, 2024, and reported on the applications that were submitted.
- Steve Bolster, Senior Planner, reported on the Central Shenandoah Hazard Mitigation Plan (CSHMP) update. He stated that the Virginia Department of Emergency Management (VDEM) notified the CSPDC of the Federal Emergency Management Agency's (FEMA) approval decision to source a significant portion of the CSHMP update at a cost estimate of \$140,000 (FEMA will provide 75% in funding, the state will provide 20% match; and the CSPDC will provide the remaining 5% cost-share requirement). Mr. Bolster noted that in order to receive potential funding, each locality must adopt a CSHMP and is updated every five years. He stated that VDEM and CSPDC staff will coordinate the grant implementation and kick-off meeting in the near future, with a project completion date targeted for 2025.

Treasurer's Report

Vice Chairperson Friedman presented for consideration the Treasurer's Report (attached to file minutes). Mr. Kern gave a review on the Treasurer's Report for April 2024 (copies were distributed). He reviewed the Balance Sheet, Accounts Receivables, and Income Statement, noting that the CSPDC's financial position remains strong. Mr. Short moved, seconded by Ms. Darby, to approve the Treasurer's Report as presented. The motion carried unanimously.

Election of Executive Committee Members (BAF #24-2)

Vice Chairperson Friedman presented Election of Executive Committee Members. He noted that the former CSPDC Executive Committee members Edward Hicklin, Billy Fitzgerald, and David Blanchard are no longer members of their local elected bodies and have vacated their roles on the

CSPDC Executive Committee. The CSPDC Commission members must elect new Executive Committee members to fill the unexpired terms, which will expire June 30, 2025. Copies of the ballots were distributed. Vice Chairperson Friedman noted that the newly elected Executive Committee members will be announced at the end of the meeting.

Consideration of FY25 Rural Transportation Planning Grant Application (BAF #24-3)

Vice Chairperson Friedman presented for consideration the FY25 Rural Transportation Planning Grant Application. Mr. Beard gave a review on the CSPDC annual Rural Transportation Planning Grant application for FY25 funding. He stated that the program will provide \$58,000 and CSPDC will provide a \$14,500 match. Mr. Beard noted that the match is financed through the use of member assessment revenues. He stated that these funds will be used for program administration, transportation-related grant writing for member localities, transportation planning assistance offered to our rural localities, rural long-range transportation planning, completion of a rural corridor or intersection plan, assistance and support of the state's efforts related to transportation planning, including data collection and development of performance measurements in transportation planning, and bicycle and pedestrian planning. Ms. Cooper moved, seconded by Ms. Angle, to approve the Resolution authorizing application for FY25 Rural Transportation Planning Grant. Motion was carried by unanimous vote.

Presentation of Trail Activities in Waynesboro, Virginia – Dwayne Jones, Waynesboro Director of Parks and Recreation

Vice Chairperson Friedman introduced and welcomed Mr. Dwayne Jones, Director of Parks and Recreation for the City of Waynesboro, who gave a PowerPoint presentation on Waynesboro South River Greenway. He noted that the South River Greenway is an asphalt, shared-use path that runs two miles along the South River, a Virginia Scenic River, from Loth Springs Trailhead to North Park. The greenway's route makes for easy walking and riding and there are exercise stations and a bike repair station along the way, as well as interpretive signage to learn about the history of the area. Mr. Jones noted that the Greenway has had over 172,000 visitors in three years, averaging 58,000+ a year. He reported on Greenway Phase 4-North Park to Basic Park, noting that in October 2019, Parks and Recreation submitted an application that was partially funded and the City received a subsequent VDOT award to fund the project through construction. Mr. Jones noted that goals have been laid out to connect Ridgeview Park to Basic Park by extending the South River Greenway and making a critical regional connection between downtown and the Crozet Tunnel Trail by way of the Jones Hollow Trail. He noted that over 257,000 people have visited the Tunnel since opening in November 2020. Mr. Jones reported on the Concept Plan, which seeks to provide engaging activities for park visitors of all ages and ability levels; and reviewed the projects, funding agency, grant award, City match, and total project cost.

Intergovernmental Review of Federal Programs (Board Memo #24-1)

Vice Chairperson Friedman presented Intergovernmental Review of Federal Programs. Ms. Cundy stated that the list of Intergovernmental Reviews of Federal Programs was submitted to each member in the packet prior to the meeting and required no action (list attached to file copy).

Executive Committee Election Results

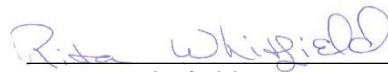
Vice Chairperson Friedman advised the Commission that the votes, and after a tie vote runoff, for Commission members to fill the unexpired terms on the Executive Committee have been tabulated. He announced the following will serve as the new Executive Committee members:

- Jay Lewis – Rockbridge County
- Tyson Cooper – City of Buena Vista
- Henry Budzinski – Bath County

Adjournment

There being no further business to come before the Commission, a motion for adjournment was unanimously passed at 8:25 p.m.

Respectfully submitted,



Rita F. Whitfield

Clerk to the Commission



May 24, 2024

To the Commissioners
Central Shenandoah Planning District Commission
112 MacTanly Place
Staunton, Virginia 22401

We are engaged to audit the financial statements of the governmental activities and each major fund of the Central Shenandoah Planning District Commission (the “Commission”) for the year ended June 30, 2024. Professional standards require that we provide you with the following information related to our audit. We would also appreciate the opportunity to meet with you at your request to discuss this information further since a two-way dialogue can provide valuable information for the audit process.

Our Responsibilities under U.S. Generally Accepted Auditing Standards, Government Auditing Standards, and the Uniform Guidance

As stated in our engagement letter dated May 24, 2024, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

In planning and performing our audit, we will consider the governmental entity’s internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinions on the financial statements and not to provide assurance on the internal control over financial reporting. We will also consider internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with the Uniform Guidance.

As part of obtaining reasonable assurance about whether the governmental entity’s financial statements are free of material misstatement, we will perform tests of its compliance with certain provisions of laws, regulations, contracts, and grants. However, providing an opinion on compliance with those provisions is not an objective of our audit. Also in accordance with the Uniform Guidance, we will examine, on a test basis, evidence about the governmental entity’s compliance with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) Compliance Supplement applicable to each of its major federal programs for the purpose of expressing an opinion on the governmental entity’s compliance with those requirements. While our audit will provide a reasonable basis for our opinion, it will not provide a legal determination on the governmental entity’s compliance with those requirements.

Your Success is Our Focus

Our Responsibilities under U.S. Generally Accepted Auditing Standards, Government Auditing Standards, and the Uniform Guidance (Continued)

Generally accepted accounting principles provide for certain required supplementary information (RSI) to supplement the basic financial statements. Our responsibility with respect to the RSI referenced in our engagement letter, which supplement the basic financial statements, is to apply certain limited procedures in accordance with generally accepted auditing standards. However, the RSI will not be audited and, because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance, we will not express an opinion or provide any assurance on the RSI.

We have been engaged to report on the supplemental information referenced in our engagement letter, which accompany the financial statements but are not RSI. Our responsibility for this supplementary information, as described by professional standards, is to evaluate the presentation of the supplementary information in relation to the financial statements as a whole and to report on whether the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

We have not been engaged to report on the introductory section, which accompany the financial statements but are not RSI. Our responsibility with respect to this other information in documents containing the audited financial statements and auditor's report does not extend beyond the financial information identified in the report. We have no responsibility for determining whether this other information is properly stated. This other information will not be audited and we will not express an opinion or provide any assurance on it.

Planned Scope and Timing of the Audit, Significant Risks, and Other

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested.

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. We will generally communicate our significant findings at the conclusion of the audit. However, some matters could be communicated sooner, particularly if significant difficulties are encountered during the audit where assistance is needed to overcome the difficulties or if the difficulties may lead to a modified opinion. We will also communicate any internal control related matters that are required to be communicated under professional standards.

While planning has not concluded and modifications may be made, we have identified the following significant risk(s) of material misstatement as part of our audit planning:

- Management override: management and/or those charged with governance are in a unique position to perpetrate fraud because of management's ability to manipulate accounting records and prepare fraudulent financial statements by overriding internal controls, even where such internal controls might otherwise appear to be operating effectively. Although the level of risk of management override of internal controls will vary from entity to entity, the risk is, nevertheless, present in all entities.

Planned Scope, Significant Risks, and Timing of the Audit (Continued)

- Separation of duties: in general, internal controls are designed to safeguard assets and help prevent losses from employee dishonest or error. A fundamental concept of internal control is the separation of duties. The basic premise of this concept is that no one employee should have access to all phases of a transaction. Due to the limited size of the staff and employee turnover, a proper separation may not be maintained.
- Accounts receivable: the Commission receives a significant amount of grant funding. Due to the nature of the Commission's operations, there is a risk that amounts could be missed or recorded in the wrong period.

We expect to begin our audit in June 2024 and issue our report in December 2024. Megan Argenbright is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

The Concept of Materiality in Planning and Executing the Audit

In planning the audit, the materiality limit is viewed as the maximum aggregate amount of misstatements, which if detected and not corrected, would not cause us to modify our opinion on the financial statements. The materiality limit is an allowance not only for misstatements that will be detected and not corrected but also for misstatements that may not be detected by the audit. Our assessment of materiality throughout the audit will be based on quantitative and qualitative considerations. Because of the interaction of quantitative and qualitative considerations, misstatements of a relatively small amount could have a material effect on the current financial statements as well as financial statements of future periods. At the end of the audit, we will inform you of all individual unrecorded misstatements aggregated by us unless clearly inconsequential in connection with your evaluation or our audit test results.

Inquiries Concerning Fraud

As part of the planning process, we assess the risk of misstatements in the financial statements, whether from fraud or error. Your consideration of the following questions is valuable in planning our engagement.

- Are you aware of any fraud, suspected fraud, or allegations of fraud?
- Are there departments or processes where you think fraud could easily occur and remain undetected?
- Are you comfortable with the integrity of management?
- Are you aware of any illegal acts or noncompliance with laws or grant agreements?
- Are you confident that personnel possess appropriate skill sets, and are committed to providing high quality financial information?
- Are there particular areas in the financial statements where you have concern that misstatements could occur?
- Are there any circumstances that you believe should be of interest to your auditors, but of which management is unaware or might have reason to not fully disclose to us?
- Are you satisfied that those charged with governance are actively involved in the Organization's assessment of the risks of fraud and the programs and controls established to mitigate those risks?
- Are there any significant unusual transactions that the entity entered into during the year?
- Do you have any concerns about the entity's related-party relationships and transactions?

Inquiries Concerning Fraud (Continued)

If your consideration of these questions yields no concerns, we do not require that you respond to us. However, if you have any concerns or would like to simply discuss these (or any other) issues relating to the audit, please contact us at:

Megan Argenbright, Partner
(540) 434-6736
MArgenbright@BEcpas.com

Independence

Our independence policies and procedures are designed to provide reasonable assurance that our firm and its personnel comply with applicable professional independence standards. Our policies address financial interests, business and family relationships, and non-audit services that may be thought to bear on independence. We are not aware of any circumstances that have impaired our independence with respect to our engagement as described in our engagement letter.

This information is intended solely for the use of those charged with governance and management and is not intended to be and should not be used by anyone other than these specified parties.

Brown, Edwards & Company, L.L.P.

CERTIFIED PUBLIC ACCOUNTANTS

Harrisonburg, Virginia



June 10, 2024

MEMO TO: CSPDC Commissioners

FROM: Ann W. Cundy, Executive Director

SUBJECT: Board Action Form: #24-7
Draft CSPDC FY25 Budget

Recommendation:

Recommend approval of the Draft CSPDC FY25 Budget.

Process:

The FY25 Budget process started earlier in the year with a working budget developed based upon known grants, contracts, and agreements. Budget requests for local assessments and other program contributions were made to member jurisdictions in January. The per capita assessment increased by one cent to \$0.83 per capita, per the assessment schedule. The administrative budget was developed based upon prior and current years, and then adjusted to reflect FY25 needs.

Comments:

The budget for FY25 is approximately \$6.8M. Funding from state and federal programs like ARC, EDA, VDOT, DRPT, FTA, and DHCD continue to remain at comparable levels to prior years. The FY25 budget includes 30 different programs comprised of 46 individual budgets. The budget includes 14.5 FTEs and a recommended 4% Cost of Living Adjustment.

The Executive Committee reviewed the draft FY25 Budget at the May 20th meeting and recommends approval of the Budget to the Full Commission.

Attachments:

- FY25 Draft CSPDC Budget
- FY25 Budget Resolution



DRAFT CSPDC BUDGET

For Fiscal Year 2025
July 1, 2024 to June 30, 2025

Prepared and Presented by:
Ann Cundy, Executive Director
Donnie Kern, Finance Director

CSPDC BUDGET FISCAL YEAR 2025

Executive Summary

CSPDC presents the FY25 Budget for consideration and approval by the Commissioners.

The Finance Director met with Brown & Edwards in February of 2024. Brown and Edwards recommended that the PDC maintain its budget by fund and incorporate the budget into the PDC's general ledger system i.e. QuickBooks. The previous budget workbook did not allow for QuickBooks incorporation. The Finance Director created a new budget workbook system that would allow the budget to be presented based on fund and QuickBooks incorporation. The Finance Director worked with staff to allocate 18,579 hours across thirty-three (33) programs consisting of individualized budgets to generate the FY25 project job cost budget of \$6,834,059.

The FY25 Budget totals \$6.8 million, a decrease of 44.91% from the FY24 Budget¹. The decrease in total revenue is due to the Bath-Highland Network Authority's Broadband Project (VATI) which had budgeted approximately \$5 million in state funding in FY24. The budgeted revenue mix for FY25 is 55.26% federal funding, 25.86% state funding, 18.88% local funding and other income. The FY25 Budget includes a flat² per-capita annual assessment rate of \$0.83 approved by the Commission in December 2019.

The FY25 Budget regarding wages and benefits compared with the FY24 Budget is primarily flat and flat with FY23 actual expenses. The FY25 Budget includes a 4.0% cost of living adjustment for benefited employees. Budgeted staff levels are at twelve exempt, full-time employees, and one non-exempt, full-time employee. The FY25 budget includes exploration to add an additional full-time position to support administrative and finance programs. FY25 budget includes nominal expenses for part-time wages to assist with transitioning of PDC roles. For comparative purposes, the FY24 Budget includes 14.7 full-time equivalent employees, compared with 14 full-time equivalent employees in the FY25 Budget.

The FY25 Budget is investing \$57,400 in professional development of staff. The PDC is investing in professional development which includes a staff retreat to have a DiSC and values-based assessment consultant to provide a workshop which will enhance working relationships. Other expenses are related to obtaining professional credentials and training that will allow the PDC to extend its ability to provide new services.

The Public Transit fund remains our largest special revenue fund, at 50 % of the total FY25 budget. Other funds representing the FY25 budget are HRMPO Fund (6%), the SAWMPO Fund (7%), the EDA Fund (2%), and the ARC Fund (2%). The General Fund is 33% of the budget.

¹ Unless otherwise noted, "FY25 Budget" or "the Budget" refers to the proposed FY25 Budget, and "FY24 Budget" refers to the FY24 Budget approved in June 2023.

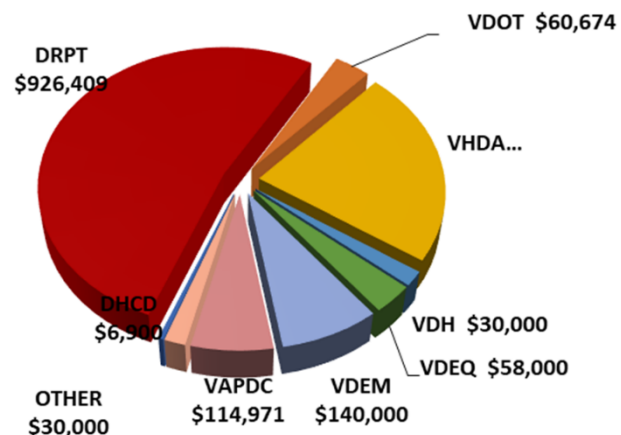
² "Flat" a term used to signify a non-material or substantial deviation.

CSPDC BUDGET FISCAL YEAR 2025

TABLE 1 – CONSOLIDATED FISCAL 2025 BUDGET

	FY23 ACTUAL	FY24 BUDGET	FY25 BUDGET
REVENUES			
FEDERAL FUNDING	\$ 4,479,214	\$ 3,761,987	\$ 3,776,527
STATE FUNDING	2,562,624	7,541,072	1,767,135
LOCAL FUNDING & SERVICES	963,404	982,822	1,153,597
USE OF MONEY & PROPERTY	203,311	120,153	136,800
OTHER INCOME	-	-	-
TOTAL REVENUES	\$ 8,208,552	\$ 12,406,034	\$ 6,834,059
EXPENSES			
WAGES AND BENEFITS	\$ 1,480,605	\$ 1,473,848	\$ 1,468,538
CONTRACTUAL SERVICES	2,612,129	2,908,437	3,129,923
PASS-THROUGH FUNDS	3,357,581	6,046,502	1,164,418
FUEL, TRAVEL, AND MEETINGS	428,479	516,657	600,975
COMMUNICATION SERVICES	23,554	29,940	36,692
PRINTING	6,421	20,410	23,559
OTHER EXPENSES	203,008	310,839	346,154
CAPITAL PURCHASES	121,269.42	1,059,200	22,800
PRINCIPAL AND INTEREST	49,916	40,200	41,000
TOTAL EXPENSES	\$ 8,282,962	\$ 12,406,033	\$ 6,834,059
OTHER FINANCING SOURCES (USES)			
ISSUANCE OF LEASES	\$ -	\$ -	\$ -
TRANSFERS IN	(14,599)	-	-
TRANSFERS OUT	14,599	-	-
TOTAL OTHER FINANCING SOURCES (USES)	\$ -	\$ -	\$ -
NET INCOME/(NET LOSS)	\$ (74,410)	\$ 1	\$ -

TOTAL FY25 STATE FUNDING

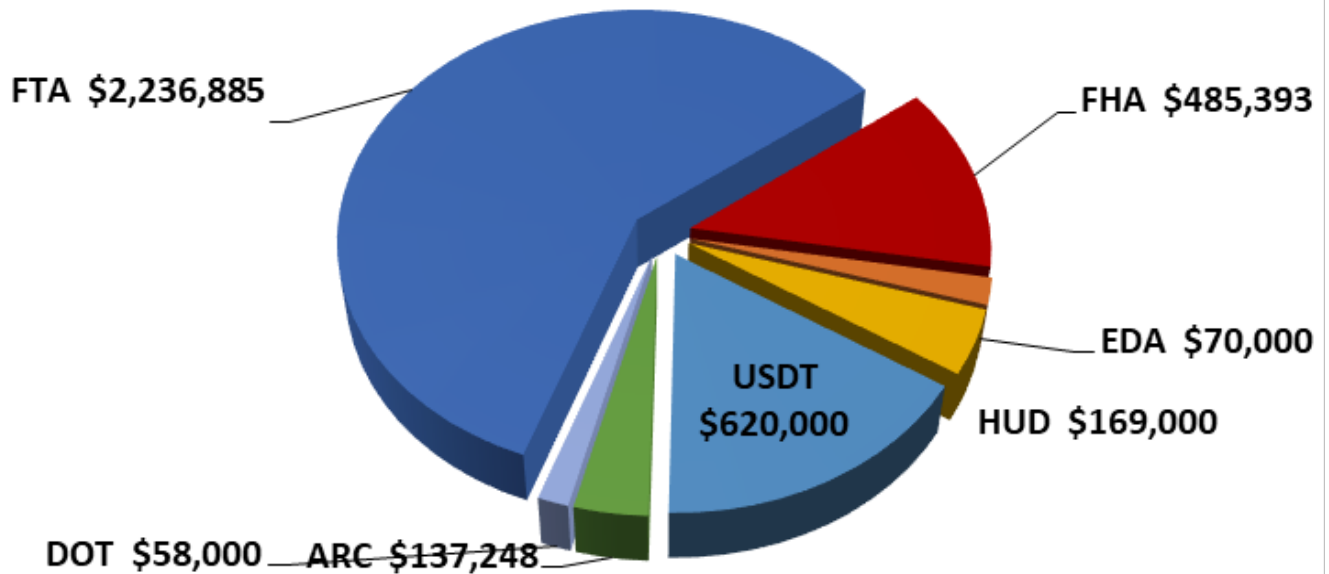


CSPDC BUDGET
FISCAL YEAR 2025

TABLE 2 – WAGES AND BENEFITS

	FY23 ACTUAL	FY24 BUDGET	FY25 BUDGET
WAGES AND BENEFITS			
SALARIES AND WAGES	\$ 1,057,217	\$ 1,089,674	\$ 1,052,589
PAYOUT OF ACCRUED LEAVE	69,691	-	-
HEALTH INSURANCE	144,929	174,360	215,067
RETIREMENT PLANS	160,689	161,341	152,079
FICA AND MEDICARE TAXES	18,400	15,800	17,156
LIFE AND DISABILITY INSURANCE	23,649	27,150	26,228
UNEMPLOYMENT INSURANCE	3,099	3,604	3,564
WORKERS' COMP INSURANCE	637	1,919	1,854
OTHER	2,295	-	-
TOTAL WAGES AND BENEFITS	\$ 1,480,605	\$ 1,473,848	\$ 1,468,538
NET INCOME/LOSS	\$ (74,410)	\$ 1	\$ -

TOTAL FY25 FEDERAL FUNDING

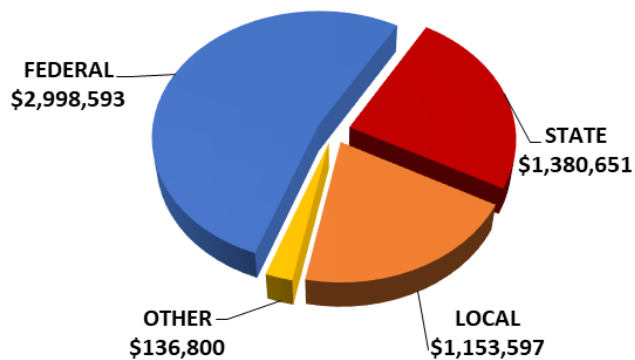


CSPDC BUDGET FISCAL YEAR 2025

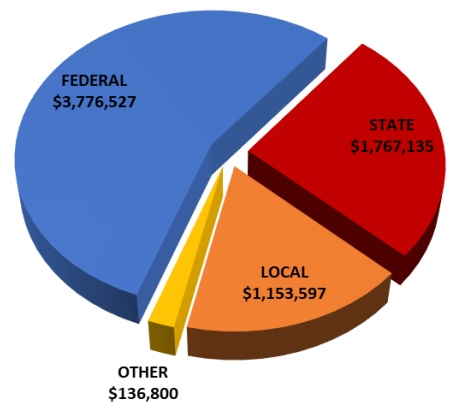
TABLE 3 – FY25 BUDGET BY GOVERNMENTAL FUND

SPECIAL REVENUE FUNDS							
	GENERAL FUND	ARC FUND	EDA FUND	HRMPO FUND	SAWMPO FUND	TRANSIT FUND	FY25 BUDGET
REVENUES							
FEDERAL FUNDING	\$ 932,000	\$ 52,248	\$ 70,000	\$ 327,104	\$ 359,826	\$ 2,035,348	\$ 3,776,527
STATE FUNDING	856,052	-	-	40,888	44,978	825,217	1,767,135
LOCAL FUNDING & SERVICES	451,236	52,248	70,000	40,888	44,978	494,246	1,153,597
USE OF MONEY & PROPERTY	62,300	-	-	-	-	74,500	136,800
TOTAL REVENUES	\$ 2,301,588	\$ 104,496	\$ 140,000	\$ 408,881	\$ 449,783	\$ 3,429,311	\$ 6,834,059
EXPENSES							
WAGES & BENEFITS	\$ 842,589	\$ 64,726	\$ 88,797	\$ 131,437	\$ 162,803	\$ 178,185	\$ 1,468,538
CONTRACTED SERVICES	194,113	-	35,241	208,609	126,542	2,565,418	\$ 3,129,923
PASS-THROUGH FUNDS	1,164,418	-	-	-	-	-	\$ 1,164,418
TRAVEL & MEETINGS	97,730	9,400	6,764	6,000	6,000	475,081	\$ 600,975
COMMUNICATION & PRINTING	37,546	36	500	2,100	1,500	18,569	\$ 60,251
OTHER EXPENDITURES	243,427	2,500	(23,351)	4,216	82,933	100,229	\$ 409,954
INDIRECT CHARGES	(278,235)	27,834	32,049	56,518	70,005	91,829	\$ -
TOTAL EXPENSES	\$ 2,301,588	\$ 104,496	\$ 140,000	\$ 408,881	\$ 449,783	\$ 3,429,311	\$ 6,834,059
NET INCOME/(LOSS)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
OTHER EXPENSES	192,627	2,500	(23,351)	4,216	82,933	100,229	359,154
CAPITAL PURCHASES	-	-	-	-	-	-	-
PRINCIPAL & INTEREST	50,800	-	-	-	-	-	50,800
OTHER EXPENDITURES	\$ 243,427	\$ 2,500	\$ (23,351)	\$ 4,216	\$ 82,933	\$ 100,229	\$ 409,954

TOTAL FY25 REVNUUE MIX EXCLUDING PASS-THROUGH



TOTAL FY25 FUNDING INCLUDING PASS-THROUGH





RESOLUTION
APPROVING THE FISCAL YEAR 2025 BUDGET

WHEREAS, the Code of Virginia requires regional planning districts to adopt a balanced, annual budget, effective July 1st of each year; and

WHEREAS, the Fiscal Year 2025 Budget was developed by the Executive Director and Finance Director in consultation with the Executive Committee; and

WHEREAS, the Central Shenandoah Planning District Commission Board of Commissioners approved a per capita dues rate of 83 cents for Fiscal Year 2025; and

WHEREAS, the recommended Fiscal Year 2025 Budget is balanced and provides for the basic operating needs of the agency and its members.

NOW, THEREFORE BE IT RESOLVED by the Central Shenandoah Planning District Board of Commissioners that it does hereby approve the recommended Fiscal Year 2025 Budget, effective July 1, 2024, a copy of which is attached hereto and incorporated by reference; and

BE IT FURTHER RESOLVED that:

1. The Executive Director is authorized to transfer funds between the various budget lines and sections and between the Administrative Section as appropriate and needed, provided same is performed in a manner consistent with statutory, grant and regulatory requirements and authorities, and does not increase or decrease the financial scope of the budget; and
2. The Executive Director is authorized to effect budgetary adjustments between the various budget line items within projects/grants as appropriate and needed, provided same is performed in a manner consistent with statutory, grant and regulatory requirements and authorities, and does not increase or decrease the financial scope of the project; and
3. Any increase or decrease in the financial scope of the Fiscal Year 2025 Budget shall be presented to the Board for its consideration for approval upon the recommendation of the Executive Director; and
4. Staffing levels for Fiscal Year 2025 are authorized at 14 employees, subject to funding availability and work demand. The Executive Director is authorized to fill/remove staff positions in accordance with the Fiscal Year 2025 Budget and in a manner consistent with statutory, grant and regulatory requirements and authorities, and
5. The Executive Director is authorized to make applications, enter into agreements, file annual certifications and assurances, execute contracts, terminate contracts or agreements, and file other documents as required by the funders of the grants administered during the fiscal year in a manner consistent with statutory, grant and regulatory requirements and authorities.

APPROVED ON THIS 17th DAY OF JUNE 2024.

ATTEST:

Frank Friedman
CSPDC Chairman

Kimberly Miller
Clerk to the Commission



June 10, 2024

MEMO TO: CSPDC Commissioners

FROM: Ann W. Cundy, Executive Director

SUBJECT: Board Action Form: #24-8
BRITE Transit Advisory Committee Bylaw Amendment

Recommendation:

Recommend approval of BRITE Transit Advisory Committee (BTAC) Bylaw Amendment for membership composition.

Executive Summary:

CSPDC Commission adopted bylaws for the BTAC in August 2015. The Bylaws identified the funding partner jurisdictions and agencies with voting membership on the BTAC. The funding partners appoint representatives to the BTAC.

Per the Bylaws, any new funding partner must be represented on the BTAC. The Valley Community Service Board (VCSB) reached out to the CSPDC and BTAC to reinstate their former status as a funding partner and former bus stop at their offices on Sangers Lane in Staunton.

Additionally, after the successful launch of the Afton Express commuter bus route, CSPDC staff proposed adding a rider representative for the route to the BTAC.

The proposed BTAC Bylaws Amendment adds a VCSB member and a BRITE rider representative that regularly rides the Afton Express, increasing the number of voting members to twelve. At the May 8, 2024 BTAC meeting, committee members voted to recommend the Bylaws Amendment to the CSPDC Commission for approval. Per BTAC Bylaws, the BTAC makes recommendations and the Commission approves actions for BRITE.

Attachment Link: [Draft BTAC Bylaws](#)



June 10, 2024

MEMO TO: CSPDC Commissioners

FROM: Ann W. Cundy, Executive Director

SUBJECT: Board Memo #24-04
Intergovernmental Reviews (IR)

Intergovernmental Reviews (IR) that Require No Action and are for Information Purposes Only:

1. A grant application for federal funds by the Virginia Department of Environmental Quality (VADEQ) for \$199,999,999, for implementation of four projects in support of Virginia's Priority Climate Action Plan (PCAP). These four projects are: 1) Electrification of Virginia Department of Transportation's Light-Duty Fleet, 2) Electrification of Department of Rail and Public Transportation's Public Transit Fleet, 3) Fund Virginia's Electric Vehicle Rebate Program, and 4) Electrification of Virginia Port Authority Operations. No CSPDC localities are directly named in this application.
2. A grant application for federal funds by the VADEQ for \$99,999,999, titled "Priority Methane Reduction Projects in Virginia" for implementation of three programs in support of Virginia's PCAP. These three programs focus on reducing methane emissions from sources across the Commonwealth, including coal mines and landfills. Only the landfill methane capture program will affect these localities in the CSPDC region: Augusta County, Rockbridge County, and Rockingham County.
3. An application by VADEQ for \$2,081,468, titled "Defense States Memorandum of Agreement requesting continuation of the Defense DSMOA Program. No CSPDC localities are directly named in this application.
4. The Virginia Department of Transportation submitted a Draft State Planning and Research (SPR) Work Program (budget) for fiscal year 2025 for review by the Commission. VDOT SPR funding provides annual transportation funding for rural and urban transportation activities through various programs. Total SPR funds budgeted for the Commonwealth are \$81,777,876.