



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

**Member Jurisdiction Representatives**

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

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## **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

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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

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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).

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### **Executive Committee Election Results**

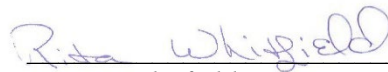
Vice Chairperson Friedman advised the Commission that the votes, and after a tie vote runoff, for Commission members to fill the unexpired terms on the Executive Committee have been tabulated. He announced the following will serve as the new Executive Committee members:

- 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,



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*Rita F. Whitfield*

*Clerk to the Commission*