



December 9, 2024

TO: CSPDC Commissioners

FROM: Ann W. Cundy, Executive Director

SUBJECT: December 16, 2024, CSPDC Commission Meeting

The Central Shenandoah Planning District Commission (CSPDC) will hold a meeting on **Monday, December 16, 2024, at 7:00 p.m.** at the CSPDC Offices. 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 August 26, 2024, CSPDC, Commission Meeting*
4. Reports
 - a. Chairperson
 - b. Executive Director
 - c. Treasurer*
5. Consideration of CSPDC Audit Report for FY24*
 - Megan Argenbright, CPA, Brown Edwards and Company, LLP
6. Consideration of Resolution Authorizing the Application for State and Local Aid for Rideshare (BAF #24 -13)*

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7. Consideration of Economic Development Administration (EDA) Partnership Planning Assistance Grant Program (BAF #24-14)*
 8. Consideration of Appalachian Regional Commission (ARC) Local Development District (LDD) Grant Program (BAF #24-15)*
 9. Consideration of 2025 Meeting Schedule (BAF #24-16)*
 10. Presentation: CSPDC Rideshare Strategic Plan, by Paula Melester, Director of Transportation, and Danielle Gannon, Transit Planner
 11. Other Business
 12. Adjournment

*Action Needed

Next CSPDC Commission Meeting: Monday, February 3, 2025 (VIRTUAL)



Minutes
Central Shenandoah Planning District Commission Meeting
112 MacTanly Place, Staunton, VA
August 26, 2024, 7:00 p.m.

Attendance: 25

	Augusta County		Rockbridge County		Staff
	Butch Wells		Jay Lewis	✓	Garreth Bartholomew
	Pam Carter	✓	Chris Slaydon	✓	Zach Beard
✓	Julia Hensley		Rockingham County	✓	Steve Bolster
	Bath County		Leila Longcor	✓	Philippe Bone
✓	Lynn Ellen Black		Rachel Salatin	✓	Jeremy Crute
	City of Buena Vista	✓	City of Staunton	✓	Ann Cundy
✓	Tyson Cooper		Amy Darby	✓	Danielle Gannon
	City of Harrisonburg	✓	Sharon Angle	✓	Donnie Kern
✓	Laura Dent		City of Waynesboro	✓	Rachel Kinzer
	Monica Robinson		Terry Short, Treasurer	✓	Paula Melester
✓	Adam Fletcher		Leslie Tate	✓	Kimberly Miller
	Highland County			✓	Rich Sagui
	Henry Budzinski, Vice Chair			✓	Devon Thompson
	City of Lexington				Others
✓	Frank Friedman, Chair			✓	Rhonda Cooper
				✓	Joel Hensley
				✓	Andy Zipser

Call To Order

The August 26, 2024, Commission meeting was called to order at 7:00 p.m. by Chairman Frank Friedman.

Public Comment

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

Consideration of Minutes

Chairman Friedman presented the minutes of the April 15, 2024, and June 17, 2024, meetings. There being no comments or objections, the minutes were approved unanimously.

Chairman’s Report

Chairman Friedman welcomed guest Joel Hensley, Rockingham County Supervisor, who attended at the invitation of Ms. Longcor.

Chairman Friedman recognized Rhonda Cooper, who served on the Commission since 2019 as a representative of Rockingham County. Ms. Cooper served as the Director of Community Development and on the board of the Rural Planning Caucus. She retired at the end of July, and this is her last meeting

with the Commission. Chairman Friedman thanked Ms. Cooper for her exemplary service to the Commission and Region.

Executive Director's Report

Under the Executive Director's Report, Ms. Cundy introduced two new PDC staff members, Rich Sagui, Accountant, and Danielle Gannon, Transit Planner. Mr. Sagui recently moved from Burlington, Vermont, and Ms. Gannon recently moved from Syracuse, New York. Ms. Cundy announced the news that Mr. Steve Bolster has accepted the position of Finance Director with City of Buena Vista and recognized his good work with the CSPDC.

Ms. Cundy reported on the following items:

1. Lewis Street Hub

Construction is substantially complete. A ribbon cutting ceremony is scheduled for Thursday at 9:00 a.m., with an open invitation to all Commissioners. Transit service at the Hub will resume on August 31st. Virginia Infrastructure, our local contractor, has successfully maintained both schedule and budget despite weather challenges. Special recognition was given to Paula Melester for her project leadership.

2. VATI Grant

Partnership is underway with Rockbridge County and broadband providers, BARC and Brightspeed, to provide high-speed internet access to 2,138 residences. The state awarded \$2.1 million to BARC and Brightspeed as part of the nearly \$9 million total project. We are currently in the pre-contract phase with a two-year completion timeline.

3. SAWMPO Long Range Transportation Plan

The SAWMPO is updating its 25-year transportation plan through 2050. Phase 1 of public engagement is in progress, including a general public visioning survey, stakeholder listening sessions, and briefings to local elected bodies. There have been 125 responses to the survey received to date. The plan completion deadline is December 2025.

4. Staunton/Rockingham VBRSP Awards

Rockingham County and the City of Staunton received Virginia Business Ready Sites Program awards from VEDP. Rockingham County was awarded \$4.5 million for Innovation Village, while Staunton Crossing received \$9 million.

5. Goshen Industrial Revitalization Fund (IRF)

The Town of Goshen and Rockbridge County secured a \$1 million IRF grant for the Stillwater Worsted Mills textile plant project. Staff assisted property owners with the application process. The former Stillwater plant will be converted into a museum, preservation workshop, and forest-to-finish wood manufacturing factory specializing in log cabin tiny homes.

6. Audit

Brown and Edwards conducted on-site work with Donnie and Rich to complete the audit, currently proceeding on schedule. Recognition was given to the Finance Team for their efforts.

7. Staff Retreat

As mentioned during the budget approval process, the annual staff retreat was held on Friday, August 16th. Facilitators from the Department of Housing and Community Development (DHCD) led the morning session focused on DISC assessment results which explore different

communication styles. Staff participated in exercises and facilitated breakout sessions to enhance team communication effectiveness. The afternoon included lunch from Hank's BBQ followed by team building activities at Grand Caverns, including cavern tours and lawn games.

Treasurer's Report

Chairman Friedman presented for consideration the Treasurer's Report, and noted that the Commission Treasurer, Mr. Short, was not able to attend the meeting. In Mr. Short's absence, Mr. Kern gave a report on the June 2024 Financial Statements, noting that the CSPDC's financial position remains strong. He stated that revenues year-to-date are over \$4.9 million, which is down from this time last year due to the timing of the Bath-Highland VATI grant completion. Mr. Kern also stated that receivables are healthy.

Ms. Hensley moved, seconded by Ms. Sandum, to approve the Treasurer's Report. The motion carried unanimously.

Special Election of Executive Committee Member (BAF #24-10)

Chairman Friedman introduced the special election to fill the Executive Committee vacancy created by Ms. Cooper's retirement. Ms. Cundy explained that one Commission member needed to be elected to the Executive Committee. Paper ballots were distributed to Commissioners present. Mr. Bartholomew, Ms. Kinzer, and Mr. Sagui were designated to collect and count the ballots, with results to be announced before the end of the meeting.

Ms. Cundy noted that eligible candidates were limited to representatives from jurisdictions not currently represented on the Executive Committee. She also informed the Commission that since the distribution of the meeting packet, Augusta County confirmed that Ms. Moran was not reappointed to the Commission when her term expired and therefore was not included on the ballot.

Consideration of Draft CSPDC FY25 Budget (BAF #24-07)

Chairman Friedman introduced the draft fiscal year 2025 budget. He stated that the Executive Committee approved the budget at its May meeting, and it was discussed at the June meeting. Chairman Friedman presented it for consideration and opened the floor for questions. There were no questions or comments.

Mr. Slaydon moved, seconded by Ms. Hensley, to approve the FY25 Budget. The motion carried unanimously.

Consideration of BRITE Technical Advisory Committee (TAC) Bylaws Amendment (BAF #24-08)

Chairman Friedman presented for consideration the BRITE TAC Bylaws Amendment that was discussed at the June meeting. There were no questions or comments.

Ms. Hensley moved, seconded by Ms. Dent, to approve the BTAC Amendment. The motion carried unanimously.

Consideration of CSPDC Virtual Meeting and Virtual Participation Policy (BAF #24-11)

Chairman Friedman introduced the CSPDC Virtual Meeting and Virtual Participation Policy. Ms. Cundy presented updates to the Virginia Freedom of Information Act (FOIA) Virtual Meeting and Virtual Participation Policy. She presented a draft Virtual Meeting and Virtual Participation Policy developed in consultation with other Planning District Commissions and the Commission's attorney. She stated that the policy is reviewed and updated annually.

Ms. Cundy highlighted two key amendments from the 2024 General Assembly session:

- The number of permitted all-virtual public meetings has been amended to a maximum of two meetings per calendar year or 50 percent of meetings held per calendar year (rounded up), whichever is greater. The Commission traditionally holds its February meeting virtually due to potentially hazardous winter weather conditions affecting member travel, particularly from further parts of the region.
- Members with disabilities or who are caregivers may participate remotely and may count toward the required in-person quorum as if physically present. These members retain full voting rights on all matters that come before the Commission.

During discussion, Chairman Friedman emphasized that while virtual options provide necessary flexibility, in-person participation remains the primary expectation for conducting Commission business.

Presentation: “CSPDC Housing Study and Annual Report” by Mr. Jeremy Crute, Director of Planning and Mr. Philippe Bone, Regional Planner.

Chairman Friedman presented the next agenda item, a presentation on fostering a regional housing consortium. Ms. Cundy introduced Mr. Crute and Mr. Bone who have been working hard on the housing study and housing-related programs. She stated that there is a take-home deliverable that will be given at the end of the presentation.

Mr. Bone provided an update on the PDC Housing Program, which began in July 2021 when Virginia Housing awarded \$40 million to Planning District Commissions in the Commonwealth. The CSPDC received \$2 million of this funding and has successfully supported the construction of 58 new affordable housing units across the region, with 32 units dedicated to homeownership and 26 to rental housing.

Mr. Bone highlighted four significant housing projects:

- Greenhouse Village in Lexington: 8 affordable housing units for homeownership being built by Rockbridge Area Habitat for Humanity
- Foley Road Apartments in Harrisonburg: 11 affordable rental units featuring energy-efficient design, community gardens, and EV charging stations
- Fairfax Hall in Waynesboro: Historic building conversion adding 2 accessible units to the existing 54 units
- Pump Street Apartments in Staunton: 6 units of permanent supportive housing for individuals with mental health challenges

He also detailed two ongoing homebuyer assistance programs:

- Down Payment Assistance (DPA): Provides eligible first-time homebuyers up to \$11,000 for down payments and closing costs
- SPARC Program: Offers a 1% interest rate reduction on Virginia Housing loan products, with a new allocation of \$3 million for the region

Mr. Crute then presented the findings of the Regional Housing Study, the region's first comprehensive housing analysis. The study, funded through a Community Impact Grant from Virginia Housing, was conducted by the Virginia Center for Housing Research and Housing Forward Virginia.

Mr. Crute outlined the study's key findings, noting that 28,000 households in the region are cost-burdened by housing, with 5,000 at risk of homelessness. The study identified several critical challenges

including the need for more homeownership opportunities, increased rental options, improved housing conditions, and greater housing size diversity.

The study proposed both regional and local solutions, Mr. Crute explained. Regional solutions include establishing a hub for home improvement grants and resources, expanding permanent supportive housing options, participating in community land trust models, expanding housing counseling services, and developing land banks. Local solutions focus on zoning reform, leveraging Economic Development Authorities, revitalizing vacant homes, organizing housing education campaigns, and pursuing state funding opportunities.

Discussion followed the presentation, with questions regarding land trust implementation in Virginia, the definition of affordable housing, and the geographic distribution of current housing projects. Mr. Crute indicated that the complete housing study would be published in the coming weeks.

The presentation concluded with discussion of future housing summits planned for different areas of the region, building on the successful model of the SAW Housing Summit.

Intergovernmental Review (Board Memo #24-05)

Chairman Friedman presented the Intergovernmental Review (IR) for discussion. Ms. Cundy stated that these IRs are provided for informational purposes and no action is required. The five IRs are from the Virginia Department of Environmental Quality (VADEQ) and each description in the memo notes whether any locality within the region is impacted. The floor was opened for questions; there were none.

Other Business

Chairman Friedman presented the results of the special election for Executive Committee member; Ms. Laura Dent was elected.

Chairman Friedman reminded the group that there is a Central Shenandoah Development Corporation meeting immediately following adjournment of this meeting.

Adjournment

There being no further business to come before the body, the Commission meeting was adjourned at 8:08 p.m.

Respectfully submitted,



Kimberly Miller, Commission Clerk



December 9, 2024

TO: CSPDC Commissioners

FROM: Ann Cundy, Executive Director
Donnie Kern, Finance Director

SUBJECT: Preliminary October 31, 2024, Financial Statements

Balance Sheet Governmental Funds-All Funds-Preliminary

CSPDC's financial position remains strong. The Balance Sheet (see page 3) provides an overview of assets, liabilities, and fund balances as of October 31, 2024. The \$45,944 decrease in fund balances over last year is reasonable. This amount is subject to change as the year progresses.

Statement of Revenues and Expenditures-All Funds-Preliminary

The Statement of Revenues and Expenditures (see page 4) provides an overview of year-to-date actual and FY25 budgeted revenues and expenses as of October 31, 2024. Revenues of \$2,450,306 have been realized for the period.

Expenditures were higher than revenues by \$45,944 partially due to revenues that have not yet been realized. Of this amount approximately \$17,947.37 is related to programs which have not met the collection phase under GASB, which allows revenues to be recognized. Project costs for the Lewis Street Hub exceeded the original budget by 766,866 because of requested design changes to meet historic district guidelines. This project is the driver for the over budget amounts related to revenue and capital expenditures. Staff secured additional funding from the Virginia Department of Rail and Public Transit to cover the increased project cost.

Statement of Revenues and Expenditures-By Fund-Preliminary

The revenues and expenditures by fund are presented for the period ending October 31, 2024 (see page 5). Other expenditures are over budget as this relates to the Capital Expenditure of \$684,103.65 for Lewis Street Hub. Revenues/Expenditures were not captured in the original budget as the project was estimated to be completed in FY2024 and

the project was going to be significantly higher than expected. Additional DRPT grant funds became available, this is attributed to also the over budget expectations regarding DRPT funding for the Transit fund/program.

CENTRAL SHENANDOAH PLANNING DISTRICT COMMISSION
BALANCE SHEET: GOVERNMENTAL FUNDS

	10/31/24	06/30/24	\$ Δ
ASSETS			
CASH AND INVESTMENTS	\$ 3,664,545	\$ 2,786,399	\$ 878,146
ACCOUNTS RECEIVABLE	2,260,545	2,577,302	(316,756)
PREPAID EXPENSES	14,584	37,896	(23,312)
TOTAL ASSETS	\$ 5,939,674	\$ 5,401,596	\$ 538,078
LIABILITIES			
ACCOUNTS PAYABLE	\$ 678,801	\$ 909,123	\$ (230,322)
ACCRUED PAYROLL AND RELATED LIABILITIES	22,775	91,539	(68,764)
DEFERRED REVENUE	3,758,182	2,918,987	839,196
TOTAL LIABILITIES	\$ 4,459,758	\$ 3,919,648	\$ 540,110
FUND BALANCES			
RESTRICTED AND COMMITTED FUNDS	\$ 619,160	\$ 619,160	\$ -
OTHER RESOURCES	860,756	862,788	(2,032)
TOTAL FUND BALANCES	\$ 1,479,916	\$ 1,481,948	\$ (2,032)
TOTAL LIABILITIES AND FUND BALANCES	\$ 5,939,674	\$ 5,401,596	\$ 538,078

CENTRAL SHENANDOAH PLANNING DISTRICT COMMISSION
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES: GOVERNMENTAL FUNDS

	FISCAL YTD 10/31/24	FY25 BUDGET	BUDGET REMAINING
REVENUES			
FEDERAL FUNDING	\$ 1,055,592	\$ 3,776,527	\$ 2,720,935
STATE FUNDING	1,121,404	1,767,135	645,732
LOCAL FUNDING & SERVICES	215,418	1,153,597	938,179
MISCELLANEOUS INCOME	57,892	136,800	78,908
TOTAL REVENUES	\$ 2,450,306	\$ 6,834,059	\$ 4,383,753
EXPENDITURES			
WAGES & BENEFITS	\$ 425,998	\$ 1,468,538	\$ 1,042,540
CONTRACTED SERVICES	1,068,334	3,129,923	2,061,589
TRAVEL & MEETINGS	147,778	600,975	453,197
COMMUNICATION SERVICES & PRINTING	19,857	60,251	40,394
OTHER OPERATING EXPENSES	84,103	346,154	262,051
CAPITAL PURCHASES & OTHER ACTIVITIES	750,179	63,800	(686,379)
PASS-THROUGH FUNDS	-	1,164,418	1,164,418
TOTAL EXPENDITURES	\$ 2,496,249	\$ 6,834,059	\$ 4,337,810
NET CHANGE IN FUND BALANCES	\$ (45,944)	\$ -	\$ 45,944

CENTRAL SHENANDOAH PLANNING DISTRICT COMMISSION
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES: BY GOVERNMENTAL FUNDS

	FISCAL YTD 10/31/24	FY25 BUDGET GENERAL FUND	FY25 BUDGET REMAINING	FISCAL YTD 10/31/24	FY25 BUDGET ARC FUND	FY25 BUDGET REMAINING	FISCAL YTD 10/31/24	FY25 BUDGET EDA FUND	FY25 BUDGET REMAINING	FISCAL YTD 10/31/24	FY25 BUDGET HRMPO FUND	FY25 BUDGET REMAINING	FISCAL YTD 10/31/24	FY25 BUDGET SAWPMO FUND	FY25 BUDGET REMAINING	FISCAL YTD 10/31/24	FY25 BUDGET TRANSIT FUND	FY25 BUDGET REMAINING
REVENUES																		
FEDERAL FUNDING	\$ 52,977	\$ 932,000	\$ 879,023	\$ 28,132	\$ 52,248	\$ 24,116	\$ 20,298	\$ 70,000	\$ 49,702	\$ 45,744	\$ 327,104	\$ 281,361	\$ 63,195	\$ 359,826	\$ 296,632	\$ 845,246	\$ 2,035,348	\$ 1,190,102
STATE FUNDING	155,651	856,052	700,401	-	-	-	-	-	-	5,718	40,888	35,170	7,899	44,978	37,079	952,136	825,217	(126,919)
LOCAL FUNDING & SERVICES	54,402	451,236	396,834	19,497	52,248	32,751	20,298	70,000	49,702	5,718	40,888	35,170	7,899	44,978	37,079	107,604	494,246	386,642
USE OF MONEY & PROPERTY	17,122	62,300	45,178	-	-	-	-	-	-	-	-	-	-	-	-	40,770	74,500	33,730
OTHER INCOME	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUES	\$ 280,153	\$ 2,301,588	\$ 2,021,436	\$ 47,629	\$ 104,496	\$ 56,867	\$ 40,595	\$ 140,000	\$ 99,405	\$ 57,180	\$ 408,881	\$ 351,701	\$ 78,993	\$ 449,783	\$ 370,790	\$ 1,945,756	\$ 3,429,311	\$ 1,483,555
EXPENSES																		
WAGES & BENEFITS	\$ 211,698	\$ 842,589	\$ 630,891	\$ 31,366	\$ 64,726	\$ 33,360	\$ 27,219	\$ 88,797	\$ 61,578	\$ 36,492	\$ 131,438	\$ 94,946	\$ 44,070	\$ 162,803	\$ 118,733	\$ 75,154	\$ 178,185	\$ 103,032
CONTRACTED SERVICES	139,303	194,113	54,810	-	-	-	800	35,241	34,441	2,176	208,609	206,433	12,539	126,542	114,003	913,516	2,565,418	1,651,902
TRAVEL & MEETINGS	7,061	97,730	90,669	2,782	9,400	6,618	894	6,764	5,870	1,322	6,000	4,678	1,108	6,000	4,892	134,612	475,081	340,469
COMMUNICATION & PRINTING	16,370	37,546	21,176	-	36	36	-	500	500	-	2,100	2,100	264	1,500	1,236	3,224	18,569	15,345
OTHER EXPENDITURES	42,591	243,427	200,836	-	2,500	2,500	-	(23,351)	(23,351)	1,498	4,216	2,718	2,384	82,933	80,549	785,534	100,229	(685,305)
INDIRECT CHARGES	(89,506)	(278,235)	(188,729)	13,481	27,834	14,353	11,683	32,049	20,366	15,691	56,518	40,827	18,630	70,005	51,375	32,296	91,829	59,533
PASS-THROUGH FUNDS	-	1,164,418	1,164,418	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL EXPENSES	\$ 327,517	\$ 2,301,588	\$ 1,974,072	\$ 47,629	\$ 104,496	\$ 56,867	\$ 40,595	\$ 140,000	\$ 99,404	\$ 57,180	\$ 408,881	\$ 351,701	\$ 78,993	\$ 449,783	\$ 370,789	\$ 1,944,335	\$ 3,429,311	\$ 1,484,976
NET CHANGE IN FUND BALANCES	\$ (47,364)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,421	\$ -	\$ -



December 9, 2024

TO: CSPDC Commissioners

FROM: Ann W. Cundy, Executive Director

SUBJECT: Board Action Form #24-13
Resolution Authorizing the Application for State and Local Aid for Rideshare

Recommendation:

Endorse the Resolution authorizing the application for state and local aid for Rideshare.

Executive Summary:

The Central Shenandoah Planning District Commission recognizes the following cost share for the Central Shenandoah Rideshare Program FY26 grant application.

- Virginia Department of Rail and Public Transportation Share (80%) - \$76,000
- Central Shenandoah Planning District Commission Share (20%) - \$19,000
- Total Application Request - \$95,000

The principal goal of the CSPDC's Rideshare Program is engagement, marketing, and outreach focused on ridesharing, the use of alternative transportation modes, and other transportation demand management (TDM)/commuter assistance program (CAP) activities to individuals who reside and work in the Central Shenandoah Planning District. Funds will be used for marketing the program and subsequent outreach events and marketing campaigns throughout the fiscal year. The CSPDC will continue its partnership with the Thomas Jefferson Planning District Commission in providing the Rideshare program across both planning districts.

Enclosure:

- Rideshare Resolution



RESOLUTION
Central Shenandoah Planning District Commission
Authorizing the Application for State and Local Aid for Rideshare

BE IT RESOLVED, by the Central Shenandoah Planning District Commission that the Executive Director is authorized, for and on behalf of the Central Shenandoah Planning District Commission, hereafter referred to as the PUBLIC BODY, to execute and file an application to the Department of Rail and Public Transportation, Commonwealth of Virginia, hereafter referred to as the DEPARTMENT, for a grant of financial assistance in the amount of \$95,000 to defray the costs borne by the PUBLIC BODY for transportation demand management and commuter assistance program purposes and to accept from the DEPARTMENT grants in such amounts as may be awarded, and to authorize Ann Cundy, Executive Director, to furnish to the DEPARTMENT such documents and other information as may be required for processing the grant request.

The Central Shenandoah Planning District Commission certifies that the funds shall be used in accordance with the requirements of Section 58.1-638.A.4 of the Code of Virginia, that the PUBLIC BODY will provide funds in the amount of \$19,000, which will be used to match the state funds in the ratio as required in such Act, that the records of receipts of expenditures of funds granted the PUBLIC BODY may be subject to audit by the DEPARTMENT and the State Auditor of Public Accounts, and that funds granted to the PUBLIC BODY for defraying the expenses of the PUBLIC BODY shall be used only for such purposes as authorized in the Code of Virginia. The undersigned duly qualified and acting Clerk of the PUBLIC BODY certifies that the foregoing is a true and correct copy of a Resolution, adopted at a legally convened meeting of the Central Shenandoah Planning District Commission Board of Commissioners.

Adopted by the CSPDC this 16th day of December 2024.

APPROVED:

Frank Friedman
CSPDC Chairman

ATTEST:



December 9, 2024

TO: CSPDC Commissioners

FROM: Ann W. Cundy, Executive Director

SUBJECT: Board Action Form #24-14
Economic Development Administration (EDA) Partnership
Planning Assistance Grant Program

Recommendation:

Endorse the application submitted by the CSPDC for Economic Development Administration (EDA) Partnership Planning Assistance Grant Program.

Executive Summary:

The CSPDC is applying for the 2025 Economic Development Administration (EDA) Partnership Planning Assistance Grant Program. The application request is for \$70,000 to be used during the period of January 1, 2025, through December 31, 2025. Grant funds will be matched with \$70,000 in local funds. Local dollars are available through our annual membership assessments for matching purposes. Major work elements include maintaining and updating the Comprehensive Economic Development Strategy, updating the Regional Data Center, developing various economic development related statistical reports, supporting locality staff with project development and grant applications as requested, etc.



December 9, 2024

TO: CSPDC Commissioners

FROM: Ann W. Cundy, Executive Director

SUBJECT: Board Action Form #24-15
Appalachian Regional Commission (ARC) Local Development
District (LDD) Grant Program

Recommendation:

Endorse the application submitted by the CSPDC for Appalachian Regional Commission (ARC) Local Development District (LDD) Grant Program.

Executive Summary:

The CSPDC is applying for the 2025 Appalachian Regional Commission (ARC) Local Development District (LDD) Administrative Grant Program. The application request is for a total funding of \$104,496, to be used during the period of January 2025 through December 2025. Grant funds will be matched with \$52,248 in local funds. Local dollars are available through our annual membership assessments for matching purposes. Major work elements include planning and technical assistance to the ARC eligible communities of Bath, Highland and Rockbridge counties, cities of Buena Vista and Lexington, and the towns of Goshen, Glasgow and Monterey.



December 9, 2024

TO: CSPDC Commissioners

FROM: Ann W. Cundy, Executive Director

SUBJECT: Board Action Form #24-16
Consideration of 2025 Meeting Schedule

Recommendation:

Approve the recommended 2025 Meeting Schedule, and if a meeting is needed other than the scheduled times below, authorize the Executive Director to schedule a special meeting.

All meetings will be held at the Central Shenandoah Planning District Commission Office, 112 MacTanly Place, Staunton, VA, at 7:00 p.m. unless otherwise noted. Agendas and materials will be mailed a week prior to the meetings with the date and time noted on the agenda.

Based on the 2024 amendment to Virginia's FOIA law, the CSPDC is eligible to hold up to two meetings virtually each year. The CSPDC concurred with scheduling one all-virtual meeting in February of 2025, and using the other virtual meeting as a "floating" meeting to be utilized as necessary with proper notification.

- Monday, February 3, 2025 (All-Virtual Via Zoom)
- Monday, April 21, 2025
- Monday, June 16, 2025
- Monday, August 18, 2025
- Monday, October 20, 2025
- Monday, December 15, 2025