



January 29, 2024

**MEMO TO:** CSPDC Commissioners  
**FROM:** Bonnie S. Riedesel, Executive Director  
**SUBJECT:** February 5, 2024, CSPDC Commission Meeting

The Central Shenandoah Planning District Commission (CSPDC) will hold a meeting on **Monday, February 5, 2024, 6:00 p.m., via Zoom Video Conferencing.** Please contact Rita Whitfield at 540-885-5174 ext. 101 or email [rita@cspdc.org](mailto:rita@cspdc.org) to let me know if you will be able to participate.

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### AGENDA

1. Call to Order
2. Public Comment
3. Minutes of October 16, 2023, CSPDC Commission Meeting\*
4. Reports
  - A) Chairperson
  - B) Executive Director
  - C) Treasurer\*
5. Recognition of New Commissioners
  - *Henry Budzinski, Highland County*
6. Rockbridge Region General Aviation Airport Resolution (BAF #24-1)\*
  - *Buster Lewis, Rockbridge County*
7. Update on Executive Director Search
  - *Jim Youngquist, SouthEast Regional Directors Institute (SERDI)*
8. Other Business
9. Adjournment

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\*Action Needed

**Next CSPDC Commission Meeting: Monday, April 15, 2024**



**Minutes**  
**Central Shenandoah Planning District Commission Meeting**  
**Via Zoom**  
**February 5, 2024, 6:00 p.m.**

<b>Member Jurisdiction Representatives</b>					
	<b>Augusta County</b>		<b>City of Staunton</b>		<b>Staff</b>
	Butch Wells	✓	Amy Darby	✓	Bonnie Riedesel, Executive Director
	Pam Carter	✓	Sharon Angle	✓	Ann Cundy, Director of Transportation
	Vickie Moran		<b>Rockbridge County</b>	✓	Jeremy Crute, Regional Planner
✓	Julia Hensley	✓	Jay Lewis	✓	Devon Thompson, Transit Planner
	<b>Bath County</b>		Chris Slaydon	✓	Steve Bolster, Regional Planner
	Vacant		<b>Rockingham County</b>		Ansley Heller, Transportation Planner
	<b>City of Buena Vista</b>	✓	Leila Longcor	✓	Donnie Kern, Finance Director
✓	Tyson Cooper	✓	Rhonda Cooper, Secretary	✓	Paula Melester, Regional Planner
	<b>City of Harrisonburg</b>	✓	Kim Sandum		Joshua Smoot, Regional Planner
	Laura Dent			✓	Rita Whitfield, Office Manager
✓	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>			✓	Jim Youngquist, SERDI
✓	Frank Friedman, Vice Chair			✓	Joel Hensley, Rockingham County
				✓	Buster Lewis, Rockbridge County

**Call to Order**

The February 5, 2024, meeting of the Central Shenandoah Planning District Commission (CSPDC) was called to order at 6:00 p.m. by Vice Chairperson Frank Friedman. Pursuant to the 2022 amendment to Virginia’s FOIA law, the CSPDC is eligible to hold up to two meetings virtually each year. The CSPDC February 5, 2024, meeting was conducted via video conferencing using Zoom.

**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 October 16, 2023, CSPDC Commission meeting. There being no corrections or additions, Chairman Friedman declared the minutes approved as presented.

## **Executive Director's Report**

Under Executive Director's Report, Ms. Riedesel gave an update on staff. She introduced and welcomed Donnie Kern, new Finance Director; announced that Olivia Wright has resigned her position as Housing Program Manager; and announced two new staff babies, Zach Beard and his wife had a baby girl in December; and Joshua Smoot and his wife had a baby boy in January.

Ms. Riedesel stated that every two years, the Commission produces a document called *Facts & Figures*, which represents a sampling of 175 different demographic and economic measures from the Regional Data Center. She noted that printed copies are available, and a digital copy is available on the Regional Data Center. Ms. Riedesel noted that copies will also be distributed to the public through the region's local governments, area economic development organizations, Chambers of Commerce, and other organizations.

Ms. Riedesel reported on *Investments in the Region - FY20-FY23*. She stated that one of the most important services the CSPDC provides to the localities is identification of funding opportunities and grantsmanship. She stated that in FY23, the Commission applied for and received approval for \$7.7 million in grant funding for the Region. Ms. Riedesel stated that for the past four years, the Commission has been instrumental in bringing in more than \$67 million in new investments to the Region, which calculates to \$74 in new investments for every \$1 in local membership dues.

Ms. Riedesel announced that this was her last Commission meeting, as she is retiring in March. She expressed her appreciation for the opportunity to serve the region for the past 29 years and for the help of her dedicated staff, a strong working relationship with the local governments, and support from the CSPDC Commissioners.

## **Treasurer's Report**

Vice Chairperson Friedman presented for consideration the Treasurer's Report (attached to file minutes). Mr. Kern gave a report on the December 2023 Financial Statements, noting that the CSPDC's financial position remains strong. He reviewed the Balance Sheet, noting that the \$1.2 million increase in cash and investments is a result of collections for annual assessments, and matching funds projects that also correlates to the decrease of receivables by \$1.5 million. Mr. Kern reported on the Income Statement, noting that the revenue year to date is \$2,446,695. Mr. Short moved, seconded by Ms. Hensley, to approve the Treasurer's Report as presented. The motion carried unanimously.

## **Update on Executive Director Search**

Vice Chairman Friedman introduced and welcomed Mr. Jim Youngquist of SouthEast Regional Directors Institute (SERDI) to report on the Executive Director search. Mr. Youngquist gave an update on the search, noting that two applicants have applied so far, and that the closing date to submit resumes is February 16<sup>th</sup>. He stated that the CSPDC Executive Committee has appointed the following individuals to serve on the Search Committee: Executive Committee members Frank

Friedman, Terry Short, Sharon Angle, and Rhonda Cooper; and non-Executive Committee members Billy Fitzgerald, Nancy Gourley, and Deborah Flippo. Mr. Youngquist stated that he will be meeting with the Search Committee to review the resumes after the February 16<sup>th</sup> deadline. Vice Chairman Friedman stated that after reviewing the resumes, the Executive Committee members will present their selection to the CSPDC Full Commission for consideration.

### **Recognition of New Commissioners**

Vice Chairperson Friedman welcomed and recognized the following new Commissioners:

- Henry Budzinski – Highland County
- Leila Longcor – Rockingham County
- Tyson Cooper – City of Buena Vista

Vice Chairperson Friedman recognized the following outgoing Commissioners and on behalf of the CSPDC, expressed his appreciation for their outstanding leadership and notable service to the Planning District Commission and to the people of the District, shown during their terms as Commissioners.

- Eddie Hicklin – Bath County
- David Blanchard – Highland County
- Billy Fitzgerald – City of Buena Vista
- Sallie Wolfe-Garrison – Rockingham County

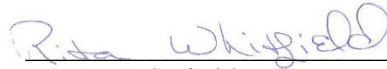
### **Rockbridge Region General Aviation Airport Resolution (BAF #24-1)**

Vice Chairman Friedman presented for consideration a Resolution for the Rockbridge Region General Aviation Airport. He introduced and welcomed Mr. Buster Lewis, who was present to give a review on the Rockbridge Region General Aviation Airport Feasibility Study. Mr. Lewis stated that the Rockbridge region is exploring the possibility of a General Aviation Airport in the area. He noted that the Virginia Department of Aviation and the Federal Aviation Administration have funding for planning, which may provide on a cost-sharing basis for a feasibility study, which, in turn, would provide for an in-depth analysis of the potential project, a market condition analysis, an in-depth look at competition, and recommendations for a site. Mr. Lewis stated that the Virginia Department of Aviation has identified a “gap” in aviation services in the Rockbridge region and considers the Rockbridge region an underserved community and recognizes the important economic benefits that a General Aviation Airport would bring to the region. He noted that the Rockbridge region has garnered the support of many community and economic development organizations, higher education institutions, and private business and industry. Mr. Lewis stated that the CSPDC will assist Rockbridge County, the City of Buena Vista, and the City of Lexington, with this initiative by seeking and applying for state and federal funding to conduct a feasibility study and administering the planning grant(s), if awarded. Ms. Hensley moved, seconded by Mr. Short, to endorse the Resolution of Support for the Rockbridge Region General Aviation Airport Feasibility Study. Motion was carried by unanimous vote.

### **Adjournment**

On behalf of the Commission, Vice Chairperson Friedman expressed his appreciation to Ms. Riedesel for her outstanding leadership and notable service to the Planning District Commission and to the people of the District, shown during her 29 years of service. He announced that the next Commission meeting will be held on Monday, April 15, 2024. There being no further business to come before the Commission, a motion for adjournment was unanimously passed at 6:40 p.m.

Respectfully submitted,



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*Rita F. Whitfield*

*Clerk to the Commission*



April 8, 2024

**MEMO TO:** CSPDC Commissioners  
**FROM:** Ann W. Cundy, Executive Director  
**SUBJECT:** April 15, 2024, CSPDC Commission Meeting

The Central Shenandoah Planning District Commission (CSPDC) will hold a meeting on Monday, April 15, 2023, 7:00 p.m., at the Central Shenandoah Planning District Commission Office, 112 MacTanly Place, Staunton, Virginia. Please contact Rita Whitfield ([rita@cspdc.org](mailto:rita@cspdc.org)) to let me know if you will be able to attend.

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

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**AGENDA**

1. Call to Order
2. Public Comment
3. Minutes of February 5, 2024, CSPDC Commission Meeting\*
4. Reports
  - A) Chairperson
  - B) Executive Director
  - C) Treasurer\*
5. Election of Executive Committee Members (BAF #24-2)\*
6. Consideration of FY25 Rural Transportation Planning Grant Application (BAF #24-3)\*
  - *Zach Beard, CSPDC Senior Transportation Planner*
7. Presentation on Trails Activities in Waynesboro, VA
  - *Dwayne Jones, Waynesboro Director of Parks & Recreation*
8. Intergovernmental Review of Federal Programs (Board Memo #24-1)

9. Other Business

10. Adjournment

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\*Action Needed

**The Executive Committee will hold a Meeting to  
Elect Officers Immediately after the Commission Meeting**

**Next CSPDC Commission Meeting: Monday, June 17, 2024**



**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**

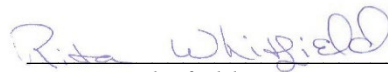
Vice Chairperson Friedman advised the Commission that the votes, and after a tie vote runoff, for Commission members to fill the unexpired terms on the Executive Committee have been tabulated. He announced the following will serve as the new Executive Committee members:

- 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*



Central Shenandoah Planning District Commission (CSPDC)  
Meeting of Commissioners  
Monday, June 17, 2024, at 7:00 p.m.  
CSPDC Office, 112 MacTanly Place, Staunton, Virginia

**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
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

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\*Action Needed

Next CSPDC Commission Meeting: Monday, August 19, 2024



**Minutes**  
**Central Shenandoah Planning District Commission Meeting**  
**112 MacTanly Place, Staunton, VA**  
**June 17, 2024, 7:00 p.m.**

**Member Jurisdiction Representatives**

	<b>Augusta County</b>		<b>City of Staunton</b>		<b>Staff</b>
	Butch Wells		Amy Darby	✓	Garreth Bartholomew
	Pam Carter		Sharon Angle	✓	Zach Beard
✓	Vickie Moran		<b>Rockbridge County</b>	✓	Steve Bolster
✓	Julia Hensley	✓	Jay Lewis	✓	Philippe Bone
	<b>Bath County</b>		Chris Slaydon	✓	Jeremy Crute
✓	Lynn Ellen Black		<b>Rockingham County</b>	✓	Ann Cundy
	<b>City of Buena Vista</b>		Leila Longcor	✓	Allyson Finchum
✓	Tyson Cooper	✓	Rhonda Cooper, Secretary	✓	Donnie Kern
	<b>City of Harrisonburg</b>	✓	Kim Sandum	✓	Rachel Kinzer
	Laura Dent			✓	Paula Melester
	Monica Robinson		<b>City of Waynesboro</b>	✓	Kimberly Miller
	Adam Fletcher	✓	Terry Short, Treasurer	✓	Devon Thompson
	<b>Highland County</b>		Jim Shaw		<b>Others</b>
✓	Henry Budzinski, Vice Chair			✓	Tom Carroll, City of Lexington
	<b>City of Lexington</b>			✓	Dan Layman, CFCBR
✓	Frank Friedman, Chair			✓	Anna Leavitt, CAPSAW

**Call To Order**

The June 17, 2024, Commission meeting was called to order at 7:00 pm by Chairperson Frank Friedman. There being no quorum of voting members present, the action items were discussed, but no votes were taken.

**Public Comment**

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

**Consideration of Minutes**

Chairperson Friedman stated the minutes of the April 15, 2024 meeting will be considered at the next meeting.

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## **Chairperson's Report**

Chairperson Friedman introduced his guest, Mr. Tom Carroll, who is the new city manager of Lexington. Originally from Appleton, WI, and a graduate of UVA, he spent most of his career near Cincinnati and most recently in Cambridge, MD. He welcomed Mr. Carroll to the Commission meeting and said that it is a good opportunity for the city manager to see the workings of the Commission on behalf of the region.

## **Executive Director's Report**

Under the Executive Director's Report, Ms. Cundy introduced two new planners to the PDC, Garreth Bartholomew, Transportation Planner, and Rachel Kinzer, Regional Planner, both recent UVA graduates. She also announced three internal promotions: Paula Melester as Director of Transportation, Zach Beard as Transportation Program Manager, and Devon Thompson as Transit Program Manager. The organization is currently recruiting a new Transit Planner.

Ms. Cundy reported on the following items:

1. Afton Express received a grant from the Department of Rail and Public Transportation, which will reduce the local match required from funding partners by two-thirds. This grant will ease the transition of the route to becoming a full rural route over the next five years. Afton Express recently exceeded 100 passenger trips in a single day in April, a new record.
2. The Lewis Street Hub renovation project in downtown Staunton is progressing on schedule and within budget. Recent developments include the construction of a stone retaining wall and the pouring of concrete curbing and sidewalks. A ribbon-cutting ceremony will be planned for the fall.
3. The PDC submitted their 2024 CDBG Small Cities regional priorities, with the top three being public infrastructure (including housing), economic development and business district revitalization, and community service facilities (two community centers are being supported, in Rockbridge County and in Rockingham County). Establishing these priorities ensures that the region's applications will receive a scoring bonus, making them more competitive. The PDC also submitted \$5.35 million of funding applications for various community facilities, planning grants, and industrial revitalization projects that includes:
  - \$1,250,000 to build a multipurpose community service facility in Goshen.
  - \$100,000 planning grant to develop a master plan for the redevelopment of Afton Mountain in Augusta County in partnership with county staff.
  - \$1,000,000 industrial revitalization fund grant to renovate the Stillwater plant in Rockbridge County.
  - \$3,000,000 funding allocation to restart our SPARC program which provides reduced rate mortgages for first time home buyers. SPARC when paired with down payment assistance supports affordable homeownership.



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4. DHCD announced last week that the City of Buena Vista will receive \$431,000 in additional CDBG funding to complete their business district revitalization project. This project was paired with VDOT Transportation Alternatives Program funds for streetscape improvements. The PDC worked with the City to write the supplemental funding request.
  5. Lastly, the PDC has engaged Brown Edwards to undertake their FY24 certified financial audits. A letter of notification from Brown Edwards was included in your meeting materials.

Chairperson Friedman asked Ms. Julia Hensley, of Augusta County, to provide an update on the Afton Mountain revitalization project. Ms. Hensley stated that the County is working to determine the feasibility of expanding water and sewer to the site, which includes the Inn and the former Howard Johnson's. Ms. Cundy added that Augusta County had applied for EDA CARES Act application to develop a scope of work for the site. Although not funded, the PDC and the County have been working to accomplish the tasks as able by applying various other funding sources. The SAWMPO conducted a small area study to undertake the transportation circulation evaluation at the site and recommended a roundabout at the Howardsville Turnpike and Rt 250. Timmons Group, one of our On-Call Consultants, did the study.

### **Treasurer's Report**

Chairperson Friedman presented for consideration the Treasurer's Report (handout attached to file minutes). Mr. Kern gave a report on the April 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 Bath-Highland VATI grant being completed. Mr. Kern also stated that receivables are healthy.

### **Consideration of Draft CSPDC FY25 Budget (BAF #24-7)**

Chairperson Friedman introduced the agenda item for the draft FY25 budget. Chair Friedman stated that the Executive Committee approved the budget at its May meeting, and it will be discussed at this meeting and approved at the next meeting. In response to a question, Ms. Cundy stated that it will not prevent the PDC from moving forward with implementation since it was approved by the Executive Committee.

Mr. Donnie Kern provided an overview of the draft budget. He stated that the budget is balanced at \$6.8 million and is very close to FY23. Funding sources are \$1.7 million of state, \$3.7 million of federal, and \$1.1 million of local funding. Wages are flat with FY24 budget and FY23 actuals. He provided a breakdown of the funding as follows:

- State funding includes \$926,000 from DRPT.
- Federal funding primarily comes from FTA (\$2.2 million), FHA (\$485,000), and USDOT (\$620,000).
- Wages are projected at \$1.4 million, remaining flat compared to the previous year, with a 4% cost of living adjustment.
- Additional revenue of \$136,000 is expected from facility leases.



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- The budget includes pass-through funds that are received and then distributed to other agencies.

### **Consideration of BRITE Technical Advisory Committee (TAC) Bylaws Amendment (BAF #24-8)**

Chairperson Friedman introduced the BRITE TAC Bylaws Amendment. Ms. Devon Thompson, CSPDC Transit Program Manager, presented proposed changes to the BRITE Transit Advisory Committee (BTAC) bylaws. She explained that the BTAC is responsible for making recommendations to the CSPDC regarding transit system operations and representing their respective agencies. The organizations who would be members of the BTAC were originally appointed by the Commission in 2015 when the CSPDC took over the transit system.

She explained the two proposed changes to membership that must be reflected in the Bylaws:

1. The Valley Community Services Board has requested to reinstate their status as a funding partner and reinstate the stop they once had. The BTAC Bylaws require any funding partner to be a voting member and for any changes to the membership to be approved by the Commission.
2. The BTAC also requests adding a non-voting rider to represent Afton Express. This rider representative will attend meetings remotely (due to working in Charlottesville), so they will not be a voting member.

These proposed changes were voted on and approved by the BTAC at their May meeting. The new representatives will be allowed to attend and participate in meetings, but the new voting member won't be able to vote until the changes are officially approved.

### **Presentation: “Fostering a Regional Housing Consortium” by Mr. Dan Layman, Community Foundation of the Central Blue Ridge, and Ms. Anna Leavitt, Community Action Partnership of Staunton-Augusta-Waynesboro**

Chairperson Friedman presented the next agenda item, a presentation on fostering a regional housing consortium.

Ms. Cundy introduced Mr. Dan Layman from the Community Foundation of the Central Blue Ridge and Ms. Anna Leavitt from Community Action Partnership of Staunton, Augusta and Waynesboro (CAPSAW) and explained that these two organizations are taking the lead on the SAW Housing Consortium. She welcomed them and thanked them for providing this presentation.

Mr. Layman explained how the initiative began during the pandemic through a public-private partnership led by Emergency Management. In late 2022, the subcommittee for vulnerable communities decided to tackle quality and affordability of housing, leading to a Housing Summit in October 2023 with 170 participants. The Planning District Commission was brought in for project management support. Additional support was brought onboard from the Department of Health, Virginia Housing, Augusta Health, Valley Community Services Board, Community Foundation and Valley Homeless Connection, and others.

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A Housing Exhibit called, “This is Home” was created both online and as a physical exhibit that has been displayed around the region. He passed out a card that contains a QR code that leads to the online exhibit.

The Housing Summit was 1.5 days and opened with someone who had dealt with housing insecurity, who spoke and had a video made to tell his story. Sessions throughout the day dealt with various housing impacts and successful models.

On day two, 120 participants returned, which was more than expected. They utilized the day to gather more information and plan next steps. Some specific requests from the group were to develop a housing resource directory, host ongoing lunch and learn sessions, expand the steering committee, and hold a follow-up SAW Housing Summit, which is scheduled for June 27, 2024.

Ms. Leavitt discussed the lunch-and-learn sessions and noted that there are many new people who have not been involved in other community projects. She stated that the Steering Committee outlined four proposed work groups focusing on housing stock for home ownership, stock of rental units, housing stability for immediate needs, and housing sustainability for long-term success. They are also looking to identify what is working well in other communities and develop best practices that can be used in our region.

Mr. Layman mentioned that the Community Foundation and Augusta Health are setting aside money for creative housing investments. The discussion touched on challenges such as infrastructure capacity for new developments and the need for partnerships to address these issues.

Several important points were raised during the meeting, including discussing potential legislative solutions like affordable housing overlay zoning, addressing high eviction rates in Virginia, and the need for policy advocacy. The presenters emphasized the importance of identifying legislative goals and combating a “not in my backyard” mindset. Questions from attendees covered topics such as Habitat for Humanity's involvement, the replicability of the process in other regions, and the potential role of large employers in addressing housing issues.

The presentation concluded with an invitation to attend the upcoming Housing Summit and access recorded sessions online.

#### **Intergovernmental Review (Board Memo #24-4)**

Chairperson Friedman presented the Intergovernmental Review (IR) discussion. Ms. Cundy stated that these IRs are provided for informational purposes and no action is required. The IRs include three from DEQ and one from VDOT. The floor was opened for questions; there were none.

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**Other Business**

Ms. Cundy noted that the August meeting is considered the Annual Commission meeting, and the Commission will celebrate its 55<sup>th</sup> anniversary (1969-2024). Chairperson Friedman added that the meeting date is August 19<sup>th</sup>.

**Adjournment**

There being no further business to come before the Committee, a motion for adjournment was unanimously passed at 8:03 p.m.

Respectfully submitted,

A handwritten signature in blue ink that reads "Kimberly Miller". The signature is written in a cursive style with a horizontal line underneath it.

Kimberly Miller, Commission Clerk



August 19, 2024

**TO:** CSPDC Commissioners  
**FROM:** Ann W. Cundy, Executive Director  
**SUBJECT:** August 26, 2024, CSPDC Commission Meeting

The Central Shenandoah Planning District Commission (CSPDC) will hold a meeting on **Monday, August 26, 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.

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### AGENDA

1. Call to Order
2. Public Comment
3. Minutes of April 15, 2024, and June 17, 2024, CSPDC Commission Meetings\*
4. Reports
  - A) Chairperson
  - B) Executive Director
  - C) Treasurer\*
5. Special Election of Executive Committee Member (BAF #24-10)\*
6. Consideration of Draft CSPDC Fiscal Year 2025 Budget (BAF #24-07)\*
7. Consideration of BRITE Technical Advisory Committee (BTAC) Bylaws Amendment (BAF #24-08)\*

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8. CSPDC Virtual Meeting and Virtual Participation Policy (BAF #24-11)\*
  9. Presentation: CSPDC Housing Study and Annual Report
    - Jeremy Crute, CSPDC Director of Planning
  10. Intergovernmental Review (Board Memo #24-05)
  11. Other Business
  12. Adjournment

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\*Action Needed

The **Central Shenandoah Development Corporation** will hold its Annual Meeting immediately following the Commission Meeting.

Next CSPDC Commission Meeting: Monday, October 21, 2024



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

**Attendance: 25**

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

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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

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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.



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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

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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,



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Kimberly Miller, Commission Clerk



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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.

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**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

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\*Action Needed

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



**Minutes**  
**Central Shenandoah Planning District Commission Meeting**  
**112 MacTanly Place, Staunton, VA**  
**December 16, 2024, 7:00 p.m.**

**Attendance: 30**

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

**Call To Order**

The December 16, 2024, Commission meeting was called to order at 7:00 p.m. by Chairperson Frank Friedman.

**Public Comment**

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

**Consideration of Minutes**

Chair Friedman presented the minutes of the meeting held on August 26, 2024. There being no comments or objections, the minutes were approved unanimously.

**Chair’s Report**

Chair Friedman welcomed new Commissioners, Ms. Leslie Tate, representing the City of Waynesboro, who has served on the Commission previously, and Ms. Rachel Salatin, representing Rockingham County, who is a former employee of the CSPDC. He noted that Commissioner Amy Darby attended her last meeting in October. She did not run for re-election and will no longer be representing Staunton on the Commission. Chair Friedman thanked and expressed appreciation to Ms. Darby for her contributions to the Commission and the community.

Chair Friedman stated that he and Commissioner Kim Sandum attended the I-81 Advisory Committee Meeting at the Virginia Horse Center last Friday, December 13th. The meeting was chaired by Delegate

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Terry Austin. He asked Ms. Sandum to share her observations from the meeting. Ms. Sandum stated that the primary purpose of the meeting was to provide updates and second, to have discussion about what projects to do next. The Committee intends to hold data-driven public input that will inform development of the next list of projects. Next year, 2025, will follow this process of data gathering, gathering public input and finalizing the priority projects. Chair Friedman added that 64 initiatives were identified but funds exceeded costs by 50%. As of this meeting, 32 of the 64 projects have been completed and the remainder are beyond the planning phase and are progressing. Chair Friedman asked specifically about an auxiliary lane between the on-ramp at Rt 262 in Staunton through the off-ramp to I-64 East. It was acknowledged that the north-bound lane extension had not been included in initial planning but is being considered now. Ms. Sandum noted that there was discussion about train and bus transportation as possible improvements. Chair Friedman stated that all the improvements have an impact on safety.

Chair Friedman reported that he ran into Mr. Hoofnagle, owner of Virginia Infrastructure which was the primary contractor on the Lewis Street Hub project. Mr. Hoofnagle spoke very highly of working with the CSPDC, feedback which Chair Friedman wanted to pass along to the Commission and staff.

Chair Friedman shared an organizational chart of CSPDC staff to assist Commissioners in becoming acquainted with staff and what each person does. Ms. Cundy stated she will share an electronic version also.

#### **Executive Director's Report**

Under the Executive Director's Report, Ms. Cundy thanked everyone for coming. She noted that 2024 was a momentous year for the CSPDC, with leadership change, a record nine new hires, and the celebration of the PDC's 55<sup>th</sup> anniversary. She stated that there is a lot of energy and excitement in the office.

Ms. Cundy reported on the following items:

**Staffing:** Two newest staff members are Elizabeth Goodloe and Carrie Sensabaugh. Ms. Goodloe joined the organization in October as a regional planner on the community planning team. She is a Staunton native and has worked for Augusta and Albemarle Counties. Ms. Sensabaugh joined the organization in November as administrative assistant. Carrie has extensive public and private sector experience. She works closely with Kimberly to support the planners and finance teams. Both are welcome additions to the team. She stated that the CSPDC is now fully staffed.

**Regional Housing Study Update:** Ms. Cundy reported on the status of the Regional Housing Study. The study includes comprehensive regional analysis and strategies, and individual subsections for each of the five cities and five counties within the jurisdiction. As the largest PDC in the state, with the greatest number of jurisdictions, this has required extensive coordination. Particular emphasis has been placed on ensuring locality staff thoroughly review their respective sections, as each jurisdiction's portion contains data-driven, tailored strategies. This critical review process allows local planning staff to verify that recommended strategies align with their comprehensive plans, current initiatives, and local priorities and provide feedback which is incorporated into the study. This collaborative approach ensures the study serves as an actionable resource that reflects each jurisdiction's unique needs and capabilities.

While the timeline has extended beyond initial projections, Ms. Cundy reported several interim successes. The preliminary data reports have already supported multiple regional initiatives, including

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grant applications from community partners in Lexington, Highland County, and Habitat Virginia. Additionally, the study has catalyzed community housing initiatives, most notably the SAW Housing Coalition, which has hosted two housing summits over the past two years, each attracting over 100 participants. These summits have evolved into two active Working Groups addressing housing needs in the area.

The final local subsection of the technical report is expected to be completed by week's end. After discussion, the Commission agreed that staff will provide Commissioners with the study for review and comment prior to public distribution. Following the Commission's review period, staff propose to begin public distribution in January, with formal acceptance to be requested at the February Commission meeting.

The proposed distribution strategy includes multiple media channels, presentations to local elected bodies, and direct communication with regional and local housing partners. Following this promotional phase, staff will proceed with implementation, including preparation of a competitive application for additional Virginia Housing development funding for affordable housing construction in the region. It was noted that Virginia Housing has adjusted their funding structure, with increased competition and minimum awards of \$1 million.

Ms. Cundy acknowledged that while recent staff turnover and subsequent training have impacted the timeline, the current team remains focused on ensuring the quality and thoroughness of this inaugural Regional Housing Study.

**Upcoming Activities in 2025:** There are many additional regional plans that are beginning or concluding in 2025, but Ms. Cundy stated she plans to share those highlights with the Commission in February. She thanked the group for their input on the Housing Study and reiterated that it will be sent to Commissioners next week.

#### **Treasurer's Report**

Chair Friedman presented for consideration the Treasurer's Report. The Treasurer, Mr. Short turned the floor over to Mr. Kern. Mr. Kern gave a report of the Financial Statements as of October 31, 2024, noting that the CSPDC has had a strong start to the fiscal year. He noted a loss of revenue of \$45,000 that is partially due to programs to which the PDC has been unable to recognize revenues due to not being able to invoice against grants until certain milestones are reached. Mr. Kern mentioned also that expenditures for Lewis Street Hub exceeded the original budget by \$766,000. This was due to design and materials changes during the engineering and site review process. The PDC secured additional funds from DRPT to cover these additional expenses. He recommended that the FY25 budget be amended to include these additional funds and expenses which would eliminate the need to review and discuss this as a variance in future reports.

***Mr. Short moved, seconded by Mr. Budzinski, to approve the Treasurer's Report. The motion carried unanimously.***

#### **Consideration of CSPDC Audit Report for FY24**

Chair Friedman presented the FY24 CSPDC Audit Report and introduced Ms. Megan Argenbright, CPA, Brown Edwards and Company, LLP. Ms. Argenbright gave a review of the FY24 Audit Report, noting that Brown Edwards and Company audited the financial statements of the governmental activities and each major fund of the CSPDC for the year ended June 30, 2024, and that the audit report was issued on-time despite staffing challenges. She reported that they issued a clean, "unmodified" opinion on the

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financial statements, which is the highest opinion available. She gave a review of the Comments on Internal Control and Other Suggestions, and Financial Report, noting that there were no instances of noncompliance in material or no significant deficiencies to the financial statements.

***Mr. Short moved, seconded by Ms. Carter, to accept the CSPDC FY24 Audit Report as presented. The motion carried unanimously.***

Chair Friedman introduced the next three action items and requested that they all be considered together as one motion and vote. There being no objections, the meeting continued.

**Consideration of Resolution Authorizing the Application for State and Local Aid for Rideshare (BAF #24 -13)**

Chair Friedman presented the Rideshare Authorization Resolution. Ms. Gannon presented information regarding the CSPDC's FY26 Rideshare Program grant application to the Virginia Department of Rail and Public Transportation (DRPT). She noted that the CSPDC applies annually for these grants, with this being one of five DRPT grant applications.

Ms. Gannon explained that the proposed grant application maintains the previous year's budget request of \$95,000, with a cost share structure of DRPT's share being 80% (\$76,000) and the CSPDC share being 20% (\$19,000). She stated that she and Ms. Melester would be presenting details later in the evening regarding the program's next steps, including strategies to be implemented through 2030 as part of the strategic plan currently being finalized.

**Consideration of Economic Development Administration (EDA) Partnership Planning Assistance Grant Program (BAF #24-14)**

Chair Friedman presented the EDA Partnership Planning Assistance Grant program. Mr. Crute presented information regarding the CSPDC's application for the 2025 Economic Development Administration (EDA) Partnership Planning Assistance Grant Program. He noted that this is an annual grant application that helps leverage local assessment funds to support regional economic development efforts.

Mr. Crute explained that the CSPDC has been designated as an economic development district by the EDA since the 1980s, making it uniquely eligible for these planning assistance funds. The grant application requests \$70,000 in federal funds for the period of January 1, 2025, through December 31, 2025, to be matched with \$70,000 in local funds available through annual membership assessments. This funding level remains consistent with previous years and will primarily support staff efforts in two key areas:

1. Maintaining and updating the region's Comprehensive Economic Development Strategy,
2. Supporting local economic development initiatives through grant writing and project development services as requested by member localities.

Mr. Crute stated that additional work elements include updating the Regional Data Center, developing various economic development statistical reports, and providing project support to locality staff. The grant application is expected to be submitted in January 2025. Staff recommend endorsement of the application.



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**Consideration of Appalachian Regional Commission (ARC) Local Development District (LDD) Grant Program (BAF #24-15)**

Chair Friedman presented the ARC LDD Grant program. Mr. Crute presented information regarding the CSPDC's application for the 2025 ARC LDD Administrative Grant Program. He explained that the ARC is a federally funded agency focused on building capacity and strengthening economic growth across a 423-county region spanning 13 states in Appalachia, from New York to Mississippi. He noted that unlike the EDA grant, ARC funds can only be used to support ARC-eligible communities within the region, which in the CSPDC region include Bath, Highland and Rockbridge Counties and the Cities and Towns contained within.

The grant application requests \$52,248 in ARC funds for the period of January 2025 through December 2025, to be matched with \$52,248 in local funds available through annual membership assessments, for a total funding amount of \$104,496. Mr. Crute indicated that while the final award amount is still being determined by ARC, the requested amount matches the previous year's funding level. He noted that the funds will be used to provide planning and technical assistance to support staff time and promote economic development within the eligible ARC communities. Staff recommend endorsement of the application.

***Ms. Dent moved, seconded by Ms. Hensley to approve all three items presented, 1) Resolution Authorizing the Application for State and Local Aid for Rideshare, 2) EDA Partnership Planning Assistance Grant Program, and 3) ARC Local Development District Grant Program. The motion carried unanimously.***

**Consideration of 2025 Meeting Schedule (BAF #24-16)**

Chair Friedman presented the 2025 Commission Meeting Schedule for approval, noting that meetings will be held at the CSPDC Office unless otherwise noted. He stated that the Commission plans an all-virtual meeting in February. Chair Friedman emphasized the critical importance of member attendance, particularly for in-person meetings to ensure a quorum, and stressed that members should prioritize Commission business when scheduling personal commitments. Agendas and materials will continue to be mailed one week prior to meetings. There being no comments or objections, the 2025 meeting schedule was approved unanimously.

**Presentation: "CSPDC Rideshare Strategic Plan" by Ms. Paula Melester, Director of Planning and Ms. Danielle Gannon, Transit Planner.**

Chair Friedman presented the next agenda item, a presentation on the CSPDC Rideshare Strategic Plan. Ms. Cundy introduced Ms. Melester and Ms. Gannon, to provide an update on the RideShare Commuter Assistance Program Strategic Plan. Ms. Melester began by stating that this plan will be distributed to Commissioners in the next week so there is plenty of time to review it prior to considering it for adoption at the February meeting. She explained that Rideshare is our commuter assistance program that is funded through a grant from DRPT and covers 80% of the cost with the remaining 20% being matched by the CSPDC. The plan was developed in collaboration with Thomas Jefferson Planning District Commission and outlines key strategies to address regional transportation challenges. The plan must be updated every five years, with this update covering 2026 through 2030. Ms. Melester noted that the major plan goals include reducing single-occupancy vehicle trips, encouraging trip planning tools, building stakeholder relationships, and educating community members on transportation demand management.

Ms. Gannon discussed significant commuter concerns, particularly congestion and safety on I-81 and I-64, challenges posed by the region's rural landscape, and long commutes between employment hubs.

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She explained the strategic approaches to address commuters' concerns, including focusing on existing successful solutions like the Afton Express, expanding the carpool matching system, rebuilding and forging employer relationships, and increasing RideShare awareness. She emphasized that a tailored approach to the Strategic Plan is needed, recognizing that transportation solutions must be specific to different regional populations and needs. Next steps include finalizing the plan, presenting it to Metropolitan Planning Organizations, and seeking Commission adoption in February 2025 for submission to DRPT.

In response to a question about environmental benefits being included in the plan, Ms. Melester stated that the environmental concerns were one of the catalysts for implementing the program and will inform the marketing plan to include targeting those who are motivated to take actions that benefit the environment.

#### **Other Business**

Chair Friedman asked if there was any other business. Ms. Cundy stated that Augusta County requested a letter of support for the auxiliary lane project request addressed to both Secretary Miller, Secretary of Transportation, and Delegate Terry Austin. Their request is for funding for that auxiliary lane between the on-ramp at Rt 262 in Staunton through the off-ramp to I-64 East. A letter has been drafted in general support of that project and identifying funding to support Augusta County's request. There being no objections, Chair Friedman stated he will sign the letter of support on behalf of the CSPDC.

#### **Adjournment**

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

Respectfully submitted,



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Kimberly Miller, Commission Clerk