



AGENDA

**Commission Meeting
112 MacTanly Place, Staunton, VA
Monday, June 16th, at 7:00 p.m.**

To attend by virtual meeting platform, please contact CSPDC at 540-885-5174.

1. Call to Order
2. Public Comment
3. Minutes of April 21, 2025, CSPDC Commission Meeting*
4. Reports
 - a. Chairperson
 - b. Executive Director
 - c. Treasurer*
5. Report on Executive Committee Elections
6. Consideration of the FY 2026 Budget (BAF 25-06)*
7. CSPDC FY26 Work Program (Board Memo 25-02)
8. Intergovernmental Reviews (Board Memo 25-03)
9. Other Business
10. Adjournment

*Action Needed

Next CSPDC Commission Meeting: Monday, August 18, 2025, at the CSPDC Office.



Minutes
Central Shenandoah Planning District Commission Meeting
112 MacTanly Place
Staunton, VA 24401
April 21, 2025, 6:00 p.m.

Attendance: 24

	Augusta County		Rockbridge County		Staff
	Butch Wells		Jay Lewis	✓	Zach Beard
	Pam Carter	✓	Chris Slaydon	✓	Philippe Bone
✓	Julia Hensley		Rockingham County	✓	Jeremy Crute
	Bath County	✓	Sallie Wolfe-Garrison	✓	Ann Cundy
	Lynn Ellen Black		Joel Hensley	✓	Danielle Gannon
	City of Buena Vista	✓	Rachel Salatin	✓	Elizabeth Goodloe
✓	Tyson Cooper	✓	Kim Sandum	✓	Donnie Kern
	City of Harrisonburg		City of Staunton	✓	Rachel Kinzer
	Laura Dent	✓	Brad Arrowood	✓	Paula Melester
✓	Nasser Alsaadun	✓	Sharon Angle	✓	Kimberly Miller
	Adam Fletcher		City of Waynesboro	✓	Rich Sagui
	Highland County		Terry Short, Treasurer	✓	Carrie Sensabaugh
	Henry Budzinski, Vice Chair		Leslie Tate	✓	Devon Thompson
	City of Lexington				Others
	Frank Friedman, Chair			✓	Dave Covington, VDOT
				✓	Kayla Dixon, JMU*

*Virtual Participation by Zoom

Call To Order

The Commission meeting of April 21, 2025, was called to order at 7:00 p.m. by Acting Chairperson, Tyson Cooper.

Public Comment

Acting Chair Cooper opened the floor for public comments. There were no public comments.

Consideration of Minutes

Acting Chair Cooper presented the minutes of the meeting held on February 3rd, 2025. ***Ms. Hensley moved, seconded by Ms. Sandum to approve the minutes as presented. The motion carried unanimously.***

Chair's Report

Acting Chair Cooper announced that the Commission has a new caterer, North Ridge Café, from northern Staunton, and expressed appreciation for their services.

Acting Chair Cooper announced a new appointee, Mr. Joel Hensley, an elected official representing Rockingham County.

Acting Chair Cooper informed Commissioners about the upcoming Executive Committee elections. Ballots will be mailed by the end of the week with instructions for return deadlines. The results of the election will be announced at the June Commission meeting. The newly elected members will meet following the Commission meeting to elect officers.

Executive Director's Report

Under the Executive Director's Report, Ms. Cundy reported on the following items:

1. Staffing
Ms. Cundy marked her first year as Executive Director and expressed gratitude to the staff for their hard work, intelligence, and teamwork. She introduced Kayla Dixon, a JMU student who will be joining as a summer intern and later as a graduate assistant, working on transit and community development projects.
2. FY26 Budget
Staff have been working on the FY26 budget and do not anticipate negative effects from federal funding freezes. The Appalachian Regional Commission grant was approved with additional funds for training expenses.
3. Operational Improvements:
The administrative team has identified over \$31,000 in savings by renegotiating service contracts and bringing marketing and communications functions back in-house. A revised strategy for allocating staff hours and recurring costs has helped keep overhead low.
4. Transportation Projects:
 - a. SAWMPO is developing a long-range transportation plan through 2050, with public engagement from over 500 community members.
 - b. HRMPO is completing a small area study of the Port Republic Road, Peach Grove, and Neff Avenue intersections, addressing safety concerns in an area with 148 crashes over five years.
 - c. The regional EV Charging Infrastructure Site Assessment Study is identifying optimal locations for charging stations, with projections of approximately 25,000 EV drivers in the region by 2035.
5. Recognition:
The PDC received a commendation from the Augusta County Garden Club for the Lewis St. Hub project, which beautified a public space with native plantings and lighting.

Ms. Wolfe-Garrison inquired about the criteria for selecting good locations for EV charging stations, noting that towing companies in Rockingham County have experienced a noteworthy increase in business due to EVs that have lost either charge or internet connectivity. Staff explained that the study considers grid capacity, existing amenities (restrooms, dining options), and demand in the area. The "charge formula" evaluates parcels across the region to identify those best suited for EV charging over the next decade. The region is projected to need approximately 400 additional charging ports, as about 10-15% of EV owners will not have access to charging at home.

Treasurer's Report

Acting Chair Cooper presented for consideration the Treasurer's Report. In Mr. Short's absence, Mr. Kern presented the Treasurer's Report as of February 28, 2025. Mr. Kern reported that CSPDC's financial position remains strong. The fund balance for the period increased by \$882,000, driven by reimbursements from DRPT for the Lewis Street Hub project and timely reimbursements for the transit program. He noted that the transit and finance teams are working cohesively to process reimbursements efficiently, which has allowed the PDC to maintain a healthy cash flow compared to the prior year.

Mr. Kern reported that revenues exceeded expenditures for the period by \$62,000, though he noted this could change as the year progresses. Regarding federal funds, Mr. Kern highlighted that they exceeded budgeted amounts due to additional, unplanned funds received for the Waynesboro Native Tree Planting project in the amount of \$238,000, which was passed through to the City of Waynesboro.

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

Consideration of Water Supply Planning Assistance Grant Applications (BAF #25-03)

Acting Chair Cooper presented the Water Supply Planning Grant Applications. Mr. Jeremy Crute, Director of Planning, explained that in October, the General Assembly mandated all localities or regions across the Commonwealth to develop water supply plans to ensure safe and adequate water supply for Virginians in the future. These plans must evaluate water sources and usage, project future demand, identify risks, and develop solutions and strategies to address those risks, including drought response and contingency plans. The plans must be completed by 2029.

Mr. Crute noted that the CSPDC region is split between two DEQ Regional Planning Units (RPU): the Shenandoah River 1 RPU, which includes Augusta and Rockingham counties along with their cities and towns; and the Upper James 1 RPU, which includes Bath, Highland, and Rockbridge counties along with their cities and towns.

To offset development costs, DEQ is offering Regional Water Supply Planning grants of up to \$8,884 per RPU for FY25. The resolutions before the Commission would authorize the PDC to apply for these grants for each RPU and allocate the funds to begin the planning effort, particularly for developing a stakeholder engagement plan and beginning data collection on usage and water resources.

During discussion, Ms. Sandum asked whether the plans would assess not just water usage but also available capacity. Mr. Crute confirmed that the plans would examine water sources to determine capacity compared to current and projected future usage to ensure sufficient water supply. He noted that the plans would primarily focus on public water systems rather than private wells, though groundwater resources would be considered, especially in regions where wells are a primary water source.

Ms. Hensley mentioned that Augusta County is experiencing significant issues with fire flow (available water pressure for fire fighting), particularly in the eastern part of the county, and expressed support for the resolutions. Ms. Cundy added that while the PDC is pleased to receive this initial funding from DEQ, the project is significantly underfunded. She noted that if outsourced to consultants, each plan would cost approximately \$300,000. The PDC plans to complete the work in-house at a much lower cost but needs additional DEQ funding to cover expenses. She indicated that VAPDC plans to work with DEQ and

potentially the legislature to secure more funding and encouraged jurisdictions to amplify this need with their representatives.

Ms. Hensley moved, seconded by Ms. Sandum to approve the endorse the Resolutions authorizing the applications for FY25 DEQ funds for regional water supply planning. The motion carried unanimously.

Consideration of BRITE Public Transit Safety Action Plan (PTASP) Update (BAF #25-04)

Acting Chair Cooper presented the BRITE PTASP Appendix Annual Update. Ms. Devon Thompson, Transit Program Manager, explained that the Virginia statewide Public Transportation Agency Safety Plan (PTASP) was developed by the Virginia Department of Rail and Public Transportation in 2020. The plan is a comprehensive and mandated outline of Safety Management System (SMS) programs for 15 small transit agencies throughout the Commonwealth, with each agency maintaining its own appendix within the statewide plan.

Ms. Thompson outlined the four key components of the PTASP:

1. Safety Management Policy - the documentation of BRITE's commitment to safety,
2. Safety Risk Management - the process used to identify, analyze, and assess hazards and mitigate safety risks,
3. Safety Assurance - ensuring effective implementation of safety risk mitigation and meeting safety objectives, and
4. Safety Promotion - training and communication of safety information.

Ms. Thompson explained that the SMS is a formal approach for managing safety risks and assuring the effectiveness of the transit agency's risk mitigation through systematic procedures, practices, and policies. She emphasized that safety is a core component of the BRITE Bus Appendix update. The plan reflects how BRITE staff, CSPDC, and VRT staff adhere to safety practices.

She stated that the annual update reflects several changes, including:

- Designation of the new "Accountable Executive" (the Executive Director),
- Compliance with new federal requirements regarding near misses and assaults on transit workers,
- Additional safety performance targets,
- Enhanced employee safety reporting procedures,
- Updated accountability and responsibilities,
- Added guidance from various oversight authorities,
- Enhanced hazard assessment processes, and
- Inclusion of de-escalation training and safety identification concerns.

Ms. Thompson noted that while past annual updates have been nominal enough not to require board approval, DRPT advised obtaining board approval due to the extensiveness of this update.

Ms. Angle moved, seconded by Mr. Arrowood, to approve the BRITE Bus Appendix annual update within the Virginia Statewide Public Transportation Agency Safety Plan (PTASP). The motion carried unanimously.

Consideration of Rural Transportation Planning Grant Application & Work Program (BAF #25-05)

Acting Chair Cooper presented the FY26 Rural Transportation Planning Grant Application. Mr. Garreth Bartholomew, Transportation Planner, requested approval of the Transportation Planning Grant application for fiscal year 2026. The program will provide \$58,000 in funding with a \$14,500 match from the CSPDC, financed through member assessment revenue.

Mr. Bartholomew explained that the Rural Work Program for FY26 supports four key areas:

1. Direct planning assistance to rural localities,
2. Regional multi-modal planning including bike and pedestrian programming for tourism,
3. Completion of another small area study for a rural area, and
4. Assistance with coordination for other state transportation initiatives.

Mr. Bartholomew highlighted several successful planning studies completed through this program, including:

- The Hot Springs Small Area study, which analyzed intersection safety and pedestrian improvements along Route 220,
- A regional safety study identifying 40 safety hotspots for future improvements, and
- The regional EV readiness assessment to prepare rural regions for charging infrastructure needs for the next decade.

He also noted that the program has provided grant application assistance to localities, including Southern Virginia University's planning grant application for Route 60, which secured funding to evaluate traffic implications near SVU.

Mr. Arrowood moved, seconded by Ms. Hensley, to approve the Rural Transportation Planning Grant Application and Work Program. The motion carried unanimously.

Presentation: Improve I-81 Program Updates, by Dave Covington, I-81 Program Delivery Director, Virginia Department of Transportation (VDOT)

Acting Chair Cooper presented the I-81 presentation. Mr. Covington introduced himself and presented an update on the I-81 Corridor Improvement Program, emphasizing the program's mission to deliver targeted improvements that enhance safety and quality of life for residents and businesses along the corridor while supporting economic growth. The program focuses on three primary benefits: 1) enhancing safety through improvements such as lane and shoulder widening to reduce crash rates and frequency, 2) reducing congestion by adding capacity in targeted areas and improving incident clearance speed, and 3) supporting economic development by ensuring goods and services move safely and efficiently through western Virginia's main economic artery. The I-81 corridor spans 325 miles through three VDOT construction districts—Bristol, Salem, and Staunton—serving 22 localities from Bristol to Winchester, making it the longest Interstate system in Virginia.

Program Status - Takeaway Scorecard

Mr. Covington presented the program's status using a scorecard showing both operational and capital project achievements. All operational improvements have been completed, including improved incident clearance, safety service patrol expansion to achieve 100% coverage along 325 miles, and the installation of 51 additional cameras and 30 additional digital message signs. The program has achieved a 24% reduction in crash clearance time through their towing and recovery incentive program.

For capital projects, the program consists of 65 total projects valued at \$3.7 billion. Since construction began in 2020, 35 projects have been completed, 16 projects are currently under active construction

with completion expected by March 2031, and 14 remaining projects are upcoming with all expected to be complete by 2035.

Project Categories and Types

Mr. Covington detailed the various types of improvements being implemented throughout the corridor:

- Widening projects total 12 improvements, with six projects currently under construction for completion in 2031 and six future projects scheduled for completion by 2035 or earlier. These represent the program's largest initiatives from both cost and impact perspectives.
- Acceleration and deceleration lane extensions comprise the largest category with 36 improvements addressing outdated ramp designs from the 1960s and 70s that no longer meet current safety requirements. Of these projects, 25 are complete, three are under construction, and eight future projects will be completed by 2033.
- The program includes five truck climbing lane improvements, with one complete and four projects under construction. Two will be completed in 2025, and two by 2028, addressing steep grades that contribute to rear-end collisions.
- Four auxiliary lane improvements connect interchanges to eliminate the need for merging into through traffic, with one project complete and three under construction.
- Shoulder widening and curve improvements total eight improvements, all of which are complete. Notably, one shoulder widening project was converted to a full lane widening project from Exit 205 to Exit 200 southbound to maximize benefits. Curve improvements include the installation of flashing chevron signs in challenging areas to help keep vehicles on the roadway.
- Operational improvements include over 200 signal systems upgraded from old technology to smart technology, with 42 VDOT signal improvements complete and 46 under construction, plus 55 locality signal improvements complete and 57 under construction, all expected to be finished by 2025.

Project Development Process and Current Status

Mr. Covington explained the systematic project development process, showing how projects move from Planning to Preliminary Engineering and Environmental Evaluation, to Design, to Right of Way and Utility Coordination to Construction and finally, to Completion. Currently, no projects remain in the planning phase, with all projects in some stage of engineering or construction. Sixteen projects are under construction, and 35 projects are completed. This represents significant progress from October 2023, when the program had 64 projects across development phases.

Project Updates – Bristol and Salem Districts

The Bristol District program is nearly complete, having finished 18 projects including acceleration/deceleration lanes, truck climbing lanes, curve improvements, and auxiliary lanes. Eight projects remain under construction, with completions scheduled between June 2025 and 2027. Only one future project remains: the Exit 45 deceleration lane extension in Marion starting construction in 2025.

The Salem District features fewer but larger projects, including some of the program's most significant initiatives. With six completed acceleration lane extensions and curve improvements projects, two major widening projects are currently under construction. Future projects include acceleration lane extensions starting in 2025, the complex Exit 128 to Exit 137 widening beginning in 2026, and the Christiansburg to Ironto northbound widening starting in 2028.

Project Updates - Staunton District

The Staunton District has completed 10 acceleration/deceleration lane projects and one curve improvement. Current construction includes the Exit 221 to Exit 220 auxiliary lane completing in October 2025, the major Staunton area widening from Exit 221 to Exit 225 completing in June 2027, the Strasburg widening completing in September 2027, and the Weyers Cave truck climbing lanes completing in 2028. Upcoming projects include the complex Harrisonburg widening starting in 2025, Winchester widening beginning in 2028, Mount Sidney Rest Area improvements in 2028, and the Raphine to Fairfield widening in 2028.

Economic Development Impact

Mr. Covington presented extensive evidence of economic development activity along the Virginia I-81 corridor. He displayed multiple examples of major business investments and facility announcements with companies specifically citing I-81's reliability and VDOT's commitments to improvement as factors in their location decisions. The corridor carries more heavy truck traffic than any other Interstate in Virginia, making transportation reliability crucial for business operations.

Construction activities generate significant local economic impact through the employment of local contractors and increased business activity. Mr. Covington shared detailed examples from the Staunton widening project showing extensive use of local businesses for supplies, equipment, and services, plus numerous restaurants and hotels benefiting from construction crews.

2025 Corridor Re-evaluation

The program is conducting a comprehensive corridor re-evaluation to update the original plan and address changes since initial development, including post-COVID traffic pattern shifts. The systematic process began in December 2024 with project initiation, followed by data collection in January 2025, and virtual public engagement from March to April 2025. Issue identification through virtual and in-person meetings is scheduled for June-July 2025, with potential solutions development from September to October 2025, solution refinement in October-November 2025, and a draft corridor plan in December 2025. The I-81 Advisory Committee will review progress at multiple points, with Commonwealth Transportation Board briefings scheduled throughout the process. This comprehensive evaluation may result in revised project priorities and additions to address current corridor needs.

Programmatic Tools and Standards

To ensure consistency across the extensive 325-mile corridor and multi-billion-dollar program, VDOT has developed several corridor-wide tools and standards. These include a comprehensive design guide for project consistency, transportation management plan guidance for uniform work zone experiences, a materials estimating tool providing five-year forecasts to help industry partners prepare for material needs, and a regional transportation management plan specifically for the Salem District's Christiansburg to Troutville area where multiple large contiguous projects require careful coordination.

Public Information and Communication

Mr. Covington emphasized VDOT's commitment to comprehensive public communication through multiple channels. The department publishes a quarterly newsletter available for download at [Improve81.org](https://www.improve81.org), with email signup options for convenient subscription. The program has produced extensive multimedia content including 28 videos, 30 podcasts, and 13 newsletters covering various aspects of the program. The website at [Improve81.org](https://www.improve81.org) also features the "Improve 81 Podcast Series" and comprehensive project information. These resources allow citizens to access information at their preferred level of detail, from brief video overviews to detailed podcast discussions, ensuring broad public understanding of this significant infrastructure investment.

Questions and Discussion

During the Q&A session, Mr. Covington clarified that economic development is a program goal added in 2018 at gubernatorial directive but is not used as a project selection criterion, which focuses primarily on safety and congestion relief. He explained that the current plan update methodology excludes areas with major ongoing projects to avoid skewed data analysis and confirmed that completed three-lane sections will follow existing Virginia law prohibiting trucks from travelling in the far-left lane, with appropriate signage to be installed for enforcement support.

Presentation attached to file minutes.

Intergovernmental Reviews (Board Memo #25-01)

Acting Chair Cooper presented Intergovernmental Reviews (IR). Ms. Cundy stated that one IR was submitted by DEQ to expand the monitoring capabilities of recently drilled wells, two of which are in our region. No response or action is required, but the comment period is open through May 11, 2025.

Other Business

Acting Chair Cooper presented the FY2025 Audit Communication Letter. Ms. Cundy stated that enclosed for the Commission's awareness is a letter outlining the scope of work for the FY2025 audit. CSPDC has reprocured Brown Edwards, Certified Public Accountants, as our auditing firm for the next three years with some options to extend. We look forward to having them; we had a good experience with them this year.

Adjournment

There being no further business to come before the body, the Commission meeting was adjourned at 8:10 p.m.

Respectfully submitted,

A handwritten signature in blue ink that reads "Kimberly Miller". The signature is fluid and cursive, with the first name and last name clearly distinguishable.

Kimberly Miller, Commission Clerk



June 09, 2025

TO: CSPDC Commissioners

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

SUBJECT: Preliminary April 30, 2025 Financial Statements

Balance Sheet Governmental Funds-All Funds-Preliminary

CSPDC's financial position remains strong. The Balance Sheet (see page 2) provides an overview of assets, liabilities, and fund balances as of April 30, 2025. The PDC is reporting a \$135,274 change in fund balances over last year. This amount is subject to change as the year progresses. Notably accounts receivable are lower by \$1,286,553 compared to last year indicating significant cash flow improvement. This is also supported by the increase in Cash and Investments of \$1,145,051.

Statement of Revenues and Expenditures-All Funds-Preliminary

The Statement of Revenues and Expenditures (see page 3) provides an overview of year-to-date actual and FY25 budgeted revenues and expenses as of April 30, 2025. Revenues of \$6,670,711 have been realized for the period. Revenues were higher than expenditures by \$113,315; however, this may change at year-end. If our CY EDA is not awarded in FY25, EDA expenditures from January-June will need to be offset by this projected reduction in expenses. We currently are on track to achieving budgetary goals.

Statement of Revenues and Expenditures-By Fund-Preliminary

The revenues and expenditures by fund are presented for the period ending April 30, 2025 (see page 4). General Fund contracted services are over budget by \$83,331 due to consultant activity related to the Regional Housing Study and All Hazards Mitigation Plan. These expenses will be reimbursed by state grants. It is prudent to point out that the General Fund's federal funding exceeded budget due to unanticipated pass-through revenues related to the WIIP program in the amount of \$238,736 to assist with the native tree planning in Waynesboro. The PDC is on solid financial footing.

CENTRAL SHENANDOAH PLANNING DISTRICT COMMISSION

BALANCE SHEET: GOVERNMENTAL FUNDS

	02/28/25	06/30/24	\$ Δ
ASSETS			
CASH AND INVESTMENTS	\$ 3,931,451	\$ 2,786,399	\$ 1,145,051
ACCOUNTS RECEIVABLE	1,290,748	2,577,302	(1,286,553)
PREPAID EXPENSES	44,123	37,896	6,227
TOTAL ASSETS	\$ 5,266,322	\$ 5,401,596	\$ (135,274)
LIABILITIES			
ACCOUNTS PAYABLE	\$ 301,872	\$ 909,123	\$ (607,250)
ACCRUED PAYROLL AND RELATED LIABILITIES	53,053	91,539	(38,486)
DEFERRED REVENUE	3,278,749	2,918,987	359,762
TOTAL LIABILITIES	\$ 3,633,674	\$ 3,919,648	\$ (285,974)
FUND BALANCES			
RESTRICTED AND COMMITTED FUNDS	\$ 619,160	\$ 619,160	\$ -
OTHER RESOURCES	1,013,487	862,788	150,699
TOTAL FUND BALANCES	\$ 1,632,648	\$ 1,481,948	\$ 150,699
TOTAL LIABILITIES AND FUND BALANCES	\$ 5,266,322	\$ 5,401,596	\$ (135,274)

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

	FISCAL YTD 02/28/25	FY25 BUDGET	BUDGET REMAINING
REVENUES			
FEDERAL FUNDING	\$ 3,578,856	\$ 3,776,527	\$ 197,671
STATE FUNDING	2,356,398	2,623,856	267,458
LOCAL FUNDING & SERVICES	594,668	1,160,797	566,129
MISCELLANEOUS INCOME	140,789	136,800	(3,989)
TOTAL REVENUES	\$ 6,670,711	\$ 7,697,980	\$ 1,027,269
EXPENDITURES			
WAGES & BENEFITS	\$ 1,097,635	\$ 1,468,538	\$ 370,903
CONTRACTED SERVICES	2,557,343	3,189,046	631,703
TRAVEL & MEETINGS	324,553	600,975	276,422
COMMUNICATION SERVICES & PRINTING	37,730	60,251	22,521
OTHER OPERATING EXPENSES	225,487	346,154	120,667
CAPITAL PURCHASES & OTHER ACTIVITIES	838,331	868,598	30,267
PASS-THROUGH FUNDS	1,476,317	1,164,418	(311,899)
TOTAL EXPENDITURES	\$ 6,557,396	\$ 7,697,980	\$ 1,140,584
NET CHANGE IN FUND BALANCES	\$ 113,315	\$ -	\$ (113,315)

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

	FISCAL YTD 04/30/25	FY25 BUDGET GENERAL FUND	FY25 BUDGET REMAINING	FISCAL YTD 04/30/25	FY25 BUDGET ARC FUND	FY25 BUDGET REMAINING	FISCAL YTD 04/30/25	FY25 BUDGET EDA FUND	FY25 BUDGET REMAINING	FISCAL YTD 04/30/25	FY25 BUDGET HRMPO FUND	FY25 BUDGET REMAINING	FISCAL YTD 04/30/25	FY25 BUDGET SAWMPO FUND	FY25 BUDGET REMAINING	FISCAL YTD 04/30/25	FY25 BUDGET TRANSIT FUND	FY25 BUDGET REMAINING
REVENUES																		
FEDERAL FUNDING	\$ 1,290,691	\$ 932,000	\$ (358,691)	\$ 76,165	\$ 52,248	\$ (23,917)	\$ 71,162	\$ 70,000	\$ (1,162)	\$ 161,991	\$ 327,104	\$ 165,114	\$ 218,254	\$ 359,826	\$ 141,572	\$ 1,760,593	\$ 2,035,348	\$ 274,755
STATE FUNDING	665,859	856,052	190,193		-	-		-	-	20,249	40,888	20,639	27,282	44,978	17,696	1,643,008	1,681,938	38,930
LOCAL FUNDING & SERVICES	307,471	451,236	143,765	53,248	52,248	(1,000)	71,162	70,000	(1,162)	20,249	40,888	20,639	27,282	44,978	17,697	115,255	501,446	386,191
USE OF MONEY & PROPERTY	45,209	62,300	17,091		-	-		-	-		-	-		-	-	95,554	74,500	(21,054)
OTHER INCOME	26	-	(26)		-	-		-	-		-	-		-	-		-	-
TOTAL REVENUES	\$ 2,309,257	\$ 2,301,588	\$ (7,669)	\$ 129,414	\$ 104,496	\$ (24,918)	\$ 142,324	\$ 140,000	\$ (2,324)	\$ 202,488	\$ 408,881	\$ 206,392	\$ 272,818	\$ 449,783	\$ 176,965	\$ 3,614,410	\$ 4,293,232	\$ 678,822
EXPENSES																		
WAGES & BENEFITS	\$ 528,196	\$ 842,589	\$ 314,393	\$ 88,231	\$ 64,726	\$ (23,504)	\$ 93,275	\$ 88,797	\$ (4,479)	\$ 87,774	\$ 131,438	\$ 43,664	\$ 108,413	\$ 162,803	\$ 54,389	\$ 191,745	\$ 178,185	\$ (13,560)
CONTRACTED SERVICES	277,444	194,113	(83,331)	1,028	-	(1,028)	1,031	35,241	34,210	70,328	208,609	138,281	107,288	126,542	19,254	2,100,225	2,624,540	524,315
TRAVEL & MEETINGS	20,157	97,730	77,573	3,438	9,400	5,962	2,637	6,764	4,127	1,582	6,000	4,418	1,712	6,000	4,288	295,028	475,081	180,053
COMMUNICATION & PRINTING	26,077	37,546	11,469		36	36	153	500	347	-	2,100	2,100	354	1,500	1,146	11,147	18,569	7,422
OTHER EXPENDITURES	110,785	243,427	132,642	(1,221)	2,500	3,721	5,127	(23,351)	(28,478)	5,063	4,216	(847)	8,434	82,933	74,500	932,394	905,027	(27,367)
INDIRECT CHARGES	(241,613)	(278,235)	(36,622)	37,938	27,834	(10,104)	40,100	32,049	(8,051)	37,743	56,518	18,775	46,618	70,005	23,387	82,450	91,829	9,379
PASS-THROUGH FUNDS	1,476,317	1,164,418	(311,899)			-			-			-			-			-
TOTAL EXPENSES	\$ 2,197,364	\$ 2,301,588	\$ 104,224	\$ 129,414	\$ 104,496	\$ (24,917)	\$ 142,324	\$ 140,000	\$ (2,324)	\$ 202,488	\$ 408,881	\$ 206,392	\$ 272,818	\$ 449,783	\$ 176,965	\$ 3,612,989	\$ 4,293,232	\$ 680,242
NET CHANGE IN FUND BALANCES	\$ 111,893	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ 1,421	\$ -	



June 9, 2025

TO: Board of Commissioners

FROM: Ann Cundy, Executive Director

**SUBJECT: Board Action Form #25-06
FY 2026 Budget Approval**

Recommendation:

Recommend approval of the FY 2026 CSPDC Budget.

Process:

The FY26 Budget process started earlier in the year with a working budget developed based upon known grants, contracts, and agreements. Budget requests for local assessments and other program contributions were made to member jurisdictions in January. The per capita assessment increased by one cent to \$0.84 per capita, per the assessment schedule. The administrative budget was developed based upon prior and current years, and then adjusted to reflect FY26 needs.

Comments:

The budget for FY26 is \$10.7M. Funding from state and federal programs like ARC, VDOT, DRPT, FTA, and DHCD continue to remain at comparable levels to prior years. The FY26 budget includes 30 different programs comprised of 46 individual budgets. The budget includes 14.5 FTEs and a recommended 3% Cost of Living Adjustment.

The Executive Committee reviewed the draft FY26 Budget at the May 6th meeting and recommends approval of the Budget to the Full Commission.

Attachments:

- FY26 Draft CSPDC Budget
- FY26 Budget Resolution



PROPOSED CSPDC BUDGET

For Fiscal Year 2026
July 1, 2025 to June 30, 2026

Prepared and Presented by:

Ann Cundy, Executive Director

Donnie Kern, Finance Director

Executive Summary

The proposed budget for FY2026 anticipates revenues and expenses of \$10,681,888. Federal and State revenues are projected to increase in FY2026 compared to past years due to the completion of the Bath-Highland VATI project. Local funding and use of money and property also increased. Of these projected revenues: \$522,393 is local funding, and \$3,840,953 is federal funding, driven by the scheduled completion of the Bath-Highland VATI project.

Budget Priorities

The focus of our budget is the long-term financial health of the CSPDC, operational effectiveness, and leveraging resources efficiently to grow the quality of services we provide to our local region.

The proposed budget uses approved negotiated fringe and indirect rates by the Department of the Interior of 57% and 47% respectively. This budget also provides some new strategies to keep our Indirect Rate lower in the future. With the approval of our auditors, we were able to move 50% of our auditing fees to programs which lowers our indirect cost pool. Our goal is to maintain a healthy 35%-45% indirect rate. In addition, we will allocate costs such as IT subscriptions to grant-funded programs in-order-to stabilize our indirect rate and maintain sustainable program funding across the fiscal year.

Expense Highlights

A 3% COLA and qualifying merit increases for staff are factored into Salary and Wages for the proposed budget. Consultants expenses include \$24,000 for a VRS Actuarial Study, and \$8,000 for the SERDI Agency Assessment. Meals have increased by \$5,000 due to the increased costs of hiring a new caterer for Commission meals. Additional expenses include IT equipment replacements, and a Sonic Wall.

The PDC has investment needs in office equipment, HVAC, furniture and other facility upgrades. The proposed budget increases Repairs and Maintenance by \$36,000, furniture by \$40,000, and Capital expenditures by \$125,491.

Revenue Highlights

The proposed budget provides \$10,0681,888 in revenues. These revenues consist of recurring funding and new initiatives. New initiatives in FY26 include the Goshen and Briery Branch CDBG projects, Water Supply Planning Assistance, Virginia Housing and GoVirginia Growth and Diversification Plan funding. \$4,363,346 of the proposed revenues are derived from the completion of the Bath-Highland VATI project. The CSPDC has secured an additional \$30,000 to complete the administration of this project.

While we cannot recognize the revenues in the FY26 budget yet, we could add approximately \$50,000 from pending grant awards for Emergency Operations Planning, Virginia Housing Development programming, Airport Feasibility Study administrative fees.

Challenges and Mitigations

The CSPDC has not received our annual grant from the Economic Development Administration (EDA). The program is a 50% matching grant with \$70,000 in federal funding each year. The proposed budget takes this loss of funds into consideration.

TABLE 1 – CONSOLIDATED FISCAL 2026 BUDGET

	FY 2024 ACTUAL	FY 2025 BUDGET	FY 2026 BUDGET
REVENUES			
FEDERAL FUNDING	\$ 4,298,451	\$ 3,776,527	\$ 6,932,343
STATE FUNDING	1,786,779	1,767,135	1,973,381
LOCAL FUNDING & SERVICES	995,204	1,153,597	1,584,137
USE OF MONEY & PROPERTY	188,141	136,800	192,026
OTHER INCOME	142,841	-	-
TOTAL REVENUES	\$ 7,411,416	\$ 6,834,059	\$ 10,681,888
EXPENSES			
WAGES AND BENEFITS	\$ 1,350,112	\$ 1,468,538	\$ 1,431,653
CONTRACTUAL SERVICES	2,847,718	3,129,923	3,198,581
PASS-THROUGH FUNDS	1,374,552	1,164,418	4,928,346
FUEL, TRAVEL, AND MEETINGS	415,514	600,975	492,368
COMMUNICATION SERVICES	27,408	36,692	32,484
PRINTING	12,144	23,559	17,516
OTHER EXPENSES	202,625	346,154	409,150
CAPITAL PURCHASES	977,371	22,800	135,291
PRINCIPAL AND INTEREST	40,200	41,000	36,500
TOTAL EXPENSES	\$ 7,247,644	\$ 6,834,059	\$ 10,681,888
OTHER FINANCING SOURCES (USES)			
ISSUANCE OF LEASES	\$ -	\$ -	\$ -
TRANSFERS IN		-	-
TRANSFERS OUT		-	
TOTAL OTHER FINANCING SOURCES (USES)	\$ -	\$ -	\$ -
NET INCOME/(NET LOSS)	\$ 163,772	\$ -	\$ -

TABLE 2 – WAGES AND BENEFITS

	FY 2024 ACTUAL	FY 2025 BUDGET	FY 2026 BUDGET
WAGES AND BENEFITS			
SALARIES AND WAGES	\$ 973,577	\$ 1,052,589	\$ 1,068,055
PAYOUT OF ACCRUED LEAVE	16,700	-	-
HEALTH INSURANCE	165,304	215,067	174,018
RETIREMENT PLANS	147,553	152,079	157,983
FICA AND MEDICARE TAXES	15,666	17,156	15,643
LIFE AND DISABILITY INSURANCE	25,937	26,228	10,754
UNEMPLOYMENT INSURANCE	409	3,564	3,326
WORKERS' COMP INSURANCE	702	1,854	1,874
OTHER	4,264	-	-
TOTAL WAGES AND BENEFITS	\$ 1,350,112	\$ 1,468,538	\$ 1,431,653

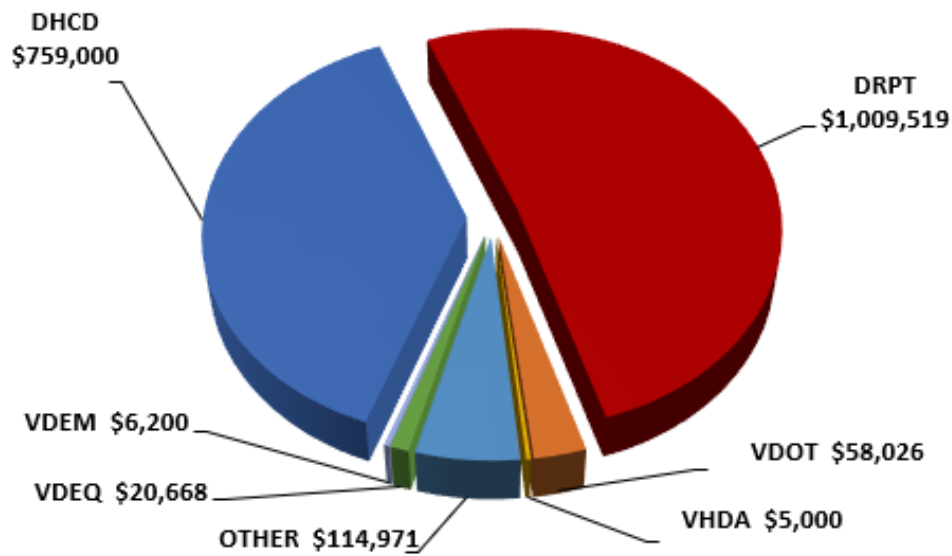
TABLE 3 – FY26 BUDGET BY GOVERNMENTAL FUND

SPECIAL REVENUE FUNDS							
	GENERAL FUND	ARC FUND	EDA FUND	HRMPO FUND	SAWMPO FUND	TRANSIT FUND	FY 2026 BUDGET
REVENUES							
FEDERAL FUNDING	\$ 4,027,302	\$ 65,700	\$ -	\$ 354,332	\$ 335,565	\$ 2,149,443	\$ 6,932,343
STATE FUNDING	1,017,839	-	-	44,292	41,946	869,305	1,973,381
LOCAL FUNDING & SERVICES	942,044	65,700	-	44,292	41,946	490,156	1,584,137
USE OF MONEY & PROPERTY	74,721	-	-	-	-	117,306	192,026
TOTAL REVENUES	\$ 6,061,906	\$ 131,400	\$ -	\$ 442,915	\$ 419,457	\$ 3,626,210	\$ 10,681,888
EXPENSES							
WAGES & BENEFITS	\$ 835,896	\$ 83,300	\$ -	\$ 139,595	\$ 154,830	\$ 218,032	\$ 1,431,653
CONTRACTED SERVICES	104,335	250	-	198,400	158,270	2,737,326	\$ 3,198,581
PASS-THROUGH FUNDS	4,928,346	-	-	-	-	-	\$ 4,928,346
TRAVEL & MEETINGS	45,973	6,900	-	10,988	9,850	418,657	\$ 492,368
COMMUNICATION & PRINTING	26,806	-	-	1,958	1,758	19,478	\$ 50,000
OTHER EXPENDITURES	400,551	1,800	-	26,367	21,980	130,243	\$ 580,941
INDIRECT CHARGES	(280,000)	39,150	-	65,608	72,768	102,474	\$ -
TOTAL EXPENSES	\$ 6,061,906	\$ 131,400	\$ -	\$ 442,915	\$ 419,457	\$ 3,626,210	\$ 10,681,888
NET INCOME/(LOSS)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

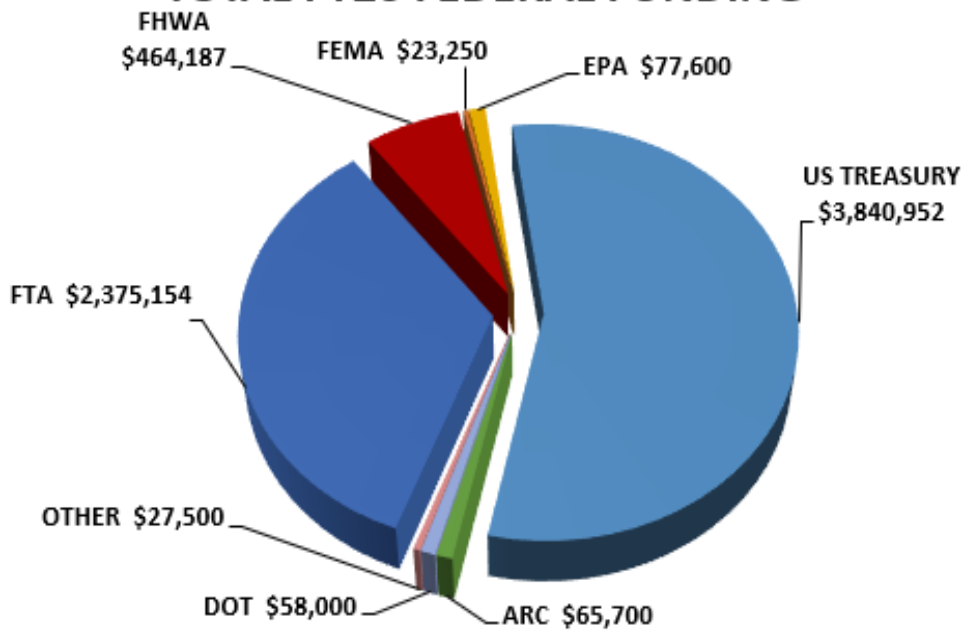
TABLE 4 – FY26 BUDGET BY CATEGORY

	LOCAL	EMERGENCY	ENVIRONMENTAL	ECONOMIC	TRANSPORTATION	ADMIN	
	LOCAL SERVICES	EMERGENCY SERVICES	ENVIRONMENTAL SERVICES	ECONOMIC SERVICES	TRANSPORTATION SERVICES	NON-PROGRAM	FY 2026 BUDGET
REVENUES							
FEDERAL FUNDING	\$ -	\$ 43,250	\$ 77,600	\$ 3,914,152	\$ 2,897,341	\$ -	\$ 6,932,343
STATE FUNDING	\$ -	\$ 6,200	\$ 20,668	\$ 764,000	\$ 1,067,542	114,971	1,973,381
LOCAL FUNDING & SERVICES	\$ 36,000	\$ 1,550	\$ 23,600	\$ 789,698	\$ 618,893	114,396	1,584,137
USE OF MONEY & PROPERTY	\$ -	\$ -	\$ -	\$ -	\$ 117,306	74,721	192,026
OTHER INCOME	\$ -	\$ -	\$ -	\$ -	\$ -	-	-
TOTAL REVENUES	\$ 36,000	\$ 51,000	\$ 121,868	\$ 5,467,851	\$ 4,701,082	\$ 304,088	\$ 10,681,888
EXPENSES							
WAGES & BENEFITS	\$ 24,092	\$ 34,554	\$ 55,758	\$ 343,837	\$ 614,709	\$ 358,704	\$ 1,431,653
CONTRACTED SERVICES	-	-	-	16,216	3,102,865	79,500	3,198,581
PASS-THROUGH FUNDS	-	-	20,000	4,908,346	-	-	4,928,346
TRAVEL & MEETINGS	431	150	2,150	14,603	443,432	31,602	492,368
COMMUNICATION & PRINTING	-	-	-	1,400	24,200	24,400	50,000
OTHER OPERATING EXPENDITURES	154	56	17,755	5,984	226,971	158,229	409,150
CAPITAL & OTHER ACTIVITIES	-	-	-	-	-	125,491	125,491
PRINCIPAL & INTEREST	-	-	-	-	-	46,300	46,300
INDIRECT COSTS	11,323	16,240	26,206	150,929	288,905	(493,602)	-
TOTAL EXPENSES	\$ 36,000	\$ 51,000	\$ 121,868	\$ 5,441,314	\$ 4,701,082	\$ 330,624	\$ 10,681,888
NET INCOME	\$ -	\$ -	\$ -	\$ 26,536	\$ -	\$ (26,536)	\$ -

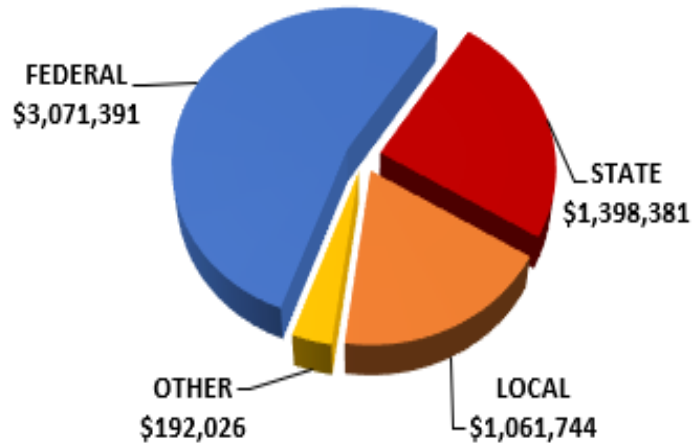
TOTAL FY26 STATE FUNDING



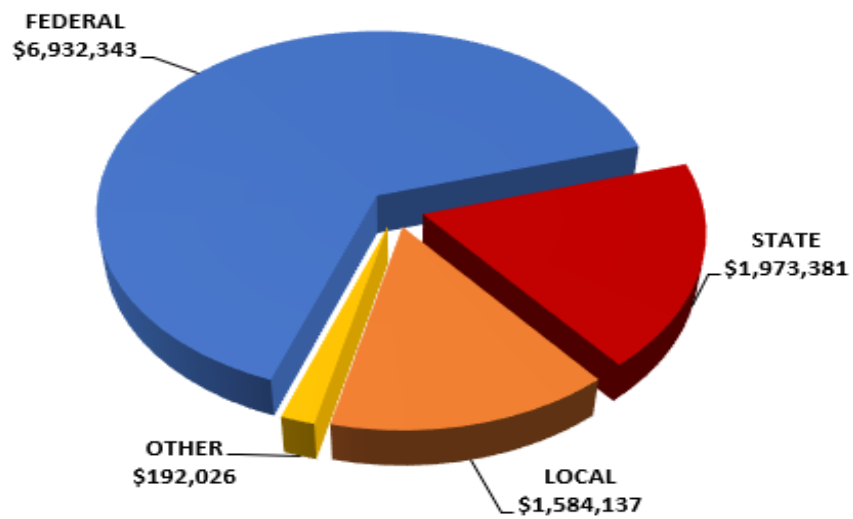
TOTAL FY26 FEDERAL FUNDING



TOTAL FY26 REVENUE MIX EXCLUDING PASS-THROUGH



TOTAL FY26 FUNDING INCLUDING PASS-THROUGH





RESOLUTION
APPROVING THE FISCAL YEAR 2026 BUDGET

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

WHEREAS, the Fiscal Year 2026 Budget was developed by the Executive Director and Finance Director in consultation with the Executive Committee; and

WHEREAS, the Central Shenandoah Planning District Commission Board of Commissioners approved a per capita dues rate of 84 cents for Fiscal Year 2026; and

WHEREAS, the recommended Fiscal Year 2026 Budget is balanced and provides for the basic operating needs of the agency and its members.

NOW, THEREFORE BE IT RESOLVED by the Central Shenandoah Planning District Board of Commissioners that it does hereby approve the recommended Fiscal Year 2026 Budget, effective July 1, 2025, a copy of which is attached hereto and incorporated by reference; and

BE IT FURTHER RESOLVED that:

1. The Executive Director is authorized to transfer funds between the various budget lines and sections and between the Administrative Section as appropriate and needed, provided same is performed in a manner consistent with statutory, grant and regulatory requirements and authorities, and does not increase or decrease the financial scope of the budget; and
2. The Executive Director is authorized to effect budgetary adjustments between the various budget line items within projects/grants as appropriate and needed, provided same is performed in a manner consistent with statutory, grant and regulatory requirements and authorities, and does not increase or decrease the financial scope of the project; and
3. Any increase or decrease in the financial scope of the Fiscal Year 2026 Budget shall be presented to the Board for its consideration for approval upon the recommendation of the Executive Director; and
4. Staffing levels for Fiscal Year 2026 are authorized at 14 employees, subject to funding availability and work demand. The Executive Director is authorized to fill/remove staff positions in accordance with the Fiscal Year 2026 Budget and in a manner consistent with statutory, grant and regulatory requirements and authorities, and
5. The Executive Director is authorized to make applications, enter into agreements, file annual certifications and assurances, execute contracts, terminate contracts or agreements, and file other documents as required by the funders of the grants administered during the fiscal year in a manner consistent with statutory, grant and regulatory requirements and authorities.

APPROVED ON THIS 16th DAY OF JUNE 2025.

ATTEST:

Frank Friedman, CSPDC Chairman

Kimberly Miller, Clerk to the Commission



June 9, 2025

MEMO TO: CSPDC Commissioners

FROM: Ann W. Cundy, Executive Director

SUBJECT: Board Memo #25-02
FY 2026 CSPDC Work Program

Executive Summary:

CSPDC staff is pleased to present an overview of our work program for FY26 to accompany the budget.

Our work falls into five Program Areas about which staff will share information at the June 16th meeting:

- Community & Economic Development
- Environmental Planning
- Housing
- Transportation
- Transit and Rideshare

We look forward to working with you and your staff, and our federal and state partners on these projects and programs in the coming year.



June 9, 2025

MEMO TO: CSPDC Commissioners

FROM: Ann W. Cundy, Executive Director

SUBJECT: Board Memo #25-03
Intergovernmental Reviews (IR)

Intergovernmental Reviews (IR) require no action and are for information purposes only:

- The Virginia Department of Environmental Quality (VDEQ) is seeking federal funds from the Environmental Protection Agency for FY26 funding for a work plan titled "VADEQ - FY22-25 Brownfields 128(a) BIL Supplemental - Amendment 3 Request." This work plan represents activities and commitments which will enhance or establish new programs and are not currently supported by current 128(a) funding. Total project cost is \$710,350, of which \$63,570 in federal funding is requested. This workplan is being updated to document all completed and ongoing activities that support effective use of the funds in support of DEQ's Voluntary Remediation Program (VRP) and Brownfields program.

One of the proposed work plan tasks is to complete site assessment and planning work for three to five sites throughout the Commonwealth. One of the prospective sites is the **Former Afton Mountain Hotel, Afton, Virginia (Augusta County)**.

- The scope includes Site Reuse Planning
- Augusta County, Virginia is working closely with their engineering consultant and property owner to address this highly visible property that is vacant and contributing to blight in the area. The cost to assess the property is significant and Augusta has had intermittent success in grant funding. Reuse planning will further support future funding requests and developer interest.
- Virginia DEQ has engaged with the West Virginia Technical Assistance to Brownfields (TAB) team to complete a funding resource roadmap to assist Augusta County, Virginia with identifying eligibility to future funding opportunities.

Comments on this application are being accepted through July 3, 2025. More information is available upon request from CSPDC.