



Minutes
Central Shenandoah Planning District Commission Meeting
112 MacTanly Place
Staunton, VA 24401
June 16, 2025, 7:00 p.m.

Attendance: 27

	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			✓	Kayla Dixon
✓	Frank Friedman, Chair				Others

*Virtual Participation by Zoom

Call To Order

The Commission meeting of June 16, 2025, 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 April 21, 2025. ***Minutes were approved unanimously.***

Chair's Report

Chair Friedman announced the results of the Executive Committee elections, noting that ballots had been tallied with three candidates definitively selected and five candidates tied for the final four positions. He distributed ballots to Commissioners for the tie-breaker vote, instructing them to select exactly four candidates or their ballot would not count. The ballots would be tallied and results announced later in the meeting.

Chair Friedman welcomed JMU intern and graduate assistant Kayla Dixon, who will be with the PDC through the summer and the next academic year for fiscal year 2026. Ms. Dixon introduced herself, sharing that she is from Northern Virginia and is happy to be interning at the CSPDC.

Chair Friedman announced that the I-81 Advisory Committee is scheduled to meet July 14th at Blue Ridge Community College, beginning at 3:00 p.m.

Chair Friedman noted that the Southeastern Regional Director's Institute (SERDI) agency assessment will take place from August through October. He stated that Commissioners may be asked to participate with the assessment by the Executive Director of SERDI.

Executive Director's Report

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

1. Annual Report

Ms. Cundy noted that with the fiscal year ending June 30th, staff are busy approving budgets, closing out the books, and reflecting on accomplishments over the past 12 months. She announced that the PDC is excited to bring back a printed Annual Report for FY25 and looks forward to sharing it with the Commission in late summer, noting that the last printed annual report covered fiscal year 2020.

2. Upcoming Audit & Staff Development

The PDC will host Brown and Edwards on site for the FY25 audit this summer, which the finance team has already prepared for extensively. The staff retreat will be held in August or early September and will focus on developing artificial intelligence knowledge and skills, and understanding AI policies the Executive Team is developing.

3. Agency Assessment with SERDI

Ms. Cundy referenced an Agency Assessment with the Southeastern Regional Director's Institute (SERDI) included in the FY26 budget. SERDI led the search process when she was hired, and Jim Youngquist is a Regional Commissions expert. His scope of work includes an online survey for the Commission, as well as focus groups in the subregions for Commissioners to share insights. He will present his findings at the October meeting. Ms. Cundy noted that the last time Mr. Youngquist conducted this assessment was in 2013, and the PDC has implemented many of his recommendations.

4. Housing Development Grant

Ms. Cundy announced exciting news that the PDC is one of a short list of PDCs receiving a second Housing Development Grant from Virginia Housing. The PDC will administer the grant over two years, sending a total of \$1.2 million to two affordable housing developments, one in Harrisonburg and one in Waynesboro.

5. Federal Funding Update

The PDC continues to follow developments with federal partner agencies. As reported earlier this year, the PDC has not received its annual grant from the Economic Development Administration (EDA). As an Economic Development District, the PDC usually receives \$70,000 each year from EDA, which is matched with \$70,000 from annual assessments. The FY26 budget was built with the assumption that the EDA grant will not be received this year. Ms. Cundy assured the Commission that the PDC still has the ability to work on economic development projects through

grants with the Appalachian Regional Commission and Southeast Crescent Regional Commission, though these programs provide less funding than EDA.

Treasurer's Report

Chair Friedman presented for consideration the Treasurer's Report. In Mr. Short's absence, Mr. Kern presented the Treasurer's Report for the period ending April 30, 2025. Mr. Kern reported that compared to last year, accounts receivable were lower by \$1.2 million and cash investments were up by \$1.1 million, indicating positive and healthy cash flow. Year to date revenues were higher than expenditures by approximately \$113,000, though this is subject to change at year end. He noted that if EDA is not funded for FY25, which also affects FY26, the PDC would use FY25 expenditures to offset the net gain in revenue. In summary, the PDC is financially healthy and looks forward to a positive year end. ***The Treasurer's Report was approved unanimously.***

Report on Executive Committee Elections

Chair Friedman presented the results of the Executive Committee elections. He reminded Commissioners that the Executive Committee consists of seven Commissioners, each from a different member jurisdiction, with current terms expiring June 30, 2025. The new three-year term begins July 1st. Of the 20 ballots mailed out the week after the last meeting, 14 were returned and counted.

The results of the 2025 Executive Committee elections are as follows, with these seven individuals serving on the Executive Committee:

- Chris Slaydon
- Rachel Salatin
- Pam Carter
- Sharon Angle
- Tyson Cooper
- Terry Short
- Frank Friedman

He stated that these seven newly elected Executive Committee members will choose officers at their first Executive Committee meeting, the date of which is to be determined. He thanked those who participated in the voting process.

Consideration of the FY 2026 Budget (BAF #25-06)

Chair Friedman presented the FY 2026 Budget for consideration. Mr. Kern provided a detailed presentation of the budget highlights and handed out a printed copy of the Budget.

Mr. Kern outlined the budget priorities, noting the goal to maintain a healthy indirect rate between 35 and 45%. While the FY26 indirect rate is 47%, he expressed hope it would return to lower levels in future years based on strategies being implemented, including sharing auditing expenses among programs and increasing programmatic hours while being more mindful of not charging hours to the administrative bucket.

Mr. Kern highlighted expense increases including a 3% cost of living adjustment for wages and benefits, \$25,000 for a VRS actuarial study, \$8,000 for the SERDI agency assessment, and a \$5,000 increase in meals due to hiring a new caterer. He noted significant capital and building improvement needs, budgeting \$125,567 in capital, furniture, and repair expenses, including replacing an HVAC unit installed in 1991 that is beyond its typical 15-year lifespan.

Regarding revenues, Mr. Kern reported total revenues of \$10,681,888, with \$4.3 million anticipated from completion of the Bath and Highland VATI project. He noted that the PDC was able to secure an additional \$30,000 for administering this project. New initiatives include the Goshen and Briery Branch CDBG projects, water supply planning assistance, Virginia Housing, and GoVirginia Growth and Diversification Plan funding.

Mr. Kern addressed the loss of the \$70,000 EDA matching grant, explaining that the budget was built knowing this funding would not be available. He noted that the PDC has other funds available and will continue important economic development work through different funding sources.

During discussion, Mr. Kern clarified that the PDC would maintain the \$70,000 local contribution previously used to match EDA funds, though it would no longer be matching federal dollars. Ms. Dent asked about potential threats to CDBG funding, to which Mr. Crute responded that he had not heard specific concerns about CDBG but acknowledged uncertainty around federal funding generally.

Mr. Kern explained that when excluding pass-through programs, the operating budget is approximately \$5.7 million, providing a more realistic picture of normal operations. He noted that both pass-through programs include administrative funding for the PDC.

Chair Friedman encouraged Commissioners to advocate with their legislators for PDC funding, emphasizing the excellent return on investment the PDC provides to the region.

Presentation slides attached to file minutes.

Ms. Wolfe-Garrison moved, seconded by Ms. Hensley, to approve the FY26 Budget as presented. The motion carried unanimously.

Discussion of the CSPDC FY26 Work Program (Board Memo #25-02)

Chair Friedman presented the CSPDC Work Program. Ms. Cundy introduced the work program presentation, explaining that staff would present information about their work in five main programming areas: Community & Economic Development, Environmental Planning, Housing, Transportation, and Transit and Rideshare.

Community & Economic Development: Elizabeth Goodloe, Community and Economic Development team member, presented on the team's work assisting 21 localities in economic development initiatives. She highlighted the update of the GoVirginia Region Growth and Diversification Plan, noting that the CSPDC and Northern Shenandoah Valley Regional Commission make up Region 8. Over the past six years, GoVirginia has invested \$3 million into Region 8, leading to 121 new jobs created, 330 businesses served, 491 workforce training credentials awarded, and 1,182 acres of industrial and commercial sites improved.

Ms. Goodloe described three projects funded through previous GoVirginia plans: the Shenandoah Valley Center for Advanced Learning's Go2Work program preparing students for manufacturing and transportation jobs; the Shenandoah Valley Airport's construction of water and sewer lines for their 58-acre aviation technology park; and work with The Advancement Foundation to adapt a former cigarette printing factory into the Virginia Innovation Accelerator in Buena Vista.

She noted that industrial revitalization is a theme of economic development work this year, with The Advancement Foundation (TAF) project completing in fall 2025 and the similar Stillwater Revitalization Project in Goshen completing in summer 2026.

Environmental Planning: Rachel Kinzer, working with Zach Beard on environmental programs, presented on the Watershed Implementation Plan (WIP) funded annually through DEQ to support Chesapeake Bay pollution reduction goals. Under this program, the PDC has a \$100,000 Watershed Wellness Grant to fund studies and projects including stormwater improvements, streambank stabilization, and tree plantings.

Ms. Kinzer reported that the PDC applied to the Community Flood Preparedness Fund through DCR to create a Regional Flood Resilience Plan identifying nature-based stormwater projects for nearly all localities. The PDC is also planning a workshop on karst and stormwater management.

She described work updating long-range plans to protect community infrastructure against natural disasters, including the Regional Hazard Mitigation Plan begun last summer and on track for completion by year's end, and coordination of Upper James and Shenandoah River Water Supply Plan updates mandated by DEQ with completion expected in 2029.

Housing: Philippe Bone, Regional Planner, presented housing-related initiatives. Following the February release of the Regional Housing Study, the PDC has been collaborating with locality staff and housing partners on the study's recommendations, including exploring a regional housing rehabilitation program and developing an online data and resources hub.

Mr. Bone reported that the PDC is wrapping up the Housing Development Program, having successfully closed out the Fairfax Hall project in Waynesboro and finalizing the Suter Street project with Central Valley Habitat for Humanity and the Greenhouse Village project with Rockbridge Area Habitat for Humanity, bringing six new affordable units to Harrisonburg and six to Rockbridge County.

He announced that the PDC was awarded \$1.2 million from Virginia Housing for the new Regional Housing Development Program, with only 7 out of 21 PDCs selected. This funding will support projects bringing 176 affordable rental units to the region for households earning 30-80% of Area Median Income, working with the Beverly J. Searles Foundation and Enterprise Community Development Partners.

Mr. Bone described continued support for first-time homebuyers through the Virginia Housing SPARC Program, with \$3.5 million in FY25 helping 12 first-time homebuyers secure reduced mortgage rates, and a requested \$4.5 million allocation for FY26.

Transportation: Zach Beard, Transportation Manager, presented on transportation planning conducted in both urbanized and rural areas. He noted that the CSPDC is the only PDC in the state staffing two MPOs: the Staunton-Augusta-Waynesboro MPO (SAWMPO) and the Harrisonburg-Rockingham MPO (HRMPO).

For short-range planning, Mr. Beard reported conducting site-specific studies working with engineers and VDOT to assess existing conditions and propose recommendations. Studies are planned for the City of Staunton and Rockingham County, with scopes still being refined. The PDC recently completed a study for Harrisonburg at the Port Republic Road, Peach Grove, and Neff Avenue intersection, with recommendations potentially advancing to the next round of SMART SCALE funding.

Other studies include work in Waynesboro at Rosser Avenue (which has the highest crash frequency rate in VDOT's Staunton construction district), Harrisonburg studies on Route 42 and Bond Street, and Rockingham County work on Route 259.

For long-range planning, Mr. Beard described updating the 25-year Long Range Transportation Plan for SAWMPO, to be approved in December. The plan identified 23 potential projects for future grant applications. The PDC is also updating the HRMPO travel demand model to project future travel patterns.

Garreth Bartholomew, Transportation Planner, presented the Rural Work Program, reporting visits to 12 counties, 2 cities, and 8 towns in the rural planning region. The PDC is working with the Town of Grottoes on their pedestrian and multimodal master plan to strategically position them for the 2027 Transportation Alternatives Program.

Mr. Bartholomew described quarterly Rural Transportation Technical Advisory Committee meetings alternating between in-person and virtual formats, with the next virtual meeting scheduled for the following Friday and the next in-person meeting in September highlighting Timberville's recently completed Transportation Alternatives sidewalk project.

When asked about Route 259, Mr. Bartholomew clarified the study covers from Singers Glen to the corporate limits of Broadway, focusing on roadway safety and congestion prevention through shoulder improvements.

Transit and Rideshare: Devon Thompson, Transit Program Manager, outlined both programmatic transit work and administrative compliance tasks for FY26. She described two major administrative tasks: an FTA Triennial Review examining recipient performance across 23 compliance areas, and procurement of a new turnkey services contract for BRITE operations.

Ms. Thompson explained that the current contract with Virginia Regional Transit expires June 30, 2026, requiring federally compliant procurement with a new contract in place by end of 2025. She noted the unique aspect of requiring contractors to provide a fleet of approximately 20 buses, which limits the number of capable bidders.

During discussion, Ms. Thompson confirmed that current contractors are eligible to apply in the competitive process, and that while there are some local providers, larger nationwide companies also provide turnkey services. She explained the fleet requirement was a wise early decision to avoid bus ownership.

While completing administrative tasks, the PDC will work to engage BRITE riders through various campaigns to increase ridership and will install bus shelters in three localities: Staunton, Augusta County, and Waynesboro.

Danielle Gannon, Transit Planner and TDM Coordinator, presented work on the Afton Express and rideshare program. For the Afton Express, the PDC is analyzing the schedule (created pre-COVID) with consultant support to align with employer start and end times, including UVA. Schedule changes are anticipated for fall implementation.

Ms. Gannon described transit marketing work through a project assistance grant beginning July 1st, including video advertisements, digital geofenced ads, and new photography. For the rideshare

program, the PDC will implement the strategic plan adopted earlier this year, beginning with recreating the rideshare website to be more functional and user-friendly, addressing the identified lack of name recognition and awareness.

Intergovernmental Reviews (Board Memo #25-03)

Chair Friedman presented Intergovernmental Reviews. Ms. Cundy explained that Virginia DEQ is seeking federal EPA funding for VADEQ FY22-25 Brownfields 128(a) BIL Supplemental - Amendment 3 Request, totaling \$710,350 with \$63,570 in federal funding requested to enhance the Voluntary Remediation Program and Brownfields program.

One proposed task involves site assessment and planning work for three to five sites throughout the Commonwealth. One site mentioned is located in our region - the former Afton Mountain Hotel in Augusta County. Ms. Cundy noted Augusta County's work with engineering consultants and property owners to address this vacant property contributing to area blight, and that Virginia DEQ has engaged West Virginia Technical Assistance to Brownfields team to complete a funding resource roadmap.

Chair Friedman asked about current property ownership, with Ms. Cundy confirming the Delaney family still owns the property. Comments on the VADEQ request are being accepted through July 3, 2025.

Other Business

There was no other business brought before the Commission.

Adjournment

There being no further business to come before the body, the Commission meeting was adjourned at 8:03 p.m.

Respectfully submitted,

A handwritten signature in blue ink that reads "Kimberly Miller". The signature is written in a cursive, flowing style.

Kimberly Miller, Commission Clerk