



December 8, 2025

TO: CSPDC Commissioners

FROM: Ann W. Cundy, Executive Director

SUBJECT: December 15, 2025, CSPDC Commission Meeting

The Central Shenandoah Planning District Commission (CSPDC) will hold a meeting on **Monday, December 15th, at 7:00 p.m., with dinner provided at 6:20 p.m.**

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### Meeting Agenda

1. Call to Order
2. Public Comment
3. Minutes of October 20, 2025, CSPDC Commission Meeting\*
4. Reports
  - a. Chairperson
  - b. Executive Director
  - c. Treasurer\*
5. Port of Virginia Update — *Chris Gullickson, Director, Development and Transportation Policy*
6. Consideration of FY25 Audit\* - *Megan Argenbright, CPA, Brown Edwards and Company* (Audit Report attached)
7. Consideration of Authorizing the Application for State and Local Aid for Rideshare (BAF #25-08)\*
8. Consideration of EDA Partnership Planning Assistance Grant Program (BAF #25-09)\*
9. Consideration of ARC Local Development District (LDD) Grant Program (BAF #25-10)\*
10. Consideration of 2026 Meeting Schedule (BAF #25-11)\*
11. Intergovernmental Reviews (Board Memo #25-08)
12. Other Business
13. Adjournment

\*Action Needed



**Minutes of the Full Commission**  
**Central Shenandoah Planning District Commission**  
**The Highland Center**  
**61 Highland Center Drive, Monterey, VA 24465**  
**October 20, 2025, 5:30 p.m.**

**Attendance: 31**

|   | <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>          | ✓ | Sallie Wolfe-Garrison     | ✓ | Jeremy Crute        |
| ✓ | Lynn Ellen Black            |   | Joel Hensley              | ✓ | Ann Cundy           |
|   | <b>City of Buena Vista</b>  | ✓ | Rachel Salatin            | ✓ | Danielle Gannon     |
|   | Tyson Cooper                | ✓ | Kim Sandum                | ✓ | Elizabeth Goodloe   |
|   | <b>City of Harrisonburg</b> |   | <b>City of Staunton</b>   | ✓ | Donnie Kern         |
| ✓ | Laura Dent                  | ✓ | Brad Arrowood             | ✓ | Rachel Kinzer       |
|   | Nasser Alsaadun             | ✓ | Sharon Angle              | ✓ | Paula Melester      |
| ✓ | Adam Fletcher               |   | <b>City of Waynesboro</b> | ✓ | Kimberly Miller     |
|   | <b>Highland County</b>      | ✓ | Terry Short               | ✓ | Rich Sagui          |
|   | Henry Budzinski             |   | Leslie Tate               | ✓ | Devon Thompson      |
|   | <b>City of Lexington</b>    |   |                           |   | <b>Others</b>       |
| ✓ | Frank Friedman, Chair       |   |                           | ✓ | Jay Garber          |
|   |                             |   |                           | ✓ | Jim Youngquist      |
|   |                             |   |                           | ✓ | Robin Sullenberger  |
|   |                             |   |                           | ✓ | Betty Mitchell      |
|   |                             |   |                           | ✓ | Jeri Botkin         |

**Call To Order**

The Commission meeting of October 20, 2025, was called to order at 5:38 p.m. by Chairperson, Frank Friedman.

**Special Highland County Welcome**

Chair Friedman welcomed attendees and introduced Mr. Robin Sullenberger, who provided remarks welcoming commissioners to Highland County and Monterey. Mr. Sullenberger reflected on his 30-year relationship with the Planning District Commission dating back to Bill Strider's tenure. He highlighted current Highland County initiatives including the ribbon cutting for the new state park on the eastern side of the county, ongoing work on the Highland Inn revitalization project supported by Virginia 250 funding, and the county's efforts to

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develop destination travel opportunities. Mr. Sullenberger noted that Highland County currently has a population of 2,200 with 14 graduates from the county high school last year, emphasizing the importance of economic development initiatives for the region.

Ms. Jeri Botkin, Highland County Administrator, welcomed attendees and encouraged them to visit the new state park, noting the beautiful Eagle's Nest Hike. Mr. Jay Garber, Mayor of Monterey, also welcomed commissioners to Highland County.

### **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 18, 2025. ***Minutes were approved unanimously.***

### **Chair's Report**

Chair Friedman reported on several items:

- Executive Committee held officer elections for the upcoming term:
  - Chair: Frank Friedman (continuing)
  - Vice Chair: Tyson Cooper, City of Buena Vista
  - Treasurer: Terry Short, City of Waynesboro (continuing)
  - Secretary: Rachel Salatin, Rockingham County
- Commissioner Responsibilities: Chair Friedman emphasized the importance of commissioners attending meetings and encouraged commissioners to report back to their elected officials about PDC activities and accomplishments. He noted the significant return on investment that the PDC provides to member jurisdictions.
- Commission Vacancies: Chair Friedman noted that some localities have vacancies and encouraged jurisdictions to appoint representatives to fill those positions.

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

Ms. Cundy reported on the following items:

1. **Staff Conference Activities:** Staff attended multiple conferences during the previous week:
  - Ms. Cundy attended the National Association of Development Organizations (NADO) conference in Salt Lake City, where she presented on a panel about transportation collaboration with colleagues from New Mexico and Kentucky, and learned about EDA reauthorization efforts.
  - Philippe Bone and Rachel Kinzer attended the Rural Planning Caucus at Mountain Lake, learning about emergency preparedness and housing rehabilitation work from Mount Rogers PDC.
  - Paula Melester and Zach Beard attended the Governor's Transportation Conference in Richmond, where Paula presented on a panel immediately following the Governor

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about the importance of transportation planning and funding programs in support of community and economic development.

**2. Upcoming Events:**

- Rockbridge-Lexington-Buena Vista Housing Symposium scheduled for October 21 at the Horse Center with 135 registered participants as of October 17.
- Highland Focus work to officially begin in coming months.

**3. Staff Development:** Danielle Gannon selected as a fellow with the Virginia Transit Leadership Institute, following in Devon Thompson's footsteps.

**4. Regional Floodplain Resiliency Plan:** Kickoff scheduled for October 24, funded by the state with assistance from the Berkeley Group. Upon completion, all regional jurisdictions will be eligible to apply for DCR's Community Floodplain Preparedness Fund (CFPPF) for stormwater and floodplain projects.

**5. Federal Shutdown Update:** Ms. Cundy addressed the ongoing federal shutdown, noting that the PDC is not directly affected at this time. Federal reimbursements were received in September before the shutdown began, and fund drawdown portals remain open. The PDC is hopeful the shutdown will end before the end of the calendar year when some grants turn over.

**Treasurer's Report**

Mr. Terry Short introduced the Treasurer's Report, highlighting the PDC's continued strong financial position. Mr. Donnie Kern provided the following details:

- Fund balances increased by \$144,841 as of August 31, 2025, due to year-to-date revenues exceeding expenses,
- Cash and investments increased by \$924,906, resulting from collection of annual general assessments, special assessments, and state transit funds for FY26,
- Deferred revenue increased by \$918,335 (expenses not yet incurred),
- Revenues of \$1,516,648 were realized for the period.

Mr. Kern noted that the FY25 audit showed "110% improvement over last year" according to Brown Edwards. The PDC had four audit adjustments in FY25, fewer than in FY24 and FY23. Approximately \$90,000 in revenues were moved from FY25 to FY26, contributing to higher-than-normal revenues for the current reporting period:

- Approximately \$40,000 from EDA that was not fully under contract as of June 30, 2025,
- Approximately \$50,000 in charges for services that became unavailable revenue due to accounts receivable being older than 60 days.

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The FY25 audit is scheduled to be completed and presented in December, pending Brown Edwards' receipt of a required Office of Management and Budget (OMB) compliance supplement needed to complete the single (federal grant) audit.

Chair Friedman encouraged Commissioners to share the positive financial news with their respective councils and boards of supervisors.

***Mr. Short moved, seconded by Ms. Hensley, to approve the Treasurer's Report as presented. The motion carried unanimously.***

**FY26 Electronic Meeting Policy Renewal (BAF #25-07)**

Chair Friedman presented the recommendation to approve the Virtual Meeting and Virtual Participation Policy for fiscal year 2026, reminding commissioners that while the policy is needed and helpful, it is always preferable to meet in person when possible.

Discussion followed regarding whether members participating virtually could count toward quorum. Ms. Cundy clarified that for in-person meetings, an in-person quorum must be physically assembled; however, the policy does not prevent virtual participants from voting. Mr. Terry Short and Ms. Cundy confirmed that members participating virtually due to disability or serving as caregivers would be counted toward the quorum as if physically present, per Virginia Code. Chair Friedman read from the policy document confirming this provision.

***Ms. Hensley moved, seconded by Mr. Short, to approve the Electronic Meeting policy for FY26 as presented. The motion carried unanimously.***

**Presentation: SERDI Agency Assessment by Jim Youngquist, SERDI Executive Director (Board Memo #25-06)**

Chair Friedman introduced Jim Youngquist, Executive Director of the Southeast Regional Directors Institute (SERDI), who presented the strategic assessment findings and draft recommendations.

Mr. Youngquist provided an overview of the assessment process, noting that nearly 100 people participated through online surveys and focus groups conducted across all jurisdictions in the region. This is CSPDC's second SERDI assessment, with the first conducted in 2015. Mr. Youngquist emphasized that the purpose of the assessment is to develop implementable strategies that will enable the CSPDC to be the most relevant and effective organization possible for its owners—the region's localities. He noted strong positive sentiment about the PDC across all participants and highlighted that CSPDC is unique in hosting two Metropolitan Planning Organizations (MPOs) and operating an urban transit system. Mr. Youngquist emphasized that these are draft recommendations subject to Board approval and modification.

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Participants expressed strong appreciation for the PDC's role as a regional convener and grant administrator, current staff enthusiasm and commitment, and the organization's evolution beyond the 1969 paradigm that created PDCs. However, concerns were raised about staff retention and compensation, need for additional capacity in certain areas, and desire for new initiatives beyond current services.

Mr. Youngquist emphasized that successful PDCs recognize they cannot depend solely on grants, noting that less than 20% of the PDC's budget comes from local government contributions. He suggested localities may need to pool resources to acquire desired services and staff expertise. He presented five draft recommendations for the Commission's consideration: (1) Build enhanced communication with member localities through annual work sessions in four geographic groupings to educate all elected officials about PDC ownership and services; (2) Ensure competitive employment packages through a comparative salary and benefits survey; (3) Expand staff capacity in identified areas including housing coordination, grant inventory and writing, natural resources/emergency management, and transportation/economic development; (4) Develop a regional economic development approach focusing on transportation, housing, and childcare by updating the CEDS by 2027; and (5) Explore creation of a regional GIS resource center for water, sewer, and infrastructure data for localities lacking their own systems.

During discussion, Commissioner Julia Hensley asked about the type of regional GIS system envisioned and whether data would be publicly accessible or restricted. Mr. Youngquist responded that a committee would need to determine specific details, suggesting it would not be open to the public and that the committee should lean on existing GIS professionals for guidance on implementation.

Mr. Youngquist concluded by noting that the assessment reveals a high-performing organization at a critical juncture. CSPDC's core competencies in grant administration and regional convening are widely valued, but systemic challenges in staff retention and capacity threaten long-term effectiveness. Success depends on strong board leadership, genuine staff engagement, and renewed commitment from member localities.

Chair Friedman thanked Mr. Youngquist and noted that the Executive Committee and staff would work with the report in coming quarters, bringing recommendations back to the full Commission with implementation timelines, with some items planned for 2026, some for 2027, and some on an annual basis.

#### **FY 2025 Investments in the Region Report (Board Memo #25-07)**

Chair Friedman presented the FY 2025 Investments in the Region Report for informational purposes, encouraging commissioners to share the report with elected officials and local newspapers. He highlighted the significant return on investment, noting that for every \$1 in local dues, the CSPDC leveraged over \$73 in state and federal funds over the four-year reporting period. He noted that transportation investments totaled \$42 million.

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**Other Business**

Chair Friedman congratulated Donnie Kern on the birth of his son, Cade, on September 29, 2025. There was no other business to come before the Commission.

**Adjournment**

The meeting was adjourned at 6:35 p.m. to dinner.

Respectfully submitted,



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Kimberly Miller, Commission Clerk



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December 8, 2025

**TO:** CSPDC Commissioners

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

**SUBJECT:** Preliminary October 31, 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 October 31, 2025. The PDC had a cash and investments increase of \$874,796, a result of collecting annual general assessments, special assessments and state transit funds for use in FY26.

On the Balance Sheet, you may note that the change in cash and Investments exceed the change in deferred revenue for the period due to the immediate expensing of locality ARPA funds for the Bath Highland VATI project in order for the two localities to spend down their ARPA funds prior to the federal deadline.

**Statement of Revenues and Expenditures-All Funds-Preliminary**

The Statement of Revenues and Expenditures (see page 3) provide an overview of actual and budgeted revenues and expenses as of October 31, 2025. Revenues of \$2,800,793 were realized for the period, exceeding expenses by \$226,261.

**Statement of Revenues and Expenditures-By Fund-Preliminary**

The revenues and expenditures by fund are presented for the period ending October 31, 2025 (see page 4).



**CENTRAL SHENANDOAH PLANNING DISTRICT COMMISSION**  
**BALANCE SHEET: GOVERNMENTAL FUNDS**

|                                            | 10/31/25            | 06/30/25            | \$ Δ              |
|--------------------------------------------|---------------------|---------------------|-------------------|
| <b>ASSETS</b>                              |                     |                     |                   |
| CASH AND INVESTMENTS                       | \$ 4,847,538        | \$ 3,972,742        | \$ 874,796        |
| ACCOUNTS RECEIVABLE                        | 1,212,291           | 1,185,330           | 26,961            |
| PREPAID EXPENSES                           | 58,619              | 47,003              | 11,617            |
| <b>TOTAL ASSETS</b>                        | <b>\$ 6,118,449</b> | <b>\$ 5,205,075</b> | <b>\$ 913,374</b> |
| <b>LIABILITIES</b>                         |                     |                     |                   |
| ACCOUNTS PAYABLE                           | \$ 623,996          | \$ 285,513          | \$ 338,484        |
| ACCRUED PAYROLL AND RELATED LIABILITIES    | 39,955              | 46,114              | (6,159)           |
| DEFERRED REVENUE                           | 3,495,955           | 3,060,139           | 435,816           |
| <b>TOTAL LIABILITIES</b>                   | <b>\$ 4,159,906</b> | <b>\$ 3,391,765</b> | <b>\$ 768,141</b> |
| <b>FUND BALANCES</b>                       |                     |                     |                   |
| RESTRICTED AND COMMITTED FUNDS             | \$ 660,028          | \$ 690,420          | \$ (30,392)       |
| OTHER RESOURCES                            | 1,379,543           | 1,122,890           | 256,653           |
| <b>TOTAL FUND BALANCES</b>                 | <b>\$ 2,039,571</b> | <b>\$ 1,813,310</b> | <b>\$ 226,261</b> |
| <b>TOTAL LIABILITIES AND FUND BALANCES</b> | <b>\$ 6,199,476</b> | <b>\$ 5,205,075</b> | <b>\$ 994,402</b> |

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

|                                      | <b>FISCAL YTD<br/>10/31/25</b> | <b>FY26 BUDGET</b>   | <b>BUDGET<br/>REMAINING</b> |
|--------------------------------------|--------------------------------|----------------------|-----------------------------|
| <b>REVENUES</b>                      |                                |                      |                             |
| FEDERAL FUNDING                      | \$ 1,446,186                   | \$ 6,932,343         | \$ 5,486,157                |
| STATE FUNDING                        | 717,546                        | 1,973,381            | 1,255,835                   |
| LOCAL FUNDING & SERVICES             | 556,082                        | 1,584,137            | 1,028,055                   |
| MISCELLANEOUS INCOME                 | 80,979                         | 192,026              | 111,047                     |
| <b>TOTAL REVENUES</b>                | <b>\$ 2,800,793</b>            | <b>\$ 10,681,887</b> | <b>\$ 7,881,094</b>         |
| <b>EXPENDITURES</b>                  |                                |                      |                             |
| WAGES & BENEFITS                     | \$ 432,036                     | \$ 1,431,653         | \$ 999,617                  |
| CONTRACTED SERVICES                  | 1,104,338                      | 3,198,581            | 2,094,243                   |
| TRAVEL & MEETINGS                    | 146,701                        | 492,368              | 345,667                     |
| COMMUNICATION SERVICES & PRINTING    | 14,761                         | 50,000               | 35,239                      |
| OTHER OPERATING EXPENSES             | 34,244                         | 445,650              | 411,406                     |
| CAPITAL PURCHASES & OTHER ACTIVITIES | 36,975                         | 135,291              | 98,316                      |
| PASS-THROUGH FUNDS                   | 805,477                        | 4,928,344            | 4,122,867                   |
| <b>TOTAL EXPENDITURES</b>            | <b>\$ 2,574,532</b>            | <b>\$ 10,681,887</b> | <b>\$ 8,107,355</b>         |
| <b>NET CHANGE IN FUND BALANCES</b>   | <b>\$ 226,261</b>              | <b>\$ -</b>          | <b>\$ (226,261)</b>         |

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

|                             | FISCAL YTD<br>10/31/25 | FY26 BUDGET<br>GENERAL<br>FUND | FY26 BUDGET<br>REMAINING | FISCAL YTD<br>10/31/25 | FY26 BUDGET<br>ARC<br>FUND | FY26 BUDGET<br>REMAINING | FISCAL YTD<br>10/31/25 | FY26 BUDGET<br>EDA<br>FUND | FY26 BUDGET<br>REMAINING | FISCAL YTD<br>10/31/25 | FY26 BUDGET<br>HRMPO<br>FUND | FY26 BUDGET<br>REMAINING | FISCAL YTD<br>10/31/25 | FY26 BUDGET<br>SAWMPO<br>FUND | FY26 BUDGET<br>REMAINING | FISCAL YTD<br>10/31/25 | FY26 BUDGET<br>TRANSIT<br>FUND | FY26 BUDGET<br>REMAINING |
|-----------------------------|------------------------|--------------------------------|--------------------------|------------------------|----------------------------|--------------------------|------------------------|----------------------------|--------------------------|------------------------|------------------------------|--------------------------|------------------------|-------------------------------|--------------------------|------------------------|--------------------------------|--------------------------|
| <b>REVENUES</b>             |                        |                                |                          |                        |                            |                          |                        |                            |                          |                        |                              |                          |                        |                               |                          |                        |                                |                          |
| FEDERAL FUNDING             | \$ 445,509             | \$4,027,302                    | \$ 3,581,794             | \$ 36,490              | \$ 65,700                  | \$ 29,210                | \$ 65,323              | \$ -                       | \$ (65,323)              | \$ 53,936              | \$ 354,332                   | \$ 300,396               | \$ 90,517              | \$ 335,565                    | \$ 245,048               | \$ 754,410             | \$ 2,149,443                   | \$ 1,395,033             |
| STATE FUNDING               | 262,633                | 1,017,839                      | 755,206                  |                        | -                          | -                        |                        |                            | -                        | 6,742                  | 44,292                       | 37,550                   | 11,315                 | 41,946                        | 30,631                   | 436,856                | 869,305                        | 432,449                  |
| LOCAL FUNDING & SERVICES    | 424,147                | 942,044                        | 517,897                  | 36,490                 | 65,700                     | 29,210                   | 19,138                 | -                          | (19,138)                 | 6,742                  | 44,292                       | 37,550                   | 11,315                 | 41,946                        | 30,631                   | 58,250                 | 490,156                        | 431,906                  |
| USE OF MONEY & PROPERTY     | 40,792                 | 74,721                         | 33,929                   |                        | -                          | -                        |                        |                            | -                        |                        | -                            | -                        |                        | -                             | -                        | 40,188                 | 117,306                        | 77,118                   |
| OTHER INCOME                |                        | -                              | -                        |                        | -                          | -                        |                        |                            | -                        |                        | -                            | -                        |                        | -                             | -                        |                        | -                              | -                        |
| TOTAL REVENUES              | \$ 1,173,081           | \$ 6,061,906                   | \$ 4,888,825             | \$ 72,981              | \$ 131,400                 | \$ 58,419                | \$ 84,461              | \$ -                       | \$ (84,461)              | \$ 67,420              | \$ 442,915                   | \$ 375,495               | \$ 113,147             | \$ 419,457                    | \$ 306,310               | \$ 1,289,704           | \$ 3,626,210                   | \$ 2,336,506             |
| <b>EXPENSES</b>             |                        |                                |                          |                        |                            |                          |                        |                            |                          |                        |                              |                          |                        |                               |                          |                        |                                |                          |
| WAGES & BENEFITS            | \$ 167,428             | \$ 835,896                     | \$ 668,468               | \$ 45,825              | \$ 83,300                  | \$ 37,475                | \$ 29,214              | \$ -                       | \$ (29,214)              | \$ 39,000              | \$ 139,595                   | \$ 100,595               | \$ 48,801              | \$ 154,830                    | \$ 106,029               | \$ 101,768             | \$ 218,032                     | \$ 116,264               |
| CONTRACTED SERVICES         | 50,144                 | 104,335                        | 54,191                   | 180                    | 250                        | 70                       | 163                    | -                          | (163)                    | 5,409                  | 198,400                      | 192,991                  | 36,988                 | 158,270                       | 121,282                  | 1,011,453              | 2,737,326                      | 1,725,873                |
| TRAVEL & MEETINGS           | 11,808                 | 45,973                         | 34,165                   | 4,067                  | 6,900                      | 2,833                    | 1,443                  | -                          | (1,443)                  | 1,966                  | 10,988                       | 9,022                    | 1,778                  | 9,850                         | 8,072                    | 125,639                | 418,657                        | 293,018                  |
| COMMUNICATION & PRINTING    | 10,452                 | 26,806                         | 16,354                   | 121                    | -                          | (121)                    |                        |                            | -                        | -                      | 1,958                        | 1,958                    | 8                      | 1,758                         | 1,750                    | 4,180                  | 19,478                         | 15,298                   |
| OTHER EXPENDITURES          | 46,082                 | 400,551                        | 354,469                  | 1,250                  | 1,800                      | 550                      | 39,910                 | -                          | (39,910)                 | 2,715                  | 26,367                       | 23,652                   | 2,635                  | 21,980                        | 19,345                   | (21,373)               | 130,243                        | 151,616                  |
| INDIRECT CHARGES            | (124,366)              | (280,000)                      | (155,634)                | 21,538                 | 39,150                     | 17,612                   | 13,731                 | -                          | (13,731)                 | 18,330                 | 65,608                       | 47,278                   | 22,937                 | 72,768                        | 49,832                   | 47,831                 | 102,474                        | 54,643                   |
| PASS-THROUGH FUNDS          | 805,476                | 4,928,345                      | 4,122,869                |                        |                            | -                        |                        |                            | -                        |                        | -                            | -                        |                        |                               | -                        |                        |                                | -                        |
| TOTAL EXPENSES              | \$ 967,025             | \$ 6,061,906                   | \$ 5,094,881             | \$ 72,981              | \$ 131,400                 | \$ 58,419                | \$ 84,461              | \$ -                       | \$ (84,461)              | \$ 67,420              | \$ 442,916                   | \$ 375,496               | \$ 113,147             | \$ 419,457                    | \$ 306,310               | \$ 1,269,499           | \$ 3,626,210                   | \$ 2,356,711             |
| NET CHANGE IN FUND BALANCES | \$ 206,056             | \$ -                           |                          | \$ -                   | \$ -                       |                          | \$ -                   | \$ -                       |                          | \$ -                   | \$ -                         |                          | \$ -                   | \$ -                          |                          | \$ 20,205              | \$ -                           |                          |



December 8, 2025

**TO:** CSPDC Commissioners

**FROM:** Ann Cundy, Executive Director

**SUBJECT:** Board Action Form #25-08  
Resolution Authorizing the Application for State and Local Aid for Rideshare

**Recommendation**

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

**Executive Summary**

The Central Shenandoah Planning District Commission recognizes the following cost share for the Central Shenandoah Rideshare Program FY27 grant application.

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

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

**Attachment**

Rideshare Resolution



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

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

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

Adopted by the CSPDC this 15th day of December 2025.

APPROVED:

ATTEST:

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Frank Friedman  
CSPDC Chairman

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Kimberly Miller  
Clerk of the Commission



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December 8, 2025

**TO:** CSPDC Commissioners

**FROM:** Ann Cundy, Executive Director

**SUBJECT:** Board Action Form #25-09  
Economic Development Administration (EDA) Partnership  
Planning Assistance Grant Program

**Recommendation**

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

**Executive Summary**

The CSPDC is applying for the 2026 Economic Development Administration (EDA) Partnership Planning Assistance Grant Program. The application request is for \$70,000 to be used during the period of January 1, 2026, through December 31, 2026. Grant funds will be matched with \$70,000 in local funds. Local dollars are available through our annual membership assessments for matching purposes. Major work elements include maintaining and updating the Comprehensive Economic Development Strategy, updating the Regional Data Center, developing various economic development related statistical reports, supporting locality staff with project development and grant applications as requested, etc.



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December 8, 2025

**TO:** CSPDC Commissioners

**FROM:** Ann Cundy, Executive Director

**SUBJECT:** Board Action Form #25-10  
Appalachian Regional Commission (ARC) Local Development District (LDD)  
Grant Program

**Recommendation**

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

**Executive Summary**

The CSPDC is applying for the 2026 Appalachian Regional Commission (ARC) Local Development District (LDD) Administrative Grant Program. The application request is expected to be for \$104,496 in total funding, to be used during the period of January 1, 2026, through December 31, 2026. Grant funds will be matched with approximately \$52,248 in local funds. Local match is shared equally among five ARC communities: Bath, Highland and Rockbridge counties, and the cities of Buena Vista and Lexington. Major work elements include planning and technical assistance to the ARC communities, including the towns of Glasgow, Goshen, and Monterey.



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December 8, 2025

**TO:** CSPDC Commissioners

**FROM:** Ann Cundy, Executive Director

**SUBJECT:** Board Action Form #25-11  
CSPDC 2026 Meeting Schedule

**Recommendation**

Approve the recommended 2026 Full Commission Meeting Schedule. If a meeting is needed outside this schedule, authorize the Executive Director to schedule a special meeting.

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

Based on the 2024 amendment to Virginia's FOIA law, the CSPDC is eligible to hold up to 50% of meetings virtually each year. The CSPDC concurred with scheduling an all-virtual meeting in February, and using the remaining virtual meetings to be utilized as needed with proper notification. The 2026 meeting dates are Monday, February 9 (virtual), Monday, April 20, Monday, June 15, Monday, August 17\*, Monday, October 19, and Monday, December 14.

Meetings of the Executive Committee will be scheduled as needed throughout the year. All Commissioners will receive notification and meeting materials when an Executive Committee meeting is scheduled.

All meetings of the Full Commission and Executive Committee are open to the public and virtual participation will be arranged if requested (see Virtual Meeting and Virtual Participation Policy).

\*Central Shenandoah Development Corporation annual meeting following regular meeting





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December 8, 2025

**MEMO TO:** CSPDC Commissioners

**FROM:** Ann W. Cundy, Executive Director

**SUBJECT:** Board Memo #25-08  
Intergovernmental Reviews

Intergovernmental Reviews (IR) require no action and are for information purposes only. More information is available upon request from CSPDC.

1. The Virginia Department of Environmental Quality (DEQ) sought public comment on a draft wastewater discharge permit for Massanutten Water and Sewer Authority's treatment plant in McGaheysville, Rockingham County (Permit #VA0024732). The facility proposes to discharge treated wastewater into Quail Run in the South Fork Shenandoah River watershed. The public comment period was November 5 to December 5, 2025.
2. The Virginia Department of Environmental Quality (DEQ) sought public comment on a draft wastewater discharge permit for Black Rock Mobile Home Park LLC's treatment plant in Grottoes, Rockingham County (Permit #VA0088986). The facility proposes to discharge treated wastewater into South River in the South River-Paine Run watershed. The public comment period was November 6 to December 8, 2025.
3. The Virginia Department of Environmental Quality (DEQ) is seeking public comment on a draft wastewater discharge permit for Woodlawn Village, L.L.C.'s Mobile Home Park treatment plant near Hermitage in Augusta County (Permit #VA0089061). The facility proposes to discharge treated wastewater into Long Meadow Run in the Meadow Run watershed. The public comment period is November 26 to December 26, 2025.
4. The Virginia Department of Environmental Quality (DEQ) is seeking public comment on a draft wastewater discharge permit for Camp Overlook Inc.'s treatment plant in Keezletown, Rockingham County (Permit #VA0083305). The facility proposes to discharge treated wastewater into Mountain Run in the Smith Creek-Mountain Run watershed. The public comment period is December 9, 2025, to January 8, 2026.