



January 27, 2025

MEMO TO: CSPDC Commissioners

FROM: Ann W. Cundy, Executive Director

SUBJECT: February 3, 2025, CSPDC Commission Meeting

The Central Shenandoah Planning District Commission (CSPDC) will hold a meeting on **Monday, February 3rd, at 6:00 p.m. VIA ZOOM**. Please contact Kimberly Miller (kimberly@cspdc.org) to let us know if you will be able to attend.

AGENDA

1. Call to Order
2. Public Comment
3. Minutes of December 16, 2024, CSPDC Commission Meeting*
4. Reports
 - a. Chairperson
 - b. Executive Director
 - c. Treasurer*
5. Consideration of Commuter Assistance Program Strategic Plan (BAF #25-01)*
6. Consideration of CSPDC Regional Housing Study Acceptance (BAF #25-02)*
7. Presentation: *Investments in the Region*
8. Other Business
9. Adjournment

*Action Needed

Next CSPDC Commission Meeting: Monday, April 21, 2025, at the CSPDC Office.



Minutes
Central Shenandoah Planning District Commission Meeting
Virtual Meeting by Zoom
February 3, 2025, 6:00 p.m.

Attendance: 30

	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			✓	Andy Zipser

Call To Order

The Commission meeting of February 3, 2025, was called to order on Zoom at 6:00 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 December 16, 2024. There being no comments or objections, the minutes were approved unanimously.

Chair's Report

Chair Friedman welcomed new Commissioners, Ms. Sallie Wolfe-Garrison, representing Rockingham County, Mr. Nasser Alsaadun, representing the City of Harrisonburg, and Mr. Brad Arrowood, representing the City of Staunton.

Chair Friedman mentioned that the Executive Committee three-year terms expire at the end of June. As outlined in the Commission Bylaws, an election will be held by mail to elect the members of the Executive Committee from nominees identified by each locality. The newly elected Executive Committee will begin their new three-year term effective on July 1st. Chair Friedman asked Commissioners to watch for the ballot to be mailed in April and return it quickly to ensure a timely

election process. Ms. Cundy affirmed the summary and mentioned the importance of the Executive Committee in managing tasks between the Commission meetings.

Executive Director's Report

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

1. Grant Applications: Staff assisted the Town of Bridgewater and the City of Staunton with BUILD (formerly RAISE) grant applications that would bring \$20,155,445 in infrastructure investments to the region.
2. Transit Grants: The transit team submitted eight grants totaling \$2,506,710 for the BRITE and Afton Express buses for FY26. These funds will cover operating expenses for the system, purchase new bus shelters, fund marketing campaigns for Afton Express, and support staff with the procurement of a new contracted service provider to begin July 1, 2026.
3. Public Engagement: The CSPDC launched a new Social Pinpoint public engagement website for sharing the Regional Housing Study and upcoming implementation opportunities. A unique page for the SAWMPO 2050 Long Range Transportation Plan will be added soon.
4. SMART SCALE Projects: Ms. Cundy reported that VDOT staff presented a recommended funding scenario to the CTB in January that included four significant projects in the region:
 - SAWMPO:
 - Waynesboro Transit Access Project (City of Waynesboro): \$2.6 million
 - Route 256/I-81 Interchange: Three Lane Bridge (Augusta County): \$19.4 million
 - HRMPO:
 - Mt. Clinton Pike Corridor Safety (City of Harrisonburg): \$12.3 million
 - Port Republic Road at I-81 Exit 245 (Harrisonburg-Rockingham MPO): \$10.5 million
5. Federal Grants Freeze: Ms. Cundy reported that staff are monitoring the situation and staying in close contact with state and federal agency staff, as well as staff from Senator Warner's office. She noted that CSPDC has adequate cash reserves to weather a 90-day pause if it were to be reinstated.

Treasurer's Report

Chair Friedman presented for consideration the Treasurer's Report. The Treasurer, Mr. Short asked Mr. Kern to provide a report of the Financial Statements as of October 31, 2024. Mr. Kern noted that the CSPDC has had a strong start to the fiscal year. He noted a loss of revenue of \$27,000 that is due to programs to which the PDC has been unable to recognize revenues due to the timing of invoices against grants. Mr. Kern mentioned that the budget amounts were updated to incorporate additional Lewis Street Hub funding, and the PDC will begin working on its FY 26 budget in February.

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

Consideration of Commuter Assistance Program Strategic Plan (BAF #25-01)

Chair Friedman presented the Commuter Assistance Program Strategic Plan. Ms. Gannon presented information regarding the plan, noting it is a DRPT requirement for agencies to receive funding. The plan was previously presented to the Board of Commissioners in December.

Ms. Tate moved, seconded by Ms. Hensley, to approve the Commuter Assistance Program Strategic Plan. The motion carried unanimously.

Consideration of CSPDC Regional Housing Study Acceptance (BAF #25-02)

Chair Friedman presented the Regional Housing Study. Mr. Crute presented the region's first comprehensive housing study, developed with the Virginia Center for Housing Research and Housing for Virginia through a \$100,000 community impact grant. The study includes data profiles for each subregion, actionable housing strategies for local communities, and two reports: a consumer report summarizing key findings and a technical report with detailed analysis.

Mr. Crute announced that a webinar is scheduled for February 26th at 11:00 a.m. to present detailed findings. He offered to present specific findings to individual localities upon request.

Chair Friedman presented the Regional Housing Study. Mr. Crute presented the region's first comprehensive housing study, noting this stemmed from needs expressed by many localities to better quantify housing issues and receive guidance to inform policy decisions. The study was funded through a \$100,000 community impact grant from Virginia Housing, which enabled the CSPDC to engage the Virginia Center for Housing Research and Housing for Virginia as consultants.

Mr. Crute explained that the study was divided into two main phases: the first created data profiles for each subregion by analyzing housing data and engaging with stakeholders to understand housing issues facing localities; the second phase developed actionable housing strategies identifying proactive next steps for both the region and local communities to address identified housing issues. He noted that the findings and recommendations were published in two separate but interrelated reports: 1) a consumer report summarizing key findings and recommended strategies, and 2) a technical report providing more detailed analysis and action steps. Both reports are now available on the new CSPDC Connect website powered by Social Pinpoint.

Mr. Crute announced that a webinar is scheduled for February 26th at 11:00 a.m. to present detailed findings, featuring Mel Jones and Jonathan Knopf from the consultant team and a representative from Virginia Housing. In response to a question from Chair Friedman, Mr. Crute clarified that the webinar would provide an overview of the data and regional housing strategies, though time constraints would prevent detailed discussion of strategies for all 21 localities. He offered to present specific findings to individual localities upon request, including presentations to town councils, boards of supervisors, or other interested groups.

Mr. Crute confirmed that the webinar recording would be made available on the CSPDC Connect website. He expressed hope that the study would serve as a useful resource to empower communities to tackle housing issues, improving residents' lives and strengthening local economies. Staff recommended Commission acceptance of the regional housing study as presented.

Mr. Short moved, seconded by Mr. Arrowood, to accept the Regional Housing Study. The motion carried unanimously.

Presentation: Investments in the Region

Chair Friedman presented the Investments in the Region presentation and introduced Ms. Rachel Kinzer. Ms. Kinzer presented the annual Investments in the Region Report, noting that the full report would be linked in the Zoom chat for commissioners to review. She explained that each year the CSPDC compiles this report to assess the Commission's impact on the region and track progress in securing state and federal investments. The report spans the last four fiscal years, accounting for the total amount of external funding the CSPDC has brought to the area, broken down by program area and subregion.

Ms. Kinzer reported that since the beginning of the 2021 fiscal year, the CSPDC has helped bring in more than \$93 million in outside investments, including \$35.5 million in the past year alone. This represents a return of \$98 in state and federal funds for every dollar received in local assessments over the last four years, which is the highest return since the CSPDC began tracking investments in 2010. She highlighted that a significant portion of the increase in funding is due to Smart Scale, which helped fund several large transportation projects in the Harrisonburg-Rockingham area in the 2024 fiscal year. From the programmatic breakdown presented, Ms. Kinzer noted that:

- 74% of the total investments over the past four years have been dedicated to transportation and transit projects
- Nearly 20% of the funding has gone toward economic and community development, including:
 - A \$2 million grant from the Department of Homeland Security for emergency communication equipment in Bath County
 - Close to \$2 million for the renovation of the Virginia Innovation Accelerator in Buena Vista
- The remaining 6% of total investments have been directed toward environmental and disaster mitigation efforts and housing-related projects.

Ms. Kinzer concluded by expressing that the CSPDC is excited to continue serving localities and leveraging more external funding in the years ahead.

Mr. Budzinski noted that the \$2 million communications grant for Bath County is a joint venture with Highland County and includes collaboration with Pendleton and Pocahontas counties in West Virginia.

Other Business

Chair Friedman asked if there was any other business.

Adjournment

There being no further business to come before the body, the Commission meeting was adjourned at 6:33 p.m.

Respectfully submitted,



Kimberly Miller, Commission Clerk



April 14, 2025

MEMO TO: CSPDC Commissioners

FROM: Ann W. Cundy, Executive Director

SUBJECT: April 21, 2025, CSPDC Commission Meeting

The Central Shenandoah Planning District Commission (CSPDC) will hold a meeting on **Monday, April 21st, at 7:00 p.m., with dinner provided at 6:30 p.m.** Please contact Kimberly Miller (kimberly@cspdc.org) to let us know if you will be able to attend.

AGENDA

1. Call to Order
2. Public Comment
3. Minutes of February 3, 2025, CSPDC Commission Meeting*
4. Reports
 - a. Chairperson
 - b. Executive Director
 - c. Treasurer*
5. Consideration of Water Supply Planning Assistance Grant Applications (BAF 25-03)*
6. Consideration of BRITE Public Transit Safety Action Plan (PTASP) Update (BAF 25-04)*
7. Consideration of the Rural Transportation Planning Grant Application & Work Program (BAF 25-05)*
8. Presentation: *Improve I-81 Program Updates*, Dave Covington, I-81 Program Delivery Director, VDOT
9. Intergovernmental Reviews (Board Memo 25-01)

10. Other Business

a. FY 2025 Audit Communication Letter

11. Adjournment

*Action Needed

Next CSPDC Commission Meeting: Monday, June 16, 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 9, 2025

MEMO TO: CSPDC Commissioners

FROM: Ann W. Cundy, Executive Director

SUBJECT: June 16, 2025, CSPDC Commission Meeting

The Central Shenandoah Planning District Commission (CSPDC) will hold a meeting on **Monday, June 16th, at 7:00 p.m., with dinner provided at 6:30 p.m.** Please contact Kimberly Miller (kimberly@cspdc.org) to let us know if you will be able to attend.

AGENDA

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
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



August 11, 2025

MEMO TO: CSPDC Commissioners

FROM: Ann W. Cundy, Executive Director

SUBJECT: August 18, 2025, CSPDC Commission Meeting

The Central Shenandoah Planning District Commission (CSPDC) will hold a meeting on **Monday, August 18th, at 7:00 p.m., with dinner provided at 6:30 p.m.**

AGENDA

1. Call to Order
2. Public Comment
3. Special Presentation: VAPDC Legislative Lifetime Achievement Award
4. Minutes of June 16th, 2025, CSPDC Commission Meeting*
5. Reports
 - a. Chairperson
 - b. Executive Director
 - c. Treasurer*
6. CSPDC Strategic Assessment — Jim Youngquist, SERDI (Board Memo #25-04)
7. Presentation: I-81 Corridor Improvement Plan Phase 2 — Brad Reed, VDOT
8. Intergovernmental Reviews (Board Memo #25-05)
9. Other Business
10. Adjournment

*Action Needed

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

Next CSPDC Commission Meeting: Monday, October 20, 2025, at the CSPDC Office.



Minutes of the Full Commission
Central Shenandoah Planning District Commission Meeting
112 MacTanly Place
Staunton, VA 24401
August 18, 2025, 7:00 p.m.

Attendance: 30

	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	✓	Donnie Kern
✓	Tyson Cooper	✓	Kim Sandum	✓	Rachel Kinzer
	City of Harrisonburg		City of Staunton	✓	Paula Melester
✓	Laura Dent	✓	Brad Arrowood	✓	Kimberly Miller
	Nasser Alsaadun	✓	Sharon Angle	✓	Rich Sagui
✓	Adam Fletcher		City of Waynesboro	✓	Carrie Sensabaugh
	Highland County	✓	Terry Short	✓	Devon Thompson
	Henry Budzinski	✓	Leslie Tate	✓	Kayla Dixon
	City of Lexington				Others
✓	Frank Friedman, Chair			✓	Senator Emmett Hanger
				✓	David Blount, VAPDC
				✓	Jim Youngquist*, SERDI

*Virtual Participation by Zoom; record of action attached to file minutes

Call To Order

The Commission meeting of August 18, 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.

Special Presentation: VAPDC Legislative Lifetime Achievement Award

Chair Friedman introduced David Blount, Executive Director of the Virginia Association of Planning District Commissions, who presented the 2025 Legislative Lifetime Achievement Award to the Honorable Emmett W. Hanger, Jr., Virginia General Assembly, retired.

Mr. Blount recognized Senator Hanger for nearly 40 years of state service and leadership, noting his contributions to promoting regional planning and economic development in Virginia. Mr. Blount shared personal remarks about working with Senator Hanger for approximately 30 years, praising him as both

a statesman and a kind individual who consistently made decisions for the benefit of the Commonwealth.

Senator Hanger expressed appreciation for the recognition and reflected on his legislative service. He noted his continued involvement in certain issues including aging services and court appointed special advocates. Senator Hanger acknowledged the challenging political climate and emphasized the importance of the work done by planning district commissions.

Consideration of Minutes

Chair Friedman presented the minutes of the meeting held on June 16, 2025. ***Minutes were approved unanimously.***

Chair's Report

Chair Friedman reported on several items:

- **Strategic Assessment:** He introduced Jim Youngquist, Executive Director of SERDI, who joined virtually to lead the PDC's strategic agency assessment. Chair Friedman emphasized the importance of Commissioner participation in surveys and inquiries to ensure the quality of the assessment.
- **Virginia Housing SPARC Program:** Chair Friedman announced that Virginia Housing allocated approximately \$4.5 million through the PDC's SPARC program for first-time home buyers, which provides interest rate buy-downs to improve affordability.
- **North Main Street, Lexington Dedication:** Chair Friedman invited Commissioners to join the dedication of Lexington's North Main Street improvement project on August 27th at 10:30 a.m. The featured speaker will be Secretary of Transportation, Shep Miller. The project was funded through SMART SCALE approximately eight years ago.

Executive Director's Report

Ms. Cundy reported on the following items:

1. **October Meeting Location:** She confirmed plans to hold the October Commission meeting in Monterey at the Highland Center, marking the first visit there since 2016. The meeting will start earlier to accommodate travelling across the mountains to return home.
2. **Summer Webinar Series:** Augusta County Chief Administrative Officer, Tim Fitzgerald participated in the PDC's summer webinar series alongside former Arlington County administrator Ron Carlee, discussing local government relationships with planning district commissions.
3. **Staff Retreat:** The annual staff retreat is scheduled for Friday at a farm located in Lexington, focusing on AI capacity building and strategic planning to ensure staff have tools to serve communities effectively.
4. **Airport Feasibility Study:** Ms. Cundy reported traveling to Roanoke with Jay Lewis from Rockbridge County Board of Supervisors and Jay Williams from Rockbridge EDA to speak with the Virginia State Aviation Board about funding a feasibility study for a general aviation airport in

Rockbridge County. The board agreed to fund the study, which will be conducted with the State Department of Aviation and Delta Aviation over the coming months.

5. Infrastructure Perspective: Ms. Cundy shared a personal reflection on the recent water main break in Staunton that resulted in a boil water order, emphasizing appreciation for basic infrastructure and the city staff who worked through the night to resolve the issue.

Treasurer's Report

Mr. Terry Short introduced the report by highlighting the PDC's continued strong financial position due to new collection methods and realized savings. Mr. Kern reported that fund balances increased by approximately \$331,000 at year end, while cash on hand increased by \$1.1 million over the previous year due to improvements in cash collections. The transit program showed significant improvement with accounts receivable decreasing from \$1.8 million last year to \$600,000 this year, demonstrating the PDC's enhanced collection of funds during the year.

Mr. Kern reported total revenues of \$7.7 million that exceeded expenses, with the majority of the PDC's lower expenses due to allocation of wages and indirect expenses to grant-funded programs. This will help position the organization for lower indirect rates in the future. The PDC made significant capital investments including two new HVAC units, which Commissioners could feel during the meeting. The organization is positioned for a positive audit for FY25.

Chair Friedman encouraged Commissioners to share the positive financial news with their respective councils and boards of supervisors. ***Mr. Short moved, seconded by Ms. Dent, to approve the Treasurer's Report as presented. The motion carried unanimously.***

CSPDC Strategic Assessment

Mr. Jim Youngquist, Executive Director of SERDI, joined virtually to present the strategic assessment process. Mr. Youngquist noted it had been 12 years since the last assessment and that many recommendations from that report have been implemented. He explained that the Southeast Regional Directors Institute (SERDI) started the Strategic Assessment Program in 1996 and completed 70 assessments over that time, with this being the second one for Central Shenandoah.

Mr. Youngquist emphasized that the assessment aims to maximize and strengthen the relevancy and services the PDC provides to local governments throughout the region. The assessment process will begin with online surveys running from August 25 through September 5 for Board of Commissioners, locality managers and administrators, regional leaders, planning and development leaders, and PDC staff. During the week of September 15, six focus group sessions will be organized geographically, including separate sessions for Rockbridge County, Lexington and Buena Vista; Bath and Highland counties; Staunton, Waynesboro and Augusta County; Rockingham County and Harrisonburg; valley managers and administrators; and PDC staff.

At the October 20 meeting at the Highland Center, Mr. Youngquist will present preliminary findings and recommendations based on all survey and focus group input, as well as one-on-one interviews with community leaders who may not serve on the Board of Commissioners but represent other regional interests. The group will have the opportunity to provide feedback on the preliminary recommendations and determine if any should be modified or added. Within three weeks after the October meeting, the first draft of the complete report will be provided, with iterations continuing until implementable recommendations are developed that maximize the strength of the CSPDC.

Ms. Dent asked about focus group locations, and Mr. Youngquist confirmed they would be held at central locations within each geographic area.

Presentation: I-81 Corridor Improvement Plan Phase 2

Mr. Brad Reed, VDOT District Planner, presented updates on the I-81 Corridor Improvement Plan Phase Two. Mr. Reed acknowledged Senator Hanger as the sponsor of the original bill that established the I-81 Capital Improvement Fund, calling it a generational investment for the corridor. Currently, 65 projects from the 2018 CIP are advancing or have advanced to construction throughout the Valley, with 26 of these projects in the Staunton District representing approximately \$2 billion in funding. Mr. Reed explained that the Capital Improvement Fund is a continuing revenue source, allowing VDOT to identify the next tranche of projects through this CIP update to make I-81 safer and more efficient.

The improvement plan follows a four-phase public input schedule running from March through December 2025, with issue identification completed in April, potential solutions presented in July, solutions refinement scheduled for October, and the final corridor plan to be published in December. The process uses a data-driven approach to identify the top 25% of one-mile segments on the corridor with performance issues including crash severity (fatal and severe injury crashes), crash frequency (rate of crashes), person hours of delay (from congestion, incidents, and weather), and person hours of incident delay (incidents causing lane closures for an hour or more).

Performance measures clearly demonstrated that the Staunton District has the most significant issues, with 59 one-mile segments in the top 25% for crash severity, 49 for crash frequency, 93 for person hours of delay, and 109 for person hours of incident delay - substantially higher numbers than the Bristol or Salem districts. This data supports the anticipation of prioritized improvements in the Staunton District.

Public outreach for the first phase occurred April 1-15 with 4,700 participants providing 4,000 comments that were incorporated into the planning process. Key issues identified included 42% congestion (higher than other districts), 23% safety concerns, and 20% truck operations problems. Four in-person public meetings were held during the week of July 14th at Blue Ridge Community College, Shenandoah University, Bristol, and Salem to present potential solutions.

The 2025 CIP recommendations include 40 total projects across all three districts with 137 miles of improvements. Within the Staunton District specifically, 23 projects are recommended including 13 widening projects (70.7 miles), one auxiliary lane project (0.7 miles), two truck climbing lanes (5.6 miles), and seven acceleration/deceleration lane extensions (2.2 miles), totaling 79.2 miles of improvements.

Mr. Reed acknowledged that potential solutions identified far exceed the anticipated \$2-2.25 billion in available revenue, necessitating a SMART SCALE-like prioritization process with 40% weight for safety metrics, 40% for congestion, and 20% for access to jobs and accessibility. The presentation included detailed corridor maps showing existing conditions, performance measures, and potential improvements throughout the district. Mr. Reed noted that all of this information is available on the website [Improve81.org](https://improve81.vdot.virginia.gov/get-involved/2025-cip-update/) (specifically <https://improve81.vdot.virginia.gov/get-involved/2025-cip-update/>).

Ms. Sandum asked about operational improvements, and Mr. Reed explained that the first round of projects had addressed most low-cost operational improvements like variable message signs, traffic cameras, and quick tow initiatives in the Staunton District, which is why none appear in the current recommendations. She also asked about projects off the main corridor, and Mr. Reed clarified that the

focus remains on mainline I-81, though some interchange improvements may be bundled if they affect mainline performance.

Ms. Dent inquired about project definitions and bidding processes, with Mr. Reed explaining that projects are discrete sections similar to SMART SCALE applications, though some may be bundled for economies of scale or delivered through design-build contracts to optimize delivery.

Senator Hanger provided historical context about the 2020 legislation that established the funding mechanism through regional taxes, fuel tax adjustments, and a billion-dollar bond authorization, supplemented by federal infrastructure funding. He noted that while revenues may be slightly behind projections due to factors like electric vehicles and cost overruns, the continuing revenue sources should be adequate to complete the work over time.

Intergovernmental Reviews (Board Memo #25-05)

Chair Friedman noted the intergovernmental reviews were included in the packet for informational purposes and encouraged Commissioners to raise any questions or concerns with Ms. Cundy.

Other Business

Chair Friedman reminded Commissioners that the Central Shenandoah Development Corporation Annual Meeting would follow immediately. There was no other business to come before the Commission.

Adjournment

The meeting was adjourned at 7:58 p.m.

Respectfully submitted,



Kimberly Miller, Commission Clerk



October 10, 2025

TO: CSPDC Commissioners

FROM: Ann W. Cundy, Executive Director

SUBJECT: October 20, 2025, CSPDC Commission Meeting

The Central Shenandoah Planning District Commission (CSPDC) will hold a meeting on Monday, October 20th, at The Highland Center in Monterey, at 5:30 p.m., with dinner provided after the meeting at approximately 6:30 p.m.

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### **Commission Meeting Agenda**

**The Highland Center, 61 Highland Center Drive, Monterey 24465**

**Monday, October 20, 2025, at 5:30 p.m.**

1. Call to Order
2. Highland County Welcome by Robin Sullenberger
3. Public Comment
4. Minutes of the August CSPDC Commission Meeting\*
5. Reports
  - a. Chairperson
  - b. Executive Director
  - c. Treasurer\*
6. FY26 Electronic Meeting Policy Renewal (BAF #25-07)\*
7. Presentation: SERDI Agency Assessment by Jim Youngquist, SERDI Executive Director (Board Memo #25-06)
8. FY 2025 Investments in the Region Report (Board Memo #25-07)
9. Other Business
10. Adjournment to Dinner

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\*Action Needed

The next meeting of the Commission is December 15<sup>th</sup>, 2025, at the CSPDC office.



**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



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