June 8, 2026

TO: CSPDC Commissioners

FROM: Ann W. Cundy, Executive Director

SUBJECT: June 15, 2026, CSPDC Commission Meeting

The Central Shenandoah Planning District Commission (CSPDC) will hold a meeting at the **CSPDC Office on Monday, June 15th, at 7:00 p.m.** To attend by virtual meeting platform, please contact CSPDC at 540-885-5174.

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AGENDA

1. Call to Order

2. Public Comment

3. Minutes of April 20, 2026, CSPDC Commission Meeting*

4. Reports
   a. Chairperson - Executive Committee Elections
   b. Executive Director
   c. Treasurer*

5. Consideration of the FY27 CSPDC Budget (BAF #26-08)*

6. Consideration of the CSPDC Strategic Plan (BAF #26-09)*

7. Consideration of the CSPDC/BRITE Title VI Plan (BAF #26-10)*

8. Consideration of the 2026 Central Shenandoah Hazard Mitigation Plan (BAF #26-11)*

9. Consideration of SMART SCALE Application Resolution of Support (BAF #26-12)

10. Report on CSPDC Freedom of Information Act Policy (Board Memo #26-05)

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11. Presentation by Russell Swartz, Local Government Engagement Associate, Office of the Governor

12. Intergovernmental Reviews (Board Memo #26-05)

13. Other Business

14. Adjournment

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*Action Needed

Next CSPDC Commission Meeting: Monday, August 17, 2026, at the CSPDC Office.

9. Consideration of SMART SCALE Application Resolution of Support (BAF #26-12)
10. Report on CSPDC Freedom of Information Act Policy (Board Memo #26-05)
11. Presentation by Russell Swartz, Local Government Engagement Associate, Office of the Governor
12. Intergovernmental Reviews (Board Memo #26-05)
13. Other Business
14. Adjournment

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*Action Needed

Next CSPDC Commission Meeting: Monday, August 17, 2026, at the CSPDC Office.

Minutes of the Full Commission
Central Shenandoah Planning District Commission Meeting
112 MacTanly Place
Staunton, VA 24401
April 20, 2026, 6:30 p.m.

Attendance: 26

	Augusta County		**Rockbridge County**		**Staff**
✓	Carolyn Bragg		Vacant	✓	Zach Beard
	Vacant	✓	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 Goodlow
✓	Jesse Lineberry		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	✓	Carrie Sensabaugh
✓	Henry Budzinski		Leslie Tate	✓	Devon Thompson
	City of Lexington		**Others**		
✓	Frank Friedman, Chair	✓	Grant Tate, BBTx Consultants		

Call To Order

The Commission meeting of April 20, 2026, was called to order at 6:30 p.m. by Chairperson Frank Friedman.

Public Comment

Chairperson Friedman opened the floor for public comments. A guest, Dr. R. Grant Tate of BBTx Consultants, addressed the Commission, expressing his appreciation for the opportunity to work with the CSPDC staff and his enthusiasm for being in attendance.

Consideration of Minutes

Chairperson Friedman presented the minutes of the meeting held on February 9, 2026. There being no objections, the minutes were approved by consensus as presented.

Chair's Report

Chairperson Friedman welcomed two newly elected Commissioners: Jesse Lineberry, Mayor of the City of Buena Vista, and Carolyn Bragg of Augusta County Board of Supervisors, and invited each to introduce themselves to the Commission.

Executive Director's Report

Ms. Cundy reported on the following items:

1. **Staff Recognition:** Ms. Cundy reported that the Mayor and Vice Mayor of Goshen made a surprise visit to the CSPDC office during a staff meeting to present Director of Planning Jeremy Crute with the keys to the Town. The Town declared April 13, 2026, "Jeremy Crute Day" in recognition of his dedication to community development projects funded and delivered in Goshen. Ms. Cundy also noted that Vice Mayor Steve Bickley expressed appreciation for the broader CSPDC staff's support of the Town over the years.

2. **New Staff:** Ms. Cundy reported that JMU Graduate Fellow Kayla Dixon will be joining CSPDC full-time in July as the agency's Community Engagement Specialist, with a primary focus on BRITE Transit and additional responsibilities in newsletters, social media strategy, and annual reports.

3. **Administrative and Finance Team:** Ms. Cundy recognized the Administrative and Finance team for their work closing out the third quarter, building the FY27 budget, and managing the detailed process of transitioning to the Virginia Retirement System.

4. **MPO Policy Documents:** Ms. Cundy reported that Transportation staff have completed an overhaul of all MPO policy and administrative documents for both the Harrisonburg-Rockingham MPO and the Staunton-Augusta-Waynesboro MPO. This work will enable more efficient project delivery and allow more funds to be directed toward studies and planning projects.

5. **Transit Update:** Ms. Cundy reported that Transit staff are in daily communication with the new contracted service provider, Resource Management Systems, which will begin operating BRITE and Afton Express on July 1, 2026, with a new fleet of buses. She noted that Afton Express reported a 38 percent increase in ridership between February 2025 and February 2026, attributable in part to a targeted marketing campaign funded by the Department of Rail and Public Transportation.

6. **Philippe Bone – Virginia Rural Leadership Institute:** Ms. Cundy reported that Planner Philippe Bone has been named a fellow of the Virginia Rural Leadership Institute. His capstone project will explore frameworks for the region to create and administer a regional housing fund. Mr. Bone is also leading an application for the Wells Fargo National Housing Innovation Grant Competition, due May 15, 2026, requesting $2 million to seed a Regional Housing Fund. Ms. Cundy noted that letters of support will be requested from member jurisdiction City Managers and County Administrators.

Ms. Dent noted that April 20, 2026, marks the inaugural day of service for the Virginia Breeze Tidewater Current route connecting Harrisonburg and Staunton to Virginia Beach.

Treasurer's Report

In the absence of Treasurer Terry Short, Finance Director Donnie Kern presented the Treasurer's Report. Mr. Kern reported that the CSPDC's financial position remains strong. Key highlights included an increase in cash and investments of $300,203, an increase in Accounts Receivable of $126,918, and an increase in Accounts Payable of $271,102, largely attributable to a check issued to Virginia Regional Transit that required a stop-payment and reissuance. Fund balances increased by $294,607 as a result of year-to-date revenues exceeding expenses. Mr. Kern noted that the net position is expected to decrease in the next reporting period, as the agency completed facility repainting and furniture refurbishment in the current period.

There being no objections, the Treasurer's Report was approved by consensus as presented.

Appointment of Executive Committee Members (BAF #26-04)

Chairperson Friedman noted that former Executive Committee members Pam Carter (Augusta County) and Tyson Cooper (City of Buena Vista) are no longer appointed representatives of their member jurisdictions and have vacated their roles on the Executive Committee. Ms. Cundy noted that upon review of the CSPDC Bylaws, vacancies on the Executive Committee are to be filled by appointment of the Full Commission.

Commissioner Slaydon nominated Carolyn Bragg and Nasser Alsaadun to fill the two vacant positions.

Mr. Slaydon moved, seconded by Ms. Dent, to appoint Carolyn Bragg and Nasser Alsaadun to fill the unexpired terms on the Executive Committee through June 30, 2028. The motion carried unanimously.

Consideration of CSPDC Title VI Plan (BAF #26-05)

Director of Transportation Paula Melester presented the updated CSPDC Title VI Plan. Ms. Melester reported that CSPDC previously maintained separate Title VI Plans for its rural transportation program, the Staunton-Augusta-Waynesboro Metropolitan Planning Organization (SAWMPO), and the Harrisonburg-Rockingham Metropolitan Planning Organization (HRMPO). Following a 2025 compliance review by the Virginia Department of Transportation, the agency consolidated the three plans into a single agency-wide document. The updated plan addresses two required corrections identified in VDOT's letter of findings: removal of references to Executive Order 12898 and the term "environmental justice," and removal of references to Executive Order 13166 and the term "Limited English Proficiency," replacing it with "Language Access." Ms. Melester noted that the underlying legal obligation to ensure non-discrimination on the basis of language access remains in effect under Title VI of the Civil Rights Act of 1964. The updated plan was released for public comment and approved by both MPO Policy Boards prior to this meeting.

Discussion followed regarding the removal of the referenced executive orders and the retention of the substantive program obligations within the plan.

Chairperson Friedman called for a vote. The motion to approve the CSPDC Title VI Plan carried, with 11 yeas and 1 nay.

Consideration of Rural Transportation Work Program (BAF #26-06)

Mr. Bartholomew presented the FY27 Rural Transportation Planning Grant Application. He reported that the program will provide $58,000 in state funding with a local match of $14,500 financed through member assessment revenues. Funds will be used for program administration, transportation-related grant writing for member localities, rural long-range transportation planning, completion of a rural corridor or intersection plan, bicycle and pedestrian planning, and support of state transportation planning efforts including data collection and performance measurement.

Chairperson Friedman called for a vote. The motion to approve the Resolution authorizing application for the FY27 Rural Transportation Planning Grant carried unanimously.

Consideration of Agency Transition to the Virginia Retirement System (BAF #26-07)

Ms. Cundy presented the proposed transition of CSPDC from its current retirement plans administered by Empower to the Virginia Retirement System (VRS). She reported that the agency has been working with VRS for approximately 18 months to evaluate the feasibility of joining the system, and that an actuarial cost study prepared by Gabriel, Roeder, Smith & Company in January 2026 confirmed favorable terms. The transition is designed to strengthen the employee benefits package, bring staff into the Social Security system, and reduce the agency's overall retirement contribution burden.

Ms. Cundy explained that the transition requires four sequential actions: termination of the existing Empower Money Purchase Pension Plan and 457(b) Plan, enrollment in Social Security, election to join VRS, and authorization of tax-deferred employee contributions for past service credit. She noted that VRS requires participation in Social Security as a precondition of membership, and that Social Security enrollment requires demonstration that no other primary retirement plan is in place. VRS coverage is targeted to be effective July 1, 2026.

Discussion followed regarding the logistics of the transition, the tax treatment of existing retirement account balances, and the impact on employee paychecks upon enrollment in Social Security.

The following four resolutions were considered and approved as follows:

Resolution 1:

Ms. Hensley moved, seconded by Ms. Salatin, to approve the Resolution to terminate the Money Purchase Pension Plan and the Governmental 457(b) Plan. The motion carried unanimously.

Resolution 2:

Ms. Hensley moved, seconded by Ms. Dent, to approve the Resolution to Obtain Social Security Coverage for Employees. The motion carried unanimously.

Resolution 3:

Ms. Hensley moved, seconded by Ms. Angle, to approve the Resolution to Join the Virginia Retirement System. The motion carried unanimously.

Resolution 4:

Ms. Hensley moved, seconded by Mr. Alsaadun, to approve the Resolution authorizing tax-deferred employee contributions to VRS for past service credit under § 414(h) of the Internal Revenue Code. The motion carried unanimously.

Presentation on the CSPDC Strategic Plan (Board Memo #26-02)

Ms. Cundy introduced Dr. R. Grant Tate of BBTx Consultants, who has been working with CSPDC since the summer of 2025 to develop the agency's 2026–2030 Strategic Plan, titled "Forging a Digital Region."

Dr. Tate presented the draft Strategic Plan, describing the development process, which included a staff retreat, use of artificial intelligence tools to synthesize regional data and planning documents, and engagement with the CSPDC Executive Team. He outlined the plan's five strategic goals: (1) serving as the region's trusted convener and information hub; (2) strengthening housing and transportation as core jobs enablers; (3) closing the rural resilience gap; (4) modernizing CSPDC operations for high performance; and (5) building a sustainable financial model. Dr. Tate discussed the use of Objectives and Key Results (OKRs) as the plan's implementation framework and addressed the role of artificial intelligence in both the plan's development and the agency's ongoing operations.

Discussion followed among Commissioners and Dr. Tate regarding AI as a tool for organizational productivity and the parallels to the adoption of personal computing in prior decades.

Ms. Cundy noted that the Strategic Plan is presented for informational purposes at this meeting. Commissioner feedback is welcomed prior to the June 15, 2026, meeting, at which the final plan will be brought forward for formal adoption.

Draft FY27 CSPDC Budget (Board Memo #26-03)

Ms. Cundy introduced the Draft FY27 Budget, noting that the document was distributed to Commissioners at the meeting. Mr. Kern presented the draft budget, highlighting the following: The FY27 budget is balanced at approximately $11 million. Pass-through funding of approximately $3.3 million is included, primarily related to the housing program and the Bath-Highland body project. Without pass-through funding, the operating budget is approximately $7.8 million. The largest expenditure category is contractual services, driven by the new transit service contract with Resource Management Systems. Unlike the prior year, both EDA and ARC funds are fully reflected in the budget. Mr. Kern noted that the agency's fringe and indirect rates of 57% and 47%, respectively, are being actively managed to keep local and federal dollars as productive as possible. Fee-for-service contracts are still being finalized; a budget amendment will be presented at the next Commission meeting once additional contracts and competitive grant awards are confirmed.

Discussion followed regarding the composition of pass-through funds, the status of federal grant funding in light of current federal staffing reductions, and the impact on the CSPDC's all-hazards mitigation plan, which has been submitted to VDEM and is awaiting FEMA review. Ms. Cundy noted that the per capita assessment reflects the final year of a scheduled one-cent increase.

The Draft FY27 Budget is presented for informational purposes. It will be brought forward as an action item at the June 15, 2026, Commission meeting.

Other Business

Ms. Cundy noted that an intergovernmental review (IR) was received after the meeting materials were distributed last week; a memo was provided as a handout. The project is for a VaDEQ Virginia Pollutant Discharge Elimination System (VPDES) permit for the Harriston Wastewater Treatment

Plant in Grottoes, operated by Augusta County Service Authority dba Augusta Water. The IR is presented for informational purposes only and requires no action from the Commission.

Chairperson Friedman announced that the Executive Committee will hold a brief virtual meeting in the coming week to conduct modest business. The Commission Clerk will coordinate scheduling.

Adjournment

There being no further business, Chairperson Friedman called for adjournment. No objections being heard, the meeting was adjourned at 7:43 p.m.

Respectfully submitted,

Kimberly Miller

Kimberly Miller, Commission Clerk

June 8, 2026

TO: CSPDC Commissioners

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

SUBJECT: Preliminary April 30, 2026, Financial Statements

Balance Sheet Governmental Funds-All Funds-Preliminary

CSPDC's financial position remains strong. The Balance Sheet (see page 2) provides an overview of assets, liabilities, and fund balances as of April 30, 2026. The PDC experienced an increase in cash and investments of $721,903 and a decrease in Accounts Receivable of $124,565. Accounts Payable rose by $572,110, while Deferred Revenue decreased by $263,634 (i.e., expenses not yet incurred). The increase in Accounts Payable is primarily due to an uncleared check-$186,063 issued to VRT for the Transit Program and $295,744 for the Housing Program. Cash and Investment increase is driven by a claim paid by VRSA in the amount of $317,166 for the replacement of the Roof of the Transit Facility. These represent the major variances compared to June 30, 2025. Fund balances increased by $349,101 as a result of year-to-date revenues exceeding expenses.

Statement of Revenues and Expenditures-All Funds-Preliminary

The Statement of Revenues and Expenditures (see page 3) provides an overview of actual and budgeted revenues and expenses as of April 30, 2026. Revenues totaling $6,797,425 were realized for the period, exceeding expenses by $349,100.

Statement of Revenues and Expenditures-By Fund-Preliminary

Revenues and expenditures by fund are presented for the period ending April 30, 2026 (see page 4). Note that the ARC fund is over budget by $10,777. While this was unexpected, it is not a cause for concern. ARC and EDA are both grants that operate across two fiscal years. The PDC budgets its normal annual allocation each year. If expenses during one half of the grant period are higher or lower than budgeted in one fiscal year, with the opposite occurring in the following fiscal year, this type of variance can occur.

The EDA fund is also over budget; however, this is due to a prior-year audit adjustment and is not a cause for concern.

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CENTRAL SHENANDOAH PLANNING DISTRICT COMMISSION

BALANCE SHEET: GOVERNMENTAL FUNDS

	04/30/26	06/30/25	$ Δ
ASSETS			
CASH AND INVESTMENTS	$ 4,694,645	$ 3,972,742	$ 721,903
ACCOUNTS RECEIVABLE	1,060,764	1,185,330	(124,565)
PREPAID EXPENSES	27,233	47,003	(19,769)
TOTAL ASSETS	**$ 5,782,643**	**$ 5,205,075**	**$ 577,568**
LIABILITIES			
ACCOUNTS PAYABLE	$ 857,623	$ 285,513	$ 572,110
ACCRUED PAYROLL AND RELATED LIABILITIES	47,132	46,114	1,018
DEFERRED REVENUE	2,796,505	3,060,139	(263,634)
TOTAL LIABILITIES	**$ 3,701,260**	**$ 3,391,765**	**$ 309,495**
FUND BALANCES			
RESTRICTED AND COMMITTED FUNDS	$ 595,114	$ 690,420	$ (95,307)
OTHER RESOURCES	1,567,297	1,122,890	444,407
TOTAL FUND BALANCES	**$ 2,162,410**	**$ 1,813,310**	**$ 349,101**
TOTAL LIABILITIES AND FUND BALANCES	**$ 5,863,670**	**$ 5,205,075**	**$ 658,596**

CENTRAL SHENANDOAH PLANNING DISTRICT COMMISSION

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES: GOVERNMENTAL FUNDS

	FISCAL YTD 04/30/26	FY26 BUDGET	BUDGET REMAINING
REVENUES			
FEDERAL FUNDING	$ 3,591,308	$ 7,016,343	$ 3,425,035
STATE FUNDING	1,914,165	1,973,381	59,216
LOCAL FUNDING & SERVICES	1,097,159	1,507,532	410,373
MISCELLANEOUS INCOME	194,793	231,843	37,050
TOTAL REVENUES	**$ 6,797,425**	**$ 10,729,099**	**$ 3,931,674**
EXPENDITURES			
WAGES & BENEFITS	$ 1,132,960	$ 1,431,653	$ 298,693
CONTRACTED SERVICES	2,578,036	3,221,581	643,545
TRAVEL & MEETINGS	346,141	511,023	164,882
COMMUNICATION SERVICES & PRINTING	30,760	32,644	1,884
OTHER OPERATING EXPENSES	254,312	455,211	200,899
CAPITAL PURCHASES & OTHER ACTIVITIES	54,430	148,643	94,213
PASS-THROUGH FUNDS	2,051,686	4,928,344	2,876,658
TOTAL EXPENDITURES	**$ 6,448,325**	**$ 10,729,099**	**$ 4,280,774**
NET CHANGE IN FUND BALANCES	**$ 349,100**	**$ -**	**$ (349,100)**

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

	FISCAL YTD 04/30/26	FY26 BUDGET GENERAL FUND	FY26 BUDGET REMAINING
REVENUES			
FEDERAL FUNDING	$ 1,243,069	$4,027,302	$ 2,784,233
STATE FUNDING	945,300	1,017,839	72,539
LOCAL FUNDING & SERVICES	684,552	809,439	124,887
USE OF MONEY & PROPERTY	101,619	114,538	12,919
OTHER INCOME	220	-	(220)
TOTAL REVENUES	**$ 2,974,760**	**$ 5,969,118**	**$ 2,994,358**
EXPENSES			
WAGES & BENEFITS	$ 509,557	$ 747,853	$ 238,296
CONTRACTED SERVICES	128,750	125,935	(2,815)
TRAVEL & MEETINGS	27,846	61,723	33,877
COMMUNICATION & PRINTING	19,942	33,506	13,564
OTHER EXPENDITURES	197,829	393,134	195,305
INDIRECT CHARGES	(293,000)	(321,378)	(28,378)
PASS-THROUGH FUNDS	2,051,686	4,928,345	2,876,659
TOTAL EXPENSES	**$ 2,642,610**	**$ 5,969,118**	**$ 3,326,508**
NET CHANGE IN FUND BALANCES	**$ 332,150**	**$ -**	

	FISCAL YTD 04/30/26	FY26 BUDGET ARC FUND	FY26 BUDGET REMAINING
REVENUES			
FEDERAL FUNDING	$ 76,477	$ 65,700	$ (10,777)
STATE FUNDING		-	-
LOCAL FUNDING & SERVICES	76,477	65,700	(10,777)
USE OF MONEY & PROPERTY		-	-
OTHER INCOME		-	-
TOTAL REVENUES	**$ 152,955**	**$ 131,400**	**$ (21,555)**
EXPENSES			
WAGES & BENEFITS	$ 99,578	$ 83,300	$ (16,278)
CONTRACTED SERVICES	180	250	70
TRAVEL & MEETINGS	5,991	6,900	909
COMMUNICATION & PRINTING	222	-	(222)
OTHER EXPENDITURES	182	1,800	1,618
INDIRECT CHARGES	46,802	39,150	(7,652)
PASS-THROUGH FUNDS			-
TOTAL EXPENSES	**$ 152,955**	**$ 131,400**	**$ (21,555)**
NET CHANGE IN FUND BALANCES	**$ -**	**$ -**	

	FISCAL YTD 04/30/26	FY26 BUDGET EDA FUND	FY26 BUDGET REMAINING
REVENUES			
FEDERAL FUNDING	$ 113,770	$ 84,000	$ (29,770)
STATE FUNDING		-	-
LOCAL FUNDING & SERVICES	51,436	56,000	4,564
USE OF MONEY & PROPERTY		-	-
OTHER INCOME		-	-
TOTAL REVENUES	**$ 165,206**	**$ 140,000**	**$ (25,206)**
EXPENSES			
WAGES & BENEFITS	$ 81,161	$ 88,043	$ 6,882
CONTRACTED SERVICES	440	1,400	960
TRAVEL & MEETINGS	3,637	2,905	(732)
COMMUNICATION & PRINTING		160	160
OTHER EXPENDITURES	41,822	6,114	(35,708)
INDIRECT CHARGES	38,146	41,378	3,232
PASS-THROUGH FUNDS			-
TOTAL EXPENSES	**$ 165,206**	**$ 140,000**	**$ (25,206)**
NET CHANGE IN FUND BALANCES	**$ -**	**$ -**	

	FISCAL YTD 04/30/26	FY26 BUDGET HRMPO FUND	FY26 BUDGET REMAINING
REVENUES			
FEDERAL FUNDING	$ 193,740	$ 354,332	$ 160,592
STATE FUNDING	24,218	44,292	20,074
LOCAL FUNDING & SERVICES	24,218	44,292	20,074
USE OF MONEY & PROPERTY		-	-
OTHER INCOME		-	-
TOTAL REVENUES	**$ 242,175**	**$ 442,915**	**$ 200,740**
EXPENSES			
WAGES & BENEFITS	$ 98,471	$ 139,595	$ 41,123
CONTRACTED SERVICES	86,017	198,400	112,383
TRAVEL & MEETINGS	4,000	10,988	6,988
COMMUNICATION & PRINTING	-	1,958	1,958
OTHER EXPENDITURES	7,405	26,367	18,962
INDIRECT CHARGES	46,282	65,608	19,326
PASS-THROUGH FUNDS		-	-
TOTAL EXPENSES	**$ 242,175**	**$ 442,916**	**$ 200,740**
NET CHANGE IN FUND BALANCES	**$ -**	**$ -**	

	FISCAL YTD 04/30/26	FY26 BUDGET SAWMPO FUND	FY26 BUDGET REMAINING
REVENUES			
FEDERAL FUNDING	$ 178,408	$ 335,565	$ 157,157
STATE FUNDING	22,301	41,946	19,645
LOCAL FUNDING & SERVICES	22,301	41,946	19,645
USE OF MONEY & PROPERTY		-	-
OTHER INCOME		-	-
TOTAL REVENUES	**$ 223,010**	**$ 419,457**	**$ 196,447**
EXPENSES			
WAGES & BENEFITS	$ 110,383	$ 154,830	$ 44,447
CONTRACTED SERVICES	49,743	158,270	108,527
TRAVEL & MEETINGS	3,893	9,850	5,957
COMMUNICATION & PRINTING	8	1,758	1,750
OTHER EXPENDITURES	7,103	21,980	14,877
INDIRECT CHARGES	51,880	72,768	20,888
PASS-THROUGH FUNDS			-
TOTAL EXPENSES	**$ 223,010**	**$ 419,457**	**$ 196,447**
NET CHANGE IN FUND BALANCES	**$ -**	**$ -**	

	FISCAL YTD 04/30/26	FY26 BUDGET TRANSIT FUND	FY26 BUDGET REMAINING
REVENUES			
FEDERAL FUNDING	$ 1,785,843	$ 2,149,443	$ 363,600
STATE FUNDING	922,347	869,305	(53,042)
LOCAL FUNDING & SERVICES	238,175	490,156	251,982
USE OF MONEY & PROPERTY	92,954	117,306	24,351
OTHER INCOME		-	-
TOTAL REVENUES	**$ 3,039,319**	**$ 3,626,210**	**$ 586,891**
EXPENSES			
WAGES & BENEFITS	$ 233,810	$ 218,032	$ (15,778)
CONTRACTED SERVICES	2,312,906	2,737,326	424,420
TRAVEL & MEETINGS	300,773	418,657	117,884
COMMUNICATION & PRINTING	10,588	19,478	8,890
OTHER EXPENDITURES	54,401	130,243	75,842
INDIRECT CHARGES	109,891	102,474	(7,416)
PASS-THROUGH FUNDS			-
TOTAL EXPENSES	**$ 3,022,368**	**$ 3,626,210**	**$ 603,841**
NET CHANGE IN FUND BALANCES	**$ 16,951**	**$ -**	

June 8, 2026

TO: Board of Commissioners

FROM: Ann W. Cundy, Executive Director

SUBJECT: Board Action Form #26-08
FY 2027 Budget Approval

Recommendation
Recommend approval of the FY 2027 CSPDC Budget.

Process

The FY27 Budget process started earlier in the year with a working budget developed based upon known grants, contracts, and agreements. Budget requests for local assessments and other program contributions were made to member jurisdictions in January. The per capita assessment increased by one cent to $0.85 per capita, per the assessment schedule. The administrative budget was developed based upon prior and current years, and then adjusted to reflect FY27 needs.

Comments

The budget for FY27 is $11.2M. Funding from state and federal programs like ARC, VDOT, DRPT, FTA, and DHCD continue to remain at comparable levels to prior years. The FY27 budget includes 30 different programs comprised of individual budgets. The budget includes 15 FTEs and a recommended 3% Cost of Living Adjustment.

The Commission reviewed the draft FY27 Budget at the April 20th meeting.

Attachments
FY27 Draft CSPDC Budget
FY27 Budget Resolution

112 MacTanly Place, Staunton, VA 24401
Phone: (540) 885-5174 · Fax: (540) 885-2687 · www.cspdc.org

Central Shenandoah Planning District Commission

Proposed CSPDC Budget

For Fiscal Year 2027

July 1, 2026 to June 30, 2027

Prepared and Presented by:

Ann W. Cundy, Executive Director

Donnie Kern, Finance Director

Executive Summary

CSPDC presents the FY27 Budget for consideration and approval by the Commissioners.

The FY27 Budget totals $11.2 million, an increase of 4.7% from the FY26 Budget[1,2]. The growth reflects two significant and largely offsetting shifts: the implementation of a new turnkey contract for regional transit services, which drives a substantial increase in Contractual Services, and the progression and near-completion of the Bath and Highland VATI Broadband Project, which reduces Pass-Through Funds. Together, these changes represent continued investment in regional service delivery and the orderly wind-down of a multi-year capital program.

The budgeted revenue mix for FY27 is comprised of 64.1% federal funding, 18.2% state funding, 15.5% local funding and services, and 2.2% other income. Federal funding continues to lead the revenue mix, driven primarily by transit operations and pass-through program activity. The shift from the FY26 mix reflects the growing scale of the Transit Fund and the maturation of federally funded broadband investments in the region.

The FY27 Budget reflects a per-capita annual assessment rate of $0.85, the final installment of the five-year, one-cent-per-year increase approved by the Commission in December 2019.

Wages and benefits are budgeted to increase 6.4%, reflecting a 3.0% cost of living adjustment for benefited employees, higher health insurance costs, the transition of retirement benefits to the Virginia Retirement System (VRS), and one new full-time Transit position focused on regional transit outreach.

Budgeted staff levels are at 15 full-time equivalent positions. CSPDC continues to evaluate staffing needs in light of active grant awards and expanding transit service delivery, and the Executive Director retains authority to fill positions consistent with the adopted budget.

The FY27 Budget for CSPDC maintenance and capital projects is presented within Other Expenses which collectively move in line with planned facility and equipment investment over the coming year.

The Public Transit Fund remains our largest special revenue fund at 49.9% of the total FY27 budget, followed by the HRMPO Fund (4.4%), SAWMPO Fund (4.3%), ARC Fund (1.2%), and EDA Fund (1.0%). The General Fund represents 39.3% of the budget. See **Table 3** and **Table 4** at the end of this report for budget details by governmental fund and a breakdown of the General Fund budget, respectively.

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[1] Unless otherwise noted, "FY27 Budget" or "the Budget" refers to the proposed FY27 Budget, and "FY26 Budget" refers to the FY26 Budget approved in June 2025.

[2] FY25 Actual figures reflect year-end results as of the budget development period.

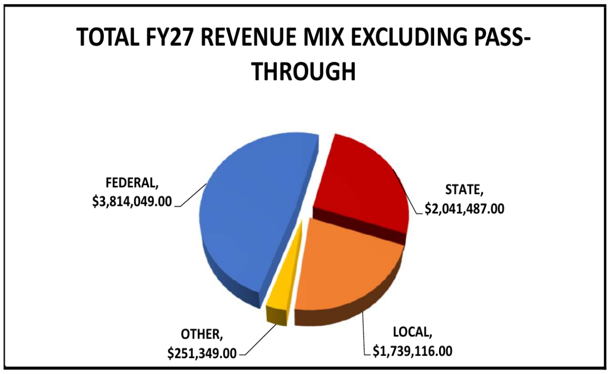
TABLE 1 – CONSOLIDATED FISCAL 2027 BUDGET

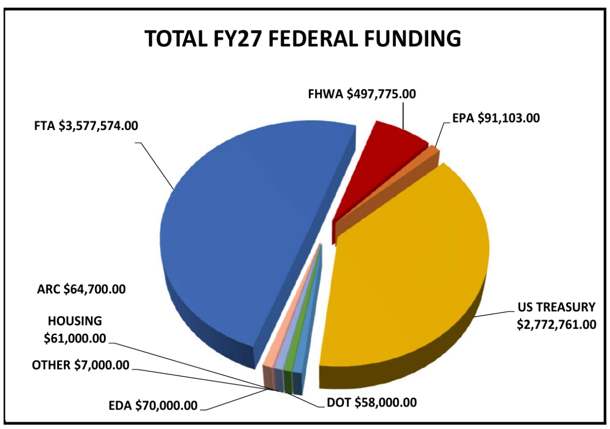
	FY25 ACTUAL	FY26 BUDGET	FY27 BUDGET
REVENUES			
FEDERAL FUNDING	4,061,115	7,016,343	7,199,913
STATE FUNDING	2,590,646	1,973,381	2,041,487
LOCAL FUNDING & SERVICES	806,416	1,507,532	1,739,116
USE OF MONEY & PROPERTY	194,041	231,843	251,350
OTHER INCOME	10,617	-	-
TOTAL REVENUES	**$ 7,662,835**	**$ 10,729,100**	**$ 11,231,866**
EXPENSES			
WAGES AND BENEFITS	1,308,694	1,431,653	1,523,720
CONTRACTUAL SERVICES	2,945,193	3,221,581	4,970,229
PASS-THROUGH FUNDS	1,465,317	4,928,346	3,385,864
FUEL, TRAVEL, AND MEETINGS	383,358	511,023	529,070
COMMUNICATION SERVICES	31,090	32,644	33,609
PRINTING	15,581	24,216	22,350
OTHER EXPENSES	261,378	430,995	282,432
CAPITAL PURCHASES	930,626	108,543	75,500
OTHER ACTIVITIES	50,598	-	368,893
PRINCIPAL AND INTEREST	40,200	40,100	40,200
TOTAL EXPENSES	**$ 7,432,035**	**$ 10,729,100**	**$ 11,231,866**
OTHER FINANCING SOURCES (USES)			
ISSUANCE OF LEASES	-	-	-
TRANSFERS IN	-	-	-
TRANSFERS OUT	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	**$ -**	**$ -**	**$ -**
NET INCOME	**$ 230,800**	**$ -**	**$ -**

Funding and Other Revenue

The CSPDC FY27 Budget is $11,231,866, an increase of $502,766, or 4.7%, from the FY26 Budget. The budgeted FY27 revenue mix is 64.1% federal funding, 18.2% state funding, 15.5% local funding and services, and 2.2% other income.

Excluding pass-through funds, the budgeted FY27 revenue mix is 48.6% federal, 26.0% state, 22.2% local, and 3.2% other income. The proportional shift toward federal funding in the headline mix is driven primarily by the transit program's growing operating base and continued draws on U.S. Treasury funds supporting the Bath and Highland VATI Broadband Project in its final year.

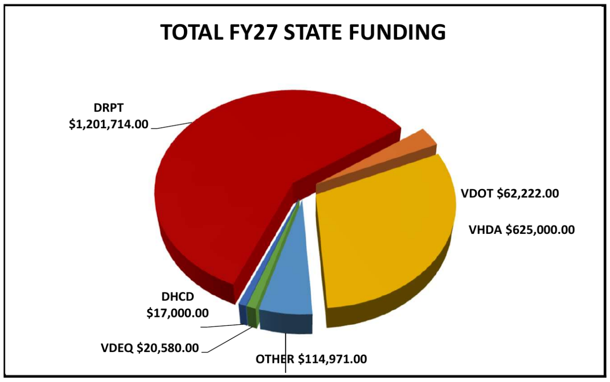




The Public Transit program remains the largest driver of federal revenue. FY27 includes implementation of a new turnkey contract for regional transit services, which is expected to enhance service delivery and improve operational efficiency. Transit Fund Contractual Services total $4,505,749, the single largest line-item change from FY26.

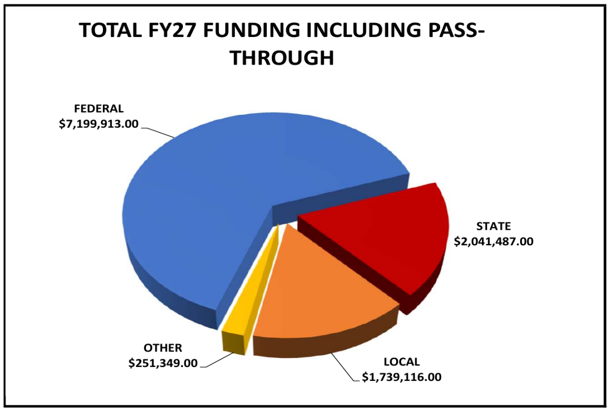
The Bath and Highland VATI Broadband Project, administered through the Bath-Highland Network Authority, is in its final construction year. As capital deployment winds down, pass-through funds are budgeted to decrease by $1,542,482 (-31.3%) relative to FY26, closing out one of the largest federally supported projects the CSPDC has administered in recent history.

The Staunton-Augusta-Waynesboro MPO (SAWMPO) and Harrisonburg-Rockingham MPO (HRMPO) continue to receive federal and state transportation planning funds. Their FY27 funding levels are held substantially consistent with FY26, supporting ongoing Long-Range Transportation Plan activities, performance measure reporting, and required federal certifications.



State revenue of $2,041,487 is led by the Virginia Department of Rail and Public Transportation (DRPT), which supports the Transit program and the Rideshare / Commuter Assistance Strategic Plan activity. Virginia Housing and Community Development (VHDA/DHCD) funding continues to support the CSPDC Housing Development Program, which remains in active deployment following its 2021 establishment with a $2 million Virginia Housing grant. The Chesapeake Bay Watershed Implementation Plan – Phase III (WIP III) continues to be administered through DEQ at a consistent annual funding level.

The CSPDC continues to provide grant writing and technical assistance services to ARC-designated communities — Bath, Highland, Rockbridge, Buena Vista, and Lexington — under the ARC program. GO Virginia capacity building funds and select discretionary grant administration engagements further support ongoing regional economic development priorities.



Projects not reflected in the FY27 Budget, but with the potential to increase the budget during the fiscal year if awarded, include pending discretionary grant applications for regional economic development, environmental, and broadband initiatives. Consistent with prior practice, any material change in the budget's financial scope resulting from newly awarded projects will be presented to the Commission for consideration.

Employee Costs and Time Utilization

Budgeted staff levels for FY27 total 15 full-time equivalent positions, including one new Transit position focused on regional transit outreach. Direct program hours continue to represent the majority of paid hours, consistent with the agency's allocation model and federal time-utilization requirements under the approved indirect cost rate.

The FY27 Budget includes a 3.0% cost of living adjustment for benefited employees. Salaries and wages increase 7.3% year-over-year, reflecting the cost of living adjustment, and the addition of the new Transit position.

Health benefits continue to be offered through Virginia's Local Choice Program for government entities, with plans administered by Anthem and Delta Dental. Budgeted health insurance increases 16.2% in FY27, reflecting underlying premium growth and sustained full-time benefited coverage across the workforce. Retirement benefits are transitioning to the Virginia Retirement System (VRS), which changes the composition of retirement and FICA/Medicare line items relative to the prior recordkeeping approach; in aggregate, the combined change to retirement and payroll taxes is consistent with a stable total cost of employment.

TABLE 2 – WAGES AND BENEFITS

	FY25 ACTUAL	FY26 BUDGET	FY27 BUDGET
WAGES AND BENEFITS			
SALARIES AND WAGES	993,598	1,068,055	1,146,317
PAYOUT OF ACCRUED LEAVE	5,839	-	-
HEALTH INSURANCE	152,331	174,018	202,260
RETIREMENT PLANS	132,247	157,983	65,225
FICA AND MEDICARE TAXES	14,986	15,643	87,931
LIFE AND DISABILITY INSURANCE	5,007	10,754	11,904
UNEMPLOYMENT INSURANCE	68	3,326	3,564
WORKERS' COMP INSURANCE	(31)	1,874	2,019
OTHER	4,349	-	4,500
TOTAL WAGES AND BENEFITS	**$ 1,308,394**	**$ 1,431,653**	**$ 1,523,720**

The CSPDC continues to evaluate staffing needs to ensure sufficient capacity is maintained for active grant awards, transit service delivery, and locality support. The Executive Director retains authority to fill or remove positions consistent with the adopted budget and applicable statutory, grant, and regulatory requirements.

Other Costs

The CSPDC's indirect cost allocation is developed in accordance with federal requirements and the cognizant agency's approved rate. The indirect rate continues to be applied across federally reimbursed programs. The approved FY27 rate is consistent with the multi-year rate agreement in place with the cognizant agency.

The FY27 Budget includes $75,500 in Capital Purchases and $368,893 in Other Activities, which together total $444,393, an increase of $335,850 over FY26. These amounts support planned transit capital and accounting activity in FY27. Other Expenses decrease by $148,563 (-34.5%) to $282,432, reflecting lower administrative repair and maintenance needs following targeted investments made in FY26.

Fuel, Travel, and Meetings; Communication Services; Printing; and Principal and Interest are each held substantially consistent with FY26 levels and support ongoing operations of the agency's programs.

CSPDC BUDGET
FISCAL YEAR 2027

TABLE 3 – FY27 BUDGET BY GOVERNMENTAL FUND

	GENERAL FUND	ARC FUND	EDA FUND	HRMPO FUND	SAWMPO FUND	TRANSIT FUND	FY27 BUDGET
REVENUES							
FEDERAL FUNDING	2,989,864	64,700	70,000	392,800	383,199	3,299,350	7,199,913
STATE FUNDING	911,551	-	-	49,100	47,900	1,032,936	2,041,487
LOCAL FUNDING & SERVICES	399,008	64,700	46,667	49,100	47,900	1,131,741	1,739,116
USE OF MONEY & PROPERTY	110,713	-	-	-	-	140,637	251,350
TOTAL REVENUES	**4,411,136**	**129,400**	**116,667**	**491,000**	**478,999**	**5,604,664**	**11,231,866**
EXPENSES							
WAGES & BENEFITS	708,767	85,649	72,360	166,951	206,298	283,695	1,523,720
CONTRACTED SERVICES	126,380	-	1,100	207,000	130,000	4,505,749	4,970,229
PASS-THROUGH FUNDS	3,385,864	-	-	-	-	-	3,385,864
TRAVEL & MEETINGS	37,582	3,500	3,000	9,300	9,450	466,238	529,070
COMMUNICATION & PRINTING	30,309	-	200	300	500	24,650	55,959
OTHER EXPENDITURES	505,258	-	6,000	28,979	35,787	191,000	767,025
INDIRECT CHARGES	(383,024)	40,251	34,006	78,470	96,964	133,333	-
TOTAL EXPENSES	**4,411,136**	**129,400**	**116,667**	**491,000**	**478,999**	**5,604,665**	**11,231,866**
NET INCOME	**-**	**-**	**-**	**-**	**-**	**-**	**-**

CSPDC BUDGET
FISCAL YEAR 2027

TABLE 4 – FY27 GENERAL FUND BUDGET

	ENVIRONMENTAL SERVICES	ECONOMIC SERVICES	TRANSPORTATION SERVICES	NON-PROGRAM	FY27 BUDGET
REVENUES					
FEDERAL FUNDING	91,103	2,975,461	4,133,349	-	7,199,913
STATE FUNDING	20,580	642,000	1,263,936	114,971	2,041,487
LOCAL FUNDING & SERVICES	23,790	362,367	1,276,741	76,218	1,739,116
USE OF MONEY & PROPERTY	-	-	140,637	110,713	251,350
OTHER INCOME	-	-	-	-	-
TOTAL REVENUES	**135,473**	**3,979,828**	**6,814,663**	**301,901**	**11,231,866**
EXPENSES					
WAGES & BENEFITS	59,280	402,399	773,248	288,794	1,523,720
CONTRACTED SERVICES	-	47,600	4,868,249	54,380	4,970,229
PASS-THROUGH FUNDS	33,103	3,352,761	-	-	3,385,864
TRAVEL & MEETINGS	700	8,815	488,751	30,804	529,070
COMMUNICATION & PRINTING	-	200	30,950	24,809	55,959
OTHER EXPENDITURES	14,529	7,769	214,533	45,600	282,432
CAPITAL & OTHER ACTIVITIES	-	-	75,500	368,893	444,393
PRINCIPAL & INTEREST	-	-	-	40,200	40,200
INDIRECT COSTS	27,861	160,283	363,433	(551,578)	-
TOTAL EXPENSES	**135,473**	**3,979,827**	**6,814,664**	**301,901**	**11,231,866**
NET INCOME	**-**	**-**	**-**	**-**	**-**

RESOLUTION
APPROVING THE FISCAL YEAR 2027 BUDGET

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

WHEREAS, the Fiscal Year 2027 Budget was developed by the Executive Director and Finance Director in consultation with the Executive Committee; and

WHEREAS, the Central Shenandoah Planning District Commission Board of Commissioners approved a per capita dues rate of 85 cents for Fiscal Year 2027; and

WHEREAS, the recommended Fiscal Year 2027 Budget is balanced and provides for the basic operating needs of the agency and its members.

NOW, THEREFORE BE IT RESOLVED by the Central Shenandoah Planning District Board of Commissioners that it does hereby approve the recommended Fiscal Year 2027 Budget, effective July 1, 2026, a copy of which is attached hereto and incorporated by reference; and

BE IT FURTHER RESOLVED that:

1. The Executive Director is authorized to transfer funds between the various budget lines and sections and between the Administrative Section as appropriate and needed, provided same is performed in a manner consistent with statutory, grant and regulatory requirements and authorities, and does not increase or decrease the financial scope of the budget; and
2. The Executive Director is authorized to effect budgetary adjustments between the various budget line items within projects/grants as appropriate and needed, provided same is performed in a manner consistent with statutory, grant and regulatory requirements and authorities, and does not increase or decrease the financial scope of the project; and
3. Any increase or decrease in the financial scope of the Fiscal Year 2027 Budget shall be presented to the Board for its consideration for approval upon the recommendation of the Executive Director; and
4. Staffing levels for Fiscal Year 2027 are authorized at 15 employees, subject to funding availability and work demand. The Executive Director is authorized to fill/remove staff positions in accordance with the Fiscal Year 2027 Budget and in a manner consistent with statutory, grant and regulatory requirements and authorities, and
5. The Executive Director is authorized to make applications, enter into agreements, file annual certifications and assurances, execute contracts, terminate contracts or agreements, and file other documents as required by the funders of the grants administered during the fiscal year in a manner consistent with statutory, grant and regulatory requirements and authorities.

APPROVED ON THIS 15th DAY OF JUNE 2026.

ATTEST:

Frank Friedman, CSPDC Chairman

Kimberly Miller, Clerk to the Commission

June 8, 2026

TO: CSPDC Commissioners

FROM: Ann W. Cundy, Executive Director

SUBJECT: Board Action Form #26-09
Approval of the CSPDC 2026 Strategic Plan

Recommendation

Approve the CSPDC 2026 Strategic Plan

Executive Summary

The attached document is the 2026–2030 Strategic Plan for the Central Shenandoah Planning District Commission, titled "Forging a Digital Region." The Plan covers the five-year period from 2026 through 2030 and includes a long-range outlook to 2035.

The Executive Committee reviewed this draft at its March 4th meeting and recommended it be shared with the full Commission. Dr. R. Grant Tate, lead consultant from BBTx Consultants, presented the Plan at the April Commission meeting.

Development Process

Staff engaged BBTx Consultants to lead the development of this Plan. The consultant drew on the following as primary inputs:

a. CSPDC's existing long-range plans across all program areas.
b. The 2025 SERDI Agency Assessment recommendations.
c. Regional demographic and economic data, including the 2023 Comprehensive Economic Development Strategy (CEDS) update.

The Executive Team worked closely with the consultant to review and refine the content. All PDC staff also completed a BBTx-facilitated training on the productive use of AI tools as part of this engagement. That work is directly reflected in the Plan's internal modernization goals.

Plan Overview

The Plan establishes five strategic goals, in priority order. The first three address CSPDC's external role as convener, analyst, and implementation partner. The final two strengthen the internal capacity and financial sustainability required to deliver on that role consistently.

Goal 1: Serve as the region’s trusted convener and information hub. CSPDC’s whole-system vantage point—across jurisdictions, programs, and partners—enables early identification of emerging challenges and support for coordinated regional responses.

Goal 2: Strengthen housing and transportation as core jobs enablers. Workforce availability, housing supply, and mobility are treated as a single ecosystem challenge, with CSPDC supporting coordinated funding strategies and project identification across member localities.

Goal 3: Close the rural resilience gap. Targeted support for the region’s least-resourced communities on broadband, utilities, hazard mitigation, and grant implementation—areas where individual localities cannot efficiently build specialized capacity on their own.

Goal 4: Modernize CSPDC operations for high performance. Implementation of a two-tier OKR system to connect strategy to execution, responsible integration of AI-supported productivity tools, and strengthened staff development and succession planning.

Goal 5: Build a sustainable financial model. A “Platform + Projects” funding structure to reduce structural dependence on project-specific grants, build operating reserves, and support the multi-year planning the region’s work increasingly demands.

Each goal includes specific, measurable progress indicators for the plan period.

Attachment

[2026–2030 CSPDC Strategic Plan]

June 8, 2026

TO: CSPDC Commissioners

FROM: Ann W. Cundy, Executive Director

SUBJECT: Board Action Form #26-10
Approval of the CSPDC/BRITE Title VI Plan

Recommendation

Approve the 2026 CSPDC/BRITE Title VI Plan.

Executive Summary

Title VI of the Civil Rights Act of 1964 states, "No person in the United States shall, on the ground of race, color, or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance." Subsequent laws added handicap, sex, age, or income status to the criteria for which discrimination is prohibited. The CSPDC/BRITE Transit Title VI Plan was developed to ensure that the CSPDC transit program complies with nondiscrimination requirements as outlined in Title 23 CFR and 49 CFR and related laws. Additionally, the plan includes BRITE's public outreach and involvement process, system-wide service standards and policies, discrimination complaint procedures, and an updated four-factor analysis and demographic profile. An approved Title VI Plan is a requirement for direct recipients of Federal Transit Administration grant funding, which CSPDC receives for the BRITE Transit program.

As the governing body of the CSPDC, the Commission reviews and approves the BRITE Transit Title VI Plan following a publicly-noticed 30-day comment period. CSPDC staff released the Plan to public comment on May 5, 2026. No comments have been received.

Attachments

BRITE Title VI Plan
Resolution of Approval

RESOLUTION

Approving and Adopting the BRITE Title VI Plan

WHEREAS, Title VI of the Civil Rights Act of 1964 (U.S.C. 200D) provides that no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance; and

WHEREAS, the Federal Transit Administration requires that any organization that is the recipient of Federal financial assistance shall have an adopted Title VI Plan and Policy; and

WHEREAS, the Central Shenandoah Planning District Commission is the direct recipient of Federal Transit Administration Formula Grants intended for the operation of public transit service in the Staunton-Augusta-Waynesboro region.

NOW THEREFORE, BE IT RESOLVED, that the Central Shenandoah Planning District Commission does hereby approve and adopt the Title VI Plan dated May 5, 2026.

Adopted by the CSPDC this 15th day of June 2026.

ATTEST:

______________________________	______________________________
Frank Friedman CSPDC Chairperson	Kimberly Miller Clerk of the Commission

June 8, 2026

TO: CSPDC Commissioners

FROM: Ann W. Cundy, Executive Director

SUBJECT: Board Action Form #26-11
2026 Central Shenandoah Hazard Mitigation Plan

Recommendation

Adopt the 2026 Central Shenandoah Hazard Mitigation Plan.

Executive Summary

The Central Shenandoah Hazard Mitigation Plan (CSHMP) is the Region's long-range plan for reducing the impact of natural and human-caused hazards. The 2026 CSHMP represents the third comprehensive update since the plan's original adoption in 2005. The plan assesses the Region's vulnerability to 8 natural hazards and 4 human-caused threats and establishes actions to protect lives, property, infrastructure, and critical services.

CSPDC staff coordinated this two-year effort in partnership with 21 localities, 4 special districts, and about 30 regional organizations, and incorporated over 450 public input responses. All 25 participating jurisdictions and special districts developed prioritized mitigation actions and projects tailored to their specific hazard risks.

Local adoption of the CSHMP is required for participating jurisdictions and special districts to remain eligible for FEMA grant programs, including funding opportunities that support flood mitigation, infrastructure hardening, emergency power systems, property protection, and other resilience projects. Upon local adoption, the CSPDC will continue to monitor the Plan annually and update it every five years in accordance with FEMA requirements.

The full CSHMP can be viewed online: https://connect.cspdc.org/hazard-mitigation-plan.

Attachments

2026 CSHMP Executive Summary
Resolution to Adopt the 2026 CSHMP

2026 CENTRAL SHENANDOAH
HAZARD MITIGATION PLAN

EXECUTIVE SUMMARY

The Central Shenandoah Hazard Mitigation Plan (CSHMP) serves as the region's long-range plan for reducing the impact from natural and human-caused hazards. The Plan identifies vulnerabilities in communities across the region and establishes strategies to protect lives, property, infrastructure, and critical services.

On May 20, 2026, the Virginia Department of Emergency Management (VDEM) and the Federal Emergency Management Agency (FEMA) formally approved the plan, enabling participating jurisdictions to remain eligible for FEMA Hazard Mitigation Assistance grant programs upon local adoption.

The full CSHMP can be viewed online: https://connect.cspdc.org/hazard-mitigation-plan

PLANNING PROCESS

Originally adopted in 2005, the 2026 Plan represents the third comprehensive update and the region's continued commitment to proactive hazard mitigation. The Central Shenandoah Planning District Commission (CSPDC) developed the plan over the course of two years in collaboration with 21 jurisdictions, 4 special districts, and more than 30 regional organizations. It serves as coordinated guidance for building safer communities while maintaining eligibility for federal mitigation funding. The process included:

- Comprehensive risk assessments for 8 natural hazards and 4 human-caused threats
- Evaluation of local and regional capabilities for 5 cities, 5 counties, 11 towns, and 4 special districts
- Development of regional goals and jurisdiction-specific mitigation actions
- Extensive public and stakeholder engagement, including 458 public survey responses, 4 steering committee meetings, and individual consultations with all participating entities

Notably, the region's mountainous terrain, extensive river systems, rural development patterns, karst geology, and communication restrictions under the National Radio Quiet Zone create unique resilience challenges that require coordinated regional planning. Through the planning process, flooding, wildfires, and severe winter weather emerged as the region's highest-risk hazards. Other significant threats include hazardous materials incidents, drought, sinkholes, tropical storms, and infrastructure failure.

REGIONAL MITIGATION PRIORITIES

To guide implementation, the Plan establishes six overarching regional goals supported by regional strategies and locality-specific mitigation actions. Actions include infrastructure improvements, flood mitigation projects, emergency preparedness initiatives, land use planning tools, and public education efforts. Together, these actions seek to reduce future losses and improve long-term community resilience.

1	**Economic Resilience and Protection:** Bolster the regional economy by reducing hazard impacts on economic sectors and critical business infrastructure.
2	**Housing and Neighborhood Protection:** Protect residential properties and prioritize vulnerable neighborhoods and housing populations.
3	**Environmental Stewardship and Natural Hazard Mitigation:** Restore and enhance natural systems' hazard mitigation functions while protecting environmental resources.
4	**Resilient Public Infrastructure:** Ensure high-quality, resilient infrastructure that maintains essential services before, during, and after hazard events.
5	**Public Health and Safety Enhancement:** Promote public health and safety by reducing hazard-related risks and ensuring effective emergency response.
6	**Collaboration and Innovation:** Collaborate across jurisdictions and sectors to improve resilience through innovative approaches.

Regional mitigation goals and actions are further detailed in the following section of this summary.

LOCAL ACTION ITEMS

In accordance with FEMA's planning requirements, participating localities and special districts developed prioritized mitigation actions and projects for each of the 12 hazards and threats based on local needs, capacity, timeline, and available funding. Implementation of these actions may occur through future capital projects, policy initiatives, infrastructure investments, and state or federal grant opportunities.

PLAN ADOPTION & IMPLEMENTATION

Adoption of the CSHMP is required for participating jurisdictions and special districts to remain eligible for FEMA's grant programs, including funding opportunities that support flood mitigation, infrastructure hardening, emergency power systems, property protection, and other resilience projects. Upon local adoption, the CSPDC will continue to monitor the Plan annually and update it every five years in accordance with FEMA requirements. Through coordinated regional implementation, the CSHMP provides a framework for building safer and stronger communities across the Central Shenandoah region.

REGIONAL GOAL #1: ECONOMIC RESILIENCE AND PROTECTION

Bolster the regional economy by reducing the impact of natural and man-made hazards on major economic sectors, commercial centers, industrial facilities, and critical business infrastructure.

ACTIONS

TYPE	ACTION
Local Planning and Regulations	1.1. Incorporate, as appropriate, natural hazard considerations in commercial, industrial, and agricultural land use development regulations.
	1.2. Coordinate with VDACS on implementing procedures to address infectious disease outbreaks among poultry.
Structure and Infrastructure Projects	1.3. Seek opportunities to support the preservation and hardening of historic and cultural assets in the region, particularly structures in hazard-prone areas.
	1.4. Pursue opportunities to floodproof and retrofit commercial buildings where acquisition, elevation, and relocation are not feasible.
	1.5. Improve stormwater management systems within central business districts, main streets, and commercial/industrial centers.
	1.6. Work with local animal welfare organizations to provide emergency sheltering for livestock. Consider cooperative agreements or working with local stables and fairgrounds.
Natural Systems Protection	1.7. Incentivize practices that generate economic and natural co-benefits when financially feasible for landowners, such as agricultural best management practices (BMPs).
Education and Awareness	1.8. Support opportunities to educate local business and industry about mitigation measures to protect their structures and inventory during a disaster.
	1.9. Partner with chambers of commerce or other trusted economic organizations to share information and resources about reducing the impact of hazards on economic-related operations and structures.

REGIONAL GOAL #2: HOUSING AND NEIGHBORHOOD PROTECTION

Protect residential properties and prioritize the safety of vulnerable neighborhoods and housing populations.

ACTIONS

TYPE	ACTION
Local Planning and Regulations	2.1. Incorporate natural hazard considerations in residential land use development regulations.
	2.2. Limit new residential development in the floodplain and other flood prone areas through zoning ordinances.
	2.3. Support building codes and zoning ordinances that require fire-resistant construction materials, defensible space standards, and adequate emergency access routes for new residential development in wildland-urban interface areas.
	2.4. Identify special populations that are particularly vulnerable and may require additional services during disasters, including low- to moderate-income households, non-English speaking households, assisted living centers, and facilities that serve people with special needs.
Structure and Infrastructure Projects	2.5. Elevate, relocate, and/or floodproof flood-prone houses to protect private residential structures and reduce future damages.
	2.6. Consider opportunities for residential buyout and elevation projects of identified structures most at risk of repetitive flooding.
	2.7 Improve and maintain stormwater management systems within residential areas.
	2.8. Work with local animal welfare organizations to provide emergency sheltering and/or care for household pets.
Natural Systems Protection	2.9. Incentivize practices that protect private property and restore natural systems, such as best management practices or conservation efforts.
	2.10. Encourage corrective measures recommended by a professional site analysis to protect homes located in known karst and landslide areas.
Education and Awareness	2.11. Support opportunities to educate households of individual or neighborhood-scale mitigation actions, such as household disaster preparedness planning or Firewise certification for woodland neighborhoods.
	2.12. Promote educational information and programs to help residents located in the flood plain to understand their flood risk and insurance options.

REGIONAL GOAL #3: ENVIRONMENTAL STEWARDSHIP AND NATURAL HAZARD MITIGATION

Restore and enhance the hazard-mitigation function of natural systems while protecting environmental resources that reduce community risk.

ACTIONS

TYPE	ACTION
Local Planning and Regulations	3.1. Implement zoning tools that steer development away from hazardous areas or natural areas deserving preservation. Include Department of Forestry personnel in subdivision review for new development in woodland-urban interface areas.
	3.2. Provide for tax incentives, donated easements, and other approaches that can assist in preserving land in the floodplain and other environmentally sensitive areas for agricultural, environmental, recreational, or educational uses.
	3.3. Conduct proactive planning to develop wildfire mitigation strategies and projects that address vulnerabilities in the Wildland Urban Interface.
	3.4. Encourage Building Codes and Zoning Regulations that support wildfire mitigation in the wildland-urban interface (WUI) and other woodland areas.
	3.5. Increase awareness of the National Flood Insurance Program (NFIP) and the Community Rating System (CRS).
Structure and Infrastructure Projects	3.6. Implement projects identified in local plans and studies that promote nature-based solutions or environmental co-benefits.
	3.7. Consider obtaining maintenance and access easements from property owners for annual maintenance work.
Natural Systems Protection	3.8. Consider opportunities to acquire undeveloped portions of the floodplain to prohibit future development and preserve as open space.
	3.9. Coordinate regional water supply planning including groundwater protection, alternative source development, and drought contingency measures to ensure long-term water security across communities.
	3.10. Pursue stream remediation projects using site-specific design approaches that account for natural channel characteristics, flood dynamics, and floodplain configuration to restore natural flood capacity and reduce erosion damage.
Education and Awareness	3.11. Support opportunities to educate citizens about the hazard-mitigation function of natural systems and best practices.

REGIONAL GOAL #4: RESILIENT PUBLIC INFRASTRUCTURE

Ensure communities have high-quality, resilient infrastructure that reduces risk and maintains essential services, prior to, during, and after hazard events.

ACTIONS

TYPE	ACTION
Local Planning and Regulations	4.1. Limit public infrastructure expansion, such as roads and water/sewer service, into hazard-prone areas.
	4.2. Conduct planning and studies for the implementation of stormwater and flood mitigation projects at the watershed level when applicable
	4.3. Develop regular maintenance programs and standard operation procedures for stormwater, roads, dams, and vegetation.
	4.4. Ensure local emergency shelters are identified in and supported by EOPs.
	4.5. Build-out local and regional procedures for debris management.
	4.6. Develop a regional energy supply plan that identifies critical infrastructure, assess vulnerabilities, and establish protocols for maintaining power to essential facilities.
	4.7. Maintain an inventory of dams including hazard classification, ownership information, downstream inundation zones, and populations at risk.
Structure and Infrastructure Projects	4.8. Bolster critical facilities with hardening measures, such as installing back-up generators or wind/flood-proofing structures.
	4.9. Support stormwater projects that improve ditching, replace inadequate and undersized culverts, enlarge bridge openings, and install drainage piping to minimize flooding while ensuring downstream impacts are analyzed.
	4.10. Encourage routine maintenance of stormwater management conveyances with special emphasis placed on culverts where there are repeated problems.
	4.11. Improve all-hazard monitoring on critical facilities (e.g., water level gauges on dams, cybersecurity on public works, etc.).
	4.12. Continue to find innovative systems and partnerships (such as local amateur radio operators) to address emergency communication challenges from the NRQZ.
	4.13. Harden electrical distribution infrastructure by undergrounding power lines in high-risk areas, upgrading substations, and elevating controls in flood-prone areas.
Natural Systems Protection	4.14. Implement nature-based projects identified in local stormwater capital improvement plans, TMDL action plans, or flood resilience plans as applicable.
Education and Awareness	4.15. Support opportunities to inform property owners of best practices for protecting neighborhood infrastructure, such as enhancing riparian buffers along stormwater conveyances, or participating in the Firewise Communities certification program.
	4.16. Increase public awareness of high-hazard dams and dam inundation impacts.

REGIONAL GOAL #5: PUBLIC HEALTH AND SAFETY ENHANCEMENT

Promote public health and safety by reducing hazard-related risks to community well-being, public infrastructure, resilience, and ensuring effective emergency response capabilities.

ACTIONS

TYPE	ACTION
Local Planning and Regulations	5.1. Improve data collection on hazardous events and public awareness of/accessibility to that information as appropriate. Consider utilizing drones, as feasible, for post-incidents assessments.
	5.2. Develop resources or tools for local emergency management to use to identify and keep track of vulnerable populations in the community.
	5.3. Incorporate community health needs into local long-range planning documents.
	5.4. Support the development and maintenance of Emergency Operations Plans, Continuity of Operations Plans, and Hazardous Material plans in each locality.
	5.5. Assist with the development of Emergency Action Plans for vulnerable populations to hazards, such as mobile home parks, apartment complexes, assisted living facilities, and elderly or remote populations.
Structure and Infrastructure Projects	5.6. Ensure emergency shelters are well-equipped, supported by back-up generators or alternative power sources and connected to state and national support orgs.
	5.7. In the event of a disease outbreak, be prepared to establish and support hubs for medical care and distribution and food and water distribution as necessary.
	5.8. Develop a regional or subregional flooding model that predicts flood events and provides early warning notifications to emergency officials and the public.
Education and Awareness	5.9. Support accessibility and inclusion programs that educate individuals with access and functional needs about disaster preparedness, train first responders on inclusive emergency response practices, and ensure emergency shelters and operations plans accommodate disabilities, medical conditions, and communication barriers across all phases of emergency management.
	5.10. Consider participating in the National Weather Service's Storm Ready program, which assists communities with safety, planning, education, and communication programs needed to save lives and property during weather-related disasters.
	5.11. Support Community Emergency Response Teams (CERT), which educate citizens and volunteers about preparedness, response, and mitigation measures.
	5.12. Promote and inform communities about existing volunteer programs, educational groups, and opportunities to get involved in disaster preparedness.
	5.13. Provide training and appropriate equipment/tools for local emergency responders to respond to all hazards.

REGIONAL GOAL #6: COLLABORATION AND INNOVATION

Collaborate across jurisdictions and sectors to efficiently and cost-effectively improve the lives of residents through innovative infrastructure improvements and hazard mitigation approaches.

ACTIONS

TYPE	ACTION
Local Planning and Regulations	6.1. Continue to convene and encourage participation in Local Emergency Planning Committees (LEPCs), which are open to a variety of stakeholders.
	6.2. Develop, maintain and implement regional plans that support all-hazard mitigation, such as water supply plans, wildfire protection plans, and flood resilience plans.
	6.3. Seek opportunities to collect or improve regional and local data, particularly related to regional assets, vulnerable populations, and hazards.
	6.4. Promote inter-agency coordination for wildfire response in the areas of daily communication, training, and especially pre-planning.
	6.5. Ensure that all localities have digitized FIRM maps.
Structure and Infrastructure Projects	6.6. Improve systems that monitor, forecast, and provide early warning notifications for severe weather, hazard events, and emergencies.
	6.7. Pursue cybersecurity infrastructure investments to ensure critical data, facilities, and control systems are protected.
	6.8. Implement projects at a regional or subregional scale to maximize resources and find the most cost-effective solutions.
	6.9. Capitalize on the Chesapeake Bay Watershed Improvement Plan to support stormwater runoff projects throughout the region.
Natural Systems Protection	6.10. Seek opportunities to participate in projects, plans, studies, and forums that consider nature-based delineations and constraints rather than political boundaries.
Education and Awareness	6.11. Support opportunities and participate in multi-departmental, multi-jurisdictional, or multi-sector training or forums related to hazard mitigation or disaster preparedness.
	6.12. Consider utilizing resources or programs available through Federal and State partners, such as FEMA's Cooperating Technical Partners (CTP) program or Community Rating System (CRS).
	6.13. Encourage learning opportunities of best practices and challenges across the Region.

RESOLUTION

Central Shenandoah Planning District Commission Resolution
ADOPTION OF THE 2026 CENTRAL SHENANDOAH HAZARD MITIGATION PLAN

WHEREAS, the Central Shenandoah Planning District Commission (the "CSPDC") recognizes the threat that natural and human-caused hazards pose to people and property within the 21 localities that comprise the Central Shenandoah Region (the “Region”); and

WHEREAS, the CSPDC has coordinated with 21 localities and 4 special districts to prepare a multi-hazard mitigation plan, hereby known as the 2026 Central Shenandoah Hazard Mitigation Plan, in accordance with federal laws, including the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended; the National Flood Insurance Act of 1968, as amended; and the National Dam Safety Program Act, as amended; and

WHEREAS, the 2026 Central Shenandoah Hazard Mitigation Plan identifies mitigation goals and actions to reduce or eliminate long-term risk to people and property in the Region from the impacts of future hazards and disasters; and

WHEREAS, adoption by the CSPDC demonstrates its commitment to hazard mitigation and achieving the goals outlined in the 2026 Central Shenandoah Hazard Mitigation Plan.

NOW, THEREFORE BE IT RESOLVED by the Central Shenandoah Planning District Commission:

The CSPDC hereby elects to adopt the 2026 Central Shenandoah Hazard Mitigation Plan. While content related to the CSPDC may require revisions to meet the plan approval requirements, changes occurring after adoption will not require the CSPDC to re-adopt any further iterations of the plan. Subsequent plan updates following the approval period for this plan will require separate adoption resolutions.

Adopted by the CSPDC this 15th day of June 2026.

APPROVED:

____

Frank Friedman
CSPDC Chairman

ATTEST:

____

Kimberly Miller
Clerk of the Commission

Celebrating 55 Years

CSPDC

Central Shenandoah Planning District Commission

June 8, 2026

TO: CSPDC Commissioners

FROM: Ann W. Cundy, Executive Director

SUBJECT: Board Action Form #26-12
Consideration of SMART SCALE Round 7 Application for Port Republic Road Improvements: Devon Lane to Neff Avenue

Recommendation

Approve the Resolution authorizing the CSPDC to submit a SMART SCALE Round 7 application for the Port Republic Road Improvements: Devon Lane to Neff Avenue project on behalf of the City of Harrisonburg.

Executive Summary

The CSPDC, through the HRMPO, completed the FY25 Port Republic Road Small Area Study in 2026, evaluating safety, operations, and multimodal needs along the Port Republic Rad (VA-253) corridor between Devon Lane and Neff Avenue/Peach Grove Avenue in Harrisonburg. The corridor had one of the highest Potential for Safety Improvement intersections in the Staunton District with 88 crashes and 34 injuries from2019 to 2023.

Based on the study's preferred alternative, the CSPDC is submitting a SMART SCALE Round 7 application on behalf of the City of Harrisonburg to fund corridor improvements including intersection upgrades at Devon Lane and Neff Avenue/Peach Grove Avenue, ~2,250 feet of buffered shared-use path, improved pedestrian crossings, and an ADA-accessible bus stop.

SMART SCALE requires a Resolution of Support from the submitting governing body for the full application. Given the CSPDC will be submitting this application on behalf of the City of Harrisonburg, a CSPDC Commission resolution is required. The full application deadline is August 3, 2026, with the resolution due no later than August 1. There is no direct fiscal impact to the CSPDC.

Attachments

SMART SCALE Round 7 Port Republic Road Devon Lane to Neff Avenue Resolution

RESOLUTION

For the SMART SCALE Round 7 Application for the Port Republic Road Improvements from Devon Lane to Neff Avenue in the City of Harrisonburg

WHEREAS, the Central Shenandoah Planning District Commission (CSPDC) is the designated regional planning organization for the Central Shenandoah Planning region, and is the organization responsible for providing transportation planning assistance to the 21 local jurisdictions located in the Central Shenandoah Valley; and

WHEREAS, the Commonwealth of Virginia prioritizes and funds transportation projects through the SMART SCALE Program whereby transportation projects are selected for funding based on their cost effectiveness in meeting performance goals; and

WHEREAS, the CSPDC, through the Harrisonburg-Rockingham Metropolitan Planning Organization (HRMPO), conducted the FY25 Port Republic Road Study to evaluate transportation conditions, safety, and multimodal needs in the Port Republic Road/Peach Grove Avenue/Neff Avenue corridor in the City of Harrisonburg; and

WHEREAS, the CSPDC, on behalf of the City of Harrisonburg, intends to submit an application to improve Port Republic Road between Devon Lane and Neff Avenue/Peach Grove Avenue, including intersection improvements, turn lane construction and extension, access management, construction of ~2,250 feet of buffered 10-foot wide shared-use path, upgraded pedestrian crossings and curb ramps, and ADA-accessible bus stop improvements at the Deer Run stop; and

NOW THEREFORE, BE IT RESOLVED, that the CSPDC endorses the SMART SCALE application to compete for state and federal funding through the SMART SCALE Round 7 application cycle.

Adopted by the CSPDC this 15th day of June 2026.

ATTEST:

______________________________ ______________________________

Frank Friedman
CSPDC Chairperson

Kimberly Miller
Clerk of the Commission

June 8, 2026

TO: CSPDC Commissioners

FROM: Ann W. Cundy, Executive Director

SUBJECT: Board Memo #26-05
CSPDC Freedom Of Information Act Rights & Responsibilities Policy

Executive Summary

The attached document is CSPDC's FOIA Rights & Responsibilities Policy. The policy describes the rights of requesters, CSPDC's responsibilities under the Virginia Freedom of Information Act (§ 2.2-3700 et seq.), applicable exemptions, and the contact information for CSPDC's designated FOIA Officer. The Executive Committee approved this policy on behalf of the full Commission on March 23, 2026. Our Bylaws require notifying the Commission when the Executive Committee acts on their behalf.

Background

Virginia FOIA requires that public bodies respond to records requests within five working days and that the basis for any withholding be grounded in a specific statutory exemption. While CSPDC has responded to FOIA requests in accordance with the law, we have not documented a policy for determining exemptions from FOIA. The draft policy clarifies how we follow the law, and what types of information are deemed exempt.

The policy designates the Executive Director as the FOIA Officer for the CSPDC. It identifies the categories of records held by the agency, establishes cost recovery practices consistent with the statute, and articulates CSPDC's standing policy on commonly invoked exemptions, including personnel records, attorney-client privilege, and proprietary procurement and grant information.

Attachment

CSPDC FOIA Rights & Responsibilities Policy

Freedom of Information Act (FOIA) Rights & Responsibilities

The Rights of Requesters and the Responsibilities of the Central Shenandoah Planning District Commission (CSPDC) under the Virginia Freedom of Information Act

The Virginia Freedom of Information Act (FOIA), located at § 2.2-3700 et seq. of the Code of Virginia, guarantees citizens of the Commonwealth and representatives of the media access to certain public records held by public bodies, public officials, and public employees. A public record is any writing or recording — regardless of whether it is a paper record, an electronic file, an audio or video recording, or any other format — that is prepared or owned by, or in the possession of a public body or its officers, employees, or agents in the transaction of public business. All public records are presumed to be open, and may only be withheld if a specific, statutory exemption applies. The policy of FOIA states that the purpose of FOIA is to promote increased awareness by all persons of governmental activities. In furthering this policy, FOIA requires that the law be interpreted liberally, in favor of access, and that any exemption allowing public records to be withheld must be interpreted narrowly.

Your FOIA Rights

You have the right to request to inspect or receive copies of non-exempt public records, or both. You have the right to request that any charges for the requested records be estimated in advance. If you believe that your FOIA rights have been violated, you may file a petition in district or circuit court to compel compliance with FOIA. Alternatively, you may contact the FOIA Council for a nonbinding advisory opinion.

Making a Request for Records from the Central Shenandoah Planning District Commission (CSPDC)

You may request records by U.S. Mail, e-mail, in person, or over the phone. FOIA does not require that your request be in writing, nor do you need to specifically state that you are requesting records under FOIA. From a practical perspective, it may be helpful to both you and the person receiving your request to put your request in writing. This allows you to create a record of your request and gives the CSPDC a clear statement of what records you are seeking, so that there is no misunderstanding over a verbal request. However, we cannot refuse to respond to your FOIA request if you elect to not put it in writing.

Your request must identify the records you are seeking with "reasonable specificity." This is a common-sense standard. It does not refer to or limit the volume or number of records you are requesting; instead, it requires that you be specific enough so that we can identify and locate the records you are seeking.

Your request must ask for existing records or documents. FOIA gives you a right to inspect or copy records; it does not apply to a situation where you are asking general questions about the work of the CSPDC, nor does it require the CSPDC to create a record that does not exist.

You may choose to receive electronic records in any format used by the CSPDC in the regular course of business. For example, if you are requesting records maintained in an Excel spreadsheet, you may elect to receive those records electronically via e-mail or on a computer disk, or to receive a printed copy.

If we have questions about your request, please cooperate with staff's efforts to clarify the type of records you are seeking, or to attempt to reach a reasonable agreement about a response to a large request. Making a FOIA request is not an adversarial process, but we may need to discuss your request with you to ensure that we understand what records you are seeking.

To request records from the CSPDC, you may direct your request to Ann Cundy, FOIA Officer:

Central Shenandoah Planning District Commission
112 MacTanly Place Staunton, Virginia 24401
Telephone: (540) 885-5174
Email: ann@cspdc.org

In addition, the Freedom of Information Advisory Council is available to answer any questions you may have about FOIA. The Council may be contacted by e-mail at foiacouncil@dls.virginia.gov, or by phone at (804) 225-3056 or (toll free) 1-866-448-4100.

The CSPDC's Responsibilities in Responding to Your Request

The CSPDC must respond to your request within five working days of receiving it. "Day One" is considered the day after your request is received. The five-day period does not include weekends or holidays.

The reason behind your request for public records is irrelevant, and you do not have to state why you want the records before we respond. FOIA does, however, allow the CSPDC to require you to provide your name and legal address.

FOIA requires that the CSPDC make one of the following responses within the five-day period:

- We provide you with the records you have requested in their entirety.
- We withhold all the records you have requested because all records are subject to a specific statutory exemption. If all records are being withheld, we must send you a

written response identifying the volume and subject matter of the records being withheld and stating the specific section of the Code of Virginia that allows us to withhold them.

- We provide some of the records you have requested but withhold others. We cannot withhold an entire record if only a portion of it is subject to an exemption; in that instance, we may redact the portion that may be withheld and must provide you with the remainder, along with a written response citing the specific statutory basis for the redaction.
- We inform you in writing that the requested records cannot be found or do not exist. If we know that another public body has the requested records, we must include contact information for that public body in our response.

If it is practically impossible for the CSPDC to fully respond within five working days, we must state this in writing, explaining the conditions that make the response impossible. This allows us seven additional working days to respond, for a total of 12 working days. If you request a very large number of records and we determine we cannot respond within 12 working days without disrupting other organizational responsibilities, we may petition the court for additional time. FOIA requires that we first make a reasonable effort to reach an agreement with you concerning the production of records before seeking additional time from a court.

Costs

The CSPDC may make reasonable charges not to exceed its actual cost incurred in accessing, duplicating, supplying, or searching for the requested records. The CSPDC will not impose any extraneous, intermediary, or surplus fees or expenses to recoup the general costs associated with creating or maintaining records or transacting the general business of the public body. Any duplicating fee charged shall not exceed the actual cost of duplication. All charges shall be estimated in advance at the request of the citizen, as set forth in subsection F of § 2.2-3704 of the Code of Virginia.

FOIA allows us to charge for the actual costs of responding to requests, including staff time spent searching for the requested records, copying costs, or any other costs directly related to supplying the requested records. It cannot include general overhead costs.

Prior to conducting a search for records, the CSPDC will notify the requester in writing that the CSPDC may make reasonable charges not to exceed its actual cost incurred in accessing, duplicating, supplying, or searching for requested records and inquire of the requester whether he would like to request a cost estimate in advance of the supplying of the requested records. You may request that we estimate costs in advance, which will allow you to know about any costs upfront or modify your request to reduce them.

If we estimate that it will cost more than $200 to respond to your request, we may require you to pay a deposit — not to exceed the amount of the estimate — before proceeding. The five-day response period does not include the time between when we request a deposit and when you respond.

If you owe the CSPDC money from a previous FOIA request that has remained unpaid for more than 30 days, we will require payment of the past-due balance before responding to a new request.

Types of Records
The following is a general description of the types of records held by the CSPDC:

- Personnel records concerning employees and officials of the CSPDC
- Records of contracts and agreements to which the CSPDC is a party
- Transportation planning and program documents, including Long-Range Transportation Plans, Transportation Improvement Programs, and Unified Planning Work Programs
- Transit planning and operations records and CSPDC's role as the designated recipient
- Housing and community development records, including CDBG grant files and housing studies
- Environmental and natural resource planning documents
- Economic development studies and regional data analyses
- Grant applications, awards, and administrative records
- Financial records, including budgets, audits, and expenditure reports
- Board of Commissioners and Executive Committee meeting records, including agendas, minutes, and supporting materials

If you are unsure whether the CSPDC has the records you seek, please contact Ann Cundy at the address above.

Commonly Used Exemptions
The Code of Virginia allows any public body to withhold certain records from public disclosure. The CSPDC commonly withholds records subject to the following exemptions:

- Personnel. Personnel records (§ 2.2-3705.1(1))
- Attorney-Client Privilege. Records subject to attorney-client privilege (§ 2.2-3705.1(2)) or attorney work product (§ 2.2-3705.1(3))
- Working Papers. Working papers and correspondence of the chief executive officer of the CSPDC, which is its Executive Director (§ 2.2-3705.7(2))
- Proprietary Software. Vendor proprietary information software (§ 2.2-3705.1(6))
- Proprietary Procurement Data. Confidential information designated as trade secrets or proprietary information in accordance with Virginia Code § 2.2-4342(F) in connection with any procurement transaction, provided that the bidder, offeror, or contractor must (i) invoke the protections of Virginia Code § 2.2-4342(F) prior to or concurrent with the submission of data or other materials, (ii) identify the data and

other materials to be protected, and (iii) state the reasons why protection is necessary.

Proprietary DHCD Grant Information. Information related to a grant application that is determined by the Department of Housing and Community Development to be exempt pursuant to Virginia Code § 2.2-3705.6(32) because release of the information would (i) reveal (a) trade secrets, (b) financial information of a grant applicant that is not a public body, including balance sheets and financial statements, that are not generally available to the public through regulatory disclosure or otherwise or (c) research-related information produced or collected by the applicant in the conduct of or as a result of study or research on medical, rehabilitative, scientific, technical, technological, or scholarly issues, when such information has not been publicly released, published, copyrighted, or patented, and (ii) be harmful to the competitive position of the applicant or grant recipient.

Policy Regarding the Use of Exemptions

It is the general policy of the CSPDC to invoke the personnel records exemption in all instances where it applies, to protect the privacy of employees and officials of the CSPDC.

It is the general policy of the CSPDC to invoke the attorney-client privilege and attorney work product exemptions in all instances where they apply, to protect the confidentiality of legal advice and litigation strategy.

It is the general policy of the CSPDC to invoke Proprietary Software, Proprietary Procurement Data, and Proprietary DHCD Grant Information exemptions where they apply, to protect confidential business information submitted to the CSPDC by contractors and consultants.

It is the general policy of the CSPDC to invoke other applicable exemptions as determined necessary or in the best interest of the CSPDC by the Executive Director.

Contact

Ann Cundy, FOIA Officer
Central Shenandoah Planning District Commission
112 MacTanly Place Staunton, Virginia 24401
Telephone: (540) 885-5174
Email: ann@cspdc.org

Date Approved: March 23, 2026

June 8, 2026

TO: CSPDC Commissioners

FROM: Ann W. Cundy, Executive Director

SUBJECT: Board Memo #26-06
Intergovernmental Reviews

Intergovernmental Reviews (IR) require no action. More information is available upon request from CSPDC.

1) **USDA Housing Preservation Grant Application:** The Central Shenandoah Planning District Commission (CSPDC) is applying for Federal Fiscal Year 2026 Housing Preservation Grant (HPG) funding. To launch its first HPG program, the CSPDC plans to request $65,000 depending on Virginia's total allocation. If awarded, the CSPDC will subcontract with local housing non-profit partners to carry out individual assistance projects in their respective service areas. Grant funds will support emergency repairs, rehabilitation, and home safety modifications for very low-income rural homeowners in Augusta, Bath, Highland, Rockbridge, and Rockingham Counties, as well as the Cities of Buena Vista and Lexington. A draft Statement of Activities will be published for public review in the local Press prior to submission for public comment. As required by U.S. Executive Order 12372 (July 14, 1982), applicants must conduct an Intergovernmental Review, notifying relevant state and local governments. Since the Commonwealth of Virginia does not designate a Single Point of Contact (SPOC) for Intergovernmental Reviews, affected local governments are notified through review at the regional level.

2) **VDH State Public Water System Supervision (PWSS) Grant:** The Virginia Department of Health's Office of Drinking Water is seeking $3,088,000 ($2,316,000 federal / $772,000 state match) from the EPA to fund its statewide drinking water oversight program for the period July 1, 2026, through June 30, 2027. The grant supports sanitary surveys, regulatory compliance enforcement (covering lead/copper, PFAS, disinfection byproducts, and other contaminants), technical assistance to water system operators,

and implementation of new federal rules. All public water systems within our member jurisdictions would be subject to the oversight and technical assistance activities funded by this grant.

3) **VADEQ Solid Waste Infrastructure for Recycling (SWIFR) Grant, Amendment 1:** The Virginia Department of Environmental Quality is seeking an additional $598,571 in Round 2 supplemental funding under the EPA's Solid Waste Infrastructure for Recycling (SWIFR) Grant Program, bringing total program funding to $1,130,261. The project runs October 1, 2023, through September 30, 2029, with no required state match. Round 2 funds would support three new activities between FY2027 and FY2029: a statewide waste characterization study, updates to Virginia's Solid Waste Management Regulations to strengthen provisions for composting and anaerobic digestion, and new electronic data tracking applications for permitted solid waste facilities. While this is a statewide program with no specific localities identified, the waste characterization study would capture data from localities throughout our region, and any regulatory updates to composting and anaerobic digestion rules could directly affect how our member jurisdictions manage organic waste. Comments are due to DEQ by July 2, 2026.

4) **VADEQ Brownfields 128(a) BIL FY26 Application:** The Virginia Department of Environmental Quality (VADEQ) is applying to the U.S. Environmental Protection Agency (EPA) for $706,288 in federal funding under the Section 128(a) Bipartisan Infrastructure Law (BIL) Supplemental Brownfields State Response Program Grant for fiscal year 2026, covering the period of October 1, 2026, through September 30, 2027. The grant will support VADEQ's statewide Voluntary Cleanup Program (VCP), including maintaining and updating the inventory of potential brownfield sites, conducting site-specific environmental assessments and remedial action planning at identified non-petroleum and orphan petroleum tank sites, and continuing outreach and education workshops for Planning District Commissions throughout Virginia. Of particular note to our region, the workplan specifically identifies the Central Shenandoah PDC as one of the planning districts where VADEQ has previously conducted in-person brownfield and VRP outreach and education workshops using current BIL funding, and additional PDC outreach workshops are planned for FY27. No specific brownfield sites within our member jurisdictions are identified for site-specific work in this application.

5) **VADEQ Brownfields 128(a) FY26 Technical Assistance Grant (TAG) Application:** The Virginia Department of Environmental Quality (VADEQ) is applying to the U.S. Environmental Protection Agency (EPA) for $60,000 in federal funding under the Section 128(a) Technical Assistance Grant program for fiscal year 2026, covering the period of

October 1, 2026, through September 30, 2027. The funding consists of three $20,000 grants to be administered through a single Cooperative Agreement, with each grant supporting collaboration between VADEQ and a Planning District Commission to assist with brownfield site identification and prioritization, stakeholder engagement, and community outreach in underserved or capacity-limited regions of the state. The three regions selected are the Accomack-Northampton PDC (Eastern Shore), the New River Valley Regional Commission, and the Cumberland Plateau PDC — none of which are within our member jurisdictions. While this particular application does not directly involve our region, the program model reflects the type of brownfield outreach work that has previously engaged the Central Shenandoah PDC.

6) **VADEQ National Air Toxics Trends Station (NATTS) FY26-28 Application:** The Virginia Department of Environmental Quality (VADEQ) is applying to the U.S. Environmental Protection Agency (EPA) for $295,380 in federal funding under the Clean Air Act to operate Virginia's National Air Toxics Trends Station (NATTS) for the three-year period of July 1, 2026, through June 30, 2029. The NATTS program monitors long-term trends in ambient hazardous air pollutant (HAP) concentrations to support emission and risk reduction goals under the Clean Air Act. Virginia's NATTS site is located at the Henrico County Police Athletic League Complex in Henrico County, and monitors for 20 hazardous air pollutants including benzene, formaldehyde, acetaldehyde, ethylene oxide, and various heavy metals. This is a statewide air quality program managed from Richmond; no monitoring sites within our member jurisdictions are identified in this application.

7) **VADEQ PM 2.5 Monitoring Program FY26-28 Application:** The Virginia Department of Environmental Quality (VADEQ) is applying to the U.S. Environmental Protection Agency (EPA) for $1,537,419 in federal funding under the Clean Air Act to operate and maintain Virginia's fine particulate matter (PM2.5) ambient air monitoring network for the three-year period of April 1, 2026 through March 31, 2029. The program operates 17 continuous PM2.5 monitors and 6 filter-based reference method monitors across the Commonwealth, with the data used for comparisons against National Ambient Air Quality Standards (NAAQS), development of state implementation plans, regional haze assessments, and support for health research. The program is statewide in scope and covers all Virginia congressional districts; while no monitoring sites within our specific member jurisdictions are identified by name in the application, the statewide network would include monitoring relevant to air quality conditions affecting our region.

8) **VADEQ Virginia Coastal Zone Management Program – 41st Year (October 1 Start):** The Virginia Department of Environmental Quality (VDEQ) is seeking $3,197,000 in federal funding with a $2,622,000 state/local match ($5,819,000 total) from NOAA through the Virginia Coastal Zone Management Program for October 2026 to March 2028. This 41st year program funds coastal zone management activities including program administration, federal consistency reviews, coastal habitat permit reviews, stormwater local assistance fund projects, SAV mapping, healthy waters programs, marine mammal/sea turtle stranding response, and coastal resilience initiatives. The program provides $550,500 in technical assistance funding to eight regional planning authorities — the Crater, Richmond Regional (PlanRVA), Hampton Roads, Middle Peninsula, Northern Neck, and Accomack-Northampton Planning District Commissions, and the George Washington and Northern Virginia Regional Commissions. No CSPDC member jurisdictions are among the recipients of technical assistance funding, and no specific projects were identified within our region. The program focuses on improving management and protection of Virginia's coastal resources through coordination among state agencies, local governments, and other partners.