



Minutes of the Full Commission
Central Shenandoah Planning District Commission Meeting
Virtual Meeting
February 9, 2026, 6:00 p.m.

Attendance: 26

	Augusta County		Rockbridge County		Staff
✓	Carolyn Bragg		Jay Lewis	✓	Garreth Bartholomew
	Vacant		Chris Slaydon	✓	Zach Beard
✓	Julia Hensley		Rockingham County	✓	Philippe Bone
	Bath County	✓	Sallie Wolfe-Garrison	✓	Jeremy Crute
✓	Lynn Ellen Black		Joel Hensley	✓	Ann Cundy
	City of Buena Vista	✓	Rachel Salatin	✓	Danielle Gannon
✓	Jesse Lineberry	✓	Kim Sandum	✓	Elizabeth Goodlow
	City of Harrisonburg		City of Staunton	✓	Donnie Kern
✓	Laura Dent	✓	Brad Arrowood	✓	Rachel Kinzer
	Nasser Alsaadun	✓	Sharon Angle	✓	Paula Melester
✓	Adam Fletcher		City of Waynesboro	✓	Kimberly Miller
	Highland County	✓	Terry Short	✓	Carrie Sensabaugh
	Henry Budzinski	✓	Leslie Tate	✓	Devon Thompson
	City of Lexington		Others		
	Frank Friedman, Chair				

Call To Order

The Commission meeting of February 9, 2026, was called to order at 6:00 p.m. Treasurer Terry Short presided over the meeting in the absence of Chairperson Frank Friedman and due to the current vacancy in the Vice Chair position.

Public Comment

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

Consideration of Minutes

Acting Chair Short presented the minutes of the meeting held on December 15, 2025. ***Mr. Arrowood moved, seconded by Ms. Tate that the minutes be approved as presented. The minutes were approved unanimously.***

Chair's Report

Acting Chair Short reported on the following items:

- He introduced Carolyn Bragg as a new Commissioner representing Augusta County and welcomed her to the Commission.
- He noted that the Commission currently has two vacancies on the Executive Committee vacated by Tyson Cooper and Pam Carter. Once commissioner appointments have been made

an Executive Committee election will take place at the following meeting, anticipated in April. Following the election, the Executive Committee will meet to elect a new Vice Chair.

Executive Director's Report

Ms. Cundy reported on the following items:

1. **Strategic Plan:** Ms. Cundy reported that the PDC has been working on a new strategic plan since last fall with consultant Grant Tate of BBTX. Mr. Tate led a staff retreat in August and a series of trainings and workshops focused on the efficient, productive, and safe use of artificial intelligence in daily work. The plan sets direction for serving member jurisdictions over the next five years and is centered around five strategic pillars: (1) Regional Convening and Shared Intelligence; (2) Jobs-Enabling Foundations of Housing and Transportation; (3) Rural Resilience and Equitable Infrastructure; (4) Operational Excellence; and (5) Financial Sustainability. Mr. Tate will join the Commission in person in April to present the final plan. The PDC will review the draft internally and share it with the Executive Committee prior to that meeting to ensure it reflects the priorities heard from member jurisdictions. Ms. Cundy noted that the strategic plan builds directly on the SERDI Agency Assessment presented by Jim Youngquist in October and serves as the action plan for the findings and recommendations from that process.
2. **Paula Melester Appointment:** Ms. Cundy reported that Director of Transportation, Paula Melester, was appointed to the Virginia Transit Service Delivery Advisory Committee (TISDAC) by the Virginia Department of Rail and Public Transportation. TISDAC is comprised of representatives from across the state and advises DRPT on how transit capital and operating funds are distributed to transit systems throughout the Commonwealth. Ms. Cundy emphasized that this appointment reflects Ms. Melester's credibility with state partners and her deep understanding of how policy translates into transit service on the ground.
3. **Virginia Association of Counties Local Government Day:** Ms. Cundy reported that she attended the Virginia Association of Counties Local Government Day in Richmond the previous week, where the Virginia Association of Planning District Commissions participated jointly. Updates were received from VACO staff regarding bills currently under consideration in the General Assembly. Of particular relevance to the region, there is encouraging movement on bills related to increased funding for early childhood education and childcare. Ms. Cundy also noted that she has joined the Virginia Business Roundtable for Early Education to explore potential opportunities and available funding to advocate for in the region. She further noted that the Commission is watching closely the collective bargaining bills currently before the General Assembly, as she knows many member jurisdictions are as well.
4. **VAPDC Budget Amendments:** Ms. Cundy reported that the Virginia Association of Planning District Commissions, working with several legislators including Delegate Tony Wilt, has introduced two budget amendments of significance to the Commission and its member jurisdictions. The first would increase the state's annual funding to planning district commissions from the current \$119,000 to \$363,000 per year through DHCD. Ms. Cundy noted that member jurisdiction per capita assessments currently more than double the state's contribution, an imbalance not typical of other grant programs, and expressed strong optimism about the amendment. She urged local elected officials on the Commission to

contact both the Valley delegation and the members of the House Appropriations Committee to express support. The second budget amendment would increase state funding for water supply plan updates, a project the PDC has been actively working on for member jurisdictions, providing \$500,000 in FY26 to catch up on prior work and \$750,000 in each of FY27 and FY28 to bring the effort to completion. Ms. Cundy indicated she would share talking points with commissioners for both amendments.

5. **Virginia Retirement System (VRS):** Ms. Cundy reported that the results of the actuarial study evaluating the PDC's potential transition to the Virginia Retirement System are favorable, with the employer contribution rate approximately 5% lower than the PDC currently pays under its existing FICA replacement plan. The PDC has been exploring joining VRS as a means of strengthening its benefits package, aligning with member jurisdiction structures, and improving staff recruitment and retention. The Executive Committee will review the details and timeline at its next meeting, and Ms. Cundy indicated she would provide a further update to the full Commission in April.
6. **Bath County CDBG Planning Grant:** Ms. Cundy reported that Bath County has been awarded a \$75,000 Community Development Block Grant (CDBG) planning grant from the Department of Housing and Community Development. PDC staff assisted with the application to address the challenge of vacant and dilapidated housing in the county. The grant will fund a windshield study to be undertaken by PDC staff, followed by engineering inspections with SERCAP partners to identify structures that may be recommended for a subsequent CDBG implementation grant. Ms. Cundy described this as a strong first step toward bringing vacant units back into use and beginning to address Bath County's housing challenges.

Treasurer's Report

Acting Chair Short introduced the Treasurer's report, noting the PDC's continued strong financial position, and referenced the financial statements included in the meeting packet. Mr. Donnie Kern provided additional context, noting two items of importance: first, that the \$221,000 in revenues over expenses reflects an increased figure due to audit adjustments that pulled revenues earned in the prior year into the current year; and second, that deferred revenue is lower than typical due to accelerated spending of local funds through the Bath County CDBG program.

Ms. Angle moved, seconded by Ms. Black, to approve the Treasurer's Report as presented. The motion carried unanimously.

Consideration of CSPDC FY26 Budget Amendment (BAF #26-01)

Mr. Kern presented the FY26 Budget Amendment, noting that the packet included detailed notes to assist commissioners in understanding the changes. He highlighted the following key adjustments: the inclusion of Economic Development Administration (EDA) grant funding, which had been too uncertain to include in the original budget and which allowed the PDC to replace higher-risk local funding sources; an increase in projected interest income based on average monthly earnings of approximately \$8,000 per month from VIP investments; increases in contractual services (\$23,000), fuel, travel, and meetings (\$18,000), communication services (\$160), and printing (\$6,700); and a reallocation between capital purchases and maintenance reflecting the final, lower-than-anticipated cost of the HVAC replacement project. Mr. Kern noted that additional capital expenditures are anticipated in February and March that will reduce the current revenues-over-

expenses figure. He also noted that this may not be the final budget revision of the year, as the Bath County CDBG program — now in its fifth year — may require further adjustment depending on whether an extension is granted by DHCD. The total net change of the amendment is \$47,212.

Ms. Sandum moved, seconded by Mr. Arrowood, to approve the FY26 Budget Amendment as presented. The motion carried unanimously.

Consideration of SERDI Agency Assessment (BAF #26-02)

Ms. Cundy reported that Jim Youngquist presented the final draft of the SERDI Agency Assessment to the Commission in October. Following that presentation, the Executive Committee reviewed commissioner comments and made one adjustment: walking back the recommendation to conduct a formal compensation study in favor of periodically benchmarking compensation against local governments and peer organizations. Although finalized in November, the item was held from the December agenda due to the length of that meeting. Ms. Cundy returned the assessment to the Commission to request formal approval.

Ms. Angle moved, seconded by Ms. Tate, to approve the 2025 SERDI Agency Assessment as presented. The motion carried unanimously.

Consideration of Authorization for Executive Director to Execute Contract for Transit Provider (BAF #26-03)

Ms. Cundy reported that the current BRITE transit service contract with Virginia Regional Transit (VRT) has been in place since 2017, with a final extension exercised for the current fiscal year. The contract expires June 30, 2026. Over the past approximately 18 months, the PDC conducted an open and competitive procurement process for a new transit service provider, with consultant assistance from Kimley-Horn and review support from the Department of Rail and Public Transportation to ensure the RFP would yield strong proposals aligned with the PDC's transit strategic plan objectives.

Two proposals were received. A Proposal Analysis Group comprised of Commissioner Leslie Tate of Waynesboro, a staff member from UVA Transit, and DRPT staff independently scored the proposals and conducted interviews with both firms. The PDC has selected Resource Management Systems (RMS) as the new provider. RMS is already coordinating with Virginia Regional Transit to ensure a smooth transition, and upon contract execution will implement a 90-day on-site transition plan. Ms. Cundy noted that final service rate negotiations have resulted in a cost slightly lower than reflected in the packet. The PDC's procurement policy requires Commission authorization for any contract exceeding \$500,000, and this five-year contract, valued at approximately \$24,123,523, clearly exceeds that threshold.

Mr. Arrowood asked whether the new bus fleet would be replaced all at once and whether that would create a future situation where all buses age out simultaneously. Ms. Melester responded that because the incoming contractor is required to bring its own fleet, and because most vehicles in the current fleet are at or near the end of their FTA-defined useful life, the majority of buses will be brand new on July 1, 2026. However, she clarified that useful life is determined by a combination of mileage, vehicle size, and engine warranties, meaning buses on higher-mileage routes will reach end of life sooner than those on shorter routes, resulting in a naturally staggered replacement cycle in the future. Ms. Cundy added that because the contractor owns, maintains, and is responsible for the fleet, replacement obligations rest with RMS rather than the PDC.

Mr. Arrowood moved, seconded by Ms. Hensley, to authorize the Executive Director to execute a contract with Resource Management Systems for BRITE transit services. The motion carried unanimously.

Intergovernmental Reviews (Board Memo #26-01)

Ms. Cundy noted that the intergovernmental review included in the packet for a VaDEQ wastewater discharge permit for Augusta County Service Authority's Greenville Wastewater Treatment Plant is presented for informational purposes only and requires no action from the Commission.

Other Business

There was no other business to come before the Commission.

Adjournment

The meeting was adjourned at 6:33 p.m.

Respectfully submitted,

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

Kimberly Miller, Commission Clerk