



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,

A handwritten signature in blue ink that reads "Kimberly Miller". The signature is written in a cursive style with a horizontal line underneath.

Kimberly Miller, Commission Clerk