



**Minutes**  
**Central Shenandoah Planning District Commission Meeting**  
**Via Zoom Video Conferencing – June 21, 2021, 5:00 p.m.**

<b>Member Jurisdiction Representatives</b>			
	<b>Augusta County</b>	<b>City of Staunton</b>	<b>Staff</b>
	Butch Wells	Carolyn Dull, Vice Chair	✓ Bonnie Riedesel, Executive Director
	Pam Carter	✓ Sharon Angle	✓ Rebecca Joyce, Community Program Manager
	Vickie Moran	<b>Rockbridge County</b>	✓ Elizabeth McCarty, Deputy Director
✓	Leslie Tate	✓ Jay Lewis	✓ Lee Bell, Finance Director
	<b>Bath County</b>	✓ Chris Slaydon	✓ Rita Whitfield, Office Manager
✓	Edward Hicklin	<b>Rockingham County</b>	✓ Nathan Garrison, Regional Planner
	<b>City of Buena Vista</b>	✓ Steven Schofield	✓ Grace Blanchard, Regional Planner
✓	Billy Fitzgerald	✓ Dewey Ritchie	Nancy Gourley, Transit Manager
	<b>City of Harrisonburg</b>	✓ Rhonda Cooper	Devon Thompson, Transit Prog. Administrator
✓	Laura Dent	✓ Kim Sandum	✓ Manas Ranjan, Transportation Planner
✓	George Hirschmann, Secretary	<b>City of Waynesboro</b>	✓ Zach Beard, Transportation Planner
✓	Adam Fletcher	✓ Terry Short, Treasurer	✓ Rachel Salatin, Marketing Coordinator
	<b>Highland County</b>	Rusty Johnson	✓ Olivia Raines, Regional Planner
✓	David Blanchard		✓ Lee Bell, Finance Director
	<b>City of Lexington</b>		<b>Others</b>
✓	Frank Friedman, Chair		✓ Kathy Nyquist, New Venture Advisors, LLC

**Call to Order**

Governor Ralph Northam declared a state of emergency in Virginia on March 12, 2020, in response to COVID-19. In light of this emergency, the June 21, 2021, CSPDC meeting was conducted via Zoom Video Conferencing. The June 21, 2021, Central Shenandoah Planning District Commission Zoom Video Conference was called to order at 5:00 p.m. by Chairperson Friedman.

**Public Comment**

Chairman Friedman opened the floor to the public for comments. There were no public comments.

**Minutes**

Chairperson Friedman presented the minutes from the April 19, 2021, CSPDC Commission Zoom Video Conferencing meeting. There being no corrections or additions, Chairman Friedman declared the minutes approved as presented.

### **Executive Director Report**

Under Executive Director's Report, Ms. Riedesel introduced and welcomed Olivia Raines, new CSPDC Regional Planner. She announced that the CSPDC will hold its August 16, 2021, meeting in-person at the BRITE Transit facility in Fishersville. Ms. Riedesel stated that the August Commission meeting will be combined with a ribbon-cutting ceremony for Afton Express, the new commuter bus system that connects the Shenandoah Valley with Charlottesville that will launch in September 2021.

### **Treasurer's Report**

Chairperson Friedman presented for consideration the Treasurer's Report for April 30, 2021 (attached to file minutes). Mr. Short gave a review on the Treasurer's Report. He noted that in April 2021, the CSPDC closed on the purchase of the Lewis Street Transit Hub for \$185,614 which was funded solely with Transit reserve funds. Mr. Short stated that this transaction is the primary reason for the decline in the cash balance and the deferred revenue balance. Mr. Fitzgerald moved, seconded by Mr. Hicklin, to approve the Treasurer's Report as presented. Motion carried unanimously.

### **Consideration of CSPDC Draft FY22 Budget (BAF #21-6)**

Chairperson Friedman presented for consideration the CSPDC Draft FY22 Budget. Mr. Bell reviewed the Budget for FY22 (attached to file minutes), noting that the Executive Committee had reviewed the FY21 Budget at their May 24, 2021, Zoom meeting and recommended approval of the Budget to the Commission. He noted that the proposed budget totals \$6.1 million, a decrease of 5.3% from the revised FY21 Budget. Mr. Bell stated that the decline is due to pass-through funds and reimbursement grants. He reviewed funding and other revenue, noting that excluding pass-through funds and reimbursement revenue, budgeted revenue mix for FY22 is 59.3% federal funding, 19.7% state funding, 20.4% local funding, and 0.6% other income. Mr. Bell stated that the FY22 Budget includes an increase in the annual member assessment rate from 70 cents per capita to 80 cents per capita, effective July 1, 2021. He noted that the FY22 Budget includes a 3% cost of living adjustment for benefited employees and a modest merit increase for eligible employees, which impact compensation by 2.1% and 1.2%, respectively. Mr. Bell noted that there would be modifications to the FY22 Budget due to upcoming projects and pending grants, with an estimated increase to the Budget by approximately \$2 million for a new housing program over a three-year period. Upon recommendation of the Executive Committee, Mr. Fitzgerald moved, seconded by Mr. Schofield, to approve the FY22 Budget. Motion was carried by unanimous vote.

### **Presentation on Agricultural Enterprise Feasibility Study**

Chairperson Friedman presented the Agricultural Enterprise Feasibility Study. Ms. Salatin gave an introduction to the Study, noting that New Venture Advisors, LLC was selected to conduct the Study in July 2020. She reviewed the vision and purpose of the Study, and the timeline. Ms. Salatin recognized the ten-member study team, which is composed of potential users and representatives from businesses and organizations who support local food production. She introduced and welcomed Kathy Nyquist, Principal, New Ventures Advisors, LLC, who was present to give a presentation on the Study. Ms. Nyquist gave a PowerPoint presentation on the Study, noting that after research and several meetings with staff and the Study Team, they agreed on an operating model facility named the Shenandoah Specialty Meat and Produce Hub. She stated that the Hub will have a mission to build resiliency and to sustain small, local farms and food businesses in the Shenandoah Valley. Ms. Nyquist stated that the Hub will be a single building with a dual focus on

supporting meat aggregation and processing for the region, as well as serve as a produce hub and distribution center. She reviewed the sources and uses of funds, the need and interest for the Hub, and the next steps. A question was raised and responded to regarding using the facility as a shared use commercial facility.

#### **Consideration of Central Shenandoah Valley Hazards Mitigation Plan (BAF #21-4)**

Chairperson Friedman presented for consideration Central Shenandoah Valley Hazards Mitigation Plan. Ms. Joyce gave a brief review on the 2021 Plan Update, noting that the Plan has been completed by CSPDC staff and a committee comprised of local government staff representing the 21 jurisdictions in the Central Shenandoah Planning District. She stated that the Plan Update has been approved by the Federal Emergency Management Agency (FEMA) contingent upon adoption by the 21 local jurisdictions. Ms. Joyce noted that CSPDC staff is requesting that each of the local jurisdictions have their Board of Supervisors, City Council, or Town Council pass a resolution to adopt the 2020 update of the Central Shenandoah Valley Regional All Hazards Mitigation Plan. Mr. Fitzgerald moved, seconded by Ms. Tate, to approve the Resolution for the 2021 Update of the Central Shenandoah Valley Hazards Mitigation Plan. Motion was carried by unanimous vote.

#### **Virginia Housing – PDC Funding (Board Memo #21-3)**

Chairperson Friedman presented Virginia Housing-PDC Funding. Ms. McCarty reported on the Virginia Housing PDC Housing Development Program, which will bring significant funding to the 21 PDCs in the State. She stated that through its REACH Virginia program, up to \$3 million will be made available to each PDC to support vital housing initiatives such as homeownership, rental, supportive housing, green building/energy efficiency, workforce housing, and mixed-use development. Ms. McCarty noted that this new program will enable PDCs to promote regional approaches to housing project/program planning and development, enhance collaboration between regional and local organizations comprising the housing delivery network, and strengthen PDC capacity to address housing opportunities identified in state studies. She stated that this three-year program will award funding based on PDC population and the CSPDC is eligible for up to \$2 million. Ms. McCarty noted that applications are due June 4, 2021.

#### **Consideration of Electronic Participation Policy (BAF #21-8)**

Chairman Friedman presented for consideration a Resolution authorizing electronic participation in meetings of the CSPDC (attached to file minutes). He stated that under the Governor's State of Emergency Executive Order, public bodies are authorized to meet via electronic means without a physical quorum during the COVID-19 global pandemic. Chairperson Friedman noted that absent a declared state of emergency, the Virginia Freedom of Information Act authorizes certain limited electronic participation, provided that the public body has first adopted a written policy providing for electronic participation in meetings, and subject to certain other restrictions and requirements. Ms. Riedesel noted that it was expected the Governor would lift the state of emergency as of June 30<sup>th</sup>, so that in order for the CSPDC to continue to enable its members to participate remotely in meetings, and its committees, a policy must be approved as provided in the Code of Virginia §2.2-3708.2. Chairman Friedman noted that the statute requires the physical presence of a quorum at a central meeting location. Upon a question regarding the limitation of participation in a meeting through electronic communication due to a personal matter, Ms. Riedesel clarified that it would be limited to two meetings of the public body in each calendar year for each member if for personal reasons. However, it was not limited to two meetings for medical reasons or because of their place

of residence. A question was raised regarding whether a member could participate in unlimited meetings electronically due to their principal residence being more than 60 miles away from the meeting location when they were residing in another country. Chairperson Friedman observed that an elected official's residence could not be in another country but conceded it could be a potential issue for an appointed member by the governing body. Mr. Lewis noted that the policy was simply tracking the language of the authorizing statute in the Code of Virginia. Mr. Fitzgerald moved, seconded by Mr. Schofield, to approve the Resolution authorizing electronic participation in CSPDC meetings. Motion was carried by unanimous vote.

### **Commonwealth Intergovernmental Review Process (CIRP) (BAF #21-7)**

Chairperson Friedman presented for consideration Commonwealth Intergovernmental Review Process (CIRPs). Ms. Riedesel stated that she had received an additional CIRP from the City of Staunton for EPA Brownfields Community-Wide Assessment Grant. Ms. Angle moved, seconded by Mr. Short, to endorse the staff recommendations on the two CIRPS. Motion carried unanimously. They are as follows:

- A. *An application submitted by the Town of Craigsville for Water System Upgrades.* The Town of Craigsville has submitted an application to Rural Development for Rural Development Water and Waste Program for \$3.9 million. The primary purpose of the project is to repair and upgrade their water system, replacing 1,568 LF of 4" line, 15,766 L of 6" waterline, and 2,763 LF of 10" waterline for fire flow and pressures, 176 water meters, 25 fire hydrants, 12 blow off valves, and 11 air release valves, and includes sidewalk and paving patching. Given the time constraint, staff prepared an administrative letter endorsing the project. It is recommended that this action to endorse the project be ratified.
  
- B. *An application submitted by the City of Staunton for EPA Brownfields Community-Wide Assessment Grant.* The City of Staunton was recently selected for a Brownfields Community-Wide Assessment Grant totaling \$300,000 to conduct environmental site assessments and related activities throughout the City. The primary target area is the entirety of the City's Opportunity Zone, which lies in the westernmost quadrant of the City. Known locally as West End, the area lies between Churchville Avenue on the north and Middlebrook Avenue on the south. During preliminary review, Staunton identified over 25 sites in the West End with potential to change the blighted landscape and revitalize the stagnant economy in the target area. Staff recommends endorsement of the project.

### **Other Business**

Under Other Business, Chairman Friedman announced that the Governor of Virginia and the General Assembly, as well as President Biden, have recognized June 19<sup>th</sup> (Juneteenth) as a state and federal holiday. He stated that the Commission would consider this as a holiday for Commission staff at their next meeting.

### **Adjournment**

There being no further business to come before the Commission, a motion for adjournment was unanimously passed at 6:10 p.m.

Respectfully submitted,

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*Rita F. Whitfield*  
*Clerk to the Commission*

Approved:

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*George Hirschmann*  
*CSPDC Secretary*