



January 27, 2020

MEMO TO: CSPDC Commissioners
FROM: Bonnie S. Riedesel, Executive Director
SUBJECT: February 3, 2020 CSPDC Commission Meeting

The Central Shenandoah Planning District Commission (CSPDC) will hold its meeting on **Monday, February 3, 2020, 7:00 p.m.**, at the Central Shenandoah Planning District Commission Office, 112 MacTanly Place, Staunton, Virginia. Please call Rita Whitfield at 540-885-5174 ext. 101 or email rita@cspdc.org to let me know if you will be able to attend.

Dinner will be provided at 6:30 p.m.

AGENDA

1. Call to Order
2. Public Comment
3. Minutes of December 16, 2019 Meeting*
4. Reports
 - A) Chairperson
 - B) Executive Director
 - C) Treasurer*
5. Recognition of New Commissioner(s)
 - Pam Carter, Augusta County (to be appointed)
 - David Blanchard, Highland County
6. Election of Executive Committee Member (BAF #20-2)*
7. Investments in the Region
 - *Elizabeth McCarty, Deputy Director*

8. Presentation: “*Update on the 2020 U.S. Census*”
 - *Ronald Brown, Partnership Coordinator, U.S. Census Bureau*
9. Transportation and Transit Update
 - *Ann Cundy, Director of Transportation*
10. Commonwealth Intergovernmental Review Process (CIRPS) (BAF #20-1)*
 - A) Applications submitted by the following for FTA Section 5310 Program to Purchase Transportation Equipment:
 - Rockbridge Area Transportation System, Inc. (RATS)
 - The Arc of Harrisonburg and Rockingham
 - Pleasant View, Inc.
 - Valley Program for Aging Services (VPAS)
 - Friendship Industries, Inc.
11. Announcement of Election Results
12. Adjournment

*Action Needed

Next CSPDC Board Meeting: Monday, April 20, 2020



Minutes
Central Shenandoah Planning District Commission Meeting
112 MacTanly Place, Staunton, VA 24401
February 3, 2020, 7:00 p.m.

Member Jurisdiction Representatives			
	Augusta County		City of Staunton
	Butch Wells	✓	Carolyn Dull
	Vacant	✓	Sharon Angle
✓	Vickie Moran		Rockbridge County
✓	Leslie Tate		Jay Lewis
	Bath County	✓	Chris Slaydon
✓	Edward Hicklin		Rockingham County
	City of Buena Vista		Steve Schofield
	Billy Fitzgerald	✓	Brent Trumbo
	City of Harrisonburg	✓	Rhonda Cooper
	Sal Romero	✓	Kim Sandum
✓	George Hirschmann, Secretary		City of Waynesboro
✓	Adam Fletcher	✓	Terry Short, Treasurer
	Highland County		Rusty Johnson
✓	David Blanchard		
	City of Lexington		
✓	Frank Friedman, Chairman		
			Others
			✓ Ron Brown, U.S. Census Bureau
			✓ Rosanne Vrugtman, U.S. Census Bureau
			✓ Kathleen O'Connell, U.S. Census Bureau
			✓ Amy Nisenson, Nisenson Consulting
			✓ Jim Halasz, Lexington City Manager

Call to Order

The February 3, 2020 Central Shenandoah Planning District Commission meeting was called to order at 7:00 p.m. by Chairman Friedman.

Public Comment

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

CSPDC Succession Plan

Ms. Riedesel introduced and welcomed Amy Nisenson of Nisenson Consulting. Ms. Nisenson was present to give a review of the Succession Plan that had been presented to the Executive Committee prior to the Full Commission meeting. Ms. Nisenson reviewed the Succession Plan, noting that the Commission created its first Succession Plan in 2019, funded through a capacity grant from the Virginia Housing Development Authority. She reviewed the Succession Plan, noting that the Plan includes a survey that was sent to CSPDC Commissioners on October 3, 2019, an Organizational Chart, updated job descriptions for key management staff, and a password template. Chairman

Friedman pointed out the highlights of the Succession Plan that the Executive Committee had reviewed. He stated that if anyone wished a copy of the Succession Plan to please contact staff.

Minutes

Chairman Friedman presented the minutes from the December 16, 2019, CSPDC Commission meeting. There being no corrections or additions, Chairman Friedman declared the minutes approved as presented.

Chairman's Report

Under Chairman's Report, Chairman Friedman introduced and welcomed Mr. Jim Halasz, Lexington City Manager who was present to observe.

Chairman Friedman gave an update on available office space for rent at the BRITE facility in Fishersville. He stated that the Commission entered into a listing agreement with real estate firm Cottonwood Commercial to advertise and list said portion of the Transit facility for rent. Chairman Friedman ask that if anyone knew of a business needing office space, to contact the Commission.

Chairman Friedman reported on Opportunity Zones, which are economically-distressed areas where private investments, under certain conditions, may be eligible for capital gain tax incentives. He encouraged everyone to be more proactive in promoting Opportunity Zones in their community as this is a huge opportunity. Mr. Friedman noted that there are 10 Opportunity Zone designations in the CSPDC region.

Chairman Friedman reported on GO Virginia, noting that GO Virginia Region 8 Council held a meeting on January 28th at Eastern Mennonite University and approved three proposals: 1) James Madison University (JMU) Industrial Hemp Initiative for \$53,630; 2) Shenandoah Valley Economic Gardening for \$50,000; and 3) Shenandoah Valley Agricultural Enterprise Center for \$85,000. He noted that statewide, there have been 74 GO Virginia projects funded across the 9 GO Virginia regions, totaling approximately \$40 million. Chairman Friedman announced that the next Region 8 Council meeting will be held on May 7, 2020, at Shenandoah University in Winchester.

Executive Director's Report

Under Executive Director's Report, Ms. Riedesel reported on the following:

- VATI Broadband Grant Award: Last week Governor Northam announced the 2019 Virginia Telecommunication Initiative (VATI) grant awards for broadband projects in the State, with the CSPDC being one of 12 recipients awarded funding. The \$2.2 million grant award submitted by the CSPDC on behalf of Rockbridge and Bath counties, with BARC Electric Cooperative as the co-applicant, will deploy 314 miles of gigabit last mile fiber and serve over 1,000 residences and businesses in unserved areas throughout the two counties.
- Agricultural Enterprise Center Feasibility Study: The CSPDC has been selected to receive an \$85,000 grant award from the U.S. Department of Agriculture through their Local Food Promotion Program (LFPP). This grant was one of 42 out of 215 LFPP grants awarded and the only one funded in Virginia. Grant funds will be used to fund a feasibility study to determine the viability of a certified, commercial, shared-use Agricultural Enterprise

Center located in the central Shenandoah Valley. The study will identify what components will be the most successful and beneficial to local farmers, and explore physical locations for a facility and structure a comprehensive business plan as well.

- Afton Express Inter-Regional Transit Study: The CSPDC applied for funds under the Virginia Department of Rail and Public Transportation's (DRPT's) Demonstration Grant Program to fund a commuter bus system, connecting the Shenandoah Valley with the City of Charlottesville. A recently completed study and service plan proposes a Monday-Friday schedule with four trips in the a.m. and four trips in the p.m., with proposed fares \$3 one way. Stops will originate at park and ride lots in Staunton, Fishersville, Waynesboro and multiple stops in Charlottesville including UVA, UVA Medical Center, Downtown Charlottesville and 5th Street Station. Partners include Staunton, Waynesboro, Augusta County, University of Virginia, Albemarle County, Charlottesville, and both planning districts. If funded, the proposed system would be launched in early 2021.

Treasurer's Report

Chairman Friedman presented for consideration the Treasurer's Report (attached to file minutes). Mr. Short gave a report on the December 31, 2019, Financial Statement, noting that the CSPDC's financial position remains strong. Ms. Angle moved, seconded by Ms. Dull, to approve the Treasurer's Report as presented. Motion carried unanimously.

Chairman Friedman presented for consideration the FY20 Revised Budget. Mr. Short gave a report on the Revised Budget, noting that staff changes, program changes, and administrative changes are included in this revision. Mr. Slaydon moved, seconded by Mr. Hirschmann, to approve the FY20 Revised Budget as presented. Motion was carried by unanimous vote.

Recognition of New Commissioners

Chairman Friedman introduced and welcomed new Commission members Mr. David Blanchard, representing Highland County; and Mr. Brent Trumbo, representing Rockingham County.

Election of Executive Committee Member (BAF #20-2)

Chairman Friedman presented for consideration Election of Executive Committee Members. Ms. Riedesel stated that a vacancy on the Executive Committee has occurred with the departure of Mr. Kevin Wagner of Highland County. She distributed copies of the ballot, asking everyone to vote for one member. Mrs. Riedesel noted that once the ballots had been tabulated, the new Executive Committee member would be announced at the end of the meeting

Investments in the Region

Chairman Friedman presented Investments in the Region. Ms. McCarty distributed and reviewed copies of "CSPDC Investments in the Region – FY 2016-2019." She stated that one of the more important services provided by the CSPDC to its member jurisdictions is writing grants and finding ways to bring additional financial resources into the region. Ms. McCarty noted that the CSPDC has worked to help find and create investments for a multitude of public projects and programs including economic and community development, flood mitigation, disaster preparedness training, broadband, water and sewer projects, environmental planning, transportation planning, affordable housing, recreational facilities, and bicycle and pedestrian planning. She stated that for every \$1 the CSPDC receives in local dues, it has leveraged approximately \$51 in state and federal funds

over the last four years. Ms. McCarty noted that over the past four fiscal years, CSPDC efforts have brought in more than \$42 million in new investments to the region.

Presentation: “Update on the 2020 U.S. Census”

Chairman Friedman welcomed and introduced Mr. Ron Brown, Rosanne Vrugtman, and Kathleen O’Connell from the United States Census Bureau. Mr. Brown reported on what the census is and its importance, noting that once a decade, America comes together to count every resident in the United States, creating national awareness of the importance of the census and its valuable statistics. He stated that the decennial census, as mandated by the Constitution, counts population and households, providing the basis for reapportioning congressional seats, redistricting, and distributing more than \$675 billion in federal funds annually to support states, counties and communities’ vital programs - impacting housing, education, transportation, employment, health care and public policy. Mr. Brown reported on the benefits of the Census to a community such as federal funds, grants and support to states, noting that counties and communities are based on population totals and breakdowns by sex, age, race and other factors. He stated that a community benefits the most when the census counts everyone. Mr. Brown noted that \$2,000 in federal funds are potentially lost each year for ten years for each person that is not counted. He stated that the goal for the 2020 Census is to count everyone once, only once, and in the right place; to conduct the 2020 Census at a high quality and at a cost savings; and to make it easier than ever to respond and to raise awareness of the importance of the 2020 Census. Mr. Brown stated that the U.S. Census Bureau is actively recruiting to fill hundreds of thousands of temporary positions across the country to assist with the 2020 Census county.

Ms. Joyce briefed the Commissioners on the upcoming 2020 Census and the efforts going on in the region. She reported on the Staunton-Augusta-Waynesboro (SAW) Complete Count Committee (CCC), noting that the CCC has held two meetings and a training workshop for partnering organizations since November. Ms. Joyce stated that Harrisonburg and Rockingham have been working with the area public school systems, area Universities and Colleges, the regional library system, and the Town of Broadway through their CCC. She reported on their goals, noting that they are also encouraging the other towns in Rockingham County to join this effort as well. Ms. Joyce also mentioned the trainings and outreach going on in Rockbridge, Bath and Highland counties.

Transportation and Transit Update

Ms. Cundy reported that the CSPDC is applying for \$3.2 million in funding for several transit related projects for the upcoming fiscal year including: operations of the BRITE bus system; implementation of Intelligent Transportation System (ITS) for BRITE, such as mobile tablets and GPS software for drivers to record rider data and track on-time performance; replacement of waste oil heating system at the BRITE facility; installation of solar panels on the roof of the BRITE facility; start-up of the Afton Express, a commuter bus system connecting the Shenandoah Valley with Charlottesville; and the region’s Rideshare commuter program. Ms. Cundy stated that the grand total for FY21 DRPT grants that were submitted totaled \$2,814,039.

Commonwealth Intergovernmental Review Process (CIRPs) (BAF #20-1)

Chairman Friedman presented for consideration Commonwealth Intergovernmental Review Process (CIRPs). Ms. Angle moved, seconded by Ms. Cooper, to endorse the staff recommendations. Motion carried unanimously. They are as follows:

- A) Rockbridge Area Transportation System, Inc. (RATS). RATS is seeking capital assistance to purchase two 9-passenger vans with wheelchair lifts valued at \$60,462, and a 5-passenger wheelchair accessible mini-van valued at \$45,000. Replacement is necessary to maintain a safe, reliable fleet in order to continue to provide door-to-door, demand-response transportation for the elderly, individuals with special needs, and low-income citizens of the rural Rockbridge area. Staff recommends endorsement.

- B) The Arc of Harrisonburg and Rockingham County. The Arc is seeking capital assistance to purchase two 5-passenger mini-vans with lifts for a total of \$90,000. Arc provides transportation throughout the Harrisonburg-Rockingham area for adults with development disabilities to access appointments, volunteer employment, recreational and social activities, grocery stores, and other destinations. Staff recommends endorsement.

- C) Pleasant View, Inc. Pleasant View, Inc. is seeking capital assistance to purchase two modified mini-vans with wheelchair ramps for \$72,000. Pleasant View provides fixed and variable transportation routes in cooperation with other local human service agencies for individuals with intellectual and developmental disabilities who receive day and residential supports in the City of Harrisonburg and Rockingham County area. Staff recommends endorsement.

- D) Valley Program for Aging Services (VPAS). VPAS is seeking capital assistance in the amount of \$85,000 to support the operating costs of their Senior Transportation program which operates in Harrisonburg, Staunton, Waynesboro, and the counties of Rockingham, Augusta, and Highland. VPAS is also submitting a \$45,000 capital funds request to purchase a five-passenger modified minivan with a wheelchair ramp for Senior Transportation services in the Staunton, Augusta, and Waynesboro area. Staff recommends endorsement.

- E) Friendship Industries, Inc. Friendship Industries is seeking capital assistance to purchase one 15-passenger body on chassis vehicle for \$68,000. Funds will be used to provide employment transportation for persons with barriers to employment, including but not limited to persons with disabilities primarily in Rockingham County. The purpose is to transport these individuals to and from training and employment opportunities and other integration projects. Staff recommends endorsement.

Executive Committee Election Results

Chairman Friedman advised the Commission that the votes for a Commission member to fill the unexpired term on the Executive Committee had been tabulated. He announced that Mr. Edward Hicklin, representative from Bath County, will serve as the new Executive Committee member.

Adjournment

Chairman Friedman announced that the next CSPDC meeting will be held on April 20, 2020. There being no further business to come before the Commission, a motion for adjournment was unanimously passed at 8:10 p.m.

Respectfully submitted,

Rita F. Whitfield
Clerk to the Commission

Approved:

George Hirschmann
CSPDC Secretary



June 8, 2020

MEMO TO: CSPDC Commissioners
FROM: Bonnie S. Riedesel, Executive Director
SUBJECT: June 15, 2020 CSPDC Commission Meeting

The Central Shenandoah Planning District Commission (CSPDC) will hold a meeting on **Monday, June 15, 2020, 5:00 p.m., by Zoom Videoconference.** Please call Rita Whitfield at 540-885-5174 ext. 101 or email rita@cspdc.org to let me know if you will be able to participate.

Join Zoom Meeting:

<https://us02web.zoom.us/j/85749749163?pwd=ZnRaRmhNQXg5UTU0M2pZQU5sQ1N5UT09>

Meeting ID: 857 4974 9163 **Password:** 842583 **Dial In:** 1-301-715-8592

AGENDA

1. Call to Order
2. Public Comment
3. Minutes of February 3, 2020 Meeting*
4. Reports
 - A) Chairperson
 - B) Executive Director
 - C) Treasurer*
5. Recognition of New Commissioner(s) and New Appointments
 - Pam Carter, Augusta County Representative
 - Carolyn Dull, CSPDC Vice Chairperson
 - Terry Short, GO Virginia Region 8 Council Member
6. Consideration of Draft FY 21 Budget (BAF #20-12)*
7. Consideration of Resolution Authorizing the Application for State and Local Aid for Rideshare (BAF #20-6)*

8. Consideration of FY21 Rural Transportation Planning Grant Application (BAF #20-8)*
9. Consideration of SMART SCALE Resolutions of Support (BAF #20-15)*
10. Consideration of Title IV Plan (BAF #20-9)*
11. Consideration of 2020 CDBG Regional Priorities*
12. Commonwealth Intergovernmental Review Process (CIRPS) (BAF #20-1)*
 - A) An application submitted by Churchville Volunteer Fire Department to Purchase New Fire Truck and Equipment
 - B) An application submitted by DEQ for FY20 National Environmental Information Exchange Network (NEIEN) Proposal
 - C) An application submitted by DEQ for Pollution Prevention
 - D) An application submitted by USDA-Rural Development Rural Business Cooperative Service-Beiler Farm-Stuarts Draft
 - E) An application submitted by the City of Waynesboro for FY20 Brownfields Assessment Grant Proposal
 - F) An application submitted by the CSPDC for Shenandoah Valley Recovery Assistance
13. Adjournment

*Action Needed

Next CSPDC Board Meeting: Monday, August 17, 2020



Minutes
Central Shenandoah Planning District Commission Meeting
Zoom Videoconference - June 15, 2020, 5:00 p.m.

Member Jurisdiction Representatives		
Augusta County	City of Staunton	Staff
✓ Butch Wells	✓ Carolyn Dull, Vice Chair	✓ Bonnie Riedesel, Executive Director
✓ Pam Carter	✓ Sharon Angle	Rebecca Joyce, Community Program Manager
Vickie Moran	Rockbridge County	Elizabeth McCarty, Deputy Director
✓ Leslie Tate	Jay Lewis	✓ Ann Cundy, Director of Transportation
Bath County	✓ Chris Slaydon	✓ Lee Bell, Finance Director
✓ Edward Hicklin	Rockingham County	✓ Rita Whitfield, Office Manager
City of Buena Vista	✓ Steve Schofield	
✓ Billy Fitzgerald	✓ Brent Trumbo	
City of Harrisonburg	✓ Rhonda Cooper	
Sal Romero	✓ Kim Sandum	
✓ George Hirschmann, Secretary	City of Waynesboro	
Adam Fletcher	✓ Terry Short, Treasurer	
Highland County	Rusty Johnson	
✓ David Blanchard		Others
City of Lexington		✓ Jim Halasz, Lexington
✓ Frank Friedman, Chair		✓ Peter Stephenson, VRSA

Call to Order

The June 15, 2020 Central Shenandoah Planning District Commission Zoom Videoconference was called to order at 5:00 p.m. by Chairperson Friedman.

Public Comment

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

Minutes

Chairperson Friedman presented the minutes from the February 3, 2020, CSPDC Commission meeting. Ms. Dull moved, seconded by Mr. Hirschmann, to approve the minutes as presented. Motion carried unanimously.

Chairperson’s Report

Under Chairperson’s Report, Chairperson Friedman introduced and welcomed new Commission member Ms. Pam Carter, representing Augusta County. He reported that at the last Executive Committee Zoom Videoconference, Ms. Dull was unanimously elected as the CSPDC Vice

Chairperson. Chairperson Friedman announced that Terry Short was appointed to the GO Virginia Region 8 Council. He announced that George Pace, has resigned from the GO Virginia Region 8 Council as Chair to focus his time and efforts on helping the UVA Health System navigate the challenges from the COVID-19 pandemic where he serves as chair of the UVA Physicians Group Board of Directors.

Executive Director's Report

Under Executive Director's Report, Ms. Riedesel reported on the following:

- Announced that the Shenandoah Valley Regional Airport was awarded a \$2 million grant from the Economic Development Administration (EDA) to construct new airport hangars and training space to support increased aviation activity in the region. Ms. Riedesel stated that Commission staff assisted the Shenandoah Valley Regional Airport in submitting the grant application.
- Stated that the Commission submitted an EDA CARES application for Shenandoah Valley Recovery Assistance for \$400,000, to be used during the period of July 1, 2020, through June 30, 2022. Ms. Riedesel stated that EDA will fund the supplemental award at a 100 percent federal grant rate. She stated that the funds will be used to respond to the impacts of the coronavirus pandemic. Specifically, the Commission will develop a Recovery and Resiliency Plan, put into place a Disaster Recovery Coordinator and team utilizing existing staff, expand technical assistance to the localities to identify and apply for recovery funding, and implement technology to effectively communicate with the resiliency and recovery partners.
- Noted that staff is working with the localities in inventorying and surveying on how they are planning on utilizing their local CARES funding through the CARES Act, to be expended by December 30, 2020.
- Stated that in accordance with the Governor's Phase 2 reopening plan for Virginia, a plan for staff to return to work has been implemented. She also reported on other COVID-19 related office practices, such as visitors, vendors, deliveries, and maintenance workers who come into the office will be required to wear a mask while inside the building.

Treasurer's Report

Chairperson Friedman presented for consideration the Treasurer's Report (attached to file minutes). Mr. Bell gave a report on the April 30, 2020, Financial Statement. Mr. Wells moved, seconded by Ms. Cooper, to approve the Treasurer's Report as presented. Motion carried unanimously.

Consideration of Draft FY21 CSPDC Budget (BAF #20-12)

Chairperson Friedman presented for consideration the Draft FY21 CSPDC Budget (attached to file minutes). Mr. Bell reviewed the Budget for FY21, noting that the Budget is approximately \$4.6M, an increase of 16% over the revised FY20 Budget. He noted that the increase is driven by significant new awards, the expansion of existing programs, and the apportionment of CARES Act funding to support the region. Mr. Bell stated that funding from state and federal programs like ARC, EDA, VDOT, DRPT, FTA, and DHCD continue to remain at comparable levels to prior years with the exception of increased funding from EDA, DRPT, and FTA through the CARES Act. He noted that the CSPDC proposes use of the Development Fund to source the ARC match necessary to serve the localities in the Appalachian Region, and CSPDC proposes to fund the Fields of Gold program internally. Mr. Bell stated that the per capita assessment remains the same at base

plus 70 cents per capita. He noted that the FY21 Budget includes a modest 1% merit increase, and is not proposing a cost of living adjustment. Chairperson Friedman stated that the Executive Committee had reviewed the FY21 Budget at their June 2, 2020, Zoom Videoconference call and recommended to approve the Budget to the CSPDC Commission. Upon recommendation of the Executive Committee, Ms. Dull moved, seconded by Mr. Schofield, to approve the CSPDC FY21 Budget. Motion was carried by unanimous vote.

Consideration of Resolution Authorizing the Application for State and Local Aid for Rideshare (BAF #20-6)

Chairperson Friedman presented for consideration a Resolution authorizing the application for state and local aid for Rideshare (attached to file minutes). Ms. Riedesel stated that the principal goal of the CSPDC's Rideshare Program is engagement, marketing, and outreach focused on ridesharing, the use of alternative transportation modes, and other transportation demand management (TDM)/commuter assistance program (CAP) activities to individuals who reside and work in the Central Shenandoah Planning District. She noted that the funds will be used for marketing the program and subsequent outreach events and marketing campaigns throughout the fiscal year. Ms. Riedesel stated that the CSPDC will continue its partnership with the Thomas Jefferson Planning District Commission in providing the Rideshare program across both planning districts. Ms. Angle moved, seconded by Mr. Wells, to endorse the Resolution authorizing the application for state and local aid for Rideshare. Motion carried unanimously.

Consideration of FY21 Rural Transportation Planning Grant Application (BAF #20-8)

Chairperson Friedman presented for consideration FY21 Rural Transportation Planning Grant application (attached to file minutes). Ms. Cundy gave a brief review on the program, noting that the program will provide \$58,000 and CSPDC will provide a \$14,500 match. She stated that the match is financed using member assessment revenues. Ms. Cundy stated that these funds will be used for program administration; transportation-related grant writing for member localities; transportation planning assistance offered to rural localities; rural long-range transportation planning; completion of a rural corridor or intersection plan; assistance and support of the State's efforts related to transportation planning, including data collection; and development of performance measures in transportation planning, and bicycle and pedestrian planning. Mr. Fitzgerald moved, seconded by Mr. Hirschmann, to approve the Resolution authorizing application for the FY21 Rural Transportation Planning Grant application. Motion was carried by unanimous vote.

Consideration of SMART SCALE Resolutions of Support (BAF #20-15)

Chairperson Friedman presented for consideration SMART SCALE Resolutions of Support (attached to file minutes). Ms. Cundy explained that SMART SCALE is a transportation performance evaluation program established by the General Assembly to rank local and regional transportation infrastructure projects and transit needs. She noted that SMART SCALE established a competitive, performance driven evaluation process for transportation and transit projects focusing on the areas of safety improvement, congestion reduction, accessibility, land use, economic development and the environment. Ms. Cundy stated that the SMART SCALE application cycle closes on August 3, 2020. She noted that the CSPDC is submitting the following applications this year:

- North Main Street (US 11) Sidewalk in Harrisonburg
- Greenville Avenue (US 11) Road Diet in Staunton
- Commerce Road/Lewis Creek Greenway in Staunton
- West Main Street (US 250) Improvements in Waynesboro

BRITE Transit is submitting the following applications:

- US 250 and Sangers Lane Pedestrian Crossing and Bus Stop Improvements
- US 250 and Lew Dewitt Boulevard Pedestrian Crossing and Bus Stop Improvements
- US 11 and Dick Huff Lane Pedestrian Crossing and Bus Stop Improvements
- Bundled Pedestrian Crossing and Bus Stop Improvements

Mr. Fitzgerald moved, seconded by Mr. Hicklin, to approve the Resolutions for the 2020 SMART SCALE applications from the CSPDC. Motion carried with Mr. Short abstaining.

Consideration of Title VI Plan (BAF #20-9)

Chairperson presented for consideration Title VI Plan. Ms. Cundy stated that the Central Shenandoah Planning District Commission/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, and provides specific information on how to file a nondiscrimination complaint. She noted that an approved Title VI Plan is a requirement for direct recipients of Federal Transportation Administration grant funding, which the CSPDC receives for the BRITE Transit program. Ms. Cundy stated that this Plan also provides an overview of Environmental Justice and Limited English Proficiency (LEP) concepts, definitions of Title VI and associated nondiscrimination acts, and how Title VI, Environmental Justice and LEP are incorporated into the metropolitan transportation planning process. She noted that as the governing body of the CSPDC, the Commission reviews and approves the BRITE Transit Title VI Plan following a 21-day public comment period. Ms. Cundy stated that Commission staff released the Plan to public comment and no comments were received. Mr. Schofield moved, seconded by Mr. Fitzgerald, to approve the 2020 CSPDC/BRITE Transit Title VI Plan. Motion carried unanimously.

Consideration of 2020 CDBG Regional Priorities

Chairman Friedman presented for consideration the 2020 CDBG Regional Priorities. Ms. Riedesel stated that each year, the CSPDC is requested to prepare a list of CDBG regional priorities for submission to the Virginia Department of Housing and Community Development. These priorities set the stage for the Region's communities to access CDBG funds should they decide to submit applications during the program year and provide bonus points during the selection process. Ms. Riedesel noted that CSPDC staff coordinated with the localities and presented the list for the Board's consideration and approval. She stated the submission deadline for the priority list was March 2020. Given time constraints, the list was submitted on March 16, 2020. Mr. Short moved, seconded by Ms. Dull, to ratify the Executive Director's endorsement letter for the 2020 CDBG Regional Priorities. Motion was carried by unanimous vote.

Commonwealth Intergovernmental Review Process (CIRPs) (BAF #20-14)

Chairperson Friedman presented for consideration Commonwealth Intergovernmental Review Process (CIRPs). Mr. Fitzgerald moved, seconded by Mr. Hirschmann, to endorse the staff recommendations. Motion carried unanimously. They are as follows:

- A. An application submitted by the Churchville Volunteer Fire Department to Purchase Equipment. The Churchville Volunteer Fire Department is applying for a \$175,000 loan from Rural Development for their part of the truck purchase and a \$50,000 grant for the purchase of fire and rescue equipment, for a total funding of \$741,700. Staff recommends endorsement.
- B. An application submitted by the Virginia Department of Environmental Quality (DEQ) for FY20 National Environmental Information Exchange Network (NEIEN) Proposal. DEQ is requesting \$194,750 in federal funds for a NEIEN proposal to expand its electronic data collection capabilities through development of a water quality monitoring mobile application used to collect field data, generate reports, upload data, and facilitate field investigations. Staff recommends endorsement.
- C. An application submitted by the Virginia Department of Environmental Quality (DEQ) for DEQ Pollution Prevention. DEQ is requesting \$157,368 in federal funds for to meet criteria outlined in the Pollution Prevention Act and in EPA's P2 regulations in that the activities included make technical assistance available, target businesses which lack information about source reduction opportunities, and provide training in source reduction. Staff recommends endorsement.
- D. An application submitted for United States Department of Agriculture (USDA) Rural Development (Agency) Rural Business Cooperative Service – Beiler Farm Property, Stuarts Draft, Virginia. The project owner and developer, the Plant Company of Virginia, LLC, is seeking financial assistance from Rural Development, Rural Business-Cooperative Service (RBS) under its rural development program for development of a greenhouse on a portion of the Beiler Farm property for approximately \$9.6 million. The proposed project consists of building an approximate 220,000 square foot greenhouse and an accompanying, approximate 45,000 foot warehouse-type barn building on a portion of the subject property. Staff recommends endorsement.
- E. An application submitted by the City of Waynesboro for FY20 Brownfields Assessment Grant Proposal. The City of Waynesboro is requesting \$300,000 under the U.S. EPA Brownfields Grant program. The target area for this application is the City's Entryway Corridor and downtown, a regionally important gateway through which tourists travel to visit regional outdoor recreational attractions. The grant will enable the City of Waynesboro to further implement its Downtown Revitalization Plan, allowing the City of Waynesboro to assess several contaminated or potentially contaminated sites in three designated priority redevelopment areas. Staff recommends endorsement.
- F. An application submitted by the CSPDC for Shenandoah Valley Recovery Assistance. The CSPDC EDA funds will be used to respond to the impacts of the coronavirus pandemic. Specifically, the CSPDC will develop a Recovery and Resiliency Plan, put into place a Disaster Recovery Coordinator and team, expand technical assistance to our localities to identify and apply for recovery funding, and implement technology to effectively communicate with our resiliency and recovery partners. Staff recommends endorsement.

Other Business

Under Other Business, Chairperson Friedman gave an update on the I-81 Committee, noting that the Committee has been dormant over the last few months. He stated that the Committee has scheduled a meeting on June 30, 2020, via Zoom Videoconferencing, with the time to be determined.

Adjournment

Chairperson Friedman announced that the next CSPDC meeting will be held on August 17, 2020. There being no objections, it was the consensus of the Commission to hold the August meeting via Zoom Videoconferencing.

There being no further business to come before the Commission, a motion for adjournment was unanimously passed at 5:45 p.m.

Respectfully submitted,

Rita F. Whitfield
Clerk to the Commission

Approved:

George Hirschmann
CSPDC Secretary



August 10, 2020

MEMO TO: CSPDC Commissioners
FROM: Bonnie S. Riedesel, Executive Director
SUBJECT: August 17, 2020 CSPDC Commission Meeting

The Central Shenandoah Planning District Commission (CSPDC) will hold a meeting on **Monday, August 17, 2020, 5:00 p.m., by Zoom Videoconference**. Please call Rita Whitfield at 540-885-5174 ext. 101 or email rita@cspdc.org to let me know if you will be able to participate.

Join Zoom Meeting

<https://us02web.zoom.us/j/88175970670?pwd=aGF4ZFh4TnFLWC9URnhjMTN2VDJidz09>

Meeting ID: 881 7597 0670 / Passcode: 553474
Dial In: +1 301 715 8592 US (Germantown)

AGENDA

1. Call to Order
2. Public Comment
3. Minutes of June 15, 2020, Zoom Videoconference*
4. Reports
 - A) Chairperson
 - B) Executive Director
 - C) Treasurer*
5. GO Virginia Region 8 Update
 - *Terry Short, GO Virginia Region 8 Council Member*
6. Locality Discussion on the Local CARES Act Relief Funding (Attachment)

7. Presentation on Economic Development Administration (EDA) CARES Act Program (Board Memo #20-2)
 - *Elizabeth McCarty, Deputy Director*
8. Central Shenandoah Hazard Mitigation Plan Update (Board Memo #20-1)
 - *Rebecca Joyce, Community Program Manager*
9. Chesapeake Bay WIP III Update (Board Memo #20-3)
 - *Hunter Moore, Regional Planner and GIS Coordinator*
10. Consideration of Virginia Statewide Public Transportation Agency Safety Plan (PTASP) (BAF #20-11)*
 - *Ann Cundy, Director of Transportation*
11. Commonwealth Intergovernmental Review Process (CIRPS) (BAF #20-16)*
 - A) An application submitted by the Virginia Department of Environmental Quality (DEQ) for VADEQ 2020 State Clean Water Revolving Fund Capitalization Grant.
 - B) An application submitted by the Virginia Department of Environmental Quality (DEQ) for VADEQ 2020 Water Use Data and Research Project.
 - C) An application submitted by the Interstate Commission on the Potomac River Basin for Clean Water Act Section 106 Potomac Basin Water Quality Improvement for FY21-FY22.
12. Adjournment

*Action Needed

Next CSPDC Board Meeting: Monday, October 19, 2020

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



Minutes
Central Shenandoah Planning District Commission Meeting
Via Zoom Video Conferencing – August 17, 2020, 5:00 p.m.

Member Jurisdiction Representatives					
	Augusta County		City of Staunton		Staff
✓	Butch Wells		Carolyn Dull, Vice Chair	✓	Bonnie Riedesel, Executive Director
	Pam Carter	✓	Sharon Angle	✓	Rebecca Joyce, Community Program Manager
	Vickie Moran		Rockbridge County	✓	Elizabeth McCarty, Deputy Director
✓	Leslie Tate		Jay Lewis	✓	Ann Cundy, Director of Transportation
	Bath County	✓	Chris Slaydon	✓	Lee Bell, Finance Director
✓	Edward Hicklin		Rockingham County	✓	Rita Whitfield, Office Manager
	City of Buena Vista	✓	Steve Schofield	✓	Hunter Moore, Regional Planner/GIS Coordinator
✓	Billy Fitzgerald	✓	Brent Trumbo	✓	Grace Blanchard, Regional Planner
	City of Harrisonburg	✓	Rhonda Cooper		
	Sal Romero	✓	Kim Sandum		
✓	George Hirschmann, Secretary		City of Waynesboro		
✓	Adam Fletcher	✓	Terry Short, Treasurer		
	Highland County		Rusty Johnson		
✓	David Blanchard				Others
	City of Lexington			✓	Jim Halasz, Lexington
✓	Frank Friedman, Chair			✓	Leslie Beauregard, City of Staunton
				✓	Steven Bolster, Rockbridge County

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 August 17, 2020, CSPDC meeting was conducted via Zoom Video Conferencing. The August 17, 2020, Central Shenandoah Planning District Commission Zoom Video Conference was called to order at 5:00 p.m. by Chairperson Friedman. He recognized Mr. Steven Bolster from Rockbridge County, and Mr. Jim Halasz from the City of Lexington.

Public Comment

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

Minutes

Chairperson Friedman presented the minutes from the June 15, 2020, CSPDC Commission meeting. There being no corrections or additions, Chairperson Friedman declared the minutes approved as presented.

Chairperson's Report

Under Chairperson's Report, Chairperson Friedman thanked everyone for participating in the Zoom Commission meeting. He expressed his appreciation for all the hard work everyone is doing in their communities, especially in relation to COVID-19.

Executive Director's Report

Under Executive Director's Report, Ms. Riedesel reported on staff updates. She welcomed and introduced Grace Blanchard, newly hired Regional Planner; and announced that Tracy Hibbitts, Regional Planner and Aidan Quirke, Transit Program Manager, have resigned from the Commission. Ms. Riedesel presented the CSPDC's "*A Year In Review*." She stated that this report highlights the programs, projects, and events that took place over the past year. Ms. Riedesel noted that as reflected in the report, the Commission has been busier than ever working to make the communities and region a safer, stronger, cleaner, more livable and more economically viable. She expressed her appreciation to the Commission for their strong and continued support of the CSPDC and its regional planning programs and projects.

Treasurer's Report

Chairperson Friedman presented for consideration the Treasurer's Report (attached to file minutes). Mr. Short gave a report on the June 30, 2020, Financial Statement. He noted that the CSPDC's financial position remains strong and is current on all reimbursement requests. Upon a question from Chairperson Friedman regarding the rental space at the BRITE Transit facility in Fishersville, Ms. Riedesel responded that the Commission entered into a listing agreement with Cottonwood Commercial to market the space. She noted that there was some interest in the rental space, but due to COVID-19 and teleworking, office space rentals have decreased. Ms. Riedesel noted that there is the possibility of renting the space to multiple tenants and she hoped to have additional information at the next meeting. She stated that the Commission will need to acquire permission from the Federal Transit Administration (FTA) in order to rent out the space. Mr. Short moved, seconded by Mr. Fitzgerald, to approve the Treasurer's Report as presented. Motion carried unanimously.

GO Virginia Region 8 Update

Mr. Terry Short, GO Virginia Region 8 Council member, gave an update on GO Virginia. He noted that the GO Virginia Region 8 Council held a meeting on July 14, 2020, via Zoom. Mr. Short reported on the following:

- Announced that Mr. George Pace stepped down as Chair of the Region 8 Council in June, and Mr. Chris Kyle was appointed as the new Chair.
- Announced that in April 2020, the State GO Virginia Board made \$1 million of Economic Resiliency and Recovery (ERR) and Fast Access funding available to each of the nine Go Virginia regions across the state to address the impacts of COVID-19 on the economy.
- Reported that since April, the Go Virginia Region 8 Council has approved three projects in Region 8: 1) Start-Up Shenandoah; 2) Reopen SAW; and 3) Small Business Resiliency Team. Mr. Short gave a description on each project, noting that the total number of approved projects in Region 8 is 11, with a total grant award of \$1,878,227.
- Announced that the next scheduled meeting of the Region 8 Council is scheduled for October 20, 2020, tentatively at Cross Keys Vineyard.

Locality Discussion on the Local CARES Act Relief Funding

Chairperson Friedman presented for discussion the Local CARES Act Relief Funding. Ms. Leslie Beauregard, City of Staunton; Mr. Brent Trumbo, Rockingham County; Ms. Leslie Tate, Augusta County; Mr. Adam Fletcher, City of Harrisonburg; and Mr. Edward Hicklin, Bath County each gave a brief summary of how their respective localities were utilizing their CARES Act Relief funding.

Presentation on Economic Development Administration (EDA) CARES Act Program

Ms. McCarty gave a review on the EDA CARES Act program. She noted that the CARES Act provided the Economic Development Administration (EDA) with \$1.5 billion to aid communities and regions as they recover from the impacts of the coronavirus pandemic. She stated that as a designated Economic Development District and current EDA Partnership Planning grantee, the CSPDC was invited to apply for a non-competitive supplemental award. The CSPDC submitted its application on June 3, 2020, and was notified on July 31, 2020, that the application was approved in the amount of \$400,000 for a 24-month period, with no required match. Ms. McCarty noted that the CSPDC will participate in developing an Economic Recovery and Resiliency Plan, deploy a Disaster Recovery Coordinator and Team utilizing existing staff, expand technical assistance to the localities to identify and apply for recovery funding, and implement technology to effectively communicate with the resiliency and recovery partners. She stated that under the EDA CARES funding announcement, localities are eligible to apply for financial assistance through a competitive process. Ms. McCarty noted that the CSPDC has shared this funding opportunity with local government staff and has provided further guidance to several localities that have contacted CSPDC staff about potential projects.

Central Shenandoah Hazard Mitigation Plan Update

Ms. Joyce gave an update on the Central Shenandoah Hazard Mitigation Plan. She stated that the 2020 update of the Plan has been completed by staff and will be approved by the Federal Emergency Management Agency (FEMA), contingent upon adoption by the 21 local jurisdictions. Ms. Joyce noted that this fall, each of the local jurisdictions' will be asked to adopt the 2020 Hazard Mitigation Plan through a resolution. She reviewed the importance of each of the local jurisdictions in the Central Shenandoah Planning District to adopt the Plan. Ms. Joyce stated that the Federal Disaster Mitigation Act of 2000 requires local governments to develop and adopt natural hazard mitigation plans in order to be eligible to receive certain hazard mitigation grant funds in the future. She reported on the new Building Resilient Infrastructure and Communities (BRIC) program, which will replace the Pre-Disaster Mitigation (PDM) grant program. Ms. Joyce noted that the BRIC program will have more annual funding each year than the previous PDM grant program. On behalf of the City of Staunton, Ms. Beauregard expressed her appreciation for staff's assistance on the flood that occurred last week in the City.

Chesapeake Bay WIP III Update

Ms. Moore gave an update on the CSPDC's Chesapeake Bay Watershed Implementation Plan (WIP III) and reported on the highlights of the CSPDC's work for far. She stated that the Virginia Department of Environmental Quality (DEQ) made grant funds available to the CSPDC to continue work on the Chesapeake Bay Phase III Watershed Implementation Plan (WIP III). Ms. Moore noted that the annual program calls for the CSPDC to provide interim technical and administrative assistance to local governments. She stated that a full list of the 2020 deliverables

can be found on the CSPDC's WIP webpage. Ms. Moore noted that DEQ expects funding for 2021 to be on schedule, and the CSPDC should know more on the funding amount in August or September.

Consideration of Virginia Statewide Public Transportation Agency Safety Plan (PTASP)

Chairperson Friedman presented for consideration the Virginia Statewide Public Transportation Agency Safety Plan (PTASP). Ms. Cundy gave a summary on the Plan, noting that the Virginia statewide PTASP for small public transportation providers is a comprehensive plan outlining the Safety Management Systems (SMS) programs at 15 small transit agencies in the Commonwealth. She noted that the PTASP provides general information on each transit agency, including its overall structure and services; the agency Safety Management Policy; Safety Risk Management program; Safety Assurance program; and Safety Promotion program. Mr. Wells moved, seconded by Mr. Hirschmann, to approve the Virginia Statewide Public Transportation Agency Safety Plan as presented. Motion was carried by unanimous vote.

Ms. Cundy gave an update on SMART SCALE Round 4 applications. She stated that the Commission and several local governments in the region submitted a total of 25 SMART SCALE applications that were due today at 5:00 p.m. Ms. Cundy gave a brief review on the projects that were submitted. She noted that she would keep everyone updated on which applications will be recommended for funding. Mr. Fletcher expressed his appreciation to staff and everyone involved in submitting the SMART SCALE applications, noting that these applications involve a lot of extremely significant hard work and effort from staff.

Commonwealth Intergovernmental Review Process (CIRPs) (BAF #20-16)

Chairperson Friedman presented for consideration Commonwealth Intergovernmental Review Process (CIRPs). Ms. Riedesel stated that she had received an additional CIRP submitted by Health Equipment Loan Program to Rural Development for medical equipment and purchase of property for a total funding of \$180,000 for consideration. Mr. Slaydon moved, seconded by Ms. Tate, to endorse the staff's recommendations. Motion carried unanimously. They are as follows:

- A. *An application submitted by the Virginia Department of Environmental Quality (DEQ) for VADEQ 2020 State Clean Water Revolving Fund (VCWRLF) Capitalization Grant.* DEQ is requesting \$39,025,200 in federal funds to meet the yearly loan demands of Virginia's local governments, as well as citizens and corporations, to facilitate needed wastewater collection and treatment facilities and non-point source improvements across the Commonwealth of Virginia. Staff recommends endorsement.
- B. *An application submitted by the Virginia Department of Environmental Quality (DEQ) for VADEQ 2020 Water Use Data and Research Project.* DEQ is requesting \$122,643 in federal funds to develop estimates of non-reported agricultural irrigation withdrawals at the county level and improve understanding of how these withdrawals vary through time, particularly during dry periods. Staff recommends endorsement.
- C. *An application submitted by the Interstate Commission on the Potomac River Basin for Clean Water Act.* The Interstate Commission on the Potomac River Basin (ICPRB) is applying to the U.S. Environmental Protection Agency, Region III for Federal Programs-

Section 106 Potomac Basin Water Quality Improvement for FY21-FY22 for a total funding of \$690,048.00. Staff recommends endorsement.

- D. *An application submitted by the Health Equipment Loan Program to Rural Development for Medical Equipment and to Purchase Property.* The Health Equipment Loan Program is a nonprofit organization in Churchville that started in 2014. The organization is dedicated to recycling used, donated, durable medical equipment, and loan it to those in need at no cost. They are presently co-located with a business in Churchville that is moving and which has agreed to sell them the property. The organization is applying for a Rural Development loan of \$155,000 to purchase the land and buildings and for a Rural Development grant of \$25,000 to purchase equipment to further and improve their mission, for a total of \$180,000. Staff recommends endorsement.

Adjournment

Chairperson Friedman announced that the next CSPDC meeting would be held on October 19, 2020. There being no further business to come before the Commission, a motion for adjournment was unanimously passed at 5:55 p.m.

Respectfully submitted,

Rita F. Whitfield
Clerk to the Commission

Approved:

George Hirschmann
CSPDC Secretary



October 13, 2020

MEMO TO: CSPDC Commissioners
FROM: Bonnie S. Riedesel, Executive Director
SUBJECT: October 19, 2020 CSPDC Commission Meeting

The Central Shenandoah Planning District Commission (CSPDC) will hold a meeting on **Monday, October 19, 2020, 5:00 p.m., via Zoom Video Conferencing**. Please call Rita Whitfield at 540-885-5174 ext. 101 or email rita@cspdc.org to let me know if you will be able to participate.

Join Zoom Meeting Link:

<https://us02web.zoom.us/j/81996185627?pwd=bCtRblVuNGJkNzF3ODFvcy81M2NMZz09>

Meeting ID: 819 9618 5627 **Passcode:** 015110
Dial In: 1-301-715-8592

AGENDA

1. Call to Order
2. Public Comment
3. Minutes of August 17, 2020, Zoom Video Conference*
4. Reports
 - A) Chairperson
 - B) Executive Director
 - C) Treasurer*
 - D) GO Virginia
5. Presentation: Agriculture Enterprise Center Feasibility Study
 - *Rachel Salatin, CSPDC Marketing Coordinator*
 - *Kathy Nyquist, New Venture Advisors*

6. CEDS Committee Update – Elizabeth McCarty, Deputy Director
7. Adjournment

*Action Needed

Next CSPDC Board Meeting: Monday, December 21, 2020



Minutes
Central Shenandoah Planning District Commission Meeting
Via Zoom Video Conferencing – October 19, 2020, 5:00 p.m.

Member Jurisdiction Representatives			
	Augusta County	City of Staunton	Staff
	Butch Wells	✓ Carolyn Dull, Vice Chair	✓ Bonnie Riedesel, Executive Director
✓	Pam Carter	✓ Sharon Angle	✓ Rebecca Joyce, Community Program Manager
✓	Vickie Moran	Rockbridge County	✓ Elizabeth McCarty, Deputy Director
✓	Leslie Tate	✓ Jay Lewis	✓ Ann Cundy, Director of Transportation
	Bath County	✓ Chris Slaydon	✓ Lee Bell, Finance Director
✓	Edward Hicklin	Rockingham County	✓ Rita Whitfield, Office Manager
	City of Buena Vista	✓ Steve Schofield	✓ Rachel Salatin, Marketing Coordinator
✓	Billy Fitzgerald	✓ Brent Trumbo	✓ Grace Blanchard, Regional Planner
	City of Harrisonburg	Rhonda Cooper	
✓	Sal Romero	✓ Kim Sandum	
✓	George Hirschmann, Secretary	City of Waynesboro	
✓	Adam Fletcher	✓ Terry Short, Treasurer	
	Highland County	Rusty Johnson	
✓	David Blanchard		Others
	City of Lexington		✓ Kathy Nyquist, New Venture Advisors
✓	Frank Friedman, Chair		✓ Caroline Myran, New Venture Advisors
			✓ Melissa Hamilton, New Venture Advisors
			✓ Travis Carter, SVP

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 October 19, 2020, CSPDC meeting was conducted via Zoom Video Conferencing. The October 19, 2020, Central Shenandoah Planning District Commission Zoom Video Conference was called to order at 5:00 p.m. by Chairperson Friedman.

Public Comment

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

Minutes

Chairperson Friedman presented the minutes from the August 17, 2020, CSPDC Commission Zoom Video Conferencing meeting. Mr. Fletcher noted that on page 3, under discussion on the Local CARES Act Relief Funding, he should be listed with the City of Harrisonburg instead of Rockingham County. Mr. Short moved, seconded by Mr. Hirschmann, to approve the minutes as corrected. Motion carried unanimously.

Chairperson's Report

Under Chairperson's Report, Chairperson Friedman reported on the I-81 Advisory Committee, noting that the Committee will hold a meeting on October 23, 2020, at 9:00 a.m. remotely. He reported on the local CARES Act Relief funding, noting that the CSPDC staff is providing support and assistance in tracking the funding and following the guidelines. Chairman Friedman stated that the Executive Committee will be conducting the Executive Director's annual evaluation in the upcoming weeks.

Executive Director's Report

Under Executive Director's Report, Ms. Riedesel reported on the following:

- Noted that staff is continuing to work under a hybrid schedule, with half of the staff working in the office every other day and teleworking on the other days. Ms. Riedesel stated that the CSPDC will be working with SVP and others to study telework as a business attraction and a workforce talent recruitment tool for the region.
- Announced that Nathan Garrison has accepted the Planner II position with the CSPDC and will begin work on November 2nd. Ms. Riedesel noted that the Transit Program Administrator position has been advertised and interviews will begin this week.
- Gave an update on the VATI broadband project that the Commission had applied for a year ago with co-applicant BARC Electric Co-op for \$2.2 million to provide broadband infrastructure in Bath and Rockbridge counties. Ms. Riedesel stated that the project was challenged by an incumbent carrier in Bath County and after negotiations, the areas in Bath County were removed. She noted that the Commission entered into a contract with the state for a revised project that will provide high speed internet to 492 residents and businesses in Rockbridge County. Ms. Riedesel stated that the project is scheduled to begin at the end of this calendar year and should take approximately 9-12 months to complete. On behalf of Rockbridge County, Mr. Slaydon expressed his appreciation for all the hard work involved in providing this much needed service to Rockbridge County.
- Announced that there are two greenway trails under development that connect the PDC to other regions of the state that are coming to the region. Ms. Cundy gave a report on the two greenway trails: 1) the Crozet Blue Ridge Tunnel, which connects Augusta County and the City of Waynesboro to Nelson County and the village of Afton, noting that the Tunnel is scheduled to open at the end of this year; and 2) the tentatively named Shenandoah Rail Trail, which starts in Broadway and runs 38 miles north to Strasburg, which is in the beginning stages of development.

Treasurer's Report

Chairperson Friedman presented for consideration the Treasurer's Report (attached to file minutes). Mr. Short gave a report on the August 31, 2020, Financial Statement, noting that the CSPDC's financial position remains strong. He reported that the auditors, Brown Edwards & Co., LLP, are working on the Commission's FY 2020 audit and anticipates presenting the Audit to the Commission at the December Commission meeting. Mr. Short moved, seconded by Ms. Dull, to approve the Treasurer's Report as presented. Motion carried unanimously.

GO Virginia Region 8 Update

Mr. Short, GO Virginia Region 8 Council member, gave an update on GO Virginia. He announced that to date, 11 projects have been approved and funded by the Region 8 Council. Mr. Short stated that the 11 projects represent a total of \$1,877,196 of GO Virginia funds, with \$1,558,276 in local

matching funds, for a total funding of \$3,435,472. He reported 3 of the 11 projects have been closed out (Rockbridge Area Advanced Manufacturing, Staunton Innovation Hub Tech-Lab Feasibility Study, and Shenandoah Valley Talen Solutions Strategy). Mr. Short stated that the GO Virginia Region 8 Council will hold a meeting on October 20, 2020, at 10:00 a.m. via Zoom.

Presentation on Agriculture Enterprise Center Feasibility Study

Ms. Salatin introduced and welcomed Kathy Nyquist of New Venture Advisors, along with Caroline Myran and Melissa Hamilton, who were present to give an update on the Shenandoah Valley Agricultural Enterprise Center Feasibility Study. Ms. Salatin gave a general overview on the project, noting that the Study will determine if a certified, commercial, shared-use facility in the central Shenandoah Valley is possible, practical and viable. She noted that this multi-use facility is expected to support the region's many small to mid-size agricultural businesses and entrepreneurs by expanding market reach and reducing some of the risk and burden of facility building by any one operation. Ms. Nyquist presented a PowerPoint presentation on the Study. She reviewed the project goals, definition of a food center, scope of work overview, survey responses to date, interview summary, timeline, deliverables and next steps, noting that the final presentation is scheduled for May 2021.

Comprehensive Economic Development Strategy (CEDS) Update

Ms. McCarty gave an update on the CEDS Committee, noting that the CSPDC is a designated Economic Development District (EDD) under the Economic Development Administration (EDA), U.S. Department of Commerce. She noted that the CSPDC Board serves as the CEDS Committee and is responsible for developing and updating the CEDS on a regular basis. Ms. McCarty stated that in October 2018, the Commission approved the CSPDC CEDS plan, which is a strategy-driven plan for regional economic development to help understand the regional economy, leverage the region's strengths and weaknesses, and further generate opportunities to create wealth in the region. She reviewed the Plan's five visions and goals. Ms. McCarty reported that the Shenandoah Valley Regional Airport was awarded a \$2 million grant from the Economic Development Administration (EDA) to construct new airport hangars and training space to support increased aviation activity in the region, in which staff assisted the Shenandoah Valley Regional Airport in submitting the grant application. She reported on the EDA CARES application for Shenandoah Valley Recovery Assistance for \$400,000, to be used during the period of July 1, 2020, through June 30, 2022, at a 100 percent federal grant rate. Ms. McCarty stated that the funds will be used to develop a Recovery and Resiliency Plan, put into place a Disaster Recovery Coordinator and team utilizing existing staff, expand technical assistance to the localities to identify and apply for recovery funding, and implement technology to effectively communicate with the resiliency and recovery partners.

Commonwealth Intergovernmental Review Process (CIRP)

Chairperson Friedman presented for consideration Commonwealth Intergovernmental Review Process (CIRPs). Ms. Riedesel stated that she had received a CIRP submitted by the Virginia Department of Environmental Quality for FY 2022 Performance Partnership Grant (PPG). She noted that DEQ is requesting \$18,190,150 in federal funds for FY 2022 106 water activities funded under DEQ's PPG. This workplan represents overall general activities and commitments which remain constant from year to year and adjustments to specific commitments or revised activities. Ms. Riedesel noted that the primary goal of this project is to improve the ability of DEQ to identify,

regulate, and protect wetlands in Virginia. Ms. Sandum moved, seconded by Mr. Short, for endorsement of the project. Motion was carried by unanimous vote.

Adjournment

Chairperson Friedman announced that the next CSPDC meeting would be held on December 21, 2020. There being no further business to come before the Commission, a motion for adjournment was unanimously passed at 6:15 p.m.

Respectfully submitted,

Rita F. Whitfield
Clerk to the Commission

Approved:

George Hirschmann
CSPDC Secretary



December 14, 2020

MEMO TO: CSPDC Commissioners
FROM: Bonnie S. Riedesel, Executive Director
SUBJECT: December 21, 2020 CSPDC Commission Meeting

The Central Shenandoah Planning District Commission (CSPDC) will hold a meeting on **Monday, December 21, 2020, 5:00 p.m., via Zoom Video Conferencing.** Please call Rita Whitfield at 540-885-5174 ext. 101 or email rita@cspdc.org to let me know if you will be able to participate.

Join Zoom Meeting Link:

<https://us02web.zoom.us/j/83095942432?pwd=cWFnUVJ5b2VqbIBET2tGMk5LSk1rQT09>

Meeting ID: 830 9594 2432 ** **Passcode:** 081934 ** **Dial In:** 301-715-8592

AGENDA

1. Call to Order
2. Public Comment
3. Minutes of October 19, 2020, Zoom Video Conference*
4. Reports
 - A) Chairperson
 - B) Executive Director
 - Investments in the Region
 - C) Treasurer*
 - FY21 Budget Revision
 - D) GO Virginia
5. Recognition of Outgoing Commissioner and Introduction of New Staff
 - Brent Trumbo, Rockingham County
 - Nathan Garrison, Regional Planner

6. Consideration of FY20 Audit Report*
 - *Megan Argenbright, CPA, Brown Edwards and Company, LLP*
7. Purchase of Lewis Street Transit Hub (BAF #20-21)*
8. COVID-19 Dashboard – Grace Blanchard, Regional Planner
9. Broadband in the Region
 - Pam Carter, Augusta County Board of Supervisors
 - Chris Slayden, Rockbridge County Director of Community Development
 - Hunter Moore, CSPDC Planner
10. Project Impact Calendar – Rebecca Joyce, Community Program Manager
11. Commonwealth Intergovernmental Review Process (CIRPS) (BAF #20-19)*
 - A) An application submitted by the CSPDC for Appalachian Regional Commission (ARC) Funds
 - B) An application submitted by CSPDC for Economic Development Administration (EDA) Funds
 - C) An application submitted by James Madison University (JMU) for Scaling Pandemic Resilience through Innovation & Technology (SPRINT) Challenge
12. Consideration of 2021 CSPDC Meeting Calendar (BAF #20-20)*
13. Other Business
14. Adjournment

*Action Needed

Next CSPDC Board Meeting: Monday, February 1, 2021



Minutes
Central Shenandoah Planning District Commission Meeting
Via Zoom Video Conferencing – December 21, 2020, 5:00 p.m.

Member Jurisdiction Representatives		
Augusta County	City of Staunton	Staff
✓ Butch Wells	✓ Carolyn Dull, Vice Chair	✓ Bonnie Riedesel, Executive Director
✓ Pam Carter	Sharon Angle	✓ Rebecca Joyce, Community Program Manager
Vickie Moran	Rockbridge County	✓ Elizabeth McCarty, Deputy Director
✓ Leslie Tate	✓ Jay Lewis	✓ Ann Cundy, Director of Transportation
Bath County	✓ Chris Slaydon	✓ Lee Bell, Finance Director
✓ Edward Hicklin	Rockingham County	✓ Rita Whitfield, Office Manager
City of Buena Vista	✓ Steve Schofield	✓ Nathan Garrison, Regional Planner
✓ Billy Fitzgerald	✓ Rhonda Cooper	✓ Grace Blanchard, Regional Planner
City of Harrisonburg	✓ Kim Sandum	✓ Hunter Moore, Regional Planner
Sal Romero		✓ Nancy Gourley, Transit Manager
✓ George Hirschmann, Secretary	City of Waynesboro	
✓ Adam Fletcher	✓ Terry Short, Treasurer	
Highland County	Rusty Johnson	
✓ David Blanchard		Others
City of Lexington		✓ Megan Argenbright, Brown Edwards & Co.
Frank Friedman, Chair		✓ Jordan Bowman, Esq., Litten & Sipe

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 December 21, 2020, CSPDC meeting was conducted via Zoom Video Conferencing. The December 21, 2020, Central Shenandoah Planning District Commission Zoom Video Conference was called to order at 5:00 p.m. by Vice Chairperson Dull.

Public Comment

Vice Chairperson Dull opened the floor to the public for comments. There were no public comments.

Minutes

Vice Chairperson Dull presented the minutes from the October 19, 2020, CSPDC Commission Zoom Video Conferencing meeting. Mr. Fitzgerald moved, seconded by Mr. Short, to approve the minutes as presented. Motion carried unanimously.

Executive Director’s Report

Under Executive Director’s Report, Ms. Riedesel reported on “CSPDC Investments in the Region – FY 2017-2020.” She stated that one of the more important services provided by the CSPDC to its member jurisdictions is writing grants and finding ways to bring additional financial resources into

the region. Ms. Riedesel noted that the CSPDC has worked to help find and create investments for a multitude of public projects and programs including economic and community development, flood mitigation, disaster preparedness training, broadband, water and sewer projects, environmental planning, transportation planning, public transit, affordable housing, recreational facilities, and bicycle and pedestrian planning. She explained that for every \$1 the CSPDC receives in local dues, it has leveraged approximately \$61 in state and federal funds over the last four years. Ms. Riedesel noted that over the past four fiscal years, CSPDC efforts have brought in more than \$51 million in new investments to the region.

Treasurer's Report and FY21 Budget Revision

Vice Chairperson Dull presented for consideration the Treasurer's Report and FY21 Budget Revision (attached to file minutes). Mr. Short gave a brief review on the Treasurer's Report and FY21 Budget Revision. He noted that the FY21 Revised Budget included impacts of staff turnover, lower than anticipated administrative costs, and several new awards and expanded programs. Mr. Fitzgerald moved, seconded by Mr. Hirschmann, to approve the Treasurer's Report as presented. Motion carried unanimously. Mr. Fitzgerald moved, seconded by Mr. Wells, to approve the FY21 Budget Revision. Motion was carried by unanimous vote.

GO Virginia Region 8 Update

Mr. Short, GO Virginia Region 8 Council member, gave an update on GO Virginia. He reported that to date, 11 projects totaling \$1.5 million in GO Virginia funds have been approved and funded by the Region 8 Council. Mr. Short reported that the State GO Virginia Board met and deferred the application for Region 8's Site Enhancement Project that requested funds to conduct site assessments of 10 properties in the region. He stated that the application is being revised and will be resubmitted for consideration at the State's GO Virginia Board meeting in March 2021. A question was raised and responded to regarding why the application was deferred. Mr. Short reported that every two years, GO Virginia regions are required to update their Economic Growth and Diversification Plans. He stated that the Plan update is due August 2021. Mr. Short noted that the next meeting of the Region 8 Council is scheduled for January 26, 2021.

Recognition of Outgoing Commissioner and Introduction of New Staff

Vice Chairperson Dull recognized Mr. Brent Trumbo, Rockingham County's representative for his outstanding leadership and notable service to the Planning District Commission and to the people of the District, shown during his term as Commissioner. Ms. Riedesel introduced Nathan Garrison, new CSPDC Regional Planner.

Consideration of FY20 Audit Report

Vice Chairperson Dull welcomed and introduced Ms. Megan Argenbright, CPA, Brown Edwards and Company, LLP, who presented the CSPDC Audit Report for the year ended June 30, 2020. Ms. Argenbright gave a brief review on the Audit Report, noting that the audit includes an unmodified clean opinion. She stated that adequate controls and procedures were in place and no management letter was needed. Mr. Fitzgerald moved, seconded by Mr. Lewis, to accept the CSPDC FY20 Audit Report as presented. Motion carried unanimously.

Purchase of Lewis Street Transit Hub (BAF #20-21)

Vice Chairperson Dull presented for consideration Purchase of Lewis Street Transit Hub. She noted that the Executive Committee had reviewed this item at their December 7, 2020, meeting and unanimously agreed to recommend that the Full Commission enter into a purchase agreement with the American Shakespeare Center for the purchase of the Lewis Street Transit Hub property for \$185,000. Ms. Riedesel explained that the CSPDC/BRITE has an opportunity to purchase the two-acre property located at 240 North Lewis Street in downtown Staunton, currently owned by the American Shakespeare Center (ASC) for \$185,000. She stated that the property is currently leased by the City of Staunton as a parking lot, and has served as the location of the BRITE Transit Hub since the CSPDC assumed responsibility for the transit service in 2014. She stated that the property is critical to the functioning of the BRITE bus system. Ms. Riedesel stated that the City of Staunton has confirmed that they will continue to lease the portion of the property that is used for public parking, with those lease payments directed to the CSPDC. She noted that routine maintenance such as snow removal, trash pickup, and utilities will continue to be provided by the City of Staunton at no cost to CSPDC/BRITE, and that a contract to that effect will be provided.

Ms. Gourley provided background in the purchase of the property, noting that the Lewis Street Hub is essential to public transportation service delivery providing a safe and secure location where four buses and the Downtown Trolley meet each hour. She stated that the two bus shelters on the lot afford waiting riders weather protection and the off-street location and sidewalk connections allow riders safe access to the buses, and provides Americans with Disabilities Act (ADA) accessibility. Ms. Gourley noted that the Hub anchors the 250 Connector Route on the western end, the Blue Ridge Community College Shuttle Route on the southern end, and the Staunton bus routes. She stated that prior to the pandemic, passenger counts confirmed that 2,286 riders accessed or departed a bus at this location during a one-week period. Ms. Gourley noted that another location has not been found that is nearly as optimal as the Lewis Street Hub. Mr. Bowman briefed the Commission on the details relative to the contract and the process of purchasing the property.

On behalf of Rockingham County, Ms. Cooper stated that while the County supports the purchase of this property as an integral part of the BRITE transit system, the County does not think that the PDC should be in the business of operating a bus program. She noted that the County feels that the goal should continue to be, as initially established, an interim solution where this would eventually become a part of either Staunton, Augusta or Waynesboro, or some entity formed by them as an authority. Discussion ensued regarding future expansion plans, zoning and other opportunities such as affordable housing for use of the space. Mr. Wells moved, seconded by Mr. Schofield, to authorize the CSPDC to enter into a purchase agreement to American Shakespeare Center (ASC) for the purchase of the Lewis Street Transit Hub property for \$185,000. Motion carried by unanimous vote.

COVID-19 Recovery Dashboard

Vice Chairperson Dull presented COVID-19 Recovery Dashboard. Ms. Blanchard reviewed the COVID-19 Recovery Dashboard, noting that the Dashboard tracks the impacts of COVID-19 and recovery efforts across the Central Shenandoah Valley Region. She stated that the graphs feature data on localities' unemployment rates, unemployment benefit claims, COVID-19 cases, and tax revenues. Ms. Blanchard noted that the CSPDC began recording economic and health statistics in March 2020

and will continue through 2021. She stated that the CSPDC's recovery and resiliency plans, studies, and resources are supported by funding from the Economic Development Administration (EDA).

Broadband in the Region

Vice Chairperson Dull presented Broadband in the Region. Ms. Pam Carter, Augusta County, and Mr. Chris Slaydon, Rockbridge County, each gave a brief summary of how their respective localities were utilizing their CARES Act Relief funding for broadband projects. Ms. Carter reported on three broadband projects in Augusta County – two from MGW and Lingo Networks and one from New Hope Telephone Cooperative. She stated that the Swoope Tower Fixed Wireless Project will provide broadband service for 310 households in Swoope. Ms. Carter noted that the three projects totaled approximately \$900,000. Mr. Slaydon reported on broadband projects in Rockbridge County, noting that the County will be able to expand its broadband thanks to the CARES Act funds. He stated that Rockbridge County, the Rockbridge Area Network Authority (RANA), and BARC Connects worked to identify projects that could be completed with the time constraints set forward. Mr. Slaydon stated that the County had been awarded the BARC Connects portion of the project, totaling \$770,000.

Ms. Hunter reported on the Virginia Telecommunications Initiative (VATI) broadband project with co-applicant BARC Electric Co-op for \$2.2 million that will provide broadband infrastructure in Rockbridge County. She stated that the VATI project will provide high speed internet to 492 residents and businesses in Rockbridge County and construction has already started in the Glasgow area. Ms. Hunter also reported on the BARC Electric Cooperative grant from the Appalachian Regional Commission (ARC) POWER Initiative program for approximately \$1 million. She stated that the funding will be used to provide broadband services to 301 households and businesses in and around the Town of Goshen, and construction is scheduled to begin early in 2021. Ms. Hunter stated that the CSPDC is providing administrative services to both grants.

Project Impact Calendars

Vice Chairperson Dull presented the Project Impact Calendars. Ms. Joyce gave a review on the Shenandoah Valley Project Impact Calendars for 2021, noting that this is the 12th such calendar. She stated that the calendar contains preparedness and mitigation information about many types of severe weather, emergencies and disasters. Ms. Joyce noted that the calendars have been distributed throughout the region including local government offices, various public organizations, and libraries.

Commonwealth Intergovernmental Review Process (CIRP)

Vice Chairperson Dull presented for consideration Commonwealth Intergovernmental Review Process (CIRPs). Mr. Fitzgerald moved, seconded by Mr. Hirschmann, to endorse the staff recommendations on agenda items 11A-11C. Motion carried unanimously. They are as follows:

- A. An application submitted by the CSPDC for 2021 ARC funds for \$81,816. Major work elements include planning and technical assistance to the ARC eligible communities of Bath, Highland and Rockbridge counties, cities of Buena Vista and Lexington, and the towns of Goshen, Glasgow and Monterey. Staff recommends endorsement.

- B. An application submitted by the CSPDC for 2021 EDA funds for \$140,000. Major work elements include comprehensive updating of the Comprehensive Economic Development Strategy, maintenance and updating the Regional Data Center, development of various economic development related statistical reports, etc. Staff recommends endorsement.
- C. An application submitted by James Madison University (JMU) for Scaling Pandemic Resilience through Innovation and Technology (SPRINT) Challenge for \$433,532. Funding will be used for a Building Entrepreneurial Access to Resources Program, an entrepreneurial assistance program that will involve virtual entrepreneurship events, a digital hub and resources library for regional entrepreneurship resources, as well as a rigorous collection and detailed analysis of project performance metrics. Staff recommends endorsement.

Consideration of 2021 CSPDC Meeting Calendar (BAF #20-20)

Vice Chairperson Dull presented for consideration the CSPDC 2021 Meeting Schedule (attached to file minutes). Ms. Riedesel presented the meeting schedule for 2021 for the Executive Committee and Full Commission meetings. She noted that the Commission meetings would be held virtually until further notice. Mr. Hirschmann moved, seconded by Mr. Wells, to approve the 2021 CSPDC Meeting Schedule as presented. Motion carried unanimously.

Adjournment

Vice Chairperson Dull announced that the next CSPDC meeting would be held on February 1, 2021. There being no further business to come before the Commission, a motion for adjournment was unanimously passed at 6:15 p.m.

Respectfully submitted,

Rita F. Whitfield
Clerk to the Commission

Approved:

George Hirschmann
CSPDC Secretary