



January 25, 2021

**MEMO TO:** CSPDC Commissioners  
**FROM:** Bonnie S. Riedesel, Executive Director  
**SUBJECT:** February 1, 2021, CSPDC Commission Meeting

The Central Shenandoah Planning District Commission (CSPDC) will hold a meeting on **Monday, February 1, 2021, 5:00 p.m., via Zoom Video Conferencing.** Please contact Rita Whitfield at 540-885-5174 ext. 101 or email [rita@cspdc.org](mailto:rita@cspdc.org) to let me know if you will be able to participate.

**Join Zoom Meeting Link:**

<https://us02web.zoom.us/j/83958639799?pwd=Y3A0QkhzN0REOWUydmpCc0xjNEsyQT09>

Meeting ID: 839 5863 9799 \*\* Passcode: 413065 \*\* Dial In: 301-715-8592

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**AGENDA**

1. Call to Order
2. Public Comment
3. Minutes of December 21, 2020, Zoom Video Conference\*
4. Reports
  - A) Chairperson
  - B) Executive Director
  - C) Treasurer\*
5. COVID-19 Vaccine Distribution Presentation
  - *Laura Kornegay, MD, MPH, Health Director, Central Shenandoah Health District*
6. EDA CARES Update – *Elizabeth McCarty, Deputy Director*
7. Central Shenandoah Regional Wildfire Protection Plan Update (Board Memo #21-1) – *Rebecca Joyce, Community Program Manager*

8. SMART SCALE Application Update (Board Memo #21-2) – *Ann Cundy, Director of Transportation*
9. Consideration of Resolution Authorizing the Application for State and Local Aid for Rideshare (BAF #21-1)\* – *Devon Thompson, Transit Planner*
10. Other Business
11. Adjournment

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\*Action Needed

**Next CSPDC Board Meeting: Monday, April 19, 2021**



**Minutes**  
**Central Shenandoah Planning District Commission Meeting**  
**Via Zoom Video Conferencing – February 1, 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	✓	Ann Cundy, Director of Transportation
	<b>Bath County</b>	✓	Chris Slaydon	✓	Lee Bell, Finance Director
✓	Edward Hicklin		<b>Rockingham County</b>	✓	Rita Whitfield, Office Manager
	<b>City of Buena Vista</b>	✓	Steven Schofield	✓	Nathan Garrison, Regional Planner
✓	Billy Fitzgerald	✓	Rhonda Cooper	✓	Grace Blanchard, Regional Planner
	<b>City of Harrisonburg</b>	✓	Kim Sandum	✓	Hunter Moore, Regional Planner
✓	Laura Dent			✓	Nancy Gourley, Transit Manager
✓	George Hirschmann, Secretary		<b>City of Waynesboro</b>	✓	Pat Lancey, Fiscal Technician
✓	Adam Fletcher	✓	Terry Short, Treasurer		
	<b>Highland County</b>		Rusty Johnson		
✓	David Blanchard				<b>Others</b>
	<b>City of Lexington</b>			✓	Laura Kornegay, Central Shenandoah Health District
✓	Frank Friedman, Chair				

**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 February 1, 2021, CSPDC meeting was conducted via Zoom Video Conferencing. The February 1, 2021, 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 December 21, 2020, CSPDC Commission Zoom Video Conferencing meeting. There being no corrections or additions, Chairperson Friedman declared the minutes approved as presented. He introduced and welcomed Laura Dent, new Commissioner representing the City of Harrisonburg.

**Executive Director’s Report**

Under Executive Director’s Report, Ms. Riedesel reported on COVID-19 Recovery: 2020 Locality Cares Funding. She noted that a total of \$52,507,872 was received through the CARES Act for the

region. Ms. Riedesel stated that staff worked with the localities in inventorying and aggregating their use of local CARES funding through the CARES Act. She presented the survey responses from the 10 localities in the Central Shenandoah Planning District in June and October 2020, showing each locality's initial and total CARES allocations, and expenditures; and reviewed the locality CARES expenditures for business and nonprofit support.

### **Treasurer's Report**

Chairperson Friedman presented for consideration the Treasurer's Report for November 2020. Mr. Short gave a review on the Treasurer's Report, noting that the Commission was awaiting several invoices and have not yet closed the books for December. Mr. Bell welcomed and introduced Pat Lancey, new Fiscal Technician. Ms. Dull moved, seconded by Mr. Hirschmann, to approve the Treasurer's Report as presented. Motion carried unanimously.

### **COVID-19 Vaccine Distribution Presentation**

Chairperson Friedman welcomed and introduced Laura Kornegay, MD, MPH, Health Director for the Central Shenandoah Health District (CSHD). Dr. Kornegay gave a report on CSHD's efforts in distributing COVID-19 vaccines to people across the region in the Shenandoah Valley. She noted that the biggest challenge was the limited supply of vaccines and gave an update on the CSHD's vaccine distribution efforts. Dr. Kornegay noted that the distribution of vaccine from the federal government to Virginia has been limited, which has affected the ability of local health departments and community partners to obtain vaccines to offer to priority groups. She stated that for the third week of January, approximately 106,000 first doses were available for distribution throughout the Commonwealth, and this was approximately half the amount of vaccines requested by the health department and health systems throughout Virginia. Dr. Kornegay reported that CSHD is narrowing the focus of their vaccination efforts to finishing up Phase 1a and concentrating on Phase 1b vaccination efforts and listed the priority groups based on order of vaccination planning. Questions were raised regarding information on registration information, vaccination efforts on priority groups and phases, and scheduling the second dose of vaccinations. Dr. Kornegay stated that CSHD will provide updated vaccine efforts on their website and individuals can sign up to receive updates.

### **EDA CARES Update**

Chairperson Friedman presented EDA CARES Update. Ms. McCarty gave an update on the EDA CARES Act program. She noted that the CARES Act funding is provided through the Economic Development Administration (EDA), providing aid to communities and regions as they recover from the impacts of the coronavirus pandemic. Ms. McCarty noted that the CSPDC is using funds to assist the region with pandemic recovery and resiliency activities. She reported that staff is centered on four tasks and gave a brief description on each: development of a regional Pandemic Recovery and Resiliency Plan, coordinating recovery efforts, providing technical assistance to the localities, and implementing technology to effectively communicate.

### **Central Shenandoah Regional Wildfire Protection Plan Update**

Chairperson Friedman presented the Central Shenandoah Regional Wildfire Protection Plan Update. Ms. Joyce gave an update on the Plan, noting that as a companion document to the Central Shenandoah Hazard Mitigation Plan, CSPDC staff recently completed the Central Shenandoah Regional Wildfire Protection Plan (CSRWPP). She stated that the CSRWPP is a planning tool with the primary goals to protect lives, reduce property loss due to wildfire, and create safer

wildland interface communities by identifying wildfire risk and mitigation measures. Ms. Joyce presented the signed Resolution by the Executive Director for the CSPDC (attached to file minutes). She stated that the localities will adopt the CSRWPP when they adopt the updated Hazard Mitigation Plan in early spring of 2021.

### **SMART SCALE Applications Update**

Chairperson Friedman presented SMART SCALE Applications Update. Ms. Cundy gave an update on SMART SCALE applications, noting that VDOT staff presented a preliminary list of transportation projects recommended for funding through the SMART SCALE program with the Commonwealth Transportation Board (CTB) on January 20<sup>th</sup> (project list attached to file minutes). She noted that the CSPDC, Harrisonburg-Rockingham Metropolitan Planning Organization (HRMPO), Staunton-Augusta-Waynesboro Metropolitan Planning Organization (SAWMPO), and member jurisdictions were very successful this round, with 16 projects recommended for funding out of 21 applications submitted.

### **Consideration of Resolution Authorizing the Application for State and Local Aid for Rideshare**

Chairperson Friedman presented for consideration a Resolution Authorizing the Application for State and Local Aid for Rideshare. Ms. Thompson gave a review on the Central Shenandoah Rideshare Program and reviewed the following cost share:

- Virginia Department of Rail and Public Transportation Share (80%) - \$76,000
- Central Shenandoah Planning District Commission Share (20%) - \$19,000
- Total Application Request - \$95,000

She reviewed the principal goal of the CSPDC's Rideshare Program and how funds will be used. Ms. Thompson stated that the CSPDC will continue its partnership with the Thomas Jefferson Planning District Commission in providing the Rideshare program across both planning districts. Mr. Short moved, seconded by Mr. Lewis, to endorse the Resolution authorizing the application for State and Local Aid for Rideshare. Motion was carried by unanimous vote.

### **Adjournment**

Chairperson Friedman announced that the next CSPDC meeting would be held on April 19, 2021. 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*



**MEMO TO:** CSPDC Commissioners  
**FROM:** Bonnie S. Riedesel, Executive Director  
**SUBJECT:** April 19, 2021, CSPDC Commission Meeting

The Central Shenandoah Planning District Commission (CSPDC) will hold a meeting on **Monday, April 19, 2021, 5:00 p.m., via Zoom Video Conferencing.** Please contact Rita Whitfield at 540-885-5174 ext. 101, or email [rita@cspdc.org](mailto:rita@cspdc.org) to let me know if you will be able to participate.

**Join Zoom Meeting Link:**

<https://zoom.us/j/97913086337?pwd=T1hrQVJaK1MvR1lnUkdOYWd3TUV6QT09>

**Meeting ID:** 979 1308 6337 **\*\* Passcode:** 609730 **\*\* Dial In:** 301-715-8592

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**AGENDA**

1. Call to Order
2. Public Comment
3. Minutes of February 1, 2021, Zoom Meeting\*
4. Reports
  - A) Chairperson
  - B) Executive Director
  - C) Treasurer\*
5. Recognition of New Commissioner
  - *Dewey Ritchie, Rockingham County*
6. Presentation: Shenandoah Valley Rail Trail and Consideration of Support Resolution
  - *Don Hindman, Project Director, Shenandoah Rail Trail Partnership*
7. Consideration of BRITE Contract Amendment with VRT (BAF #21-2)\*
  - *Nancy Gourley, CSPDC Transit; and Jordan Bowman, Esq., Litten & Sipe*

8. Consideration of FY22 Rural Transportation Planning Grant Application (BAF #21-3)\*
  - *Zach Beard, Transportation Planner*
9. Commonwealth Intergovernmental Review Process (CIRPS) (BAF #21-5)\*
  - A) An application submitted by Shenandoah Community Capital Fund, Inc. for EDA FY21 Build to Scale Program for REV Initiative
  - B) An application submitted by the Alliance for the Chesapeake Bay, Inc. to Support the Citizens Advisory Committee
  - C) An application submitted by the Alliance for the Chesapeake Bay, Inc. to Support the Local Government Advisory Committee and Local Leadership Workgroup
10. Other Business
11. Adjournment

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\*Action Needed

**Next CSPDC Board Meeting: Monday, June 21, 2021**



**Minutes**  
**Central Shenandoah Planning District Commission Meeting**  
**Via Zoom Video Conferencing – April 19, 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	✓ Pat Lancey, Fiscal Technician
✓ David Blanchard		✓ Lee Bell, Finance Director
<b>City of Lexington</b>		<b>Others</b>
Frank Friedman, Chair		✓ Don Hindman, Shenandoah Rail Trail
		✓ Jordan Bowman, Litten & Sipe
		✓ Jason Tyree, Buena Vista

**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 April 19, 2021, CSPDC meeting was conducted via Zoom Video Conferencing. The April 19, 2021, Central Shenandoah Planning District Commission Zoom Video Conference was called to order at 5:00 p.m. by Acting Chairperson Terry Short.

**Public Comment**

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

**Minutes**

Acting Chairperson Short presented the minutes from the February 1, 2021, CSPDC Commission Zoom Video Conferencing meeting. Ms. Dull moved, seconded by Ms. Carter, to approve the minutes as presented. Motion carried unanimously.



## **Executive Director Report**

Under Executive Director's Report, Ms. Riedesel reported on the American Rescue Plan Act. She stated that staff has been following and tracking the Act and providing updates to localities as information is received on the \$2 trillion federal relief bill. Ms. Riedesel reported that the 21 localities are poised to receive an estimated \$119 million in funds through this Act which is based on population, and cities and towns are based on a modified CDBG formula. She reported on the four broad categories for allowable uses of funds and noted that guidance from the U.S. Treasury Department on final allocations and allowable costs are expected this month. Ms. Riedesel noted that localities have until December 2024 to use the funds.

Ms. Riedesel reported on the status of the Lewis Street Transit Hub property in Staunton, noting that the closing will be held on April 20, 2021. She stated that the property, owned by American Shakespeare Center, will be purchased for \$185,000 for the continued use of the BRITE Transit Hub.

Ms. Riedesel introduced and welcomed two new staff members: Pat Lancey, Fiscal Technician; and Manas Ranjan, new transportation planner. She announced that staff member Hunter Moore and her husband welcomed a baby boy in February.

Ms. Riedesel ask the following staff members to give an update on various projects the Commission is currently working on.

Ms. McCarty gave an update on GO Virginia, noting that the GO Virginia State Board awarded the Shenandoah Valley Partnership (SVP) \$821,000 in GO Virginia funds to improve six sites in GO Virginia Region 8. She reported on the work to be performed and the location of the six sites. Ms. McCarty stated that the total budget for the Site Enhancement Program is \$1,916,359 and is expected to be completed in the first quarter of 2022. She noted that CSPDC staff will be providing grant administration services for the project. Ms. McCarty announced that the next GO Virginia Region 8 Council meeting will take place virtually on Tuesday, April 27, 2021.

Ms. Blanchard reported on the City of Buena Vista's CDBG Planning Grant. She stated that on April 1, Commission staff assisted the City in making application for a CDBG competitive grant in the amount of \$1,000,000. Ms. Blanchard noted that if awarded, funds will go towards downtown revitalization projects, including streetscape improvements, wayfinding signage, and a façade grant program. She stated that the project will facilitate economic growth and increase community activity in the City of Buena Vista's downtown.

Mr. Garrison gave an update on the Town of Goshen's CDBG Planning Grant. He stated that since January, the CSPDC has been assisting the Town of Goshen in preparing a grant application to determine the feasibility of converting part of an old school building into a mixed-use Community Center and public park space. Mr. Garrison reported on the various services the Center will provide. He noted that the application was submitted on April 1<sup>st</sup> for a total funding request of \$50,000 and if awarded, the CSPDC will provide grant administration services for the project.

Ms. Salatin gave an update on the Agricultural Enterprise Center Feasibility Study. She reported on a survey that was conducted on the Study that received 69 completed responses and 37

interviews with potential facility users and buyers. Ms. Salatin stated that the consultants, New Venture Advisors, presented three potential operating models and the “Shenandoah Specialty Meat & Produce Hub” was chosen for further development. Ms. Salatin stated that a draft of the report is currently under review and the final report will be shared in May.

### **Treasurer’s Report**

Acting Chairperson Short presented for consideration the Treasurer’s Report for February 2021 (attached to file minutes). Mr. Bell gave a review on the Treasurer’s Report. He stated that he was working on the FY 22 budget and a draft will be presented to the Executive Committee in May, and the Full Commission in June for consideration. A question was raised by Mr. Fletcher and responded to by Mr. Bell regarding the Virginia Department of Rail and Public Transportation (DRPT) inadvertently submitting for approval to and approved by the Commonwealth Transportation Board (CTB) a budget amount of \$7,621 less than they intended to submit. Mr. Fletcher asked about the status of the annual member assessment in which Ms. Riedesel explained that due to the coronavirus pandemic and the expected hardship put on local government budgets, plans to increase the per capita assessment by 10 cents were postponed last fiscal year. Ms. Riedesel noted that the jurisdictions have received their budget requests with the increase in the annual member assessment rate from 70 cents per capita to 80 cents per capita, effective July 1, 2021. Mr. Fitzgerald moved, seconded by Mr. Hirschmann, to approve the Treasurer’s Report as presented. Motion carried unanimously.

### **Recognition of New Commissioner**

Acting Chairperson Short introduced and welcomed Mr. Dewey Ritchie, new representative for Rockingham County.

### **Shenandoah Valley Rail Trail Presentation and Consideration of Support Resolution**

Acting Chairperson Short introduced and welcomed Mr. Don Hindman, Project Director for the Shenandoah Valley Rail Trail Partnership. Mr. Hindman gave a PowerPoint presentation on the Shenandoah Valley Rail Trail. He noted that the Exploratory Partnership is an unincorporated coalition of public, private, and non-profit organizations formed in November 2019 to transform an unused single-track railroad corridor from Front Royal to Broadway into a multi-use 50-mile trail. Mr. Hindman stated that the Governing Council of the Partnership is made up of 16 members representing the localities and organizations along the trail and encompasses 2 planning districts, 2 counties, and 8 towns. He noted that the Partnership is working collaboratively to support trail development and revitalization efforts throughout the corridor. Mr. Hindman reported on a feasibility study being conducted by the Virginia Department of Conservation and Recreation, with the help of VDOT, to study the feasibility of a Shenandoah Valley Rail Trail project. He stated that the feasibility study is an important next step in the ongoing exploration of converting the discontinued rail line into a multi-purpose trail

Acting Chairperson Short presented for consideration a Resolution to Support the Development of the Shenandoah Valley Rail Trail. Ms. Riedesel reviewed the Resolution, noting that the Resolution endorses the conversion of the 48-mile discontinued railroad to a multiuse trail for alternative transportation and recreation. The CSPDC resolves to join with other trail localities in seeking the support of regional, state, and federal agencies and the railroad’s owner, Norfolk Southern Corporation, toward the goal of development of the trail. Ms. Sandum moved, seconded

by Ms. Dull, for approval of the Resolution supporting the development of the Shenandoah Valley Rail Trail. Motion was carried by unanimous vote.

**Consideration of BRITE Contract Amendment with VRT (BAF #21-2)**

Acting Chairperson Short presented for consideration the BRITE Contract Amendment with the Virginia Regional Transit (VRT). Ms. Gourley reviewed two addendums, noting that the first addendum includes the potential of two contract extensions and exercises the initial two-year extension for provision of transit service in Fiscal Years 2023 and 2024. This two-year extension is projected at approximately \$3.7 million dollars, funded with a combination of FTA, DRPT, local jurisdiction, and private transit partner funds. Ms. Gourley reviewed the second addendum, which is for the provision of the Afton Express service connecting Staunton, Augusta County and Waynesboro to Charlottesville and Fifth Street Station in Albemarle County. She noted that the CSPDC was awarded a demonstration grant to fund the startup and initial operations of the Afton Express in the amount of \$387,654 and will be combined with local match participation from the cities of Staunton, Waynesboro, and Charlottesville, Augusta and Albemarle counties, and the University of Virginia. Ms. Gourley stated that the term of this contract addendum in the amount of \$750,000 covers the period from service startup in 2021 through Fiscal Year 2024 to coincide with the term of Addendum 1. She noted that the CSPDC Procurement Policy requires the Commission to authorize all contracts in excess of \$100,000 in value. Ms. Riedesel noted that Mr. Jordan Bowman, Esq. with Litten & Sipe, was present to answer any questions. Mr. Fitzgerald moved, seconded by Mr. Hirschmann, to authorize the Executive Director to execute the two addendums to the turnkey transit contract with VRT to: (1) exercise the first extension to the turnkey contract to continue delivering the BRITE transit services through June 30, 2024; and (2) provide the initial term of the Afton Express service from Staunton, Fishersville, and Waynesboro to Charlottesville. Motion was carried unanimously.

Upon the departure of Acting Chairperson Terry Short due to a prior commitment, Mr. Butch Wells assumed the role of Acting Chairperson for the remainder of the meeting.

**Consideration of FY22 Rural Transportation Planning Grant Application (BAF #21-3)**

Acting Chairperson Butch Wells presented for consideration FY22 Rural Transportation Planning Grant application (attached to file minutes). Mr. Beard gave a brief review on the program, noting that the program will provide \$58,000 and CSPDC will provide a \$14,500 match. He stated that the match is financed using member assessment revenues and 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 Ms. Carter, to approve the Resolution authorizing application for the FY22 Rural Transportation Planning Grant application. Motion was carried by unanimous vote.

### **Commonwealth Intergovernmental Review Process (CIRP)**

Acting Chairperson Wells presented for consideration Commonwealth Intergovernmental Review Process (CIRPs). Ms. Angle moved, seconded by Ms. Carter, to endorse the staff recommendations on agenda items 9A-9C. Motion carried unanimously. They are as follows:

- A. An application submitted by Shenandoah Community Capital Fund, Inc. for EDA FY21 Build to Scale Program for \$750,095 to the Economic Development Administration's FY 2021 Build to Scale Program. Funding will be used for the REV Initiative, which focuses on creating a regional tech entrepreneurship strategy for the Shenandoah Valley, effectively telling the story of tech entrepreneurs and workers both inside and outside the Valley, building an interactive, digital ecosystem map to increase access to resources across the region, and the development of tech incubation programs for scalable tech ideas and entrepreneurs. Staff recommends endorsement of the project.
  
- B. An application submitted by the Alliance for the Chesapeake Bay, Inc. for Support for the Citizens Advisory Committee (CAC) for \$2,134,627 for full-time equivalent staff to implement the detailed work plan. The full-time CAC Coordinator will support the mission of the CAC, respond to requests; lead the completion of the cooperative agreement's annual activities, outputs and final outcomes; support committee operations with critical output tasks such as securing meeting facilities pursuant to procurement requirements, preparing meeting materials; and assisting with CAC communications and outreach. Staff recommends endorsement of the project.
  
- C. An application submitted by the Alliance for the Chesapeake Bay, Inc. for Support for the Local Government Advisory Committee (LGAC) and Local Leadership Workgroup (LLW) for \$2,885,035 for full-time equivalent staff to implement the detailed work plan. Staff will be two full-time senior level staff coordinators and a full-time project assistant. Staff will provide assistance for the tasks designed to ensure that the LGAC and LLWG continue to meet the core purposes of advising, educating, and providing assistance to the Chesapeake Bay partnership, including the seven watershed jurisdictions and other non-federal partners, while also increasing LGAC's function as a conduit for information exchange with local officials and a vehicle for increasing local leadership and participation in watershed protection and restoration. Staff recommends endorsement of the project.

### **Other Business**

Under Other Business, Ms. Riedesel presented for discussion the option of meeting in-person or virtually for future Commission meetings. She stated that Commission staff was looking into the technology of holding hybrid meetings in the future, which would combine virtual and in-person meetings. After discussion regarding holding Commission meetings virtually, it was the consensus of the participating members to hold the June 21, 2021, Commission meeting by Zoom video conferencing and then consider at that time whether to hold the August Commission meeting virtually or in-person.

**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*



**MEMO TO:** CSPDC Commissioners  
**FROM:** Bonnie S. Riedesel, Executive Director  
**SUBJECT:** June 21, 2021, CSPDC Commission Meeting

The Central Shenandoah Planning District Commission (CSPDC) will hold a meeting on **Monday, June 21, 2021, 5:00 p.m., via Zoom Video Conferencing.** Please contact Rita Whitfield at 540-885-5174 ext. 101, or email [rita@cspdc.org](mailto:rita@cspdc.org) to let me know if you will be able to participate.

**Join Zoom Meeting Link:**

<https://zoom.us/j/95086370559?pwd=TU9xYnNUTzRSL0N2VVYrcjdBWVBUQT09>

**Meeting ID:** 950 8637 0559 **\*\* Passcode:** 109360 **\*\* Dial In:** 301-715-8592

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**AGENDA**

1. Call to Order
2. Public Comment
3. Minutes of April 19, 2021, Zoom Meeting\*
4. Reports
  - A) Chairperson
  - B) Executive Director
  - C) Treasurer\*
5. Recognition of New Staff Member
  - Olivia Raines, Regional Planner
6. Presentation on Agricultural Enterprise Feasibility Study
  - Rachel Salatin, Marketing Coordinator and Kathy Nyquist, Principal, New Venture Advisors, LLC
7. Consideration of CSPDC Draft FY22 Budget (BAF #21-6)\*

8. Consideration of Central Shenandoah Valley Hazards Mitigation Plan (BAF #21-4)\*
  - *Rebecca Joyce, Community Program Manager*
9. Virginia Housing – PDC Housing Program (Board Memo #21-3)
  - *Elizabeth McCarty, Deputy Director*
10. Consideration of Electronic Participation Policy (BAF #21-8)\*
11. Commonwealth Intergovernmental Review Process (CIRPS) (BAF #21-7)\*
  - A) An application submitted by the Town of Craigsville for Water System Upgrades
12. Other Business
13. Adjournment

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\*Action Needed

**Next CSPDC Board Meeting: Monday, August 16, 2021, at the BRITE Transit Facility in Fishersville**



**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*



August 9, 2021

**MEMO TO:** CSPDC Commissioners  
**FROM:** Bonnie S. Riedesel, Executive Director  
**SUBJECT:** August 16, 2021 CSPDC Commission Meeting

The Central Shenandoah Planning District Commission (CSPDC) will hold a meeting on **Monday, August 16, 2021, 6:30 p.m., at the BRITE Transit Facility, 51 Ivy Ridge Lane, Fishersville, VA 22939.** Please contact Rita Whitfield at 540-885-5174, ext. 101, or by email at [rita@cspdc.org](mailto:rita@cspdc.org) to let me know if you will be able to attend.

**Please Note: The Afton Express Ribbon Cutting Ceremony will be held at 4:30 p.m. prior to the Commission Meeting**

**Dinner will be provided at 6:00 p.m.**

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### **AGENDA**

1. Call to Order
2. Public Comment
3. Minutes of June 21, 2021, Zoom Meeting\*
4. Reports
  - A) Chairperson
  - B) Executive Director
  - C) Treasurer\*
5. Consideration of Juneteenth as Commission Holiday\*
6. Around the Region – CSPDC Staff Presentations
7. Commonwealth Intergovernmental Review Process (CIRP) (BAF #21-9)\*
  - A) An application submitted by DEQ for 2021 319(h) Nonpoint Source Implementation Projects

- B) An application submitted by DEQ for Chesapeake Bay Program Implementation, Regulatory/Accountability and Monitoring Program
  - C) An application submitted by GIBCO Environmental, LLC to Rural Development for Phase I Environmental Site Assessment, Goose Creek Crossing, Augusta County
- 8. Other Business
  - 9. Adjournment

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\*Action Needed

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

**Next CSPDC Commission Meeting: Monday, October 18, 2021**



**Minutes**  
**Central Shenandoah Planning District Commission Meeting**  
**BRITE Transit Facility, Fishersville, VA**  
**August 16, 2021, 6:30 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	✓	Elizabeth McCarty, Deputy Director
	Vickie Moran		<b>Rockbridge County</b>	✓	Ann Cundy, Director of Transportation
	Leslie Tate	✓	Jay Lewis	✓	Rebecca Joyce, Community Program Manager
	<b>Bath County</b>	✓	Chris Slaydon	✓	Nancy Gourley, Transit Planner/Special Projects
✓	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	✓	Devon Thompson, Transit Planner
	<b>City of Harrisonburg</b>	✓	Rhonda Cooper	✓	Manas Ranjan, Transportation Planner
✓	Laura Dent		Vacant	✓	Zach Beard, Transportation Planner
	George Hirschmann, Secretary		<b>City of Waynesboro</b>	✓	Rachel Salatin, Marketing Coordinator
	Adam Fletcher		Terry Short, Treasurer	✓	Olivia Raines, Regional Planner
	<b>Highland County</b>		Rusty Johnson	✓	Kimberly Miller, Program Support Specialist
	David Blanchard			✓	Rita Whitfield, Office Manager
	<b>City of Lexington</b>			✓	Lee Bell, Finance Director
✓	Frank Friedman, Chair			✓	Joe McDonald, Fiscal Technician

**Call to Order**

The August 16, 2021, Central Shenandoah Planning District Commission (CSPDC) meeting was called to order at 6:30 p.m. by Chairman 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 June 21, 2021, CSPDC Commission Zoom Video Conferencing meeting. There being no corrections or additions, Chairman Friedman declared the minutes approved as presented.

### **Chairman's Report**

Chairperson Friedman reported on the Afton Express Ribbon Cutting Ceremony, held prior to the CSPDC Commission meeting, noting that it went very well. He expressed his appreciation for everyone's attendance at the Ribbon Cutting Ceremony and for the attendance of Jennifer DeBruhl, Chief of Public Transportation for the Virginia Department of Rail and Public Transportation (DRPT). Chairperson Friedman encouraged everyone to find the time to ride the Afton Express. He stated that he felt it to be transformational in the community and hopefully will assist in decreasing the number of cars on Interstate 64.

### **Treasurer's Report**

Chairperson Friedman presented for consideration the Treasurer's Report for June 30, 2021 (attached to file minutes). Mr. Bell gave a review on the Treasurer's Report, noting that the CSPDC's financial position remains strong. He reviewed the: 1) Balance Sheet, noting that it provides an overview of assets, liabilities, and fund balances as of June 30, 2021; and 2) the Income Statement, noting that it provides an overview of FY21 actual and budgeted (revised) revenues and expenses. Mr. Slaydon moved, seconded by Mr. Lewis, to approve the Treasurer's Report as presented. Motion carried unanimously.

### **Consideration of Juneteenth as Commission Holiday**

Chairperson Friedman presented for consideration Juneteenth as a CSPDC Commission staff holiday. Ms. Riedesel noted that June 19<sup>th</sup> (Juneteenth) has been recognized by the Governor and General Assembly as an official state and federal holiday. She noted that the local jurisdictions have also recognized Juneteenth as an official state holiday. Ms. Dull moved, seconded by Ms. Dent, for the CSPDC Commission to recognize Juneteenth as an official Commission holiday for staff. Motion was carried by unanimous vote.

### **Around the Region – CSPDC Staff Presentations**

Ms. Riedesel welcomed and thanked everyone for their attendance. She stated that the CSPDC has been busier than ever working to make the communities and the region safer, stronger, more livable, and more economically viable. She stated that the past year has been very challenging to everyone due to the Coronavirus Pandemic. She expressed her appreciation to the Commission and its jurisdictions for their strong and continued support of the CSPDC and its regional planning program and projects. Chairman Friedman expressed his appreciation to the staff for their hard work over the past year. He asked each staff member to present their projects and programs that they are currently working on. Each staff member provided a brief presentation on their current projects.

### **Commonwealth Intergovernmental Review Process (CIRP) (BAF #21-9)**

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

- A. *An application submitted by the Virginia Department of Environmental Quality (DEQ) for 2021 319(h) Nonpoint Source Implementation Projects.* DEQ is seeking a total of \$2,969,700 in federal funds for 2021 Section 319(h) of the Federal Clean Water Act to develop and implement nonpoint source (NPS) pollution management programs. Staff recommends endorsement.



- B. An application submitted by the Virginia Department of Environmental Quality (DEQ) for Chesapeake Bay Program Implementation Regulatory/Accountability and Monitoring Program (CBRAP IV). DEQ is seeking a total of \$19,693,846 in federal funds for the CBRAP program. CBRAP grants aid the six Bay watershed states and DC in implementing and expanding their regulatory, accountability, assessment, compliance, and enforcement capabilities in support of reducing nitrogen, phosphorus and sediment loads delivered to the Bay to meet the Water Quality Goal of the 2014 Chesapeake Bay Watershed Agreement and the Bay TMDL. Staff recommends endorsement.
- C. An application submitted by GIBCO Environmental, LLC, for Phase I Environmental Site Assessment (ESA), Augusta County. USDA, Rural Development, is seeking feedback on Phase I Environmental Site Assessment for Goose Creek Crossing, Augusta County. Total project cost is \$22,142,850 and USDA loan guarantee request is \$8,260,000. The project proposes new construction of 116 apartments for general occupancy, which will target families and single persons and is to be rent restricted and cater to tenants at income levels required under the Section 538 program. Staff recommends endorsement.

### **Adjournment**

There being no further business to come before the Commission, a motion for adjournment was unanimously passed at 7:25 p.m.

Respectfully submitted,

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

Approved:

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*George Hirschmann*  
*CSPDC Secretary*



October 12, 2021

**MEMO TO:** CSPDC Commissioners  
**FROM:** Bonnie S. Riedesel, Executive Director  
**SUBJECT:** October 18, 2021 CSPDC Commission Meeting

The Central Shenandoah Planning District Commission (CSPDC) will hold its meeting on **Monday, October 18, 2021, 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](mailto:rita@cspdc.org) to let me know if you will be able to attend.

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

**Join Zoom Meeting;**

<https://us06web.zoom.us/j/82215079908?pwd=UWo4bGh3UDhTSktlLzUrQVBuYTF0dz09>

**Meeting ID:** 822 1507 9908; **Passcode:** 377641; **Dial-in:** 301 715 8592

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**AGENDA**

1. Call to Order
2. Public Comment
3. Minutes of August 16, 2021 Meeting\*
4. Reports
  - A) Chairperson
  - B) Executive Director
  - C) Treasurer\*
5. Comprehensive Economic Development Strategy (CEDS) Update
  - *Elizabeth McCarty, Deputy Director*
  - *Rebecca Joyce, Community Program Manager*
  - Presentation of Pandemic Plan – *Patrick Clapp, Economist, Chmura Economics & Analytics*

6. Afton Express Update
  - *Devon Thompson, Transit Planner*
7. VATI Broadband Grant Applications Update
  - *Hunter Moore, Regional Planner & GIS Coordinator*
8. Commonwealth Intergovernmental Review Process (CIRP) (BAF #21-11)\*
  - A) An application submitted by City of Buena Vista for USDA Rural Development Water and Wastewater System Improvement
  - B) An application submitted by the CSPDC for the Shenandoah Valley Agricultural Enterprise through EDA Build Back Better Regional Challenge
  - C) An application submitted by the Virginia Department of Environmental Quality (DEQ) for Chesapeake Bay Implementation Grant (CBIG IV)
9. Adjournment

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\*Action Needed

**Next CSPDC Board Meeting: Monday, December 20, 2021**



**Minutes**  
**Central Shenandoah Planning District Commission Meeting**  
**112 MacTanly Place, Staunton, VA**  
**October 18, 2021, 7:00 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	✓ Elizabeth McCarty, Deputy Director*
	Vickie Moran	<b>Rockbridge County</b>	✓ Ann Cundy, Director of Transportation*
✓	Leslie Tate*	✓ Jay Lewis	✓ Rebecca Joyce, Community Program Manager*
	<b>Bath County</b>	✓ Chris Slaydon	✓ Nathan Garrison, Regional Planner*
✓	Edward Hicklin*	<b>Rockingham County</b>	✓ Grace Blanchard, Regional Planner*
	<b>City of Buena Vista</b>	✓ Steven Schofield	✓ Devon Thompson, Transit Planner*
✓	Billy Fitzgerald*	Dewey Ritchie	✓ Manas Ranjan, Transportation Planner*
	<b>City of Harrisonburg</b>	✓ Rhonda Cooper	✓ Zach Beard, Transportation Planner*
✓	Laura Dent	Vacant	✓ Rachel Salatin, Marketing Coordinator*
✓	George Hirschmann, Secretary	<b>City of Waynesboro</b>	✓ Olivia Raines, Regional Planner*
✓	Adam Fletcher*	✓ Terry Short, Treasurer	✓ Lee Bell, Finance Director
	<b>Highland County</b>	Vacant	✓ Rita Whitfield, Office Manager
✓	David Blanchard		
	<b>City of Lexington</b>		<b>Others</b>
✓	Frank Friedman, Chair		✓ Patrick Clapp, Chmura
	*Zoom Participants		

**Call to Order**

The October 18, 2021, Central Shenandoah Planning District Commission (CSPDC) meeting was called to order at 7:00 p.m. by Chairman Frank Friedman. Pursuant to §2.2-3708.2 of the Code of Virginia, CSPDC members may participate in meetings of the CSPDC or its committees through electronic communication means. Those who attended virtually are indicated by an asterisk; all others attended in-person.

**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 August 16, 2021, CSPDC Commission meeting. There being no corrections or additions, Chairman Friedman declared the minutes approved as presented.

### **Executive Director's Report**

Under Executive Director's Report, Ms. Riedesel reported on the Economic Development Administration (EDA) American Rescue Plan Build Back Better. She stated that under the EDA American Rescue funding opportunity is the Build Back Better category with \$1 billion available. Ms. Riedesel stated that on October 15, 2021, the CSPDC submitted the Phase I application for \$500,000 on behalf of the region for planning, preliminary engineering, and utility design for the Shenandoah Valley Agricultural Enterprise Center. If approved, the CSPDC will be invited to apply for Phase 2 funding for up to \$75 million for implementation and construction. She listed the seven coalition members for the project and noted that 25 letters of support from around the state and region were received. Ms. Riedesel noted that the Commission should hear in November or December if Phase I of the grant application has been awarded and if the CSPDC can move forward with Phase 2 of the application which is due in March 2022. She expressed her appreciation to the individuals who assisted with the submittal of the application.

### **Treasurer's Report**

Chairperson Friedman presented for consideration the Treasurer's Report for August 31, 2021 (attached to file minutes). Mr. Bell gave a review on the Treasurer's Report, noting that the CSPDC's financial position remains strong. He reviewed the balance sheet, income statement, and new programs. Mr. Short moved, seconded by Mr. Hirschmann, to approve the Treasurer's Report as presented. Motion carried unanimously.

Chairperson Friedman presented for consideration the FY22 Revised Budget (attached to file minutes). Mr. Bell reviewed the revised Budget, noting that the addition of several new programs, staffing updates, and higher costs for IT equipment, building maintenance, professional services, and capital projects are included in the revision. Mr. Short moved, seconded by Mr. Schoffield, to approve the FY22 Revised Budget as presented. Motion was carried by unanimous vote.

### **Comprehensive Economic Development Strategy (CEDS) Update**

Chairperson Friedman presented the CEDS Update. Ms. McCarty gave an update on the CSPDC CEDS Strategy, noting that it is the region's five-year plan for economic development and ties into the CSPDC's designation as an Economic Development District under the Economic Development Administration (EDA). She stated that Camoin Associates assisted with developing the CEDS, which establishes five priorities and reviewed the priorities. Ms. McCarty noted that the CEDS update in 2018 presented the region the opportunity to pursue grants and to advance projects, especially with EDA opportunities. She reported that last year, being a designated Economic Development District, the CSPDC was eligible to apply for and awarded \$400,000 in EDA CARES funding to assist the region and localities with recovery and resiliency efforts.

Ms. Joyce stated that one of the activities with the EDA CARES funding is developing a regional Pandemic Economic Recovery and Resiliency Plan. She gave a brief summary on the Plan and the COVID-19 Pandemic. Ms. Joyce reported on the number of cases and fatalities worldwide, in the

United States, and in the region. She introduced and welcomed Mr. Patrick Clapp, Economist, Chmura Economics & Analytics, who was present to give a PowerPoint presentation and summary on the Pandemic impact in the CSPDC region. He reviewed the data on the workforce loss from April-June 2020, impact on small businesses and downtown areas, government employment impacts, and the regional recovery path.

### **Afton Express Update**

Chairman Friedman presented the Afton Express Update. Ms. Thompson presented a PowerPoint presentation on Afton Express, noting that service began operations on September 1, 2021, and provides public transportation connecting Staunton, Fishersville and Waynesboro with Charlottesville and Albemarle County. She stated that the bus service is administered by the CSPDC and operated under contract by Virginia Regional Transit (VRT). Ms. Thompson reported on the demonstration grants to finalize planning and initial service period, and the local match portion of the required funding. She reviewed the schedule for Afton Express and fees, noting that ridership is on the rise and since operating, there have been over 650 passenger trips since September 1<sup>st</sup>.

### **VATI Broadband Grant Applications Update**

Chairman Friedman presented the Virginia Telecommunications Initiative (VATI) Broadband Grant Applications Update. Ms. Moore gave an update on the VATI applications, noting that 57 applications were submitted, representing 84 localities in the state. She stated that the CSPDC was the applicant on behalf of the Bath-Highland Network Authority, with MGW as the co-applicant. The project will provide broadband coverage to Bath and Highland counties for a total of 2,470 locations to be served. Ms. Moore noted that the CSPDC assisted Rockbridge County with their 2022 VATI application, with BARC Electric and the Rockbridge Area Network Authority (RANA) as co-applicants to provide broadband coverage to Rockbridge County. She stated that the application consists of two projects to provide high-speed internet to 2,338 locations to be served in the Rockbridge County area. Mr. Lewis noted that Dominion Energy is also a part of the Rockbridge County project. Ms. Moore reported that the Northern Shenandoah Valley Regional Commission served as the applicant on behalf of eight counties for a \$300 million VATI broadband project, which included Augusta and Rockingham counties.

### **Commonwealth Intergovernmental Review Process (CIRP) (BAF #21-11)**

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

- A) *An application submitted by the City of Buena Vista for USDA Rural Development Water and Wastewater System Improvement Project.* The City of Buena Vista is in the process of performing an environmental review to assess environmental impacts of a proposed project to improve both the City's water system and overall wastewater system (collection and wastewater treatment plant) for a total estimated project cost of \$30,878,112. Staff recommends endorsement.
  
- B) *An application submitted by the CSPDC for Shenandoah Valley Agricultural Enterprise through the Economic Development Administration's Build Back Better Regional*

Challenge, Phase I. The Phase I budget for the Shenandoah Valley Agriculture Enterprise is \$500,000. Funds will be used to conduct preliminary engineering and utility design for the slaughter facilities including pre-treatment, water and wastewater engineering and design. Additionally, funds will be used to provide architectural drawings/renderings and cost estimates for the construction of both the Agricultural Enterprise Center and the slaughter facility. The Shenandoah Valley Agricultural Enterprise will allow countless agricultural producers, farmers, and food entrepreneurs to grow existing businesses, develop new ones, and add value to their raw products. Staff recommends endorsement.

- C) An application submitted by the Virginia Department of Environmental Quality (DEQ) for Chesapeake Bay Implementation Grant (CBIG IV). DEQ is seeking a total of \$2,505,344 in federal funds for the CBIG IV program. The CBIG IV (2020-22 with a one-year extension to 2023) is funded through the Environmental Protection Agency's Chesapeake Bay Program Office. CBIG grants are authorized under the Clean Water Act and are awarded non-competitively to any watershed jurisdiction that has signed the 2014 Chesapeake Bay Watershed Agreement. Staff recommends endorsement.

### **Adjournment**

There being no further business to come before the Commission, a motion for adjournment was unanimously passed at 8:10 p.m.

Respectfully submitted,

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

Approved:

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*George Hirschmann*  
*CSPDC Secretary*



December 13, 2021

**MEMO TO:** CSPDC Commissioners  
**FROM:** Bonnie S. Riedesel, Executive Director  
**SUBJECT:** December 20, 2021 CSPDC Commission Meeting

The Central Shenandoah Planning District Commission (CSPDC) will hold its meeting on **Monday, December 20, 2021, 7:00 p.m., at the BRITE Transit Facility, 51 Ivy Ridge Lane, Fishersville, VA 22939.** Please call Rita Whitfield at 540-885-5174 ext. 101 or email [rita@cspdc.org](mailto:rita@cspdc.org) to let me know if you will be able to attend.

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

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## **AGENDA**

1. Call to Order
2. Public Comment
3. Minutes of October 18, 2021 Meeting\*
4. Reports
  - A) Chairperson
  - B) Executive Director
  - C) Treasurer\*
5. Consideration of FY21 Audit Report\*
  - *Megan Argenbright, CPA, Brown Edwards and Company, LLP*
6. Investments in the Region – *Elizabeth McCarty, Deputy Director*
7. Infrastructure Investment and Jobs Act – *Zach Beard, Transportation Planner*
8. Shenandoah Valley Project Impact Calendars – *Rebecca Joyce, Comm. Program Manager*
9. Regional Housing Program Update – *Olivia Raines, Housing Program Manager*



10. Consideration of Resolution Authorizing the Application for State and Local Aid for Rideshare (BAF #21-14)\* – *Devon Thompson, Transit Planner*
11. Consideration of CSPDC 2022 Meeting Schedule (BAF #21-12)
12. Commonwealth Intergovernmental Review Process (CIRP) (BAF #21-13)\*
  - 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 Augusta County for Afton Mountain Renaissance Program Project
13. Adjournment

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\*Action Needed

**Next CSPDC Board Meeting: February 7, 2022**



**Minutes**  
**Central Shenandoah Planning District Commission Meeting**  
**BRITE Transit Facility, Fishersville, VA**  
**December 20, 2021, 7:00 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	✓ Elizabeth McCarty, Deputy Director
	Vickie Moran	<b>Rockbridge County</b>	✓ Ann Cundy, Director of Transportation
	Leslie Tate	✓ Jay Lewis	✓ Rebecca Joyce, Community Program Manager
	<b>Bath County</b>	✓ Chris Slaydon	✓ Devon Thompson, Transit Planner
✓	Edward Hicklin	<b>Rockingham County</b>	✓ Zach Beard, Transportation Planner
	<b>City of Buena Vista</b>	Steven Schofield	✓ Olivia Raines, Regional Planner
✓	Billy Fitzgerald	Dewey Ritchie	✓ Lee Bell, Finance Director
	<b>City of Harrisonburg</b>	Rhonda Cooper	✓ Rita Whitfield, Office Manager
✓	Laura Dent	Vacant	
✓	George Hirschmann, Secretary	<b>City of Waynesboro</b>	
	Adam Fletcher	Terry Short, Treasurer	
	<b>Highland County</b>	Vacant	
	David Blanchard		
	<b>City of Lexington</b>		<b>Others</b>
✓	Frank Friedman, Chair		✓ Megan Argenbright, Brown Edwards & Co.

**Call to Order**

The December 20, 2021, Central Shenandoah Planning District Commission (CSPDC) meeting was called to order at 7:00 p.m. by Chairman Frank Friedman. Pursuant to §2.2-3708.2 of the Code of Virginia, CSPDC members may participate in meetings of the CSPDC or its committees through electronic communication means. Those who attended virtually are indicated by an asterisk; all others attended in-person.

**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 October 18, 2021, CSPDC Commission meeting. There being no corrections or additions, Chairman Friedman declared the minutes approved as presented.

## **Executive Director's Report**

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

- Introduced and welcomed Paul Melester, new Planner for the CSPDC.
- Announced that Nancy Gourley, Transit Manager, has retired and that her last day was December 15<sup>th</sup>.
- Announced that Nathan Garrison and his wife Nicole welcomed a baby girl on November 29<sup>th</sup>.
- Reported on the Afton Mountain Renaissance Project, noting that the CSPDC assisted Augusta County in applying for \$500,000 through the Economic Development Administration for the project. If awarded, funds will be provided for the redevelopment of the property. Ms. Riedesel stated that Augusta County hoped to hear within 90 days if awarded.
- Reported on Virginia Telecommunication Initiative (VATI) Broadband grants awards. She stated that the CSPDC will receive \$7.8 million in funds on behalf of the Bath-Highland Network Authority, which will leverage approximately \$3 million in funds from MGW, the internet provider, and Bath and Highland Counties. Ms. Riedesel noted that Augusta County and Rockingham County partnered with six other localities in the Northern Shenandoah Region to apply for VATI funds and over \$95 million was awarded to build a fiber network to over 37,000 locations in the eight-county region. She noted that unfortunately Rockbridge County and BARC Electric were not approved for VATI funding because the project did not achieve the state's requirement of universal coverage.
- Announced that the Advancement Foundation was awarded a \$550,000 GO Virginia Per Capita grant for the development of an Agricultural Innovation Center in downtown Buena Vista.
- Noted that the Afton Express Bus was parked out front of the transit building for anyone who wished to look inside. Ms. Riedesel asked Ms. Thompson to give an update on the Afton Express Bus and the status of the new service. Ms. Thompson noted that the service has been operating since September 1<sup>st</sup> and in those three months, passengers have taken over 1,600 trips. She reported on the Park and Ride lot in Waynesboro, noting that it is complete and is being used as one of the stops for Afton Express.
- Reported on the Shenandoah Valley Rail Trail, a 50-mile unused railline that runs from the Town of Broadway to the Town of Front Royal. Ms. Riedesel asked Ms. Cundy to give an update on the Shenandoah Valley Rail Trail. Ms. Cundy noted that the trail would run through three counties and nine towns in the Valley, from Front Royal in the north to Broadway in the south. She noted that the feasibility study conducted by the Virginia Department of Conservation and Recreation, with the help of VDOT, to study the feasibility of a Shenandoah Valley Rail Trail project has been completed. Ms. Cundy reported on the economic impact of the proposed Shenandoah Rail Trail, prepared by Dr. Robert Cline.

Ms. Riedesel expressed her appreciation to the Commission for their strong and continued support of the CSPDC and its regional planning programs and projects, and to the staff for their hard work over the past year.

### **Treasurer's Report**

Chairperson Friedman presented for consideration the Treasurer's Report for October 31, 2021 (attached to file minutes). Mr. Bell gave a review on the Treasurer's Report, noting that the CSPDC's financial position remains strong. He reviewed the balance sheet, income statement, and new programs. Ms. Angle moved, seconded by Mr. Hicklin, to approve the Treasurer's Report as presented. Motion carried unanimously.

### **Consideration of FY21 Audit Report**

Chairperson Friedman presented the FY21 Audit Report for consideration. Mr. Bell introduced and welcomed Ms. Megan Argenbright, CPA, Brown Edwards and Company, LLP, to present the Audit Report and to answer any questions regarding it. Ms. Argenbright reviewed the FY21 Audit Report, noting that Brown Edwards and Company audited the financial statements of the governmental activities and each major fund of the CSPDC for the year ended June 30, 2021. She noted that the Audit includes an "unmodified" opinion, which is the highest opinion you can receive. Ms. Argenbright then reviewed the Auditor's Report on Internal Control over Financial Reporting and on Compliance, noting that there was one significant deficiency and one material weakness identified in the audit of financial reporting, along with two sets of recommendations from the Auditor for addressing these. Ms. Argenbright stated that complete segregation of duties may not be feasible because of the small size of the agency's staff. Ms. Argenbright stated that she continues to recommend that the CSPDC take steps where they find it possible to eliminate conflicting duties or implement compensating controls. She noted that there were no findings regarding the transit program and state compliance. Ms. Argenbright reviewed the issue of Cybersecurity Risk Management, noting that in today's environment of increasingly frequent cyber-attacks, ensuring the adequacy of cybersecurity is a critical aspect of broad oversight. Mr. Fitzgerald moved, seconded by Ms. Angle, to accept the CSPDC FY21 Audit Report as presented. Motion carried unanimously.

### **Investments in the Region**

Chairperson Friedman presented Investments in the Region. Ms. McCarty gave a report on the "CSPDC Investments in the Region – FY 2018-2021." 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, 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 \$79 in state and federal funds over the last four years. Ms. McCarty noted that over the past four fiscal years, CSPDC efforts have helped bring in more than \$66 million in new investments to the region.

### **Infrastructure Investment and Jobs Act (IIJA)**

Mr. Beard presented a PowerPoint presentation on the Infrastructure Investment and Jobs Act (IIJA). He stated that the IIJA will provide significant public investment in US transportation

networks, broadband, and public works projects, and modernize the country's aging infrastructure through extensive upgrades for roads and bridges. Mr. Beard noted that the Act allocates an estimated \$1.2 trillion in total funding over ten years, including \$550 billion in new spending, divided between improving the surface-transportation network (\$284 billion) and society's core infrastructure (\$266 billion). He stated that the Act will provide \$284 billion in new spending for transportation and reviewed the breakdown of spending, how much money Virginia will receive, eligibility criteria, and new programs.

### **Shenandoah Valley Project Impact Calendars**

Chairperson Friedman presented the Shenandoah Valley Project Impact Calendars. Ms. Joyce gave a review on the Shenandoah Valley Project Impact Calendars for 2022, noting that this is the 13<sup>th</sup> such calendar. She stated that the calendar had two new partnerships this year: Sentara RMH and VPAS Meals on Wheels. Ms. Joyce noted that the Calendar contains preparedness and mitigation information about many types of severe weather, emergencies and disasters. She noted that the calendars have been distributed throughout the region including local government offices, various public organizations, and libraries.

### **Regional Housing Program Update**

Chairman Friedman presented Regional Housing Program Update. Ms. Raines gave a report on the CSPDC Housing Development Program, noting that Virginia Housing awarded \$40 million to all Planning District Commissions across the state. She stated that the CSPDC region qualified for \$2 million. Ms. Raines reported on what's been done so far, noting that the goal is to have at least 20 affordable units by July 1, 2024. She reviewed the next steps, noting that the Request for Proposals will be submitted in early 2022.

### **Consideration of Resolution Authorizing the Application for State and Local Aid for Rideshare (BAF #21-14)**

Chairperson Friedman presented for consideration a Resolution Authorizing the Application for State and Local Aid for Rideshare. Ms. Thompson gave a review on the Central Shenandoah Rideshare Program, noting that applications are due February 1, 2022. She noted that the FY23 grant total is \$95,000, with an 80/20 match (\$76,000 state share and \$19,000 CSPDC share). Ms. Thompson reviewed the principal goal of the CSPDC's Rideshare Program and how funds will be used. She stated that the CSPDC will continue its partnership with the Thomas Jefferson Planning District Commission in providing the Rideshare program across both planning districts. Mr. Slaydon moved, seconded by Mr. Hirschmann, to endorse the Resolution authorizing the application for State and Local Aid for Rideshare. Motion was carried by unanimous vote.

### **Consideration of CSPDC 2022 Meeting Schedule (BAF #21-12)**

Chairperson Friedman presented for consideration the CSPDC 2022 Meeting Schedule (attached to file minutes). Ms. Riedesel presented the meeting schedule for 2022 for the Executive Committee and Full Commission meetings. She noted that all meetings will be held at the Commission office unless otherwise noted. Mr. Slaydon moved, seconded by Mr. Angle, to approve the 2022 CSPDC Meeting Schedule as presented. Motion carried unanimously.

**Commonwealth Intergovernmental Review Process (CIRP) (BAF #21-13)**

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

- A. CSPDC Application for 2022 ARC Funds. An application submitted by the CSPDC for a total funding of \$104,496. 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. CSPDC Application for 2022 EDA Funds. An application submitted by the CSPDC for a total funding of \$140,000 EDA funding. 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. Augusta County Afton Mountain Renaissance Program. Augusta County submitted an application for \$398,125 to the Economic Development Administration’s ARPA Economic Adjustment Assistance (EAA) program. Funds will be used to develop a master plan for the redevelopment of Afton Mountain-Rockfish Gap. Proposed activities include a property survey, environmental assessment, utility and transportation analysis, and recommendations of viable redevelopment opportunities. The total project is \$500,000. Staff recommends endorsement.

**Adjournment**

There being no further business to come before the Commission, a motion for adjournment was unanimously passed at 8:15 p.m.

Respectfully submitted,

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

Approved:

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*George Hirschmann*  
*CSPDC Secretary*