



April 10, 2023

MEMO TO: CSPDC Commissioners

FROM: Bonnie S. Riedesel, Executive Director

SUBJECT: April 17, 2023, CSPDC Commission Meeting

The Central Shenandoah Planning District Commission (CSPDC) will hold a meeting on Monday, April 17, 2023, 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.

To Join Meeting by Zoom:

Meeting ID: 864 3575 9981 **** **Passcode:** 509449 **** **Dial In:** 301-715-8592

AGENDA

1. Call to Order
2. Public Comment
3. Minutes of February 6, 2023, CSPDC Commission Meeting*
4. Reports
 - A) Chairperson
 - B) Executive Director
 - C) Treasurer*
5. Election of Executive Committee Member (BAF #23-6)
6. Presentation: Regional Housing Study and PDC Housing Development Project
Mel Jones, Associate Director and Research Scientist, Virginia Center for Housing Research and Olivia Raines, CSPDC Housing Program Manager

7. CEDS Update – *Elizabeth McCarty, CSPDC Deputy Director*
8. Consideration of FY24 Rural Transportation Planning Grant Application (BAF #23-4)*
Zach Beard, CSPDC Senior Transportation Planner
9. Intergovernmental Review of Federal Programs (BAF #23-3)*
 - A) An application submitted by Blue Grass Resource Center for an ARC 2023 Construction Grant to Complete the Second Phase of Renovations to the Highland Inn
 - B) An application submitted by U.S. Department of Agriculture, Rural Development for Bridgewater College-Bowman Hall and Wakeman Hall Renovation Projects
10. Other Business
11. Adjournment

*Action Needed

Next CSPDC Commission Meeting: Tuesday, June 20, 2023



Minutes
Central Shenandoah Planning District Commission Meeting
Via Zoom Video Conferencing – February 6, 2023, 6:00 p.m.

Member Jurisdiction Representatives					
	Augusta County		City of Staunton		Staff
✓	Butch Wells	✓	Amy Darby	✓	Bonnie Riedesel, Executive Director
✓	Pam Carter	✓	Sharon Angle	✓	Elizabeth McCarty, Deputy Director
	Vickie Moran		Rockbridge County	✓	Ann Cundy, Director of Transportation
✓	Alidia Vane		Jay Lewis	✓	Jeremy Crute, Regional Planner
	Bath County	✓	Chris Slaydon	✓	Olivia Raines, Housing Program Manager
	Edward Hicklin		Rockingham County	✓	Devon Thompson, Transit Planner
	City of Buena Vista	✓	Sallie Wolfe-Garrison	✓	Zach Beard, Transportation Planner
✓	Billy Fitzgerald	✓	Rhonda Cooper, Secretary	✓	Ansley Heller, Transportation Planner
	City of Harrisonburg	✓	Kim Sandum	✓	Ethan Riley, Finance Director
✓	Laura Dent			✓	Paula Melester, Regional Planner
✓	Monica Robinson		City of Waynesboro	✓	Joshua Smoot, Regional Planner
✓	Adam Fletcher		Terry Short, Treasurer	✓	Rita Whitfield, Office Manager
	Highland County	✓	Jim Shaw	✓	Kayla Snead, Fiscal Technician
✓	David Blanchard, Chair				
	City of Lexington				
✓	Frank Friedman, Vice Chair				Others

Call to Order

The February 6, 2023, meeting of the Central Shenandoah Planning District Commission (CSPDC) was called to order at 6:00 p.m. by Chairperson David Blanchard. Based on the 2022 amendment to Virginia’s FOIA law, the HRMPO is eligible to hold up to two meetings virtually each year. The CSPDC February 6, 2023, meeting was conducted via video conferencing using Zoom.

Public Comment

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

Minutes

Chairman Blanchard presented the minutes from the October 17, 2022, CSPDC Commission meeting. Mr. Fitzgerald moved, seconded by Mr. Slaydon, to approve the minutes of the

October 17, 2022, Commission meeting as presented. Motion carried, with Ms. Sandum and Ms. Cooper abstaining due to being absent at the meeting.

Executive Director's Report

Under Executive Director's Report, Ms. Riedesel reported the following staff changes: Joshua Smoot has been hired as the new Regional Planner; Gin Chandler, Finance Director and Kimberly Miller, Program Support Specialist, have resigned from their positions; and Ethan Riley has been hired as the new Finance Director.

Ms. Riedesel gave an update on the FY22 Audit. She noted that due in part to the resignation of the Finance Director during the Audit process, the Audit has been delayed. She stated that Megan Argenbright of Brown and Edwards had given a status update on the Audit Report to the Executive Committee at their December 2022 meeting. At the Executive Committee meeting, Ms. Argenbright stated that the Commission is not the only agency that is behind schedule with their audits this year. She cited a number of new auditing requirements that went into place this year that requires additional work. Ms. Riedesel noted that the Audit Report is tentatively scheduled to be presented for approval in March.

Ms. Riedesel reported on the Triennial Review for the transit program. She stated that every three years, the Federal Transit Administration (FTA) performs a Triennial Review for the BRITE transit program. This Review assesses management practices and program implementation to ensure that the FTA programs are administered in accordance with FTA requirements and are meeting program objectives. Ms. Riedesel noted that the documents for the Triennial Review were submitted on February 3, 2023. She stated that after reviewing the submitted documents, FTA will conduct a virtual site visit at the end of July 2023.

Treasurers Report

Ms. Riedesel stated that there is no Treasurer's Report at this time; however, an updated Report will be presented at the next meeting.

Recognition of New Commissioners

Chairperson Blanchard recognized the following new Commissioners: Ms. Monica Robinson, City of Harrisonburg; Ms. Amy Darby, City of Staunton; Ms. Alidia Vane, Augusta County, and Ms. Kim Sandum, Rockingham County.

Presentation on National Electric Vehicle Infrastructure (NEVI) Program

Chairperson Blanchard presented the National Electric Vehicle Infrastructure (NEVI) Program. Mr. Beard gave a PowerPoint presentation on the NEVI Program. He stated that the Virginia Department of Transportation (VDOT) is assisting with investing a projected \$100 million over the next five years to install public electric vehicle (EV) charging stations across Virginia through the National Electric Vehicle Infrastructure (NEVI) Program, which is funded by the Bipartisan Infrastructure Bill (BIL). He noted that VDOT recently completed the Virginia Electric Vehicle Infrastructure Deployment Plan to begin the first phase of installation occurring along interstates designated "Alternative Fuel Corridors," which include I-81 and I-64. Mr. Beard reviewed the charging station types, cost to charge an EV, and EVs on the road by county. He stated that localities will be able to apply for EV charging and fueling infrastructure funding through a related discretionary

BIL program in 2023. The CSPDC will share program information with our local planning partners once it is available.

Afton Express Update

Chairperson Blanchard presented the Afton Express Update. Ms. Melester gave a report on the Afton Express, noting that it is a public commuter bus system that connects the Shenandoah Valley to the Charlottesville area with daily transit service provided Monday through Friday. She stated that Afton Express was first launched on September 1, 2021, and has seen great success and has proven to be a safe, convenient, and affordable way for people to get to work, medical appointments, and other services. She presented the first Annual Report for the Afton Express, noting that the Report provides an overview of ridership and performance during the first 16 months of operations (September 2021-December 2022). Ms. Melester stated that the Report also includes highlights from the first year, a summary of rider impressions collected during a rider survey last fall, and a glimpse of what is to come in the future.

Consideration of BRITE Transit Development Plan (TDP) (BAF #23-01)

Chairperson Blanchard presented for consideration BRITE Transit Development Plan (TDP). Ms. Thompson gave a review on the TDP, noting that the Virginia Department of Rail and Public Transportation (DRPT) requires that any public transit operator receiving state funding prepare, adopt, and submit a TDP at least every six years. A TDP is a short-range transit plan that outlines the services that a grantee intends to implement during a ten-year planning horizon, estimates what resources will be needed, and what funding opportunities are likely to be available. She noted that the TDP is intended to serve as a management and policy document for the CSPDC, and provides DRPT with an up-to-date record of the CSPDC's transit capital and operating budgets, as well as providing the CSPDC with the basis for including capital and operating programs in the Six-Year Improvement Program (SYIP), the Statewide Transportation Improvement Program (STIP), and the Constrained Long-Range Transportation Plan (CLRTP). Ms. Thompson stated that prior to the CSPDC Board of Commissioners' adoption, and in accordance with the SAWMPO Public Participation Plan, the Draft Transit Development Plan was released for the required 21-day public comment period. She noted that no comments were received. Vice Chairperson Friedman moved, seconded by Ms. Dent, to approve the BRITE Transit Development Plan (TDP). Motion was carried by unanimous vote.

SMART SCALE Round 5 (Board Memo #23-1)

Chairperson Blanchard presented SMART SCALE Round 5. Ms. Cundy reviewed the SMART SCALE Round 5 program. She noted that SMART SCALE Round 5 applications were due on August 1, 2022, to be validated and scored by staff from the Virginia Department of Transportation (VDOT), the Department of Rail and Public Transportation (DRPT), and the Office of Intermodal Planning and Investment (OIP). Ms. Cundy stated that staff presented an initial funding scenario for the FY 2024-2029 Six Year Improvement Program (SYIP) to the CTB at the January 17, 2023 meeting. She noted that Round 5 has \$556.5 million available for the Statewide High Priority Projects Program (HPPP), and \$63.5 million available for the District Grant Program (DGP) in the Staunton VDOT Construction District. Ms. Cundy presented the applications that CSPDC localities, the CSPDC, the SAWMPO and the HRMPO submitted in Round 5 and reviewed the proposed projects for funding. She announced that Revenue Sharing, Highway Safety Improvement Program, and Transportation Alternatives Program (TAP) applications are due this year and that staff is available to assist those jurisdictions if needed.

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

Chairperson Blanchard presented for consideration Commonwealth Intergovernmental Review Process (CIRP). Ms. Riedesel presented and reviewed the following CIRPS:

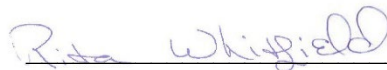
- A. U.S. Department of Agriculture, Rural Development, Rural Business-Cooperative Service, Logic Environmental Application. On behalf of the U.S. Department of Agriculture, Rural Development, Rural Business-Cooperative Service, Logic Environmental has submitted an application for Shalom Abbatoir Slaughter and Processing Facility Project, for a total funding of \$4,373,200 (\$3,220,000 Federal and \$1,153,200 Applicant). Shalom Abbatoir proposes to develop a meat processing facility at a former dairy farm property in Augusta County. The proposed project will include the construction of an approximately 2,520 square-foot slaughter and processing facility, a temporary pasture for livestock, a livestock loading area into the facility, a truck loading area, and a parking lot.
- B. U.S. Department of Agriculture, Rural Development, Rural Business-Cooperative Service, Pilot Environmental Application. On behalf of the U.S. Department of Agriculture, Rural Development, Rural Business-Cooperative Service, Pilot environmental, Inc. has submitted an application for Proposed Residence Inn, Rocklawn Lane, Rockbridge County, for a total funding of \$18,356,400. The project consists of developing the subject site with a proposed Residence Inn, an extended stay hotel. The proposed project will consist of constructing an approximate 21,158.96-square foot hotel at the site. The hotel building will have five stories and contain approximately 102 guest rooms.

After some discussion on the purpose of the Intergovernmental Review Process, the role of the Commission, and clarification on the two projects, Mr. Slaydon moved, seconded by Mr. Friedman, to offer no objections of the two projects applying for federal funding through Rural Development with the clarification the Commission is only acknowledging the applications have been received by the CSPDC. Motion was carried by unanimous vote.

Adjournment

Chairperson Blanchard announced that the next Commission meeting will be held April 17, 2023. There being no further business to come before the Commission, Mr. Fitzgerald moved, seconded by Mr. Wells, for at 7:10 p.m. Motion was carried by unanimous vote.

Respectfully submitted,



Rita F. Whitfield

Clerk to the Commission



April 10, 2023

To: CSPDC Commissioners

From: Bonnie Riedesel, Executive Director
Ethan Riley, Finance Director

Re: February 2023 Financial Statements

Balance Sheet

CSPDC's financial position remains strong. The Balance Sheet (**see Figure 1**) provides an overview of assets, liabilities, and fund balances as of February 28, 2023. The increase in cash and investments is a result of collections for annual assessments, and matching fund projects that also correspond to the increase in deferred revenue.

At the end of February, receivables were significantly higher than previous years. This is a direct result of staff changes that delayed the submission of reimbursements. In the month of March, we collected 12.85% of the outstanding receivables and anticipate the balance to continue to decrease as we catch up on submitting reimbursements.

Income Statement

The Income Statement (**see Figure 2**) provides an overview of YTD Actual and FY23 Budgeted Revenues and Expenses. YTD revenues of \$4,947,421 are 42.2% higher than the comparable period in FY22. The PDC has incurred a net loss to date of \$4,320; however, this is favorable compared to the operating loss during the same period last year of \$13,187.

Other

After consulting with Nancy Bowman of the Berkely Group, we have informed staff of the changes to the PDC's paid time off (PTO) policy effective July 1, 2023. The PDC will transition to a single PTO system as we believe it will be easier to manage and provide staff with the flexibility to use their PTO in a manner that best suits their individual needs. To compensate staff for their accrued sick time, we will be paying staff based upon the current sick leave payout policy. We anticipate this payment to be made in early FY24. The resources to cover this buy-out will come from the Paid Time Off Committed Fund.

The PDC will also use \$49,200 from the Development Fund to cover the cost of the Community Economic Development (CED's) project.

Figure 1

CENTRAL SHENANDOAH PLANNING DISTRICT COMMISSION			
BALANCE SHEET: GOVERNMENTAL FUNDS			
	02/28/23	06/30/22	\$ Δ
ASSETS			
CASH AND INVESTMENTS	\$ 2,803,507	\$ 1,771,409	\$ 1,032,098
ACCOUNTS RECEIVABLE	2,314,635	1,853,432	461,203
PREPAID EXPENSES	4,149	27,256	(23,107)
TOTAL ASSETS	\$ 5,122,291	\$ 3,652,097	\$ 1,470,194
LIABILITIES			
ACCOUNTS PAYABLE	\$ 739,291	\$ 1,422,836	\$ (683,545)
ACCRUED PAYROLL AND RELATED LIABILITIES	57,125	59,316	(2,191)
DEFERRED REVENUE	2,804,330	822,103	1,982,227
TOTAL LIABILITIES	\$ 3,600,746	\$ 2,304,256	\$ 1,296,490
FUND BALANCES			
RESTRICTED AND COMMITTED FUNDS	\$ 578,229	\$ 567,019	\$ 11,210
OTHER RESOURCES	943,317	780,822	162,494
TOTAL FUND BALANCES	\$ 1,521,545	\$ 1,347,841	\$ 173,704
TOTAL LIABILITIES AND FUND BALANCES	\$ 5,122,291	\$ 3,652,097	\$ 1,470,194

Figure 2

CENTRAL SHENANDOAH PLANNING DISTRICT COMMISSION			
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES: GOVERNMENTAL FUNDS			
	FISCAL YTD 02/28/23	FY23 BUDGET	BUDGET REMAINING
REVENUES			
FEDERAL FUNDING	1,680,104	3,151,236	1,471,132
STATE FUNDING	2,315,221	5,979,607	\$ 3,664,386
LOCAL FUNDING & SERVICES	842,000	808,753	(33,247)
MISCELLANEOUS INCOME	110,095	1,157,600	\$ 1,047,505
TOTAL REVENUES	\$ 4,947,421	\$ 11,097,196	\$ 6,149,775
EXPENDITURES			
WAGES & BENEFITS	976,886	1,579,696	602,810
CONTRACTED SERVICES	3,524,710	8,549,000	\$ 5,024,290
TRAVEL & MEETINGS	292,835	641,500	348,665
COMMUNICATION SERVICES & PRINTING	17,218	37,900	\$ 20,682
OTHER OPERATING EXPENSES	113,292	248,900	135,608
CAPITAL PURCHASES & OTHER ACTIVITIES	26,800	40,200	\$ 13,400
TOTAL EXPENDITURES	\$ 4,951,741	\$ 11,097,196	\$ 6,145,455
NET CHANGE IN FUND BALANCES	\$ (4,320)	\$ -	\$ 4,320



April 10, 2023

TO: Board of Commissioners

FROM: Bonnie S. Riedesel, Executive Director

RE: **Board Action Form: 23-6**
Election of Executive Committee Member

Recommendation:

Elect a Commission member to fill the unexpired term for the now-vacant position on the Executive Committee.

Executive Summary:

The former CSPDC Executive Committee member Carolyn Dull is no longer a member of her local elected body, and has vacated her role on the CSPDC Executive Committee. The CSPDC Commission members must elect a new Executive Committee member to fill her unexpired term, which will expire June 30, 2025. Copies of the ballot will be passed out at the April 17, 2023 Commission meeting, and the newly elected Executive Committee member will be announced at the end of the meeting.

CSPDC Bylaws provide the following guidance for the election of the Executive Committee:

- a) There will be an Executive Committee of seven (7) Commissioners, each from a different member political jurisdiction. Any interim vacancy on the Executive Committee will be filled by an appointment made by the Full Commission.
- b) One of the following CSPDC Commission members is eligible to be appointed to the Executive Committee:

Rockbridge County

- Jay Lewis
- Chris Slaydon

City of Staunton

- Amy Darby
- Sharon Angle

Augusta County

- Butch Wells
- Pam Carter
- Vickie Moran
- Alidia Vane

City of Harrisonburg

- Laura Dent
- Monica Robinson
- Adam Fletcher



April 10, 2023

TO: CSPDC Commissioners

FROM: Bonnie S. Riedesel, Executive Director

RE: BAF: #23-4
Approval of FY24 Rural Transportation Planning Grant Application

Recommendation:

Approval of the Resolution authorizing application for FY24 Rural Transportation Planning Grant.

Executive Summary:

CSPDC has prepared its annual Rural Transportation Planning Grant application for FY24 funding. The program will provide \$58,000 and CSPDC will provide a \$14,500 match. The match is financed through the use of member assessment revenues.

These funds will be used for program administration, transportation-related grant writing for member localities, transportation planning assistance offered to our 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 measurements in transportation planning, and bicycle and pedestrian planning.

Enclosures

- FY24 Rural Transportation Planning Grant Resolution
- FY24 Rural Transportation Planning Work Program



RESOLUTION

Authorizing Application for Rural Transportation Planning Assistance Program for the Central Shenandoah Planning District Commission

WHEREAS, the Virginia Department of Transportation, hereafter referred to as the Department, is seeking assistance in transportation planning related matters for the Central Shenandoah Planning District to comply with the provisions of 23 U.S.C 135; and

WHEREAS, Rural Transportation Planning Assistance Program (RTPA) funds in the amount of \$58,000 are being made available to the Central Shenandoah Planning District Commission, hereafter referred to as the Commission, for the period of July 1, 2023 to June 30, 2024; and

WHEREAS, the Commission and affected localities shall provide the local share match of \$14,500 and enter into an Agreement with the Department to utilize RTPA funds;

NOW THEREFORE, BE IT RESOLVED, by the Commission that the Executive Director is directed for and on behalf of the Commission to furnish such documents and other information as may be required to complete the Agreement with the Department and to administer such funds made available, certifying that they shall be administered in accordance with provisions of 23 CFR Part 420, State Planning and Research Program Administration.

Adopted by the CSPDC this 17th day of April 2023.

APPROVED:

David Blanchard
CSPDC Chairman

ATTEST:

Bonnie Riedesel
Executive Director



THE CENTRAL SHENANDOAH PLANNING DISTRICT COMMISSION
FY 2024 RURAL TRANSPORTATION PLANNING WORK PROGRAM
JULY 01, 2023 - JUNE 30, 2024

APPROVED: APRIL __, 2023

I. PURPOSE AND OBJECTIVE

The Virginia Department of Transportation (VDOT) allocates part of the State Planning and Research (SPR) funding to provide annual transportation planning assistance for non-urbanized areas within the Commonwealth. The Rural Transportation Planning (RTP) Program was created to aid the State in fulfilling the requirements of the State Planning Process to address the transportation needs of non-metropolitan areas. Funds appropriated under 23 U.S.C. 307(c) (SPR funds) are used in cooperation with the Department of Transportation and Commonwealth of Virginia for transportation planning as required by Section 135, Title 23, U.S. Code. These Federal funds provide 80 percent funding and require a 20 percent local match.

In Fiscal Year (FY) 2024, each planning district commission/regional commission that has rural areas will receive \$58,000 from VDOT's Rural Transportation Planning Assistance Program. The corresponding planning district commission/regional commission will provide a local match of \$14,500 to conduct rural transportation planning activities. This resource may be supplemented with additional planning funds. The arrangement of all such funds involves the development of a scope of work, approval and other coordination in the Transportation & Mobility Planning Division's (TMPD) administrative work programs.

The scope of work shall include specific activities as requested by VDOT and the Federal Highway Administration. The criteria for the determination of eligibility of studies for inclusion as part of this work program are based upon 23 U.S.C. 307 (c), State Planning and Research, and all planning tasks are based on a continuing, comprehensive and coordinated planning (3-C) process to promote regional involvement and public participation for short- and long-range considerations.

Geographic Area

The Central Shenandoah Planning District Commission (CSPDC) will provide rural transportation planning services to the counties of Bath, Highland, Rockbridge and the non-urbanized areas of Rockingham and Augusta; the cities of Buena Vista and Lexington; and the towns of Broadway, Craigsville, Elkton, Glasgow, Goshen, Grottoes, Monterey and Timberville.

Central Shenandoah Planning District Commission
FY24 Rural Transportation Planning Work Program

II. RURAL WORK PROGRAM TASKS

A. PROGRAM ADMINISTRATION

\$19,500

Background and Objective

The program administration task facilitates regional participation and consensus building on transportation-related issues. All work plans and activities for highway, transit, and active transportation modes will maintain Title VI and Americans with Disabilities Act (ADA) compliance, and ensure environmental justice, including consultation with appropriate groups, committees, and community representatives. These activities include:

- Perform general administrative functions related to management of the CSPDC on-call consultants, as well as other contract administration and project management services.
- Provide quarterly reports on the Rural Transportation Planning Program to VDOT for periods ending September 2023, December 2023, March 2024 and June 2024.
- Prepare the FY25 Rural Transportation Work Planning Program.
- Provide fiscal management of the program activities outlined in Section II B.
- Maintain the CSPDC website, as well as the Bike the Valley website to communicate important rural transportation planning activities and information.
- Participate in VAPDC, and attend conferences, trainings, workshops, and webinars related to rural transportation planning and other VDOT or transportation planning-related topics.
- Staff the Rural Transportation Advisory Committee (RTTAC), and meet on a quarterly basis to provide for a coordinated and comprehensive planning process.
- Administer the regional bicycle and pedestrian program, and provide staff support to working groups in support of bicycle and pedestrian issues.

Deliverables

- Provide a quarterly Transportation Planning Program report to VDOT, to include a detailed update on the status of all program activities and the financial status of the grant program.
- Ensure environmental justice and Title VI and ADA compliance in all rural transportation activities for highway and transit, including identification of underserved communities.
- Develop FY25 Rural Transportation Planning Work Program in April 2024.
- Provide relevant and timely rural transportation updates at www.cspdc.org and www.bikethevalley.org.

Project Administration Budget Summary

SPR Funds (80%)	\$15,600
Local Funds (20%)	\$3,900
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Total Budgeted Expenditure for Program Administration	\$19,500

Central Shenandoah Planning District Commission
FY24 Rural Transportation Planning Work Program

B. FY24 PROGRAM ACTIVITIES

\$53,000

The program activities task includes four work elements: 1) Local Transportation Planning Assistance, 2) Regional Multimodal Transportation Planning, 3) Federal and State Transportation Planning Assistance, and 4) Small Area Transportation Study planning. Each work element addresses regional transportation issues identified by the localities, Technical Advisory Committee, VDOT, and FHWA.

1. Local Transportation Planning Assistance

\$25,000

Background and Objective

The purpose of this work element is to provide direct transportation planning assistance to rural localities. Activities include updating comprehensive plans; development of small urban area plans; performing traffic impact analyses; transportation grant application assistance, and other transportation-related studies and plans. FY24 activities include:

- Provide information on proposed major developments to determine potential regional transportation network, economic development, and land use impacts.
- Develop site impact analyses and transportation system assessments.
- Assist localities in the completion of analyses toward the development of corridor improvement plans or programs.
- Update the transportation elements of locality comprehensive plans as requested.
 - Planned FY24 work includes assistance for the counties of Bath, Highland, Rockbridge County, Rockingham County, and the towns of Broadway and Glasgow.
- Assist localities in identifying and planning for transportation-related grant opportunities.
- Disseminate information to localities on grant opportunities.
- Assist localities with grant applications such as SMART SCALE, TAP, HSIP, Revenue Sharing, the Land and Water Conservation Fund, and the Recreational Access Program.
 - Planned FY24 work includes assistance for City of Buena Vista and the City of Lexington with developing bicycle and pedestrian projects and applications.
- Attend VDOT grant information sessions and other funding agency programs.

Deliverables

- Develop a quarterly Transportation Planning Program report for VDOT providing a detailed update on the status of all program activities listed above.
- Quarterly Reports will include information from any formal meetings held with localities or other transportation stakeholders related to projects, studies, or other transportation issues.
- Mapping support and GIS analysis are routine project deliverables for this task.
- Final documents produced as a result of requested assistance to localities or VDOT.
- Grant applications completed during this Fiscal Year will be submitted to VDOT for funding or informational purposes.

Central Shenandoah Planning District Commission
FY24 Rural Transportation Planning Work Program

2. Regional Multimodal Transportation Planning

\$10,000

Background and Objective

The purpose of this work element is to promote regional participation and consensus building on a wide range of transportation-related issues. This includes continued development of and work on the issues related to the CSPDC Rural Long-Range Transportation Plan (RLRTP). Work also includes supporting the regional Bicycle-Pedestrian Program and rural transit planning. FY24 activities include:

- Coordinate with regional bicycle and pedestrian stakeholders to support projects.
 - Provide guidance and ongoing coordination to support the activities identified in the Central Shenandoah Bicycle Plan, the Shenandoah Valley Greenways Plan, as well as other local and regional bicycle, greenway, pedestrian, and trail plans (e.g., the Brushy Blue Master Greenways Plan, Braiding the Way Outdoor Recreation Plan, and Shenandoah Rail Trail Partnership efforts).
- Continue to identify and develop a bicycle route network that includes on-road routes, off-road routes and mountain biking facilities for the Bike the Valley program.
- Provide technical assistance to Rockbridge Area Transportation Services (RATS), BRITE, the Maury Express, and other specialized public transit providers in the region as requested.

Deliverables

- Develop a quarterly Transportation Planning Program report for VDOT providing a detailed update on the status of all program activities listed above.
- Mapping support and GIS analysis are routine project deliverables for this task.
- Updated website content for <http://www.bikethevalley.org>

3. Federal and State Transportation Planning Assistance

\$7,750

Background and Objective

The purpose of this work element is to assist VDOT's Multi-Modal Planning Office with state-wide initiatives, attend VDOT-sponsored trainings and conferences related to rural transportation planning, and participate in outreach meetings and reviewing data as requested by VDOT by conducting the following activities:

- Attend VTrans webinars and Smart Scale Regional Meetings.
- Assist with developing the VDOT Six-Year Improvement Plan.
- Contribute to bicycle and pedestrian planning.
- Attend freight planning trainings or working groups.
- Participate in Title VI and Environmental Justice compliance training.
- Participate in the annual fall VDOT Transportation Meeting.
- Incorporate the 2021 FHWA and FTA Planning Emphasis Areas (PEAs) into work activities related to clean energy, equity, complete streets, public involvement, planning and environmental linkages, and transportation planning data-sharing to address national transportation planning goals and priorities that meet regional and local needs.

Central Shenandoah Planning District Commission
FY24 Rural Transportation Planning Work Program

- Allocate at least 2.5% of rural transportation planning activity funding to increasing safe and accessible options for multiple travel modes for people of all ages and abilities as outlined in the Bipartisan Infrastructure Law (BIL).
- Coordinate with the Staunton-Augusta-Waynesboro Metropolitan Planning Organization (SAWMPO) and Harrisonburg-Rockingham MPO (HRMPO) and VDOT to meet performance measure goals.
- Conduct manual usage counts and conditions assessment at referenced rural park and ride lots for counts and condition assessment using VDOT manual count methodology.
- Provide updated Travel Demand Management (TDM) Plans to VDOT's Transportation Mobility and Planning Division – Central Office when submitting TDM plans to DRPT.
- Identify high growth areas (UDAs, future growth areas) to inform Arterial Management Plans.
- Assist the development of project pipeline studies.
- Participate in additional outreach meetings, and provide/review data as requested by VDOT.

Deliverables

- Develop a quarterly Transportation Planning Program report for VDOT providing a detailed update on the status of all program activities listed above. In addition, all completed work products will be submitted with the quarterly report.

4. Small Area Transportation Study

\$10,250

Background and Objective

The purpose of this work element is to conduct a transportation planning study in an identified small area such as an intersection or corridor, and to identify safety and operations improvements in partnership with localities and VDOT. The study will include:

- Data collection and needs identification: Collect data on existing site conditions, existing studies, develop maps, review local ordinances, and demographics and employment.
- Transportation Analysis: Assess potential future growth scenarios based on growth projects generated from the data collection and needs identification to inform the development of specific project recommendations.
- Recommendations: Improvements based data, analysis, and VDOT and locality input.
- Final Report: A final technical deliverable will provide a study overview and recommended transportation plan improvements.

Deliverables

- A final report for the FY24 study will be delivered to VDOT and the locality as described above.

Program Activities Budget Summary

SPR Funds (80%)	\$42,400
Local Funds (20%)	\$10,600
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Total Budgeted Expenditure for Program Activities	\$53,000

IV. FY24 CSPDC RWP BUDGET SUMMARY

Tasks	VDOT (SPR) 80%	CSPDC (Match) 20%	Total 100%
A. Program Administration			
Records maintenance, quarterly technical advisory meetings, information sharing, training and procurement	\$15,600	\$3,900	\$19,500
<i>Total budgeted for Program Administration</i>	<i>\$15,600</i>	<i>\$3,900</i>	<i>\$19,500</i>
B. FY24 Program Activities			
1. Local Transportation Planning Assistance	\$20,000	\$5,000	\$25,000
2. Regional Multimodal Transportation Planning	\$8,000	\$2,000	\$10,000
3. Federal and State Transportation Planning Assistance	\$6,200	\$1,550	\$7,750
4. Small Area Transportation Study	\$8,200	\$2,050	\$10,250
<i>Total budgeted for Program Activities</i>	<i>\$42,400</i>	<i>\$10,600</i>	<i>\$53,000</i>
Total Budgeted for Program Administration and Program Activities	\$58,000	\$14,500	\$72,500



April 10, 2023

TO: CSPDC Commissioners

FROM: Bonnie S. Riedesel, Executive Director

RE: Board Action Form: #23-3
Intergovernmental Review of Federal Programs

Recommendation:

Endorse staff recommendation.

Executive Summary:

Detailed information on the project is on file in the office. If you would like a copy, please contact Rita Whitfield. A summary of the project is provided below:

- A. An application submitted by Blue Grass Resource Center for an ARC 2023 Construction Grant to Complete the Second Phase of Renovations to The Highland Inn. The Blue Grass Resource Center is requesting \$1,400,000 (\$700,000 grant funding with \$700,000 match) from the Appalachian Regional Commission's 2023 Construction Grant program. Funding will be used to renovate 14,000 sq of the Inn's interior. The historic three-story Inn will contain 18 guest rooms, providing critical lodging capacity for the growth and development of tourism in Monterey and throughout Highland County. Phase 1 of the restoration, which renovated the exterior, was completed in 2021. With the completion of Phase 2, the Inn will be ready to reopen. Staff recommends endorsement.
- B. An application submitted by the U.S. Department of Agriculture, Rural Development for Bowman Hall and Wakeman Hall Renovation Project, Bridgewater College. Bridgewater College has submitted a funding application for \$10 million for the renovation of two buildings – Bowman Hall and Wakeman Hall. The proposed Bowman Hall renovation project will reorganize and reconfigure spaces to achieve the Space Planning Committee goals, installation of a fire sprinkler system and mechanical system upgrades, and renovations to restrooms on two of the four floors to bring them into compliance with current ADA and VA Building Codes. The proposed Wakeman Hall renovation project will reconfigure common areas spaces, add new single occupant ADA bathrooms that meet current codes, replacement of HVAC and plumbing water piping and lighting replacement. Staff recommends endorsement.