



June 9, 2023

MEMO TO: CSPDC Commissioners
FROM: Bonnie S. Riedesel, Executive Director
SUBJECT: June 20, 2023, CSPDC Commission Meeting

The Central Shenandoah Planning District Commission (CSPDC) will hold a meeting on **Tuesday, June 20, 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: 862 9857 9809 **** **Passcode:** 568148 **** **Dial In:** 301-715-8592

AGENDA

1. Call to Order
2. Public Comment
3. Minutes of April 17, 2023, CSPDC Commission Meeting*
4. Reports
 - A) Chairperson
 - B) Executive Director
 - C) Treasurer*
5. Consideration of CSPDC Audit Report for FY22*
 - *Megan Argenbright, CPA, Brown Edwards and Company, LLP*
6. Consideration of Draft CSPDC FY24 Budget (BAF #23-8)*
 - *Ethan Riley, Finance Director*
7. CSPDC/BRITE Transit Title VI Plan (BAF #23-7)*
 - *Devon Thompson, Transit Planner*

8. American Rescue Plan Act (ARPA) Funds and Presentations by Locality
 - *Olivia Raines, Housing Program Manager*
 9. Intergovernmental Review of Federal Programs (Board Memo #23-2)
 10. Other Business
 11. Adjournment
-

*Action Needed

Next CSPDC Commission Meeting: Monday, August 21, 2023



Minutes
Central Shenandoah Planning District Commission Meeting
112 MacTanly Place, Staunton, VA
April 17, 2023, 7:00 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
				✓	Mel Jones, VA Center for Housing*

Call to Order

The April 17, 2023, Central Shenandoah Planning District Commission (CSPDC) meeting was called to order at 7:00 p.m. by Chairperson David Blanchard. 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

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

Minutes

Chairperson Blanchard presented the minutes from the February 6, 2023, CSPDC Zoom Commission meeting. Mr. Fitzgerald moved, seconded by Ms. Cooper, to approve the minutes of the February 6, 2023, Zoom Commission meeting as presented. The motion was carried by unanimous vote.

Chairperson's Report

Chairperson Blanchard announced that there were several new Commissioners and asked everyone to introduce themselves.

Executive Director's Report

Under Executive Director's Report, Ms. Riedesel announced that Rebecca Joyce, Community Program Manager, had resigned last month. She welcomed and introduced Ethan Riley, new Finance Director for the CSPDC. Ms. Riedesel stated that the Commission is in the process of converting the staff's current annual/sick leave system to a Paid Time Off (PTO) system, effective July 1, 2023.

Ms. Riedesel reported on the Intergovernmental Review Process (IRP), which is a federally established review and comment process for projects seeking federal funding. Ms. Riedesel reported on the updated IRP process and the role of the Commission, and to ensure that local governments are given notice of federal applications submitted to the Commission that may directly affect their locality. She noted that going forward, IRPs will be presented to the Commission for information purposes only, and only if they impact the region or one of the localities. Ms. Riedesel stated that the IRPs will be submitted to individual localities in the region where warranted.

Ms. Riedesel reported on the following grant announcements:

- Reported that CSPDC staff assisted the City of Waynesboro in applying for an Environmental Protect Agency (EPA) grant for \$300,000 through the Department of Environmental Quality (DEQ) to develop a floodplain forest and meadow as part of its South River Preserve Project.
- Announced that Augusta County applied for and received partial funding of the State's Industrial Revitalization Fund (IRF) grant for \$31,000 to conduct a study of Afton Mountain property. Ms. Riedesel noted that CSPDC staff is also assisting the County with a CDBG Planning Grant application that would fund the remaining activities such as a demolition plan and an economic impact analysis.
- Reported on the ARC Ready grant, a new grant opportunity through the Appalachian Regional Commission (ARC) to assist the ARC communities with identifying and applying for federal ARPA and federal infrastructure funding through the Bi-Partisan Infrastructure and other COVIDI-relief funding. Ms. Riedesel stated that she hoped to hear in May or June from the state if the grant is funded.
- Reported on the status of the VATI broadband grants that Rockbridge County submitted in September stating that awards have not yet been announced.
- Announced that the Advancement Foundation has converted a large manufacturing facility in Buena Vista into an entrepreneurial and innovation hub. The Advancement Foundation received three grants - GO Virginia, ARC, and an IRF grant - to renovate the building and build a commercial kitchen. Ms. Riedesel stated that CSPDC staff will be providing grant administration and oversight for the three grants. She announced that the GO Virginia Region 8 Council will hold their quarterly Region 8 Council meeting in the building on April 26th.

- Announced that the CSPDC will be hosting a USDA Rural Development Programs Showcase at the Virginia Horse Center in Lexington on April 19th, from 9:00 a.m. to 12:30 p.m. Ms. Riedesel noted that the event is free and will showcase the many programs and grants that USDA Rural Development has to offer. She stated that DuPont Community Credit Union and BARC Electric are sponsors of the event.

Treasurer's Report

Chairperson Blanchard presented for consideration the Treasurer's Report (attached to file minutes). Mr. Riley gave a report on the February 2023 Financial Statement, noting that the CSPDC's financial position remains strong. He reviewed the Balance Sheet, Income Statement, and the new PTO system. Mr. Riley stated that the resources to compensate staff for their accrued sick time after transitioning to the new PTO system will come from the Paid Time Off Committed fund. He noted that the Commission will use \$49,200 from the Development Fund to cover the cost of the Community Economic Development (CEDS) project. Vice Chairperson Friedman moved, seconded by Mr. Shaw, to approve the Treasurer's Report as presented. The motion carried unanimously.

Election of Executive Committee Member (BAF #23-6)

Chairperson Blanchard presented Election of Executive Committee Member. Ms. Riedesel stated that 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 Executive Committee. She noted that the CSPDC Commission members must elect a new Executive Committee member to fill her unexpired term, which will expire June 30, 2025. Ms. Riedesel distributed copies of the ballot, asking everyone to vote for one member. She noted that once the ballots had been tabulated, the new Executive Committee member would be announced at the end of the meeting.

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*

Ms. Raines stated that in April 2022, the CSPDC received a \$200,000 Community Impact Grant from Virginia Housing to conduct a Regional Housing Study that would cover all 21 jurisdictions in the region. She noted that the CSPDC engaged the services of the Virginia Center for Housing Research (VCHR) as the lead consultant for the project. Ms. Raines introduced Ms. Mel Jones, who gave a PowerPoint presentation on the Regional Housing Study. She reviewed the market analysis and housing needs, households by sub-region, households and tenure, and median gross rent and price.

Ms. Raines gave a PowerPoint presentation on the PDC Housing Development Program. She stated that in July 2021, Virginia Housing announced a \$40 million pilot program to provide funding to all of the 21 PDCs in the state to administer a PDC Housing Development Program. Ms. Raines announced that the Commission received \$2 million in funding for the Program. She reviewed the goal of the program and the timeline. Ms. Raines noted that in March 2022, seven partners were selected to fund, representing 60 new units of affordable housing. She noted that in May 2022, the Commission entered into partnership agreements with the seven projects and gave an overview of the seven projects. Ms. Raines stated that moving forward into 2024, the goal is to not only complete these 60 units, but to emphasize strengthening the regional capacity to deliver affordable housing.

Community Economic Development Strategy (CEDS) Update

Chairperson Blanchard presented the Community Economic Development Strategy (CEDS) Update. Mr. Crute gave an overview on the CEDS Update, what it will accomplish, and what the process will look like moving forward. He noted that the CSPDC is a designated Economic Development District under the U.S. Department of Commerce's Economic Development Administration (EDA). The CEDS is the region's five-year plan for economic development and provides a vision for creating the environment for greater economic prosperity and growth. Mr. Crute noted that the most recent CEDS was approved by the Commission in 2018 and EDA requires it to be updated every five years. He stated that the Commission has contracted with Mangum Economics to update the CEDS and includes Spectrum Growth Solutions and the Timmons Group. Mr. Crute reported on the CEDS working group and responsibilities, noting that there was an opening for an elected official from the Commission. He reviewed the timeline of the CEDS Update, noting that final approval is anticipated in October 2023.

Consideration of FY24 Rural Transportation Planning Grant Application (BAF #23-4)

Chairperson Blanchard presented for consideration the FY24 Rural Transportation Planning Grant application. Mr. Beard noted that the CSPDC has prepared its annual Rural Transportation Planning Grant application for FY23 funding. The program will provide \$58,000 and CSPDC will provide a \$14,500 match. He noted that the CSPDC match is financed through the use of member assessment revenues. Mr. Beard reviewed the various transportation-related projects the funds will be used for. Ms. Cooper moved, seconded by Vice Chairperson Friedman, to approve the FY24 Rural Transportation Planning Grant application. The motion was carried by unanimous vote.

Intergovernmental Review Process (BAF #23-03)

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

- 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. Staff recommends approval.
- 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. Staff recommends approval.

Mr. Friedman moved, seconded by Ms. Angle, to approve the applications for federal funding as presented. Motion carried unanimously.

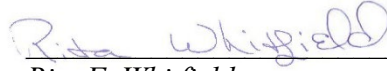
Executive Committee Election Results

Chairperson Blanchard advised the Commission that the votes for a Commission member to fill the unexpired term on the Executive Committee had been tabulated. He announced that Ms. Sharon Angle, representative from the City of Staunton, will serve as the new Executive Committee member.

Adjournment

Chairperson Blanchard announced that the next Commission meeting will be held on Tuesday, June 20, 2023. There being no further business to come before the Commission, Mr. Wells moved, seconded by Mr. Fitzgerald, for adjournment at 8:35 p.m. The motion was carried by unanimous vote.

Respectfully submitted,



Rita F. Whitfield

Clerk to the Commission



June 9, 2023

TO: CSPDC Commissioners

FROM: Bonnie S. Riedesel, Executive Director

RE: BAF: #23-7
Central Shenandoah Planning District Commission/BRITE Transit Title VI Plan

Recommendation:

Approve the 2023 Central Shenandoah Planning District Commission/ BRITE Transit Title VI Plan

Executive Summary:

Title VI of the Civil Rights Act of 1964 states, "No person in the United States shall, on the ground of race, color, or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance." Subsequent laws and Presidential Executive Orders added handicap, sex, age, or income status to the criteria for which discrimination is prohibited. The Central Shenandoah Planning District Commission/BRITE Transit Title VI Plan was developed to ensure that the CSPDC transit program complies with nondiscrimination requirements as outlined in Title 23 CFR and 49 CFR and related laws, and provides specific information on how to file a nondiscrimination complaint. An approved Title VI Plan is a requirement for direct recipients of Federal Transportation Administration grant funding, which CSPDC receives for the BRITE Transit program.

This Plan also provides an overview of Environmental Justice and Limited English Proficiency (LEP) concepts, definitions of Title VI and associated nondiscrimination acts, and how Title VI, Environmental Justice, and LEP are incorporated into the metropolitan transportation planning process. Environmental Justice guidelines and outreach strategies for minority, low-income, and LEP populations are included in the Staunton-Augusta-Waynesboro Metropolitan Planning Organization (SAWMPO) Public Participation Plan.

As the governing body of the CSPDC, the Commission reviews and approves the BRITE Transit Title VI Plan following a publicly-noticed 21-day comment period. PDC staff released the Plan to public comment via the two local papers of record, the News Leader and the News Virginian, on May 26, 2023. No comments have been received.

Attachment:

- *BRITE Transit Title VI Resolution*
- [BRITE Transit Title VI Plan](#)



RESOLUTION

Central Shenandoah Planning District Commission Approving and Adopting the BRITE Transit Title VI Plan

WHEREAS, Title VI of the Civil Rights Act of 1964 (U.S.C. 200D) provides that no person shall on the grounds of race, color, or national origin be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving Federal Funds; and

WHEREAS, the Federal Transit Administration requires that any organization that is the recipient of Federal financial assistance shall have an adopted Title VI Plan and Policy; and

WHEREAS, the Central Shenandoah Planning District Commission is the direct recipient of Federal Transit Administration Formula Grants intended for the operation of public transit service in the Staunton-Augusta-Waynesboro Region;

NOW THEREFORE, BE IT RESOLVED, that the Central Shenandoah Planning District Commission does hereby approve and adopt the Title VI Plan dated June 20, 2023.

Adopted by the CSPDC this 20th day of June 2023.

APPROVED:

David Blanchard
CSPDC Chairman

ATTEST:



June 9, 2023

TO: CSPDC Commissioners

FROM: Bonnie Riedesel, Executive Director

RE: Board Memo #23-2
Intergovernmental Reviews (IR)

Intergovernmental Reviews (IR) that Require No Action and are for Information Purposes Only:

1. An application submitted by the Virginia Department of Environmental Quality for Network Improvement and Expansion project for a total funding of \$398,104. The project proposes to improve ozone quality assurance through upgraded hardware, improve infrastructure to support continuous PM2.5 instrumentation network, and install new ozone monitoring site in previously unmonitored area.
2. An application submitted by the Virginia Department of Environmental Quality for CBIG IV Amendment 3 for a total funding of \$16,142,946. These funds will be used to accomplish objectives of the Virginia Chesapeake Bay TMDL Phase III Watershed Implementation Plan, and Virginia's Milestones, with an emphasis on nonpoint source pollution reduction programs.
3. An application submitted by the Virginia Department of Environmental Quality for Climate Pollution Reduction Planning Grant for a total funding of \$3,000,000. The grant will be used to develop a statewide plan to reduce greenhouse gas (GHG) and co-pollutant emissions in two phases.
4. An application submitted by the Virginia Department of Environmental Quality for FY23 Coastal Zone Management Program Grants for a total funding of \$5,765,000. This award funds activities of Virginia state agencies, local governments, and other partners to improve the management and protection of Virginia's coastal resources.
5. An application submitted by Virginia Tech for FY23 EPA Brownfields Assessment Grant – Community Design Assistance Center at Virginia Tech. Virginia Tech's Community Design Assistance Center (CDAC) was recently selected for funding under the US EPA Brownfields Grant program for a Brownfields Assessment Grant in the amount of \$500,000. The type of assistance that will be provided is environmental assessments, cleanup planning, and conceptual redevelopment planning to encourage community redevelopment and healthy living opportunities. Bath, Highland, and Rockbridge Counties and the City of Buena Vista are included in this application.