



December 12, 2023

**MEMO TO:** CSPDC Executive Committee

**FROM:** Bonnie S. Riedesel, Executive Director

**SUBJECT:** December 18, 2023 Executive Committee Meeting

The Executive Committee of the Central Shenandoah Planning District Commission will hold a meeting on Monday, December 18, 2023, at 6:30 p.m.

**Sandwiches will be Available at 6:00 P.M.**

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### **Agenda**

1. Call to Order
2. Consideration of December 19, 2022 Minutes\*
3. Public Comment
4. Reports
  - A) Chairperson
  - B) Executive Director
  - C) Treasurer\*
5. Consideration of Resolution Authorizing the Application for State and Local Aid for Rideshare (BAF #23-12)\*
6. Consideration of Central Shenandoah Hazard Mitigation Plan 2023 Update (BAF #23-16)
7. Consideration of Economic Development Administration (EDA) Partnership Planning Assistance Grant Program (BAF #23-15)\*
8. Consideration of Appalachian Regional Commission (ARC) Local Development District (LDD) Grant Program (BAF #23-14)\*
9. Consideration of 2024 Meeting Schedule (BAF #23-13)\*

10. Intergovernmental Review of Federal Programs (Board Memo #23-7)
11. Discussion of Future Staffing Needs
12. Other Business
13. Adjournment

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*\*Action Needed*



**Minutes**  
**Central Shenandoah Planning District Commission**  
**Executive Committee Meeting Via Zoom/Video Conferencing Call**  
**December 19, 2022, 6:00 p.m.**

<b>Member Jurisdiction Representatives</b>					
	<b>Bath County</b>		<b>Rockingham County</b>		<b>Staff</b>
✓	Edward Hicklin	✓	Rhonda Cooper, Secretary	✓	Bonnie Riedesel
	<b>City of Buena Vista</b>		<b>City of Staunton</b>	✓	Paula Melester
✓	Billy Fitzgerald	✓	Carolyn Dull	✓	Ann Cundy
	<b>Highland County</b>		<b>City of Waynesboro</b>	✓	Elizabeth McCarty
✓	David Blanchard, Chairperson	✓	Terry Short, Treasurer	✓	Rita Whitfield
	<b>City of Lexington</b>			✓	Devon Thompson
✓	Frank Friedman, Vice Chair			✓	Kayla Snead
					<b>Others</b>
				✓	Megan Argenbright, Brown Edwards & Co.
				✓	Terry Eckhout

**Call To Order**

The December 19, 2022, Executive Committee meeting was called to order at 6:00 p.m. by Chairperson David Blanchard. Based on the 2022 amendment to Virginia's FOIA law, the CSPDC is eligible to hold up to two meetings virtually each year. The December 19, 2022, Executive Committee meeting was held via video conferencing using Zoom.

**Minutes**

Chairperson Blanchard presented the minutes from the August 15, 2022, Executive Committee meeting. Vice Chairperson Friedman moved, seconded by Mr. Hicklin, to approve the minutes as presented. Motion was carried by unanimous vote.

**Public Comment**

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

**Staff Update**

Chairperson Blanchard presented Staff Updates. 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. She introduced and welcomed Terry Eckhout, a consultant who is assisting with the Finance Department on a retainer basis, and Kayla Snead, the CSPDC's new Fiscal Technician; and she announced that Ethan Riley has been hired as the new Finance Director, to start employment in January 2023.

### **FY22 CSPDC Audit Report Update**

Chairman Blanchard presented the FY22 CSPDC Audit Report Update. He introduced and welcomed Megan Argenbright, CPA, Brown Edwards and Company, LLP. Ms. Argenbright reported on the status of the Audit Report, noting that due to staff changes, completion of the Audit Report has been delayed, but with the help of Ms. Eckhout, they are making progress. She stated that the federal single audit has been completed, and there were no findings related to the single audit. Ms. Argenbright noted that they have tested the transit department and there was one verbal recommendation but no findings for that program. They are sorting out grant revenue, i.e., how much has been earned and how much is still unearned. Similarly, they are still sorting out reimbursement grant funding, i.e., how much has been reimbursed and how much should be in accounts receivable as of June 30<sup>th</sup>. She explained there were still some journal entries to be nailed down, but they were making progress and they were optimistic they would meet the March 31<sup>st</sup> deadline for the single audit and issue a full Audit Report by that time. Ms. Argenbright stated that the Management Letter will include a few comments regarding segregation of duties and financial reporting, due to staff turnover. Upon a question by Ms. Riedesel as to whether the Audit Report would be ready by February 6<sup>th</sup> to present to the Full Commission, Ms. Argenbright stated that it is feasible but not certain.

### **Recognition of Outgoing Commissioners**

On behalf of the CSPDC, Chairman Blanchard recognized outgoing CSPDC Commission members Ms. Carolyn Dull, City of Staunton's representative; and Mr. Richard Baugh, City of Harrisonburg's representative, for their outstanding leadership and notable service to the Planning District Commission and to the people of the District, shown during their terms as Commissioners. The Executive Committee members expressed their appreciation in serving with them over the years.

### **Consideration of BRITE Transit Development Plan (TDP) Public Release (BAF #22-18)**

Chairperson Blanchard presented for consideration BRITE Transit Development Plan (TDP) Public Release. Ms. Devon 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 needs to be released for the required 21-day public comment period. Vice Chairperson Friedman moved, seconded by Mr. Short, to release the BRITE Transit Development Plan (TDP) for 21-Day Public Comment Period. Motion was carried by unanimous vote.

**Consideration of 2022 Update to the BRITE Appendix with the Virginia Statewide Public Transportation Agency Safety Plan (PTASP) (BAF #22-17)**

Chairperson Blanchard presented for consideration the 2022 Update to the BRITE Appendix with the Virginia Statewide Public Transportation Agency Safety Plan (PTASP). Ms. Devon Thompson gave a review on the PTASP, noting that the Virginia Statewide PTASP for Small Public Transportation Providers is a comprehensive plan outlining the Safety Management Systems (SMS) programs at 15 small transit agencies in the Commonwealth. She stated that the PTASP provides general information on each transit agency, including its overall structure and services; the agency Safety Management Policy; Safety Risk Management program; Safety Assurance program; and Safety Promotion program. Ms. Thompson noted that the BRITE appendix in the Virginia PTASP has been updated to reflect the new Bipartisan Infrastructure Law (BIL)-related requirements. Vice Chairperson Friedman moved, seconded by Mr. Hicklin, to approve the 2022 Update to the BRITE Appendix within the Virginia Statewide Public Transportation Agency Safety Plan (PTASP). Motion carried unanimously.

**Consideration of Resolution Authorizing the Application for State and Local Aid for Rideshare (BAF #22-16)**

Chairperson Blanchard presented for consideration a Resolution Authorizing the Application for State and Local Aid for Rideshare (attached to file minutes). Ms. Melester provided an overview of the Central Shenandoah Rideshare Program, noting that the total funding is \$95,000, with an 80/20 match (\$76,000 state share and \$19,000 CSPDC share). She stated that the principal focus of the CSPDC's Rideshare Program in the coming year will be engagement, marketing, and outreach focused on ridesharing, the use of alternative transportation modes, and other transportation demand management (TDM)/commuter assistance program (CAP) activities to individuals who reside and work in the Central Shenandoah Planning District. Ms. Melester noted that funds will be used for marketing the program and subsequent outreach events and marketing campaigns throughout the fiscal year. 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. Ms. Melester noted that in addition, in FY24 staff will begin developing a Strategic Plan for the Rideshare Program which is a requirement by the State Department of Rail and Public Transportation and will replace the previous Transportation Demand Management Plan from 2017. Mr. Short asked if staff could provide numbers regarding utilization of the program, e.g., who is benefitting from the program, household income information, or any other general demographics. Ms. Melester stated she could compile this data from their database and provide it to the Commissioners. Upon a question by Vice Chairperson Friedman, Ms. Riedesel explained that the CSPDC match of \$19,000 comes out of the local jurisdictions' assessments, as it is a regional program. Mr. Fitzgerald moved, seconded by Vice Chairperson Friedman, to endorse the Resolution authorizing the application for State and Local Aid for Rideshare. Motion was carried by unanimous vote.

**Consideration of CSPDC 2023 Meeting Schedule (BAF #22-15)**

Chairperson Blanchard presented for consideration the CSPDC 2023 Meeting Schedule (attached to file minutes). Ms. Riedesel presented the meeting schedule for 2023 for the Executive Committee and Full Commission meetings. She noted based on the 2022 amendment to Virginia's FOIA law, the CSPDC is eligible to hold up to two meetings virtually each year. The CSPDC concurred with scheduling an all-virtual meeting in February 2023 and reserving the other floating meeting to be

utilized as necessary with proper notification. All other meetings will be held at the Commission office unless otherwise noted. Ms. Riedesel noted one change on the schedule was that the June 19 scheduled date falls on the Juneteenth Holiday, therefore the Commission meeting will be held June 20<sup>th</sup>. Ms. Cooper moved, seconded by Mr. Hicklin, to approve the 2023 CSPDC Meeting Schedule with the modification. Motion carried unanimously.

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

Chairperson Blanchard presented for consideration Commonwealth Intergovernmental Review Process (CIRPs). Ms. McCarty gave a review on each project. Ms. Dull moved, seconded by Ms. Cooper, to endorse the staff recommendations. Motion carried unanimously. They are as follows:

- A. CSPDC Application for 2023 ARC Funds. An application submitted by the CSPDC for a total funding of \$104,496 for ARC funding. 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 2023 EDA Funds. An application submitted by the CSPDC for a total funding of \$140,000 for 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. CSPDC Application for Ready Appalachia. An application submitted by the CSPDC for a total funding of \$100,000 for Ready Appalachia funding. The CSPDC will be applying under the Ready LDDs (Local Development Districts) part of this program to provide technical assistance to the designated ARC communities in the region. The technical assistance would help local communities to apply for and manage federal awards, especially through the American Rescue Plan Act (ARPA) and the Infrastructure and Jobs Act (IIJA). Addressing historic inequities for marginalized, underserved, and underrepresented communities is also part of the Ready Appalachia's Ready LDDs initiative. Staff recommends endorsement.

### **Adjournment**

There being no further business to come before the Committee, a motion for adjournment was unanimously passed 6:46 p.m.

Respectfully submitted,

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Rita Whitfield  
Commission Clerk



December 11, 2023

To: CSPDC Commissioners

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

Re: October 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 October 31, 2023. The increase in cash and investments is a result of collections for annual assessments, as well as matching funds for ongoing projects. This increase corresponds to the increase in deferred revenue.

At the end of October, receivables were down 48.2% relative to the year-end balance. Additionally, compared to this time last year, the outstanding receivables balance is down 33.7%. Furthermore, in the month of November, we collected 30.1% of the October outstanding receivables. Receivables are expected to increase over the next few months due to the DRPT transitioning to a new reimbursement portal.

### **Income Statement**

The Income Statement (**see Figure 2**) provides an overview of FY24 Actual and FY24 Budgeted revenues and expenses. The Income Statement by fund (**see Figure 3**) provides an overview of FY24 Actual and FY24 Budgeted revenues and expenditures by fund.

Revenue year to date is \$2,230,514, compared to the same period last year of \$2,403,801, a decrease of \$173,287, or 7.2%. Expenditures for the year of \$2,171,900 are \$392,048 or 15.3% lower than the prior year. This decrease in revenue and expenditures is primarily due to slower progress with the VATI Bath-Highland project, as compared to the prior year, this project experienced a decrease of \$431,671 or 53.9% relative to the previous year.

### **Other**

We are actively interviewing candidates to fill the finance director position and anticipate the position being filled soon. We are also in the process of developing the calendar year 2024 ARC and EDA applications.

Figure 1

CENTRAL SHENANDOAH PLANNING DISTRICT COMMISSION			
BALANCE SHEET: GOVERNMENTAL FUNDS			
	10/31/23	06/30/23	\$ Δ
<b>ASSETS</b>			
CASH AND INVESTMENTS	\$ 4,533,697	\$ 2,887,958	\$ 1,645,739
ACCOUNTS RECEIVABLE	1,248,259	2,411,512	(1,163,254)
PREPAID EXPENSES	24,576	30,470	(5,894)
<b>TOTAL ASSETS</b>	<b>\$ 5,806,532</b>	<b>\$ 5,329,940</b>	<b>\$ 476,592</b>
<b>LIABILITIES</b>			
ACCOUNTS PAYABLE	\$ 436,554	\$ 927,438	\$ (490,885)
ACCRUED PAYROLL AND RELATED LIABILITIES	35,036	103,467	(68,431)
DEFERRED REVENUE	3,831,164	2,853,781	977,383
<b>TOTAL LIABILITIES</b>	<b>\$ 4,302,754</b>	<b>\$ 3,884,686</b>	<b>\$ 418,068</b>
<b>FUND BALANCES</b>			
RESTRICTED AND COMMITTED FUNDS	\$ 579,160	\$ 579,160	\$ -
OTHER RESOURCES	924,618	866,094	58,524
<b>TOTAL FUND BALANCES</b>	<b>\$ 1,503,778</b>	<b>\$ 1,445,254</b>	<b>\$ 58,524</b>
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<b>\$ 5,806,532</b>	<b>\$ 5,329,940</b>	<b>\$ 476,592</b>



Figure 2

CENTRAL SHENANDOAH PLANNING DISTRICT COMMISSION			
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES: GOVERNMENTAL FUNDS			
	FISCAL YTD 10/31/23	FY24 BUDGET	BUDGET REMAINING
<b>REVENUES</b>			
FEDERAL FUNDING	\$ 1,181,246	\$ 3,761,987	\$ 2,580,741
STATE FUNDING	733,294	7,541,072	6,807,778
LOCAL FUNDING & SERVICES	261,609	982,822	721,213
MISCELLANEOUS INCOME	54,366	120,153	65,787
<b>TOTAL REVENUES</b>	<b>\$ 2,230,514</b>	<b>\$ 12,406,034</b>	<b>\$ 10,175,520</b>
<b>EXPENDITURES</b>			
WAGES & BENEFITS	\$ 482,237	\$ 1,473,848	\$ 991,612
CONTRACTED SERVICES	947,533	2,908,437	1,960,904
TRAVEL & MEETINGS	154,840	516,657	361,817
COMMUNICATION SERVICES & PRINTING	12,322	50,350	38,028
OTHER OPERATING EXPENSES	62,698	310,839	248,141
CAPITAL PURCHASES & OTHER ACTIVITIES	13,400	1,099,400	1,086,000
PASS-THROUGH FUNDS	498,960	6,046,502	5,547,542
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,171,990</b>	<b>\$ 12,406,034</b>	<b>\$ 10,234,044</b>
<b>NET CHANGE IN FUND BALANCES</b>	<b>\$ 58,524</b>	<b>\$ -</b>	<b>\$ (58,524)</b>

Figure 3

CENTRAL SHENANDOAH PLANNING DISTRICT COMMISSION																		
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES: BY GOVERNMENTAL FUNDS																		
	FISCAL YTD 10/31/23	FY24 BUDGET GENERAL FUND	FY24 BUDGET REMAINING	FISCAL YTD 10/31/23	FY24 BUDGET ARC FUND	FY24 BUDGET REMAINING	FISCAL YTD 10/31/23	FY24 BUDGET EDA FUND	FY24 BUDGET REMAINING	FISCAL YTD 10/31/23	FY24 BUDGET HRMPO FUND	FY24 BUDGET REMAINING	FISCAL YTD 10/31/23	FY24 BUDGET SAWMPO FUND	FY24 BUDGET REMAINING	FISCAL YTD 10/31/23	FY24 BUDGET TRANSIT FUND	FY24 BUDGET REMAINING
REVENUES																		
FEDERAL FUNDING	\$ 371,944	\$ 191,000	\$ (180,944)	\$ 34,624	\$ 112,248	\$ 77,624	\$ 26,071	\$ 70,000	\$ 43,929	\$ 112,744	\$ 359,427	\$ 246,683	\$ 66,032	\$ 269,396	\$ 203,364	\$ 569,831	\$2,759,917	\$2,190,086
STATE FUNDING	392,070	6,513,527	6,121,457	-	-	-	-	-	-	14,093	44,928	30,835	8,254	33,674	25,420	318,877	948,942	630,065
LOCAL FUNDING & SERVICES	155,687	259,611	103,924	17,259	52,248	34,989	26,071	94,600	68,529	14,093	44,928	30,835	8,254	33,674	25,420	40,245	497,760	457,515
USE OF MONEY & PROPERTY	19,283	37,778	18,494	-	-	-	-	-	-	-	-	-	-	-	-	34,735	82,375	47,640
OTHER INCOME	348	-	(348)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUES	\$ 939,333	\$ 7,001,916	\$ 6,062,583	\$ 51,883	\$ 164,496	\$ 112,613	\$ 52,142	\$ 164,600	\$ 112,458	\$ 140,929	\$ 449,283	\$ 308,354	\$ 82,540	\$ 336,745	\$ 254,205	\$ 963,687	\$ 4,288,994	\$ 3,325,307
EXPENSES																		
WAGES & BENEFITS	\$ 260,407	\$ 804,030	\$ 543,623	\$ 35,526	\$ 108,962	\$ 73,436	\$ 35,241	\$ 89,617	\$ 54,376	\$ 51,755	\$ 151,096	\$ 99,341	\$ 39,909	\$ 114,358	\$ 74,449	\$ 59,400	\$ 205,786	\$ 146,386
CONTRACTED SERVICES	121,061	141,775	20,714	-	-	-	25,400	30,600	5,200	63,250	221,000	157,750	21,749	161,513	139,764	716,073	2,353,549	1,637,476
TRAVEL & MEETINGS	19,905	32,739	12,834	1,058	6,180	5,122	756	4,698	3,942	1,994	6,000	4,006	1,618	6,000	4,382	129,509	461,040	331,531
COMMUNICATION & PRINTING	6,500	29,656	23,156	23	-	(23)	-	-	-	-	2,000	2,000	-	1,500	1,500	5,800	17,194	11,394
OTHER EXPENDITURES	67,158	235,236	168,078	-	2,500	2,500	(24,408)	1,150	25,558	1,675	4,216	2,541	2,104	4,200	2,096	29,569	1,162,937	1,133,368
INDIRECT CHARGES	(95,387)	(288,022)	(192,635)	15,276	46,854	31,578	15,154	38,535	23,382	22,255	64,971	42,717	17,161	49,174	32,013	25,542	88,488	62,946
PASS-THROUGH FUNDS	498,960	6,046,502	5,547,542	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL EXPENSES	\$ 878,604	\$ 7,001,916	\$ 6,123,312	\$ 51,883	\$ 164,496	\$ 112,613	\$ 52,142	\$ 164,600	\$ 112,458	\$ 140,929	\$ 449,283	\$ 308,354	\$ 82,540	\$ 336,745	\$ 254,205	\$ 965,892	\$ 4,288,994	\$ 3,323,102
NET CHANGE IN FUND BALANCES	\$ 60,729	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ (2,205)	\$ -	



December 12, 2023

**TO:** CSPDC Executive Committee

**FROM:** Bonnie S. Riedesel, Executive Director

**RE:** Board Action Form: #23-12  
Resolution Authorizing the Application for State and Local Aid for Rideshare

**Recommendation:**

Endorse the Resolution authorizing the application for state and local aid for Rideshare.

**Executive Summary:**

The Central Shenandoah Planning District Commission recognizes the following cost share for the Central Shenandoah Rideshare Program FY25 grant application.

- 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

The principal goal of the CSPDC's Rideshare Program is engagement, marketing, and outreach focused on ridesharing, the use of alternative transportation modes, and other transportation demand management (TDM)/commuter assistance program (CAP) activities to individuals who reside and work in the Central Shenandoah Planning District. Funds will be used for marketing the program and subsequent outreach events and marketing campaigns throughout the fiscal year. The CSPDC will continue its partnership with the Thomas Jefferson Planning District Commission in providing the Rideshare program across both planning districts.

Enclosure:

- Rideshare Resolution



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**RESOLUTION**  
**Central Shenandoah Planning District Commission**  
**Authorizing the Application for State and Local Aid for Rideshare**

**BE IT RESOLVED**, by the Central Shenandoah Planning District Commission that the Executive Director is authorized, for and on behalf of the Central Shenandoah Planning District Commission, hereafter referred to as the, PUBLIC BODY, to execute and file an application to the Department of Rail and Public Transportation, Commonwealth of Virginia, hereafter referred to as the DEPARTMENT, for a grant of financial assistance in the amount of \$95,000 to defray the costs borne by the PUBLIC BODY for transportation demand management and commuter assistance program purposes and to accept from the DEPARTMENT grants in such amounts as may be awarded, and to authorize Bonnie Riedesel, Executive Director, to furnish to the DEPARTMENT such documents and other information as may be required for processing the grant request.

The Central Shenandoah Planning District Commission certifies that the funds shall be used in accordance with the requirements of Section 58.1-638.A.4 of the Code of Virginia, that the PUBLIC BODY will provide funds in the amount of \$19,000, which will be used to match the state funds in the ratio as required in such Act, that the records of receipts of expenditures of funds granted the PUBLIC BODY may be subject to audit by the DEPARTMENTS and the State Auditor of Public Accounts, and that funds granted to the PUBLIC BODY for defraying the expenses of the PUBLIC BODY shall be used only for such purposes as authorized in the Code of Virginia. The undersigned duly qualified and acting Clerk of the PUBLIC BODY certifies that the foregoing is a true and correct copy of a Resolution, adopted at a legally convened meeting of the Central Shenandoah Planning District Commission Board of Commissioners.

Adopted by the CSPDC this 18<sup>th</sup> day of December 2023.

APPROVED:

\_\_\_\_\_  
David Blanchard  
CSPDC Chairman

ATTEST:

\_\_\_\_\_



December 12, 2023

**TO:** CSPDC Executive Committee

**FROM:** Bonnie S. Riedesel, Executive Director

**RE:** Board Action Form: #23-16  
Central Shenandoah Hazard Mitigation Plan 2020 Update: Appendix K – Maury Service Authority

**Recommendation:**

Endorse the Resolution for the Central Shenandoah Hazard Mitigation Plan 2020 Update: Appendix K – Maury Service Authority.

**Executive Summary:**

The Maury Service Authority (MSA) provides the only source of drinking water and the treatment of wastewater to both the City of Lexington and Rockbridge County (Public Service Authority). In April 2023, MSA leadership submitted a grant application through the Virginia Department of Emergency Management (VDEM) Grant Portal to mitigate water facility components located in the 100-year flood zone. The project costs total \$3,234,380 (sources: federal = \$2,425,785; state = \$646,876; and local = \$161,719). If awarded, the funding will provide 95% of costs to construct upgrades to their raw water pumping station generator, electrical, and controls, and their water treatment plant generator, electrical, and controls outside the floodplain.

VDEM and Federal Emergency Management Agency (FEMA) personnel reviewed the application and project favorably for potential award, but during the FEMA evaluation it was identified that MSA representatives were not part of the Central Shenandoah Hazard Mitigation Plan 2020 Update Steering Committee. After a series of conversations involving FEMA, VDEM, MSA, and the CSPDC, it was determined that adding an appendix to the previously approved Central Shenandoah Hazard Mitigation Plan 2020 Update was the route to take in addressing FEMA's requirements. MSA and CSPDC collaborated on the attached draft appendix for VDEM and FEMA consideration. Future updates to the Central Shenandoah Hazard Mitigation Plan will include MSA representation on the Steering Committee.

In addition to the application for the Hazard Mitigation Grant Program mentioned above, the MSA also prepared a grant application for FEMA's Building Resilient Infrastructure and Communities (BRIC) program (due in February 2024). This BRIC application will face similar

scrutiny by FEMA in regard to the MSA not having representation on the Steering Committee during the 2020 effort. Currently their application reflects \$14.9M in project funding requests. The MSA Board is considering a similar adoption resolution for Appendix K at their meeting on Tuesday, December 12, 2023.

**Enclosures:**

1. Resolution
2. Draft Appendix K – Maury Service Authority



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## **Adoption of the Central Shenandoah Hazard Mitigation Plan 2020 Update: Appendix K – Maury Service Authority**

**WHEREAS**, the Central Shenandoah Planning District Commission recognizes the threat that natural and man-made hazards pose to people within the Region; and

**WHEREAS**, the Disaster Mitigation Act of 2000, as amended, requires that local governments develop and adopt natural hazard mitigation plans in order to receive certain federal assistance and update these plans; and

**WHEREAS**, the Central Shenandoah Hazard Mitigation Plan (CSHMP) identifies mitigation strategies to reduce or eliminate long-term risk to people and property in our community and in the Central Shenandoah Region from the impacts of future hazards and disasters; and

**WHEREAS**, the CSHMP Steering Committee representing the 21 local jurisdictions of the Central Shenandoah Planning District convened in order to review the original Plan and study the Region's risks from and vulnerability to natural hazards, and to make recommendations on mitigating the effects of such hazards on the Region; and

**WHEREAS**, the Steering Committee was provided staff support by the Central Shenandoah Planning District Commission; and

**WHEREAS**, the efforts of the Steering Committee, the staff of the Central Shenandoah Planning District Commission, as well as members of the public, private, and nonprofit sectors, have resulted in the development of the 2020 Update of the Central Shenandoah Hazard Mitigation Plan for the Region; and

**WHEREAS**, the Central Shenandoah Regional Wildfire Community Protection Plan is an annex to the CSHMP and is included in this resolution; and

**WHEREAS**, the Maury Service Authority efforts and input to the 2020 Update of the Central Shenandoah Hazard Mitigation Plan for the Region are included in Appendix K of the CSHMP and is included in this resolution.

**NOW THEREFORE, BE IT RESOLVED** by the Central Shenandoah Planning District Commission as follows:

1. The Central Shenandoah Hazard Mitigation Plan 2020 Update, including Appendix K, is hereby approved and adopted in substantially the form presented to the Executive Committee at this meeting. The final terms and details of such documents are authorized to be approved by the Chairperson or the Executive Director of the Central Shenandoah Planning District Commission, with such approval to be determined and evidenced by the execution and delivery of such documents.

2. The Chairperson or Executive Director, either of whom may act, and such other officers, employees, designees, and agents of the Central Shenandoah Planning District Commission as may be necessary or convenient, any one or more of whom may act, shall take all such further actions as may be required by law or otherwise necessary or convenient in order to carry out the intent and accomplish the purposes of this Resolution. All prior actions and any further actions in furtherance of the intent and purposes of this Resolution are hereby authorized and directed by the Executive Committee, and, further approved and pre-approved, confirmed, and ratified in their entirety, in all respects.
3. All such officers or their designees are authorized to execute and deliver on behalf of the Central Shenandoah Planning District Commission such additional agreements, certificates, or documents as may be reasonably required within the intent of this Resolution.
4. This Resolution shall take effect immediately.

Adopted by the CSPDC this 18<sup>th</sup> day of December 2023.

Approved:

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David Blanchard  
CSPDC Chairperson

Attest:

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**Appendix K –  
Maury Service Authority**

<b>Hazard Mitigation</b>	<b>MSA Input</b>
I. Introduction	<p>The Maury Service Authority (MSA) was formed in 1970 and began operations in 1974 with the commissioning of the Water Treatment Plant at 130 Osage Lane. The operations were expanded in 1998 with the commissioning of the Wastewater Treatment Plant at 135 Bob Akins Circle. The Maury Service Authority was formed by the City of Lexington, Rockbridge County, and the City of Buena Vista. The City of Lexington and Rockbridge County Public Service Authority are the wholesale customers of the MSA. The MSA is the sole provider of drinking water and treater of wastewater of the City of Lexington and majority of Rockbridge County.</p>
II. Planning Process	<p>With facilities in both the City of Lexington and Rockbridge County, the MSA indirectly participated in the CSPDC's 2020 HMP Update process as a result of the participation by representatives from the City of Lexington and Rockbridge County in the Steering Committee. In an effort to more directly participate in the planning process, CSPDC and MSA staff conferred on updating the HMP with an appendix that address all hazards impacting the MSA. Going forward, the MSA has requested to be included in the 2024/25 update planning process.</p>
III. Public Participation	<p>With facilities in both the City of Lexington and Rockbridge County, the MSA indirectly participated in the CSPDC's 2020 HMP Update process as a result of the participation by representatives from the City of Lexington and Rockbridge County in the Steering Committee. Going forward, the MSA has requested to be included in the public participation events in the 2024/25 update public participation processes.</p>

**Appendix K –  
Maury Service Authority**

IV. Hazard Mitigation Risk Assessment (HIRA)	The Maury Service Authority (MSA) owns and operates water and wastewater facilities, both above ground infrastructure as well as subsurface infrastructure, located within the boundaries of Rockbridge County and the City of Lexington. As identified in the 2020 Central Shenandoah Hazard Mitigation Plan, MSA will share the same risks as Rockbridge County & the City of Lexington based on MSA facility locations. On December 12 <sup>th</sup> , 2023, the MSA formally accepted the risks identified in the 2020 Central Shenandoah Hazard Mitigation Plan. See attached figure showing location of existing MSA water and wastewater facilities.
V. Mitigation, Goals, Strategies, and Projects	MSA has created a Mitigation, Goals, Strategies, and Projects table for the MSA. See attached.
VI. Capabilities Assessment	See attached.
VII. Plan Maintenance	The MSA leadership team has reviewed the 2020 HMP Plan Maintenance chapter (Chapter VII., pages VII.1-3). The MSA is in agreement to follow the identified timelines to maintain the HMP. Per the conversation with VDEM and FEMA reps on November 8, 2023 regarding the requirements to add Special Districts to an HMP, the MSA and CSPDC will adopt resolutions requesting that the HMP be modified to adapt the HMP to more formally include the MSA in the HMP, primarily in Appendix K.
VIII. Adoption Process and Documentation	On December 12, 2023, the MSA adopted the amended Hazard Mitigation Plan and asked the CSPDC and VDEM to accept the amended Hazard Mitigation Plan with the goal of having FEMA accept the amended Hazard Mitigation Plan.

# Critical Facilities and FEMA Floodplains - City of Lexington

- FEMA 1% Annual Chance Flood Hazard
- FEMA 0.2% Annual Chance Flood Hazard
- Structures (1% Annual Chance)
- Structures (0.2% Annual Chance)
- Roads (1% Annual Chance)
- Roads (0.2% Annual Chance)

MAURY SERVICE AUTHORITY  
WATER TREATMENT FACILITY

MAURY SERVICE AUTHORITY  
RAW WATER INTAKE AND RAW  
WATER PUMPING STATION

MAURY SERVICE AUTHORITY  
WATER TRANSMISSION LOOP

MAURY SERVICE AUTHORITY  
WASTEWATER TREATMENT  
FACILITY

MAURY SERVICE AUTHORITY  
WASTEWATER INFLUENT  
PUMP STATION

MAURY SERVICE AUTHORITY  
WASTEWATER INTERCEPTOR  
SEWER

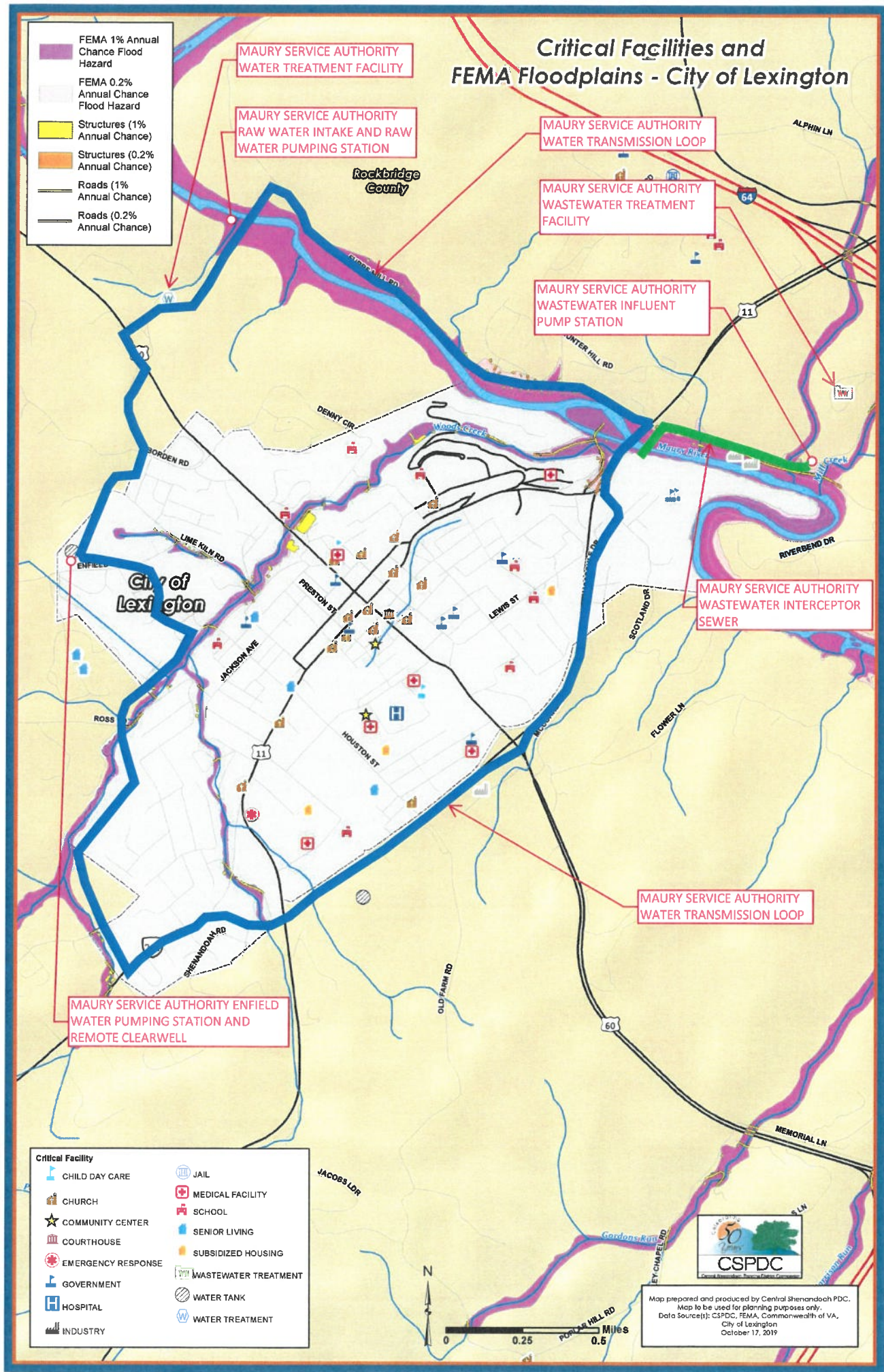
MAURY SERVICE AUTHORITY  
WATER TRANSMISSION LOOP

MAURY SERVICE AUTHORITY ENFIELD  
WATER PUMPING STATION AND  
REMOTE CLEARWELL

- Critical Facility**
- |                    |                      |
|--------------------|----------------------|
| CHILD DAY CARE     | JAIL                 |
| CHURCH             | MEDICAL FACILITY     |
| COMMUNITY CENTER   | SCHOOL               |
| COURTHOUSE         | SENIOR LIVING        |
| EMERGENCY RESPONSE | SUBSIDIZED HOUSING   |
| GOVERNMENT         | WASTEWATER TREATMENT |
| HOSPITAL           | WATER TANK           |
| INDUSTRY           | WATER TREATMENT      |



Map prepared and produced by Central Shenandoah PDC.  
Map to be used for planning purposes only.  
Data Source(s): CSPDC, FEMA, Commonwealth of VA,  
City of Lexington  
October 17, 2019





### Central Shenandoah Hazard Mitigation Plan: Local Mitigation Strategies

Community: <b>Maury Service Authority</b>
NFIP Community Number: <b>510205 (Rockbridge County) &amp; 510089 (City of Lexington)</b>

Regional Strategy ID#	Mitigation Strategy	Hazard	Priority High Medium Low	Project Status Delayed On-going Completed	If Not Completed, Why?	Responsible Party	Time Frame
1.2, 1.11	Encourage water supply planning and ground water protection projects. Evaluate alternative water sources to supplement current public drinking water supply during drought conditions. Develop a Continuity of Operations Plan for use during these hazard events.	Multi-Hazards	High	N/A	N/A	MSA	On-going
5.1 – 5.4	Encourage the lessening of potential wildfires in our community and the region by; 1. Education and outreach to residents, especially those that live in woodland areas and the Wildland Urban Interface (WUI). 2. Reduction of hazardous fuels throughout the community. 3. Reduction of structural ignitability to limit injury, loss of life, and property and structural damage. 4. Having trained first responders with proper tools and equipment that will serve as a frontline defense against a wildfire.	Wildfire	High	On-going	N/A	MSA	On-going
8.1, 8.2 10.1, 10.2 12.1	Support implementation of structural and non-structural mitigation activities on private or public property to reduce exposure to and provide protection from natural and man-made hazards. Eligible projects include but are not limited to acquisition, elevation, minor structural flood control projects, relocation of structures, retrofitting of existing structures, infrastructure protection measures,	Multi- Hazards	High	On-going	N/A	MSA	On-going

Regional Strategy ID#	Mitigation Strategy	Hazard	Priority High Medium Low	Project Status Delayed On-going Completed	If Not Completed, Why?	Responsible Party	Time Frame
	stormwater and wastewater management improvements, advanced warning systems, hazard gauging systems, hazard education, and wildfire mitigation projects.						
11.1, 11.2 – 11.7	<p>Reduce the impact of natural and man-made hazards on public utilities, critical infrastructure, and public properties/lands by:</p> <ol style="list-style-type: none"> <li>1. Evaluate and provide retrofit measures to prevent disruption of services. Measures can include elevating electrical controls and equipment and installing watertight doors where practicable at water and wastewater treatment plants.</li> <li>2. Bury underground lines deeper and further away from waterways with stronger encasements in flood prone areas with erodible soils.</li> <li>3. Increase number of functional backup generators and generator quick connects at critical facilities.</li> <li>4. Urge local utilities to implement a routine schedule for trimming trees/limbs around power lines to prevent power outages during wind events and ice storms.</li> <li>5. Limit the construction of new infrastructure in high hazard areas whenever feasible.</li> <li>6. Conduct vulnerability assessments and develop security plans on public utility systems in accordance with the Bioterrorism Act of 2002.</li> </ol>	Multi-Hazard	High	On-going	N/A	MSA	On-going
14.1	Maintain a relationship with the Southern Shenandoah Chapter of Virginia Voluntary Organizations Active in Disaster (VOAD), to share knowledge and resources throughout the preparation, response, and recovery phases of a disaster.	Multi-Hazards	High	On-going	N/A	MSA	On-going

**Table VI-2: Administrative and Technical Capabilities of Local Government Staff**

<b>Administrative and Technical Capabilities of Local Government Staff</b>	<b>Augusta County</b>	<b>Bath County</b>	<b>Highland County</b>	<b>Rockbridge County</b>	<b>Rockingham County</b>	<b>City of Buena Vista</b>	<b>City of Harrisonburg</b>	<b>City of Lexington</b>	<b>City of Staunton</b>	<b>City of Waynesboro</b>	<b>Maury Service Authority</b>
Land use planners or planners with knowledge of land development and land management practices	Y	Y	U	Y	Y	Y	Y	Y	Y	Y	Y
Engineers or professionals trained in construction practices related to buildings or infrastructure	Y	Y	U	Y	Y	Y	Y	Y	Y	Y	Y
Staff with an understanding of natural or human caused hazards	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Emergency Manager	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N/A
Floodplain Manager	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N/A
Staff with the education and/or expertise to assess the community's vulnerability to hazards	Y	Y	Y	Y	Y	N	Y	N	Y	Y	N/A
Resource development and grant writing staff	N	N	N	N	Y	Y	Y	N	Y	N	Y
Internet Access	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Fire and Rescue Paid or Volunteer Staff	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N/A
The 11 towns in the Central Shenandoah Region: Bridgewater, Broadway, Craigsville, Dayton, Elkton, Glasgow, Goshen, Grottoes, Monterey, Mount Crawford, and Timberville use the resources of the County where they are located.											

Table Legend: Y = Yes; N = No; U = Unknown; N/A = Not Applicable



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December 12, 2023

**TO:** CSPDC Executive Committee

**FROM:** Bonnie S. Riedesel, Executive Director

**RE:** Board Action Form: #23-15  
Economic Development Administration (EDA) Partnership  
Planning Assistance Grant Program

**Recommendation:**

Endorse the application submitted by the CSPDC for Economic Development Administration (EDA) Partnership Planning Assistance Grant Program.

**Executive Summary:**

The CSPDC is applying for the 2024 Economic Development Administration (EDA) Partnership Planning Assistance Grant Program. The application request is for \$70,000 to be used during the period of January 1, 2024 through December 31, 2024. Grant funds will be matched with \$70,000 in local funds. Local dollars are available through our annual membership assessments for matching purposes. Major work elements include comprehensive updating of the Comprehensive Economic Development Strategy, maintenance and updating of the Regional Data Center, development of various economic development related statistical reports, etc.



December 12, 2023

**TO:** CSPDC Executive Committee

**FROM:** Bonnie S. Riedesel, Executive Director

**RE:** Board Action Form: #23-14  
Appalachian Regional Commission (ARC)  
Local Development District (LDD) Grant Program

**Recommendation:**

Endorse the application submitted by the CSPDC for Appalachian Regional Commission (ARC) Local Development District (LDD) Grant Program.

**Executive Summary:**

The CSPDC is applying for the 2024 Appalachian Regional Commission (ARC) Local Development District (LDD) Administrative Grant Program. The application request is for a total funding of \$104,496, to be used during the period of January 2024 through December 2024. Grant funds will be matched with \$52,248 in local funds. Local dollars are available through our annual membership assessments for matching purposes. 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.





December 12, 2023

**TO:** CSPDC Executive Committee

**FROM:** Bonnie S. Riedesel, Executive Director

**RE:** Board Action Form: #23-13  
Consideration of 2024 Meeting Schedule

**Recommendation:**

Approve the recommended 2024 Meeting Schedule. If a meeting is needed other than the scheduled times below, authorize the Executive Director to schedule a special meeting. All meetings will be held at the Central Shenandoah Planning District Commission Office, 112 MacTanly Place, Staunton, VA, at 7:00 p.m. unless otherwise noted. Agendas and materials will be mailed a week prior to the meetings with the date and time noted in the agenda.

Based on the 2022 amendment to Virginia's FOIA law, the CSPDC is eligible to hold up to two meetings virtually each year. The CSPDC concurred with scheduling an all-virtual meeting in February 2024, and using the other floating meeting to be utilized as necessary with proper notification.

- Monday, February 5, 2024 (All-Virtual Via Zoom)
- Monday, April 15, 2024
- Monday, June 17, 2024
- Monday, August 19, 2024
- Monday, October 21, 2024
- Monday, December 16, 2024



December 12, 2023

**TO:** CSPDC Executive Committee

**FROM:** Bonnie Riedesel, Executive Director

**RE:** Board Memo #23-7  
Intergovernmental Reviews (IR)

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

1. An application submitted by WW Associates, Inc. on behalf of the Town of Elkton for USDA Rural Development Rural Utilities Service for Elkton Water Supply and Distribution System Upgrades for a total funding of \$9,775,744. Portions of the Town's water supply and distribution system are approaching 90 years old. Many components of the water system are beyond repair and require complete replacement. Four phases of improvements to the Town's water system are recommended to resolve issues with the aging utility system.
2. An application submitted by the Virginia Department of Environmental Quality for Virginia Coastal Zone Management Program (CZM) IRA Non-Competitive Capacity Building through Personnel and Partnership for a total funding of \$875,000, located in the Virginia Coastal Zone areas. The objective of this proposal is to build capacity within the Virginia CZM office, network programs, and within key partnerships and collaboratives based on priorities identified by the Virginia Coastal Policy Team (CPT) and Virginia CZM office.
3. An application submitted by the Virginia Department of Environmental Quality for Wetland Program Development Grants: Enhancing Wetland Management in Virginia: Tools and Community Engagement for a total funding of \$1,400,411, located in Virginia's wetlands. The goal of this project is to have the outputs facilitate coordination across all levels of government, educate the public, and provide protection for high-value aquatic resources. Proposed tasks address multiple priority elements in Virginia's approved Wetlands Program Plan.
4. An application submitted by the Virginia Department of Environmental Quality for Formerly Used Defense Sites (FUDS) Additional Funding for a total funding of \$300,000. FUDS re-look sites are located in Crater, Northern Virginia, and Hampton Roads PDC areas. The following tasks include update FUDS re-look sites into two lists; maintain an environmental consultant under contract to conduct sampling investigations at primary sites; conduct additional research on secondary sites; provide sufficient information to evaluate the FUDS site; and ensure state and community concerns are recognized and technical state requirements are met.

5. An Environmental Report (ER) for construction of a large assembly hall development in Bridgewater, Virginia. The Town of Bridgewater is preparing an ER to evaluate potential environmental impacts associated with the construction of a Large Assembly Hall development that will be constructed adjacent to the existing Doug Will Tennis Center. The ER will be completed in accordance with the U.S. Department of Agriculture (USDA) Rural Development (RD) National Environmental Policy Act guidance. The project site is on approximately seven acres in the central part of Bridgewater on Town property in Rockingham County.