



January 30, 2023

**MEMO TO:** CSPDC Commissioners  
**FROM:** Bonnie S. Riedesel, Executive Director  
**SUBJECT:** February 6, 2023, CSPDC Commission Meeting

The Central Shenandoah Planning District Commission (CSPDC) will hold a meeting on **Monday, February 6, 2023, 6:00 p.m., via Zoom Video Conferencing.** Please contact Rita Whitfield at 540-885-5174 ext. 101 or email [rita@cspdc.org](mailto:rita@cspdc.org) to let me know if you will be able to participate.

**Join Zoom Meeting Link:**

<https://us06web.zoom.us/j/85344054396?pwd=bjBPK1liQUNJMzAvckUzeFBrRUpSZz09>

Meeting ID: 853 4405 4396 \*\* Passcode: 961411 \*\* Dial In: 301-715-8592

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**AGENDA**

1. Call to Order
2. Public Comment
3. Minutes of October 17, 2022, CSPDC Commission Meeting\*
4. Reports
  - A) Chairperson
  - B) Executive Director
  - C) Treasurer
5. Recognition of New Commissioners
  - *Monica Robinson, City of Harrisonburg*
  - *Amy Darby, City of Staunton*
  - *Kim Sandum, Rockingham County*
6. Presentation on National Electric Vehicle Infrastructure (NEVI) Plan
  - *Zach Beard, Senior Transportation Planner*
7. Afton Express Update
  - *Paula Melester, Regional Planner*

8. Consideration of BRITE Transit Development Plan (TDP) (BAF #23-01)\*
  - *Devon Thompson, Transit Planner*
9. SMART SCALE Round 5 (Board Memo #23-1)
  - *Ann Cundy, Director of Transportation*
10. Commonwealth Intergovernmental Review Process (CIRP) (BAF #23-2)\*
  - A) An application submitted by Logic Environmental Rural Development, Rural Business-Cooperative Service for Construction of Meat Processing Facility, Augusta County
11. Other Business
12. Adjournment

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\*Action Needed

**Next CSPDC Commission Meeting: Monday, April 17, 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 CSPDC 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:

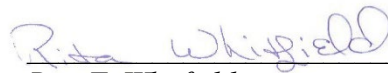
- A. U.S. Department of Agriculture, Rural Development, Rural Business-Cooperative Service, Logic Environmental Application. On behalf of the U.S. Department of Agriculture, Rural Development, Rural Business-Cooperative Service, Logic Environmental has submitted an application for Shalom Abbatoir Slaughter 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

**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](mailto: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

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## **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

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\*Action Needed

**Next CSPDC Commission Meeting: Tuesday, June 20, 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 19<sup>th</sup>, 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.

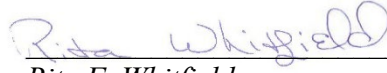
### **Executive Committee Election Results**

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

**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](mailto: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

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## **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

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\*Action Needed

**Next CSPDC Commission Meeting: Monday, August 21, 2023**



**Minutes**  
**Central Shenandoah Planning District Commission Meeting**  
**112 MacTanly Place, Staunton, VA**  
**June 20, 2023, 7:00 p.m.**

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

### Call to Order

The June 20, 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 April 17, 2023, CSPDC Commission meeting. Ms. Sandum moved, seconded by Mr. Hicklin, to approve the minutes of the April 17, 2023, Commission meeting as presented. The motion was carried by unanimous vote.

## **Executive Director's Report**

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

- Staff updates - Ms. Riedesel introduced the newest CSPDC Planner, Steve Bolster. She announced that Hunter Moore is having a baby girl in July and is not returning to her position as Regional Planner with the Commission. Ms. Riedesel expressed her appreciation for Hunter's work she has done for the agency and the region for the past 8 years she was employed at the Commission.
- ARC Ready - Ms. Riedesel announced that the Commission has received a \$100,000 ARC Ready grant from the Appalachian Regional Commission (ARC). She stated that these funds will allow the Commission to assist the ARC communities (Rockbridge, Buena Vista, Lexington, Bath and Highland) with identifying and applying for federal funds such as ARPA, Bi-Partisan Infrastructure funding, and other Covid-relief funding. Ms. Riedesel noted that this is a two-year grant that will start up early in the next fiscal year.
- Southeast Crescent Regional Commission (SCRC) - Ms. Riedesel reported SCRC is a new federal-state partnership that has been established that will involve parts of the CSPDC region. She stated that the purpose of SCRC is to build sustainable communities and promote economic growth across a seven-state region (Alabama, Florida, Georgia, Mississippi, North Carolina, South Carolina and Virginia). SCRC will receive annual appropriations from Congress to invest in economic and infrastructure development projects that reduce the effects of poverty, unemployment, and outmigration. Ms. Riedesel noted that this program mirrors the ARC program and the CSPDC will act as one of the local administrative entities to administer the program. She stated that the eligible communities in the CSPDC are Augusta, Staunton, Waynesboro, Rockingham, and Harrisonburg and the towns within. She stated that staff will be participating in a training session next week to learn more about the program.

## **Treasurer's Report**

Chairperson Blanchard presented for consideration the Treasurer's Report (attached to file minutes). Mr. Riley gave a report on the April 2023 Financial Statement, noting that the CSPDC's financial position remains strong. He reviewed the Balance Sheet, Income Statement, the new PTO system, and the Development Fund. Ms. Darby moved, seconded by Mr. Lewis, to approve the Treasurer's Report as presented. The motion carried unanimously.

## **Consideration of CSPDC Audit Report for FY22**

Chairman Blanchard presented the FY22 CSPDC Audit Report. Ms. Riedesel introduced and welcomed Megan Argenbright, CPA, Brown Edwards and Company, LLP. Ms. Argenbright gave a review on the FY22 Audit Report, noting that Brown Edwards and Company audited the financial statements of the governmental activities and each major fund of the CSPDC for the year ended

June 30, 2022. She gave a review on the Comments on Internal Control and Other Suggestions, and reviewed the Summary of Auditor's Results, noting that there were no instances of noncompliance in material or no significant deficiencies to the financial statements. Ms. Argenbright noted that the major program tested was the transit program and there were no findings relating to the program. She reported that the Audit includes an "unmodified" opinion on the financial statements, which is the highest opinion you can receive. Ms. Cooper moved, seconded by Ms. Vane, to accept the CSPDC FY22 Audit Report as presented. Motion carried unanimously.

### **Consideration of CSPDC FY24 Budget**

Chairperson Blanchard presented for consideration the CSPDC FY24 Budget (attached to file minutes). Mr. Riley gave a review on the FY24 Budget, noting that the Budget totals \$12.4 million, an increase of 11.8% from the FY23 Budget. He noted that the budgeted revenue for FY24 is comprised of 30.3% federal funding, 61.2% state funding, 7.5% local funding, and 1.0% other income. Mr. Riley stated that the Budget includes an increase in the per capita annual assessment rate to \$0.82 from \$0.81; a 1 cent per year increase for five years approved by the Commission in 2019. He noted that the Budget includes a 5% cost of living adjustment for benefited employees and merit increases for eligible employees. Mr. Riley reviewed the Funding and Other Revenue, Employee Costs and Time Utilization, and Other Costs for maintenance and capital projects. Mr. Slaydon moved, seconded by Ms. Cooper, to approve the CSPDC FY24 Budget. Motion was carried by unanimous vote.

### **Consideration of CSPDC/BRITE Transit Title VI Plan (BAF #23-7)**

Chairperson Blanchard presented for consideration the CSPDC/BRITE Transit Title VI Plan. Ms. Thompson gave a review on the Plan, noting that an approved Title VI Plan is a requirement for direct recipients of Federal Transportation Administration (FTA) grant funding, which CSPDC receives for the BRITE Transit program. She stated that FTA requires recipients to document their compliance by submitting a Title VI program to FTA every three years. Ms. Thompson stated that the CSPDC/BRITE Transit Title VI Plan was developed to ensure that the transit program complies with nondiscrimination requirements and related laws, and provides specific information on how to file a nondiscrimination complaint. She noted that the Title VI Plan was released for the 21-day public comment period and no comments have been received. Mr. Hicklin moved, seconded by Ms. Cooper, to approve the 2023 CSPDC/BRITE Transit Title VI Plan. Motion carried unanimously.

### **American Rescue Plan Act (ARPA) Funds and Presentation by Locality**

Chairperson Blanchard presented American Rescue Plan Act (ARPA) Funds and Presentation by Locality. Ms. Raines stated that at the beginning of the pandemic, the CSPDC began tracking spending of CARES funds, and given the historic amount of funding that came through the American Rescue Plan Act (ARPA), Commission staff have also been working over the past several months to document ARPA spending. She noted that across the PDC's 5 counties, 5 cities, and 11 towns, the Region received more than \$120 million in ARPA funds, as well as the additional monies the counties received through the Local Assistance and Tribal Consistency Fund which provided additional funding to eligible revenue sharing counties or consolidated governments. Ms. Raines reported on the timeline, noting that all funds must be obligated to projects by December 2024, and expended by December 2026.

The following reported on their jurisdiction's utilization of ARPA funds:

- Ms. Vane reported on Augusta County's utilization of ARPA funds. She noted that Augusta County received approximately \$14,676,256 in ARPA and used this funding to begin renovations of the Government Center in Verona that will expand space for personnel and future technology upgrades in the Emergency Communications Center (ECC). She stated that renovations will also allow the Parks and Recreation Department to expand to improve the functional use of space. Ms. Vane noted that the project is expected to be completed in 2024.
- Mr. Hicklin reported on Bath County's ARPA funding (approximately \$805,506) to be utilized for Bath County Childcare Facility. He stated that the County conducted a survey in December 2021 that showed a great need, particularly for infants to three-year-olds and after-school programs for school-aged children. Mr. Hicklin noted that the County is having trouble getting teachers because of the overwhelming need for childcare, as well as the county's major employers who are struggling to fill open positions. He stated that families are being forced to leave the area because of the issue. Mr. Hicklin stated that the County will be providing the site and a licensed provider to take over the childcare facility.
- Chairperson Blanchard stated that Highland County received approximately \$425,382 in ARPA funds, and has obligated funding towards the Bath-Highland Virginia Telecommunication Initiative (VATI) Broadband and The Highland Inn projects. Mr. Crute gave a review on The Highland Inn project, noting that the County, the Highland County EDA, and the Blue Grass Resource Center have undertaken a two-phase renovation process to reopen the historic inn. He reported on the phases and funding sources to support the completion of the project. Mr. Crute noted that with the help of the CSPDC, the Center applied for an ARC Construction Grant in February and will apply for an Industrial Revitalization Fund (IRF) grant later this year. Ms. Hunter reported on the VATI Broadband project. She noted that \$7.8 million in funds were awarded for the project to bring universal broadband coverage to 2,470 locations in Bath and Highland Counties. Ms. Hunter reported that the project is halfway through the two-year contract and is on track.
- Mr. Lewis reported on Rockbridge County's ARPA funding, which received approximately \$4,384,541. He reported on VATI Broadband grants, noting that unfortunately, the County was not successful in their application for VATI funds for the past two rounds. He stated that some of the ARPA funds were expended towards infrastructure studies for improvement to vital water and sewer projects, and the majority of funding is geared towards furthering broadband initiatives.
- Ms. Cooper reported on Rockingham County's utilization of ARPA funds of approximately \$15,917,438. She noted that Rockingham County is using ARPA funds to work with the Northern Shenandoah Valley Regional Commission on the 2022 Accelerated Fiber Deployment Initiative. Ms. Cooper noted that the project is the largest regional broadband project in Virginia history, and will provide broadband service to unserved locations in the County that do not have high-speed internet access. She reported on the number of homes and businesses that will be impacted and funding for the project, noting that the project timeline is July 2022 through July 2025.

- Mr. Smoot reported on behalf of the City of Buena Vista, noting that the City received a total of \$7,979,308. He noted that the City allocated one-third of its funding to various projects and programs, including public infrastructure projects, public works, emergency management equipment, IT upgrades, and staff bonuses; over \$1 million in ARPA funds to the improvements at Glen Maury Park; and over \$600,000 to purchase new vehicles and equipment for the City's Public Works Department.
- Ms. Dent reported on the City of Harrisonburg's allocation of ARPA funds, noting that the City received approximately \$23,834,282 in funds. She reported on funding for the Department of Parks and Recreation projects such as the Kid's Castle Replacement project, Ralph Sampson Park Splashpad, updates to the athletic complex, and replacement of the skate park; homeless service center; childcare business support services; housing fund, and neighborhood improvements.
- Ms. Raines reported on behalf of the City of Lexington, which received approximately \$8,216,298. She stated that the City has allocated funding for general infrastructure and capital improvement projects, and reported on the following major projects: \$1.8 million for the West Nelson Bridge Construction Project which was just completed in April; and approximately \$2 million for purchase of a ladder truck. Ms. Raines noted that \$500,000 is allocated towards water meter replacements; and \$1 million for Infiltration and Inflow (I&I) Prevention.
- Ms. Darby reported on the City of Staunton's allocation of ARPA funds, noting that the City was allotted just under \$13 million. She noted that a large portion of the funding was the renovation of the Gardner Spring Pump Station, which is one of the two main water sources for the City. Ms. Darby stated that City Council approved funding for the Uniontown Small Area Study to look into what the City needs to do to improve water and sewer service in the Uniontown area. She reported on the relocation of the Recycling Center from Gypsy Hill Park to the Public Works Compound at 1911 Craigmont Road.
- Ms. Heller reported on behalf of the City of Waynesboro, noting that the City received approximately \$9,046,603 in ARPA funds. She stated that the City has multiple projects utilizing the ARPA funds. One of the projects the City is using ARPA funds for is the Sunset Park project and reviewed the project. Ms. Heller noted that there are four main goals for the Park listed in the Sunset Park Master Plan and reviewed the goals.
- Ms. Raines reported on the ARPA funds for the towns in Planning District Six, noting that the towns received more than \$20M in ARPA funds. She reported on the following examples of projects: Town of Bridgewater for the Bridgewater's Best Idea Grant that allowed people to submit ideas for expansion of their existing business or for a new business in town; noted that several of the towns including Broadway, Mt. Crawford and Elkton, used ARPA funds to give their residents relief on their utility bills during the pandemic; noted that many of the towns used ARPA funds to make major upgrades, expansions, or repairs to their water lines and water treatment systems; reported the Town of Grottoes invested in several improvements to Grand Caverns; and noted that several towns used ARPA for employee retentions and incentives, including cost of living adjustments and bonuses to existing staff.

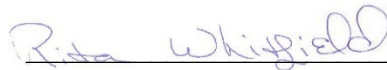
**Intergovernmental Review of Federal Programs (Board Memo #23-2)**

Chairperson Blanchard stated that the list of Intergovernmental Reviews of Federal Programs was submitted to each member prior to the meeting and required no action (list attached to file copy).

**Adjournment**

Chairperson Blanchard announced that the next Commission meeting will be held on Monday, August 21, 2023. There being no further business to come before the Commission, Ms. Darby moved, seconded by Ms. Sandum, for adjournment at 8:00 p.m. The motion was carried by unanimous vote.

Respectfully submitted,



*Rita F. Whitfield*

*Clerk to the Commission*



August 14, 2023

**MEMO TO:** CSPDC Commissioners  
**FROM:** Bonnie S. Riedesel, Executive Director  
**SUBJECT:** August 21, 2023, CSPDC Commission Meeting

The Central Shenandoah Planning District Commission (CSPDC) will hold a meeting on Monday, August 21, 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](mailto: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:** 839 2589 7516   \*\*\*\*   **Passcode:** 744202   \*\*\*\*   **Dial In:** 301-715-8592

\*\*\*\*\*

## **AGENDA**

1. Call to Order
2. Public Comment
3. Minutes of June 20, 2023, CSPDC Commission Meeting\*
4. Reports
  - A) Chairperson
  - B) Executive Director
  - C) Treasurer\*
5. Comprehensive Economic Development Strategy (CEDS) Update
  - *Elizabeth McCarty, Deputy Director; and Jeremy Crute, Regional Planner, CSPDC*
  - *Faith McClintic, Principal/Owner, Spectrum Growth Solutions*
  - *Martina Arel, Director of Economic Development & Energy Research, Mangum Economics*

6. Disadvantaged Business Enterprise (DBE) Plan *(BAF #23-10)\**
    - *Paula Melester, Regional Planner*
  7. SMART SCALE Update *(Board Memo #23-4)*
    - *Ann Cundy, Director of Transportation*
  8. Intergovernmental Review of Federal Programs *(Board Memo #23-3)*
  9. Other Business
  10. Adjournment
- 

\*Action Needed

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

**Next CSPDC Commission Meeting: Monday, October 16, 2023**



**Minutes**  
**Central Shenandoah Planning District Commission Meeting**  
**112 MacTanly Place, Staunton, VA**  
**August 21, 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
	Vacant		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	✓	Steve Bolster, Regional 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		
✓	David Blanchard, Chair				Others
	City of Lexington			✓	Fletcher Mangum, Mangum Economics
	Frank Friedman, Vice Chair			✓	Martina Arel, Mangum Economics
				✓	Susan Deusebio, Mangum Economics
				✓	Thomas Ruff, Timmons Group

### Call to Order

The August 21, 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 June 20, 2023, CSPDC Commission meeting. Ms. Cooper moved, seconded by Ms. Carter, to approve the minutes as presented. Due to being absent from the meeting, Mr. Fletcher abstained. The motion carried.

## **Executive Director's Report**

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

- Staff updates – Ms. Riedesel announced that Allyson Finchum has been hired to fill the CSPDC Program Support Specialist position and will begin work next month. Ms. Riedesel announced that Hunter Moore, former GIS Planner, gave birth to a baby girl on July 29<sup>th</sup>. She stated that Hunter has decided not to return to work. The CSPDC has contracted with Dan Shaffer of Shaffer GeoConsulting in Staunton, to continue the Commission's GIS and mapping work.
- Ms. Riedesel recognized and congratulated Devon Thompson for being accepted into the inaugural class of fellows for the Virginia Transit Leadership Institute. This program is offered by the Virginia Transit Association, collaboratively developed by the Commonwealth's transit systems and the Virginia Department of Rail and Public Transportation. She stated that Devon will be traveling throughout the state over the next year visiting, engaging, and learning from other transit providers within the Commonwealth.
- Ms. Riedesel reported on the Federal Transit Administration's (FTA) Triennial Review. She stated that every three years, FTA performs an audit of the Commission's transit program to assess management practices and program implementation to ensure that the FTA programs are administered in accordance with FTA requirements. Ms. Riedesel stated that at the conclusion of the Audit, FTA reported only three findings in the areas of Technical Capacity - Award Management, Procurement, and Title VI. She noted that all findings have fixable solutions and corrective action plans are currently being developed. Ms. Riedesel stated that a Final Report will be submitted to the CSPDC Chairperson by October, with corrective actions due in November.
- Ms. Riedesel announced that the Staunton-Augusta-Waynesboro Housing Summit will be held on October 11 and 12, 2023, at the Holiday Inn & Conference Center in Staunton. She stated that this event is being sponsored by the Community Foundation of Central Blue Ridge, Augusta Health, Valley Community Services Board, Valley Homeless Connection, and the CSPDC. Ms. Riedesel noted that if anyone wishes to receive additional information regarding the Summit to contact Olivia Raines.

## **Treasurer's Report**

Chairperson Blanchard presented for consideration the Treasurer's Report (attached to file minutes). Mr. Terry Short, Treasurer, gave a report on the June 2023 Financial Statements, noting that the CSPDC's financial position remains strong. He reviewed the Balance Sheet, Income Statement, and the new PTO system. He stated that the Commission is in the process of currently preparing for the FY23 Audit, which is scheduled to be presented to the Commission at the December 2023 meeting. Mr. Fitzgerald moved, seconded by Mr. Hicklin, to approve the Treasurer's Report as presented. The motion carried unanimously.

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

Chairperson Blanchard presented the CSPDC Comprehensive Economic Development Strategy (CEDS) Update. Ms. McCarty gave a brief review on CEDS, noting that the CSPDC is a designated Economic Development District (EDD) under the Economic Development Administration (EDA), U.S. Department of Commerce. She stated that every EDD is required to have a CEDS plan, which is a strategy-driven plan for regional economic development. Ms. McCarty noted that the CSPDC Board serves as the CEDS Committee. She stated that the CEDS planning process requires a revision of the CEDS every five years, based upon broad-based public and private sector participation to set forth goals and objectives in support of regional development activities. Ms. McCarty welcomed and introduced the following from Mangum Economics: Fletcher Mangum, Martina Arel, and Susan Deusebio, and Thomas Ruff, Timmons Group, consultants who performed the CEDS Update and who were present to give a PowerPoint presentation on the document. Ms. Deusebio reviewed the process and activities to date. She reviewed the solicited stakeholders feedback and data compilation and analysis. Ms. Arel reviewed agriculture in the CSPDC region, land use, population projections, labor force, and the cost of housing and wages in the CSPDC and U.S., noting that wages and media household income in the region is still lower than the state and national averages. Mr. Ruff reviewed transportation, natural gas, power, water and sewer, and fiber infrastructure in the region.

Mr. Crute asked Commissioners to participate in an interactive exercise where they prioritized their “wish list” by listing their goals for their locality and the region. Ms. McCarty reviewed the next steps, noting that the CEDS document will be advertised for a 30-day public comment period and then presented to the Commission for approval at their October meeting.

### **Disadvantaged Business Enterprise (DBE) Program (BAF #23-10)**

Chairperson Blanchard presented for consideration the DBE Program. Ms. Melester gave a brief review of the DBE Program, noting that the Disadvantaged Business Enterprise (DBE) Program seeks to ensure nondiscrimination in the award and administration of U.S. Department of Transportation (DOT) assisted contracts, and to create a level playing field on which DBEs can compete fairly for DOT-assisted contracts. She stated that as direct recipients of FTA funds for the BRITE Transit System, the CSPDC is required to maintain a DBE Program and to set a triennial goal for DBE participation in Federal Transit Administration (FTA) assisted contracts. Ms. Melester noted that the CSPDC updated its DBE program in July of 2023, to reflect the most recent FTA clauses and requirements. Mr. Fitzgerald moved, seconded by Mr. Short, to approve the DBE Program as presented. Motion was carried by unanimous vote.

### **SMART SCALE Update (Board Memo #23-4)**

Chairperson Blanchard presented SMART SCALE Update. Ms. Cundy presented a PowerPoint presentation on SMART SCALE, noting that it is a process that helps Virginia meet its most critical transportation needs using limited tax dollars. She stated that the General Assembly created the program in 2014, authorizing the Commonwealth Transportation Board (CTB) to create a project prioritization process for funding transportation projects. Ms. Cundy reviewed the prioritization and scoring process for SMART SCALE. She distributed copies of the FY24 SMART SCALE Applications list in the CSPDC Region (attached to file minutes). Ms. Cundy noted that the CTB is considering changes to the SMART SCALE project scoring process that will affect project eligibility and competitiveness for the CSPDC region and reviewed the key program changes – Reducing the

number of applications; Restricting eligible project types for High Priority Projects (HPP) program; and Adjusting the land use scoring factor. She presented a letter to the Secretary of Transportation and the CTB addressing the potential impacts of the proposed SMART SCALE changes. Ms. Cundy noted that the Virginia Association of MPOs (VAMPO) is also considering submitting a letter to the CTB on behalf of its membership expressing similar concerns. It was the consensus of the Commission members present to submit the letter as presented to the Secretary of Transportation and the CTB.

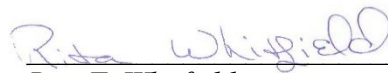
### **Intergovernmental Review of Federal Programs (Board Memo #23-3)**

Chairperson Blanchard stated that the list of Intergovernmental Reviews of Federal Programs was submitted to each member in the packet prior to the meeting and required no action (list attached to file copy).

### **Adjournment**

Chairperson Blanchard announced that the next Commission meeting will be held on Monday, October 16, 2023. There being no further business to come before the Commission, Mr. Fitzgerald moved, seconded by Ms. Carter, for adjournment at 8:35 p.m. The motion was carried by unanimous vote.

Respectfully submitted,



*Rita F. Whitfield*

*Clerk to the Commission*



October 10, 2023

**MEMO TO:** CSPDC Commissioners

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

**SUBJECT:** October 16, 2023, CSPDC Commission Meeting

The Central Shenandoah Planning District Commission (CSPDC) will hold a meeting on Monday, October 16, 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](mailto:rita@cspdc.org) to let me know if you will be able to attend.

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

\*\*\*\*\*

### **AGENDA**

1. Call to Order
2. Public Comment
3. Minutes of August 21, 2023, CSPDC Commission Meeting\*
4. Reports
  - A) Chairperson
  - B) Executive Director
  - C) Treasurer\*
5. Consideration of CSPDC Audit Report for FY23\*
  - *Megan Argenbright, CPA, Brown Edwards and Company, LLP*
6. Presentation on Shenandoah Valley Center for Advanced Learning (SVCAL) GO2Work Project and GO Virginia Region 8 Growth & Diversification Plan
  - *Lee Ann Whitesell, Director, SVCAL*
  - *Elizabeth McCarty, Deputy Director*
7. Consideration of Comprehensive Economic Development Strategy (CEDS) (BAF #23-11)\*
  - *Elizabeth McCarty, Deputy Director; and Jeremy Crute, Regional Planner, CSPDC*

8. Additional State Funding for Planning District Commissions (Board Memo #23-6)
  9. Intergovernmental Review of Federal Programs (Board Memo #23-5)
  10. Other Business
  11. Adjournment
- 

\*Action Needed

**Next CSPDC Commission Meeting: Monday, December 18, 2023**



**Minutes**  
**Central Shenandoah Planning District Commission Meeting**  
**112 MacTanly Place, Staunton, VA**  
**October 16, 2023, 7:00 p.m.**

<b>Member Jurisdiction Representatives</b>				
	<b>Augusta County</b>		<b>City of Staunton</b>	<b>Staff</b>
	Butch Wells		Amy Darby	✓ Bonnie Riedesel, Executive Director
✓	Pam Carter		Sharon Angle	✓ Elizabeth McCarty, Deputy Director
✓	Vickie Moran		<b>Rockbridge County</b>	✓ Ann Cundy, Director of Transportation
✓	Julia Hensley	✓	Jay Lewis	✓ Jeremy Crute, Regional Planner
	<b>Bath County</b>	✓	Chris Slaydon	✓ Olivia Raines, Housing Program Manager
	Edward Hicklin		<b>Rockingham County</b>	✓ Devon Thompson, Transit Planner
	<b>City of Buena Vista</b>	✓	Sallie Wolfe-Garrison	✓ Steve Bolster, Regional Planner
✓	Billy Fitzgerald		Rhonda Cooper, Secretary	✓ Ansley Heller, Transportation Planner
	<b>City of Harrisonburg</b>		Kim Sandum	✓ Ethan Riley, Finance Director
	Laura Dent			✓ Paula Melester, Regional Planner
	Monica Robinson		<b>City of Waynesboro</b>	✓ Joshua Smoot, Regional Planner
	Adam Fletcher		Terry Short, Treasurer	✓ Rita Whitfield, Office Manager
	<b>Highland County</b>		Jim Shaw	✓ Allyson Finchum, Program Specialist
✓	David Blanchard, Chair			<b>Others</b>
	<b>City of Lexington</b>			✓ Megan Argenbright, Brown Edwards & Co.
✓	Frank Friedman, Vice Chair			✓ Lee Ann Whitesell, SVCAL
				✓ Deborah Flippo, SVP

**Call to Order**

The October 16, 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 August 21, 2023, CSPDC Commission meeting. Mr. Fitzgerald moved, seconded by Ms. Carter, to approve the minutes as presented. The motion was carried by unanimous vote.

## **Chairperson Report**

Under Chairperson's Report, Chairperson Blanchard introduced and welcomed Ms. Julia Hensley, new representative for Augusta County.

## **Executive Director's Report**

Under Executive Director's Report, Ms. Riedesel announced that Elizabeth McCarty has resigned her position as Deputy Director with the CSPDC, effective October 18<sup>th</sup>. She introduced and welcomed Allyson Finchum, new CSPDC Program Specialist.

## **Treasurer's Report**

Chairperson Blanchard presented for consideration the Treasurer's Report (attached to file minutes). Mr. Riley gave a report on the August 31, 2023 Financial Statements, noting that the CSPDC's financial position remains strong. He reviewed the Balance Sheet, noting that at the end of August, receivables were down 47% relative to the year-end balance, due to reimbursements backlog. Mr. Riley reported on the Income Statement, noting that the revenue year to date is \$1,177,024. Vice Chairperson Friedman moved, seconded by Mr. Fitzgerald, to approve the Treasurer's Report as presented. The motion carried unanimously.

## **Consideration of CSPDC Audit Report for FY23**

Chairman Blanchard presented the FY23 CSPDC Audit Report. Ms. Riedesel introduced and welcomed Megan Argenbright, CPA, Brown Edwards and Company, LLP. Ms. Argenbright gave a review on the FY23 Audit Report, noting that Brown Edwards and Company audited the financial statements of the governmental activities and each major fund of the CSPDC for the year ended June 30, 2023. She gave a review on the Comments on Internal Control and Other Suggestions, and reviewed the Summary of Auditor's Results, noting that there were no instances of noncompliance in material or no significant deficiencies to the financial statements. Ms. Argenbright reported that the Audit includes an "unmodified" opinion on the financial statements, which is the highest opinion you can receive. Chairperson Friedman moved, seconded by Mr. Fitzgerald, to accept the CSPDC FY23 Audit Report as presented. Motion carried unanimously.

## **Presentation on Shenandoah Valley Center for Advanced Learning (SVCAL) GO2Work Project and GO Virginia Region 8 Growth & Diversification Plan**

Ms. McCarty introduced and welcomed Ms. Lee Ann Whitesell, Director, SVCAL, and Deborah Flippo, Executive Director, GO Virginia Region 8. Ms. McCarty stated that the CSPDC is part of GO Virginia Region 8, which also includes the Northern Shenandoah Valley Regional Commission. Ms. Flippo presented a PowerPoint presentation on GO Virginia, noting that the Growth & Opportunity Fund in Virginia, created by the General Assembly in 2016, is an economic development initiative that incentivizes collaboration between private industry, higher education, and government to produce results that will grow and diversify the regional economies, and ultimately the Commonwealth. She reviewed how activities at the Regional Council level are connected to GO Virginia projects and their impact on residents and businesses in the area, and reviewed the application process.

Ms. Whitesell presented a PowerPoint presentation on SVCAL, noting that SVCAL includes Valley Career and Technical Center (VCTC) and Shenandoah Valley Governor's School (SVGS). She reviewed how GO Virginia funds are helping to get students ready for high demand jobs in the region, particularly in the manufacturing and transportation sectors. Ms. Whitesell reviewed the three sequential steps to developing talent in the area, the accomplishments for 2021-23, and SVCAL goals. She distributed copies of a handout presenting information regarding SVCAL (attached to file minutes).

#### **Consideration of Comprehensive Economic Development Strategy (CEDS) (BAF #23-11)**

Chairperson Blanchard presented the CSPDC Comprehensive Economic Development Strategy (CEDS). Mr. Crute gave a review on CEDS, noting that the CSPDC is a designated Economic Development District (EDD) under the Economic Development Administration (EDA), U.S. Department of Commerce. He stated that every EDD is required to have a CEDS plan, which is a strategy-driven plan for regional economic development. Mr. Crute noted that the CSPDC Board serves as the CEDS Committee. He stated that the CEDS planning process requires a revision of the CEDS every five years, based upon broad-based public and private sector participation to set forth goals and objectives in support of regional development activities. Mr. Crute noted that the updated CEDS defines a renewed Vision for the region, along with revised goals, objectives, and strategies that were determined through the stakeholder engagement process. He reviewed the primary areas of focus over the next five years which includes: 1) Workforce Development; 2) Business Attraction and Retention; 3) Housing; 4) Placemaking and Community Building; and 5) Resilience. Mr. Crute noted that the CEDS was released for a 30-day public comment period and no comments have been received. Vice Chairman Friedman moved, seconded by Ms. Hensley, for approval of the CSPDC CEDS. Motion was carried by unanimous vote.

#### **Additional State Funding for Planning District Commissions (Board Memo #23-6)**

Chairperson Blanchard presented Additional State Funding for Planning District Commissions. Ms. Riedesel stated that the Virginia Association of Planning District Commissions (VAPDC) is seeking an additional \$150,000 per PDC/per year for PDCs in the Governor's FY25/26 budget to be introduced in December. She noted that the increased funding would be used to extend PDC staff capacity to assist the State on joint work; to execute regional projects and plans; and to help create more efficiencies in how local citizens are served. Ms. Riedesel reviewed the importance and role of PDCs to state and local agencies, noting that with an unprecedented amount of federal grant funding available, additional resources for PDCs will help bring these dollars to the State and regions. She reviewed the VAPDC letter of request that was submitted to Governor Youngkin, noting that each PDC is asking their localities to submit a similar letter by November 17, 2023, to the Governor supporting increasing the state base funding for PDCs to be included in the next state budget.

#### **Intergovernmental Review of Federal Programs (Board Memo #23-5)**

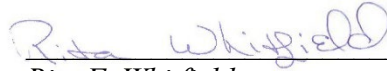
Chairperson Blanchard stated that the list of Intergovernmental Reviews of Federal Programs was submitted to each member in the packet prior to the meeting and required no action (list attached to file copy).

#### **Adjournment**



Chairperson Blanchard announced that the next Commission meeting will be held on Monday, December 18, 2023. There being no further business to come before the Commission, Mr. Lewis moved, seconded by Mr. Fitzgerald, for adjournment at 8:10 p.m. The motion was carried by unanimous vote.

Respectfully submitted,



*Rita F. Whitfield*

*Clerk to the Commission*