



March 18, 2024

**MEMO TO:** CSPDC Executive Committee

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

**SUBJECT:** March 25, 2024 Executive Committee Meeting

The Executive Committee of the Central Shenandoah Planning District Commission will hold a meeting via Zoom on Monday, March 25, 2024, at 5:30 p.m.

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### **Agenda**

1. Call to Order
2. Consideration of December 18, 2023 Minutes\*
3. Public Comment
4. Reports
  - A) Vice-Chairman
  - B) Executive Director
5. Consideration of Resolution Approving the Virginia Regional Transit (VRT) Service Contract Addendum #6 (BAF #24-4)\*
6. Consideration of Resolution Approving the Lewis Street Hub Construction Contract (BAF #24-6)\*
7. Other Business
8. Adjournment

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*\*Action Needed*



**Minutes**  
**Central Shenandoah Planning District Commission**  
**Executive Committee Meeting**  
**112 MacTanly Place, Staunton, VA**  
**December 18, 2023, 6:30 p.m.**

Member Jurisdiction Representatives					
	<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>	✓	Steve Bolster
✓	Billy Fitzgerald	✓	Sharon Angle	✓	Rita Whitfield
	<b>Highland County</b>		<b>City of Waynesboro</b>		
✓	David Blanchard, Chairperson	✓	Terry Short, Treasurer		
	<b>City of Lexington</b>				<b>Others</b>
✓	Frank Friedman, Vice Chair			✓	Gleamer Sullivan, Citizen

**Call To Order**

The December 18, 2023, Executive Committee meeting was called to order at 6:30 p.m. by Chairperson David Blanchard.

**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 December 19, 2022, CSPDC Executive Committee meeting. Vice Chairperson Friedman moved, seconded by Ms. Angle, to approve the minutes as presented. Motion was carried by unanimous vote.

**Executive Director's Report**

Under Executive Director's Report, Ms. Riedesel announced that she was retiring from her position as Executive Director effective March 1, 2024. She stated that the search process for a new Executive Director will be discussed later on in the agenda. Ms. Riedesel presented each member with a box of cookies in appreciation for their leadership and notable service to the CSPDC. She stated that each Commissioner would receive one.

**Treasurer's Report**

Chairperson Blanchard presented for consideration the Treasurer's Report (attached to file minutes). Ms. Riedesel gave a report on the October 31, 2023 Financial Statements, noting that the CSPDC's financial position remains strong. She reviewed the Balance Sheet, noting that at the end of October, receivables were down 48.2% relative to the year-end balance. Ms. Riedesel reported on the Income Statement, noting that the revenue year to date is \$2,230,514. She noted that Ethan Riley has taken

another job, and therefore has resigned his position as Finance Director with the Commission, but continues to work on a part-time basis until the position has been filled. Ms. Riedesel stated that she has advertised the position and interviewed several applicants, and is currently under negotiations for the position. Upon a question regarding the Virginia Telecommunication Initiative (VATI) project for Bath and Highland counties experiencing a decrease of \$431,671, or 53.9% relative to the previous year, Mr. Bolster explained that the drawdown amounts have decreased due to the progress of the project, partially due to FTTA (Fiber To The Home) connections, but the project remains on schedule. Vice Chairperson Friedman moved, seconded by Mr. Fitzgerald, to approve the Treasurer's Report as presented. Motion carried unanimously.

#### **Consideration of Resolution Authorizing the Application for State and Local Aid for Rideshare (BAF #23-12)**

Chairperson Blanchard presented for consideration a Resolution Authorizing the Application for State and Local Aid for Rideshare (attached to file minutes). Ms. Riedesel provided an overview of the Central Shenandoah Rideshare Program, noting that the total funding request 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. Riedesel 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. Mr. Fitzgerald moved, seconded by Ms. Angle, to endorse the Resolution authorizing the application for State and Local Aid for Rideshare. Motion was carried by unanimous vote.

#### **Consideration of Central Shenandoah Hazard Mitigation Plan 2023 Update (BAF #23-16)**

Chairman Blanchard presented for consideration Central Shenandoah Hazard Mitigation Plan 2023 Update. Mr. Bolster gave a review on the Plan Update, noting that in April 2023, the Maury Service Authority (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, totaling \$3,234,380 (federal \$2,425,785; state \$646,876; and local \$161,719). He noted that if awarded, the funding will provide 95% of costs to construct upgrades to their raw water pumping station and their water treatment plant generator. Mr. Bolster stated that VDEM and Federal Emergency Management Agency (FEMA) personnel reviewed the application and project favorably for potential award, but it was pointed out that MSA representatives were not part of the Central Shenandoah Hazard Mitigation Plan 2020 Update Steering Committee. After consideration, it was recommended to add an appendix to the previously approved Central Shenandoah Hazard Mitigation Plan 2020 Update in addressing FEMA's requirements. Mr. Bolster stated that 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). The MSA Board is considering a similar adoption resolution for Appendix K at their meeting on Tuesday, December 12, 2023. Vice Chairman Friedman moved, seconded by

Mr. Short, to endorse the Resolution for the Central Shenandoah Hazard Mitigation Plan 2020 Update: Appendix K – Maury Service Authority. Motion carried unanimously.

**Consideration of Economic Development Administration (EDA) Partnership Planning Assistance Grant Program and Appalachian Regional Commission (ARC) Local Development District (LDD) Grant Program (BAF #23-14 and 23-15)**

Chairperson Blanchard presented for consideration the EDA and ARC grant applications. Ms. Riedesel gave a review on the projects as follows:

- 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.
- 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 jurisdictions of Bath, Highland and Rockbridge counties, cities of Buena Vista and Lexington, and the towns of Goshen, Glasgow and Monterey.

Ms. Angle moved, seconded by Mr. Short, to endorse the above referenced applications submitted by the CSPDC for EDA and ARC grant program funding. Motion was carried by unanimous vote.

**Consideration of CSPDC 2024 Meeting Schedule (BAF #23-13)**

Chairperson Blanchard presented for consideration the CSPDC 2024 Meeting Schedule (attached to file minutes). Ms. Riedesel presented the meeting schedule for 2024 for the Executive Committee and Full Commission meetings. Mr. Fitzgerald moved, seconded by Mr. Hicklin, to approve the 2024 CSPDC Meeting Schedule as presented. Motion carried unanimously.

**Intergovernmental Review of Federal Programs (Board Memo #23-7)**

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).

**Closed Session**

Mr. Friedman moved, seconded by Mr. Fitzgerald, to convene into closed session at 6:53 p.m. in accordance with Virginia Code §2.2-3711(A)(1) for the purpose of discussing and considering

the employment of the CSPDC Executive Director position. Motion was carried by the following votes:

Ayes: Chairman David Blanchard; Vice Chairman Frank Friedman; Treasurer Terry Short; Commission Member Sharon Angle; Commission Member Edward Hicklin; and Commission Member Billy Fitzgerald (Ms. Cooper was absent).

CSPDC Executive Committee reconvened in open session at 7:45 p.m.

Vice Chairman Friedman moved, seconded by Mr. Fitzgerald, that the CSPDC Executive Committee, certify that, with respect to the just-concluded closed session, and to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and (ii) only such public business matters as were identified in the motion by which the closed session was convened were heard, discussed, or considered in the closed session by the CSPDC Executive Committee. Motion carried by the following votes:

Ayes: Chairman David Blanchard; Vice Chairman Frank Friedman; Treasurer Terry Short; Commission Member Sharon Angle; Commission Member Edward Hicklin; and Commission Member Billy Fitzgerald (Ms. Cooper was absent).

No action was taken.

### **Other Business**

Ms. Riedesel expressed her appreciation and gratitude to Chairman David Blanchard (representative for Highland County), Mr. Billy Fitzgerald (representative for the City of Buena Vista), and Mr. Eddie Hicklin (representative for Bath County) for their leadership and notable service to the Planning District Commission and to the people of the District, shown during their terms as Commissioners.

### **Adjournment**

There being no further business to come before the Committee, Mr. Short moved, seconded by Mr. Hicklin, for adjournment at 7:55 p.m. Motion was carried by unanimous vote.

Respectfully submitted,

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Rita Whitfield  
Commission Clerk



March 25, 2024

**TO:** CSPDC Commissioners

**FROM:** Bonnie Riedesel, Executive Director

**RE:** BAF: #24-4  
Approval of Virginia Regional Transit Service Contract Addendum #6

**Recommendation:**

Recommend approval of the sixth addendum to the contract with Virginia Regional Transit for BRITE Transit and Afton Express for the fiscal year 2025.

**Executive Summary:**

For the past three fiscal years, CSPDC and VRT have negotiated hourly service rates for provision of BRITE Transit and Afton Express service based on the rate schedule documented in the original contract plan and an add-on expressly for driver pay incentives in order to assist VRT in its ability to recruit and retain drivers. CSPDC has reserved the right to negotiate the service hour rates year-to-year in order to assure that the rates are responsive to both available funding and VRT's operational needs.

For FY25, the total contract value for VRT will be \$2,474,950 and requires Commission approval.

The service hour rates are increasing in line with the increase in the consumer price index between 2022 and 2023, as well as to provide for adequate driver pay incentives. VRT is not requesting increases in executive or management pay in the negotiated rate.

**Enclosures**

Resolution Authorizing VRT Contract Addendum



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## RESOLUTION

### **Authorizing the Sixth Addendum to the Virginia Regional Transit Service Contract**

**WHEREAS**, the Central Shenandoah Planning District Commission, hereafter referred to as the CSPDC, is seeking contract approval to comply with CSPDC Procurement Policy, which indicates any contract over \$500,000 be approved by the Board of Commissioners; and

**WHEREAS**, CSPDC intends to execute a contract addendum in the amount of \$2,474,950 for provision of BRITE and Afton Express Transit service in Fiscal Year 2025.

**NOW THEREFORE, BE IT RESOLVED**, by the Commission that the Executive Director is directed for and on behalf of the Commission to execute this sixth contract addendum with Virginia Regional Transit.

Approved by the CSPDC this 25<sup>th</sup> day of March 2024.

APPROVED:

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CSPDC Vice-Chairman

ATTEST:

\_\_\_\_\_  
Executive Director



March 25, 2024

**TO:** CSPDC Commissioners

**FROM:** Bonnie Riedesel, Executive Director

**RE:** BAF: #24-6  
Approval of Lewis Street Hub Construction Contract

**Recommendation:**

Recommend approval of the contract for construction services for the Lewis Street Transit Hub rehabilitation project.

**Executive Summary:**

The CSPDC intends to award a contract for construction services to Virginia Infrastructure, Inc. for work to be completed on the Lewis Street Transit Hub in the amount of \$1,662,837.00.

After a competitive sealed bid procurement, CSPDC received one bid for construction services for the Lewis Street Transit Hub rehabilitation project. The bid was analyzed by the project team, including Ann Cundy (Director of Transportation), Paula Melester (Regional Planner), the engineer of record, Kimley-Horn and Associates, and the Engineering Manager for the Virginia Department of Rail and Public Transportation (DRPT). The bid was determined to be reasonable and balanced, and the contractor is deemed responsible and capable of completing the project as required.

Funding for the execution and administration of this contract is provided by the Federal Transit Administration (FTA), the Virginia Department of Rail and Public Transportation (DRPT), and is matched with local funds from the CSPDC FY25 budget.

The Notice to Proceed date for this project is April 15<sup>th</sup> with construction to begin on site in late April and construction is expected to take 4 months.

**Enclosures**

- Lewis Street Hub Construction Contract Resolution





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## RESOLUTION

### **Authorizing Contract Award for Construction Services for the Lewis Street Transit Hub Rehabilitation Project**

**WHEREAS**, the Central Shenandoah Planning District Commission, hereafter referred to as the CSPDC, is seeking contract approval to comply with CSPDC Procurement Policy, which indicates any contract over \$500,000 be approved by the Board of Commissioners; and

**WHEREAS**, CSPDC intends to award a contract in the amount of \$1,662,837.00 for construction services for the Lewis Street Transit Hub Rehabilitation Project to Virginia Infrastructure, Inc.

**NOW THEREFORE, BE IT RESOLVED**, that the Executive Director is directed for and on behalf of the Commission to award this contract to Virginia Infrastructure, Inc.

Approved by the CSPDC this 25<sup>th</sup> day of March 2024.

APPROVED:

\_\_\_\_\_  
CSPDC Vice-Chairman

ATTEST:

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Executive Director