



April 8, 2024

MEMO TO: CSPDC Commissioners
FROM: Ann W. Cundy, Executive Director
SUBJECT: April 15, 2024, CSPDC Commission Meeting

The Central Shenandoah Planning District Commission (CSPDC) will hold a meeting on Monday, April 15, 2023, 7:00 p.m., at the Central Shenandoah Planning District Commission Office, 112 MacTanly Place, Staunton, Virginia. Please contact Rita Whitfield (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 February 5, 2024, CSPDC Commission Meeting*
4. Reports
 - A) Chairperson
 - B) Executive Director
 - C) Treasurer*
5. Election of Executive Committee Members (BAF #24-2)*
6. Consideration of FY25 Rural Transportation Planning Grant Application (BAF #24-3)*
 - *Zach Beard, CSPDC Senior Transportation Planner*
7. Presentation on Trails Activities in Waynesboro, VA
 - *Dwayne Jones, Waynesboro Director of Parks & Recreation*
8. Intergovernmental Review of Federal Programs (Board Memo #24-1)

9. Other Business

10. Adjournment

*Action Needed

**The Executive Committee will hold a Meeting to
Elect Officers Immediately after the Commission Meeting**

Next CSPDC Commission Meeting: Monday, June 17, 2024



Minutes
Central Shenandoah Planning District Commission Meeting
Via Zoom
February 5, 2024, 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	✓ Ann Cundy, Director of Transportation
	Vickie Moran		Rockbridge County	
✓	Julia Hensley	✓	Jay Lewis	✓ Devon Thompson, Transit Planner
	Bath County		Chris Slaydon	✓ Steve Bolster, Regional Planner
	Vacant		Rockingham County	
	City of Buena Vista		Leila Longcor	✓ Donnie Kern, Finance Director
✓	Tyson Cooper	✓	Rhonda Cooper, Secretary	✓ Paula Melester, Regional Planner
	City of Harrisonburg		Kim Sandum	Joshua Smoot, Regional Planner
	Laura Dent			✓ Rita Whitfield, Office Manager
✓	Monica Robinson		City of Waynesboro	
✓	Adam Fletcher	✓	Terry Short, Treasurer	
	Highland County		Jim Shaw	
✓	Henry Budzinski			Others
	City of Lexington			✓ Jim Youngquist, SERDI
✓	Frank Friedman, Vice Chair			✓ Joel Hensley, Rockingham County
				✓ Buster Lewis, Rockbridge County

Call to Order

The February 5, 2024, meeting of the Central Shenandoah Planning District Commission (CSPDC) was called to order at 6:00 p.m. by Vice Chairperson Frank Friedman. Pursuant to the 2022 amendment to Virginia’s FOIA law, the CSPDC is eligible to hold up to two meetings virtually each year. The CSPDC February 5, 2024, meeting was conducted via video conferencing using Zoom.

Public Comment

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

Minutes

Vice Chairperson Friedman presented the minutes from the October 16, 2023, CSPDC Commission meeting. There being no corrections or additions, Chairman Friedman declared the minutes approved as presented.

Executive Director's Report

Under Executive Director's Report, Ms. Riedesel gave an update on staff. She introduced and welcomed Donnie Kern, new Finance Director; announced that Olivia Wright has resigned her position as Housing Program Manager; and announced two new staff babies, Zach Beard and his wife had a baby girl in December; and Joshua Smoot and his wife had a baby boy in January.

Ms. Riedesel stated that every two years, the Commission produces a document called *Facts & Figures*, which represents a sampling of 175 different demographic and economic measures from the Regional Data Center. She noted that printed copies are available, and a digital copy is available on the Regional Data Center. Ms. Riedesel noted that copies will also be distributed to the public through the region's local governments, area economic development organizations, Chambers of Commerce, and other organizations.

Ms. Riedesel reported on *Investments in the Region - FY20-FY23*. She stated that one of the most important services the CSPDC provides to the localities is identification of funding opportunities and grantsmanship. She stated that in FY23, the Commission applied for and received approval for \$7.7 million in grant funding for the Region. Ms. Riedesel stated that for the past four years, the Commission has been instrumental in bringing in more than \$67 million in new investments to the Region, which calculates to \$74 in new investments for every \$1 in local membership dues.

Ms. Riedesel announced that this was her last Commission meeting, as she is retiring in March. She expressed her appreciation for the opportunity to serve the region for the past 29 years and for the help of her dedicated staff, a strong working relationship with the local governments, and support from the CSPDC Commissioners.

Treasurer's Report

Vice Chairperson Friedman presented for consideration the Treasurer's Report (attached to file minutes). Mr. Kern gave a report on the December 2023 Financial Statements, noting that the CSPDC's financial position remains strong. He reviewed the Balance Sheet, noting that the \$1.2 million increase in cash and investments is a result of collections for annual assessments, and matching funds projects that also correlates to the decrease of receivables by \$1.5 million. Mr. Kern reported on the Income Statement, noting that the revenue year to date is \$2,446,695. Mr. Short moved, seconded by Ms. Hensley, to approve the Treasurer's Report as presented. The motion carried unanimously.

Update on Executive Director Search

Vice Chairman Friedman introduced and welcomed Mr. Jim Youngquist of SouthEast Regional Directors Institute (SERDI) to report on the Executive Director search. Mr. Youngquist gave an update on the search, noting that two applicants have applied so far, and that the closing date to submit resumes is February 16th. He stated that the CSPDC Executive Committee has appointed the following individuals to serve on the Search Committee: Executive Committee members Frank

Friedman, Terry Short, Sharon Angle, and Rhonda Cooper; and non-Executive Committee members Billy Fitzgerald, Nancy Gourley, and Deborah Flippo. Mr. Youngquist stated that he will be meeting with the Search Committee to review the resumes after the February 16th deadline. Vice Chairman Friedman stated that after reviewing the resumes, the Executive Committee members will present their selection to the CSPDC Full Commission for consideration.

Recognition of New Commissioners

Vice Chairperson Friedman welcomed and recognized the following new Commissioners:

- Henry Budzinski – Highland County
- Leila Longcor – Rockingham County
- Tyson Cooper – City of Buena Vista

Vice Chairperson Friedman recognized the following outgoing Commissioners and on behalf of the CSPDC, expressed his appreciation 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.

- Eddie Hicklin – Bath County
- David Blanchard – Highland County
- Billy Fitzgerald – City of Buena Vista
- Sallie Wolfe-Garrison – Rockingham County

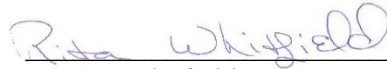
Rockbridge Region General Aviation Airport Resolution (BAF #24-1)

Vice Chairman Friedman presented for consideration a Resolution for the Rockbridge Region General Aviation Airport. He introduced and welcomed Mr. Buster Lewis, who was present to give a review on the Rockbridge Region General Aviation Airport Feasibility Study. Mr. Lewis stated that the Rockbridge region is exploring the possibility of a General Aviation Airport in the area. He noted that the Virginia Department of Aviation and the Federal Aviation Administration have funding for planning, which may provide on a cost-sharing basis for a feasibility study, which, in turn, would provide for an in-depth analysis of the potential project, a market condition analysis, an in-depth look at competition, and recommendations for a site. Mr. Lewis stated that the Virginia Department of Aviation has identified a “gap” in aviation services in the Rockbridge region and considers the Rockbridge region an underserved community and recognizes the important economic benefits that a General Aviation Airport would bring to the region. He noted that the Rockbridge region has garnered the support of many community and economic development organizations, higher education institutions, and private business and industry. Mr. Lewis stated that the CSPDC will assist Rockbridge County, the City of Buena Vista, and the City of Lexington, with this initiative by seeking and applying for state and federal funding to conduct a feasibility study and administering the planning grant(s), if awarded. Ms. Hensley moved, seconded by Mr. Short, to endorse the Resolution of Support for the Rockbridge Region General Aviation Airport Feasibility Study. Motion was carried by unanimous vote.

Adjournment

On behalf of the Commission, Vice Chairperson Friedman expressed his appreciation to Ms. Riedesel for her outstanding leadership and notable service to the Planning District Commission and to the people of the District, shown during her 29 years of service. He announced that the next Commission meeting will be held on Monday, April 15, 2024. There being no further business to come before the Commission, a motion for adjournment was unanimously passed at 6:40 p.m.

Respectfully submitted,



Rita F. Whitfield

Clerk to the Commission



April 8, 2024

TO: Board of Commissioners
FROM: Ann Cundy, Executive Director
**RE: Board Action Form: 24-2
Election of Executive Committee Members**

Recommendation:

Elect Commission members to fill the unexpired terms for the three vacant positions on the Executive Committee.

Executive Summary:

The former CSPDC Executive Committee members Edward Hicklin, Billy Fitzgerald, and David Blanchard are no longer members of their local elected bodies, and have vacated their roles on the CSPDC Executive Committee. The CSPDC Commission members must elect new Executive Committee members to fill the unexpired terms, which will expire June 30, 2025. Copies of the ballot will be passed out at the April 15, 2024 Commission meeting, and the newly elected Executive Committee members will be announced at the end of the meeting.

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

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

Augusta County

- Butch Wells
- Pam Carter
- Vickie Moran
- Julia Hensley

Bath County

- Lynn Ellen Black

City of Buena Vista

- Tyson Cooper

City of Harrisonburg

- Laura Dent
- Monica Robinson
- Adam Fletcher

Highland County

- Henry Budzinski

Rockbridge County

- Jay Lewis
- Chris Slaydon

The CSPDC Executive Committee will meet immediately following the Full Commission meeting to elect officers.



April 8, 2024

TO: CSPDC Commissioners

FROM: Zach Beard, Senior Planner

RE: BAF: #24-3
Approval of FY25 Rural Transportation Planning Grant Application

Recommendation:

Approval of the Resolution authorizing application for FY25 Rural Transportation Planning Grant.

Executive Summary:

CSPDC has prepared its annual Rural Transportation Planning Grant application for FY25 funding. The program will provide \$58,000 and CSPDC will provide a \$14,500 match. The match is financed through the use of member assessment revenues.

These funds will be used for program administration, transportation-related grant writing for member localities, transportation planning assistance offered to our rural localities, rural long-range transportation planning, completion of a rural corridor or intersection plan, assistance and support of the state's efforts related to transportation planning, including data collection and development of performance measurements in transportation planning, and bicycle and pedestrian planning.

Enclosures

- FY25 Rural Transportation Planning Grant Resolution
- FY25 Rural Transportation Planning Work Program



RESOLUTION

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

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

WHEREAS, Rural Transportation Planning Assistance Program (RTPA) funds in the amount of \$58,000 are being made available to the Central Shenandoah Planning District Commission, hereafter referred to as the Commission, for the period of July 1, 2024 to June 30, 2025; and

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

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

Adopted by the CSPDC this 15th day of April 2024.

APPROVED:

CSPDC Vice Chairperson

ATTEST:



DRAFT

THE CENTRAL SHENANDOAH PLANNING DISTRICT COMMISSION FY 2025 RURAL TRANSPORTATION PLANNING WORK PROGRAM JULY 01, 2024 – JUNE 30, 2025

APPROVED: APRIL 15, 2024

I. PURPOSE AND OBJECTIVE

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

In Fiscal Year (FY) 2025, each planning district commission/regional commission that has rural areas will receive \$58,000 from VDOT's Rural Transportation Planning Assistance Program. The corresponding planning district commission/regional commission will provide a local match of \$14,500 to conduct rural transportation planning activities. This resource may be supplemented with additional planning funds. The arrangement of all such funds involves the development of a scope of work, approval and other coordination in the Transportation & Mobility Planning Division's (TMPD) administrative work programs.

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

Geographic Area

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

II. RURAL WORK PROGRAM TASKS

A. PROGRAM ADMINISTRATION

\$19,500

Background and Objective

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

- Perform general administrative functions related to management of the CSPDC on-call consultants, as well as other contract administration and project management services.
- Provide quarterly reports on the Rural Transportation Planning Program to VDOT for periods ending September 2024, December 2024, March 2025, and June 2025.
- Prepare the FY26 Rural Transportation Work Planning Program.
- Provide fiscal management of the program activities outlined in Section II B.
- Maintain the CSPDC website, as well as the Bike the Valley website to communicate important rural transportation planning activities and information.
- Participate in VAPDC, and attend conferences, trainings, workshops, and webinars related to rural transportation planning and other VDOT or transportation planning-related topics.
- Staff the Rural Transportation Advisory Committee (RTTAC) and meet on a quarterly basis to provide for a coordinated and comprehensive planning process.
- Administer the regional bicycle and pedestrian program, and provide staff support to working groups in support of bicycle and pedestrian issues.

Deliverables

- Provide a quarterly Transportation Planning Program report to VDOT, to include a detailed update on the status of all program activities and the financial status of the grant program.
- Ensure environmental justice and Title VI and ADA compliance in all rural transportation activities for highway and transit, including identification of underserved communities.
- Develop FY26 Rural Transportation Planning Work Program in April 2025.
- Provide relevant and timely rural transportation updates at www.cspdc.org and www.bikethevalley.org.

Project Administration Budget Summary

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

DRAFT: Central Shenandoah Planning District Commission
FY25 Rural Transportation Planning Work Program

B. FY25 PROGRAM ACTIVITIES **\$53,000**

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

1. Local Transportation Planning Assistance **\$25,000**

Background and Objective

The purpose of this work element is to provide direct transportation planning assistance to rural localities. Activities include updating comprehensive plans; development of small urban area plans; performing traffic impact analyses; transportation grant application assistance, and other transportation-related studies and plans. FY25 activities include:

- Provide information on proposed major developments to determine potential regional transportation network, economic development, and land use impacts.
- Develop site impact analyses and transportation system assessments.
- Assist localities in the completion of analyses toward the development of corridor improvement plans or programs.
- Update the transportation elements of locality comprehensive plans as requested.
 - Planned FY25 work includes assistance for the Town of Grottoes and Rockbridge County.
- Assist localities in identifying and planning for transportation-related grant opportunities.
- Disseminate information to localities on grant opportunities.
- Assist localities with grant applications such as SMART SCALE, TAP, HSIP, Revenue Sharing, the Land and Water Conservation Fund, and the Recreational Access Program.
 - Planned FY25 work includes assistance for Rockbridge County's SMART SCALE applications, and other localities as needed.
- Attend VDOT grant information sessions and other funding agency programs.

Deliverables

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

2. Regional Multimodal Transportation Planning **\$10,000**

Background and Objective

The purpose of this work element is to promote regional participation and consensus building on a wide range of transportation-related issues. This includes continued development of and work on the issues related to the CSPDC Rural Long-Range Transportation Plan (RLRTP). Work also includes supporting the regional Bicycle-Pedestrian Program and rural transit planning. FY25 activities include:

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

Deliverables

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

3. Federal and State Transportation Planning Assistance **\$7,750**

Background and Objective

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

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

DRAFT: Central Shenandoah Planning District Commission
FY25 Rural Transportation Planning Work Program

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

Deliverables

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

4. Small Area Transportation Study

\$10,250

Background and Objective

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

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

Deliverables

- A final report for the FY25 study will be delivered to VDOT and the locality as described above.

Program Activities Budget Summary

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

IV. FY25 CSPDC RWP BUDGET SUMMARY

Tasks	VDOT (SPR) 80%	CSPDC (Match) 20%	Total 100%
A. Program Administration			
Records maintenance, quarterly technical advisory meetings, information sharing, training and procurement	\$15,600	\$3,900	\$19,500
<i>Total budgeted for Program Administration</i>	<i>\$15,600</i>	<i>\$3,900</i>	<i>\$19,500</i>
B. FY25 Program Activities			
1. Local Transportation Planning Assistance	\$20,000	\$5,000	\$25,000
2. Regional Multimodal Transportation Planning	\$8,000	\$2,000	\$10,000
3. Federal and State Transportation Planning Assistance	\$6,200	\$1,550	\$7,750
4. Small Area Transportation Study	\$8,200	\$2,050	\$10,250
<i>Total budgeted for Program Activities</i>	<i>\$42,400</i>	<i>\$10,600</i>	<i>\$53,000</i>
Total Budgeted for Program Administration and Program Activities	\$58,000	\$14,500	\$72,500



April 8, 2024

TO: CSPDC Commissioners

FROM: Ann Cundy, Executive Director

RE: Board Memo #24-1
Intergovernmental Reviews (IR)

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

1. An application submitted by the City of Harrisonburg for Route 33 West Waterline Project for \$1,250,000. The western raw waterline conveys the City's most pristine water source from the Dry River Intake to the Water Treatment Plant using a gravity-fed design which requires no electrical consumption. This project will install approximately 5,000 linear feet of 30" pipe to convey raw water along Virginia Route 33. This is a single phase in a multi-part project to increase the pipe size for the entirety of the length.