



---

January 27, 2025

**MEMO TO:** CSPDC Commissioners

**FROM:** Ann W. Cundy, Executive Director

**SUBJECT:** February 3, 2025, CSPDC Commission Meeting

The Central Shenandoah Planning District Commission (CSPDC) will hold a meeting on **Monday, February 3rd, at 6:00 p.m. VIA ZOOM**. Please contact Kimberly Miller (kimberly@cspdc.org) to let us know if you will be able to attend.

\*\*\*\*\*

#### **AGENDA**

1. Call to Order
2. Public Comment
3. Minutes of December 16, 2024, CSPDC Commission Meeting\*
4. Reports
  - a. Chairperson
  - b. Executive Director
  - c. Treasurer\*
5. Consideration of Commuter Assistance Program Strategic Plan (BAF #25-01)\*
6. Consideration of CSPDC Regional Housing Study Acceptance (BAF #25-02)\*
7. Presentation: *Investments in the Region*
8. Other Business
9. Adjournment

---

\*Action Needed

Next CSPDC Commission Meeting: Monday, April 21, 2025, at the CSPDC Office.



**Minutes**  
**Central Shenandoah Planning District Commission Meeting**  
**112 MacTanly Place, Staunton, VA**  
**December 16, 2024, 7:00 p.m.**

**Attendance: 30**

	<b>Augusta County</b>		<b>Rockbridge County</b>		<b>Staff</b>
✓	Butch Wells	✓	Jay Lewis	✓	Garreth Bartholomew
✓	Pam Carter	✓	Chris Slaydon	✓	Zach Beard
✓	Julia Hensley		<b>Rockingham County</b>	✓	Philippe Bone
	<b>Bath County</b>	✓	Leila Longcor	✓	Jeremy Crute
	Lynn Ellen Black		Rachel Salatin	✓	Ann Cundy
	<b>City of Buena Vista</b>	✓	Kim Sandum	✓	Danielle Gannon
✓	Tyson Cooper		<b>City of Staunton</b>	✓	Elizabeth Goodloe
	<b>City of Harrisonburg</b>		Amy Darby	✓	Donnie Kern
✓	Laura Dent	✓	Sharon Angle	✓	Rachel Kinzer
✓	Monica Robinson		<b>City of Waynesboro</b>	✓	Paula Melester
	Adam Fletcher	✓	Terry Short, Treasurer	✓	Kimberly Miller
	<b>Highland County</b>	✓	Leslie Tate	✓	Rich Sagui
✓	Henry Budzinski, Vice Chair			✓	Carrie Sensabaugh
	<b>City of Lexington</b>			✓	Devon Thompson
✓	Frank Friedman, Chair				<b>Others</b>
				✓	Andy Zipser

**Call To Order**

The December 16, 2024, Commission meeting was called to order at 7:00 p.m. by Chairperson Frank Friedman.

**Public Comment**

Chair Friedman opened the floor for public comments. There were no public comments.

**Consideration of Minutes**

Chair Friedman presented the minutes of the meeting held on August 26, 2024. There being no comments or objections, the minutes were approved unanimously.

**Chair's Report**

Chair Friedman welcomed new Commissioners, Ms. Leslie Tate, representing the City of Waynesboro, who has served on the Commission previously, and Ms. Rachel Salatin, representing Rockingham County, who is a former employee of the CSPDC. He noted that Commissioner Amy Darby attended her last meeting in October. She did not run for re-election and will no longer be representing Staunton on the Commission. Chair Friedman thanked and expressed appreciation to Ms. Darby for her contributions to the Commission and the community.

Chair Friedman stated that he and Commissioner Kim Sandum attended the I-81 Advisory Committee Meeting at the Virginia Horse Center last Friday, December 13th. The meeting was chaired by Delegate

---

Terry Austin. He asked Ms. Sandum to share her observations from the meeting. Ms. Sandum stated that the primary purpose of the meeting was to provide updates and second, to have discussion about what projects to do next. The Committee intends to hold data-driven public input that will inform development of the next list of projects. Next year, 2025, will follow this process of data gathering, gathering public input and finalizing the priority projects. Chair Friedman added that 64 initiatives were identified but funds exceeded costs by 50%. As of this meeting, 32 of the 64 projects have been completed and the remainder are beyond the planning phase and are progressing. Chair Friedman asked specifically about an auxiliary lane between the on-ramp at Rt 262 in Staunton through the off-ramp to I-64 East. It was acknowledged that the north-bound lane extension had not been included in initial planning but is being considered now. Ms. Sandum noted that there was discussion about train and bus transportation as possible improvements. Chair Friedman stated that all the improvements have an impact on safety.

Chair Friedman reported that he ran into Mr. Hoofnagle, owner of Virginia Infrastructure which was the primary contractor on the Lewis Street Hub project. Mr. Hoofnagle spoke very highly of working with the CSPDC, feedback which Chair Friedman wanted to pass along to the Commission and staff.

Chair Friedman shared an organizational chart of CSPDC staff to assist Commissioners in becoming acquainted with staff and what each person does. Ms. Cundy stated she will share an electronic version also.

### **Executive Director's Report**

Under the Executive Director's Report, Ms. Cundy thanked everyone for coming. She noted that 2024 was a momentous year for the CSPDC, with leadership change, a record nine new hires, and the celebration of the PDC's 55<sup>th</sup> anniversary. She stated that there is a lot of energy and excitement in the office.

Ms. Cundy reported on the following items:

**Staffing:** Two newest staff members are Elizabeth Goodloe and Carrie Sensabaugh. Ms. Goodloe joined the organization in October as a regional planner on the community planning team. She is a Staunton native and has worked for Augusta and Albemarle Counties. Ms. Sensabaugh joined the organization in November as administrative assistant. Carrie has extensive public and private sector experience. She works closely with Kimberly to support the planners and finance teams. Both are welcome additions to the team. She stated that the CSPDC is now fully staffed.

**Regional Housing Study Update:** Ms. Cundy reported on the status of the Regional Housing Study. The study includes comprehensive regional analysis and strategies, and individual subsections for each of the five cities and five counties within the jurisdiction. As the largest PDC in the state, with the greatest number of jurisdictions, this has required extensive coordination. Particular emphasis has been placed on ensuring locality staff thoroughly review their respective sections, as each jurisdiction's portion contains data-driven, tailored strategies. This critical review process allows local planning staff to verify that recommended strategies align with their comprehensive plans, current initiatives, and local priorities and provide feedback which is incorporated into the study. This collaborative approach ensures the study serves as an actionable resource that reflects each jurisdiction's unique needs and capabilities.

While the timeline has extended beyond initial projections, Ms. Cundy reported several interim successes. The preliminary data reports have already supported multiple regional initiatives, including

---

grant applications from community partners in Lexington, Highland County, and Habitat Virginia. Additionally, the study has catalyzed community housing initiatives, most notably the SAW Housing Coalition, which has hosted two housing summits over the past two years, each attracting over 100 participants. These summits have evolved into two active Working Groups addressing housing needs in the area.

The final local subsection of the technical report is expected to be completed by week's end. After discussion, the Commission agreed that staff will provide Commissioners with the study for review and comment prior to public distribution. Following the Commission's review period, staff propose to begin public distribution in January, with formal acceptance to be requested at the February Commission meeting.

The proposed distribution strategy includes multiple media channels, presentations to local elected bodies, and direct communication with regional and local housing partners. Following this promotional phase, staff will proceed with implementation, including preparation of a competitive application for additional Virginia Housing development funding for affordable housing construction in the region. It was noted that Virginia Housing has adjusted their funding structure, with increased competition and minimum awards of \$1 million.

Ms. Cundy acknowledged that while recent staff turnover and subsequent training have impacted the timeline, the current team remains focused on ensuring the quality and thoroughness of this inaugural Regional Housing Study.

**Upcoming Activities in 2025:** There are many additional regional plans that are beginning or concluding in 2025, but Ms. Cundy stated she plans to share those highlights with the Commission in February. She thanked the group for their input on the Housing Study and reiterated that it will be sent to Commissioners next week.

### **Treasurer's Report**

Chair Friedman presented for consideration the Treasurer's Report. The Treasurer, Mr. Short turned the floor over to Mr. Kern. Mr. Kern gave a report of the Financial Statements as of October 31, 2024, noting that the CSPDC has had a strong start to the fiscal year. He noted a loss of revenue of \$45,000 that is partially due to programs to which the PDC has been unable to recognize revenues due to not being able to invoice against grants until certain milestones are reached. Mr. Kern mentioned also that expenditures for Lewis Street Hub exceeded the original budget by \$766,000. This was due to design and materials changes during the engineering and site review process. The PDC secured additional funds from DRPT to cover these additional expenses. He recommended that the FY25 budget be amended to include these additional funds and expenses which would eliminate the need to review and discuss this as a variance in future reports.

***Mr. Short moved, seconded by Mr. Budzinski, to approve the Treasurer's Report. The motion carried unanimously.***

### **Consideration of CSPDC Audit Report for FY24**

Chair Friedman presented the FY24 CSPDC Audit Report and introduced Ms. Megan Argenbright, CPA, Brown Edwards and Company, LLP. Ms. Argenbright gave a review of the FY24 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, 2024, and that the audit report was issued on-time despite staffing challenges. She reported that they issued a clean, "unmodified" opinion on the

---

financial statements, which is the highest opinion available. She gave a review of the Comments on Internal Control and Other Suggestions, and Financial Report, noting that there were no instances of noncompliance in material or no significant deficiencies to the financial statements.

***Mr. Short moved, seconded by Ms. Carter, to accept the CSPDC FY24 Audit Report as presented. The motion carried unanimously.***

Chair Friedman introduced the next three action items and requested that they all be considered together as one motion and vote. There being no objections, the meeting continued.

**Consideration of Resolution Authorizing the Application for State and Local Aid for Rideshare (BAF #24 -13 )**

Chair Friedman presented the Rideshare Authorization Resolution. Ms. Gannon presented information regarding the CSPDC's FY26 Rideshare Program grant application to the Virginia Department of Rail and Public Transportation (DRPT). She noted that the CSPDC applies annually for these grants, with this being one of five DRPT grant applications.

Ms. Gannon explained that the proposed grant application maintains the previous year's budget request of \$95,000, with a cost share structure of DRPT's share being 80% (\$76,000) and the CSPDC share being 20% (\$19,000). She stated that she and Ms. Melester would be presenting details later in the evening regarding the program's next steps, including strategies to be implemented through 2030 as part of the strategic plan currently being finalized.

**Consideration of Economic Development Administration (EDA) Partnership Planning Assistance Grant Program (BAF #24-14)**

Chair Friedman presented the EDA Partnership Planning Assistance Grant program. Mr. Crute presented information regarding the CSPDC's application for the 2025 Economic Development Administration (EDA) Partnership Planning Assistance Grant Program. He noted that this is an annual grant application that helps leverage local assessment funds to support regional economic development efforts.

Mr. Crute explained that the CSPDC has been designated as an economic development district by the EDA since the 1980s, making it uniquely eligible for these planning assistance funds. The grant application requests \$70,000 in federal funds for the period of January 1, 2025, through December 31, 2025, to be matched with \$70,000 in local funds available through annual membership assessments. This funding level remains consistent with previous years and will primarily support staff efforts in two key areas:

1. Maintaining and updating the region's Comprehensive Economic Development Strategy,
2. Supporting local economic development initiatives through grant writing and project development services as requested by member localities.

Mr. Crute stated that additional work elements include updating the Regional Data Center, developing various economic development statistical reports, and providing project support to locality staff. The grant application is expected to be submitted in January 2025. Staff recommend endorsement of the application.

---

**Consideration of Appalachian Regional Commission (ARC) Local Development District (LDD) Grant Program (BAF #24-15)**

Chair Friedman presented the ARC LDD Grant program. Mr. Crute presented information regarding the CSPDC's application for the 2025 ARC LDD Administrative Grant Program. He explained that the ARC is a federally funded agency focused on building capacity and strengthening economic growth across a 423-county region spanning 13 states in Appalachia, from New York to Mississippi. He noted that unlike the EDA grant, ARC funds can only be used to support ARC-eligible communities within the region, which in the CSPDC region include Bath, Highland and Rockbridge Counties and the Cities and Towns contained within.

The grant application requests \$52,248 in ARC funds for the period of January 2025 through December 2025, to be matched with \$52,248 in local funds available through annual membership assessments, for a total funding amount of \$104,496. Mr. Crute indicated that while the final award amount is still being determined by ARC, the requested amount matches the previous year's funding level. He noted that the funds will be used to provide planning and technical assistance to support staff time and promote economic development within the eligible ARC communities. Staff recommend endorsement of the application.

***Ms. Dent moved, seconded by Ms. Hensley to approve all three items presented, 1) Resolution Authorizing the Application for State and Local Aid for Rideshare, 2) EDA Partnership Planning Assistance Grant Program, and 3) ARC Local Development District Grant Program. The motion carried unanimously.***

**Consideration of 2025 Meeting Schedule (BAF #24-16)**

Chair Friedman presented the 2025 Commission Meeting Schedule for approval, noting that meetings will be held at the CSPDC Office unless otherwise noted. He stated that the Commission plans an all-virtual meeting in February. Chair Friedman emphasized the critical importance of member attendance, particularly for in-person meetings to ensure a quorum, and stressed that members should prioritize Commission business when scheduling personal commitments. Agendas and materials will continue to be mailed one week prior to meetings. There being no comments or objections, the 2025 meeting schedule was approved unanimously.

**Presentation: "CSPDC Rideshare Strategic Plan" by Ms. Paula Melester, Director of Planning and Ms. Danielle Gannon, Transit Planner.**

Chair Friedman presented the next agenda item, a presentation on the CSPDC Rideshare Strategic Plan. Ms. Cundy introduced Ms. Melester and Ms. Gannon, to provide an update on the RideShare Commuter Assistance Program Strategic Plan. Ms. Melester began by stating that this plan will be distributed to Commissioners in the next week so there is plenty of time to review it prior to considering it for adoption at the February meeting. She explained that Rideshare is our commuter assistance program that is funded through a grant from DRPT and covers 80% of the cost with the remaining 20% being matched by the CSPDC. The plan was developed in collaboration with Thomas Jefferson Planning District Commission and outlines key strategies to address regional transportation challenges. The plan must be updated every five years, with this update covering 2026 through 2030. Ms. Melester noted that the major plan goals include reducing single-occupancy vehicle trips, encouraging trip planning tools, building stakeholder relationships, and educating community members on transportation demand management.

Ms. Gannon discussed significant commuter concerns, particularly congestion and safety on I-81 and I-64, challenges posed by the region's rural landscape, and long commutes between employment hubs.

---

She explained the strategic approaches to address commuters' concerns, including focusing on existing successful solutions like the Afton Express, expanding the carpool matching system, rebuilding and forging employer relationships, and increasing RideShare awareness. She emphasized that a tailored approach to the Strategic Plan is needed, recognizing that transportation solutions must be specific to different regional populations and needs. Next steps include finalizing the plan, presenting it to Metropolitan Planning Organizations, and seeking Commission adoption in February 2025 for submission to DRPT.

In response to a question about environmental benefits being included in the plan, Ms. Melester stated that the environmental concerns were one of the catalysts for implementing the program and will inform the marketing plan to include targeting those who are motivated to take actions that benefit the environment.

### **Other Business**

Chair Friedman asked if there was any other business. Ms. Cundy stated that Augusta County requested a letter of support for the auxiliary lane project request addressed to both Secretary Miller, Secretary of Transportation, and Delegate Terry Austin. Their request is for funding for that auxiliary lane between the on-ramp at Rt 262 in Staunton through the off-ramp to I-64 East. A letter has been drafted in general support of that project and identifying funding to support Augusta County's request. There being no objections, Chair Friedman stated he will sign the letter of support on behalf of the CSPDC.

### **Adjournment**

There being no further business to come before the body, the Commission meeting was adjourned at 8:08 p.m.

Respectfully submitted,



---

Kimberly Miller, Commission Clerk





---

January 27, 2025

**TO:** CSPDC Commissioners

**FROM:** Ann Cundy, Executive Director  
Donnie Kern, Finance Director

**SUBJECT:** Preliminary December 31, 2024, Financial Statements

**Balance Sheet Governmental Funds-All Funds-Preliminary**

CSPDC's financial position remains strong. The Balance Sheet (see page 2) provides an overview of assets, liabilities, and fund balances as of December 31, 2024. The \$60,329 increase in fund balances over last year is reasonable. This amount is subject to change as the year progresses.

**Statement of Revenues and Expenditures-All Funds-Preliminary**

The Statement of Revenues and Expenditures (see page 3) provides an overview of year-to-date actual and FY25 budgeted revenues and expenses as of December 31, 2024. Revenues of \$3,722,444 have been realized for the period.

Expenditures were higher than revenues by \$27,227 partially due to revenues that have not yet been realized. Of this amount approximately \$2,514.06 (BARC VATI), \$4,270.55 (Rockbridge VATI), \$7,386.15 (Buena Vista CDBG). These programs which have not met the collection phase under GASB, which allow revenues to be recognized. The rest of the expenses, \$13,056.24 are administrative.

**Statement of Revenues and Expenditures-By Fund-Preliminary**

The revenues and expenditures by fund are presented for the period ending December 31, 2024 (see page 4). General Fund contracted services are over budget by \$12,486 due to consultant activity related to the Regional Housing Study and All Hazards Mitigation Plan. These expenses are reimbursable by federal and state grants.



**CENTRAL SHENANDOAH PLANNING DISTRICT COMMISSION**

**BALANCE SHEET: GOVERNMENTAL FUNDS**

	12/31/24	06/30/24	\$ Δ
<b>ASSETS</b>			
CASH AND INVESTMENTS	\$ 3,268,886	\$ 2,786,399	\$ 482,486
ACCOUNTS RECEIVABLE	2,179,584	2,577,302	(397,717)
PREPAID EXPENSES	13,456	37,896	(24,440)
<b>TOTAL ASSETS</b>	<b>\$ 5,461,926</b>	<b>\$ 5,401,596</b>	<b>\$ 60,329</b>
<b>LIABILITIES</b>			
ACCOUNTS PAYABLE	\$ 392,254	\$ 909,123	\$ (516,869)
ACCRUED PAYROLL AND RELATED LIABILITIES	46,831	91,539	(44,708)
DEFERRED REVENUE	3,552,496	2,918,987	633,509
<b>TOTAL LIABILITIES</b>	<b>\$ 3,991,581</b>	<b>\$ 3,919,648</b>	<b>\$ 71,933</b>
<b>FUND BALANCES</b>			
RESTRICTED AND COMMITTED FUNDS	\$ 619,160	\$ 619,160	\$ -
OTHER RESOURCES	851,184	862,788	(11,603)
<b>TOTAL FUND BALANCES</b>	<b>\$ 1,470,345</b>	<b>\$ 1,481,948</b>	<b>\$ (11,603)</b>
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<b>\$ 5,461,926</b>	<b>\$ 5,401,596</b>	<b>\$ 60,329</b>

**CENTRAL SHENANDOAH PLANNING DISTRICT COMMISSION**  
**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES: GOVERNMENTAL FUNDS**

	<b>FISCAL YTD 12/31/24</b>	<b>FY25 BUDGET</b>	<b>BUDGET REMAINING</b>
<b>REVENUES</b>			
FEDERAL FUNDING	\$ 1,798,927	\$ 3,776,527	\$ 1,977,600
STATE FUNDING	1,492,538	2,623,856	1,131,318
LOCAL FUNDING & SERVICES	349,917	1,160,797	810,880
MISCELLANEOUS INCOME	81,062	136,800	55,738
<b>TOTAL REVENUES</b>	<b>\$ 3,722,444</b>	<b>\$ 7,697,980</b>	<b>\$ 3,975,536</b>
<b>EXPENDITURES</b>			
WAGES & BENEFITS	\$ 650,028	\$ 1,468,538	\$ 818,510
CONTRACTED SERVICES	1,570,596	3,189,046	1,618,450
TRAVEL & MEETINGS	205,912	600,975	395,063
COMMUNICATION SERVICES & PRINTING	27,061	60,251	33,190
OTHER OPERATING EXPENSES	124,797	346,154	221,357
CAPITAL PURCHASES & OTHER ACTIVITIES	838,331	868,598	30,267
PASS-THROUGH FUNDS	332,945	1,164,418	831,473
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,749,671</b>	<b>\$ 7,697,980</b>	<b>\$ 3,948,309</b>
<b>NET CHANGE IN FUND BALANCES</b>	<b>\$ (27,227)</b>	<b>\$ -</b>	<b>\$ 27,227</b>

CENTRAL SHENANDOAH PLANNING DISTRICT COMMISSION  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES: BY GOVERNMENTAL FUNDS

	FISCAL YTD 12/31/24	FY25 BUDGET GENERAL FUND	FY25 BUDGET REMAINING	FISCAL YTD 12/31/24	FY25 BUDGET ARC FUND	FY25 BUDGET REMAINING	FISCAL YTD 12/31/24	FY25 BUDGET EDA FUND	FY25 BUDGET REMAINING	FISCAL YTD 12/31/24	FY25 BUDGET HRMPO FUND	FY25 BUDGET REMAINING	FISCAL YTD 12/31/24	FY25 BUDGET SAWMPO FUND	FY25 BUDGET REMAINING	FISCAL YTD 12/31/24	FY25 BUDGET TRANSIT FUND	FY25 BUDGET REMAINING
<b>REVENUES</b>																		
FEDERAL FUNDING	\$ 381,261	\$ 932,000	\$ 550,739	\$ 40,369	\$ 52,248	\$ 11,879	\$ 46,918	\$ 70,000	\$ 23,082	\$ 85,908	\$ 327,104	\$ 241,196	\$ 90,508	\$ 359,826	\$ 269,318	\$ 1,153,962	\$ 2,035,348	\$ 881,386
STATE FUNDING	250,655	856,052	605,398		-	-		-	-	10,739	40,888	30,149	11,314	44,978	33,665	1,219,831	1,681,938	462,107
LOCAL FUNDING & SERVICES	116,417	451,236	334,820	30,165	52,248	22,083	46,918	70,000	23,082	10,738	40,888	30,150	11,313	44,978	33,665	134,365	501,446	367,081
USE OF MONEY & PROPERTY	26,234	62,300	36,066		-	-		-	-		-	-		-	-	54,828	74,500	19,672
OTHER INCOME		-	-		-	-		-	-		-	-		-	-		-	-
<b>TOTAL REVENUES</b>	<b>\$ 774,566</b>	<b>\$ 2,301,588</b>	<b>\$ 1,527,022</b>	<b>\$ 70,534</b>	<b>\$ 104,496</b>	<b>\$ 33,962</b>	<b>\$ 93,837</b>	<b>\$ 140,000</b>	<b>\$ 46,163</b>	<b>\$ 107,385</b>	<b>\$ 408,881</b>	<b>\$ 301,495</b>	<b>\$ 113,135</b>	<b>\$ 449,783</b>	<b>\$ 336,648</b>	<b>\$ 2,562,986</b>	<b>\$ 4,293,232</b>	<b>\$ 1,730,245</b>
<b>EXPENSES</b>																		
WAGES & BENEFITS	\$ 318,695	\$ 842,589	\$ 523,894	\$ 47,001	\$ 64,726	\$ 17,725	\$ 62,871	\$ 88,797	\$ 25,926	\$ 51,126	\$ 131,438	\$ 80,312	\$ 61,322	\$ 162,803	\$ 101,480	\$ 109,012	\$ 178,185	\$ 69,173
CONTRACTED SERVICES	206,600	194,113	(12,486)	405	-	(405)	1,000	35,241	34,241	30,484	208,609	178,125	20,668	126,542	105,874	1,311,440	2,624,540	1,313,101
TRAVEL & MEETINGS	9,758	97,730	87,972	2,923	9,400	6,477	2,267	6,764	4,497	1,394	6,000	4,606	1,471	6,000	4,529	188,099	475,081	286,982
COMMUNICATION & PRINTING	19,468	37,546	18,078		36	36		500	500		2,100	2,100	264	1,500	1,236	7,329	18,569	11,240
OTHER EXPENDITURES	55,552	243,427	187,875		2,500	2,500	686	(23,351)	(24,037)	2,398	4,216	1,818	3,388	82,933	79,546	898,830	905,027	6,197
INDIRECT CHARGES	(139,804)	(278,235)	(138,431)	20,204	27,834	7,630	27,013	32,049	5,036	21,984	56,518	34,534	26,022	70,005	43,983	46,855	91,829	44,974
PASS-THROUGH FUNDS	332,945	1,164,418	831,473			-			-			-			-			-
<b>TOTAL EXPENSES</b>	<b>\$ 803,215</b>	<b>\$ 2,301,588</b>	<b>\$ 1,498,374</b>	<b>\$ 70,534</b>	<b>\$ 104,496</b>	<b>\$ 33,963</b>	<b>\$ 93,837</b>	<b>\$ 140,000</b>	<b>\$ 46,163</b>	<b>\$ 107,385</b>	<b>\$ 408,881</b>	<b>\$ 301,495</b>	<b>\$ 113,135</b>	<b>\$ 449,783</b>	<b>\$ 336,647</b>	<b>\$ 2,561,566</b>	<b>\$ 4,293,232</b>	<b>\$ 1,731,666</b>
<b>NET CHANGE IN FUND BALANCES</b>	<b>\$ (28,648)</b>	<b>\$ -</b>		<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>	<b>\$ 1</b>		<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>	<b>\$ -</b>		<b>\$ 1,421</b>	<b>\$ -</b>	



January 27, 2025

**TO:** Board of Commissioners

**FROM:** Ann Cundy, Executive Director

**SUBJECT: Board Action Form #25-01  
Commuter Assistance Program Strategic Plan (CAPSP)**

**Recommendation:**

Recommend approval of the Commuter Assistance Program Strategic Plan.

**Executive Summary:**

The Virginia Department of Rail and Public Transportation (DRPT) requires agencies operating a Commuter Assistance Program (CAP) to develop a Commuter Assistance Program Strategic Plan. The CAPSP will replace the previously required Transportation Demand Management Plan (TDMP). This Strategic Plan ensures that the CAP and its services are planned in a way that meets the mobility needs of the Central Shenandoah region in the most effective and cost-efficient manner. The CAPSP outlines goals, objectives, and performance measures, and will serve as a detailed blueprint for operations and strategies from 2025 to 2030.

The CAPSP was prepared with technical assistance from Launch! Consulting and in collaboration with the Thomas Jefferson Planning District Commission (TJPDC).

This Strategic Plan was presented to the Board of Commissioners at the December 2024 meeting.

It is required that the CAPSP is adopted by the governing body.

Attachment Link: [Commuter Assistance Program Strategic Plan \(CAPSP\)](#)



January 27, 2025

**TO:** Board of Commissioners

**FROM:** Ann Cundy, Executive Director

**SUBJECT: Board Action Form #25-02  
CSPDC Regional Housing Study**

**Recommendation:**

Recommend approval of the CSPDC's Regional Housing Study.

**Executive Summary:**

In response to the growing housing affordability issues throughout the region, the CSPDC applied for and was awarded a \$200,000 Community Impact Grant from Virginia Housing to conduct a Regional Housing Study. The CSPDC partnered with industry experts at Virginia Tech's Center for Housing Research and HousingForward Virginia to conduct a detailed analysis of the region's five distinct housing markets. The resulting Housing Study is the culmination of a major collaborative effort among CSPDC staff, local governments, housing stakeholders and consultants.

The Study process was comprised of two phases. Phase 1 conducted an extensive quantitative and qualitative analysis of available data on the region's household characteristics and housing stock to paint a comprehensive picture of how local housing markets influence one another. In the second phase, the study team worked closely with local staff and regional stakeholders and engaged in extensive outreach to develop solutions to market challenges that align with local goals and build on existing plans and interests.

The results of the study were compiled and presented in two separate, interrelated reports:

1. The Consumer Report summarizes the study's key findings and recommendations.
2. The Technical Report provides more detailed data analysis and action steps.

Attachment Links:

[CSPDC Regional Housing Study — Consumer Report](#)

[CSPDC Regional Housing Study — Technical Report](#)