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April 14, 2025

**MEMO TO:** CSPDC Commissioners

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

**SUBJECT:** April 21, 2025, CSPDC Commission Meeting

The Central Shenandoah Planning District Commission (CSPDC) will hold a meeting on **Monday, April 21st, at 7:00 p.m., with dinner provided at 6:30 p.m.** Please contact Kimberly Miller (kimberly@cspdc.org) to let us know if you will be able to attend.

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#### **AGENDA**

1. Call to Order
2. Public Comment
3. Minutes of February 3, 2025, CSPDC Commission Meeting\*
4. Reports
  - a. Chairperson
  - b. Executive Director
  - c. Treasurer\*
5. Consideration of Water Supply Planning Assistance Grant Applications (BAF 25-03)\*
6. Consideration of BRITE Public Transit Safety Action Plan (PTASP) Update (BAF 25-04)\*
7. Consideration of the Rural Transportation Planning Grant Application & Work Program (BAF 25-05)\*
8. Presentation: *Improve I-81 Program Updates*, Dave Covington, I-81 Program Delivery Director, VDOT
9. Intergovernmental Reviews (Board Memo 25-01)

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10. Other Business

a. FY 2025 Audit Communication Letter

11. Adjournment

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\*Action Needed

Next CSPDC Commission Meeting: Monday, June 16, 2025, at the CSPDC Office.



**Minutes**  
**Central Shenandoah Planning District Commission Meeting**  
**Virtual Meeting by Zoom**  
**February 3, 2025, 6:00 p.m.**

**Attendance: 30**

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

**Call To Order**

The Commission meeting of February 3, 2025, was called to order on Zoom at 6:00 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 December 16, 2024. There being no comments or objections, the minutes were approved unanimously.

**Chair's Report**

Chair Friedman welcomed new Commissioners, Ms. Sallie Wolfe-Garrison, representing Rockingham County, Mr. Nasser Alsaadun, representing the City of Harrisonburg, and Mr. Brad Arrowood, representing the City of Staunton.

Chair Friedman mentioned that the Executive Committee three-year terms expire at the end of June. As outlined in the Commission Bylaws, an election will be held by mail to elect the members of the Executive Committee from nominees identified by each locality. The newly elected Executive Committee will begin their new three-year term effective on July 1st. Chair Friedman asked Commissioners to watch for the ballot to be mailed in April and return it quickly to ensure a timely

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election process. Ms. Cundy affirmed the summary and mentioned the importance of the Executive Committee in managing tasks between the Commission meetings.

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

Under the Executive Director's Report, Ms. Cundy welcomed new commissioners and reported on the following items:

1. Grant Applications: Staff assisted the Town of Bridgewater and the City of Staunton with BUILD (formerly RAISE) grant applications that would bring \$20,155,445 in infrastructure investments to the region.
2. Transit Grants: The transit team submitted eight grants totaling \$2,506,710 for the BRITE and Afton Express buses for FY26. These funds will cover operating expenses for the system, purchase new bus shelters, fund marketing campaigns for Afton Express, and support staff with the procurement of a new contracted service provider to begin July 1, 2026.
3. Public Engagement: The CSPDC launched a new Social Pinpoint public engagement website for sharing the Regional Housing Study and upcoming implementation opportunities. A unique page for the SAWMPO 2050 Long Range Transportation Plan will be added soon.
4. SMART SCALE Projects: Ms. Cundy reported that VDOT staff presented a recommended funding scenario to the CTB in January that included four significant projects in the region:
  - SAWMPO:
    - Waynesboro Transit Access Project (City of Waynesboro): \$2.6 million
    - Route 256/I-81 Interchange: Three Lane Bridge (Augusta County): \$19.4 million
  - HRMPO:
    - Mt. Clinton Pike Corridor Safety (City of Harrisonburg): \$12.3 million
    - Port Republic Road at I-81 Exit 245 (Harrisonburg-Rockingham MPO): \$10.5 million
5. Federal Grants Freeze: Ms. Cundy reported that staff are monitoring the situation and staying in close contact with state and federal agency staff, as well as staff from Senator Warner's office. She noted that CSPDC has adequate cash reserves to weather a 90-day pause if it were to be reinstated.

### **Treasurer's Report**

Chair Friedman presented for consideration the Treasurer's Report. The Treasurer, Mr. Short asked Mr. Kern to provide a report of the Financial Statements as of October 31, 2024. Mr. Kern noted that the CSPDC has had a strong start to the fiscal year. He noted a loss of revenue of \$27,000 that is due to programs to which the PDC has been unable to recognize revenues due to the timing of invoices against grants. Mr. Kern mentioned that the budget amounts were updated to incorporate additional Lewis Street Hub funding, and the PDC will begin working on its FY 26 budget in February.

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

### **Consideration of Commuter Assistance Program Strategic Plan (BAF #25-01)**

Chair Friedman presented the Commuter Assistance Program Strategic Plan. Ms. Gannon presented information regarding the plan, noting it is a DRPT requirement for agencies to receive funding. The plan was previously presented to the Board of Commissioners in December.

Ms. Tate moved, seconded by Ms. Hensley, to approve the Commuter Assistance Program Strategic Plan. The motion carried unanimously.

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**Consideration of CSPDC Regional Housing Study Acceptance (BAF #25-02)**

Chair Friedman presented the Regional Housing Study. Mr. Crute presented the region's first comprehensive housing study, developed with the Virginia Center for Housing Research and Housing for Virginia through a \$100,000 community impact grant. The study includes data profiles for each subregion, actionable housing strategies for local communities, and two reports: a consumer report summarizing key findings and a technical report with detailed analysis.

Mr. Crute announced that a webinar is scheduled for February 26th at 11:00 a.m. to present detailed findings. He offered to present specific findings to individual localities upon request.

Chair Friedman presented the Regional Housing Study. Mr. Crute presented the region's first comprehensive housing study, noting this stemmed from needs expressed by many localities to better quantify housing issues and receive guidance to inform policy decisions. The study was funded through a \$100,000 community impact grant from Virginia Housing, which enabled the CSPDC to engage the Virginia Center for Housing Research and Housing for Virginia as consultants.

Mr. Crute explained that the study was divided into two main phases: the first created data profiles for each subregion by analyzing housing data and engaging with stakeholders to understand housing issues facing localities; the second phase developed actionable housing strategies identifying proactive next steps for both the region and local communities to address identified housing issues. He noted that the findings and recommendations were published in two separate but interrelated reports: 1) a consumer report summarizing key findings and recommended strategies, and 2) a technical report providing more detailed analysis and action steps. Both reports are now available on the new CSPDC Connect website powered by Social Pinpoint.

Mr. Crute announced that a webinar is scheduled for February 26th at 11:00 a.m. to present detailed findings, featuring Mel Jones and Jonathan Knopf from the consultant team and a representative from Virginia Housing. In response to a question from Chair Friedman, Mr. Crute clarified that the webinar would provide an overview of the data and regional housing strategies, though time constraints would prevent detailed discussion of strategies for all 21 localities. He offered to present specific findings to individual localities upon request, including presentations to town councils, boards of supervisors, or other interested groups.

Mr. Crute confirmed that the webinar recording would be made available on the CSPDC Connect website. He expressed hope that the study would serve as a useful resource to empower communities to tackle housing issues, improving residents' lives and strengthening local economies. Staff recommended Commission acceptance of the regional housing study as presented.

Mr. Short moved, seconded by Mr. Arrowood, to accept the Regional Housing Study. The motion carried unanimously.

**Presentation: Investments in the Region**

Chair Friedman presented the Investments in the Region presentation and introduced Ms. Rachel Kinzer. Ms. Kinzer presented the annual Investments in the Region Report, noting that the full report would be linked in the Zoom chat for commissioners to review. She explained that each year the CSPDC compiles this report to assess the Commission's impact on the region and track progress in securing state and federal investments. The report spans the last four fiscal years, accounting for the total amount of external funding the CSPDC has brought to the area, broken down by program area and subregion.

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Ms. Kinzer reported that since the beginning of the 2021 fiscal year, the CSPDC has helped bring in more than \$93 million in outside investments, including \$35.5 million in the past year alone. This represents a return of \$98 in state and federal funds for every dollar received in local assessments over the last four years, which is the highest return since the CSPDC began tracking investments in 2010. She highlighted that a significant portion of the increase in funding is due to Smart Scale, which helped fund several large transportation projects in the Harrisonburg-Rockingham area in the 2024 fiscal year. From the programmatic breakdown presented, Ms. Kinzer noted that:

- 74% of the total investments over the past four years have been dedicated to transportation and transit projects
- Nearly 20% of the funding has gone toward economic and community development, including:
  - A \$2 million grant from the Department of Homeland Security for emergency communication equipment in Bath County
  - Close to \$2 million for the renovation of the Virginia Innovation Accelerator in Buena Vista
- The remaining 6% of total investments have been directed toward environmental and disaster mitigation efforts and housing-related projects.

Ms. Kinzer concluded by expressing that the CSPDC is excited to continue serving localities and leveraging more external funding in the years ahead.

Mr. Budzinski noted that the \$2 million communications grant for Bath County is a joint venture with Highland County and includes collaboration with Pendleton and Pocahontas counties in West Virginia.

### **Other Business**

Chair Friedman asked if there was any other business.

### **Adjournment**

There being no further business to come before the body, the Commission meeting was adjourned at 6:33 p.m.

Respectfully submitted,



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Kimberly Miller, Commission Clerk



April 14, 2025

**TO:** CSPDC Commissioners

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

**SUBJECT:** Preliminary February 28, 2025, 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 February 28, 2025. The \$882,743 increase in fund balances over last year is driven by the funds from DRPT to reimburse the PDC for the Lewis Street Hub project, and timely reimbursements for the Transit program. 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 February 28, 2025. Revenues of \$5,528,727 have been realized for the period.

Revenues were higher than expenditures by \$62,812.

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

The revenues and expenditures by fund are presented for the period ending February 28, 2025 (see page 4). General Fund contracted services are over budget by \$60,686 due to consultant activity related to the Regional Housing Study and All Hazards Mitigation Plan for which we have not yet sought reimbursement from state and federal grants. It is prudent to point out that the General Fund's federal funding exceeded budget due to unplanned revenues related to the WIIP program in the amount of \$238,736 to assist with the native tree planning in Waynesboro.



April 14, 2025

**TO:** Board of Commissioners

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

**SUBJECT:** Board Action Form: #25-03  
Resolution Regarding Local and Regional Water Supply Planning and  
Applications for FY2025 Water Supply Planning Grants

**Recommendation:**

Endorse the Resolutions authorizing the applications for FY25 DEQ funds for regional water supply planning.

**Executive Summary:**

The Virginia General Assembly has mandated the development of regional water supply plans throughout the Commonwealth with the goal of ensuring adequate and safe drinking water is available to all Virginians. Water supply plans are to include information on water sources, water use, and water resources, as well as water demand projections, water management actions, drought response and contingency plans, and the identification of water supply risks and proposal of regional strategies to address such risks. These plans will be based on Regional Planning Units (RPU) designated by the Commonwealth.

The Counties of Augusta and Rockingham; and the Cities of Harrisonburg, Staunton, and Waynesboro; and the Towns of Bridgewater, Broadway, Craigsville, Dayton, Elkton, Grottoes, Mt. Crawford, and Timberville are located within the *Shenandoah River 1 RPU*.

The Counties of Bath, Highland, and Rockbridge; the Cities of Buena Vista, Covington, and Lexington; and the Towns of Glasgow, Goshen, and Monterey are located within the *Upper James 1 RPU*.

To offset the cost associated with developing water supply plans, DEQ is offering a regional water supply planning grant. RPUs that submit applications are eligible to receive \$8,884 in grant funding for FY2025. This resolution authorizes the CSPDC to apply for water supply planning grant funds, and to allocate these funds to develop a Water Supply Plan for the Shenandoah River 1 and Upper James 1 RPUs.



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Enclosures:

Resolutions Regarding Local and Regional Water Supply Planning and Applications

1. Shenandoah RPU
2. Upper James RPU



## **RESOLUTION**

### **Central Shenandoah Planning District Commission Resolution Regarding Local and Regional Water Supply Planning and Application for a FY2025 Water Supply Planning Grant – Shenandoah River 1 RPU**

**WHEREAS**, the Virginia General Assembly has mandated the development of regional water supply plans throughout the Commonwealth and the State Water Control Board has developed regulations to implement this planning process; and

**WHEREAS**, based upon these regulations the Counties of Augusta and Rockingham; and the Cities of Harrisonburg, Staunton, and Waynesboro; and the Towns of Bridgewater, Broadway, Craigsville, Dayton, Elkton, Grottoes, Mt. Crawford, and Timberville are required to contribute towards a regional water supply plan that fulfills the regulations by deadlines established in 9VAC25-780-50.A, specifically:

"Each locality in a regional planning area shall assist its regional planning unit in developing and submitting a single jointly produced regional water supply plan to the Department within five years from October 9th, 2024;" and

**WHEREAS**, regional planning areas are designated by 9VAC25-780-45.B, and a local government may request that the Department change its designated regional planning area to an adjoining planning area in accordance with 9VAC25-780-45.C; and

**WHEREAS**, the following elements must be included in regional water supply plans in accordance with 9VAC25-780:

- A description of existing water sources in accordance with the requirements of 9VAC25-780-70,
- A description of existing water use in accordance with the requirements of 9VAC25-780-80,
- A description of existing water resource conditions in accordance with the requirements of 9VAC25-780-90,
- An assessment of projected water demand in accordance with the requirements of 9VAC25-780-100,
- A statement of need for the regional planning unit in accordance with the requirements of 9VAC25-780-100,
- An alternatives analysis to address projected deficits in water supplies in accordance with the requirements of 9VAC25-780-100,
- A description of water management actions in accordance with the requirements of 9VAC25-780-110 and 9VAC25-780-120,
- A description of drought response and contingency plans for each local government in the RPU, in accordance with the requirements of 9VAC25-780-120,

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- An identification of water supply risks and regional strategies to address identified risks in accordance with the requirements of 9VAC25-780-125, and
  - A map identifying important elements discussed in the water supply plan that may include existing environmental resources, existing water sources, significant existing water uses, and proposed new sources; and

**WHEREAS**, the Virginia Department of Environmental Quality has announced the availability of grant funds to assist Regional Planning Units and offset some of the costs related to the development of these Plans and are encouraging RPU's to submit applications for grant funds; and

**WHEREAS**, for purposes of this DEQ water supply grant fund program, the Counties of Augusta and Rockingham; and the Cities of Harrisonburg, Staunton, and Waynesboro; and the Towns of Bridgewater, Broadway, Craigsville, Dayton, Elkton, Grottoes, Mt. Crawford, and Timberville will participate within the Shenandoah River 1 Regional Planning Unit, and

**WHEREAS**, the Regional Planning Unit, through the lead agent wishes to apply for and secure DEQ grant funds to help offset the cost of regional water supply plan development.

**NOW, THEREFORE BE IT RESOLVED** that the Central Shenandoah Planning District Commission (CSPDC) agrees to participate with all local governments and water authorities within the Shenandoah River 1 Regional Planning Unit in the development of a regional water supply plan that will comply with mandated regulations; and

**BE IT FURTHER RESOLVED** that the CSPDC is authorized to develop an application for water supply planning grant funds to offset to the extent feasible the cost of developing said regional water supply plan; and

**BE IT FURTHER RESOLVED** that the CSPDC agrees to manage all grant funds received and allocate these shared funds towards the tasks and deliverables proposed in the grant application for the benefit of the entire Regional Planning Unit; and

**BE IT FINALLY RESOLVED** that Ann W. Cundy, Executive Director, CSPDC is authorized to sign the DEQ contract and other appropriate documents related to the water supply planning grant and the regional water supply plan.

Adopted by the CSPDC this 21st day of April 2025.

APPROVED:

ATTEST:

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Frank Friedman  
CSPDC Chairman

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Kimberly Miller  
Clerk of the Commission



## **RESOLUTION**

### **Central Shenandoah Planning District Commission Resolution Regarding Local and Regional Water Supply Planning and Application for a FY2025 Water Supply Planning Grant – Upper James River 1 RPU**

**WHEREAS**, the Virginia General Assembly has mandated the development of regional water supply plans throughout the Commonwealth and the State Water Control Board has developed regulations to implement this planning process; and

**WHEREAS**, based upon these regulations the Counties of Bath, Highland, and Rockbridge; the Cities of Buena Vista, Covington, and Lexington; and the Towns of Glasgow, Goshen, and Monterey are required to contribute towards a regional water supply plan that fulfills the regulations by deadlines established in 9VAC25-780-50.A, specifically:

“Each locality in a regional planning area shall assist its regional planning unit in developing and submitting a single jointly produced regional water supply plan to the Department within five years from October 9th, 2024;” and

**WHEREAS**, regional planning areas are designated by 9VAC25-780-45.B, and a local government may request that the Department change its designated regional planning area to an adjoining planning area in accordance with 9VAC25-780-45.C; and

**WHEREAS**, the following elements must be included in regional water supply plans in accordance with 9VAC25-780:

- A description of existing water sources in accordance with the requirements of 9VAC25-780-70,
- A description of existing water use in accordance with the requirements of 9VAC25-780-80,
- A description of existing water resource conditions in accordance with the requirements of 9VAC25-780-90,
- An assessment of projected water demand in accordance with the requirements of 9VAC25-780-100,
- A statement of need for the regional planning unit in accordance with the requirements of 9VAC25-780-100,
- An alternatives analysis to address projected deficits in water supplies in accordance with the requirements of 9VAC25-780-100,
- A description of water management actions in accordance with the requirements of 9VAC25-780-110 and 9VAC25-780-120,

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- A description of drought response and contingency plans for each local government in the RPU, in accordance with the requirements of 9VAC25-780-120,
  - An identification of water supply risks and regional strategies to address identified risks in accordance with the requirements of 9VAC25-780-125, and
  - A map identifying important elements discussed in the water supply plan that may include existing environmental resources, existing water sources, significant existing water uses, and proposed new sources; and

**WHEREAS**, the Virginia Department of Environmental Quality has announced the availability of grant funds to assist Regional Planning Units and offset some of the costs related to the development of these Plans and are encouraging RPUs to submit applications for grant funds; and

**WHEREAS**, for purposes of this DEQ water supply grant fund program, the Counties of Alleghany, Bath, Highland, and Rockbridge; the Cities of Buena Vista, Covington, and Lexington; and the Towns of Glasgow, Goshen, and Monterey will participate within the Upper James River 1 Regional Planning Unit; and

**WHEREAS**, the Regional Planning Unit, through the lead agent, wishes to apply for and secure DEQ grant funds to help offset the cost of regional water supply plan development.

**NOW, THEREFORE BE IT RESOLVED** that the Central Shenandoah Planning District Commission (CSPDC) agrees to participate with all local governments and water authorities within the Upper James River 1 Regional Planning Unit in the development of a regional water supply plan that will comply with mandated regulations; and

**BE IT FURTHER RESOLVED** that the CSPDC is authorized to develop an application for water supply planning grant funds to offset to the extent feasible the cost of developing said regional water supply plan; and

**BE IT FURTHER RESOLVED** that the CSPDC agrees to manage all grant funds received and allocate these shared funds towards the tasks and deliverables proposed in the grant application for the benefit of the entire Regional Planning Unit; and

**BE IT FINALLY RESOLVED** that Ann W. Cundy, Executive Director, CSPDC, is authorized to sign the DEQ contract and other appropriate documents related to the water supply planning grant and the regional water supply plan.

Adopted by the CSPDC this 21st day of April 2025.

APPROVED:

ATTEST:

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Frank Friedman  
CSPDC Chairman

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Kimberly Miller  
Clerk of the Commission



April 14, 2025

**TO:** Board of Commissioners

**FROM:** Devon Thompson, Transit Program Manager

**SUBJECT:** **Board Action Form #25-04**  
**Consideration of the BRITE PTASP Appendix Annual Update**

**Recommendation:**

Approve the BRITE Bus Appendix annual update within the Virginia Statewide Public Transportation Agency Safety Plan (PTASP).

**Executive Summary:**

The Virginia Statewide PTASP for Small Public Transportation Providers is a comprehensive plan outlining the Safety Management Systems (SMS) programs at 15 small transit agencies in the Commonwealth (defined as a non-fixed guideway agency that received federal financial assistance under 49 U.S.C. 5307 running 100 or fewer vehicles in total during peak revenue service).

Per 49 CFR Part 673.11(d), States must develop a PTASP for small transit agencies, and the Virginia Department of Rail and Public Transportation (DRPT) developed the state-sponsored PTASP for small transit agencies in Virginia. This comprehensive plan is required by 49 United States Code 5329 and 49 Code of Federal Regulations (CFR) Part 673.

The PTASP provides general information on each transit agency, including its overall structure and services; the agency Safety Management Policy; Safety Risk Management program; Safety Assurance program; and Safety Promotion program.

- **Safety Management Policy:** BRITE's documented commitment to safety, which defines its safety objectives, and the accountabilities and responsibilities of its employees regarding safety.

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- **Safety Risk Management:** A process within BRITE's PTASP for identifying hazards, and analyzing, assessing, and mitigating safety risk.
  - **Safety Assurance:** A process within BRITE's Safety Management System that functions to ensure the implementation and effectiveness of safety risk mitigation, and to ensure that BRITE meets or exceeds its safety objectives through the collection, analysis, and assessment of information.
  - **Safety Promotion:** A combination of training and communication of safety information to support SMS as applied to BRITE.

An update was necessitated to include the new Accountable Executive and updated signatures for the Safety Policy Statement, and comply with new federal requirements regarding enhanced and updated:

- Safety Goals, Objectives, and Targets
- Employee Safety Reporting
- Safety Accountabilities and Responsibilities
- Hazard Identification
- Hazard Analysis & Evaluation / Safety Risk Assessment
- Safety Risk Mitigation
- Process Evaluation for Safety Assurance
- Competencies and Training
- Strategies to Minimize Exposure of the Public, Personnel, and Property to Hazards and Unsafe Conditions

Attachment: [BRITE Bus Appendix to the VA Statewide PTASP](#)



April 14, 2025

**TO:** Board of Commissioners

**FROM:** Garreth Bartholomew, Transportation Planner

**SUBJECT: Board Action Form #25-05**  
**Consideration of FY26 Rural Transportation Planning Grant Application**

**Recommendation:**

Approve the Resolution authorizing application for FY25 Rural Transportation Planning Grant.

**Executive Summary:**

CSPDC has prepared its annual Rural Transportation Planning Grant application for FY26 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.

**Attachments:**

FY26 Rural Transportation Planning Grant Resolution  
FY26 Rural Transportation Planning Work Program





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## 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, 2025 to June 30, 2026; 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 21st day of April 2025.

APPROVED:

ATTEST:

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Frank Friedman  
CSPDC Chairman

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Kimberly Miller  
Clerk of the Commission



# **THE CENTRAL SHENANDOAH PLANNING DISTRICT COMMISSION**

## **FY 2026 RURAL TRANSPORTATION PLANNING WORK PROGRAM**

### **JULY 01, 2025 – JUNE 30, 2026**

APPROVED: \_\_\_\_\_, 2025

#### **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) 2026, 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 evaluate environmental considerations, and consult 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 2025, December 2025, March 2026, and June 2026.
- 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 Title VI and ADA compliance in all rural transportation activities for highway and transit and address the needs of all segments of the population.
- Develop FY27 Rural Transportation Planning Work Program in April 2026.
- Provide relevant and timely rural transportation updates at [www.cspdc.org](http://www.cspdc.org) and [www.bikethevalley.org](http://www.bikethevalley.org).

DRAFT: Central Shenandoah Planning District Commission  
FY26 Rural Transportation Planning Work Program

*Project Administration Budget Summary*

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

## **B. FY26 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**

**\$15,000**

#### *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. FY26 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 FY26 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 FY26 work includes assistance for SMART SCALE applications.
- 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.

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FY26 Rural Transportation Planning Work Program

- 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. FY26 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.

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- Contribute to bicycle and pedestrian planning.
- Attend freight planning trainings or working groups.
- Attend the 2026 Rural Planning Caucus Conference.
- Participate in Title VI compliance training.
- Participate in the annual spring VDOT Six Year Improvement Program (SYIP) Transportation Meeting.
- Incorporate transportation planning data-sharing to address national transportation planning goals and priorities that meet regional and local needs.
- Ensure transportation planning addresses safe and accessible options for multiple travel modes for all population segments in the region.
- 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**

**\$20,250**

*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.

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- Final Report: A final technical deliverable will provide a study overview and recommended transportation plan improvements.

*Deliverables*

- A final report for the FY26 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. FY26 CSPDC RWP BUDGET SUMMARY

Tasks	VDOT (SPR) 80%	CSPDC (Match) 20%	Total 100%
<b>A. Program Administration</b>			
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>B. FY26 Program Activities</b>			
1. Local Transportation Planning Assistance	\$10,000	\$3,000	\$15,000
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	\$16,200	\$4,050	\$20,250
<i>Total budgeted for Program Activities</i>	<i>\$42,400</i>	<i>\$10,600</i>	<i>\$53,000</i>
<b>Total Budgeted for Program Administration and Program Activities</b>	<b>\$58,000</b>	<b>\$14,500</b>	<b>\$72,500</b>





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April 14, 2025

**MEMO TO:** CSPDC Commissioners

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

**SUBJECT:** Board Memo #25-01  
Intergovernmental Reviews (IR)

Intergovernmental Reviews (IR) require no action and are for information purposes only:

- The Virginia Department of Environmental Quality (VDEQ) is seeking federal funds from the United States Geological Survey for a project titled "Expanding Virginia's real-time groundwater-monitoring capabilities to enhance management of water resources." The project cost is \$133,106, of which \$63,570 in federal funding is requested. The aim of the project is to outfit 13 recently drilled monitoring wells with continuous, real-time, water-level data recording instrumentation to expand and improve the statewide monitoring network. These climate response wells will provide data to inform drought stage declarations that may impact local and regional water use. Two wells are located in our region, one at the Rockingham Bus Lot in Harrisonburg and the second at the Cyrus McCormick Farm in Raphine. Staff in the City of Harrisonburg, Rockingham County, Rockbridge County, and Augusta County were made aware of this application. The proposed project is scheduled to begin July 1, 2025, with a 12-month duration. The application (26-08, USGS FY25 Groundwater and Streamflow Program, NGWMN) is open for comments until May 11, 2025. More information is available upon request from CSPDC.

## **Communication with Those Charged with Governance During Planning**

To the Commissioners  
Central Shenandoah Planning District Commission  
112 MacTanly Place  
Staunton, Virginia 22401

We are engaged to audit the financial statements of the governmental activities and each major fund of the Central Shenandoah Planning District Commission (the "Commission") for the year ended June 30, 2025. Professional standards require that we provide you with the following information related to our audit. We would also appreciate the opportunity to meet with you at your request to discuss this information further since a two-way dialogue can provide valuable information for the audit process.


### **Our Responsibilities under U.S. Generally Accepted Auditing Standards, Government Auditing Standards, and the Uniform Guidance**

As stated in our engagement letter dated April 11, 2025, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

In planning and performing our audit, we will consider the Commission's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinions on the financial statements and not to provide assurance on the internal control over financial reporting. We will also consider internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with the Uniform Guidance.

As part of obtaining reasonable assurance about whether the Commission's financial statements are free of material misstatement, we will perform tests of its compliance with certain provisions of laws, regulations, contracts, and grants. However, providing an opinion on compliance with those provisions is not an objective of our audit. Also in accordance with the Uniform Guidance, we will examine, on a test basis, evidence about the Commission's compliance with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) Compliance Supplement applicable to each of its major federal programs for the purpose of expressing an opinion on the Commission's compliance with those requirements. While our audit will provide a reasonable basis for our opinion, it will not provide a legal determination on the Commission's compliance with those requirements.

Generally accepted accounting principles provide for certain required supplementary information (RSI) to supplement the basic financial statements. Our responsibility with respect to the RSI referenced in our engagement letter, which supplement the basic financial statements, is to apply certain limited procedures in accordance with generally accepted auditing standards. However, the RSI will not be



audited and, because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance, we will not express an opinion or provide any assurance on the RSI.

We have been engaged to report on the supplemental information referenced in our engagement letter, which accompany the financial statements but are not RSI. Our responsibility for this supplementary information, as described by professional standards, is to evaluate the presentation of the supplementary information in relation to the financial statements as a whole and to report on whether the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

We have not been engaged to report on the introductory section, which accompany the financial statements but are not RSI. Our responsibility with respect to this other information in documents containing the audited financial statements and auditor's report does not extend beyond the financial information identified in the report. We have no responsibility for determining whether this other information is properly stated. This other information will not be audited and we will not express an opinion or provide any assurance on it.


## **Planned Scope and Timing of the Audit, Significant Risks, and Other**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested.

Our audit will include obtaining an understanding of the Commission and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the Commission or to acts by management or employees acting on behalf of the Commission. We will generally communicate our significant findings at the conclusion of the audit. However, some matters could be communicated sooner, particularly if significant difficulties are encountered during the audit where assistance is needed to overcome the difficulties or if the difficulties may lead to a modified opinion. We will also communicate any internal control related matters that are required to be communicated under professional standards.

While planning has not concluded and modifications may be made, we have identified the following significant risks of material misstatement as part of our audit planning:

- Management override: management and/or those charged with governance are in a unique position to perpetrate fraud because of management's ability to manipulate accounting records and prepare fraudulent financial statements by overriding internal controls, even where such internal controls might otherwise appear to be operating effectively. Although the level of risk of management override of internal controls will vary from entity to entity, the risk is, nevertheless, present in all entities.
- Separation of duties: in general, internal controls are designed to safeguard assets and help prevent losses from employee dishonesty or error. A fundamental concept of internal control is



the separation of duties. The basic premise of this concept is that no one employee should have access to all phases of a transaction. Due to the limited size of the staff and employee turnover, a proper separation may not be maintained.

- Accounts receivable: the Commission receives a significant amount of grant funding. Due to the nature of the Commission's operations, there is a risk that amounts could be missed or recorded in the wrong period.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Our review and understanding of the Commission's internal control is not undertaken for the purpose of expressing an opinion on the effectiveness of internal control. Management is responsible for designing and maintaining an effective internal control environment.

We expect to begin our audit in May 2025 and issue our report in December 2025, provided there is no delay receiving adequate documentation for audit procedures. Megan Argenbright is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

## **The Concept of Materiality in Planning and Executing the Audit**

In planning the audit, the materiality limit is viewed as the maximum aggregate amount of misstatements, which if detected and not corrected, would not cause us to modify our opinion on the financial statements. The materiality limit is an allowance not only for misstatements that will be detected and not corrected but also for misstatements that may not be detected by the audit. Our assessment of materiality throughout the audit will be based on quantitative and qualitative considerations. Because of the interaction of quantitative and qualitative considerations, misstatements of a relatively small amount could have a material effect on the current financial statements as well as financial statements of future periods. At the end of the audit, we will inform you of all individual unrecorded misstatements aggregated by us unless clearly inconsequential in connection with your evaluation of our audit test results.

## **Inquiries Concerning Fraud**

As part of the planning process, we assess the risk of misstatements in the financial statements, whether from fraud or error. Your consideration of the following questions is valuable in planning our engagement.

- Are you aware of any fraud, suspected fraud, or allegations of fraud?
- Are there departments or processes where you think fraud could easily occur and remain undetected?
- Are you comfortable with the integrity of management?
- Are you aware of any illegal acts or noncompliance with laws or grant agreements?
- Are you confident that personnel possess appropriate skill sets, and are committed to providing high quality financial information?
- Are there particular areas in the financial statements where you have concern that misstatements could occur?

- Are there any circumstances that you believe should be of interest to your auditors, but of which management is unaware or might have reason to not fully disclose to us?
- Are you satisfied that those charged with governance are actively involved in the Commission's assessment of the risks of fraud and the programs and controls established to mitigate those risks?
- Are there any significant unusual transactions that the Commission entered into during the year?
- Do you have any concerns about the Commission's related-party relationships and transactions?

If your consideration of these questions yields no concerns, we do not require that you respond to us. However, if you have any concerns or would like to simply discuss these (or any other) issues relating to the audit, please contact us at:

Megan Argenbright, Partner  
(540) 434-6736  
MArgenbright@BEcpas.com

## Independence

Our independence policies and procedures are designed to provide reasonable assurance that our firm and its personnel comply with applicable professional independence standards. Our policies address financial interests, business and family relationships, and non-audit services that may be thought to bear on independence. We are not aware of any circumstances that have impaired our independence with respect to our engagement as described in our engagement letter.

This information is intended solely for the use of those charged with governance and management and is not intended to be and should not be used by anyone other than these specified parties.

*Brown, Edwards & Company, L.L.P.*

CERTIFIED PUBLIC ACCOUNTANTS

Harrisonburg, Virginia  
April 11, 2025