

Rappahannock Rapidan Regional Commission
Minutes
April 27, 2016
Regional Commission Offices
Culpeper, VA

1. **Call to Order** – The meeting was called to order at 11:10 a.m. by Chairman McCarthy.

2. **Welcome to New Commissioner:**

Chairman McCarthy extended a welcome to new Commissioner: Chris Granger, Chairman, Board of Supervisors; Fauquier County, who was not present.

3. **Roll Call** - The roll was called by Deputy Director Patrick Mauney.

Members Present: Dan Campbell, Madison County
Bob Coiner, Town of Gordonsville
Jim Crozier, Orange County
Bob Gurtler, Town of The Plains
Chris Hively, Town of Culpeper
Yak Lubowsky, Town of Warrenton
John McCarthy, Rappahannock County
Paul McCulla, Fauquier County
Wells Nevill, Town of Warrenton
John Fox Sullivan, Town of Washington
Steve Walker, Culpeper County
Greg Woods, Town of Orange

Members Absent: Evan “Skeet” Ashby, Town of Remington
John Coates, Culpeper County
Bryan David, Orange County
Chris Granger, Fauquier County
Charlotte Hoffman, Madison County
William Lamar, Town of Madison
Martha Roby, Town of Orange (absent business meeting, present at Retreat)
Meaghan Taylor, Town of Culpeper
Roger Welch, Rappahannock County

Staff Present: Patrick Mauney, Deputy Director
Deidré Anderson, Homeless Central Entry Specialist
Zach Beard, Intern
Jenny Biché, Mobility Program Coordinator

Michelle Edwards, Planner II
Sue Hromyak, Office Manager
Terry Snead, Fiscal Officer and Grants Administrator
Cathy Zielinski, Program Manager, Human Services Planning

Guests: Ms. Anne E. E. Herring, VA Rural Development Coordinator, USDA Rural Development
Ms. Cyndy Bedwell, USDA Rural Development Area Specialist

4. **Determination of a Quorum** – There was a quorum present.
5. **Approval of Agenda** – Chairman McCarthy asked if there were any additions to the Agenda and requested that a Closed Session for the purpose of discussing Personnel issues be added prior to Item 15. A motion by Y. Lubowsky to approve the Agenda as amended was seconded by J. Crozier and passed.
6. **Approval of Minutes (February 4, 2016)** – A motion to approve the Minutes of February 4, 2016 as presented was made by D. Campbell, seconded by J. Sullivan and passed.
7. **Public Comment** – There were no members of the public who wished to speak.
8. **Presentation: Ms. Anne E. E. Herring, Virginia Rural Development Coordinator, USDA Rural Development** – Chairman McCarthy welcomed Anne Herring from the Lexington, VA office and Cyndy Bedwell, Community Program Specialist from the Harrisonburg, VA office. Ms. Herring noted the Rural Development Roundtable on August 4, 2016 with topics to be determined. It will be held at a location in the RRRC region. More information will be forthcoming. She distributed a handout which followed along with her power point presentation and is available at: www.rrregion.org, *past meeting information, April 27, 2016, USDA Presentation.*

Presentation highlights:

- Goal of the USDA Rural Development Program is to create economic opportunity and improve quality of life for rural Americans
- The Rural Business Program offers more than 40 loan, loan guarantee and grant programs to finance housing, businesses, broadband, community facilities, water/waste systems and just about any infrastructure need
- Connects assets within the community
- Partners with other government agencies, such as EPA, PDC's, and colleges and with lenders, which are backed up by a USDA guaranteed loan
- Projects have included, assistance for cooperatives, value added producer grants, renewable energy, small business or agriculture, and other energy projects such as fuel conversion, local food initiatives, such as the Farmer's Market structure in the Town of Scottsville

- The Rural Housing Program has single-family housing programs for very low to moderate income families – new or existing homes with strict financial requirements that they can repay the loan
- Funds for single family goes directly to homeowner
- 504 Repair program is available – loan and grant – for very low income homeowners to do repairs, handicap needs, bathrooms
- Habitat for Humanity often funds through USDA
- Funds available for low income housing for those who don't want to own a home (adjusted annual income is used, dependent children, medical bills, etc. will be deducted)
- Community Facilities Program – Direct, guaranteed loans and grants are available to fund essential community services such as public use, fire, medical facilities
- Power point showed examples and photos of an array of projects
- The Rural Utilities Program includes community infrastructure such as broadband, water, sewer and solid waste facilities with eligibility requirements
- She also showed investments by service areas

Chairman McCarthy thanked Ms. Herring and Ms. Bedwell for their presentation and requested that the presentation be made available on the RRRC website.

9. **Intergovernmental Review:**

Deputy Director Mauney referenced inclusion of Intergovernmental Reviews prior to the former Executive Director and asked how Commissioners would like to handle. When an Intergovernmental Review is received, the Commission is asked to respond. Occasionally the Executive Committee makes an endorsement and approves staff to respond due to time constraints and at the next meeting it is brought before the full Board. A preliminary letter of support was provided by staff for item 9-A following consultation with Madison County Commission members. No response has been provided for the other requests.

Staff also requests guidance on the Board's pleasure as to Intergovernmental Review requests in the future and inclusion/discussion at Board meetings. It was felt that inclusion of the Intergovernmental Reviews would be sufficient.

A motion by W. Nevill, seconded by J. Crozier, to empower the Executive Committee to act and then to report to Commission Board at the next meeting passed.

Intergovernmental reviews received since February meeting include:

- Madison Emergency Services Association USDA Rural Development*
- VDOT Gordonsville AHQ Chemical Storage Facility Environmental Impact Report*
- VDOT Rhoadesville AHQ Chemical Storage Facility Environmental Impact Report*
- VDOT Culpeper West AHQ Chemical Storage Facility Environmental Impact Report*
- DEQ FY 2016 State Revolving Loan Funds Capitalization Application*
- DEQ FY 2016 Section 319 (h) Nonpoint Source Implementation Grant Application*
- DEQ FY2016-2017 Defense Environmental Restoration Program Grant Application*

10. **YTD Revenue & Expenditures** – Deputy Director Mauney noted inclusion of the YTD expenditures and revenue in the Agenda packets, asked if there were any questions and pointed out anticipation of savings with J. Walker’s departure. A motion by B. Coiner, seconded by Y. Lubowsky to accept the report passed.

11. **Project Updates:**

a. *Regional Tourism Committee Agritourism Grants Workshop* – J. Biché reported that the quarterly workshop was held at Prince Michele Winery on April 13, 2016. In addition to her presentation on the Tween Rivers Trail, Steve Galyean of the Virginia Tourism Corporation was the featured speaker. Lunch was provided to approximately 45 attendees.

On August 4, there will be a USDA Roundtable with location to be determined.

b. *Foothills Housing Network – Strategic Planning Needs Assessment*- C. Zielinski updated the Board on the Virginia Housing grant to complete a strategic plan. About five years ago RRRC took the lead with homeless services by trying to build something sustainable in a part of the state with the fewest resources. We received a proposal from the Virginia Housing Alliance and Corporation for Supportive Housing to facilitate the strategic planning process. The strategic plan will include guidance on how best to sustain the ongoing efforts of the Foothills Housing Network and the role of the Regional Commission moving forward.

c. *Go Virginia Update* – Deputy Director Mauney referenced the report that the Governor was hesitant on the make-up of the Board, but has worked through that. \$5.5 million for regional planning has been appropriated with \$30 million for the second year, contingent on appropriation by the General Assembly. At this point, speculation is PD9 and PD10 will be a regional board with the question of who would administer the funds.

B. Coiner suggested beginning to consider who from PD9 would be appointed to the regional board with approximately 21 total representatives. Chairman McCarthy recommended reaching out to County Administrator’s for possible candidates.

12. **Letters of Support/Grant Writing/Other Authorization Requests:**

a. *VDOT Rural Transportation Planning Program FY’16 Work Plan* – A motion by J. Crozier to approve the request for funding was seconded by J. Sullivan and passed.

b. *VDEM Pre-Disaster Mitigation (PDM) Program application for Regional Hazard Mitigation Plan update* – Deputy Director Mauney reported RRRC served as the coordinating agency for the initial plan completed in 2005 as well as the required update in 2012. That plan expires in 2017 and the FY2016 grant program is now open. RRRC will request \$45,000 to help coordinate the review and update the current plan with participation and oversight from local emergency management, planning and administrative staff. In March, Requests for Intent to Participate forms were provided to

the Chief Administrative Officers in each participating County and Town in the region. As of April 28, 2016 letters of intent have been completed by three counties and one town. A motion by Y. Lubowsky to approve the grant request was seconded by J. Sullivan and passed.

- c. *USDA Farmers Market Promotion Program (FMPP) application for Regional Food Policy Council Marketing & Development* - M. Edwards distributed a handout outlining the grant application to promote the region's locally grown food. The campaign would first focus within the region, then expand advertising to nearby metro areas. Partners include the Town of Warrenton, Culpeper Renaissance, and PEC.

Other grant activities include: further development of RRRC's Tween Rivers Trail, marking workshops for farmers through RRRC's regional tourism committee and the regions' new Food policy Council, promotion of the Culpeper and Warrenton farmers market, printing and mailing of PEC's Buy Fresh-Buy Local guide, marketing of PEC's Farmer-Chef Express tool and three farmer/buyer mixers, joint PEC and RRRC tasting event for farmers and potential buyers.

The proposed funding request will be \$250,000 with no match requirement. The grant term is for three years and the deadline for submittals is May 12, 2016.

A motion by J. Crozier to approve submission of the grant application was seconded by B. Coiner and passed.

- d. *Federal Transit Administration Ride to Wellness Program* – The last application request was explained by J. Biché. On April 20, 2016 a webinar clarified that RRRC could not be an applicant for federal grants and were ineligible to apply. On April 22 a request was made to DRPT to be the applicant and that was declined. We were just notified that DRPT will now review the request. Chairman McCarthy felt that a May 31 deadline would not be enough time to pursue alternatives with DRPT. Deputy Director Mauney stated that this was a similar situation to the ongoing Veterans Transportation grant, with DRPT unwilling to serve as the grant applicant with RRRC as a sub-applicant.

- 13. **Report from Chair regarding Review of By-Laws** – Referencing the distributed handout, Chairman McCarthy recalled that in 2006, the Board elected unanimously to remove the Executive Director residency requirement from the RRRC Bylaws. However, the required second reading of the change did not take place. He is now putting in back in front of the Board for approval and added that if anyone is uncomfortable with this, then the process will begin anew. A motion by B. Coiner to accept the proposed amendment in the Bylaws regarding Article X, Section 2 was seconded by J. Crozier and passed.
- 14. **Upcoming Executive Committee Vacancy** – With the impending resignation of Chairman McCarthy, a motion by B. Coiner to authorize D. Keyser to replace J. McCarthy on the Executive Committee was seconded by W. Nevill and passed.

15. **Executive Session for purpose of discussing Personnel issues**

A motion by J. Crozier, seconded by Y. Lubowsky to enter into Executive Session for the purpose of discussing Personnel issues was passed.

At the conclusion of the Executive Session, a motion by P. McCulla, seconded by B. Coiner and passed unanimously to:

Appoint Deputy Director Patrick Mauney as Executive Director, effective immediately with current salary and the option to return to salary discussion as part of the annual budget process in June.

16. **Upcoming Meetings:** (<http://www.rrregion.org/calendar.html>)

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| April 29, 2016 | 6:30 p.m. | Regional Food Policy Council |
| May 5, 2016 | 10:00 a.m. | Rural Transportation Committee |
| May 6, 2016 | 10:00 a.m. | Land Use & Environment Committee |
| June 22, 2016 | 1:00 p.m. | Regional Commission |
| August 24, 2016 | 1:00 p.m. | Regional Commission |

17. **Regional Roundtable** – There was no Regional Roundtable

18. **Adjournment** - The meeting was adjourned at 12:30 p.m on a motion by J. Crozier and second by B. Coiner.

Submitted by: _____