

**Rappahannock Rapidan Regional Commission**  
**Minutes**  
**June 22, 2016**  
**Regional Commission Offices**  
**Culpeper, VA**

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1. **Call to Order** – The meeting was called to order at 1:00 p.m. by Chairman Crozier.
2. **Resolution of Thanks to Outgoing Commissioners: John McCarthy, County Administrator, Rappahannock County, Robert Gurtler, Mayor, Town of The Plains and Yakir Lubowsky, Town Council, Town of Warrenton -**

Chairman Crozier, on behalf of the Board, extended thanks with the following comments, to two out-going Commissioners, one present today for his final Commission meeting, and another who is out of town and unable to attend, along with one Commissioner who has already ended his tenure on the Board.

“Mayor Bob Gurtler has served with us since 2009, and was instrumental in The Plains’ decision to join the Regional Commission at that time. To date, he is the only Regional Commissioner to serve from The Plains and his commitment to the Regional Commission is sincerely appreciated. Thank you Mayor Gurtler.”

“Yak Lubowsky has served on the Commission for the past two years after being appointed in August 2014. Yak, we thank you as well for your interest in the region and your contributions to this Board’s efforts over the past two years.”

“Finally, I would like to officially recognize the service of John McCarthy to the Regional Commission. John served on the Regional Commission as Rappahannock County representative from October 1995 through May 2016. His time on the Board included terms as Treasurer, Vice-Chair, and most recently as Chairman. John’s candor and ability to compress complex issues into actionable (or non-actionable) items were hallmarks of his leadership to the Commission and the region as a whole. John, with gratitude, we thank you once again for your service over the past 20 plus years.”

3. **Welcome to New Commissioner:**

Chairman Crozier extended a welcome to new Commissioner: Debbie Keyser, County Administrator, Rappahannock County.

4. **Roll Call** - The roll was called by Executive Director Patrick Mauney.

*Members Present:* Evan “Skeet” Ashby, Town of Remington  
Dan Campbell, Madison County

Bob Coiner, Town of Gordonsville  
John Coates, Culpeper County  
Jim Crozier, Orange County  
Bryan David, Orange County  
Bob Gurtler, Town of The Plains  
Chris Hively, Town of Culpeper  
Charlotte Hoffman, Madison County  
Debbie Keyser, Rappahannock County  
Paul McCulla, Fauquier County  
Martha Roby, Town of Orange  
Steve Walker, Culpeper County  
Roger Welch, Rappahannock County  
Greg Woods, Town of Orange

*Members Absent:* Chris Granger, Fauquier County  
William Lamar, Town of Madison  
Yak Lubowsky, Town of Warrenton  
Wells Nevill, Town of Warrenton  
John Fox Sullivan, Town of Washington  
Meaghan Taylor, Town of Culpeper

*Staff Present:* Patrick Mauney, Executive Director  
Deidré Anderson, Homeless Central Entry Specialist  
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:* John McCarthy, Chairman Emeritus RRRC  
Brandie Schaeffer, Planning Commission, Town of Warrenton  
Christy Connolly, President & CEO, PATH Foundation  
Andy Johnston, Program Officer, PATH Foundation  
Lauren Groves, Intern, PATH Foundation

5. **Determination of a Quorum** – There was a quorum present.
6. **Approval of Agenda** – Chairman Crozier noted that there was one requested addition to the agenda, a letter of support for a Value-Added Producer Grant application to be submitted by The Garden Patch in Orange. This would be added as item 11 D. and asked if there were any other additions to the Agenda. Hearing none, P. McCulla made a motion to approve the Agenda as amended, seconded by R. Welch and passed.
7. **Approval of Minutes (April 27, 2016)** – A motion to approve the Minutes of April 27, 2016 as presented was made by B. Coiner, seconded by M. Roby and passed.

8. **Public Comment** – There were no members of the public who wished to speak.
9. **Presentation: Christy Connolly, President & CEO, PATH Foundation** – J. Biché thanked Ms. Connolly for the collaboration between RRRC and PATH, specifically the Ride to wellness Grant, which would increase transportation to healthcare appointments. DRPT determined that RRRC could not be the applicant, nor would they. A short deadline for the grant, which required a 20% match (10% local could be in-kind and 10% must be cash) allowed one week to acquire the cash match. After PATH agreed to provide the cash match, DRPT said there was not enough time to submit the grant, but they would fund the grant through the existing New Freedom Grant program, which would provide transportation to the Culpeper, Rappahannock/Fauquier Free Clinics. On behalf of RRRC, she extended thanks to the PATH foundation for assistance with this grant and other initiatives in which they were instrumental.

C. Connolly noted that in 2013 Fauquier Health and LifePoint Hospitals formed a joint venture to share ownership and operation of funding a charitable foundation to support crucial community needs. Through a community survey, four priorities were identified: Health (seniors, children, access and mental health), Grantmaking, Capacity Building and Community Engagement with grants being made in those areas. Some projects that have been funded include: Rapp at home for seniors who age in place and micro-grants for playground equipment. P. McCulla commented that they are extremely happy that PATH is in the Fauquier community—we are blessed. B. Coiner expressed and C. Connolly agreed that the level of collaboration is huge in leveraging wellness dollars. When asked by S. Walker the source of funding, Ms. Connolly replied that there is a \$200 million endowment from LifePoint. M. Edwards commented that PATH has a representative on the Regional Food Policy Council.

Ms. Connolly thanked the Board for the opportunity to speak, since this was the first time she had addressed a regional organization. Chairman Crozier thanked Ms. Connolly for her presentation.

10. **Intergovernmental Review:**

Intergovernmental reviews received since the April meeting include: Executive Director Mauney briefed the Board on the following, with no action taken by the Commission:

- a. *SCC Remington Solar Facility* –An environmental impact review. This was first rejected by the State Corporation Commission, now partnered with the State and Microsoft with a better chance to get passed.
- b. *SCC Revision to 1991 Guidelines of Minimum Requirements for Transmission Line Applications* – This revision lowers the height of proposed transmission lines.
- c. *DEQ Building Capacity for Protection of Wetland Resources in Virginia* – Extend the outreach for headwaters and wetlands and referenced the green infrastructure and mapping project completed by RRRC.

11. **Letters of Support/Grant Writing/Other Authorization Requests:** Executive Director Mauney referenced the Executive Committee's approval of the 11 a, 11b, and 11c due to timing of the requests and grant application deadlines:
- a. *Letter of Support to USDA on behalf of G.W. Carver Agriculture Research Center for Rural Business Development Grant* – This request would enable follow-on work in support of the proposed Food Incubator/Commercial Kitchen at the Carver School. Specific tasks are: architectural design for kitchen, wastewater pre-treatment design for kitchen, target market assessment and long-term strategic business plan and continuation of Stone Soup Training program.
  - b. *Letter of Support to National Fish & Wildlife Federation on behalf of Ecosystem Services, LLC for Chesapeake Bay Small Watershed Grant* – This would enable Ecosystem Services to restore and enhance 9800 linear feet of brook trout habitat located on Kinsey Run in the Graves Mill area of Madison County. This will restore access to headwater streams for brook trout spawning.
  - c. *RRRC Application to Federal Transit Administration for Rides To Wellness Grant* – In April 2016 J. Biché reported that RRRC was notified that we would be an eligible applicant and DRPT said they would not serve as the applicant. Later DRPT informed RRRC that they would fund the project, with a requirement that local match funds equal to 10% of the total project be included with the application. As mentioned, the PATH Foundation agreed to provide the match fund, with the requirement that the pilot project target its service area: Fauquier, Rappahannock and Culpeper. The pilot will enable 1-on-1 assistance for clients to identify and navigate transportation options and will collect data to document the need, unmet needs, reduced no shows, health outcome improvement and healthcare cost changes. Total project budget is \$78,436.
  - d. *Letter of Support to USDA on behalf of The Garden Patch for Value-Added Producer Grant* – Executive Director Mauney explained that this request came through Mayor Coiner and that he reached out to Zack Darnell for details. The grant would be for additional marketing and advertising. Mayor Coiner explained that this is a long time agri-business and that the Town of Gordonsville passed a Resolution in support of the grant. Executive Mauney said that Zack Darnell would be encouraged to list with the Tween Rivers Trail tourism website.

A motion to offer a letter of support for Items 11a., 11b., and 11c., was made by P. McCulla, seconded by S. Walker and passed.

A motion to offer a letter of support for 11d., was made by B. Coiner, seconded by M. Roby and passed.

12. **Project Updates:**

- a. *GO Virginia* – Executive Director Mauney provided an update the regional economic development program. At this time, the plan allows for nine regional councils throughout

the State with PD10 (Charlottesville) and PD9 as a likely council. He has met with Helen Cauthen, CVPED and Chip Boyles, PD10 Executive Director and each would like to take on the lead administrative role for the anticipated regional council. A letter to each PDC's County Administrators will need to be sent. H. Cauthen said she did not need or want a CEDS plan, but Executive Director Boyles and I think it is needed.

B. David said he thought a CEDS plan is needed and the emphasis of the council should be towards private sector interests. He also said he won't be satisfied until we are all full partners, whether a member of CVPED or not and does not want this to become Charlottesville centric. P. Mauney noted that this discussion was about administrative duties and what role PD9 plays. B. Coiner pointed out that administrator would receive between 7 and 8% of the funds and wondered who will decide the compensation, who has the authority and what structure would be developed. The Executive Director clarified that PD9 would not commit any resources until there is more clarity regarding GO Virginia entirely and the organization of the regional councils specifically.

Discussion continued with various questions and comments. B. Coiner stated that this would be an on-going relationship and the Board from PD9 and 10 should be represented equally. He expressed his concern about too much influence from the Charlottesville area and the need to represent everyone within our PDC.

Chairman Crozier reiterated that this is just an update and that Executive Director Mauney will keep us well informed, and that any formal agreement with CVPED or TJPDC would be brought to the Board for discussion in the future.

- b. *National Fish & Wildlife Foundation Backyard Rainscaping Project* – M. Edwards reported that the Watershed Guide has been printed and distributed to each County and is also available on our website. This homeowner's guide lists contacts and resources if more information is needed.
  - c. *Goose Creek TMDL Implementation Plan* – J. Biché reported that the first public meeting was held at the Wakefield School in the Plains yesterday, June 21, 2016. Kevin Jennings was the speaker and there were 28 attendees ranging from farmers to state agency representatives. The next meeting will be held in September with a final draft presented in December at a Public Meeting
13. **FY 2016 YTD Revenues and Expenditures** – Executive Director Mauney reviewed the budget and noted that there have been some adjustments since April related to the Stormwater Data Cleanup Grant due to Culpeper Soil & Water Conservation District staff time requirements coming in lower than anticipated. There were corresponding expense reductions, as well as expenditure reductions due to work completed in-house on several grants over the past year. A motion to approve the budget review by R. Welch, seconded by C. Hoffman was passed.
14. **FY 2017 Regional Commission Budget & Workplan Review** – Executive Director Mauney thanked T. Snead for her assistance and guidance. The total budget is \$920,253.00 with the dues level at 83 cents and ½ of housing position covered, which is much appreciated. The payroll will

continue at level funding. This includes the hiring of Executive Director Mauney's replacement for his previous RRRC position and S. Hromyak's retiring at the end of July. He noted the increase in the Local Choice health insurance and concern that the reserve needed to be built back up. In 2013-2014 there was \$100,000 to \$120,000 available and costs have reduced that level. A return to a healthy reserve would allow us to fund grant matches when needed. B. David asked is there is a policy regarding the reserve. T. Snead replied that it was whatever we could manage and that contributions to the housing program have really helped.

Some changes have been made in the Workplan as a result of responses to the survey and thanked everyone for their input. An Administrative category has been added which will review our internal policies such as Personnel and By-laws, etc.

A motion to approve the FY 2017 Budget and Workplan was made by B. Coiner, seconded by R. Welch, and passed.

15. **Vice-Chairman Vacancy** – Chairman Crozier (formerly Vice-Chairman) explained that due to former Chairman, J. McCarthy's retirement, there is now a need to appoint a Vice-Chairman for the Commission. Mayor Coiner volunteered to serve as Vice-Chairman until the elections in February 2017. D. Keyser has been appointed to the Executive Committee to represent Rappahannock County. There were no nominations from the floor and a motion by M. Roby, seconded by S. Walker to appoint B. Coiner as Vice-Chairman passed.

16. **Closed Session for purpose of discussing Personnel issues**

A motion by P. McCulla, seconded by S. Walker to enter into Closed Session pursuant to §2.2-3711(A)(1) to discuss the assignment, promotion, performance, or salary of specific employees of the Rappahannock-Rapidan Regional Commission. The vote was unanimous, as follows:

*Ayes: Mr. Evan Ashby, Mr. Daniel Campbell, Mr. Robert Coiner, Mr. James Crozier, Mr. Bryan David, Mr. Robert Gurtler, Mr. Christopher Hively, Ms. Charlotte Hoffman, Ms. Deborah Keyser, Mr. Paul McCulla, Ms. Martha Roby, Mr. Steven Walker, Mr. Roger Welch, Mr. Greg Woods*

*Nays: None*

*Absent During Vote: Mr. John Coates, Mr. Christopher Granger, Mr. William Lamar, Mr. Yakir Lubowsky, Mr. Lowell Nevill, Mr. John F. Sullivan, Ms. Meaghan Taylor*

*Abstention: None*

Upon reconvening from closed session, the Board certified that to the best of their knowledge, only public business matters lawfully exempted from the open meeting requirements of the Virginia Freedom of Information Act, and only such public business matters as were identified in the motion by which the closed meeting was convened, were heard, discussed, or considered by the Rappahannock-Rapidan Regional Commission.

*Ayes: Mr. Evan Ashby, Mr. Daniel Campbell, Mr. Robert Coiner, Mr. James Crozier, Mr. Bryan David, Mr. Robert Gurtler, Mr. Christopher Hively, Ms. Charlotte Hoffman, Ms. Deborah Keyser, Mr. Paul McCulla, Ms. Martha Roby, Mr. Steven Walker, Mr. Roger Welch, Mr. Greg Woods*

*Nays: None*

*Absent During Vote: Mr. John Coates, Mr. Christopher Granger, Mr. William Lamar, Mr. Yakir Lubowsky, Mr. Lowell Nevill, Mr. John F. Sullivan, Ms. Meaghan Taylor*

*Abstention: None*

B. Coiner moved, S. Ashby seconded that a 2% cost of living adjustment be approved for all employees, that the Homeless Central Entry Specialist position be reclassified from temporary, full-time to permanent, full-time, and that the salary of the Regional Planner I be adjusted to \$45,000 per year. The motion passed unanimously.

P McCulla moved, B. David seconded that any new employees of the Regional Commission hired after July 1, 2016 be required to pay 10% of the cost of individual health insurance plan offered by the Regional Commission. The motion passed unanimously.

17. **Upcoming Meetings:** (<http://www.rregion.org/calendar.html>)

June 23	6:00 p.m.	VML Regional Supper, Gordonsville
July 27 - 29		VAPDC Summer Conference
August 4	9:00 a.m.	USDA Rural Development Roundtable
August 10	7:00 p.m.	VaCO Region 7 Meeting, Louisa
<b>August 24, 2016</b>	<b>1:00 p.m.</b>	<b>Regional Commission</b>
<b>October 26, 2016</b>	<b>1:00 p.m.</b>	<b>Regional Commission</b>

18. **Regional Roundtable** – Members mentioned items of interest in their locality.

19. **Adjournment** - The meeting was adjourned at 2:45 p.m. on a motion by P. McCulla and second by S. Ashby.

Reviewed and Respectfully Submitted by:

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Patrick L. Mauney  
Secretary & Executive Director

Drafted by: Sue R. Hromyak