

**Rappahannock Rapidan Regional Commission**  
**Minutes**  
**August 24, 2016**  
**Regional Commission Offices**  
**Culpeper, VA**

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1. **Call to Order** – The meeting was called to order at 1:03 p.m. by Chairman Crozier.
2. **Resolution of Thanks to Outgoing Commissioner: Wells Nevill, Town of Warrenton Planning Commission**

J. Crozier, on behalf of the Board, extended thanks to Wells Nevill for two and a half years of service on the Board.

“Wells Nevill was appointed to the Regional Commission in January of 2014 as a representative of the Town of Warrenton Planning Commission. During his 2 ½ years of service to the Regional Commission, Wells provided a valuable perspective on existing projects and programs, and interest in ways in which the Commission functions as an organization. We thank Wells for his service to the Regional Commission and wish him well with his future endeavors.”

3. **Welcome to New Commissioners**

J. Crozier extended a welcome to two new Commissioners from the Town of Warrenton: Mr. Sean Polster and Mr. Jerry Wood. Mr. Wood offered his thanks to the Board for the welcome and his readiness to work with the region moving forward.

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

*Members Present:* Mr. Daniel Campbell, Madison County  
Mr. Robert Coiner, Town of Gordonsville, *Vice-Chair*  
Mr. John Coates, Culpeper County  
Mr. James Crozier, Orange County, *Chair*  
Mr. Bryan David, Orange County  
Mr. Chris Hively, Town of Culpeper  
Ms. Charlotte Hoffman, Madison County  
Mr. William Lamar, Town of Madison  
Ms. Martha Roby, Town of Orange  
Mr. Steven Walker, Culpeper County  
Mr. Roger Welch, Rappahannock County  
Mr. Jerry Wood, Town of Warrenton

Ms. Deborah Keyser, Rappahannock County arrived at 1:30pm

*Members Absent:* Mr. Evan Ashby, III, Town of Remington  
Mr. Christopher Granger, Fauquier County  
Mr. Paul McCulla, Fauquier County  
Mr. Sean Polster, Town of Warrenton  
Mr. John Fox Sullivan, Town of Washington  
Ms. Meaghan Taylor, Town of Culpeper  
Mr. Greg Woods, Town of Orange

*Staff Present:* Deidré Anderson, Homeless Central Entry Specialist  
Jenny Biché, Mobility Program Coordinator  
Patrick Mauney, Executive Director  
Cathy Zielinski, Program Manager, Human Services Planning

5. **Determination of a Quorum** – There was a quorum present.
6. **Approval of Agenda** – J. Crozier noted that there was one requested addition to the agenda by staff, a request for an update on the Carver School Project. This would be added as item 11 E. and asked if there were any other additions to the Agenda. Hearing none, R. Coiner made a motion to approve the Agenda as amended, seconded by R. Welch and passed.
7. **Approval of Minutes (June 22, 2016)** – A motion to approve the Minutes of June 22, 2016 as presented was made by R. Coiner, seconded by C. Hoffman and passed.
8. **Public Comment** – There were no members of the public who wished to speak.
9. **Intergovernmental Review:**

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

- a. ***FY 2016-2019 DEQ Chesapeake Bay Regulatory & Accountability Program (CBRAP) Grant Application***

P Mauney provided an overview of the grant application from the Department of Environmental Quality. As stated in Objective #1 of the CBRAP, it is recommended that DEQ staff initiate the development and deployment of an outreach campaign and provision of the informational communication tools to local governments and other stakeholders in support of Phase III of the Chesapeake Bay Watershed Improvement Plan. During Phase II, this task was subcontracted to PDCs using grant funds. With no stable environmental planning funds from the state, the loss of such grant funding sources for capacity further strains the Regional Commission's local discretionary funds (local dues) and limits the amount of participation possible by PDC staff on such projects. P. Mauney stated the work of the PDC in our region has been helpful with regard to the WIP and any funding from DEQ would be appreciated.

J. Crozier inquired if there was consensus among the Board to authorize P. Mauney to submit a formal response advocating for provision of grant funding for PDC participation; all were in favor.

D. Campbell asked how having DEQ provide the outreach versus the PDC might impact localities. P. Mauney stated that the feedback from elected officials following the Phase II Watershed Implementation Plan process was that they preferred to be contacted directly from DEQ. To his knowledge, P. Mauney did not believe any elected officials in this region registered that concern. P. Mauney felt that the new effort might lead to more work on the part of localities if DEQ provided the outreach and that it might be harder for localities to have a voice among the larger region than if the PDCs provided the outreach.

**b. *Highland School Educational Foundation LLC USDA-Rural Development Loan Application***

RRRC staff has reviewed the project and registers no objections to USDA-RD's provision of financial assistance in the form of a USDA Community Facilities Direct Loan to the Highland School Education Foundation, LLC for the acquisition of property currently owned by the Highland School in Warrenton, Virginia.

P. Mauney stated that USDA Rural Development has asked for the Commission to formally respond to these loan requests. J. Crozier inquired if there was consensus among the Board; all were in favor of confirming staff's response to USDA.

10. **Financial Reports:** J. Crozier indicated that there was no action required on items 11A and 11B, and that they were provided for information only. P. Mauney provided an overview of both items.

**a. *FY 2016 Final Revenues and Expenditures***

R. Coiner requested that in the future the adjusted budget column display the new budget amount, rather than the difference, as he felt the new budget amount was more important to identify than the percentage.

J. Crozier inquired if the Board had any concerns implementing this request; to which there were none. P. Mauney stated he would discuss the matter with Finance Administrator Terry Snead and would make the adjustments in time for the next meeting.

**b. *FY 2017 YTD Revenues and Expenditures***

P. Mauney expressed his appreciation to the Board for submitting their dues early. Approval of the USDA Famers Market Promotional Grant looks promising. If awarded the grant would be for three years. Additional revenue was received for the Upper York Watershed pet waste project.

D. Campbell requested a summary of the pet waste project. J. Biche stated that DEQ provided the Commission grant funds to implement an education and outreach program on the importance of proper pet waste management in the Upper York Watershed. Brochures and leash bag holders are being distributed to pet owners and a 75% cost share program is available to watershed residents for pet waste composters. In addition, the Towns of Orange and Gordonsville will receive pet waste stations to install in high traffic areas to encourage proper pet waste management.

**c. *FY 2018 Annual Dues Requests & Per Capita Rate***

The Regional Commission will begin to receive annual dues requests in September in advance of the local budget cycle for FY 2018. P Mauney requested that the Board set its per capita rate for FY 2018 at this meeting rather than at the October meeting. Setting the rate now will enable Regional Commission staff to submit the first dues request to Fauquier County on time, rather than requesting an extension to the end of October.

P. Mauney summarized the Regional Commission's 10-year history on its per capita rate, population data sources used and population estimates from both the US Census Bureau and Weldon Cooper Center. Action was requested considering adoption of the FY 2018 Per Capital Rate and Population Data source.

P. Mauney stated that two years ago the Board discussed using the US Census rather than Weldon Cooper for population data since Weldon Cooper did not provide population data for the Towns. Consequently, population data for the Counties was derived from Weldon Cooper while the population data for the Towns was derived from the US Census.

S. Walker recommended that the Board should be consistent in how they derived their population data for both the Towns and the Counties, and maintain that process in the future. B. David concurred with S. Walker.

B. David recommended the Commission adopt the FY 2018 Per Capita Rate and use the US Census Bureau to determine population data for both the Counties and the Towns. Furthermore, the Regional Commission's By-Laws will be amended to reflect this change at such time when the By-Laws are reviewed and updated.

B. David made a motion to set the FY 2018 per capita rate at the unchanged rate of \$0.83 and use U.S. Census Bureau estimates to determine population for Counties and Towns, and to incorporate that data source into the Regional Commission's By-Laws at such time when the By-Laws are reviewed and updated. S. Walker seconded the motion. There being no discussion, the motion passed unanimously.

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

**a. *FY 2018-2023 Smart Scale (formerly HB2) Applications***

P. Mauney provided an overview of requests received from localities for the FY 2018-2023 Smart Scale transportation funding programs. Ten projects were identified, including three from Culpeper County, five from Fauquier County, and two from the Town of Warrenton. P. Mauney noted that the Town of Warrenton's Broadview Avenue project was not selected for funding last year. This year the Town of Warrenton split the Broad View Avenue project into two projects—one intersection and one corridor based on the feedback from last years' denial that splitting the project and implementing it in phases may reduce costs and increase the likelihood of being selected.

R. Coiner inquired when the deadline was for submitting applications. P. Mauney stated that applications are due September 30<sup>th</sup>, but that Resolutions of Support can be submitted through December 1<sup>st</sup>.

B. David inquired when the deadline was for letters of intent. P. Mauney stated the deadline was August 22<sup>nd</sup> in order for applicants to be guaranteed of assistance from VDOT during the project application period.

B. David stated that Orange County will be submitting three projects; two along Flat Run Road and one roundabout at the intersection of Rt. 522 and Rt. 20. VDOT recommended Orange County submit an application for the roundabout as tractor trailer travel has significantly increased along that corridor due to the distribution centers in Zion Crossroads. B. David stated he would have the information regarding the projects forwarded to P. Mauney.

S. Walker stated that VDOT recommended Culpeper County submit an application this year as well. J. Crozier noted that there are only about half of the funds available this year compared to last year, with a larger number of projects likely to be submitted. As a consequence, the likelihood of funding for projects has decreased.

R. Coiner made a motion to adopt a Resolution of Support for Regional Transportation Project applications to the Virginia Smart Scale High-Priority Projects Program and Construction District Grant Program with the addition of the three projects from Orange County. J. Coates seconded and the motion passed unanimously.

***b. Support for GO Virginia Regional Administration by Central Virginia Partnership for Economic Development (CVPED)***

The Commission received a request to provide support to CVPED to serve as the administrative lead for the regional council, in the form of a letter to counties and cities in the region, assuming PD9 and PD10 will be joined as one GO Virginia region.

In addition to the proposed resolution of support from the Regional Commission included with the Board packets, R. Coiner distributed an alternate resolution for consideration. Both support CVPED for Administrator. However, R. Coiner recommended that language be included in the Resolution such that PDCs will provide appropriate technical support as needed.

B. David concurred with R. Coiner's recommendation and requested that Towns be added in addition to the Counties and Cities. B. David referenced the opportunity that GO Virginia presented to the region and encouraged the potential for aspiration around the Route 29 corridor as an economic region well-positioned within a number of clusters.

R. Coiner made a motion to adopt the alternate Resolution presented with the recommended changes referencing the participation of Towns and the provision of planning support by PDCs, as appropriate. B. David seconded and the motion was passed unanimously.

J. Coates inquired if the Towns have a voice in GO Virginia. B. David stated that Towns have a voice through their Counties.

***c. RRRC Freedom of Information Act (FOIA) Policy***

The Board was asked to consider adoption of the RRRC FOIA Administration Policy drafted by P. Mauney. Currently there is no adopted policy related to FOIA requests. Previously, Regional Commission staff has responded to two formal Freedom of Information Act requests, as well as innumerable informal requests for information related to specific projects and or programs at the Regional Commission.

R. Coiner stated that a FOIA Policy is timely and an excellent recommendation. FOIA request are expected to increase in the future. D. Campbell inquired as to whether P. Mauney will plan to attend the annual training that is required. P. Mauney stated he would, and that the state FOIA Council plans to offer online training.

M. Roby made a motion to adopt the RRRC FOIA Administration Policy. R. Coiner seconded and the motion passed.

S. Walker inquired whether FOIA requests could be made by telephone. C. Hively stated that requests in writing were encouraged but could not be required, and that requests may be made by telephone.

***d. Regional Legislative Priorities***

P. Mauney indicated that no action was requested regarding legislative priorities at the present time. P. Mauney shared a list of anticipated issues during the 2017 General Assembly session based from Virginia Association of Counties Region 7 Legislative Liaison Eldon James.

B. David stated that Airbnb is an issue in Orange County. A recent analysis on Airbnb in Orange County identified 130 Airbnb rooms available, representing a loss of \$30-40,000 a year in tax revenue. In addition to revenue loss, the unregulated short-term rentals also present safety issues.

R. Coiner inquired whether the Commission should have a legislature priority listed each year. J. Crozier stated that P. Mauney is doing an exceptional job representing the Commission at state and local meetings, meeting people and being vocal.

***e. Carver Project Request***

The George Washington Carver Agricultural Research Center received a \$59,000 grant from the Ohrstrom Foundation that will be used in part to continue engagement and feasibility study work, to develop a Virginia Farmer Program curriculum and build a “high tunnel” greenhouse at the Carver School. Carl Stafford and Jim Hoy of the GWCARC have requested that the Regional Commission serve as the fiscal administrator for the feasibility study portion of the grant. P. Mauney stated that the Commission has been working in similar capacity under the previous grant from the Department of Housing and Community Development, and that this is a logical continuation of that convening role for the Regional Commission.

S. Walker made a motion for the Commission to be the fiscal administrator for the feasibility study portion of the GWCARC project. J. Coates seconded and the motion carried.

**12. Project Updates:**

***a. Foothills Housing Network***

C. Zielinski gave an update on the Foothills Housing Network stating that they have closed out FY 16 grants and that level funding is expected for FY 17. People Inc. will replace Fauquier County as the fiscal agent for FY 17.

In FY 16 FHN assisted 48 households with permanent housing (66 adults, 33 children) and 42 households with prevention assistance. FHN was also awarded a HUD grant for the first time; which historically is renewed every year. While People Inc. will be in place to be the fiscal agent for FY 17, the Commission has been doing much of the work for FY 16 and would not have been made possible without the financial support of the Board.

The Central Entry Program has been overwhelming successful with D. Anderson assisting 1800 calls since November 2015. Of those, D. Anderson has been able to refer 220 individuals to area shelters and providers while documenting and collecting data. FHN is now able to switch their focus to outcomes and quality moving forward now that these systems are in place.

**13. Report on Staff Review of RRRC Charter:**

P. Mauney apprised that a member jurisdiction recently appointed two elected officials to the Regional Commission. Article 2 of the RRRC Charter states that jurisdictions with greater than 3,500 in population can appoint two members, “at least one of whom shall be an elected member of the governing body and the other citizen who holds no office elected by the people.” P. Mauney noted that this language is somewhat unclear. P. Mauney also noted that from 2006 to 2009, a different jurisdiction was represented by two elected officials concurrently with no reference to any discussion in the meeting minutes during that time period. P. Mauney indicated that the Board could ask the jurisdiction to revisit its appointments or could seek to amend the RRRC charter. The charter amendment process requires resolutions from a two-thirds majority of local government members of the Regional Commission. P. Mauney also requested that,

should the Board desire to amend the Charter, that a 2007 revision to the Charter to remove reference to “floating members” be included, as the Charter amendment was never taken to local governments at that time.

The Board discussed the options and indicated a desire to seek a Charter amendment. J. Crozier recommended that the language be changed to state that each locality with greater than 3,500 in population may appoint 2 members, one of which must be an elected official and the other to be determined by the local government. S. Walker agreed that at least one appointed member must be an elected official.

B. David made a motion to seek an amendment to the RRRC Charter in order to clarify membership appointments and eligibility such that each member local government with greater than 3,500 in population may appoint two members to the Regional Commission, at least one of whom shall be an elected official and the other at the discretion of the member local government, and to remove the reference to floating members, or floaters, from the Charter. M. Roby seconded and the motion carried.

P. Mauney will send the revised Charter and request for concurring resolution to each member local government.

14. **2016 RRRC Annual Meeting Date & RRRC Distinguished Leadership Awards Call for Nominations:**

The Commission discussed potential dates for the Annual Meeting and selected October 12, 2016. P. Mauney will work with staff to identify a location. Commissioners were encouraged to submit their nominations for the 2016 Distinguished Leadership Citizen and Government award to P. Mauney.

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

A motion by R. Coiner, 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. Daniel Campbell, Mr. John Coates, Mr. Robert Coiner, Mr. James Crozier, Mr. Bryan David, Mr. Christopher Hively, Ms. Charlotte Hoffman, Ms. Deborah Keyser, Mr. William Lamar, Ms. Martha Roby, Mr. Steven Walker, Mr. Roger Welch, Mr. Jerry Wood*

*Nays: None*

*Absent During Vote: Mr. Evan Ashby, Mr. Christopher Granger, Mr. Paul McCulla, Mr. Sean Polster, Mr. John F. Sullivan, Ms. Meaghan Taylor, Mr. Greg Woods*

*Abstention: None*

Upon reconvening from closed session, the Board certified by roll call vote, 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. Daniel Campbell, Mr. John Coates, Mr. Robert Coiner, Mr. James Crozier, Mr. Bryan David, Mr. Christopher Hively, Ms. Charlotte Hoffman, Ms. Deborah Keyser, Mr. William Lamar, Ms. Martha Roby, Mr. Steven Walker, Mr. Roger Welch, Mr. Jerry Wood*

*Nays: None*

*Absent During Vote: Mr. Evan Ashby, Mr. Christopher Granger, Mr. Paul McCulla, Mr. Sean Polster, Mr. John F. Sullivan, Ms. Meaghan Taylor, Mr. Greg Woods*

*Abstention: None*

B. David moved that the salary of the Executive Director be adjusted to \$80,000 annually retroactive to July 1, 2016. R. Coiner seconded, and the motion passed unanimously.

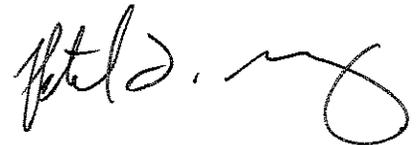
17. **Upcoming Meetings:** (<http://www.rregion.org/calendar.html>)

<b>October 12, 2016</b>	<b>5:30 p.m.</b>	<b>RRRC Annual Meeting</b>
<b>September 8, 2016</b>	<b>1:00 p.m.</b>	<b>Goose Creek TMDL Government Workgroup</b>
<b>September 22, 2016</b>	<b>6:00 p.m.</b>	<b>Goose Creek TMDL Ag/Res Workgroup</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 3:00 p.m. on a motion by R. Welch and second by M. Roby.

Reviewed and Respectfully Submitted by:



Patrick L. Mauney  
Secretary & Executive Director

Drafted by: Jenny Biché