

**Rappahannock Rapidan Regional Commission  
Minutes  
October 26, 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. **Welcome to New Commissioner:**

Chairman Crozier extended a welcome to new Commissioner Christopher Malone. Mr. Malone was recently appointed as Town Council representative from the Town of the Plains.

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

*Members Present:* Dan Campbell, Madison County  
John Coates, Culpeper County  
Jim Crozier, Orange County  
Bryan David, Orange County  
Chris Hively, Town of Culpeper  
Charlotte Hoffman, Madison County  
Debbie Keyser, Rappahannock County  
William Lamar, Town of Madison  
Chris Malone, Town of The Plains  
Paul McCulla, Fauquier County  
Meaghan Taylor, Town of Culpeper  
Steve Walker, Culpeper County  
Roger Welch, Rappahannock County  
Jerry Wood, Town of Warrenton  
Greg Woods, Town of Orange

*Members Absent:* Evan “Skeet” Ashby, Town of Remington  
Bob Coiner, Town of Gordonsville  
Chris Granger, Fauquier County  
Sean Polster, Town of Warrenton  
Martha Roby, Town of Orange  
John Fox Sullivan, Town of Washington

*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:*  
Brannon Godfrey, Town Manager, Town of Warrenton  
Jim Hoy, Chair, George Washington Carver Agriculture Research Center  
Carl Stafford, Vice-Chair, George Washington Carver Agriculture  
Research Center  
Becky Sheffield, Virginia Cooperative Extension

4. **Determination of a Quorum** – There was a quorum present.
5. **Approval of Agenda** – Chairman Crozier noted that there were two requested additions to the agenda: to be added as 9 B. – FY’16 Draft audit and 9 C. – personnel update. He asked if there were any other additions to the Agenda and hearing none, D. Campbell made a motion to approve the Agenda as amended, seconded by M. Taylor and passed.
6. **Approval of Minutes (August 24, 2016)** – R. Welch asked that on Page 7, Agenda Item #12, 3<sup>rd</sup> paragraph, date be changed from 2015 to 2016. A motion to approve the Minutes of August 24, 2016 as amended was made by P. McCulla, with a second by J. Coates and passed.
7. **Public Comment** – There were no members of the public who wished to speak.
8. **Presentation: Jim Hoy, Chair and Carl Stafford, Vice-Chair, George Washington Carver Agriculture Research Center** – Chairman Crozier welcomed Mr. Hoy and Mr. Stafford to the Commission meeting. J. Hoy gave an overview of the formation of the project and background on the property. In 1947 the school was built on 11 acres, 6 miles southeast of the Town of Culpeper, as a segregated regional high school. There have been various uses since its closure in 1968. There is interest in re-purposing the facility as an education and research center on the cutting edge of agriculture. A 501(c)(3) designation has been obtained.

C. Stafford continued that he can see traditional farming waning and small growers expanding. The hope is to have a kitchen to process food. Kitchen equipment was donated by a former chef which included hoods and cooling equipment. As a form of alternative agriculture, a small hops yard is being constructed with Dominion donating poles and Rappahannock Electric setting the poles because hops need tall infrastructure. There have been numerous donations such as: a grant from Ohrstrom equipment to purchase a tractor, a truck, flatbed trailer, cedar poles, hops harvester, etc.

He thanked RRRC Executive Director P. Mauney and RRRC Environmental planner M. Edwards for their expertise and assistance and mentioned other agencies and organizations that have assisted: George Washington Carver Food Enterprise Center, Virginia Cooperative Extension, Culpeper County, Rappahannock Rapidan Regional Commission, George Washington Carver Alumni Association, and Battle Park Farms.

Becky Sheffield, Culpeper County Family and Consumer Science Extension Agent, would like to use the kitchen for food processing by local growers, caterer use, freezing and vacuum

packaging and job skills training pilot project, Stone Soup, offers food safety, nutrition, purchasing and basic culinary skills in a 6 week, 2 hour, once a week class. All ten students who began the class completed the program. As a grant funded project, no fee was charged for the program.

S. Walker asked what was needed to offer a class and Ms. Stafford said: a large kitchen with several stoves, teaching space for a class no larger than 15 students.

On behalf of the Board, Chairman Crozier thanked them for their presentation.

9. **Financial Reports -**

- a. *FY 2017 YTD Revenues and Expenditures* – Executive Director Mauney reviewed current revenues and expenditures, a copy of which was included in the Agenda packets. There were no questions.
- b. *Draft FY 2016 Audit Report* - Executive Directory Mauney reported that the draft audit had been received, which was positive with no major questions. Two hard copies were available for Commissioners to review and the audit will be emailed to members, as well. The audit will be on the December 2016 Agenda for approval. P. Mauney reported that DRPT recently completed a grant compliance review with no findings identified. P. Mauney gave credit to finance administrator T. Snead for the positive review from DRPT.
- c. *Personnel Updates* – Executive Director Mauney referenced current and up-coming vacancies at RRRC. The incumbent office manager/rideshare coordinator has transitioned from full-time to a temporary part-time schedule. The full-time office manager/rideshare coordinator position will be advertised in late November, with an expectation of filling the position by January or February 2017. The vacancy created via the promotion of P. Mauney to Executive Director will be advertised in spring 2017. P. Mauney reported that this position will be advertised as a regional planner position with a desire for candidates with experience in transportation, emergency planning, and comprehensive planning desired.

Finally, the recently received USDA Farmers Market Promotion Program grant includes funding for an intern to assist with surveying, social media, and other assistance for the Food Policy Council and ‘Tween Rivers Trail. The part-time position will be advertised in early November and is expected to run during the Spring 2017 semester.

10. **Report on Status of RRRC Charter Amendment** – At the August 24, 2016 meeting, the Regional Commission unanimously adopted several amendments to the Charter Agreement of the RRRC dealing with appointment requirements for member jurisdictions with greater than 3,500 in population, eligible appointments and terms of office. As directed by the board, in September, each of the Commission’s 13 member jurisdictions was notified of the request for a Charter Amendment and each jurisdiction considered and approved the Charter Amendment. Adoption by two-thirds of the member government localities is required; therefore the amended

Charter is approved and effective as of October 6, 2016 upon adoption of a concurring resolution by the ninth member jurisdiction, in this case, the Town of Madison.

11. **Intergovernmental Review:** One intergovernmental review item: Executive Director Mauney briefed the Board on the following:
  - a. *Virginia Rural Transportation Cooperation Processes* – Executive Director Mauney explained that VDOT is conducting a required five-year review and update to its Rural Transportation Cooperation Processes document and is soliciting comments on the process and any proposed changes to improve the process. Links to the documents were provided with the agenda packets. If a jurisdiction would like assistance for the review, P. Mauney offered the assistance of the Regional Commission staff, as needed. Based on Regional Commission staff review, the document represents the existing communication processes and no formal comment from the Regional Commission is requested by staff.
  
12. **Project Updates** –
  - a. *GO Virginia Status update* – The Executive Director informed the board of progress at the state level around the GO Virginia program. The GO Virginia draft regional map is open for public comment through November 18<sup>th</sup>. The draft map, with input from RRRC staff, was developed by the Virginia Association of Planning District Commissions. Membership on the state Virginia Growth & Opportunity Board is set, and includes two representatives from the GO Virginia region that RRRC is expected to be placed – Delegate Steve Landes and Charles Moorman, CEO of Amtrak. P. Mauney also reported that he continues to speak with Helen Cauthen, Executive Director at the Central Virginia Partnership for Economic Development and Chip Boyles, Executive Director with the Thomas Jefferson Planning District Commission, about the ability of both PDC's for capacity building assistance during the planning process.

B. David commented that the Thomas Jefferson Planning District Commission (PD10) and RRRC have a good relationship with each other and there are existing partnerships between the two regions, so it makes sense to combine those in one region.
  - b. *USDA Farmers Market Promotion Program Grant* – M. Edwards provided a review of the recently approved application to the USDA Farmers Market Promotion Program that was submitted by the Regional Commission in May. This was a competitive nationwide grant with just 50 applications awarded funding and the Regional Commission received its full request. The grant is a three-year award that will enable RRRC, the regional food policy council, and project partners to develop a regional brand for local food marketing including consumer surveying, brand/logo development, and development of marketing materials. A kickoff meeting with project partners was held in mid-October and the work will be coordinated by M. Edwards with support from the Food Policy Council and Regional Tourism Committee.
  - c. *RRRC Annual Meeting/Annual Report* – Chairman Crozier thanked the Executive Director and his staff for a phenomenal Annual Meeting. Executive Director Mauney

added that hard copies of the annual report are available and on the [www.rrregion.org](http://www.rrregion.org) website. The DHCD annual report was submitted and, if wanted, copies will be made available. He also referenced the 10<sup>th</sup> year of the Regional Leadership awards with John Coates the recipient of the government award and G. Russell Aylor, Jr., posthumously, as the citizen award recipient. His wife and son were in attendance. P. Mauney also asked if a change in format is desired and to choose the date earlier at the June meeting to allow more time to secure a venue and to follow-up with him if Commissioners have any thoughts or comments about the annual meeting. D. Campbell recalled a past annual meeting of the New River Valley PDC as something to consider, which included food trucks and wineries with a separate space for the actual meeting.

### 13. Letters of Support/Grant Writing/Other Authorization Requests

- a. *PATH Foundation Make It Happen Grant program – Food Policy Council Branding & Design* – Executive Director Mauney referenced the success application of the USDA Farmer Market Promotion Program for a three-year grant to fund a regional marketing campaign with participating local farmers markets and other partners.

The Food Policy Council would like to apply for a \$20,000 grant from the PATH Foundation's Make It Happen program. This grant would include a \$5,000 in-kind staff time match.

M. Edwards added that originally we were going to do this in-house, but the Committee suggested we hire a professional to create the logo and tagline.

Due to timing, the Executive Committee reviewed and approved this request in September. A motion by P. McCulla to ratify the Executive Committee's approval to apply for funding through the PATH Foundation's Make It Happen Grant program for a local food branding project, seconded by S. Walker, passed unanimously.

- b. *Virginia Tourism Corporation Marketing Leverage Program: The Virginia Piedmont website redesign* – J. Biché explained that the Regional Tourism Committee identified a need to redesign The Virginia Piedmont website in order to enhance mobile accessibility and usability and refresh the information available on the site. This tourism website gets a lot of traffic, driving tourists back to County tourism sites and the Tween Rivers Trail website.

This grant would be a source of funding for the proposed website redesign, development of associated marketing materials and provide funding to enable members of the Regional Tourism Committee to attend the 2017 U.S. Travel Association IPW conferment in Washington D.C. in June 2017. A 2:1 match is required and existing local marketing budgets are allowable as matching funds. The funds allocated for regional tourism in the Commission's budget is \$7,000.

A motion by J. Wood to approve RRRC to serve as lead applicant for a Tier Two VTC Marketing Leverage Program grant for up to \$20,000 in collaboration with members of the Regional Tourism Committee was seconded by J. Coates, and passed unanimously.

- c. *RRRC By-laws Review* – Executive Director Mauney conveyed that he had reviewed RRRC Minutes since inception and corrected the By-Laws to reflect any changes. He feels that there is now an accurate and up-to-date copy. Per the by-laws, the Executive Director is to review them once annually and report back to the Board with any recommended changes. P. Mauney asked whether the Board would like to be more directly involved in the review at this time. The consensus of the Board was for the Executive Director and staff to continue the review and report back in December. D. Campbell commented that he appreciated the Executive Director’s interest in undertaking this review.

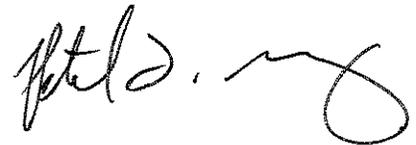
14. **Upcoming Meetings:** (<http://www.rregion.org/calendar.html>)

By consensus agreement, the Board approved setting the December meeting of the Regional Commission for December 14th, 2016.

Regional Commission	December 14 <sup>th</sup> *Luncheon begins at Noon, Meeting at 1:00 p.m.
Rural Transportation Committee	November 3, 10:00 a.m.
VAPDC Agency Heads Meeting	November 9, Greater Richmond Chamber
Virginia Outdoors Plan Meeting	November 17, 10:00 a.m., <i>in conjunction with RRRC Land Use &amp; Environment Committee</i>

- 15. **Regional Roundtable** – Members mentioned items of interest in their locality.
- 16. **Adjournment** - The meeting was adjourned at 2:30 p.m. on a motion by R. Welch and second by C. Hoffman.

Reviewed and Respectfully Submitted by:



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Patrick L. Mauney  
Secretary & Executive Director

Drafted by: Sue R. Hromyak