



**Rappahannock Rapidan Regional Commission  
 April 25, 2018 Regular Meeting  
 RRRC Board Room  
 420 Southridge Parkway Suite 106, Culpeper VA 22701**

**MINUTES**

	<b>Culpeper County</b>		<b>Town of Culpeper</b>
X	John Coates	X	Chris Hively
X	Steven L. Walker	X	Meaghan E. Taylor, <b>Treasurer</b>
	<b>Fauquier County</b>		<b>Town of Gordonsville</b>
	Christopher T. Butler		Robert K. Coiner, <b>Vice-Chair</b>
X	Paul S. McCulla		<b>Town of Madison</b>
	<b>Madison County</b>		Daniel A. Painter
X	Amber Foster		<b>Town of Orange</b>
X	Jack Hobbs	X	Martha Roby
	<b>Orange County</b>	X	Greg Woods
X	James P. Crozier, <b>Chair</b>		<b>Town of Remington</b>
X	R. Bryan David		Evan H. 'Skeet' Ashby
	<b>Rappahannock County</b>		<b>Town of The Plains</b>
X	Garrey W. Curry, Jr.	X	Christopher R. Malone
	Roger Welch		<b>Town of Warrenton</b>
			Sean Polster
		X	Jerry Wood
			<b>Town of Washington</b>
			John Fox Sullivan

*Others Present: Mark Coombs, Civil War Trust; Brannon Godfrey, Town of Warrenton; John McCarthy, Piedmont Environmental Council*

*Staff Present: Jenny Biché, Joseph Costello, Michelle Edwards, Kristin Lam Peraza, Patrick Mauney, Terry Snead, Cathy Zielinski*

**1. Call to Order**

Chairman Crozier called the meeting was called to order at 1:00 p.m.

**2. Pledge of Allegiance**

**3. Roll Call & Quorum Determination**

The roll was called by the Executive Director and a quorum was confirmed.

**4. Agenda Approval**

G. Curry moved to approve the agenda as presented, 2<sup>nd</sup> by C. Malone. The motion passed unanimously.

**5. Public Comment**

There were no comments from the public.

**6. Presentations**

*a) Presentation: Brandy Station & Cedar Mountain State Park Initiative*

Chairman Crozier welcomed Mr. Mark Coombs, Deputy Director of Government Relations with the Civil War Trust. Mr. Coombs presented an update on activities surrounding the Brandy Station & Cedar Mountain State Park initiative, noting particularly the regional nature of the initiative, support from local governments and state elected officials, and the lack of a state park between Sky Meadows in northwestern Fauquier County and Lake Anna just south of the Rappahannock-Rapidan region.

Commissioners asked questions regarding the initiative, including funding opportunities and similarities and differences with other existing and planned state parks.

*b) Presentation: Celebrate Shenandoah Planners Toolkit*

Chairman Crozier welcomed John McCarthy to the meeting, representing the Celebrate Shenandoah partnership and Piedmont Environmental Council. Mr. McCarthy presented information on the Planners Toolkit developed by the Celebrate Shenandoah partnership. Mr. McCarthy noted that there was no mandate from the partnership for these items, but that the toolkit was intended as a resource for neighboring localities with ties to Shenandoah National Park to use in their planning processes.

Commissioners discussed opportunities within the toolkit, as well as for continued partnerships with the Celebrate Shenandoah group and Shenandoah National Park.

**7. Approval of Minutes**

Chairman Crozier presented the minutes from the February 28, 2018 meeting. P. McCulla moved to approve the minutes, 2<sup>nd</sup> by M. Roby. The motion carried unanimously.

**8. Intergovernmental Review**

There were no intergovernmental review items requiring action by the Commission.

**9. Financial Reports**

*a) FY 2018 YTD Revenues and Expenditures*

Chairman Crozier asked for staff review of item 9A. P. Mauney referenced the year to date financial report through March, noting revenues and expenses at 80% and 67%, respectively, and indicated that staff expected project-related expenses to increase in the final quarter of the fiscal year, and also noted a third payroll in June that will bring payroll expenses more in line with budgeted amounts.

**10. Executive Director's Report**

Chairman Crozier asked P Mauney to provide the Director's report. P Mauney referenced several items for Commissioners' attention.

Cathy Zielinski has announced her retirement for May 25, 2018 and her presence will be missed. Chairman Crozier thanked Ms. Zielinski for her contributions to the Regional Commission and wished her well in retirement. Jenny Biché will be taking over the role of Human Services Program Manager upon Cathy's retirement. RRRC will also welcome an AmeriCorps VISTA Member for a one-year term in May.

Michelle Edwards was a recent speaker at the Environment Virginia conference in April.

The solar planning workshop in Remington was held on April 13<sup>th</sup> with 75 people in attendance. The Regional Tourism committee also hosted their latest workshop in early April focused on Packages & Promotions co-marketing opportunities.

P Mauney also congratulated Culpeper County on its recent GO Virginia grant award for work at the Carver Center, and noted that the fee increases at Shenandoah National Park were significantly reduced from the amounts proposed last fall.

**11. Staff Updates**

*a) Commuter Services Bike & Walk to Work Week Initiative*

Chairman Crozier asked K Lam Peraza to report on item 11A. K Lam Peraza referenced the statewide Bike to Work week programs in coordination with other Rideshare agencies, and noted that the Commuter Services program is conducting surveys for residents of the region and local government employees regarding biking and walking to work, and interest in bike sharing programs. The surveys will be open through early June.

**12. New Business**

*a) Request from Fauquier County re: Smart Scale*

Chairman Crozier asked P Mauney to report on item 12A. P Mauney referenced the request received from Fauquier County asking the Regional Commission to serve as an applicant for four projects in the upcoming Smart Scale application round. RRRC is an eligible applicant and can submit up to four applications through the Smart Scale program. RRRC staff has discussed with other local staff to determine whether other jurisdictions may have need for RRRC to submit projects on their behalf and have determined that, at this time, no other jurisdictions need RRRC to submit applications on their behalf. Commissioners discussed the request and Smart Scale more generally.

J Wood moved to authorize RRRC staff to support Fauquier County staff with Smart Scale applications and submit those applications in advance of the June 1<sup>st</sup> pre-application and August 1<sup>st</sup> full application deadlines, 2<sup>nd</sup> by B David. The motion passed unanimously.

*b) VRS FY 2019/2020 Employer Contribution Rate*

Chairman Crozier asked P. Mauney to review item 12B. P Mauney referenced

correspondence from the Virginia Retirement System regarding RRRC's FY 2019/2020 Employer Contribution rate, set at 0.54%, with an alternate rate of 3.33%. He noted that the Commission may choose to adopt the higher alternate rate by resolution. No action was taken and the Commission will utilize the 0.54% employer contribution rate for FY 2019 and FY 2020.

*c) Chesapeake Bay Phase III Watershed Implementation Plan*

Chairman Crozier asked M Edwards to review item 12C. A draft Scope of Services was received from DEQ this morning and was provided in hard copy for the Commission to review. M Edwards discussed the upcoming Chesapeake Bay Phase III Watershed Implementation Plan (WIP) and referenced a request from the Virginia Department of Environmental Quality (DEQ) to contract with Regional Commissions in the Chesapeake Bay watershed to coordinate and facilitate regional review and revisions to non-agricultural Local Area Planning Goals and Best Management Practices (BMP) input decks provided by DEQ, as well as to identify resources needed by localities and other stakeholders to support implementation of the Phase III WIP. The work will be similar, though not identical, to the Phase II process in 2011-2012.

P McCulla asked about the planning area and whether counties within two watersheds would have to take part in multiple processes. M Edwards responded that the planning area for the non-agricultural areas is at the PDC level and that planning goals would be set at the PDC level, rather than watershed level.

G Curry asked about whether the Commission has the staff resources in place to complete the work. P Mauney referenced that the contract is fee for service and that he is comfortable with Ms. Edwards' ability to lead the process with support from other Commission staff and in coordination with local staff and other agency partners.

G Woods moved to authorize staff to negotiate a contract with DEQ to support activities related to local input into the Chesapeake Bay Phase III Watershed Implementation Plan, 2<sup>nd</sup> by J Coates. The motion passed unanimously.

*d) Draft FY 2019 Proposed Budget*

Chairman Crozier asked P Mauney to review item the draft FY 2019 agency budget. P Mauney noted that Commission By-Laws require a budget to be presented before June 1<sup>st</sup> of each year and a proposed budget was included for review and comment by the Commission. P Mauney indicated that the revenues are based on known awards at this time and reflect a 6.7% decrease from the adjusted FY 2018 budget. He also noted that the revenues do not include funding for the Chesapeake Bay Phase III work just discussed. Staff also balanced expenditures with revenues, but anticipates some of those expenditures changing between now and the budget presented in June for adoption by the Commission.

S Walker asked about funding for the Commission reserve. P Mauney indicated that the proposed budget does not designate funds into the reserve at present, but that with additional revenues to incorporate prior to June, it would be likely that there would be a budgeted contribution to the reserve.

G Curry asked about position vacancies and if funding was in the budget for those positions. P Mauney stated that there was funding for the vacant positions included in the budget.

J Hobbs noted that a 6.7% decrease in revenues is somewhat atypical. P Mauney referenced the timing of grant awards during the fiscal year and that it is not uncommon for the initial budget to be lower than the adjusted budget for the current fiscal year.

**13. Closed Session**

No closed session was held.

**14. Upcoming Meetings**

Chairman Crozier referenced upcoming meetings, including the June 27<sup>th</sup> Regional Commission meeting.

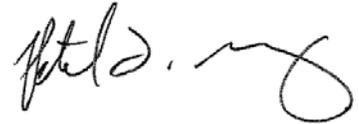
**15. Regional Roundtable**

Commissioners discussed items of interest from their localities.

**16. Adjournment**

J Hobbs moved to adjourn the meeting, 2<sup>nd</sup> by G Curry.

Respectfully Submitted by:



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Patrick L. Mauney  
Secretary & Executive Director

(Drafted by Kristin Lam Peraza)