

**Rappahannock Rapidan Regional Commission
December 12, 2018 Regular Meeting
RRRC Board Room
420 Southridge Parkway Suite 106, Culpeper VA 22701**

MINUTES

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

Others Present: Michelle Cribbs, Lord Fairfax Community College, Carlyle Howard, Smithsonian Conservation Biology Institute, Peter Stephenson, VML Insurance Programs, Dr. Jeanne Wesley, Germanna Community College, Caroline Wood, Lord Fairfax Community College

Staff Present: Jenny Biché, Monica Creel, Joe Costello, Michelle Edwards, Jessi Mason, Patrick Mauney, Terry Snead

1. Call to Order

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

2. Pledge of Allegiance

3. Roll Call & Quorum Determination

Chairman Crozier welcomed Ms. Brandie Schaeffer to the Commission. Ms. Schaeffer is the Interim Town Manager for the Town of Warrenton and newly appointed to the Regional Commission.

A quorum was confirmed.

4. Agenda Approval

R. Coiner moved to approve the agenda as presented, 2nd by E. Ashby. The motion carried unanimously.

5. Public Comment

Carlyle Howard, representing the Changing Landscapes Initiative (CLI) at the Smithsonian Conservation Biology Institute, spoke to the Commission regarding the CLI and opportunities for collaboration and education in the future. Chairman Crozier directed staff to work with Ms. Howard regarding a presentation to the Commission and/or relevant committees.

6. Presentations

a) Presentation: *Community College Updates*

Carlene Hurdle, Workforce Director, and Caroline Wood, Campus Dean, from Lord Fairfax Community College provided an update on activities at LFCC. Specific attention was given to successful surgical technology and cybersecurity certification programs, and upcoming expansion for heavy equipment operation and partnership with RappU in Rappahannock County. LFCC was also awarded a \$1.4 million Excellence Grant to expand programmatic offerings, in partnership with two other community colleges including Germanna CC.

Facilities at the Fauquier campus are also expanding, with the addition of the Hazel Building to house the Science, Health and Engineering programs. The building will also have a large meeting room that can hold up to 250 people. Fauquier County is also considering donating 50 acres to the LFCC Foundation, which would allow for more expansion. J Wood noted that the Town of Warrenton is discussing the ability to serve the additional area with water and sewer service.

Dr. Jeanne Wesley, Vice President for Academic Affairs, Workforce & Professional Development presented on activities at Germanna Community College. Dr. Wesley noted that Germanna is focused on linking its dual enrollment partnerships with area high schools with its programmatic offerings, and its workforce advising services, based on an identified interest in removing barriers to graduation. Germanna also offers a cybersecurity certificate and Associates degree, and is an AWS (Amazon Web Services) Certified Academy, and will be offering IT apprenticeships. Other programs referenced included Heavy Equipment, Mining, and Asphalt programs.

Dr. Wesley briefly referenced building expansion in the region. In Culpeper, the County will be constructing a Career and Technical Education High School on the Germanna Campus. In Orange County, the Locust Grove campus is well-positioned to serve as a healthcare campus for Germanna's service area.

Commissioners discussed transfers between community colleges, as well as the active participation by both Germanna and Lord Fairfax with the GO Virginia program.

7. Approval of Minutes

Chairman Crozier presented the minutes from the October 24th meeting. J. Hobbs moved to approve, 2nd by E. Ashby. The motion carried unanimously.

8. Intergovernmental Review

There were no intergovernmental review items for consideration.

9. Financial Reports

a) *FY 2019 YTD Revenues and Expenditures*

Chairman Crozier asked P Mauney to review items 9A and 9B. P Mauney noted that office maintenance and VHSP expenses exceeded the budget and stated that he previously discussed the office maintenance items as one-time expenditures for both HVAC units and parking lot paving. P Mauney stated that the VHSP expenses were for staff to attend the Governor's Housing Conference and is reimbursable through the VHSP grant.

P Mauney noted that there was one change in expense line items related to the Commission's Mobility Management grants to add an expense line for PATH Foundation funds that were received in FY 2018, but will be expended in FY 2019. R Coiner moved to approve the amended budget, 2nd by M Taylor. The motion passed unanimously.

b) *FY 2018 Agency Audit Report*

P Mauney noted two minor changes from the Audit presented in October. On page 5, the auditor broke out the GASB 68 adjustment for 2017 from the Fringe amount to have a comparison with 2018, and on page 16, a correction was made to the Loan Payment schedule in Note 3. R Coiner moved to approve the FY 2018 Audit, 2nd by B David. The motion carried unanimously.

10. Executive Director's Report

P Mauney reviewed items of interest from the Director's report, noting that budget requests for FY 2020 are in process for local budget development, and that the part-time tourism planner position will hopefully be filled in early 2019. P Mauney thanked J Biché and J Mason for their work on the Tenant Rights & Responsibilities workshop in November, and referenced interest in mobile home ownership issues that were identified at the workshop. He also noted the successful completion of the Phase III Chesapeake Bay Watershed Implementation Plan contract due to the work of M Edwards and J Costello, along with local staff and stakeholders that provided feedback and guidance over the past six months. There is a possibility for additional work and funding in the future. Finally, P Mauney referenced a Safe Routes to School mini-grant application in development with the Town of Gordonsville, along with other local planning efforts in which Commission staff is involved, and invited those jurisdictions not listed to get in touch with staff to discuss local needs and potential projects.

11. Staff Updates

a) *Foothills Housing Network 2019 Point-in-Time Count*

Chairman Crozier asked J Biché to review the Point-in-Time Count. J Biché provided handouts showing Point-in-Time count trends from 2011 to 2018, and indicated the the count is a one-night survey of the sheltered and unsheltered homeless population in the region, and is a requirement of the U.S. Department of Housing and Urban Development. The 2019 count will be conducted on January 23rd, and Foothills Housing Network is using the HUD form, along with specific data that may be beneficial to FHN or the steering committee in each County. FHN is interested in collecting data relating to those

persons who do not qualify for FHN funding programs. J Biché noted that 55% of callers to the FHN Central Entry do not pass initial screening for programs, but are experiencing housing instability and could become homeless in the near future. A full report on the results of the Point-in-Time count will be provided at a future meeting.

12. **New Business**

Chairman Crozier asked P Mauney to review items 12A through 12E for the Commission.

a) *Consideration of Adoption of the 2018 Rappahannock-Rapidan Regional Hazard Mitigation Plan*

P Mauney provided a summary of the 2018 Hazard Mitigation Plan. The update process began in March 2017 and Commission staff coordinated with local emergency managers, planners, public works officials, administrators, and state agencies to review and update the Hazard Mitigation Plan. FEMA provided approval pending adoption of the plan on November 20, 2018. P Mauney provided a four-page Executive Summary document, and indicated that each participating local government would also be considering adoption of the plan in the near future, with Madison County having adopted on December 11th. R Coiner moved to approve the Resolution adopting the 2018 Regional Hazard Mitigation Plan, 2nd by J Hobbs. The motion carried unanimously.

b) *Consideration of Adoption of RRRC Title VI Plan*

P Mauney noted that the Commission adopted a Title VI Plan in 2014 as a requirement for its FTA Section 5310 grants through the Department of Rail and Public Transportation. In June, DRPT informed staff that the plan must be revised and re-adopted, and staff has spent the past several months working with DRPT to meet this requirement. The Title VI Plan was reviewed by DRPT and has conditional approval pending the Commission's adoption. M Taylor moved to adopt the 2018-2021 RRRC Title VI Plan, 2nd by E. Ashby. The motion passed unanimously.

c) *RRRC Application to DRPT for FY 2020 Transportation Demand Management Operation Assistance Grant Program*

d) *RRRC Application to DRPT for FY 2020 Mobility Programs Grant Program*

P Mauney indicated that items 12C and 12D were annual grant applications to the Department of Rail and Public Transportation for administrative, marketing, advertising and staff support for the Commuter Services program. P Mauney clarified that the Mobility Programs grant was a request for \$8,000 (\$2,000 match) to develop and support vanpools from the region and the Operating Assistance Grant was a request for \$129,920 (\$32,480 local match) to fund 1.5 FTE staff, along with outreach, marketing, and advertising for the program. J Wood moved to approve the grant applications to DRPT for FY 2020 Operating Assistance and Mobility Programs, 2nd by E Ashby. The motion passed unanimously.

e) *RRRC Application to DRPT for FY 2020 FTA Section 5310 Capital & Operating Grant Program*

P Mauney referenced the memo included with item 12E. P Mauney noted that the capital grant funding for mobility management requires a 4% local match, while the operating

grant requires a 10% local match. The latter will be requested from Culpeper County and Madison County, while the former is provided through local per capita assessment funding. P Mauney also noted that the Foothills Express funds are entirely pass-through under a contract with Virginia Regional Transit.

S Walker requested that statistics related to the Call Center and Foothills Express be provided at future meetings. P Mauney stated that this would be possible and is provided with funding requests to DRPT and the localities. S Walker moved to approve the grant application, 2nd by R Coiner. The motion passed unanimously.

f) *Consideration of 2019 VACo Region 7 Legislative Platform*

Chairman Crozier reminded the Commission that Eldon James met with them in August as part of the development of the VACo Region 7 Legislative Platform and that a final draft is now in place, and asked the Commission's pleasure related to endorsement of the platform. J Wood noted his support for impact fees and changes to the Smart Scale process. B David moved to endorse the VACo Region 7 Platform, 2nd by J Hobbs. The motion carried unanimously.

g) *Formation of Nominating Committee*

Chairman Crozier indicated that a nominating committee was needed to identify a slate of officers for terms beginning March 1, 2019, and that the Executive Committee typically serves that role. He asked any other Commissioners to indicate their interest in serving on the Nominating committee. R Coiner moved to have the Executive Committee serve as Nominating Committee, 2nd by E Ashby. The motion was approved unanimously.

13. Closed Session

There was no closed session held.

14. Upcoming Meetings

Chairman Crozier noted the next Commission meeting on February 27th.

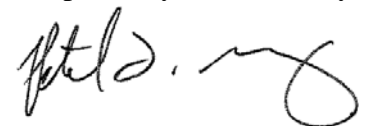
15. Regional Roundtable

Commissioners discussed items from their localities.

16. Adjournment

Chairman Crozier adjourned the meeting at 2:40 p.m.

Respectfully Submitted by:



Patrick L. Mauney
Secretary & Executive Director

(Drafted by Monica Creel)