

**Rappahannock Rapidan Regional Commission
February 27, 2019 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		Robert K. Coiner, Vice-Chair
X	Paul S. McCulla		Town of Madison
	Madison County	X	William Lamar
X	Charlotte Hoffman		Town of Orange
X	Jack Hobbs	X	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
X	Garrey W. Curry, Jr.	X	Christopher R. Malone
X	Roger Welch		Town of Warrenton
			Brandie Schaeffer
		X	Jerry Wood
			Town of Washington
		X	Frederic Catlin

Others Present: Julie Bolthouse, PEC; Emma Buchanan, Town of Culpeper; Ann Faulkner-Ridgeway; Christopher Hawk, PEC
Staff Present: Hunter Berry, Jenny Biché, Joe Costello, Monica Creel, Michelle Edwards, Jessi Mason, Patrick Mauney, Terry Snead

1. Call to Order

Chairman James Crozier called meeting to order at 1:05 p.m.

2. Pledge of Allegiance

3. Roll Call & Quorum Determination

Chairman Crozier introduced 2 new commissioners, Mrs. Charlotte Hoffman of Madison County and Mayor Fred Catlin of Town of Washington.

A quorum was confirmed.

4. **Approval of Agenda

C Hoffman moved to approve the agenda, 2nd by M. Taylor. The motion was approved unanimously.

5. Public Comment

Julie Bolthouse, Piedmont Environmental Council, introduced herself and co-worker Chris Hawk. Mr. Hawk recently joined PEC, focusing on Orange and Culpeper counties.

Ann Faulkner Ridgeway, candidate for the 30th District of House of Representatives, introduced herself to the Commission.

6. Presentation: Virginia Housing Development Authority

Mr. Michael Hawkins, Managing Director of Community Outreach, and Mr. Matthew Bolster, Senior Strategic Housing Officer with the Virginia Housing Development Authority (VHDA) presented to the Commission regarding VHDA programs and initiatives. Presentation slides are included with the adopted minutes and incorporated by reference.

Mr. Hawkins noted that VHDA was created in 1972 as State Housing Finance Agency and presented information about VHDA's outreach and supportive housing, homeownership, and sustainable loan programs. VHDA provides not only loans and financing options, but also education, technical assistance, and grant programs for capacity building at housing-focused organizations. Innovative implementation projects referenced include workforce housing in Lancaster and Middlesex counties that focus on housing options for teachers.

Mr Hawkins also presented information on past grants for regional housing studies, including recently completed studies in the Northern Shenandoah Valley and ongoing activities with the Thomas Jefferson PDC and New River Valley Regional Commission.

Commissioners discussed the potential for regional housing study and other efforts around workforce or affordable housing. P Mauney indicated that RRRC staff appreciated the push from various jurisdictions, including the Town of Culpeper, to engage around the topic and that the Commission could take on the convening role for such a regional study process. He also noted that there may be other parallel processes at the local level that may be complementary, rather than working against any regional level activity. Staff will follow up with VHDA and with the Commission prior to the April meeting with follow-up actions.

7. Approval of Minutes

a) December 12, 2018

Chairman Crozier presented the minutes of the December 12, 2018 meeting. P McCulla moved to approve as presented, 2nd by C Malone. The motion passed unanimously.

8. Intergovernmental Review

There were no intergovernmental review items for consideration.

9. Financial Reports

- a) *FY 2019 YTD Revenues and Expenditures*
- b) *2018 Financial Account Balance Summaries*

Chairman Crozier asked P Mauney to review the financial reports. P Mauney noted the year to date revenues and expenditures through the end of January. Revenues received are at 66.3%, aided by the receipt of the payment for completion of the Phase III Watershed Implementation Plan work from the Dept. of Environmental Quality and other quarterly reimbursements. Expenditures are at 52.5%, with payroll and project expenses for the DRPT Section 5310 transportation projects the largest expense items and both are within expected ranges. P Mauney also referenced the Commission financial account summaries included for the Board's information. Moving forward, staff will plan to include these balances in February and August.

10. Executive Director's Report

P Mauney reviewed the Directors report, introducing Hunter Berry who joined the Commission on January 28th as a part-time Regional Planner with his focus initially on tourism initiatives through the Farmer Market Promotion Program and Marketing Leverage Program grants. The Hazard Mitigation Plan update has been adopted by 10 jurisdictions to date, with one final adoption resolution to be considered in March. Patrick thanked all for their assistance in the plan update and in local adoption process

P Mauney noted several upcoming meetings and workshops. Foothills Housing Network will host a second Tenant Rights & Responsibilities workshop in Warrenton on March 28th. The focus is for tenant and landlords but all are welcome. The RRRC Food Council is also meeting on March 28th, 5:30 at RRRC and will hear from Tom McDougall with 4P Foods. 4P Foods recently worked with Fauquier County and other partners on an initial Food Port feasibility study and have spoken with the Food Council previously. Finally, the Regional Active Transportation Plan is the focus of a stakeholder kickoff meeting on Friday March 29th to review and share information about local initiatives and potential cross-jurisdiction activities.

11. Staff Updates

- a) **USDA Farmers Market Promotion Program Grant – Year Two Report**
Chairman Crozier asked M Edwards to report on the USDA Farmers Market Promotion Program grant. M Edwards reported that the 2nd year report for the period between October 1, 2017 and September 30, 2019 was submitted to USDA. She acknowledged the partners Culpeper Farmers Market, Madison Farmers Market, Piedmont Environmental Council Buy Fresh/Buy Local, Tween Rivers Trail, and RRRC's Purely Piedmont branding program.

M Edwards provided a handout with notable statistics. Through the second year, more than 794,000 consumers, farmers, and buyers were reached, 41 jobs were created or maintained, and 9 new beginning farmers were assisted with entry into local/regional food production. Opening Day at the Culpeper Downtown Farmers Market was the busiest, most well attended opening in the market's 40+ year history, the number of SNAP benefit

participants using the Culpeper Downtown Farm Market increased by 36%. The Madison Farmers Market increased its customer base by 27% and increased vendors by 40%. The third and final year of the grant will include continued marketing via television commercials and other media, as well as the Flavor of the Piedmont Food Expo in late Summer/early Fall, which will provide an opportunity to connect farmers with institutional buyers, and will be open to the public.

b) Smart Scale/Regional Transportation

Chairman Crozier asked P Mauney to provide an update on the most recent round of Smart Scale and ongoing regional transportation initiatives. P Mauney shared a brief presentation, which is incorporated by reference and included with the approved minutes.

Three projects from the region are recommended for funding in the initial scenario, including the Route 3/McDevitt Drive project in the Town of Culpeper, Route 29/Freemans Ford Rd. intersection in Fauquier County, and the Route 20/Route 33 east intersection in Orange County.

P Mauney also advised that Commission staff is working with the Rural Transportation Committee on providing feedback to the VTrans statewide transportation plan revisions in 2019 and on the revision of the Regional Long Range Transportation Plan (RLRP) beginning in 2019 and to be completed prior to the next round of Smart Scale. Staff will reach out to localities that do not regularly participate with that committee to gather feedback and local input.

12. New Business

a) **DEQ Chesapeake Bay Watershed Implementation Program Bridge Contract
Chairman Crozier asked P Mauney to discuss item 12A. P Mauney referenced the recently completed work by the Commission, in partnership with local staff and other regional partners, for the Chesapeake Bay Watershed Implementation Plan Phase III (WIP). Subsequent to that effort, the Secretary of Natural Resources and Department of Environmental Quality have worked with the Bay watershed PDCs to develop some follow-on funding to continue the positive momentum. A draft scope of work and contract were included in the packets for review. P Mauney also noted that staff is hopeful that this will turn into an annual funding source modeled after the Rural Transportation work program.

S Walker moved to authorize staff to enter into contract with DEQ, 2nd by C Hively. The motion passed unanimously.

b) **Website Redesign Draft RFP

Chairman Crozier asked P Mauney to review item 12B. P Mauney indicated that funding was included in the FY 2019 budget to procure a consultant to redesign the Commission website for the first time since 2004, and referenced the draft request for proposals in the packet.

G Curry requested that the RFP be adjusted to allow for cooperative procurement for the purposes of allowing other political subdivisions to access any resulting contract at their

discretion.

B David moved to approve, 2nd by P McCulla. The motion carried unanimously.

c) ****2019 Virginia CDBG Program Regional Priorities**

Chairman Crozier asked P Mauney to report on the annual Community Development Block Grant Program regional priorities. P Mauney noted that staff at the Department of Housing and Community Development had revised this year's program from nine priority areas to five. Commission staff recommended that Comprehensive Community Development, Community Facility, and Community Service Facility be listed as tier one priorities.

B David moved to approve staff's recommendation, 2nd by C Hively. The motion carried unanimously.

13. ** Election of Officers for terms beginning March 1, 2019

Chairman Crozier asked Mr. Hobbs to present the slate of officers for terms beginning March 1st. J Hobbs noted that the Executive Committee was tasked with nominating officers and at-large members, and offered by following slate for terms running from March 1, 2019 to February 29, 2020:

Chair: Robert Coiner, Town of Gordonsville

Vice-Chair: Meaghan Taylor, Town of Culpeper

Treasurer: Jerry Wood, Town of Warrenton

At-Large: Jack Hobbs, Madison County

At-Large: Paul McCulla, Fauquier County

J Hobbs also noted that the nominating committee recommended that Mr. James Crozier, Orange County, be nominated to serve as the region's elected official appointment to the GO Virginia Region 9 Council.

Chairman Crozier asked for further nominations from the floor. Hearing none, Chairman Crozier requested a motion to approve the slate of officers.

E Ashby moved to approve the slate as presented, 2nd by J Hobbs. The motion to elect officers was approved unanimously.

14. Closed Session

There was no closed session held.

15. Upcoming Meetings (<http://www.rrregion.org/calendar.html>)

Chairman Crozier noted upcoming meetings listed on the agenda, including the next Commission meeting on April 24th.

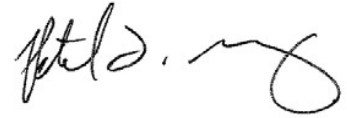
16. Regional Roundtable

Commissioner discussed items of interest from their localities and the region.

17. Adjournment

Upon a motion by G Curry and 2nd by R Welch, Chairman Crozier adjourned the meeting at 2:45 p.m.

Respectfully Submitted by:



Patrick L. Mauney
Secretary & Executive Director

(Drafted by Monica Creel)