

**Rappahannock Rapidan Regional Commission
 June 26, 2019 Regular Meeting
 RRRC Board Room
 420 Southridge Parkway Suite 106, Culpeper VA 22701**

MINUTES

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

Others Present: Mr. Gary Deal & Mrs. Sue Hansohn, Culpeper County Board of Supervisors; April Achter, Rappahannock-Rapidan Health District; Dr. George Millsaps & Kathy O'Connell, U.S. Census Bureau; Local Citizens & Media members

Staff Present: Joe Costello, Michelle Edwards, Kristin Lam Peraza, Patrick Mauney, Terry Snead

1. Call to Order

Chair Robert Coiner called the meeting to order at 1:00 p.m.

2. Pledge of Allegiance

3. Roll Call & Quorum Determination

A quorum of the membership was confirmed.

4. Approval of Agenda

Chairman Coiner presented the draft agenda. Upon motion by C Hoffman, 2nd by S Walker, the agenda was approved as presented.

5. Public Comment

There were no comments from the public.

6. Presentations

a) Presentation: Harm Reduction & Response to Opioid Crisis

Chairman Coiner introduced April Achter, Population Health Coordinator for the Rappahannock-Rapidan Health District. Ms. Achter presented information to the Commission regarding harm reduction strategies designed to reduce negative consequences of drug use and to improve the health and well-being of individuals, families and communities. Ms. Achter shared data on overdoses, Narcan treatment, and Hepatitis A and C occurrence in the region. In response to increasing rates of Hepatitis, the Health District has identified the potential for a needle exchange program in the region as a harm reduction strategy. Ms. Achter indicated that she provided this presentation to the Culpeper County Board of Supervisors and that one request was a regional discussion of potential needle exchange program.

Commissioners raised several questions regarding data availability by locality, efficacy of treatments, and funding needs. Ms. Achter indicated that data is available on a county by county basis and that there is a current grant program that is available to fund the program, but that there must be partnership with a local government. Presently, Culpeper, Fauquier and Orange counties qualify for the grant program based on infection rates. Commissioners asked about a mobile treatment unit. Ms. Achter stated that the program would not be mobile, thus the need for a local government partner and the need to identify a space for the potential program.

Ms. Achter indicated that she would be presenting to Orange County in the near future and would also reach out to Fauquier County. P Mauney offered staff assistance as Ms. Achter identifies potential needs. Chairman Coiner thanked Ms. Achter for her presentation and information.

b) Presentation: 2020 Census Complete Count Committees

Chairman Coiner introduced Dr. George Millsaps and Ms. Kathy O’Connell, partnership specialists with the 2020 Census. Information on the role and importance of local and regional Complete Count Committees was provided to the Commission for consideration. Commissioners briefly discussed local activities related to the Census. P Mauney noted that staff could coordinate training sessions or other regional efforts but would not be able to coordinate local committees without additional resources.

Chairman Coiner thanked Dr. Millsaps and Ms. O’Connell for their presentation and partnership moving forward.

7. Approval of Minutes

a) April 24, 2019

Chairman Coiner presented the minutes from April 24, 2019 meeting. Upon motion by P McCulla, 2nd by J Wood, the minutes were approved.

8. Intergovernmental Review

There were no intergovernmental review items for consideration.

9. Financial Reports

a) FY 2019 YTD Revenues and Expenditures

Chairman Coiner asked P Mauney to review the financial reports. P Mauney reviewed the year to date revenues and expenses through the end of May and apprised the Commission that staff expected to end the fiscal year with a slight net increase based on projected spending and reimbursements in June.

10. Executive Director's Report

P Mauney reviewed the Director's Report, making note of several items. Staff have received initial estimates for renovation of the conference room and entry foyer, to include painting, flooring, and replacement of the conference room table and chairs. He invited Commissioners to contact him if interested in reviewing project information. P Mauney also referenced recent outreach events that staff have attended to share information on various Commission-sponsored transportation, tourism, and marketing programs, including the Madison Business Expo, Warrenton Spring Festival, and Culpeper Fest. Commissioners were encouraged to share other potential events with staff in the future.

P Mauney also provided a handout of data indicators for Commission programs – Foothills Housing, Foothills Area Mobility System/Transit, Commuter Services, Tween Rivers Trail/Tourism, Purely Piedmont, and Outreach/Social Media that staff currently tracks. These indicators will be provided as part of the Director's Report at future meetings and Commissioners were asked for any additional data that may be useful as part of the reports.

Finally, P Mauney shared two 30-second commercials for the *Purely Piedmont* local food initiative that are airing on local stations and in the Culpeper movie theater at present.

11. Staff Updates

a) Regional Housing Study Discussion Follow-Up

Chairman Coiner reminded the Commission of discussion at the April meeting regarding a Regional Housing study. At that time, the Commission requested staff draft an application to the Virginia Housing Development Authority Community Impact Grant program and seek comment prior to submission. A draft was developed and submitted ahead of the June 15 deadline with the Executive Committee offering no objection. Chairman Coiner asked for any discussion, as well as action to ratify the Executive Committee's approval to submit the application.

G Curry moved to ratify the application submission, 2nd by J Hobbs. The motion carried unanimously.

b) Regional Legislative Platform Request

Chairman Coiner presented a request from Eldon James for input on regional legislative issues ahead of the 2020 General Assembly session. Commissioners briefly discussed items included in the 2019 regional legislative platform and asked staff to request Mr. James' attendance at a future Commission meeting to provide input on the 2020 platform.

12. New Business

a) FY 2020 RRRC Meeting Schedule Resolution

Chairman Coiner presented a Resolution setting the Commission's FY 2020 meeting schedule. P Mauney noted that the Annual Meeting was included on the last Thursday of September and requested Commissioners contact staff with potential locations.

P McCulla moved to approve the resolution, 2nd by M Roby. The motion passed unanimously.

b) Nomination of Chief Administrative Officer to GO Virginia Region 9 Council

Chairman Coiner presented a request for the nomination of a Chief Administrative Officer from the region to the GO Virginia Region 9 Council and indicated the Mr. David has served for the past two years in this role. Chairman Coiner called for nominations.

B David nominated Paul McCulla. No other nominations were made and nominations were closed. B David moved to approve the nomination, 2nd by J Wood. The motion passed unanimously.

c) RRRC Application to Hazard Mitigation Grant Program

Chairman Coiner asked P Mauney to review the submission to the Hazard Mitigation Grant Program that received Executive Committee approval prior to the May 31st deadline. P Mauney indicated that, following the recently completed Hazard Mitigation Plan update, J Costello identified an opportunity to improve and enhance existing data for the wildfire hazard in the region. Wildfire is a moderate risk hazard for the region, with Madison and Rappahannock counties identifying wildfire as a unique high-risk hazard. The proposed project would utilize new data and incorporate development patterns over the past 15 years as a method of identifying areas in the region at high-risk of wildfire impact on infrastructure and population. Commissioners discussed specific areas of the region that may be more at risk based on land use and development.

G Curry moved to ratify the Executive Committee's approval of the application, 2nd by J Hobbs. The motion carried unanimously.

d) FY 2020 Scope of Work for Chesapeake Bay watershed planning

Chairman Coiner asked P Mauney and M Edwards to review item 12-D. P Mauney shared a draft scope of work for Chesapeake Bay watershed planning which is a required deliverable from the Commission's current 6-month bridge contract with the Department of Environmental Quality. M Edwards noted that the scope includes several ongoing efforts and also incorporates two additional tasks: technical assistance related to the Healthy Watershed Forest project activities with the Rappahannock River Basin Commission and Orange County and data collection for a potential Upper Rappahannock Watershed Plan with a focus on improving prioritization for Best Management Practices in the watershed.

P Mauney apprised the Commission that the funding for these activities is through a request by DEQ to the Environmental Protection Agency and would cover a period from October 1, 2019 through September 30, 2020. Any contract would be considered at a later date by the Commission. He also requested any comments or questions from the Commission between

now and the August meeting.

e) Consideration of Award for Website Redesign Project

Chairman Coiner asked P Mauney to review item 12-E. P Mauney reviewed the timeline related to the website redesign Request for Proposals and shared that 45 proposals were received by the May 10 deadline. Staff conducted an initial review and then conducted phone interviews with five firms. Consideration was focused on responsive design, ADA accessibility, security, and ease of update for staff. P Mauney recommended an award of the project to Revize LLC, and to authorize staff to review and execute a contract for the project.

P Mauney noted that Revize recently completed a redesign of the Town of Gordonsville's website and also has worked with the Town of Warrenton, as well as numerous local governments in Virginia.

G Curry moved to authorize award of the website redesign project per staff recommendation, 2nd by B David. The motion carried unanimously.

f) Consideration of FY 2020 Proposed Budget & Work Plan

Chairman Coiner asked P Mauney to review the proposed FY 2020 budget. P Mauney noted that there were minor adjustments following the initial budget presented in April, resulting in increased revenues and corresponding expenses. The overall budget is set at \$945,708. Operating expenses were benchmarked based on the past three years' expenses, with adjustments based on projected needs in FY 2020. P Mauney noted that a 1.5% cost-of-living adjustment was included for staff.

Chairman Coiner asked if the conference room renovations referenced previously were included in the office maintenance expense, and why there was a significant decrease in that line item. P Mauney noted that FY 2019 included a number of one-time expenses for replacement of both heat pump units on the building and Commission contribution for the office parking lot paving and indicated that the conference room costs were included in the budget presented.

J Wood moved to approve the FY 2020 Budget and Work Plan, 2nd by E Ashby. The motion carried unanimously.

13. Closed Session

No closed session was held.

14. Upcoming Meetings

Chairman Coiner noted upcoming meetings from the agenda, including the next Regional Commission meeting on August 28th.

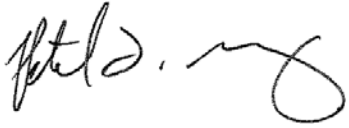
15. Regional Roundtable

Commissioners discussed items of interest from their localities.

16. Adjournment

Chairman Coiner adjourned the meeting at 2:45 p.m.

Respectfully Submitted by:



Patrick L. Mauney
Secretary & Executive Director