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ROBERT COINER

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GREG WOODS

RAPPAHANNOCK COUNTY  
GARREY W. CURRY, JR.  
ROGER WELCH

TOWN OF WASHINGTON  
JOHN FOX SULLIVAN

As of September 2018

## Appendix A – Title VI Notice to the Public

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. Specifically, Title VI provides that "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance" (42 U.S.C. Section 2000d).

The Rappahannock-Rapidan Regional Commission (RRRC) is committed to ensuring that no person is excluded from participation in, or denied the benefits of its transportation services on the basis of race, color, or national origin, as protected by Title VI in Federal Transit Administration (FTA) Circular 4702.1B. If you feel you are being denied participation in or being denied benefits of the transit services provided by RRRC, or otherwise being discriminated against because of your race, color, national origin, gender, age, or disability, our contact information related to Title VI is:

Jenny Biché  
Human Services Program Manager  
Rappahannock-Rapidan Regional Commission  
420 Southridge Parkway, Suite 106  
Culpeper, VA 22701  
(540) 829-7450  
[planinfo@rrregion.org](mailto:planinfo@rrregion.org)

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**Appendix B – Title VI Notice to the Public List of Locations**

The Rappahannock-Rapidan Regional Commission (RRRC) has posted its Title VI Notice to the Public in the following locations, as of October 24, 2018:

Rappahannock-Rapidan Regional Commission Offices & Board Room  
420 Southridge Parkway, Suite 106  
Culpeper, VA 22701

RRRC Agency website: <http://www.rrregion.org>

RRRC Title VI Complaint Form

Approved: October 24, 2018

<b>Section I</b>			
Name:			
Address:			
City:	State:	Zip Code:	
Telephone (Home):		Telephone (Work):	
E-Mail Address:			
Accessible Format Requirements?	Large Print		Audio Tape
	TDD		Other
<b>Section II</b>			
Are you filing this complaint on your own behalf?	Yes*	No	
*If Yes, go to Section III			
If No, please supply the name and relationship of the person for whom you are submitting this complaint:			
Please explain why you are filing this complaint for a third party			
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party		Yes	No
<b>Section III</b>			
I believe the discrimination I experienced was based on (check all that apply):			
<input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> National Origin			
Date of Alleged Discrimination (Month/Day/Year): _____			
<p>Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known), as well as names and contact information of any witnesses. If more space is needed, please use the back of this form or additional pages.</p>			
<b>Section IV</b>			
Have you previously filed a Title VI complaint with this agency?	Yes	No	
<b>Section V</b>			
Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?	Yes	No	
If Yes, check all that apply:			
Federal Agency (name):		State Agency (name):	
Federal Court:		State Court:	
Local Agency (name):			

RRRC Title VI Complaint Form

Approved: October 24, 2018

Please provide information about a contact person at the Agency/Court where the complaint was filed.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Agency: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

**Section VI**

Name of agency complaint is against: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

You may attach any written materials or other information that you think is relevant to your complaint.

Signature and Date required below.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please submit this form in person at the address below, or mail this form to:

Rappahannock-Rapidan Regional Commission  
Attn: Title VI Manager  
420 Southridge Parkway, Suite 106  
Culpeper, VA 22701

*Note: This form meets the requirements for submitting Title VI complaints to RRRC. A complaint may also be submitted using the procedures outlined in RRRC's adopted Title VI plan.*

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## Appendix D – Investigations, Lawsuits, and Complaints Document

As of October 24, 2018, RRRC has no knowledge of active investigations conducted by the FTA and entities other than the FTA, lawsuits, and/or complaints naming RRRC alleging discrimination on the basis of race, color, or national origin.

As of September 2018

## APPENDIX E: SUMMARY OF OUTREACH EFFORTS

### Strategy

Scheduling meetings at times and locations which are convenient and accessible for minority and LEP communities

- RRRC Staff regularly participate in community events during regular working and non-working hours in each of the five counties in the region in order to share information related to organizational programs and planning processes

### Strategy

Employing different meeting sizes and formats

- RRRC and Foothills Area Mobility System committee members hold quarterly committee meetings and have held focus group meetings in Culpeper, Fauquier, and Orange counties to gather data related to transportation needs of LEP, low-income, elderly, and disabled populations

### Strategy

Coordinating with community and faith-based organizations, educational institutions, and other organizations to implement public engagement strategies that reach out specifically to members of affected minority and/or LEP communities.

- RRRC coordinates the Foothills Area Mobility System (FAMS) committee, which is open to the public and includes partner organizations with specific relationships with minority and LEP communities

### Strategy

Considering radio, television, or newspaper ads on stations and in publications that serve LEP populations.

- RRRC and FAMS worked with Culpeper Media Network to develop a video highlighting the work of the FAMS One-Call Center

### Strategy

Providing opportunities for public participation through means other than written communication, such as personal interviews or use of audio or video recording devices to capture oral comments.

- RRRC and FAMS worked with Culpeper Media Network to develop a video highlighting the work of the FAMS One-Call Center

### Strategy

Use of digital-based advertising and social media to engage non-traditional media consumers

- **RRRC maintains active accounts on Facebook (@RRRCVA) and Twitter (@RRRegion) that regularly share information on transportation and transit in the Rappahannock-Rapidan region. The FAMS committee also maintains accounts on Facebook (@famscommittee) and Twitter (@famsride)**
- **The FAMS website (<http://www.fams.org>) maintains updated information on transit and transportation options within and outside the region**

**Rappahannock Rapidan Regional Commission  
 October 24, 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 Egertson	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	X	Robert K. Coiner, <b>Vice-Chair</b>
	Paul S. McCulla		<b>Town of Madison</b>
	<b>Madison County</b>		William Lamar
	Amber Foster		<b>Town of Orange</b>
X	Jack Hobbs		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	X	Evan H. 'Skeet' Ashby
	<b>Rappahannock County</b>		<b>Town of The Plains</b>
	Garrey W. Curry, Jr.		Christopher R. Malone
	Roger Welch		<b>Town of Warrenton</b>
		X	Brandie Schaeffer
		X	Jerry Wood
			<b>Town of Washington</b>
			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, 2<sup>nd</sup> 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 24<sup>th</sup> meeting. J. Hobbs moved to approve, 2<sup>nd</sup> 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, 2<sup>nd</sup> 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, 2<sup>nd</sup> 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 23<sup>rd</sup>, 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 11<sup>th</sup>. R Coiner moved to approve the Resolution adopting the 2018 Regional Hazard Mitigation Plan, 2<sup>nd</sup> 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, 2<sup>nd</sup> 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, 2<sup>nd</sup> 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, 2<sup>nd</sup> 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, 2<sup>nd</sup> 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, 2<sup>nd</sup> 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 27<sup>th</sup>.

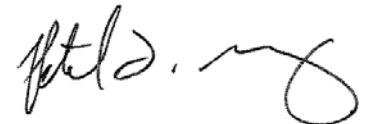
**15. Regional Roundtable**

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)