



**Rappahannock-Rapidan Regional Commission  
Executive Committee Meeting – Electronic Meeting  
January 27, 2021 | 1:00 pm**

**Live Stream available via YouTube:**

<https://www.youtube.com/channel/UCVg1GI7iMDhX3i8OVAJKqEQ>

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**DRAFT AGENDA**

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1. Call to Order
2. Electronic Meeting Participation During Declared State of Emergency (**Attachment**)
3. Adoption of the Agenda
4. Public Comment

*Note:* Public comment may be submitted via email to [planinfo@rrregion.org](mailto:planinfo@rrregion.org) or phone to (540) 829-7450 by 12:30 p.m. January 27th

5. Adoption of Minutes
  - a. **\*\*April 27, 2020 (Attachment)**
6. New Business
  - a. Compensation & Salary Survey Update
  - b. Develop Slate of Officers and Executive Committee terms beginning March 1, 2021 (**Attachment**)
7. Other Business
8. Adjourn

**\*\*Action Requested**



## MEMORANDUM

**To: Members of the Rappahannock-Rapidan Regional Commission**  
**From: Patrick L. Mauney, Executive Director**  
**Date: August 19, 2020**  
**Subject: Electronic Meetings During Declared State of Emergency**

When the Governor has declared a state of emergency in accordance with section 44-146.17 of the Code of Virginia, it may become necessary for the Rappahannock-Rapidan Regional Commission to meet by electronic means as outlined in Section 2.2-3708.2 of the Code of Virginia as amended. In such cases, the following procedure shall be followed:

1. The Rappahannock-Rapidan Regional Commission will give notice to the public using the best available method given the nature of the emergency, which notice shall be given contemporaneously with the notice provided to members of the Rappahannock-Rapidan Regional Commission.
2. The Rappahannock-Rapidan Regional Commission will make arrangements for public access to such meeting through electronic means including, to the extent practicable, videoconferencing technology. If the means of communication allows, provide the public or common interest community association members with an opportunity to comment.
3. The Rappahannock-Rapidan Regional Commission will otherwise comply with the provisions of § 2.2-3708.2 of the Code of Virginia. The nature of the emergency, the fact that the meeting was held by electronic communication means, and the type of electronic communication means by which the meeting was held shall be stated in the minutes of the Rappahannock-Rapidan Regional Commission meeting.

**REQUESTED ACTION:** None required.

**Rappahannock-Rapidan Regional Commission  
Executive Committee Meeting – Electronic Meeting Only  
April 27, 2020 | 1:00 pm**

**MINUTES**

*Members Present:* Robert Coiner, Jack Hobbs, Paul McCulla, Meaghan Taylor, Jerry Wood

*Staff Present:* Patrick Mauney

**1. Call to Order**

Chairman Coiner called meeting to order at 1:07 p.m. Chairman Coiner noted that the meeting was being held electronically via Zoom videoconference, with live stream available on YouTube, due to the COVID-19 pandemic and the resulting State of Emergency.

Chairman Coiner asked P Mauney to call roll. P Mauney asked members of the Executive Committee to also state from where they were participating in the meeting.

Chairman Coiner, participating from his home office in the Town of Gordonsville  
Mr. Hobbs, participating from the Madison County Administration building  
Mr. McCulla, participating from the Fauquier County Administration building  
Vice-Chair Taylor, participating from her home in the Town of Culpeper  
Treasurer Wood, participating from his home in the Town of Warrenton

P Mauney noted that he was participating from the Commission offices.

**2. Adoption of the Agenda**

Chairman Coiner asked for changes to the agenda. J Wood moved to approve the agenda as presented, 2<sup>nd</sup> by P McCulla. The agenda was approved unanimously.

**3. Public Comment**

Chairman Coiner state that public comment was requested via email prior to the meeting and asked P Mauney whether any comments were received. P Mauney stated that no comments had been received prior to the meeting.

**4. New Business**

a) RRRC Application to National Fish & Wildlife Foundation Small Watershed Grant Program

Chairman Coiner asked P Mauney to review item 4A. P Mauney referenced work that Commission staff has conducted over the past 18 months with local staff and non-profit partners related to the Chesapeake Bay Phase III Watershed Implementation Plan. Through discussions with staff from Fauquier County, Town of Warrenton, Friends of the Rappahannock and John Marshall Soil & Water Conservation District, an application to the National Fish and Wildlife Foundation was developed. P Mauney

outlined the proposed project and partner activities, noting that RRRC staff would provide administration and coordination of the proposed grant.

J Hobbs asked for clarification regarding source of match funds for the in-kind match to be provided by RRRC. P Mauney stated that these funds would be sourced from DEQ Chesapeake Bay Planning assistance funds or via local per capita dues, but would not require additional local funding requests.

J Wood moved to approve the application to the NFWF Small Watershed Program, 2<sup>nd</sup> by M Taylor. The motion carried unanimously.

b) RRRC Application to VDOT for FY 2021 Rural Transportation Work Program  
Chairman Coiner asked P Mauney to review item 4B. P Mauney referenced the annual work plan for Rural Transportation planning funds received via the Virginia Department of Rail and Public Transportation and Federal Highways Administration. He also noted that this grant requires 20% local match, sourced from per capita dues.

P Mauney noted highlights of the proposed work plan for FY 2021, including regional and local projects developed in consultation with local government staff and VDOT Culpeper District.

J Hobbs moved approval of the application for FY 2021 Rural Transportation Work Program, 2<sup>nd</sup> by P McCulla. Chairman Coiner called for a roll call vote. The resolution was approved unanimously.

Ayes: Coiner, Hobbs, McCulla, Taylor, Wood  
Nays: None

c) RRRC Application to Commonwealth Transportation Board Smart Scale Program

Chairman Coiner asked P Mauney to review item 12C. P Mauney stated that the Commission is an eligible applicant for the Smart Scale transportation funding program, along with the five counties and each town that maintains its own roads (Culpeper, Orange, Warrenton), and that those eligible entities are limited in the number of applications they may submit. As a result, Commission staff worked with local government staff and VDOT Culpeper District staff to determine whether any locality may wish for RRRC to serve as a Smart Scale applicant.

Fauquier County staff identified three projects and no other local governments are expected to exceed their application limit. P Mauney outlined the three projects from Fauquier County to be submitted by the Commission.

J Wood moved approval of the applications to the Smart Scale program, 2<sup>nd</sup> by M Taylor. The motion carried unanimously.

d) RRRC Application to Community Care Corps Grant Program

Chairman Coiner asked P Mauney to review item 4D. P Mauney referenced past discussion regarding funding changes to the Foothills Area Mobility System (FAMS) program and shared that staff has made efforts to seek additional grant funds to support the existing FAMS program, as well as to expand its coordination and partnerships within the region. The grant application before the committee was for the Community Care Corps grant program and would provide funding to support a number of partners, including VolTran, Rappahannock-Rapidan Community Services, and Aging Together in their collective effort to support and expand volunteer driver programs in the region. P Mauney stated that match funding would be sourced from PATH Foundation assistance as well as in-kind volunteer hours and mileage from VolTran and RRCS.

P McCulla asked whether the volunteer hours and mileage would remain steady given the current suspension of those programs and, if not, from where additional match funds would be sourced. P Mauney stated that he believed the in-kind donations would be sufficient, but that he would provide alternative solutions to the Commission including requests to other foundations in the region prior to executing any agreements should the grant application prove successful.

M Taylor moved to approve the grant application to the Community Care Corps grant program, 2<sup>nd</sup> by P McCulla. The motion passed unanimously.

## **5. Financial Reports**

Chairman Coiner asked P Mauney to review the financial reports.

### *a) FY 2020 YTD Revenues and Expenditures*

P Mauney noted the year to date reports for FY 2020 and stated that revenues and expenditures remain on solid ground through March. He further stated that, given the current situation related to the pandemic, staff is in contact with grant funders at the state level to determine whether to pause spending on non-essential items and will continue to provide updates to the Commission. P Mauney noted that he expected to end the fiscal year net neutral or slightly net positive, although revenues and expenses may end up short of budgeted amounts.

### *b) FY 2021 Budget Discussion*

P Mauney referenced the by-laws requirement for a budget to be presented prior to June 1<sup>st</sup> and noted that the present document would change prior to July 1<sup>st</sup> given the uncertainty regarding local and state revenues. He did note the inclusion of the Farm to School liaison position, further stating that both funding agencies had indicated continuing support for the position but a short-term focus on pandemic response efforts. Additional clarity is expected by later in the Spring. P Mauney also stated that revenues were down, but that the decrease was largely due to the ending of the DRPT 5310 operating grant supporting the Foothills Express which provided no net revenue to the Commission, as well as the end of the USDA Farmers Market Promotion Program grant, which was also primarily pass-through funding.

J Wood asked about increased health insurance expenses. P Mauney stated that the FY 2021 numbers were higher due to changes in the number of employees utilizing the program. He also stated that, for a third year in a row, there would be no increase in the rates for health insurance and further stated that the Commission contribution rates to the Virginia Retirement System remain low due to existing surplus.

Committee members discussed the local per capita dues assessments, including options to freeze dues at FY 2020 levels. P Mauney indicated that two jurisdictions would not benefit from a frozen rate, but that any adjustment to the dues assessment would be at the Commission's discretion. P McCulla asked how much the increase in dues would provide the Commission in FY 2021. P Mauney stated that he did not have the exact figure, but it would amount to around \$3,200. Committee discussion continued.

P McCulla moved to freeze the local per capita dues for FY 2021 to the FY 2020 rates, excepting Rappahannock County and the Town of Washington, and to direct the Executive Director to present the FY 2021 budget with those rates, 2<sup>nd</sup> by J Wood. The motion carried unanimously.

## **6. Other Business**

- a) *Executive Directors Report*
- b) *RRRC Personnel Update*

Chairman Coiner asked P Mauney to provide his Director's Report and an update on Commission staffing.

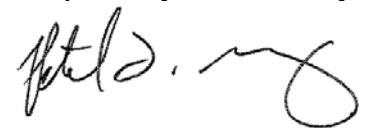
P Mauney reviewed Commission activities in response to the COVID-19 pandemic, including online surveys to supplement information to come from federal and state sources, information sharing with various committees and local stakeholders, interactions with state and federal legislators and asked for Commissioners to contact him with additional needs and/or ideas regarding regional coordination and response efforts.

P Mauney also stated that, following a series of interviews, he was pleased to report that a new Regional Planner is expected to begin work in late May and will focus on transportation, environmental and GIS initiatives.

## **7. Adjourn**

Chairman Coiner adjourned the meeting at 2:04 p.m.

Respectfully Submitted by:



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Patrick L. Mauney  
Secretary & Executive Director



## MEMORANDUM

**To: RRRC Executive Committee**  
**From: Patrick L. Mauney, Executive Director**  
**Date: January 13, 2021**  
**Subject: Nominating Committee**

In an effort to facilitate the Executive Committee's development of a slate of officers for the March 1, 2021 to February 28, 2022 term, I am including here brief descriptions of responsibilities for the three officer positions, relevant sections of the Bylaws and a listing of current Commissioners and their attendance over the past two years (or since their appointment).

### **Chair responsibilities**

- Convening and leading 6 Commission meetings per year
- Convening and leading Executive Committee meetings, as necessary (1-2 per year)
- Reviewing draft agenda with Executive Director prior to transmitting to Commission
- Providing guidance and/or feedback to Executive Director on Annual Work Plan or other Priority-setting initiatives

### **Vice-Chair responsibilities**

- Serve in Chair's role in the Chair's absence at RRRC meetings
- Regular attendance and attention to RRRC meetings and initiatives
- Serve in an advisory role for RRRC Budget and Work Plan development and review
- Attendance at Executive Committee meetings, as necessary (generally 1-2 per year)

### **Treasurer responsibilities**

- Availability 1-2 times per month to sign checks and review financial transaction activity, either at RRRC offices or other suitable location
- Provide treasurer's reports to Commission (or allow Executive Director to do so)
- Regular attendance and attention to RRRC meetings and initiatives
- Serve in an advisory role for RRRC Budget and Work Plan development and review
- Attendance at Executive Committee meetings, as necessary (generally 1-2 per year)

### **Executive Committee Member responsibilities**

- Serve in an advisory role for RRRC Budget and Work Plan development and review
- Regular attendance and attention to RRRC meetings and initiatives
- Attendance at Executive Committee meetings, as necessary (generally 1-2 per year)

**ARTICLE V. - PURPOSE AND OBJECTIVE**

**SECTION 1.**

The purpose of the COMMISSION as provided in SECTION 4, ARTICLE I of the Agreement shall be to promote the orderly and efficient development of the physical, social and economic elements of the Planning District by planning and encouraging and assisting governmental subdivisions to plan for the future.

**ARTICLE VI. - MEMBERSHIP**

**SECTION 1.**

Members of the COMMISSION shall be appointed and serve on the COMMISSION in accordance with the provisions of ARTICLE II of the Agreement, and for the terms provided by SECTION 1, ARTICLE III.

**ARTICLE VII. - OFFICERS AND DUTIES**

**SECTION 1. OFFICERS**

The officers of the COMMISSION shall consist of a Chairman, Vice-Chairman, and Treasurer and such subordinate officers as may from time to time be elected or appointed by the COMMISSION. Each of such officers shall serve without compensation. The offices of Chairman and Vice-Chairman shall be held by members from different participating jurisdictions. *(Amended 9/23/1982)*

**SECTION 2. TERMS OF OFFICE**

Except for the original officers, each of the officers shall be elected at the February meeting of the COMMISSION, to serve for a term of one (1) year, unless sooner removed by the COMMISSION, or until his successor be elected and qualify. Any vacancy occurring in an office shall be filled for the unexpired term by the COMMISSION at the next regular meeting following the occurrence of such a vacancy. If the vacancy occurs in the office of Treasurer, an acting officer shall be appointed by the Chairman pending election. Commission officers shall be eligible for re-election, but may succeed themselves one time only. *(Amended 2/22/2017)*

**SECTION 3. ELECTION**

The Chairman shall, at the regular scheduled meeting in December each year, in accordance with these by-laws, appoint a Nominating Committee, consisting of one member from each



participating jurisdiction. The Nominating Committee shall, at the following meeting, submit the name or names of one or more persons for each office to be filled upon survey of COMMISSION members. Further nominations may be submitted by any member to the Nominating Committee during the month of December, as well as be made at the meeting at which the election is held. Election of officers shall be by secret ballot unless changed by unanimous vote of those present. The newly elected officers will take their office and assume duties thereof on March 1 of each year. *(Amended 9/23/1982; 10/27/1988; 2/22/2017)*

#### **SECTION 4. CHAIRMAN**

The Chairman shall preside at all meetings of the COMMISSION at which he is present, and shall vote as any other member. He shall oversee the implementation of the policies established and the actions taken by the COMMISSION; shall have all the powers and duties customarily pertaining to the office of Chairman of the Board; and shall perform such further duties as may be assigned to him by the COMMISSION. *(Amended 9/23/1982; 10/26/1995; 1/25/1996; 2/22/2017)*

#### **SECTION 5. VICE-CHAIRMAN**

The Vice-Chairman shall, in the event of death or absence of the Chairman, or of his inability to perform any of the duties of his office or to exercise any of his powers, perform such duties and possess such powers as are conferred upon the Chairman, and shall perform such other duties as may from time to time be assigned to him by the Chairman or by the COMMISSION.

#### **SECTION 6. TREASURER**

The Treasurer shall sign or countersign all checks, vouchers or other instruments for any and all funds expended by the Commission or drawn on any of its accounts. *(Amended 9/23/1982; 10/26/1995)*

#### **SECTION 7. SECRETARY**

The Executive Director shall be the Secretary of the COMMISSION. The Secretary shall give to the members notice of all regular and special meetings of the COMMISSION, and shall attend all such meetings and keep a record of their proceedings, which shall be a public record, and copies of which shall be mailed with the notice of the next succeeding regular meeting of the COMMISSION. In general, he shall perform all of the duties incident to the office of the Secretary and such other duties as may from time to time be assigned to him by the Chairman or by the COMMISSION. Additionally, the Secretary shall make a brief financial report at each regular meeting of the COMMISSION; and he shall make an annual financial report as soon as practicable after the end of each fiscal year. *(Amended 9/23/1982)*

## **ARTICLE IX. - COMMITTEES**

### **SECTION 1. EXECUTIVE COMMITTEE**

- (a) Membership - There may be appointed an Executive Committee composed of the Chairman, Vice-Chairman, Treasurer, and three representatives selected at large from towns or counties not represented by the aforesaid officers. All members of the Executive Committee will serve for a one-year term, but may succeed themselves. The COMMISSION Chairman and Vice-Chairman of the COMMISSION shall be the Chairman and Vice-Chairman of the Executive Committee. *(Amended 9/23/1982; 1/25/1996; 2/22/2017)*
- (b) Meetings – Meetings of the Executive Committee shall be called by the Chairman as necessary. Meetings may also be called by the Executive Director upon written request of two members of the Executive Committee. *(Amended 1/25/1996; 2/22/2017)*
- (c) Quorum - A Quorum shall consist of a majority of the membership of the Executive Committee.
- (d) Duties - The Executive Committee may perform the functions of a finance committee, and may prepare a budget and make recommendations to the COMMISSION in regard thereto.

It may approve the application for all grants of funds from Federal and State governments by the participating jurisdictions and their agencies and any other sources. The Executive Committee shall have such further powers and duties as may from time to time be assigned to it by the COMMISSION.

The Executive Committee will supervise and advise the Executive Director including an annual performance review. The Executive Committee may take actions related to the Executive Director, including suspension, until such time as the COMMISSION meets. *(Amended 1/25/1996)*

### **SECTION 2. OTHER COMMITTEES**

- (a) The COMMISSION may establish such other special and standing committees, advisory, technical or otherwise, as it shall deem necessary for the transaction of its affairs.
- (b) One-half of the members of any committee shall constitute a quorum.

## **ARTICLE X. - ADMINISTRATION**

## RAPPAHANNOCK-RAPIDAN REGIONAL COMMISSION (RRRC)

### COMMISSIONERS

January 2021

<b>Jurisdiction</b>	<b>Name</b>	<b>Position</b>	<b>First Appointed</b>	<b>Attendance (2019/2020)</b>
Culpeper County	Mr. Gary Deal	Chair, Board of Supervisors	January 2021	N/A
Culpeper County	Mr. John Egertson	County Administrator	October 2018	10/11
Fauquier County	Mr. Chris T. Butler	Board of Supervisors	January 2017	3/11
Fauquier County	Mr. Paul S. McCulla	County Administrator	July 2011	9/11
Madison County	Ms. Charlotte Hoffman	Board of Supervisors	January 2019	5/11
Madison County	Mr. Jack Hobbs	County Administrator	October 2017	10/11
Orange County	Mr. James P. Crozier	Board of Supervisors	January 2014	10/11
Orange County	Mr. Theodore Voorhees	County Administrator	April 2020	4/4
Rappahannock County	Mr. Garrey W. Curry, Jr.	County Administrator	January 2018	11/11
Rappahannock County	Ms. Debbie Donehey	Chair, Board of Supervisors	January 2021	N/A
Town of Culpeper	Mr. Chris Hively	Town Manager	March 2015	8/11
Town of Culpeper	Ms. Meaghan E. Taylor	Town Council	January 2016	10/11
Town of Gordonsville	Mr. Robert K. Coiner	Mayor	April 2005	10/11
Town of Madison	Mr. William L. Lamar	Mayor	June 2018	4/11
Town of Orange	Ms. Martha Roby	Mayor	July 2014	8/11
Town of Orange	Mr. Greg Woods	Town Manager	October 2010	11/11
Town of Remington	Mr. Evan H. Ashby, III	Town Council	October 2011	5/11
Town of The Plains	Ms. Lori Sisson	Mayor	September 2020	1/2
Town of Warrenton	Ms. Brandie Schaeffer	Town Manager	December 2018	7/11
Town of Warrenton	<i>Vacant</i>			
Town of Washington	Mr. Frederic Catlin	Mayor	February 2019	6/11

 Elected Official