

Rappahannock-Rapidan Regional Commission
Executive Committee Meeting
February 4, 2022 | 1:00 pm
RRRC Board Room

MINUTES

Members Present: Frederic Catlin, Paul McCulla (virtual), Meaghan Taylor,
Greg Woods

Staff Present: Patrick Mauney

1. Call to Order

Chair Taylor called the meeting to order at 1:02 p.m. and noted that as a quorum of the Executive Committee was present at the Regional Commission offices.

2. Remote Electronic Participation

Chair Taylor noted that Mr. McCulla requested remote participation prior to the meeting due to personal matters and that the Executive Committee needed to approve that remote participation. F Catlin moved to approve, 2nd by G Woods. The motion carried unanimously.

3. Adoption of the Agenda

Chair Taylor asked for approval of the agenda. F Catlin moved to approve the agenda, 2nd by G Woods. The motion carried unanimously.

4. Public Comment

Chair Taylor asked for public comment, or if any comments were received prior to the meeting. P Mauney stated that no comments had been received prior to the meeting.

5. Adoption of Minutes

a) January 27, 2021

b) December 8, 2021

Chair Taylor stated that minutes from the past two Executive Committee meetings were included in the packet, and were sent out within 30 days of each meeting via email for review. G Woods moved to approve the minutes, 2nd by P McCulla. The motion carried 3-0-1 (F Catlin abstaining).

6. New Business

a) *Compensation & Salary Survey Report*

Chair Taylor stated that the Commission had requested the Executive Committee review the organization's compensation structure in October 2020. Staff has completed a report and Chair Taylor asked P Mauney to review.

P Mauney provided a summary of sources for salary comparisons from local governments in the region and from other Regional Commissions in Virginia. He

stated that the report and recommendations were entirely his work, and that he sought to identify comparable positions locally and across the state for each Commission position. He stated that the primary recommendation is a general pay plan that would provide clarity for Commission staff as to salaries and flexibility for the Executive Director with new hires or position changes in the future. F Catlin asked if this was a new pay plan, or if anything currently exists. P Mauney stated that there is no current pay plan. G Woods asked about impacts to current staff and budget. P Mauney stated that the pay plan could be implemented at the direction of the Commission and estimated an annual impact of \$15,000 to \$20,000 if implemented as part of the FY 2023 budget. Committee members discussed the report and potential action. M Taylor noted a need for a review process for staff. P Mauney noted that he holds annual reviews with staff, or has other staff members with direct reports hold those discussions. M Taylor stated that the Executive Committee or Commission should have a process in place to review the Director.

F Catlin moved to recommend the compensation & salary report and pay plan to the Commission, and to request the Chair develop a process for formally reviewing the Executive Director, 2nd by G Woods. The motion carried unanimously.

b) FY 2022 Budget Amendments

Chair Taylor asked P Mauney to review proposed FY 2022 budget amendments. P Mauney noted that several revenue items, including reductions in the Rideshare and NFWF grants, and additions to the PATH Mobility Management, Redistricting, and Rural Transportation Assistance Program (RTAP). He also reviewed corresponding expense changes and noted that the proposed amendments left an anticipated surplus of just over \$49,000. He stated that the Commission can direct staff to utilize those funds for a variety of purposes.

F Catlin requested a breakdown of where the surplus funds were sourced from. P Mauney stated that he would provide for the Commission in February, but that some result from pay for performance contracts for various programs and/or lower than expected match requirements leaving some discretionary funds unspent.

c) PDC Housing Development Program

Chair Taylor reminded members that there were 9 proofs of concept submitted in December for the Housing Development Program, and shared that 7 of those were submitted to the final application stage. She asked P Mauney for additional information and direction.

P Mauney briefly reviewed the full requests received, stating that staff had instituted a ceiling of \$500,000 per project or \$50,000 per unit. He further stated that those ceilings were not guarantees of full funding, but were designed to provide flexibility given the level of interest in the program. He stated that he would provide the application materials to the Executive Committee next week, along with the guidance documents and would be grateful for any feedback or questions from those with an opportunity to review. He also noted that staff anticipated having a funding recommendation for the February 23rd meeting.

d) Charter Amendment Discussion

Chair Taylor noted that the Committee held a brief discussion in December regarding alternate member designations. There were no substantive updates and P Mauney stated he would reach out to R Coiner following the meeting.

e) Develop Slate of Officers and Executive Committee for terms beginning March 1, 2022

Chair Taylor stated that the Committee needed to develop a recommended slate of officers for terms beginning March 1st. She further stated that all current officers were eligible to serve one additional term. Discussion ensued amongst current officers regarding their ability to serve another year, as well as any Counties and Towns not represented.

By consensus, the committee recommends the following slate:

CHAIR: Meaghan Taylor, Town of Culpeper
VICE-CHAIR: Paul McCulla, Fauquier County
TREASURER: Greg Woods, Town of Orange
EX. COMMITTEE: Fred Catlin, Town of Washington
EX. COMMITTEE: Robert Coiner, Town of Gordonsville

Further, the committee recommends the following for three-year terms on the GO Virginia Region 9 Council, beginning July 1, 2022:

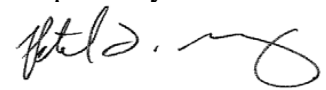
ELECTED: James Crozier, Orange County
CHIEF ADMINISTRATIVE OFFICER: Jonathon Weakley, Madison County

Chair Taylor further requested that staff begin the process to amend the organizational bylaws to remove gender-specific references.

7. Adjourn

Upon motion by F Catlin, 2nd by G Woods, the meeting adjourned the meeting at 2:08 p.m.

Respectfully Submitted by:



Patrick L. Mauney
Secretary & Executive Director