



**Rappahannock-Rapidan Regional Commission
Executive Committee Meeting
RRRC Board Room
Electronic Access via Zoom
Friday, February 4, 2022 | 1:00 pm**

DRAFT AGENDA

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 or phone to (540) 829-7450 by 12:30 p.m. on February 4th.

5. Adoption of Minutes
 - a. **January 27, 2021 (**Attachment**)
 - b. **December 8, 2021 (**Attachment**)
6. New Business
 - a. Compensation & Salary Survey Report (**Attachment**)
 - b. FY 2022 Budget Amendments (**Attachment**)
 - c. PDC Housing Development Program
 - d. Charter Amendment Discussion
 - e. **Develop Slate of Officers and Executive Committee terms beginning March 1, 2022 (**Attachment**)
7. Other Business
8. Adjourn

**Action Requested



MEMORANDUM

To: Members of the Rappahannock-Rapidan Regional Commission
From: Patrick L. Mauney, Executive Director
Date: February 2, 2022
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, or its subcommittees, 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
January 27, 2021 | 1:00 pm**

MINUTES

Members Present: Robert Coiner, Paul McCulla, Meaghan Taylor, Greg Woods

Members Absent: Jack Hobbs

Staff Present: Patrick Mauney

1. Call to Order

Chairman Coiner called meeting to order at 1:00 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.

2. Electronic Meeting Participation During Declared State of Emergency

Chairman Coiner asked the Executive Director to review the guidelines for conducting the Commission meeting electronically. P Mauney reviewed the requirements, noting that the Commission will follow the guidance in §2.2-3708.2 of the Code of Virginia regarding electronic meetings when the Governor has declared a State of Emergency in accordance with §44-146.17 of the Code of Virginia.

3. Adoption of the Agenda

Chairman Coiner asked for changes to the agenda. P McCulla moved to approve the agenda as presented, 2nd by M Taylor. The agenda was approved unanimously.

4. 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.

5. Adoption of Minutes

a) April 27, 2020

Chairman Coiner noted the minutes from the April 27, 2020 meeting were included for consideration. Noting the infrequency of Executive Committee meetings, the Committee requested that draft Minutes be distributed soon after the meeting for review moving forward.

M Taylor moved to approve the Minutes, 2nd by G Woods. The motion carried unanimously.

6. New Business

a) Compensation & Salary Survey Update

R Coiner noted that the Regional Commission requested the Executive Committee to review the organization's compensation structure in October, and asked P Mauney to provide an update.

P Mauney noted that he anticipated this process to be completed in 2021 with potential adjustments included as part of the FY 2022 budget process. He stated the Commission has not completed such a review previously, but that he would reach out to local governments and the Virginia Association of Planning District Commissions as part of the process. P McCulla noted that Fauquier County completes this process on a rolling basis and offered support from his county staff, as needed.

b) Develop Slate of Officers and Executive Committee for terms beginning March 1, 2021

Chairman Coiner stated that the Executive Committee was asked to serve as Nominating Committee and to develop a slate for consideration at the February RRRC meeting. The committee reviewed the current Board roster and participation and discussed options for completing the slate.

Chairman Coiner suggested formally including the Past Chair as a member of the Executive Committee, with support voiced from other members. The committee asked the Executive Director to draft amendments to the Bylaws noting such change for consideration by the Regional Commission. A slate was developed as follows:

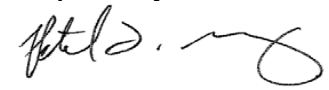
Chair: Meaghan Taylor, Town of Culpeper
Vice-Chair: Paul McCulla, Fauquier County
Treasurer: Greg Woods, Town of Orange
Executive Committee: Robert Coiner, Town of Gordonsville
Executive Committee: Jack Hobbs, Madison County

The committee also asked the Executive Director and Chair to contact the Mayor of the Town of Washington regarding his ability to serve on the Executive Committee prior to reporting back to the Commission in February.

7. Adjourn

Upon motion by M Taylor, 2nd by P McCulla, the meeting adjourned the meeting at 1:35 p.m.

Respectfully Submitted by:



Patrick L. Mauney
Secretary & Executive Director

**Rappahannock-Rapidan Regional Commission
Executive Committee Meeting
December 8, 2021 | 1:00 pm
Prince Michel Vineyard, Leon, VA**

MINUTES

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

Commission Members Present: *Gary Deal, Debbie Donehey, John Egertson, Ted
Voorhees*

Others Present: *Tracey Gardner (Madison County), Clay Jackson (Madison
County), Chuck Jackson*

Staff Present: *Jennifer Little, Patrick Mauney, Terry Snead*

1. Call to Order

Chair Taylor called the meeting to order at 1:05 p.m. and noted that as a quorum of the Regional Commission was not present, she would convene a meeting of the RRRC Executive Committee for action items. She invited other Commissioners in attendance to participate, but noted that only Executive Committee members would vote on action items.

Chair Taylor thanked Chairman Clay Jackson of the Madison County Board of Supervisors and Tracey Gardner, Director of Tourism and Economic Development, for hosting the Commission in Madison County.

2. Pledge of Allegiance

Chair Taylor led those in attendance in the Pledge of Allegiance.

3. Roll Call

Chair Taylor asked P Mauney to call roll. A quorum of the Executive Committee was confirmed in person. P Mauney stated that Mr. McCulla provided notice to the Chair of a personal matter preventing his attendance in person, and requested ability to participate remotely in accordance with the Commission's remote meeting participation policy. R Coiner moved, 2nd by F Catlin to approve the remote participation by P McCulla. The motion carried unanimously.

4. Adoption of the Agenda

Chair Taylor asked for approval of the agenda. R Coiner asked to add a discussion of an amendment to the charter related to appointment of alternate members as item 11-G. R Coiner moved to approve the amended agenda, 2nd by F Catlin. The motion carried unanimously.

5. 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.

6. Presentations and Special Recognition

7. Adoption of Minutes

a) October 27, 2021

Chair Taylor stated that the minutes would be deferred until the next Commission meeting.

8. Financial Reports

a) ***FY 2022 Agency Audit*

Chair Taylor reminded the committee that the FY 2022 draft audit was reviewed in October and provided in follow-up for review. There were no questions from the committee regarding the audit, and P Mauney voiced his thanks to Terry Snead for her work throughout the year.

R Coiner moved to approve the FY 2022 audit, 2nd by G Woods. The motion carried unanimously.

b) *FY 2022 Year to Date Financial Report*

Chair Taylor asked P Mauney to review the year to date financial report. P Mauney noted that revenues are at 43.5% and expenses at 28.4% of budget through 42% of the fiscal year. He indicated that staff would present an amended budget in February for the Commission to consider.

9. Executive Director's Report

Chair Taylor asked P Mauney to provide his Director's report. P Mauney shared that the Commission has a new Coordinated Entry Specialist as of last week with the hiring of DeAngela Alexander. He also noted that he and Rebecca Wareham have had numerous discussion with partners in the region regarding the need for short and long-term solutions for emergency shelter in the region. A short-term issue is that many hotels have placed a ceiling on the number of rooms that can be utilized for non-congregate emergency shelter and that emergency shelters in the region are at capacity with limited or no options for individuals in the next few months.

P Mauney also provided brief updates on redistricting, the wildfire risk analysis effort, and hazard mitigation plan update.

10. Staff Updates

a) *PDC Housing Development Program*

Chair Taylor asked P Mauney and J Little to provide an update on the PDC Housing Development Program. J Little shared that nine applications were received in response to the proof of concept request by Monday's deadline, totaling \$6.2 million in requested funds. Staff is reviewing the projects submitted to determine additional information needed as part of the full application process.

Committee members asked how many jurisdictions were included in the proofs of concept. J Little indicated that projects were in four counties, with several within towns.

P Mauney stated that staff would coordinate with the Executive Committee to review applications and expected a recommended funding plan to be presented at February's Commission meeting.

b) Long Range Transportation Plan

Chair Taylor asked P Mauney to update on the Long Range Transportation Plan. P Mauney reminded those present that a draft update was presented in April and that staff has conducted additional outreach with local staff and VDOT partners to have a final draft in place. He indicated that a press release inviting public comment and review would go out in early January and that the plan would be presented for adoption in February or April prior to the next round of Smart Scale.

11. New Business

a) RRRR 2021-2024 Title VI Plan

Chair Taylor asked P Mauney to review item 11A, the RRRR Title VI Plan. P Mauney stated that the Commission has had an adopted Title VI Plan since 2014 and that 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. Commission staff has worked with partners at the Department of Rail and Public Transportation (DRPT) and Virginia Department of Transportation (VDOT) to ensure that the RRRR Title VI Plan meets the criteria and guidance from each organization. He further stated that the plan must be adopted to ensure that the Commission remain eligible for various funding programs currently supporting staff activities.

R Coiner moved to approve the 2021-2024 Title VI Plan, 2nd by F Catlin. The motion carried unanimously.

b) RRRR application to DRPT for FY 2023 Commuter Assistance Program Operating and Technical Assistance grants

Chair Taylor stated that item 11B would be deferred until the next Commission meeting.

c) RRRR application to DRPT for FY 2023 Section 5310 Mobility Management and Operating grants

Chair Taylor stated that item 11C would be deferred until the next Commission meeting.

d) 2022 Regional Legislative Priorities

Chair Taylor introduced the 2022 regional legislative platform and noted that the platform is solely focused on the Rappahannock-Rapidan region this year and has seen some changes as a result. The committee members held a brief discussion on the legislative priorities, including the grocery sales tax issue, and whether formal endorsement was necessary. P Mauney noted that Eldon James would use the priorities in his work in Richmond on behalf of Fauquier County and the region, as Fauquier County is the contract holder with Mr. James, and also stated that local governments have in the past provided endorsement, though it is not a requirement.

e) Compensation Report

Chair Taylor stated that item 11E would be deferred until the next Commission meeting.

f) Formation of Nominating Committee

Chair Taylor stated that the Executive Committee typically serves as a nominating committee for developing a slate of officers for terms beginning each March, but she also welcomed additional Commissioners to serve on the nominating committee. R Coiner moved to approve the Executive Committee serving as the nominating committee, with the proviso that other Commissioners could add themselves as desired, 2nd by F Catlin. The motion carried unanimously.

g) Charter Discussion

Chair Taylor asked R Coiner to lead discussion on considering amendments to the Charter. R Coiner noted that the Commission has not struggled to have a quorum, but was disappointed that there was no quorum for the full Commission at this meeting. He stated that he would like to look into amending the charter to allow local governments to name alternates who could attend, with full voting privileges, if the appointed member was unable to attend a Commission meeting.

G Deal stated his opposition to naming alternate members, noting that that may water down attendance and that leaders in the region should be committed to this and other boards if they accept the appointment.

Chair Taylor agreed, but wondered about the possibility of limiting alternates to a certain number of meetings per year. F Catlin suggested limiting the number of alternates that could attend each meeting.

F Catlin moved to have R Coiner determine interest from other Commissioners in amending the charter to report back at a future meeting, 2nd by P McCulla. The motion carried.

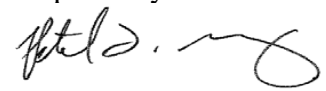
12. Regional Roundtable

Committee members and others present shared information of note from their communities.

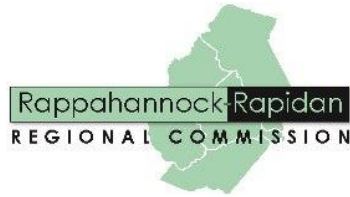
13. Adjourn

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



MEMORANDUM

To: Members of the Rappahannock-Rapidan Regional Commission
From: Patrick L. Mauney, Executive Director
Date: February 1, 2021
Subject: Compensation Report

In October 2020, the Commission requested the Executive Director to develop a compensation report for Commission positions. A draft of the report was to be reviewed with the Commission at the December meeting, but was deferred due to lack of a physical quorum.

REQUESTED ACTION: Review the Compensation Report with option to take recommendation to Commission at February 23rd meeting or other appropriate time



**COMPENSATION SURVEY REPORT
DECEMBER 2021**

I. Background

The Regional Commission directed staff to conduct a compensation review for currently active positions in October 2020. Staff has collected salary and pay scale information from two primary sources to support the information contained within this salary and compensation report.

1. Biennial VAPDC Salary Survey: Every two years, the Virginia Association of Planning District Commissions (VAPDC) conducts a voluntary salary survey of the 21 Planning District/Regional Commissions in Virginia. Common positions – Executive Director, Administrative Staff, Regional Planners, etc. – are included, as are blank spaces for those positions that are only in place at individual Commissions.

2. Local Government Pay Scale Information: Staff collected pay scale information from Fauquier County, Madison County, Orange County, Town of Culpeper and Town of Warrenton to provide an overview of local government salary scales across the region. While there are differences between local government staff responsibilities and RRRC staff responsibilities, to the extent possible, local government positions were matched to Regional Commission positions based on title and position description information.

Per Article X, Section 1 of the Rappahannock-Rapidan Regional Commission Bylaw, “The COMMISSION shall employ a staff of qualified professional and other persons, pay to them such compensation as it shall deem necessary and advisable to carry out its duties and implement its projects, programs and other functions.”

Further, Article XI, Section 2 of the Bylaws reads as “Compensation for the Executive Director, and all other employees of the COMMISSION, shall be determined by the COMMISSION.”

As such, recommendations contained in this salary and compensation report are made by the RRRC Executive Director and subject to review and approval by the Rappahannock-Rapidan Regional Commission. The Executive Director makes no recommendation as regards his compensation, but does provide information regarding compensation for other Regional Commission Executive Directors contained in the 2021 VAPDC Salary Survey for the Commission’s information.

II. Positions / Classifications

As of July 2021, the Commission has a staff of eight full-time employees and two part-time employees (see Appendix A – Organizational Chart).

Position titles have historically been adapted to meet the specific requirements of each job, often based on grant funding programs that provide the primary source of funding for Commission salaries. The Commission also does not have defined career ladders for positions, primarily due to uncertainty over grant funding year over year and because certain positions fulfill specific obligations for mandated or grant-funded programs that may not offer opportunities for adjusting position title or responsibilities.

For the reasons above, this report separates positions into classes based on responsibilities, with secondary consideration given to experience of the current staff member. While the organizational chart shows that most employees report directly to the Executive Director, the level of responsibility can vary greatly between positions. The positions are grouped as identified below based on position responsibility and projected organizational needs in the future:

- Regional Planner II, Fiscal Officer/Grants Administrator
- Continuum of Care Coordinator, TDM/Mobility Coordinator, Regional Planner I (no current employee in this position)
- Regional Planner, Farm to School Liaison
- Planning Assistant, Coordinated Entry Specialist

III. Comparable Positions

Current positions approved by the Regional Commission were compared with similar positions at local governments in the region, as well as comparable positions at other regional commissions in Virginia. An outline of those comparable positions can be found below.

It is important to note that many local governments in the Rappahannock-Rapidan region have adopted salary ranges and pay scale plans. Fewer regional commissions have such ranges and plans formalized.

A. Regional Planner II

VAPDC Salary Survey: This position most closely relates to Senior Planner.

Local Government: This position was compared to Senior Planner, Principal Planner, and Planner II.

B. Fiscal Officer/Grants Administrator

VAPDC Salary Survey: This position most closely relates to Finance Director.

Local Government: This position was compared to Deputy Clerk, Human Resources Generalist, Accountant, General Accountant, Finance Operations Manager

C. Continuum of Care Coordinator

VAPDC Salary Survey: Position compared to other Continuum of Care Coordinators (1).

Local Government: This position was compared to Case Manager III, Social Worker III, Planning Coordinator

D. TDM/Mobility Coordinator

VAPDC Salary Survey: This position most closely relates to Rideshare Manager, Rideshare Coordinator.

Local Government: This position was compared to Planner II, Planner I and Administrative Manager

E. Regional Planner I

VAPDC Salary Survey: This position most closely relates to Transportation Staff or Planning Staff

Local Government: This position was compared to Planner I, GIS Analyst

F. Regional Planner

VAPDC Salary Survey: This position most closely relates to Transportation Staff or Planning Staff

Local Government: This position was compared to Planner I, Planning & Zoning Assistant, GIS Technician, Planning Associate

G. Farm to School Liaison

VAPDC Salary Survey: This position most closely relates to Marketing Coordinator.

Local Government: This position was compared to FRESH Dietician, Support Analyst I, Classified Specialist

H. Planning Assistant

VAPDC Salary Survey: This position most closely relates to Office Manager, Administrative Staff

Local Government: This position was compared to Administrative Assistant, Administrative Specialist, Social Services Program Assistant, Social Services Program Associate

I. Coordinated Entry Specialist

VAPDC Salary Survey: No comparable positions.

Local Government: This position was compared to Administrative Assistant, Social Services Program Assistant, Social Services Associate

IV. Recommendations

As detailed in the compensation comparison matrix, RRRC compensation is generally in line with similar Regional Commissions based on population. It is important to note that the level of service and the number of staff can vary widely between regional commissions, and more information regarding overall budget, number of staff, and salary ranges is included in the VAPDC Salary Survey document.

Likewise, staffing positions and pay scales also vary within the local governments in the Rappahannock-Rapidan region. This report made use of available information from three counties and two towns. In general, compensation is higher in Fauquier County than in other counties. Other local governments have taken more aggressive approaches to compensation adjustments on an annual or biennial basis. It should also be noted that local government compensation is generally found to be higher than the benchmark regional commissions in this report, likely reflecting geographic impacts from Northern Virginia and Charlottesville which allow for more economic opportunities compared to some benchmark regions in other parts of Virginia.

Included here is a proposed pay plan outlining minimum, mid-range, and maximum levels for current positions, as well as positions that are not currently in place, but may be considered in the future. The recommendation would be to utilize the pay plan to make adjustments to current staff salaries as part of the upcoming FY 2023 budget or at other time determined by the Commission.

I also recommend the Commission consider a more in-depth compensation report, likely to be consultant-led, within the next several years, to include a review of the general pay plan. Given the Commission's overall reliance on grant funding, which can be uncertain on a year-to-year basis, long-term compensation plans may necessitate commitment to local contribution increases or use of Commission reserve funds to fully implement.

General Pay Plan

*Note: This is a proposed pay plan developed as part of the Compensation Survey Report completed by the RRRC Executive Director in July 2021. If the Commission approves this pay plan, it is recommended to be incorporated into upcoming revisions to the RRRC Personnel Policies.

Initial employment is entry level for each position. Historically, RRRC has advertised positions with an initial hiring range designed to allow for offers to reflect applicant experience and qualifications. In such cases, employees may be hired above minimum or entry level salary.

Position	Grade	Min	Mid	Max
Executive Director	10	Commission Discretion		
Deputy Director*	9	\$65,000	\$83,000	\$101,000
Finance Director**	8	\$55,000	\$72,500	\$90,000
Regional Planner II	8	\$55,000	\$72,500	\$90,000
Program Manager*	8	\$55,000	\$72,500	\$90,000
Continuum of Care Coordinator	7	\$50,000	\$62,500	\$75,000
TDM & Mobility Coordinator	7	\$50,000	\$62,500	\$75,000
Regional Planner I***	6	\$45,000	\$57,000	\$69,000
Farm to School Liaison	6	\$45,000	\$57,000	\$69,000
Regional Planner	5	\$41,000	\$52,000	\$63,000
Planning Assistant	3	\$35,000	\$42,000	\$49,000
Coordinated Entry Specialist	2	\$32,000	\$38,500	\$45,000
Temporary / Part-Time	1	Placeholder; Dependent upon Position Description		

* Position not currently authorized; Included here as placeholder

** Position currently filled in part-time capacity; Included here based on projected future needs

*** Position currently vacant based on existing staff capacity/experience



MEMORANDUM

To: Members of the Rappahannock-Rapidan Regional Commission
From: Patrick L. Mauney, Executive Director
Date: February 1, 2022
Subject: FY 2022 Budget Amendments

FY 2022 Revenue and Expenditure reports through December 31, 2021 are enclosed for your review. These are unaudited reports for the first nine months (50%) of the fiscal year.

Revenues are 85% of the proposed amended budget, while expenditures are 68% of proposed amended budget. Operating expenses remain in line with budgeted amounts. Project expenses are also tracking with budget.

Staff recommends the following budget amendments based on spending to date and projected spending before June 30th:

Revenues

- Addition of \$47,500 to the PATH Mobility Management/Transportation line due to increased award from PATH Foundation
- Reduction from \$200,000 to \$125,000 in the NFWF Chesapeake Bay Grant. The largest reimbursable costs are related to stormwater BMP construction by Fauquier County and the Town of Warrenton and we expect some of those reimbursements will be carried forward to FY 2023.
- Reduction from \$133,265 to \$113,265 for Rideshare Program grant. This reduction is due to state guidance limiting advertising of ridesharing/carpools/vanpools. We anticipate these limitations to be relaxed moving forward.
- Addition of \$4,500 for redistricting assistance provided to Culpeper County, Rappahannock County and the Town of Warrenton.
- Addition of \$5,338 in Rural Transportation Assistance Program (RTAP) funding from DRPT to support training costs for Regional Transportation Collaborative partners.

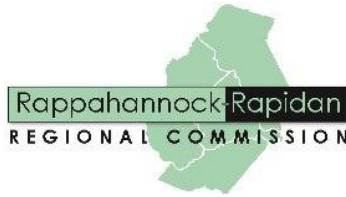
Expenditures

- Addition of \$47,500 to the Mobility Management Expense line item for the additional PATH Foundation revenues
- Reduction from \$185,000 to \$110,000 for NFWF Chesapeake Bay Grant. These expenses will be paid out in FY 2023 and FY 2024.
- Reduction from \$52,565 to \$27,565 for Rideshare Program expenses due to state guidance limiting advertising of ridesharing/carpools/vanpools.

- Addition of \$3,750 in redistricting expenses for ESRI software and direct expenses toward the redistricting support for local governments.
- Addition of \$5,338 in Rural Transportation Assistance Program (RTAP) expenses for reimbursable training costs paid to Regional Transportation Collaborative partners.
- Addition of \$3,000 in Farm to School expenses to account for travel expenses directly tied to the Farm to School Liaison activities.

Staff also notes that there are \$49,302 in unprogrammed revenues and can provide recommendations as to allocating those funds in FY 2022 or FY 2023.

REQUESTED ACTION: None required.



MEMORANDUM

To: RRRC Executive Committee
From: Patrick L. Mauney, Executive Director
Date: February 1, 2022
Subject: Nominating Committee

In an effort to facilitate the Executive Committee's development of a slate of officers for the March 1, 2022 to February 28, 2023 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. PAST CHAIR

The Past Chair is the immediate Past Chair of the Commission. The Past Chair shall serve as a member of the Executive Committee during the term of the Chair immediately following the end of their term and only when the Past Chair remains appointed to the Commission as specified in Article VI, Section 1. *(Amended 4/28/2021)*

SECTION 8. 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; 4/28/2021)*

ARTICLE VIII - MEETINGS AND VOTING

SECTION 1. - REGULAR MEETINGS

- (a) Regular meetings of the COMMISSION shall be held at a date and time to be set annually at the June meeting of the COMMISSION. The Chairman may change the date and time of any regular meeting provided written notice of the change is mailed to all Commissioners at least one week in advance of the revised date. There shall also be an Annual Meeting of the COMMISSION each year held on a date and at a location to be determined by the members. *(Amended 9/23/1982; 8/27/2003; 12/12/2007; 2/22/2017)*
- (b) The order of business for a regular meeting shall include the following: (a) roll call, (b) approval of minutes of previous meeting, (c) unfinished business, (d) new business, and (e) adjournment.
- (c) All meetings of the Planning District Commission at which official action is taken shall be open to the public and all records of the Planning District Commission shall be a public record. The COMMISSION may meet in executive session in accordance with the Virginia Freedom of Information Act. *(Amended 9/23/1982)*

SECTION 2. SPECIAL MEETINGS

Special meetings may be called by the Chairman at his discretion or by any five (5) members of the COMMISSION upon forty-eight (48) hours notice to all members in writing or by telephone of the time, place and purpose of the special meeting.

SECTION 3. QUORUM

A majority of the COMMISSION members shall constitute a quorum.

SECTION 4. VOTING

As provided in ARTICLE III. SECTION 2 of the Agreement, each member of the COMMISSION shall be entitled to one vote on matters before the COMMISSION. All actions of the COMMISSION may be taken by a majority vote of a quorum. No vote by any member of the COMMISSION shall constitute or be construed as an official commitment of the participating jurisdiction represented by such member.

A Commissioner may send a voting alternative no more than twice per year by providing the COMMISSION with a signed letter of authorization naming the individual who will serve as the Commissioners' proxy and the date of the meeting that the proxy will be in effect. *(Amended 2/27/2002)*

ARTICLE IX. - COMMITTEES

SECTION 1. EXECUTIVE COMMITTEE

- (a) Membership - There may be appointed an Executive Committee composed of the Chairman, Vice-Chairman, Treasurer, the Past Chairman, and up to 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. The Past Chair shall serve as a member of the Executive Committee during the term of the Chair immediately following the end of their term and only when the Past Chair remains appointed to the Commission as specified in Article VI, Section 1. *(Amended 9/23/1982; 1/25/1996; 2/22/2017; 4/28/2021)*
- (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.

RAPPAHANNOCK-RAPIDAN REGIONAL COMMISSION (RRRC)

COMMISSIONERS

January 2021

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

 Elected Official