



**Rappahannock-Rapidan Regional Commission Meeting**  
**April 24, 2019 at 1:00 pm**  
**RRRC Board Room**  
**420 Southridge Parkway, Suite 106, Culpeper, VA 22701**

## **AGENDA**

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1. Call to Order
2. Pledge of Allegiance
3. Roll Call & Quorum Determination
4. \*\*Approval of Agenda
5. Public Comment
6. Presentations and Special Recognition
  - a) Presentation: *Virginia Association of Planning District Commissions*  
David Blount, VAPDC Executive Director
7. Approval of Minutes
  - a) \*\*February 27, 2019 (**Attachment**)
8. Intergovernmental Review
9. Financial Reports (**Attachment**)
  - a) \*\*FY 2019 YTD Revenues and Expenditures
10. Executive Director's Report (**Attachment**)
11. Staff Updates
  - a) Foothills Housing Network Point-in-Time Count Report
  - b) \*\*Regional Housing Study Discussion Follow-Up

Meeting Calendar and additional background available via the Commission's websites:  
[www.rrregion.org](http://www.rrregion.org) [www.rrcommute.org](http://www.rrcommute.org) [www.thevirginiapiedmont.org](http://www.thevirginiapiedmont.org) [www.fams.org](http://www.fams.org)  
[www.purelypiedmont.com](http://www.purelypiedmont.com) [www.foothillshousing.org](http://www.foothillshousing.org) [www.tweenriverstrail.com](http://www.tweenriverstrail.com)

12. New Business

- a) \*\*FY 2020 Rural Transportation Work Program ([Attachment](#))
- b) \*\*Voluntary Group Long-Term Care Insurance ([Attachment](#))
- c) Call for Nominations for 2019 Regional Leadership Awards ([Attachment](#))
- d) Draft FY 2020 Proposed Budget ([Attachment](#))

13. Closed Session (if necessary)

14. Upcoming Meetings (<http://www.rrregion.org/calendar.html>)

- Regional Commission June 26, 1pm
- Workshop: Managing Fill Dirt & Debris Disposal  
On Rural Lands May 29, 10am
  - Lord Fairfax Community College, Warrenton

15. Regional Roundtable

16. \*\*Adjournment

\*\*Commission Action Requested

**NOTE:** An Executive Committee meeting will be convened if a quorum is not present.

**Rappahannock Rapidan Regional Commission  
February 27, 2019 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		Robert K. Coiner, <b>Vice-Chair</b>
X	Paul S. McCulla		<b>Town of Madison</b>
	<b>Madison County</b>	X	William Lamar
X	Charlotte Hoffman		<b>Town of Orange</b>
X	Jack Hobbs	X	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>
X	Garrey W. Curry, Jr.	X	Christopher R. Malone
X	Roger Welch		<b>Town of Warrenton</b>
			Brandie Schaeffer
		X	Jerry Wood
			<b>Town of Washington</b>
		X	Frederic Catlin

*Others Present: Julie Bolthouse, PEC; Emma Buchanan, Town of Culpeper; Ann Faulkner-Ridgeway; Christopher Hawk, PEC*

*Staff Present: Hunter Berry, Jenny Biché, Joe Costello, Monica Creel, Michelle Edwards, Jessi Mason, Patrick Mauney, Terry Snead*

**1. Call to Order**

Chairman James Crozier called meeting to order at 1:05 p.m.

**2. Pledge of Allegiance**

**3. Roll Call & Quorum Determination**

Chairman Crozier introduced 2 new commissioners, Mrs. Charlotte Hoffman of Madison County and Mayor Fred Catlin of Town of Washington.

A quorum was confirmed.

**4. \*\*Approval of Agenda**

C Hoffman moved to approve the agenda, 2<sup>nd</sup> by M. Taylor. The motion was approved unanimously.

**5. Public Comment**

Julie Bolthouse, Piedmont Environmental Council, introduced herself and co-worker Chris Hawk. Mr. Hawk recently joined PEC, focusing on Orange and Culpeper counties.

Ann Faulkner Ridgeway, candidate for the 30<sup>th</sup> District of House of Representatives, introduced herself to the Commission.

**6. Presentation: Virginia Housing Development Authority**

Mr. Michael Hawkins, Managing Director of Community Outreach, and Mr. Matthew Bolster, Senior Strategic Housing Officer with the Virginia Housing Development Authority (VHDA) presented to the Commission regarding VHDA programs and initiatives. Presentation slides are included with the adopted minutes and incorporated by reference.

Mr. Hawkins noted that VHDA was created in 1972 as State Housing Finance Agency and presented information about VHDA's outreach and supportive housing, homeownership, and sustainable loan programs. VHDA provides not only loans and financing options, but also education, technical assistance, and grant programs for capacity building at housing-focused organizations. Innovative implementation projects referenced include workforce housing in Lancaster and Middlesex counties that focus on housing options for teachers.

Mr. Hawkins also presented information on past grants for regional housing studies, including recently completed studies in the Northern Shenandoah Valley and ongoing activities with the Thomas Jefferson PDC and New River Valley Regional Commission.

Commissioners discussed the potential for regional housing study and other efforts around workforce or affordable housing. P. Mauney indicated that RRRC staff appreciated the push from various jurisdictions, including the Town of Culpeper, to engage around the topic and that the Commission could take on the convening role for such a regional study process. He also noted that there may be other parallel processes at the local level that may be complementary, rather than working against any regional level activity. Staff will follow up with VHDA and with the Commission prior to the April meeting with follow-up actions.

**7. Approval of Minutes**

*a) December 12, 2018*

Chairman Crozier presented the minutes of the December 12, 2018 meeting. P. McCulla moved to approve as presented, 2<sup>nd</sup> by C. Malone. The motion passed unanimously.

**8. Intergovernmental Review**

There were no intergovernmental review items for consideration.

## **9. Financial Reports**

- a) *FY 2019 YTD Revenues and Expenditures*
- b) *2018 Financial Account Balance Summaries*

Chairman Crozier asked P Mauney to review the financial reports. P Mauney noted the year to date revenues and expenditures through the end of January. Revenues received are at 66.3%, aided by the receipt of the payment for completion of the Phase III Watershed Implementation Plan work from the Dept. of Environmental Quality and other quarterly reimbursements. Expenditures are at 52.5%, with payroll and project expenses for the DRPT Section 5310 transportation projects the largest expense items and both are within expected ranges. P Mauney also referenced the Commission financial account summaries included for the Board's information. Moving forward, staff will plan to include these balances in February and August.

## **10. Executive Director's Report**

P Mauney reviewed the Directors report, introducing Hunter Berry who joined the Commission on January 28<sup>th</sup> as a part-time Regional Planner with his focus initially on tourism initiatives through the Farmer Market Promotion Program and Marketing Leverage Program grants. The Hazard Mitigation Plan update has been adopted by 10 jurisdictions to date, with one final adoption resolution to be considered in March. Patrick thanked all for their assistance in the plan update and in local adoption process

P Mauney noted several upcoming meetings and workshops. Foothills Housing Network will host a second Tenant Rights & Responsibilities workshop in Warrenton on March 28<sup>th</sup>. The focus is for tenant and landlords but all are welcome. The RRRC Food Council is also meeting on March 28<sup>th</sup>, 5:30 at RRRC and will hear from Tom McDougall with 4P Foods. 4P Foods recently worked with Fauquier County and other partners on an initial Food Port feasibility study and have spoken with the Food Council previously. Finally, the Regional Active Transportation Plan is the focus of a stakeholder kickoff meeting on Friday March 29<sup>th</sup> to review and share information about local initiatives and potential cross-jurisdiction activities.

## **11. Staff Updates**

- a) **USDA Farmers Market Promotion Program Grant – Year Two Report**  
Chairman Crozier asked M Edwards to report on the USDA Farmers Market Promotion Program grant. M Edwards reported that the 2<sup>nd</sup> year report for the period between October 1, 2017 and September 30, 2019 was submitted to USDA. She acknowledged the partners Culpeper Farmers Market, Madison Farmers Market, Piedmont Environmental Council Buy Fresh/Buy Local, Tween Rivers Trail, and RRRC's Purely Piedmont branding program.

M Edwards provided a handout with notable statistics. Through the second year, more than 794,000 consumers, farmers, and buyers were reached, 41 jobs were created or maintained, and 9 new beginning farmers were assisted with entry into local/regional food production. Opening Day at the Culpeper Downtown Farmers Market was the busiest, most well attended opening in the market's 40+ year history, the number of SNAP benefit

participants using the Culpeper Downtown Farm Market increased by 36%. The Madison Farmers Market increased its customer base by 27% and increased vendors by 40%. The third and final year of the grant will include continued marketing via television commercials and other media, as well as the Flavor of the Piedmont Food Expo in late Summer/early Fall, which will provide an opportunity to connect farmers with institutional buyers, and will be open to the public.

b) **Smart Scale/Regional Transportation**

Chairman Crozier asked P Mauney to provide an update on the most recent round of Smart Scale and ongoing regional transportation initiatives. P Mauney shared a brief presentation, which is incorporated by reference and included with the approved minutes.

Three projects from the region are recommended for funding in the initial scenario, including the Route 3/McDevitt Drive project in the Town of Culpeper, Route 29/Freemans Ford Rd. intersection in Fauquier County, and the Route 20/Route 33 east intersection in Orange County.

P Mauney also advised that Commission staff is working with the Rural Transportation Committee on providing feedback to the VTrans statewide transportation plan revisions in 2019 and on the revision of the Regional Long Range Transportation Plan (RLRP) beginning in 2019 and to be completed prior to the next round of Smart Scale. Staff will reach out to localities that do not regularly participate with that committee to gather feedback and local input.

**12. New Business**

a) **\*\*DEQ Chesapeake Bay Watershed Implementation Program Bridge Contract**  
Chairman Crozier asked P Mauney to discuss item 12A. P Mauney referenced the recently completed work by the Commission, in partnership with local staff and other regional partners, for the Chesapeake Bay Watershed Implementation Plan Phase III (WIP). Subsequent to that effort, the Secretary of Natural Resources and Department of Environmental Quality have worked with the Bay watershed PDCs to develop some follow-on funding to continue the positive momentum. A draft scope of work and contract were included in the packets for review. P Mauney also noted that staff is hopeful that this will turn into an annual funding source modeled after the Rural Transportation work program.

S Walker moved to authorize staff to enter into contract with DEQ, 2<sup>nd</sup> by C Hively. The motion passed unanimously.

b) **\*\*Website Redesign Draft RFP**

Chairman Crozier asked P Mauney to review item 12B. P Mauney indicated that funding was included in the FY 2019 budget to procure a consultant to redesign the Commission website for the first time since 2004, and referenced the draft request for proposals in the packet.

G Curry requested that the RFP be adjusted to allow for cooperative procurement for the purposes of allowing other political subdivisions to access any resulting contract at their

discretion.

B David moved to approve, 2<sup>nd</sup> by P McCulla. The motion carried unanimously.

c) **\*\*2019 Virginia CDBG Program Regional Priorities**

Chairman Crozier asked P Mauney to report on the annual Community Development Block Grant Program regional priorities. P Mauney noted that staff at the Department of Housing and Community Development had revised this year's program from nine priority areas to five. Commission staff recommended that Comprehensive Community Development, Community Facility, and Community Service Facility be listed as tier one priorities.

B David moved to approve staff's recommendation, 2<sup>nd</sup> by C Hively. The motion carried unanimously.

**13. \*\* Election of Officers for terms beginning March 1, 2019**

Chairman Crozier asked Mr. Hobbs to present the slate of officers for terms beginning March 1<sup>st</sup>. J Hobbs noted that the Executive Committee was tasked with nominating officers and at-large members, and offered by following slate for terms running from March 1, 2019 to February 29, 2020:

Chair: Robert Coiner, Town of Gordonsville

Vice-Chair: Meaghan Taylor, Town of Culpeper

Treasurer: Jerry Wood, Town of Warrenton

At-Large: Jack Hobbs, Madison County

At-Large: Paul McCulla, Fauquier County

J Hobbs also noted that the nominating committee recommended that Mr. James Crozier, Orange County, be nominated to serve as the region's elected official appointment to the GO Virginia Region 9 Council.

Chairman Crozier asked for further nominations from the floor. Hearing none, Chairman Crozier requested a motion to approve the slate of officers.

E Ashby moved to approve the slate as presented, 2<sup>nd</sup> by J Hobbs. The motion to elect officers was approved unanimously.

**14. Closed Session**

There was no closed session held.

**15. Upcoming Meetings (<http://www.rrregion.org/calendar.html>)**

Chairman Crozier noted upcoming meetings listed on the agenda, including the next Commission meeting on April 24<sup>th</sup>.

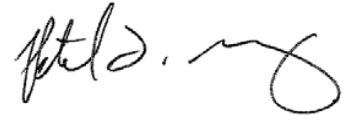
**16. Regional Roundtable**

Commissioner discussed items of interest from their localities and the region.

**17. Adjournment**

Upon a motion by G Curry and 2<sup>nd</sup> by R Welch, Chairman Crozier adjourned the meeting at 2:45 p.m.

Respectfully Submitted by:



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Patrick L. Mauney  
Secretary & Executive Director

(Drafted by Monica Creel)

DRAFT





## **MEMORANDUM**

**To: Members of the Rappahannock-Rapidan Regional Commission**  
**From: Patrick L. Mauney, Executive Director**  
**Date: April 16, 2019**  
**Subject: Financial Reports**

Included here for your review are the FY 2019 Revenue and Expenditure reports through March 31, 2019. These are unaudited reports through 75% of the fiscal year.

Revenues are in line with expectations at 74.4%. Many of our grant reimbursements are completed on a quarterly basis, and we will receive those in April and May. At this point in time, we project that a few line item revenues may be carried into FY 2020 based on timing of spending and reimbursements.

Expenditures are at 67.4% of budgeted amounts as of the end of March. Tourism and VTC Marketing expenses should increase in the final quarter of the fiscal year.

I am requesting a formal amendment to the budget based on a request to reallocate \$10,000 from the Health & Dental line item to the Commission reserve, and to reallocate \$7,500 from strategic planning to cover the one-time office maintenance costs. The original amount budgeted for insurance was based on potential for new employees to utilize the Commission's insurance program, which was not required this year.

**REQUESTED ACTION:** Adoption of the amended FY 2019 Budget.

**Rappahannock-Rapidan Regional Commission**  
**Revenue Snapshot - March 31, 2019**

Budget Items	Proposed Budget	Adjustments	Adjusted Budget	January	February	March	YTD Actual	YTD %
<b>Revenues</b>								
Dues:								
Culpeper County	\$ 26,624.00		\$ 26,624.00				\$ 26,623.91	100.0%
Fauquier County	\$ 48,430.00		\$ 48,430.00				\$ 48,429.67	100.0%
Madison County	\$ 10,674.00		\$ 10,674.00				\$ 10,673.80	100.0%
Orange County	\$ 24,039.00		\$ 24,039.00				\$ 24,038.46	100.0%
Rappahannock County	\$ 6,027.00		\$ 6,027.00				\$ 6,027.46	100.0%
Town of Culpeper	\$ 14,945.00		\$ 14,945.00				\$ 14,944.98	100.0%
Town of Gordonsville	\$ 1,314.00		\$ 1,314.00				\$ 1,313.89	100.0%
Town of Madison	\$ 181.00		\$ 181.00				\$ 180.94	100.0%
Town of Orange	\$ 4,140.00		\$ 4,140.00				\$ 4,140.04	100.0%
Town of The Plains	\$ 189.00		\$ 189.00				\$ 189.24	100.1%
Town of Remington	\$ 524.00		\$ 524.00				\$ 523.73	99.9%
Town of Warrenton	\$ 8,185.00		\$ 8,185.00				\$ 8,184.63	100.0%
Town of Washington	\$ 105.00		\$ 105.00				\$ 104.58	99.6%
Interest Income	\$ 1,500.00		\$ 1,500.00	\$ 315.91	\$ 302.25	\$ 319.30	\$ 2,609.23	173.9%
Other Income	\$ 750.00		\$ 750.00		\$ 100.00	\$ 100.00	\$ 792.02	105.6%
DEQ Chesapeake Bay WIP III	\$ 50,000.00		\$ 50,000.00	\$ 50,000.00			\$ 50,000.00	100.0%
DRPT Mobility Management Grant	\$ 150,000.00		\$ 150,000.00	\$ 11,123.00	\$ 9,722.00		\$ 102,767.00	68.5%
DRPT Section 5310 Operating Grant	\$ 100,000.00		\$ 100,000.00		\$ 13,664.00	\$ 7,432.00	\$ 73,969.01	74.0%
Hazard Mitigation	\$ 13,819.78		\$ 13,819.78				\$ -	0.0%
Madison County Planning	\$ 2,000.00		\$ 2,000.00				\$ 1,853.00	92.7%
Rappahannock Comp Plan	\$ 4,000.00		\$ 4,000.00				\$ -	0.0%
Regional Housing	\$ 48,604.00		\$ 48,604.00				\$ 48,604.66	100.0%
Regional Tourism	\$ 7,000.00		\$ 7,000.00				\$ 7,000.00	100.0%
Rideshare Program	\$ 118,400.00		\$ 118,400.00	\$ 37,493.00			\$ 80,876.00	68.3%
Rideshare Vanpool Grant	\$ 8,000.00		\$ 8,000.00	\$ 915.00			\$ 1,621.00	20.3%
Rural Transportation Planning	\$ 58,000.00		\$ 58,000.00		\$ 15,131.50		\$ 42,684.45	73.6%
State Regional Planning Grant	\$ 75,971.00		\$ 75,971.00	\$ 18,993.00			\$ 56,978.00	75.0%
Town of Madison Comp Plan	\$ 500.00		\$ 500.00				\$ -	0.0%
USDA FMPP Grant	\$ 83,000.00		\$ 83,000.00	\$ 6,697.70			\$ 53,668.52	64.7%
VHDA VISTA Grant	\$ 15,000.00		\$ 15,000.00	\$ 4,000.00			\$ 12,000.00	80.0%
VHSP Grant	\$ 84,000.00		\$ 84,000.00		\$ 18,345.97	\$ 14,541.52	\$ 53,351.39	63.5%
VTC Marketing Grant	\$ 21,012.50		\$ 21,012.50				\$ -	0.0%
<b>Total Revenue</b>	<b>\$ 986,934.28</b>	<b>\$ -</b>	<b>\$ 986,934.28</b>	<b>\$ 129,537.61</b>	<b>\$ 57,265.72</b>	<b>\$ 22,392.82</b>	<b>\$ 734,149.61</b>	<b>74.4%</b>
Reserve Balance	\$ 225,000.00							

**Rappahannock-Rapidan Regional Commission**  
**Expenditure Snapshot - March 31, 2019**

Budget Items	Proposed Budget	Adjustments	Adjusted Budget	January	February	March	YTD Actual	YTD %
<b>Expenditures</b>								
Advertising	\$ 500.00		\$ 500.00				\$ -	0.0%
Annual Meeting/Retreat	\$ 4,500.00		\$ 4,500.00				\$ 4,457.00	99.0%
Audit/Legal	\$ 5,500.00		\$ 5,500.00				\$ 3,650.00	66.4%
Equipment/Software	\$ 7,000.00		\$ 7,000.00		\$ 2,643.92		\$ 2,983.85	42.6%
FICA	\$ 30,600.00		\$ 30,600.00	\$ 2,221.61	\$ 2,316.07	\$ 2,355.49	\$ 20,928.38	68.4%
Health & Dental	\$ 45,000.00	\$ (10,000.00)	\$ 35,000.00	\$ 2,799.00	\$ 2,799.00	\$ 2,799.00	\$ 25,200.04	72.0%
Meals	\$ 2,000.00		\$ 2,000.00	\$ 223.07	\$ 58.25	\$ 278.24	\$ 1,616.81	80.8%
Membership Dues	\$ 4,000.00		\$ 4,000.00			\$ 350.00	\$ 3,495.00	87.4%
Miscellaneous	\$ 500.00		\$ 500.00				\$ 40.00	8.0%
Mortgage	\$ 23,916.00		\$ 23,916.00	\$ 1,993.00	\$ 1,993.00	\$ 1,993.00	\$ 17,937.00	75.0%
Office & P.O. Liability Insurance	\$ 1,400.00		\$ 1,400.00				\$ 1,295.00	92.5%
Office Maintenance	\$ 10,000.00	\$ 16,025.38	\$ 26,025.38	\$ 611.40	\$ 130.00	\$ 200.00	\$ 25,214.10	96.9%
Payroll Expenses	\$ 400,000.00		\$ 400,000.00	\$ 29,800.61	\$ 31,035.46	\$ 31,550.25	\$ 280,360.85	70.1%
Postage	\$ 750.00		\$ 750.00	\$ 100.00	\$ 48.10	\$ 36.64	\$ 423.69	56.5%
Printing	\$ 2,000.00		\$ 2,000.00	\$ 233.12	\$ 220.73	\$ (104.00)	\$ 1,034.18	51.7%
Reserve	\$ -	\$ 10,000.00	\$ 10,000.00				\$ -	0.0%
Strategic Planning	\$ 7,500.00	\$ (7,500.00)	\$ -				\$ -	#DIV/0!
Subscriptions and Books	\$ 750.00		\$ 750.00		\$ 14.00	\$ 245.00	\$ 339.00	45.2%
Supplies	\$ 4,500.00		\$ 4,500.00	\$ 367.30	\$ 299.86	\$ 546.23	\$ 3,093.33	68.7%
Technology	\$ 7,000.00		\$ 7,000.00	\$ 366.79	\$ 733.58	\$ 75.13	\$ 2,938.99	42.0%
Travel & Training	\$ 8,000.00		\$ 8,000.00	\$ 496.64	\$ 541.32	\$ 734.10	\$ 5,618.59	70.2%
Utilities	\$ 6,200.00		\$ 6,200.00	\$ 478.94	\$ 554.86	\$ 586.50	\$ 3,775.17	60.9%
VRS	\$ 9,000.00		\$ 9,000.00	\$ 792.20	\$ 792.20	\$ 792.20	\$ 6,769.71	75.2%
Website Update	\$ 7,000.00		\$ 7,000.00				\$ -	0.0%
Workman's Comp	\$ 500.00		\$ 500.00				\$ 500.00	100.0%
America's Wine Country	\$ 1,100.00		\$ 1,100.00				\$ -	0.0%
DEQ Chesapeake Bay WIP III Expenses	\$ 2,500.00		\$ 2,500.00				\$ 414.35	16.6%
DRPT Mobility Management Expenses	\$ 122,500.00	\$ (6,500.00)	\$ 116,000.00	\$ 8,788.71	\$ 8,234.07	\$ 9,036.87	\$ 80,364.60	69.3%
DRPT Section 5310 Operating Expenses	\$ 100,000.00	\$ (6,000.00)	\$ 94,000.00	\$ 14,912.70	\$ 8,257.15	\$ 6,383.65	\$ 68,443.84	72.8%
Path/New Freedom Expenses		\$ 12,500.00	\$ 12,500.00				\$ 12,544.02	100.4%
Regional Tourism Expenses	\$ 9,692.90		\$ 9,692.90	\$ 83.19	\$ 97.97	\$ 413.39	\$ 1,302.82	13.4%
Rideshare Expenses	\$ 50,000.00		\$ 50,000.00	\$ 8,802.48	\$ 2,724.36	\$ 13,719.12	\$ 36,023.27	72.0%
Rideshare Vanpool Expenses	\$ 8,500.00		\$ 8,500.00	\$ 156.35	\$ 1,354.88	\$ 477.96	\$ 3,481.89	41.0%
RTP Expenses	\$ 1,000.00		\$ 1,000.00	\$ 12.18	\$ 9.86	\$ 359.44	\$ 860.90	86.1%
USDA FMPP Expenses	\$ 61,000.00		\$ 61,000.00	\$ 1,675.20	\$ 3,814.56	\$ 1,613.09	\$ 31,624.09	51.8%
VHDA VISTA Expenses	\$ 15,000.00		\$ 15,000.00	\$ 4,000.00		\$ 3,000.00	\$ 15,000.00	100.0%
VHSP Expenses	\$ 1,000.00		\$ 1,000.00	\$ 36.43	\$ 317.16	\$ 419.22	\$ 3,596.11	359.6%
VTC Marketing Grant Expenses	\$ 18,000.00		\$ 18,000.00				\$ -	0.0%
<b>Total Expenditures</b>	<b>\$ 978,408.90</b>	<b>\$ 8,525.38</b>	<b>\$ 986,934.28</b>	<b>\$ 78,950.92</b>	<b>\$ 68,990.36</b>	<b>\$ 77,860.52</b>	<b>\$ 665,326.58</b>	<b>67.4%</b>
Unprogrammed Revenues:			\$ -					

## **Executive Director's Report April 17, 2019**



The purpose of this report is to provide members of the Regional Commission with a summary report of work plan-related activities, staff attendance and participation at local/regional/ statewide meetings, and updates on initiatives impacting the Regional Commission and our localities.

### **Administration:**

- Chair Coiner and I joined VAPDC representatives in Washington, D.C. in March for a Congressional Briefing with legislative staff from Virginia. The briefing included discussion on the role of the Regional Commissions serve in connecting federal and state resources to local and regional priorities.
- A request for proposals for redesign of the RRRC website was released on April 11<sup>th</sup> with proposals due in by May 10<sup>th</sup>. I anticipate having an award made prior to the June Commission meeting and will communicate with the Executive Committee between now and then. Per request, a cooperative procurement clause was included in the RFP.
- The draft FY 2020 budget is included with the April agenda packets. The budget is built off of known and confirmed revenues at this time, but will be subject to change as future grants and funds become available.
- Staff have received some initial estimates for updating the conference room and entryway into the Commission office, to include painting, flooring, and replacement of the conference table and chairs. This would be an FY 2020 project and initial estimates are within the proposed office maintenance line item for FY 2020.

### **Economic Development & Tourism**

- The Tween Rivers Trail has seen a surge in membership thanks to the work of Hunter, Jenny, Kristin, Monica, Michelle, and your local tourism directors. Outreach to potential trail sites was conducted in late February and March and was cross-promoted with RRRC's Purely Piedmont local food branding for eligible producers. We are beginning the spend marketing funds through the Virginia Tourism Corporation Marketing Leverage Program grant on digital advertising, as well as on photography and videography banks for future marketing campaigns.
- Staff continue to work with economic development partners in Culpeper, Fauquier, and Orange counties on a potential Opportunity Zones workshop. Additional guidance has been slow to trickle down from the Federal government, but the Governor's office recently announced the development of the Opportunity Zone Marketplace "to help educate stakeholders on the program, share project ideas and pipeline, and connect investors to businesses and property in Virginia's Opportunity Zones." A link to the [full announcement is here](#). More information on the workshop will be announced is upcoming.

### **Homelessness/Affordable Housing**

- Foothills Housing Network hosted a Tenant Rights & Responsibilities workshop in Warrenton on March 28<sup>th</sup> with Legal Aid Works presenting. Participants included Foothills Housing Network partners and other local housing stakeholders, with 15-20 in attendance.
- Jenny Biché will share information on the January Point-in-Time count results at the April meeting. There will be a separate count conducted in July to give a better sense of the differences in sheltered versus unsheltered persons in Winter and Summer.

- Staff continues to develop the Community Impact Grant application to VHDA following the February meeting. Presently, our application will include data analysis and strategy development (likely consultant-led) as well as capacity building and project management for Commission staff resources.

### **Environmental/Natural Resources**

- RRRC has worked with the Northern Virginia Regional Commission and Piedmont Environmental Council to develop a workshop on a *Managing Fill Dirt and Debris Disposal in Rural Areas*. The workshop will be on May 29<sup>th</sup> from 10am to 3pm at The Barn at Lord Fairfax Community College in Warrenton, with lunch provided. Speakers from the Virginia Department of Agriculture and Consumer Services, Department of Forestry, and Department of Environmental Quality are on the agenda. The workshop is free, but [registration is requested online](#).

### **Emergency Planning/Haz Mit**

- All participating jurisdictions have now adopted the Hazard Mitigation Plan and are eligible for the various FEMA-administered grant programs. We are completing closeout procedures for the grant with the Virginia Department of Emergency Management and expect those to be finalized before the end of this fiscal year.

### **Transportation**

- The stakeholder kickoff meeting for the Active Transportation Plan was held March 29<sup>th</sup>. Presentations on existing infrastructure and planned enhancements from the Town of Culpeper, Fauquier County, Town of Gordonsville/Piedmont Environmental Council, and Friends of the Rappahannock were shared, and there was consensus to move the Active Transportation Plan forward in coordination with other local and regional initiatives. Public input is currently being collected via an online mapping tool, available at [wikimap.rrregion.org](http://wikimap.rrregion.org) or <http://www.wikimapping.com/Rapp-Rap.html>.
- The Rural Transportation Committee met on March 7<sup>th</sup> and heard an initial outreach presentation from Office of Intermodal Planning and Investment (OIPI) staff on the VTrans statewide transportation plan. OIPI staff will also be present at the upcoming Six-Year Improvement Program public meeting on May 6<sup>th</sup>, beginning at 3:00 p.m.
- The draft Six-Year Improvement Program for transportation projects was released by VDOT and DRPT earlier this month. RRRC's Commuter Services and Mobility Management programs are included for funding. The Mobility Management program funding is lower than in previous years due to funding allocation regulation changes. Staff is working with our regional partners to determine steps to address the funding gaps, which primarily impact staffing at the FAMS One-Call Center.

### **Local Technical Assistance/Regional Coordination**

- In addition to projects referenced above, ongoing local projects include:
  - Safe Routes to School Mini-Grant for the Town of Gordonsville was approved and the walkabout at Gordon-Barbour Elementary School was held on April 12<sup>th</sup>. RRRC will assist the Town and the school with potential next steps following receipt of the report from the Safe Routes to School consultant
  - Joe Costello has completed, or is nearing completion, of the Public Statistical Area Program review related to the 2020 Census for Culpeper, Madison, Orange, and

Rappahannock counties. The PSAP relates to geographic areas with counties, such as census tracts, block groups, and census designated places.

- I presented briefly to the Town of Washington Town Council in March regarding the Commission and our potential to engage on planning or other Town projects. My thanks to Mayor Catlin for the invitation!
- Participated with the Town of Warrenton Comprehensive Plan steering committee in March on scenario planning for the Town's Comprehensive Plan update.
- Michelle Edwards will present at the Virginia Water Environment Association Stormwater Seminar in Richmond tomorrow as part of a review of the recent Chesapeake Bay WIP III process
- Michelle will also present on the RRRC Food Council and the Regional Farm & Food System Plan to Virginia Cooperative Extension Food System at the Virginia Farm Bureau Federation on Friday.
- Staff has participated on the VDOT Route 29 Cut and Fill project team over the past several months. As a reminder, Route 29 northbound will be closed for 3 weeks minimum in July just before the Vint Hill Road intersection.



## **MEMORANDUM**

**To: Members of the Rappahannock-Rapidan Regional Commission**  
**From: Patrick L. Mauney, Executive Director**  
**Date: April 16, 2019**  
**Subject: RRRC Application to VDOT for FY 2020 Rural Transportation Work Program**

The Regional Commission applies for funding from VDOT to support rural transportation planning efforts in the region. VDOT has notified RRRC staff that funding for FY 2020 will remain level with past years. RRRC will request \$58,000 in federal/state funding to be matched by \$14,500 in local funds from in-kind staff support from per capita dues funding.

RRRC staff has worked with the Rural Transportation Committee, local staff, and VDOT staff at the Culpeper District, and Warrenton and Louisa residencies, to develop the draft work plan in advance of the April 19<sup>th</sup> deadline. The draft work plan can be amended, so if you or other local staff have requests for assistance that may be met by the Rural Transportation Planning program, please let me know.

**REQUESTED ACTION:** Adoption of the attached resolution authorizing RRRC staff to apply for State Research and Planning (SPR) funds from VDOT for the FY 2020 Rural Transportation Work Program



**RAPPAHANNOCK-RAPIDAN REGIONAL COMMISSION  
AND VIRGINIA DEPARTMENT OF TRANSPORTATION – TRANSPORTATION AND MOBILITY  
PLANNING DIVISION**

**RESOLUTION FOR RURAL TRANSPORTATION PLANNING ASSISTANCE PROGRAM  
FUNDING ON BEHALF OF FY 2020 ANNUAL WORKPLAN**

WHEREAS, The Rappahannock-Rapidan Regional Commission, hereafter referred to as the Commission, desires to obtain \$58,000 in allocated funding from the Virginia Department of Transportation's State Planning and Research (SPR) Assistance Program funding on behalf of its member jurisdictions; and

WHEREAS, the purpose of these funds shall be for the completion of proposed FY 2020 work projects included on the behalf of the region and at the request of PD9 member jurisdictions;

WHEREAS, the Commission gratefully acknowledges the importance of past and future VDOT funding to the continuing short and long term viability of the Region's transportation network; and

WHEREAS, the Commission herewith pledges to provide funds in the amount of \$14,500, which will be used to match the state funds in the ratio required under the VDOT contract; and

WHEREAS, the Commission, upon awarding of funding, shall be the responsible agency for delivery of services as defined within the VDOT contract, and

WHEREAS, the Commission, as in prior years, and under prior funding programs, pledges to abide by all applicable State regulations as they relate to the Virginia Department of Transportation now therefore

BE IT RESOLVED that the Commission does hereby endorse and convey its full support on behalf of the above-referenced application for funding, that the Executive Director is authorized to execute and file said application and to accept from VDOT a grant in such amount as may be awarded, and to furnish to VDOT such documents, local and in-kind match, and other information as may be required for processing the grant request.

Adopted this 24<sup>th</sup> day of April, 2019 by the Rappahannock-Rapidan Regional Commission, being duly assembled.

ATTEST:

*Robert K. Coiner, Chair*  
*Rappahannock-Rapidan Regional Commission*

4/24/2019

*Date*



## Rappahannock-Rapidan Regional Commission

**FY-2020 Rural Transportation Planning Work Program**  
**July 01, 2019 – June 30, 2020**



## **Purpose and Objective**

The Virginia Department of Transportation (VDOT) allocates part of the State Planning and Research (SPR) funding to provide annual transportation planning assistance for non-urbanized areas within the Commonwealth. The Rural Transportation Planning (RTP) Program was created to aid the State in fulfilling the requirements of the State Planning Process to address the transportation needs of non-metropolitan areas. Funds appropriated under 23 U.S.C. 307(c) (SPR funds) are used in cooperation with the Department of Transportation, Commonwealth of Virginia for transportation planning as required by Section 135, Title 23, U.S. Code. These Federal funds provide 80 percent funding and require a 20 percent local match.

In FY-2020 each planning district commission / regional commission that has rural area will receive \$58,000 from VDOT's Rural Transportation Planning Assistance Program. The corresponding planning district commission / regional commission will provide a local match of \$14,500 to conduct rural transportation planning activities. This resource may be supplemented with additional planning funds. The arrangement of all such funds involves the development of a scope of work, approval and other coordination in the Transportation & Mobility Planning Division's (TMPD) administrative work programs.

The scope of work shall include specific activities as requested by VDOT and/or the Federal Highway Administration. The scope of work may also include activities or studies addressing other transportation planning related issues that may be of specific interest to the region. The criteria for the determination of eligibility of studies for inclusion as part of this work program are based upon 23 U.S.C. 307 (c), State Planning and Research.

## **Work Plan Development**

The Rappahannock-Rapidan Regional Commission (RRRC) is one of 21 planning district commissions (PDCs) in Virginia. The following FY 2020 Rural Transportation Work Plan was developed in coordination with RRRC's member jurisdictions, the RRRC Rural Transportation Committee, and VDOT Culpeper District planning staff.

Included in this scope of work are required components identified by VDOT and FHWA, along with projects addressing a need identified by the Rappahannock-Rapidan Regional Commission and/or its local government member jurisdictions.

The RRRC Rural Transportation Committee was asked to identify project needs in March 2019 in preparation for development of the Scope of Work. The Regional Commission will consider approval of a Resolution for the Work Plan on April 24, 2019.

## **FY 2020 - Program Administration (\$8,000.00)**

**Background and Objective:** The purpose of this work element is to facilitate regional participation and consensus building on transportation-related issues through a continuing, comprehensive, and coordinated planning process.

- *Records Maintenance:* RRRC staff will coordinate rural transportation planning activities, inclusive of the projects outlined in the Program Activities section of this document and will prepare quarterly reports and invoices for this grant.
- *Committee Staff Support:* RRRC will provide staff support, coordination of materials, agendas and minutes for the RRRC Rural Transportation Technical Committee. This committee includes local planning directors, administrators, VDOT staff and other regional transportation stakeholders. The RTC is expected to meet, at minimum, six times in FY 2019. RRRC staff will also provide reports to the Rappahannock-Rapidan Regional Commission Board on an as needed basis throughout the year.
- *Information Sharing:* RRRC staff will share information with member jurisdictions, PDCS and MPOs, state and federal agencies and the public, as needed, through committee meetings, website updates to <http://www.rrregion.org> and participation in local, state and federal initiatives.
- *Training & Procurement:* In consultation with VDOT Culpeper District representatives, RRRC staff may attend a maximum of four training courses offered through the UVA Transportation Training Academy (UVA TTA) or other professional development or training opportunities, including VDOT Local Programs workshops.

<b>SPR Funds (80%)</b>	<b>\$6,400.00</b>
<b>PDC Funds (20%)</b>	<b>\$1,600.00</b>
<hr/>	
<b>Total Budgeted Expenditure for Program Administration</b>	<b>\$8,000.00</b>

**FY 2020 - Program Activities (\$64,500.00)**

***Background and Objective:*** Address regionalized transportation issues that are identified by the Transportation Technical Advisory Committee and the Planning District Commission. Individual projects and work elements are described below:

***1. Statewide Transportation Planning Participation*** **\$7,500.00**

- **Support for Statewide Planning Efforts:**
  - Participate in outreach meetings and provide / review data as requested by VDOT throughout the fiscal year.
  - Participate in VTrans webinars and Smart Scale Regional Meetings
  - Participate in meetings with VDOT staff regarding Title VI and Environmental Justice compliance
  - Participate in the Fall Transportation Meeting held in your region and provide a display to serve as outreach to the region's citizens.
  - Participate in any additional outreach meetings that may arise and provide / review data as requested by VDOT throughout the fiscal year.
  - Participate with the MPOs and VDOT on meeting performance measure goals.
  - Provide VDOT's Transportation Mobility and Planning Division – Central Office with updated Travel Demand Management Plans when submitted to DRPT.
  - Assemble bicycle and pedestrian recommendations from comprehensive plans and standalone bicycle and pedestrian plans into a GIS shapefile. TMPD will provide a standardized format
  - Assist VDOT's Transportation Mobility and Planning Division with updating a database with information from localities comprehensive plans.

*Deliverables: Board display for Fall Transportation Meeting; other deliverables as specified by VDOT staff in support of ongoing statewide planning activities.*

## 2. *Regional Transportation Planning*

**\$34,500.00**

- **Smart Scale Policy & Project Assistance:** Regional Commission staff will work with the Rural Transportation Technical Committee and regional jurisdictions on the development of Smart Scale project applications, including technical assistance on statewide planning correlation, regional project review, submission and requests for Resolutions of Support from the Regional Commission. RRRC staff may submit up to four Smart Scale applications on behalf of regional jurisdictions for projects that involve corridors of statewide significance or the regional network.

RRRC staff will also provide coordination of regional comments as needed.

*Deliverables: Resolutions of Support for Regional HB2 project applications, up to four Smart Scale Applications on behalf of localities and other materials as needed.*

- **Regional Long Range Transportation Plan Review:** RRRC staff will review the adopted RLRP document to ensure that newly identified projects are incorporated into the RLRP. The RLRP was first adopted in 2011 and there have been periodic reviews relative to Smart Scale applications in the period since adoption.

**Note-** RRRC staff may collaborate with an on-call consultant when reviewing and updating the adopted RLRP document

*Deliverables: Updated RLRP document posted to RRRC website, as necessary.*

- **Regional Bicycle & Pedestrian Inventory Review and Update:** The Regional Commission developed a regional Bicycle & Pedestrian plan in 2007 and receives periodic requests from local governments, VDOT staff, and private sector consultants for data from that plan. In the past decade, local governments and private citizens have added significant bicycle and pedestrian accommodations within the region and RRRC proposes to review the 2007 plan, update the plan based on new construction and bicycle/pedestrian infrastructure additions, and identify potential corridors for regional connectivity.

This planning process began in FY 2019 and will continue into FY 2020.

*Deliverables: Updated Bicycle & Pedestrian maps, inventories, and identification of potential regional connections.*

- **Commuter Services & Transit Planning Assistance:** In coordination with RRRC's Commuter Services TDM program and the Foothills Area Mobility System, RRRC staff will support TDM and Transit planning efforts in the region through data review, participation in planning meetings and workshops and other methods, as needed.



### 3. Grant-writing & Local Transportation Planning Assistance

\$22,500.00

- **General Technical Assistance:** In fulfilling the organization's short and long range planning mission, this "catch all" task has proven essential over the years by enabling the Commission to respond to local requests for transportation-related technical assistance received after the FY 2018 Scope of Work deadline. Regional Commission staff will provide assistance to localities, through the Rural Technical Committee and attendance at local Board/Council and Planning Commission meetings, as requested. Such technical assistance may include, but is not limited to:
- **Comprehensive Plan Review:** RRRC staff will respond to requests from local jurisdictions to review transportation-related chapters in their respective comprehensive plans, as needed.
- **GIS Technical Assistance:** RRRC staff will respond to requests from local jurisdictions for transportation-related GIS technical assistance, as needed and as resources are available
- **Grant-writing Assistance:** RRRC staff will respond to requests from local jurisdictions, non-profit agencies, etc. to assist with grant-writing efforts for transportation-related projects in the region, as needed. This will include, but is not limited to, Transportation Alternatives, Revenue Sharing, Urban Development Area Technical Assistance, or Smart Scale applications.
- **Local Transportation & Planning Committees:** RRRC staff is often requested, formally and informally, to serve as a stakeholder on local transportation committees. *Deliverables: RRRC will provide a summary of meetings attended for each of the local committees, along with additional activities and projects emanating from staff participation during the fiscal year.*
- **Local Transportation Projects:** RRRC staff has received preliminary requests from VDOT Culpeper District and several member jurisdictions for project-specific assistance. The specific tasks for each request are expected to be outlined in more detail as the fiscal year moves forward, but may include such tasks as meeting planning and coordination, GIS mapping assistance, grant writing, and other tasks as needed. The proposed projects include the following:
  - **Town of Orange Small Urban Area Plan Update:** This is a carryover project from FY 2018. RRRC will continue to work with Town of Orange and VDOT Culpeper District staff to update the Town of Orange's Small Urban Area Plan. In FY 2019, the project team plans to finalize the report and conduct public outreach. RRRC will take the lead role on mapping and data collection updates.
  - **Town of Warrenton Small Urban Area Plan Update:** RRRC staff will work with the Town of Warrenton and VDOT Culpeper District Staff to update the Town of Warrenton's 2002 Small Urban Area Plan. An inventory of transportation issues and travel needs will help to identify and prioritize

Smart Scale projects.

- **Town of Culpeper & Culpeper County Small Area Plan** RRRC staff will work with the Town of Culpeper, Culpeper County and VDOT Culpeper District Staff on a transportation analysis for, in general, the areas bounded by Route 15/29, Route 666, the Town of Culpeper boundary, East Chandler Street and McDevitt Drive. The proposed study area is in Culpeper County, adjacent to the Town of Culpeper. New development in the area is underway and even more future development is possible but dependent upon the future transportation network and infrastructure's capacity to support the increases in traffic generated from new development. A preliminary scope of the proposed traffic analysis is attached.
- **Town of Washington & Rappahannock County Sidewalks Report :** RRRC staff may work with the Town of Washington and Rappahannock County to identify and accurately map existing sidewalk infrastructure, maintenance needs and longer-term projects that enhance safety, economic development potential and quality of life for residents and tourists.

**Note:** RRRC staff may collaborate with an on-call consultant on local transportation projects.

*Deliverables: Deliverables will vary based on the overall project need and scope. At minimum, RRRC will provide meeting summaries and Scopes of Work as they are developed throughout the fiscal year.*

<b>SPR Funds (80%)</b>	<b>\$51,600.00</b>
<b>PDC Funds (20%)</b>	<b>\$12,900.00</b>
<hr/>	
<b>Total Budgeted Expenditure for Program Activities</b>	<b>\$64,500.00</b>

## **FY-2020 Budget Summary**

<b>Tasks</b>		<b>VDOT (SPR) 80%</b>	<b>PDC (Match) 20%</b>	<b>Total 100%</b>
<b>Program Administration</b>				
1.	Program Administration <ul style="list-style-type: none"> <li>Records Maintenance</li> <li>Committee Staff Support</li> <li>Information Sharing</li> <li>Training &amp; Procurement</li> </ul>	\$6,400.00	\$1,600.00	\$8,000.00
<b>Total Budgeted Expenditure for Program Administration</b>		<b>\$6,400.00</b>	<b>\$1,600.00</b>	<b>\$8,000.00</b>
<b>Program Activities</b>				
1.	Statewide Transportation Planning Participation	\$6,000.00	\$1,500.00	\$7,500.00
2.	Regional Transportation Planning Activities <ul style="list-style-type: none"> <li>Smart Scale Policy &amp; Project Review</li> <li>Rural Long Range Plan Review &amp; Update</li> <li>Regional Bicycle/Pedestrian Inventory</li> <li>TDM/Transit Review and Participation</li> </ul>	\$27,600.00	\$6,900.00	\$34,500.00
3.	Local Transportation Planning Activities <ul style="list-style-type: none"> <li>Technical Assistance</li> <li>Local Transportation Committee Participation</li> <li>Local Transportation Projects</li> </ul>	\$18,000.00	\$4,500.00	\$22,500.00
<b>Total Budgeted Expenditure for Program Activities</b>		<b>\$51,600.00</b>	<b>\$12,900.00</b>	<b>\$64,500.00</b>
<b>Total Budgeted Expenditure for Program Administration and Program Activities</b>		<b>\$58,000.00</b>	<b>\$14,500.00</b>	<b>\$72,500.00</b>





## **MEMORANDUM**

**To: Members of the Rappahannock-Rapidan Regional Commission**  
**From: Patrick L. Mauney, Executive Director**  
**Date: April 16, 2019**  
**Subject: VRS Long-Term Care Insurance Program (Voluntary)**

As a participating member of the Virginia Retirement System (VRS), the Regional Commission is eligible to participate in a Voluntary Group Long Term Care Insurance Program through VRS and operated and overseen by Genworth. This is a new program that VRS is required by the Code of Virginia to offer to political subdivisions.

Participation would be voluntarily funded by employees.

**REQUESTED ACTION:** Authorize the Executive Director to execute the attached Virginia Voluntary Group Long Term Care Insurance Program Employer Adoption Agreement



VIRGINIA RETIREMENT SYSTEM  
P.O. Box 2500  
Richmond, VA 23218-2500

## Commonwealth of Virginia Voluntary Group Long Term Care Insurance Program Employer Adoption Agreement

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THIS AGREEMENT (the “Agreement”), executed this [insert date] \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, is by and between [insert Locality, School Division, or Other Political Subdivision] \_\_\_\_\_ (the “Employer”) and the Virginia Retirement System (the “Plan Sponsor”) (hereinafter collectively referred to as the “Parties”).

### WITNESSETH

WHEREAS, the Commonwealth of Virginia has established, and the Plan Sponsor is responsible for, the Commonwealth of Virginia Voluntary Group Long Term Care Insurance Program (the “Plan”) in which employees of local governments, local officers, and teachers, as defined in § 51.1-513.3 of the *Code of Virginia* (the “Code”), as amended, may participate; and

WHEREAS, pursuant to the same section of the *Code*, the Employer desires to enter into this Agreement with the Plan Sponsor to permit participation in the Plan by its eligible employees; and

WHEREAS, the official entering into this Agreement is duly authorized on behalf of the Employer’s governing body.

NOW, THEREFORE, in consideration of the premises herein, the Parties agree as follows:

- 1) The Plan Sponsor represents and warrants to the Employer that it will comply with all applicable laws affecting the Plan.
- 2) The Plan Sponsor represents to the Employer that it will provide sufficient services to administer the Plan and to appropriately respond to inquiries by employees and participants.
- 3) The Employer acknowledges and agrees to the terms and conditions established in the Plan.
- 4) The Employer agrees to provide the Plan Sponsor’s selected long term care insurance carrier with a mail file of all active employees, in the format provided by the insurance carrier.

- 5) When requested by the Plan Sponsor or the insurance carrier, the Employer agrees to permit the Plan Sponsor's selected long term care insurance carrier to conduct group and individual meetings for the purpose of explaining the Plan or enrolling employees on the Employer's premises during normal working hours subject to such reasonable restrictions that the Employer communicates in writing to the Plan Sponsor and that are accepted by the Plan Sponsor.
- 6) This Agreement may be amended from time to time by written agreement between the Plan Sponsor and the Employer.
- 7) The term of this Agreement shall be for three years beginning on the date of its execution, and thereafter may be terminated by either party upon 60 days written notice to the other party.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be duly executed, intending to be bound thereby.

**Employer****Virginia Retirement System**

By: \_\_\_\_\_

By: \_\_\_\_\_

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

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

Date: \_\_\_\_\_, 20\_\_

Date: \_\_\_\_\_, 20\_\_

# Coverage and Eligibility

Commonwealth of Virginia Voluntary Group Long Term Care Insurance Program

April 2019



Underwritten by Genworth Life Insurance Company

Genworth Life

6620 West Broad Street, Richmond, VA 23230

# Plan Selection Summary

## Commonwealth of Virginia Employee Options

Coverage Effective Date	December 01, 2019
Situs State	Virginia
Benefit Period	2 Year 3 Year 4 Year
Benefit Amount Nursing Facility Maximum (Nursing Facilities and Assisted Living Facilities)	\$3,000 Monthly Nursing Facility Maximum \$4,500 Monthly Nursing Facility Maximum \$6,000 Monthly Nursing Facility Maximum
Inflation Protection	Future Purchase Option Automatic 3% Increase for Life - Compound Automatic 5% Increase for Life - Compound
Coverage Maximum (Total Coverage)	The Coverage Maximum is the total coverage, which is a product of the Benefit Period and the Benefit Amount. For example: A monthly benefit amount of \$6,000 x 36 months (3 Year) Period = \$216,000 Coverage Maximum.
Partnership-Qualified	This Group Program is Partnership-Qualified under the Virginia Partnership for Long Term Care.
Nonforfeiture Benefit	The optional Nonforfeiture Benefit maintains some coverage even if the Insured stops paying premiums. This Benefit may be made available to the applicant at an additional cost of 12%.

## Built-In

Benefit Amount Nursing Facility Maximum	100%
Benefit Amount Home and Community Care Maximum	50% of the Nursing Facility Maximum
Elimination Period	One time, 90 Calendar Days
Informal Care	Included

# Program & Plan Summary

## Key Program Information

Tax Benefits for Employees	This plan is intended to be a federally tax-qualified long term care insurance contract under Section 7702B(b) of the Internal Revenue Code of 1986. Benefits received for qualified long term care services are not taxable and premiums paid may be tax deductible, under certain conditions. The individual should consult a tax advisor for details.
Participation Requirements	Genworth Life does not impose a minimum participation requirement beyond the statutory requirements for group insurance.
Pre-Existing Conditions Limitations	There is an exclusion for pre-existing conditions.
No Linkage Requirements	There are no linkage requirements. The employee does not need to apply for coverage in order for any other eligible family members to apply.
Fully Portable	If an Insured leaves the company or sponsorship of the program ends, those who are insured are guaranteed the right to continue the same coverage as long as they continue to pay premiums when due.
Payment Options	Electronic Funds Transfer (EFT), Direct Billing
Availability	The Program is available to eligible classes, based on the situs state of the Group Policy. Some states extend their governing authority to employer group insurance sold to their residents and may require variations to the coverage. Coverage under this plan is not available to residents of Vermont.
Online Enrollment	The customized website allows employees, spouses and other family members to enroll online.

## Key Plan Information

Guaranteed Renewable	The coverage is Guaranteed Renewable, as long as premiums are paid when due.
Partnership-Qualified	The Partnership Program is designed to help provide asset protection for those who own long term care insurance and seek to access Medicaid benefits. Insureds with Partnership-qualified coverage may be able to qualify for Medicaid while retaining more assets than would otherwise be required under their state's Medicaid eligibility requirements. In order to qualify an insured must buy long term care insurance that has the basic benefits required by their resident state's partnership program – including inflation protection tiered to certain age ranges.
Nursing Facility and Assisted Living Facility Benefit	This benefit reimburses covered expenses incurred for care (including room and board) provided by a Nursing Facility or an Assisted Living Facility.

### Home and Community Care Benefit

Most people prefer to receive care at home. This benefit reimburses expenses incurred for adult day care, nurse and therapist services, home health or personal care services, and incidental homemaker and chore care services.

These services received from an independent provider or a home health agency, can include, but are not limited to the following:

- Substantial assistance with bathing, dressing, eating, moving in or out of a bed or chair; physical, occupational, respiratory, or speech therapy; managing medications, preparation of meals, changing bedding, washing dishes, mopping, laundry, cleaning and household chores and repairs.

## Benefits Not Subject to the Elimination Period

### Home Assistance Benefit

This benefit reimburses the following expenses incurred (including tax, installation and labor costs):

- Home Modifications, Assistive Devices and Supportive Equipment
- Emergency Medical Response Systems
- Caregiver Training

Covered Expenses must be:

- Intended to enable the Insured to remain safely in his or her home
- Stated in, and furnished in accordance with, the Insured's Plan of Care

This benefit is not subject to the Elimination Period. Its Coverage Maximum equals 3 times the Monthly Nursing Facility Maximum. For example, the Coverage Maximum based on a \$3,000 Monthly Nursing Facility Maximum would be \$9,000.

### Hospice Care Benefit

This benefit reimburses expenses incurred for hospice care received in a Hospice, Assisted Living, or Nursing Facility or in the Insured's home.

- Inpatient - Covered up to Nursing Facility Maximum
- Outpatient - Covered up to Home and Community Care Maximum

### Respite Care Benefit

Many individuals who give their time and energy to help someone in need of care, eventually find they need a respite. This benefit reimburses expenses incurred for Home and Community Care, Assisted Living Facility care and Nursing Facility care when it provides temporary relief for regular, unpaid caregivers.

The calendar year maximum equals 1 x Monthly Nursing Facility Maximum.

### Privileged Care Coordination Services

During the often difficult time when care is needed, it's an invaluable asset to have a care coordinator who can help in recognizing the types of care that are needed. Genworth's Privileged Care Coordinators are licensed health care practitioners, qualified by training and experience to assess and coordinate overall care needs. Their services are provided without charge and without reducing the amount available under the Insured's Coverage.

## Other Important Benefits

International Nursing Facility Benefit	This benefit reimburses expenses incurred during confinement in an out-of-country Nursing Facility (including room and board), up to 75% of the Nursing Facility Maximum per calendar month, for up to 4 years.
Bed Reservation Benefit	This benefit reimburses expenses to reserve the Insured's room when receiving benefits for care in a Nursing Facility, Hospice Care Facility or Assisted Living Facility, when the Insured's confinement is interrupted by a temporary absence from the facility for any reason for up to 60 days per year.
Alternate Care Benefit	This benefit reimburses long term care expenses for care, services, devices, or treatments not otherwise included and allows covered expenses to be paid in a manner other than specified, upon agreement between Genworth Life, the Insured and the Insured's physician.
Waiver of Premium Benefit	While receiving benefits for care in a Nursing Facility, Assisted Living Facility, Home and Community Care, Hospice Care, or under the Bed Reservation Benefit, the Insured's premium will be waived.
30 Day Free Look	An Insured may return his or her Certificate to Genworth Life within 30 days of receipt, if dissatisfied for any reason. Any premium paid will be returned.
Informal Care Benefit	<p>This benefit pays for personal care and maintenance or supervision that helps the Insured to stay in his or her home and is furnished based on the Insured's Plan of Care, when received from someone who is not with a Home Health Agency or an independent provider. This care may be provided by a friend or family member (other than a person who normally resided in the Insured's home prior to the time the Insured became eligible for benefits) to help with simple health care tasks, personal hygiene, managing medications or activities of daily living.</p> <p>This benefit covers up to 1% of the Monthly Nursing Facility Maximum per day for up to 30 days per calendar year.</p>
Contingent Nonforfeiture Benefit	This benefit provides reduced coverage, if a substantial premium increase were to occur and cause coverage to lapse.
Nonforfeiture Benefit	A reduced coverage amount is provided without further premium payments, if coverage ends due to non-payment of premiums after 3 years. Employees can choose this option for an additional 12% increase to the premium.



# Eligible Participants

## Eligible Persons

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### Eligible Persons Include

All individuals associated with Commonwealth of Virginia in the manner described below. Persons must be 18 or older at the time of application, maintain a permanent U.S. residence and have a valid Social Security or Tax Identification Number from the U.S. Government. There is no maximum issue age for the eligible Employee, but eligible family members must be less than age 76.

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### Employees

- Actively at Work full-time or part-time Commonwealth of Virginia employees who work at least 20 hours per week.
  - Actively at Work full-time or part-time employees and faculty (including adjunct) of a Virginia Public Institution of higher Education who work at least 20 hours per week.
  - Actively at Work full-time, part-time, or other employees as determined and defined by any participating Virginia school division, city, county, town, or political subdivision.
- 

- Newly hired employees who are eligible for all broadly offered employer sponsored benefits, and are Actively at Work, Full-time or Part-time and work at least 20 hours per week up to and including age 65, who apply during their initial new hire enrollment period

- Modified Guarantee Issue Comprehensive:  
An abbreviated health question form, Height/weight parameters.
- 

- During an open enrollment period mutually agreed upon by both parties, employees who are eligible for all broadly offered employer sponsored benefits and are Actively at Work, Full-time or Part-Time, and work at least 20 hours per week up to and including age 65, who apply during the initial enrollment period

- Modified Guarantee Issue Comprehensive:  
An abbreviated health question form, Height/weight parameters.
- 

- Employees who are eligible for all broadly offered employer sponsored benefits and are Actively at Work, Full-time or Part-time, and work at least 20 hours per week ages 66 and older and new hires meeting the same criteria as above

- Long Form:  
Full medical underwriting, a telephonic or in-person interview may be requested. In-person interviews may include a cognitive exam and the applicant will be asked to provide blood and urine samples.
-

## Other Eligible Individuals

### Spouses, Surviving Spouses

Spouse: A person to whom an eligible Employee is joined by marriage. The eligible Employee and such person cannot be joined to anyone else: by (a) marriage; or (b) a relationship legally recognized under State law. A Spouse does not include a person from whom the eligible Employee is divorced or legally separated. Surviving Spouse : A person who is participating in a health benefits program or a retirement plan sponsored by the Policyholder and was a Spouse at the time of the eligible Employee's death.

### Retirees and Spouses of Retirees

Retirees and their spouses who have retired under the Commonwealth of Virginia retirement plan, satisfy the appropriate plan's age and service requirements, and are former employees of:

- The Commonwealth of Virginia
- Virginia Public Institutions of Higher Education
- Any school, division, city, county, town, or political subdivision that participates in one of the retirement plans administered by VRS
- Any school division, city, county, town, or political subdivision that does not participate in any of the retirement plans administered by VRS but has elected to participate in the Commonwealth of Virginia Voluntary Group Long Term Care Insurance Program

### Parents and Grandparents of Eligible Employees, Spouses

The natural or adoptive parent, or step-parent of an eligible Employee or Spouse. The natural grandparent, adoptive grandparent or step-grandparents of an eligible Employee, or Spouse.

### Adult Children and Siblings of Eligible Employees

Children include a natural, step or adopted child who has reached full legal age, with attendant rights and responsibilities. Siblings include those related to the eligible Employee or Spouse, as a brother, sister, step-brother or step-sister.

Terminated employees of any employer participating in a retirement plan administered by the Virginia Retirement System who:

- Have five or more years of service
- Are not active employees or retirees of any local government or school system in the Commonwealth of Virginia

- [Spouses up to and including age 75](#)
- [All other eligible applicants ages 18-75; including late entrants into the plan](#)

- **Long Form:**  
Full medical underwriting, a telephonic or in-person interview may be requested. In-person interviews may include a cognitive exam and the applicant will be asked to provide blood and urine samples.

Elimination Period	<p>The Elimination Period, based on calendar days, is the total number of days that the Insured remains a Chronically Ill Individual before benefits are payable. The Elimination Period begins on the first day that the Insured is both a Chronically Ill Individual and incurs covered expenses. However, the Insured is not required to continue to incur covered expenses to satisfy the Elimination Period. Elimination Period days may be accumulated before the filing of a claim if it can be established that the Insured met these requirements before the claim was filed.</p>
Policy Exclusions and Limitations	<p>We will not pay benefits for any expenses incurred for any Covered Care:</p> <ul style="list-style-type: none"> <li>• For which no charge is normally made in the absence of insurance.</li> <li>• Provided outside the fifty (50) United States, the District of Columbia and any territory or possession of the United States of America, unless specifically provided for by a Benefit,</li> <li>• Provided by an Insured's immediate family, unless a benefit specifically states that a member of an Insured's immediate family can provide Covered Care. We will not consider care to have been provided by a member of the Insured's immediate family when: <ul style="list-style-type: none"> <li>- He or she is a regular employee of the organization that is providing the services; and</li> <li>- Such organization received payment for the services; and</li> <li>- He or she receives no compensation other than the normal compensation for employees in his or her job category.</li> </ul> </li> <li>• Provided by or in a Veteran's Administration or Federal government facility, unless a valid charge is made to an Insured or an Insured's estate;</li> <li>• Resulting from illness, treatment or medical condition arising out of any of the following: <ul style="list-style-type: none"> <li>- War or any act of war; whether declared or not;</li> <li>- Attempted suicide or an intentionally self-inflicted injury;</li> <li>- Participation in a felony; riot or insurrection;</li> </ul> </li> <li>• Provided for an Insured's alcoholism or addiction to drugs or narcotics (except for an addiction to a prescription medication when administered in accordance with the advice of a Physician).</li> </ul> <p>Note: We will pay benefits for Alzheimer's Disease, subject to the same exclusions, limitations and provisions otherwise applicable to other Covered Care.</p>
Coordination of Benefits	<p>We will reduce the amount of benefits we will pay for Covered Expenses when the total amount payable under this and all other group Long Term Care Coverage is greater than the actual Covered Expense incurred for that Covered Care. State variations may apply.</p>
Non-Duplication of Benefits	<p>Benefits will be paid only for Covered Care expenses that are in excess of the amount paid or payable under:</p> <ul style="list-style-type: none"> <li>• Medicare (including amounts that would be reimbursable, but for the application of a deductible or coinsurance amount); and</li> <li>• Any other Federal, State or other governmental health care program or long term care program or law, except Medicaid.</li> <li>• Any State or Federal workers' compensation, employer's liability or occupational disease law</li> <li>• State variations may apply. Please refer to the state specific Certificate of Coverage.</li> </ul>
Pre-Existing Conditions Limitations	<p>Genworth Life will not pay for Covered Expenses incurred for any care or confinement that is a result of a Pre-Existing Condition. A Pre-Existing condition means a condition (illness, disease, injury, or symptom) for which medical advice or treatment was recommended by, or received from, a Health Care Professional within a defined period prior to the initial Certificate Effective Date. State variations may apply.</p>



## **MEMORANDUM**

**To: Members of the Rappahannock-Rapidan Regional Commission**  
**From: Patrick L. Mauney, Executive Director**  
**Date: April 16, 2019**  
**Subject: 2019 RRRC Distinguished Leadership Awards**

As you will recall, the Commission honors a Government representative and Citizen member of the region each year at the Annual Meeting with the RRRC Regional Distinguished Leadership Awards.

This year's call for nominations is enclosed, and further announcements will be distributed in May. The deadline is in advance of the June Commission meeting, so that we can ensure ample time to confirm with the honorees before the Annual Meeting this fall. Please share and/or submit nominees at your convenience.

**REQUESTED ACTION:** None required.



*Call for Nominations*

**2019 Regional Distinguished  
Leadership**

***Citizen & Government Awards***

**Nomination Deadline: June 21, 2019**

Nominations may be submitted [Online](#) or by contacting  
Patrick Mauney at (540) 829-7450 or [plmauney@rrregion.org](mailto:plmauney@rrregion.org)

### **Call for Nominations: 2019 RRRC Distinguished Leadership Awards**

The **Rappahannock-Rapidan Regional Commission (RRRC)**, founded in 1973, as set forth in the Code of Virginia, Section 15.2-4207, for the purposes of **serving the needs of present-day member jurisdictions:**

Counties of Culpeper, Fauquier, Madison, Orange, and Rappahannock

Towns of Culpeper, Gordonsville, Madison, Orange, Remington, The Plains, Warrenton, and Washington

and **Encouraging and facilitating local and state-local cooperating in addressing problems of greater than local significance**, through the

- Identification of Regional Opportunities
- Promotion of Orderly and Efficient Development, and
- Assistance of Member Localities in Planning for the Future

Hereby invites the submission of names of candidates for consideration for the **2019 RRRC Regional Distinguished Leadership Citizen and Government Awards**.

The awards will be presented at the 2019 RRRC Annual Meeting, to be held in September, and are presented for outstanding contributions to the Rappahannock-Rapidan region, and facilitation of enhanced communication, coordination, and regional planning across Planning District 9.

#### **Eligibility**

**Citizen Award:** *Citizen Planner, Business Leader, Neighborhood/Community Volunteer, Appointed/Voluntary member of local planning commission, Board of Zoning Appeals, Transportation, or Other Planning-related initiative or committee*

**Government Award:** *Elected Official or Government Staff\**

*\*May include RRRC Commissioner, but not RRRC staff*

**To Nominate:** [Online Form](#) or Contact Patrick Mauney ([plmauney@rrregion.org](mailto:plmauney@rrregion.org) | (540) 829-7450)

#### **Past Honorees**

<b>Year</b>	<b>Citizen</b>	<b>Government</b>
<b>2018</b>	John Meadows	Henry Lee & Judy Carter
<b>2017</b>	Robert Bradford	Brian Duncan
<b>2016</b>	G. Russell Aylor, Jr.	John Coates
<b>2015</b>	Deirdre Clark	Doris Lackey
<b>2014</b>	Sallie Morgan	Harry C. Hopkins, Jr.
<b>2013</b>	Hunt Cheatwood	Grover Wilson
<b>2012</b>	William Speiden	Frederick P.D. Carr
<b>2011</b>	Mary Root	John W. McCarthy
<b>2010</b>	John J. 'Butch' Davies	Frank Bossio
<b>2009</b>	Beverly Hunter	Robert P. Anderson
<b>2008</b>	David S. Scott	Ruth Updike
<b>2007</b>	Khalil Hassan	Harry F. Atherton



## MEMORANDUM

**To: Members of the Rappahannock-Rapidan Regional Commission**  
**From: Patrick L. Mauney, Executive Director**  
**Date: April 17, 2019**  
**Subject: FY 2020 Draft Budget**

The Regional Commission by-laws require presentation of an annual budget prior to June 1 of each year, with adoption of a budget to be completed by July 1. Enclosed here is the draft FY 2020 budget for your review. This is a preliminary budget based on staff's understanding of available and confirmed revenues as of April 17th.

The overall FY 2020 preliminary budget projects revenues at \$934,909.50. Projected revenues are conservative, meaning that only grants that are awarded on an annual basis historically or are known to be included in draft or approved Federal or State agency budgets are included in this draft. Local dues, at the \$0.83 per capita rate adopted by the Regional Commission in August 2018, account for 15.6% of the budget. The draft FY 2019 budget represents a decrease of \$52,024.78 from the FY 2019 budget. Such a decrease is normal for RRRC's draft budgets, as we typically see revenues increase over the course of the fiscal year due to successful grant applications and awards. The budget again includes support from our member jurisdictions for the 0.5 FTE regional housing and homelessness coordination services, enabling the Regional Commission to continue its role as Continuum of Care coordinator with the Foothills Housing Network.

Expenditures are balanced to revenues as presented. Operating expenses are presented based on past spending amounts from FY 2018 and through three-quarters of FY 2019. As with past years, payroll expenses and benefits are the main operating cost drivers for the budget. Health insurance rates see no increase for a second consecutive year. The open enrollment period will end April 30<sup>th</sup>, and we will have a better sense of health/dental/vision costs in June.

Other notes: The revenues and expenses for the DRPT Mobility Management program are lower due primarily to a change in program guidelines that will reimburse for 2 full-time equivalent positions. This causes lower revenues, but RRRC will continue to have a half-time position, with the decrease impacting the FAMS One-Call Center operated by the Community Services Board.

You will also note the final year of the USDA Farmers Market Promotion Program grant, with revenues and expenses both increased from past years based on the grant spending to date.

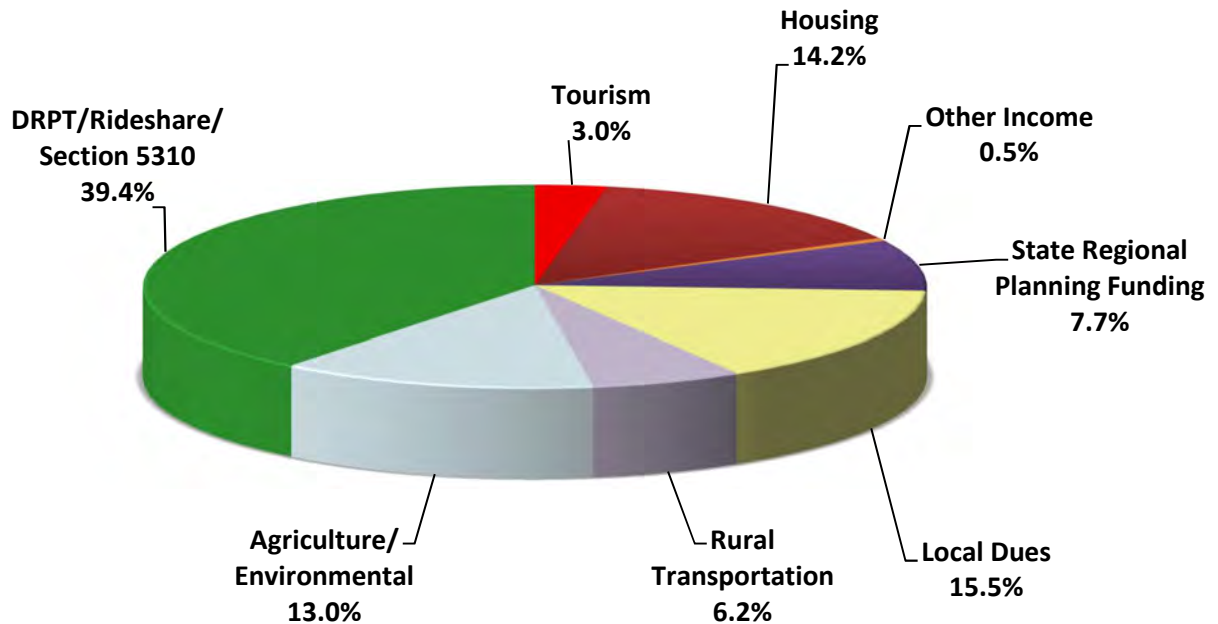
Finally, the VHDA VISTA line item is zeroed out for both revenues and expenses. However, I am pleased to note that we expect to have a VISTA member for a second year beginning in July. The funding stream for this program has changed such that RRRC will not need to provide funds to Virginia Housing Alliance and then request reimbursement from VHDA, and thus will not be shown in our budget.

**REQUESTED ACTION:** None required. Any requested changes or adjustments requested by the Commission will be incorporated into the budget for consideration of adoption at the June 26<sup>th</sup> meeting.



### FY 2020 Projected Revenues by Category – April 17, 2019

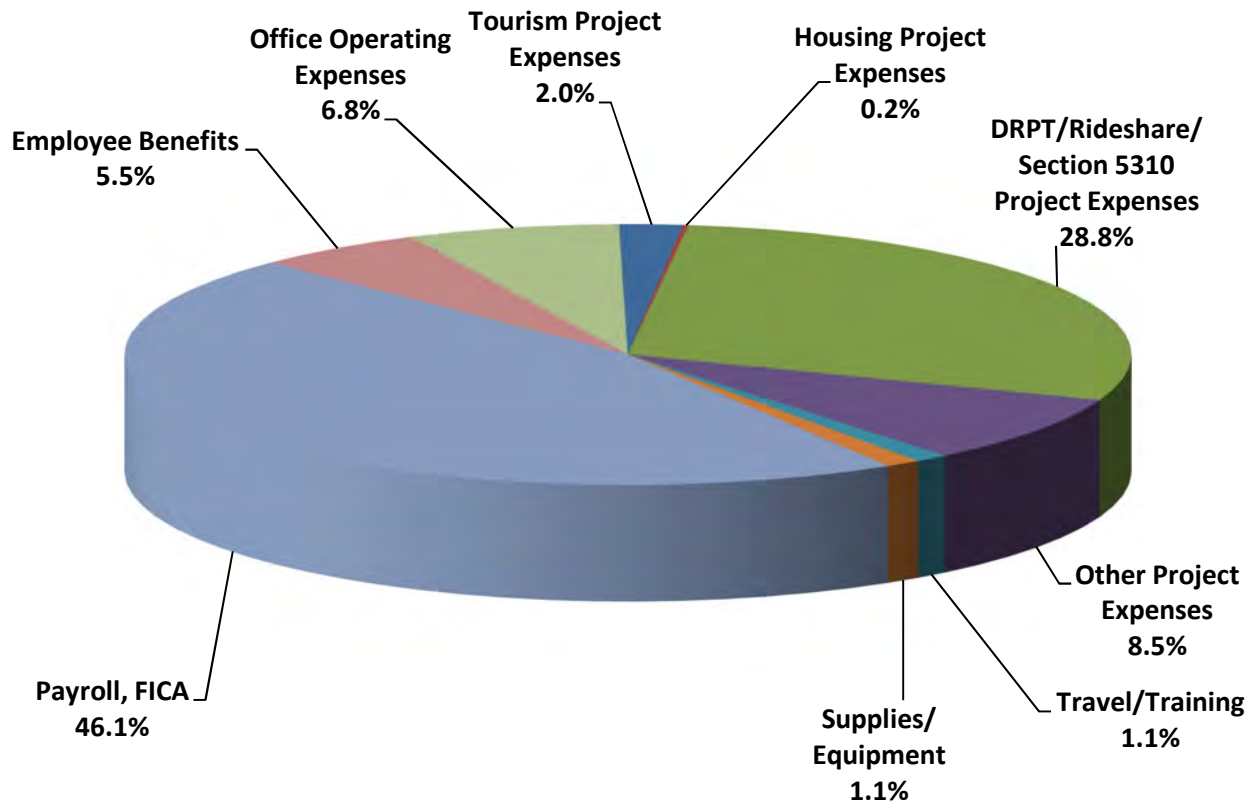
<b>Revenues</b>			
Agriculture/Environmental	\$	121,775.00	13.0%
Housing	\$	133,104.00	14.2%
Local Dues	\$	145,377.00	15.6%
Other Income	\$	4,750.00	0.5%
DRPT/Rideshare/Section 5310	\$	367,920.00	39.4%
Rural Transportation	\$	58,000.00	6.2%
State Regional Planning Funding	\$	75,971.00	8.1%
Tourism	\$	28,012.50	3.0%
<b>Total Revenue</b>	<b>\$</b>	<b>934,909.50</b>	<b>100.0%</b>



<b>Revenue Source</b>		
<b>Local Per Capita</b>	\$145,377.00	15.6%
<b>Local – Project Specific</b>	\$65,604.00	7.0%
<b>State</b>	\$419,203.50	44.8%
<b>Federal - Direct</b>	\$100,275.00	10.7%
<b>Federal – State Pass Through</b>	\$194,500.00	20.8%
<b>Other/Non-Profit/Private</b>	\$9,950.00	1.1%
<b>TOTAL</b>	<b>\$934,909.50</b>	<b>100.00%</b>

**FY 2020 Projected Expenditures by Category – April 17, 2019**

<b>Expenditures</b>		
<b>Operating Expenses</b>		
Payroll/FICA	\$ 431,000.00	46.1%
Employee Benefits	\$ 51,000.00	5.5%
Other Operating Expenses	\$ 63,766.00	6.8%
Supplies/Equipment	\$ 10,500.00	1.1%
Travel/Training	\$ 10,000.00	1.1%
<b>Total Operating</b>	<b>\$566,266.00</b>	<b>60.6%</b>
<b>Project Expenses/Contractual</b>		
Housing Project Expenses	\$ 1,543.50	0.2%
Tourism Project Expenses	\$ 19,100.00	2.0%
Transportation Project Expenses	\$269,000.00	28.8%
Other Project Expenses	\$79,000.00	8.4%
<b>Total Project Expenses</b>	<b>\$368,643.50</b>	<b>39.4%</b>
<b>Total Expenditures</b>	<b>\$934,909.50</b>	<b>100.00%</b>



FY 2020 Draft Budget  
Draft Revenues

Budget Items	FY 2020 Proposed	FY 2019 Amended	Change
<b>Revenues</b>			
Dues:			
Culpeper County	\$ 26,624.00	\$ 26,624.00	0.00%
Fauquier County	\$ 48,430.00	\$ 48,430.00	0.00%
Madison County	\$ 10,674.00	\$ 10,674.00	0.00%
Orange County	\$ 24,039.00	\$ 24,039.00	0.00%
Rappahannock County	\$ 6,027.00	\$ 6,027.00	0.00%
Town of Culpeper	\$ 14,945.00	\$ 14,945.00	0.00%
Town of Gordonsville	\$ 1,314.00	\$ 1,314.00	0.00%
Town of Madison	\$ 181.00	\$ 181.00	0.00%
Town of Orange	\$ 4,140.00	\$ 4,140.00	0.00%
Town of The Plains	\$ 189.00	\$ 189.00	0.00%
Town of Remington	\$ 524.00	\$ 524.00	0.00%
Town of Warrenton	\$ 8,185.00	\$ 8,185.00	0.00%
Town of Washington	\$ 105.00	\$ 105.00	0.00%
Interest Income	\$ 4,000.00	\$ 1,500.00	166.67%
Other Income	\$ 750.00	\$ 750.00	0.00%
DEQ Ches. Bay Capacity Building	\$ 21,500.00	\$ 50,000.00	-57.00%
DRPT Mobility Management Grant	\$ 130,000.00	\$ 150,000.00	-13.33%
DRPT Section 5310 Operating Grant	\$ 100,000.00	\$ 100,000.00	0.00%
Hazard Mitigation	\$ -	\$ 13,819.78	-
Madison County Planning	\$ -	\$ 2,000.00	-
Rappahannock Comp Plan	\$ -	\$ 4,000.00	-
Regional Housing	\$ 48,604.00	\$ 48,604.00	0.00%
Regional Tourism	\$ 7,000.00	\$ 7,000.00	0.00%
Rideshare Program	\$ 129,920.00	\$ 118,400.00	9.73%
Rideshare Vanpool Grant	\$ 8,000.00	\$ 8,000.00	0.00%
Rural Transportation Planning	\$ 58,000.00	\$ 58,000.00	0.00%
State Regional Planning Grant	\$ 75,971.00	\$ 75,971.00	0.00%
Town of Madison Comp Plan	\$ -	\$ 500.00	-
USDA FMPP Grant	\$ 100,275.00	\$ 83,000.00	20.81%
VHDA VISTA Grant	\$ -	\$ 15,000.00	-100.00%
VHSP Grant	\$ 84,500.00	\$ 84,000.00	0.60%
VTC Marketing Grant	\$ 21,012.50	\$ 21,012.50	0.00%
<b>Total Revenue</b>	<b>\$ 934,909.50</b>	<b>\$ 986,934.28</b>	<b>-5.27%</b>

*Other Pending Revenues & Status*

Federal Transit Administration ICAM Grant	Applied November 2018	18 Month Grant
VHDA Community Impact Grant	Application April/May 2019	

FY 2020 Draft Budget  
Draft Expenditures

	Budget Items	FY 2020 Proposed	FY 2019 Amended (Proposed 4/2019)	Change
	<b>Expenditures</b>			
<b>Operating Expenses</b>	Advertising	\$ 500.00	\$ 500.00	0.00%
	Annual Meeting/Retreat	\$ 4,500.00	\$ 4,500.00	0.00%
	Audit/Legal	\$ 4,000.00	\$ 5,500.00	-27.27%
	Equipment/Software	\$ 6,000.00	\$ 7,000.00	-14.29%
	FICA	\$ 31,000.00	\$ 30,600.00	1.31%
	Health & Dental	\$ 41,300.00	\$ 35,000.00	18.00%
	Meals	\$ 2,000.00	\$ 2,000.00	0.00%
	Membership Dues	\$ 4,000.00	\$ 4,000.00	0.00%
	Miscellaneous	\$ 500.00	\$ 500.00	0.00%
	Mortgage	\$ 23,916.00	\$ 23,916.00	0.00%
	Office & P.O. Liability Insurance	\$ 1,300.00	\$ 1,400.00	-7.14%
	Office Maintenance	\$ 10,000.00	\$ 26,025.38	-61.58%
	Payroll Expenses	\$ 400,000.00	\$ 400,000.00	0.00%
	Postage	\$ 750.00	\$ 750.00	0.00%
	Printing	\$ 1,800.00	\$ 2,000.00	-10.00%
	Reserve	\$ -	\$ 10,000.00	-100.00%
	Strategic Planning	\$ -	\$ -	-
	Subscriptions and Books	\$ 500.00	\$ 750.00	-33.33%
	Supplies	\$ 4,500.00	\$ 4,500.00	0.00%
	Technology	\$ 6,000.00	\$ 7,000.00	-14.29%
	Travel & Training	\$ 8,000.00	\$ 8,000.00	0.00%
	Utilities	\$ 6,000.00	\$ 6,200.00	-3.23%
	VRS	\$ 9,200.00	\$ 9,000.00	2.22%
	Website Update	\$ -	\$ 7,000.00	-100.00%
	Workman's Comp	\$ 500.00	\$ 500.00	0.00%
<b>Project Expenses</b>	America's Wine Country	\$ 1,100.00	\$ 1,100.00	0.00%
	DEQ Chesapeake Bay WIP III Expenses	\$ -	\$ 2,500.00	100.00%
	DRPT Mobility Management Expenses	\$ 100,000.00	\$ 122,500.00	-18.37%
	DRPT Section 5310 Operating Expenses	\$ 100,000.00	\$ 100,000.00	0.00%
	Regional Tourism Expenses	\$ 7,000.00	\$ 9,692.90	-27.78%
	Rideshare Expenses	\$ 60,000.00	\$ 50,000.00	20.00%
	Rideshare Vanpool Expenses	\$ 8,500.00	\$ 8,500.00	0.00%
	RTP Expenses	\$ 500.00	\$ 1,000.00	-50.00%
	USDA FMPP Expenses	\$ 79,000.00	\$ 61,000.00	29.51%
	VHDA VISTA Expenses	\$ -	\$ 15,000.00	-100.00%
	VHSP Expenses	\$ 1,543.50	\$ 1,000.00	54.35%
	VTC Marketing Grant Expenses	\$ 11,000.00	\$ 18,000.00	-38.89%
	<b>Total Expenditures</b>	<b>\$ 934,909.50</b>	<b>\$ 986,934.28</b>	<b>-5.27%</b>