

**Rappahannock Rapidan Regional Commission**  
**April 24, 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>Vice-Chair</b>
	<b>Fauquier County</b>		<b>Town of Gordonsville</b>
	Christopher T. Butler	X	Robert K. Coiner, <b>Chair</b>
	Paul S. McCulla		<b>Town of Madison</b>
	<b>Madison County</b>	X	William Lamar
	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>Town of Remington</b>
	R. Bryan David	X	Evan H. 'Skeet' Ashby
	<b>Rappahannock County</b>		<b>Town of The Plains</b>
X	Garrey W. Curry, Jr.		Christopher R. Malone
	Roger Welch		<b>Town of Warrenton</b>
		X	Brandie Schaeffer
		X	Jerry Wood, <b>Treasurer</b>
			<b>Town of Washington</b>
		X	Frederic Catlin

*Others Present: David Blount, VAPDC*

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

**1. Call to Order**

Chair Robert Coiner called the meeting to order at 1:00 p.m.

**2. Pledge of Allegiance**

**3. Roll Call & Quorum Determination**

A quorum of the membership was present.

**4. Approval of Agenda**

Chairman Coiner noted that staff has requested an addition to the agenda for a Request for support from Friends of the Rappahannock for a National Fish & Wildlife Foundation grant, which would become item 12-E. Upon motion by E Ashby, 2<sup>nd</sup> by M Taylor, the agenda was approved with amendment.

**5. Public Comment**

There were no comments from the public.

**6. Presentations**

*a) Presentation: Virginia Association of Planning District Commissions*

Chairman Coiner introduced David Blount, VAPDC Executive Director. Mr. Blount provided an overview of the VAPDC, its history, ongoing initiatives and services provided on behalf of Planning Districts/Regional Commissions.

PDCs arose directly from a recommendation first put forward in 1966 from the Virginia Metropolitan Area Study Commission, known as the Hahn Commission. They have two conferences a year: Summer and Winter both of which have workshops and strategic planning. Currently they are working on rebranding and messaging by developing a new logo. Working on their 50<sup>th</sup> Anniversary which will kick off at the Winter Conference.

**7. Approval of Minutes**

*a) February 27, 2019*

Chairman Coiner presented the minutes from February 27, 2019 meeting. Upon motion by J Crozier, 2<sup>nd</sup> by E Ashby, the minutes were approved.

**8. Intergovernmental Review**

There were no intergovernmental review items for consideration.

**9. Financial Reports**

*a) FY 2019 YTD Revenues and Expenditures*

Chairman Coiner asked P Maoney to review the financial reports. P Maoney noted that revenues are in line with expectations at 74.4% and that many grant reimbursements are completed on a quarterly basis with expected receipt in April or May. Expenditures are at 67.4% as of the end of March.

Staff requested two amendments to the budget. The requested amendments were to move \$10,000 from the Health & Dental line item to the Commission Reserve and \$7,500 from unused strategic planning funds to the office maintenance line to cover one-time expenses. 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. Upon motion by J Wood, 2<sup>nd</sup> by M Roby, the budget amendments were approved.

**10. Executive Director's Report**

P Maoney reviewed the Director's Report, making note of several items.

The website redesign RFP was released in mid-April with questions due by Monday, April 22. Based on the number of questions and contacts, staff expects a competitive set of proposals and will report back in June.

Two regional marketing initiatives are underway and are filming video for use in commercials and advertising. Sites for two Purely Piedmont commercials include the Warrenton Farmers Market, Early Mountain Vineyards, Griffin Tavern, Heavens Hollow Farm, Corvallis Farms, and the CFC Farm & Home Center. Similar efforts are underway for Tween Rivers Trail, which has grown to 90 members since the first of the year.

RRRC has partnered with Northern Virginia Regional Commission and the Piedmont Environmental Council for a meeting on May 29<sup>th</sup> focused on Managing Fill Dirt and Debris Disposal in Rural Areas. This is to discuss the rules of dumping construction debris on agricultural lands. The workshop will be from 10am to 3pm at The Barn at Lord Fairfax Community College in Warrenton.

A stakeholder kickoff meeting for the Active Transportation Plan was held March 29<sup>th</sup> with presentations from Town of Culpeper, Fauquier Parks & Recreation, Town of Gordonsville/PEC, and Friends of the Rappahannock. Public input is currently being collected via an online mapping tool available at [wikimap.rrregion.org](http://wikimap.rrregion.org) and the plan will be presented in draft form later this year for review and comment.

M Edwards noted that there will be a Farm-to-School meeting May 20<sup>th</sup> with Dept. of Education, PATH, 4P Foods and local school system's nutrition directors to determine potential expansion of local food use in schools.

Finally, P Mauney thanked Jessi Mason for all of her work as AmeriCorps VISTA over the past year in support of housing and homelessness response efforts.

## **11. Staff Updates**

### **a) Foothills Housing Network Point-In-Time Count Report**

Chairman Coiner asked J Biché to provide an update on the Foothills Housing Network Point-in-Time County. J Biché reported that the Point-In-Time count shared that the annual count was conducted in January and that the year over year number of homeless individuals and households increased from 2018 to 2019 primarily due to larger numbers in the emergency shelters in the region. The overall number has decreased from 2011. J Biché indicated that Foothills Housing Network will conduct a summer Point-In-Time count on July 17, which is not mandated by the Federal government, but will assist in understanding regional trends and improving outreach to vulnerable individuals.

Commissioners asked about where individuals were found in the region. J Biché explained that the primary locations are at emergency shelters in Culpeper and Warrenton, transitional housing, hotels paid by Social Services departments and three unsheltered individuals.

### **b) Regional Housing Study Discussion Follow-Up**

In follow-up to the discussion with representatives from the Virginia Housing Development Authority in February, P Mauney provided Commissioners with a draft scope of work for a Regional Housing study. The scope was developed based on discussions with VHDA and other ongoing regional studies in Virginia and feedback from Commissioners was requested. Staff requested authorization to utilize the scope as the foundation for a grant application and submission the VHDA's Community Impact Grant program. The primary goals for the study would be convening of a broad ad-hoc workgroup, data collection and analysis at local and regional level, and recommendations for local and regional strategies to support identified housing goals.

Commissioners discussed the benefits of a potential study, noting the importance of income differences by county and by those living and/or working in the region, and the importance of collecting data for each jurisdiction, as possible. B Schaeffer recommended that recommendations for local strategies or policy revisions would benefit from an audit of existing local ordinances. G Curry requested that staff develop a draft application to VHDA and circulate for review. Upon motion by R. Coiner, 2<sup>nd</sup> by F Catlin, the Commission authorized staff to develop an application and to seek Executive Committee approval prior to submission to VHDA. The motion carried unanimously.

## **12. New Business**

### **a) FY 2020 Rural Transportation Work Program**

Chairman Coiner asked P Mauney and J Costello to review the FY 2020 Rural Transportation Work Program. Staff presented the draft program and shared that funding will remain level with past fiscal years at \$58,000 in federal funds matched by \$14,500 in local funds derived from local dues. J Wood moved to adopt the Resolution authorizing staff to apply for State Research & Planning funds from VDOT for the FY 2020 Rural Transportation Work Program, 2<sup>nd</sup> by J Hobbs. The motion passed unanimously.

### **b) Voluntary Group Long-Term Care Insurance**

Chairman Coiner asked P Mauney to review item 12-B. P Mauney referenced the opportunity for RRRC, as a participating member in the Virginia Retirement System, to participate in a Voluntary Group Long-Term Care Insurance. There is no cost to the Commission, but would allow employees to join the program via their own voluntary contributions. J Crozier moved to authorize participation in the Virginia Long-Term Care Insurance Program, 2<sup>nd</sup> by J Wood. The motion carried unanimously.

### **c) Call for Nominations for 2019 Regional Leadership Awards**

Chairman Coiner announced that the 2019 Regional Leadership Award nominations are due by June 21 and asked that Commissioners consider nominating deserving government and citizen leaders in the region.

### **d) Draft FY 2020 Proposed Budget**

Chairman Coiner presented the draft FY 2020 budget, noting that no action is to be taken at this meeting. P Mauney reviewed the preliminary 2020 budget, noting revenues at \$934,909.50. P Mauney noted that Health & Dental rates remained level for a second consecutive year and that other operating expenses remain stable based on historical spending and projected needs. P Mauney also noted revenue items for attention. The 2020 fiscal year will be the final year of the three-year USDA Farmers Market Promotion Program Grant which ends September 30<sup>th</sup>. The budget also includes an increase in Rideshare funding by \$15,000 from DRPT, and continuing funding from DEQ for Chesapeake Bay watershed planning, which staff hopes will become a continuing revenue source for environmental planning.

J Crozier asked about sending out packets via email to save printing costs. P Mauney indicated that he would reach out after the meeting to determine if any Commissioners would prefer to continue receiving paper copies.

- e) Request for Support for National Fish & Wildlife Foundation grant from Friends of the Rappahannock

Chairman Coiner asked P Mauney to review the request from Friends of the Rappahannock. Patrick stated that Friends of the Rappahannock has participated with the Chesapeake Bay Watershed Implementation Planning (WIP) efforts and they have identified a grant opportunity that would include tree-planting on agricultural lands and developed land, as well as working with residents to develop urban nutrient management plans and no-nutrient pledge campaigns. P Mauney indicated that Friends of the Rappahannock is requesting the RRRC contribute \$5,000 of in-kind staff time related to Chesapeake Bay watershed planning as part of its proposal.

J Hobbs asked if staff recommended making the contribution. P Mauney stated that he does recommend the contribution, given Friends of the Rappahannock's past partnerships with the Commission and localities and given the importance of such efforts in meeting goals of the Chesapeake Bay WIP. Upon motion by M Taylor, 2<sup>nd</sup> by F Catlin, the request was approved unanimously.

**13. Closed Session**

No closed session was held.

**14. Upcoming Meetings**

Chairman Coiner noted upcoming meetings from the agenda, including the next Regional Commission meeting on June 26<sup>th</sup>.

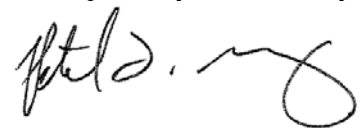
**15. Regional Roundtable**

Commissioners discussed items of interest from their localities.

**16. Adjournment**

Chairman Coiner adjourned the meeting at 3:00 p.m.

Respectfully Submitted by:



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Patrick L. Mauney  
Secretary & Executive Director

(Drafted by Monica Creel)