

**Rappahannock Rapidan Regional Commission  
February 26, 2020 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	Paul W. Bates	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>		William Lamar
X	Jack Hobbs		<b>Town of Orange</b>
	Charlotte Hoffman		Martha Roby
	<b>Orange County</b>	X	Greg Woods
	James P. Crozier		<b>Town of Remington</b>
X	Brenda Garton		Evan H. ‘Skeet’ Ashby
	<b>Rappahannock County</b>		<b>Town of The Plains</b>
X	Garrey W. Curry, Jr.		Christopher R. Malone
X	Christine Smith		<b>Town of Warrenton</b>
		X	Brandie Schaeffer
		X	Jerry Wood, <b>Treasurer</b>
			<b>Town of Washington</b>
		X	Frederic Catlin

*Staff Present: Hunter Berry, Monica Creel, Michelle Edwards, Kristin Lam Peraza, Patrick Mauney, Terry Snead, Rebecca Wareham*

**1. Call to Order**

Chairman Coiner called meeting to order. Chairman Coiner welcomed the new Commissioners, Christine Smith, Paul Bates and Brenda Garton.

**2. Pledge of Allegiance**

**3. Roll Call & Quorum Determination**

A quorum was confirmed.

**4. Agenda Approval**

Upon motion by M Taylor, 2<sup>nd</sup> by B Garton, the agenda was approved unanimously.

**5. Public Comment**

There were no comments from the public.

**6. Presentations**

Chairman Coiner noted there were no presentations scheduled, but requested that

Commission staff in attendance to introduce themselves and their role with the Commission.

**7. Approval of Minutes**

a) December 11, 2019

Chairman Coiner presented the minutes from the December 11, 2019 meeting. J Hobbs moved to approve as presented, 2<sup>nd</sup> by M Taylor. The motion carried.

**8. Intergovernmental Review**

There were no intergovernmental review items for consideration.

**9. Financial Reports**

a) FY2020 YTD Revenues and Expenditures

Chairman Coiner asked P Mauney to review the FY 2020 financial reports. P Mauney noted that revenues are 70% of budget through 59% of the fiscal year with most grants tracking along similar path based on reimbursement timing. He also noted that the VHDA Regional Housing Study grant has begun, but staff will have a better idea of fiscal year drawdowns in the fourth quarter. P Mauney also apprised that payroll and benefit expenses are within budget, but will be reviewed based on mid-year changes. P Mauney also thanked Hunter Berry for his efforts in closing out the Virginia Tourism Corporation grant.

b) Agency Financial Summaries (**Attachment**)

P Mauney shared the semi-annual financial account summary, noting that the Commission remains in a strong financial position thanks in large part to staff efforts at new grant revenues. P Mauney also noted recent fraudulent activity related to forged checks that resulted in opening of a new checking account.

Commissioners discussed the existing long-term debt of the office building and asked staff to follow up with refinancing options. P Mauney will report back at an upcoming meeting.

**10. Executive Director's Report (Attachment)**

Chairman Coiner asked P Mauney to review the Director's report. P Mauney stated that the RRRC website update continues to progress, with a template of the home page design included in the packet. He and Hunter are working together in reviewing and providing feedback to Revize and the project should be completed later this Spring.

There are a few minor adjustments to the Smart Scale prioritization program to note. Preapplications are now due by April 3<sup>rd</sup>, rather than June. This allows VDOT staff a longer period for completing screening processes. Based on discussions with local staff and VDOT Culpeper District, staff anticipates that RRRC may serve as applicant for multiple projects from Fauquier County and will provide additional details at future meetings.

The National Fish & Wildlife Foundation Small Watershed Grant program is now open for applications through April 14<sup>th</sup>. RRRC staff has had preliminary discussions with partners about various potential projects. One promising project includes partnering with Friends of the Rappahannock, Town of Warrenton and Fauquier County for a series of best management practices installations.

RRRC continues to advertise for a Regional Planner to focus on GIS, transportation and community planning. Several interviews have been completed and the plan remains to have someone in place in the next month or two.

## **11. Staff Updates**

### **a) USDA Farmers Market Promotion Program Final Report**

Chair Coiner asked Michelle Edwards to report on the USDA Farmers Market Promotion Program grant. M Edwards reminded the Commission of the three-year grant awarded in 2016 and noted highlights from the past three years for RRRC and grant partners Culpeper Renaissance, Madison Farmers Market and Piedmont Environmental Council. The highlights document was included with the agenda packet and incorporated by reference.

### **b) Regional Housing Study**

Chairman Coiner asked P Mauney to provide an update on the Regional Housing study. P Mauney shared that a contract was agreed with Camoin 310 to complete the study, following receipt and review of 8 proposals. He thanked staff at the Town of Culpeper, Town of Warrenton and Fauquier County for reviewing the proposals along with RRRC staff. Currently, plans are in place for a kickoff meeting in mid-March and staff is working to coordinate the study with other local initiatives, including comprehensive plan and ordinance updates.

## **12. New Business**

### **a) Regional Farm to School Liaison Position**

Chairman Coiner asked P Mauney and M Edwards to review item 12A. P Mauney stated that work conducted through the Farmers Market Promotion Program grant and the RRRC Food Council generated interest amongst the county school system nutrition directors in enhancing local food use and promotion in schools in the region. M Edwards stated that two nutrition directors serve on the Food Council and all five counties have indicated support. Funding for the position would be obtained via grant applications to PATH Foundation and No Kid Hungry Virginia, both of which have indicated support. P Mauney noted that the Commission per capita dues would cover 20% of total costs.

G Curry asked if the position would be advertised prior to receiving confirmation of funding. P Mauney indicated that he would not advertise until returning to the Commission or Executive Committee with confirmed funding. Today's request was for approval of the position description and for staff to develop memoranda of

understanding with funders.

B Garton moved to approve the position and for staff to develop MOAs to fund the position, 2<sup>nd</sup> by M Taylor. The motion carried.

b) RRRC Application to DRPT for FY 2021 Transportation Demand Management  
Chairman Coiner introduced item 12B and noted that the request for FY 2021 Transportation Demand Management funding from DRPT was approved as two separate requests in December, but that staff was later asked to combine the two applications into one, thus the revised request before the Commission.

J Wood moved to approve the Certification of local match funding for the FY 2021 TDM Operating Assistance grant, 2<sup>nd</sup> by J Hobbs. The motion passed unanimously.

c) RRRC Application to DRPT for Technical Assistance Grant for TDM/Transit Analysis

Chairman Coiner asked P Maaney to review item 12C. P Maaney referenced staff memo included with the agenda and noted that the request was for a technical assistance grant to DRPT to support a study of commuter and transit programs in the region. This would enable initial data collection to support the RRRC Commuter Assistance Program Strategic Plan, as well as address local transit system needs.

The Commission briefly discussed transit and commuter programs and levels of service in the region. M Taylor moved to approve the application, 2<sup>nd</sup> by G Curry. The motion carried unanimously.

d) RRRC Application to PATH Foundation for Program & Planning Grant for Regional Volunteer Transportation Collaborative

Chairman Coiner asked P Maaney to review item 12D. P Maaney noted past discussion regarding funding changes for the Foothills Area Mobility System (FAMS) program and the increasing coordination and collaboration with volunteer driver programs. The request to PATH Foundation would provide the opportunity to formalize the partnerships with volunteer driver programs and improve efficiency within the FAMS Call Center. No matching funds are required. G Curry moved to approve the application, 2<sup>nd</sup> by C Smith. The motion carried unanimously.

e) RRRC Application to DHCD for FY 2021 Virginia Homeless Solutions Program (VHSP) Grant

Chairman Coiner asked P Maaney to outline the FY 2021 request to the VHSP program. P Maaney thanked R Wareham for her efforts in her first few weeks as FHN coordinator and indicated that the request from the Commission to the VHSP program supports administration and planning for the Foothills Housing Network local planning group, as well as RRRC's role in operating the FHN Central Entry call center. A slight increase would be requested for administration and planning in FY 2021.

M Taylor moved to approve the application, 2<sup>nd</sup> by F Catlin. The motion carried.

f) 2020 CDBG Regional Priorities

Chairman Coiner asked P Mauney to review the annual CDBG program priorities. P Mauney noted that staff was unaware of any probable applications from the region this year and recommended leaving the priorities from 2019 in place.

F Catlin moved to approve, 2<sup>nd</sup> by B Garton. The motion carried.

**13. Report from Nominating Committee**

a) \*\*Election of RRRC Officers for terms beginning March 1, 2020

Chairman Coiner asked J Hobbs to provide the nominating committee report. J Hobbs noted that all officer were eligible for an additional one-year term and were willing to serve, as were the two at-large Executive Committee members. Chairman Coiner asked for additional nominations from the floor and, hearing none, closed the nominations.

The slate was presented:

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 moved approval of the slate of officers, 2<sup>nd</sup> by G Curry. The slate was unanimously approved.

P Mauney noted that the Treasurer was not planning to stand for re-election for his Town Council position and that a new treasurer would potentially be needed beginning July 1.

**14. Closed Session (if necessary)**

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

- Regional Commission April 22, 1pm
- Foothills Housing Network March 10, 1pm

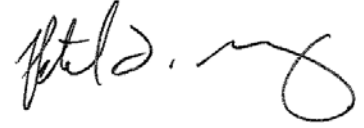
**16. Regional Roundtable**

Commissioners discussed items of interest in their localities.

**17. Adjournment**

Chairman Coiner adjourned the meeting at 2:40 p.m.

Respectfully Submitted by:



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Patrick L. Mauney  
Secretary & Executive Director

(Drafted by Monica Creel)