

Rappahannock Rapidan Regional Commission
June 24, 2020 Regular Meeting
Electronic Meeting

MINUTES

	Culpeper County		Town of Culpeper
X	John Egertson	X	Chris Hively
X	Tom Underwood		Meaghan E. Taylor, Vice-Chair
	Fauquier County		Town of Gordonsville
X	Christopher T. Butler	X	Robert K. Coiner, Chair
X	Paul S. McCulla		Town of Madison
	Madison County		William Lamar
X	Jack Hobbs		Town of Orange
	Charlotte Hoffman	X	Martha Roby
	Orange County	X	Greg Woods
X	James P. Crozier		Town of Remington
X	Theodore Voorhees		Evan H. ‘Skeet’ Ashby
	Rappahannock County		Town of The Plains
X	Garrey W. Curry, Jr.		Christopher R. Malone
	Christine Smith		Town of Warrenton
		X	Brandie Schaeffer
		X	Jerry Wood, Treasurer
			Town of Washington
			Frederic Catlin

Staff Present: Michelle Edwards, Jennifer Little, Patrick Mauney, Terry Snead

1. Call to Order

Chairman Coiner called meeting to order and stated that due to the COVID-19 pandemic and associated State of Emergency, the meeting was being conducted electronically via Zoom and that audio and video of the proceedings were available on YouTube during and after the meeting. Chairman Coiner welcomed the new Commissioners, Christine Smith, Paul Bates and Brenda Garton.

2. Electronic Meetings During Declared State of Emergency

Chairman Coiner asked the Executive Director to review the guidelines for conducting the Commission meeting electronically. P Mauney reviewed the requirements, noting that the Commission will follow the guidance in §2.2-3708.2 of the Code of Virginia regarding electronic meetings when the Governor has declared a State of Emergency in accordance with §44-146.17 of the Code of Virginia. In addition to the requirements of those sections of the Code of Virginia, the Commission will also conduct roll call votes on action items.

3. Roll Call & Quorum Determination

Chairman Coiner welcomed two new members to the Commission – Mr. Tom Underwood from the Culpeper County Board of Supervisors and Mr. Theodore

Voorhees, Orange County Administrator. A quorum of the membership was confirmed.

4. Agenda Approval

Upon motion by J Hobbs, 2nd by P McCulla, the agenda was approved by roll call vote.

Aye: Butler, Coiner, Crozier, Curry, Egertson, Hively, Hobbs, McCulla, Roby, Schaeffer, Underwood, Voorhees, Wood, Woods (14); Nay: None; Abstain: None; Absent: Ashby, Catlin, Hoffman, Lamar, Malone, Smith, Taylor (7)

5. Public Comment

There were no comments from the public submitted prior to the meeting.

6. Approval of Minutes

a) February 26, 2020

b) April 27, 2020 Executive Committee

Chairman Coiner presented the minutes from February 26th and the April 27th Executive Committee meeting. After discussion, P McCulla moved to approve the minutes of the February 26th minutes, 2nd by G Currey. The motion was approved by roll call vote.

Aye: Butler, Coiner, Crozier, Curry, Egertson, Hively, Hobbs, McCulla, Roby, Schaeffer, Wood, (11); Nay: None; Abstain: Underwood, Voorhees, Woods (3); Absent: Ashby, Catlin, Hoffman, Lamar, Malone, Smith, Taylor (7)

7. Financial Reports

a) FY2020 YTD Revenues and Expenditures

Chairman Coiner asked P Mauney to review the FY 2020 financial reports. P Mauney referenced the revenue and expense reports included in the agenda, noting that revenues received through the end of May were at 86% of budgeted amounts, specifically noting grants that either continued, or were extended, into FY 2021. Expenditures were at 82% of budget through May and P Mauney indicated that the agency would likely end the fiscal year with a slight net positive. P Mauney referenced health/dental and office maintenance expenses exceeding budget and explained causes of those overages.

8. Executive Director's Report

Chairman Coiner asked P Mauney to review the Director's report. P Mauney apologized for not including a copy of the report prior to the meeting. P Mauney noted that Matthew Decatur began work as a Regional Planner in late May, focusing on rural transportation and GIS. Staff continues to telework with most employees in the office several days per week for project coordination and other meetings. P Mauney also noted the ongoing efforts focused on homeless and unsheltered individuals with Foothills Housing Network, recent grant applications to the National Fish and Wildlife

Foundation and U.S. Department of Agriculture, and Smart Scale transportation applications with member jurisdictions, and provided brief updates on staff's work with COVID-19 coordination and response regionally.

9. New Business

a) FY 2021 Draft Budget

Chairman Coiner asked P Maaney to present the FY 2021 budget for consideration. P Maaney referenced the draft budget and work plan, specifically noting adjustments to revenues and expenses resulting from the COVID-19 pandemic. P Maaney stated that the \$914,454 budget is based on known revenues with several grant applications currently outstanding. He also noted additions to the budget since the April Executive Committee meeting, including COVID-19 Emergency funds received on behalf of Foothills Housing Network and an increase in PATH transportation collaborative grant funding, and also referenced the removal of funding for the Farm to School liaison position. The latter position continued to have support in the future from funding partners, but a deferral of the project given the uncertainty with school reopening plans was agreed to by all partners.

J Crozier asked about developing a Continuity of Operations Plan for the Commission, given the ongoing pandemic but also other potential future disruptions. P Maaney indicated that staff could begin this process and report back at a future Commission meeting.

C Butler made a motion to approve the FY 2021 budget and work plan, 2nd by J Crozier. The motion was approved by roll call vote.

Aye: Butler, Coiner, Crozier, Curry, Egertson, Hively, Hobbs, McCulla, Roby, Schaeffer, Underwood, Voorhees, Wood, Woods (14); Nay: None; Abstain: None; Absent: Ashby, Catlin, Hoffman, Lamar, Malone, Smith, Taylor (7)

b) Application to U.S. Economic Development Administration for CEDS Planning Grant

Chairman Coiner introduced item 12B and asked P Maaney to provide background on the CEDS Planning grant application. P Maaney noted that staff were made aware of funding available through the U.S. Economic Development Administration CARES Act allocation that would support Comprehensive Economic Development Strategy (CEDS) planning. The region does not presently have a CEDS in place and partners with the Central Virginia Partnership for Economic Development and Thomas Jefferson Planning District Commission were interested in developing an application that would provide each planning district with a CEDS, as well as joint strategies that would cover both regions. P Maaney indicated that the request today was to allow staff to work with those partners on development and submission of the grant application.

T Voorhees moved to approve staff to develop an application for CEDS planning to the U.S. Economic Development Administration with applicable local and regional

partners, 2nd by J Crozier. The motion carried by roll call vote.

Aye: Butler, Coiner, Crozier, Curry, Egertson, Hively, Hobbs, McCulla, Roby, Schaeffer, Underwood, Voorhees, Wood, Woods (14); Nay: None; Abstain: None; Absent: Ashby, Catlin, Hoffman, Lamar, Malone, Smith, Taylor (7)

c) Nomination & Election of Treasurer for Unexpired Term beginning July 1, 2020

Chairman Coiner stated that this meeting was the last for RRRC Treasurer Jerry Wood from the Town of Warrenton. As a result, a new Treasurer would need to be elected to complete this term. Any member elected to the role would remain eligible for two additional terms. Chairman Coiner asked P Mauney to briefly review the duties and responsibilities of the Treasurer.

Chairman Coiner opened the floor for nominations. J Hobbs nominated G Woods, 2nd by T Underwood. Hearing no additional nominations, the nominations were closed. The nomination was approved on a roll call vote.

Aye: Butler, Coiner, Crozier, Curry, Egertson, Hively, Hobbs, McCulla, Roby, Schaeffer, Underwood, Voorhees, Wood (13); Nay: None; Abstain: Woods (1); Absent: Ashby, Catlin, Hoffman, Lamar, Malone, Smith, Taylor (7)

d) Upcoming Meetings Format and Scheduling

Chairman Coiner led a brief discussion of future meetings and whether to hold meetings virtually or in-person. Given the size of the Commission, an alternate space outside the Commission conference room would be needed. T Underwood referenced Culpeper County's use of school auditoriums, as well as the County Board room. J Crozier indicated that Orange County also would have potential locations suitable for either regular Commission meetings or the Annual Meeting. There was consensus to look for options for in-person meeting space and to continue planning for the Annual Meeting at the present time.

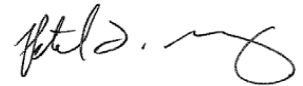
10. Regional Roundtable

Commissioners discussed items of interest in their localities, including local uses of CARES Act funding.

11. Adjournment

Chairman Coiner adjourned the meeting at 2:35 p.m.

Respectfully Submitted by:



Patrick L. Mauney
Secretary & Executive Director