

**Rappahannock Rapidan Regional Commission  
October 28, 2020 Regular Meeting  
Electronic Meeting**

**MINUTES**

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

*\*Denotes that member participated at the Town of Orange Public Works building  
Note: A quorum of the Commission was not assembled in one location.*

*Others Present: Amie Collins & Dan Gunderson, Camoin 310*

*Staff Present: Patrick Mauney, Terry Snead*

**1. Call to Order**

Chairman Coiner called meeting to order at 1:03 p.m. He noted that several Commissioners were participating at the Town of Orange Public Works building and thanked Mayor Martha Roby and Town Manager Greg Woods for hosting. He also stated that due to the COVID-19 pandemic and associated State of Emergency and with no quorum of the Commission physically assembled in one location, 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.

**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.

**3. Pledge of Allegiance**

**4. Roll Call & Quorum Determination**

Chairman Coiner welcomed Mayor Lori Sisson, participating electronically, from the Town of The Plains to the Commission.

A quorum of the Commission was confirmed.

**5. Agenda Approval**

Upon motion by M Taylor, 2<sup>nd</sup> by J Crozier, the agenda was approved ayes all.

**6. Public Comment**

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

**7. Presentations and Special Recognition**

a) Regional Housing Study

Chairman Coiner introduced Amie Collins and Dan Gunderson, with Camoin 310, and reminded Commissioners that the Regional Housing Study was in draft form thanks to funding received from Virginia Housing (formerly VHDA). P Mauney provided a brief introduction on the study activities over the past 8 months.

Ms. Collins reviewed a slide deck outlining the process and findings of the Regional Housing Study. A copy of the slide deck is included with the minutes of this meeting and is incorporated by reference.

Commissioners raised various questions regarding the study. T Voorhees asked about regional employers and the impact of housing or lack thereof. Ms. Collins stated that this study did not incorporate an employer survey, but that the overall findings showed that median income in the region and each locality generally do not meet income required for median housing prices. T Underwood asked about the impact of vacation housing. Ms. Collins noted that second homes and short-term rentals did impact supply and that the region's overall vacancy rates were low. Commissioners also requested summaries for each jurisdiction, where data allowed.

P Mauney indicated that the draft study would be discussed with the stakeholder workgroup in November and that changes requested by the Commission would be incorporated before being brought back for consideration of adoption at a future meeting.

*Note: Commissioners Butler, Catlin and Curry exited the electronic meeting following Agenda Item 7a.*

## 8. Approval of Minutes

### a) August 26, 2020

Chairman Coiner presented the minutes from the August 26<sup>th</sup> RRRC meeting. G Woods stated that his name was included under ayes and absent for roll call votes and clarified that he was not in attendance in August. J Crozier moved to approve the August 26<sup>th</sup> minutes as amended, 2<sup>nd</sup> by P McCulla. The motion carried.

*Note: Commissioner Underwood exited the in-person meeting.*

## 9. Financial Reports

### a) FY2020 Draft Agency Audit

Chairman Coiner introduced item 9A, referencing the FY 2020 audit completed by Dunham, Aukamp and Rhodes and reminding Commissioners that the normal timeline included reviewing a draft in October before taking action in December. He asked P Mauney if he had any comments on the draft audit. P Mauney thanked Terry Snead for her efforts and noted that the auditors indicated another clean audit. He also noted that the net position decreased from FY 2019, but that this was largely due to the GASB 68 retirement adjustment and that the overall Commission position remained strong.

### b) \*\*FY2021 YTD Financial Report & Budget Amendment

Chairman Coiner asked P Mauney to review the first quarter financial report and to review the requested budget amendments. P Mauney stated that revenues and expenditures remain in line with the adopted budget, with revenues at 35% and expenses at 21% of budgeted amounts.

P Mauney also stated that successful awards from the PATH Foundation for the regional mobility management program, National Fish and Wildlife Foundation for the Chesapeake Bay Small Watershed program grant, as well as funding provided by Orange County through its CARES Act allocation were included in the amended budget. P Mauney reviewed his proposed expenditure adjustments, noting that he had discussed with the Chair and Treasurer. The following adjustments were proposed:

#### **Operating Expenses**

- \$5,000 to Equipment/Software for additional hardware related to telework support (funded through the Orange County CARES funding allocated to RRRC)
- \$31,895 to Payroll and \$2,500 to FICA for a 2.5% cost of living adjustment effective November 1 and for hiring of vacant P/T regional planner position (vacant since May 2020)

#### **Project Expenses**

- \$98,775 in Mobility Management Expenses (pass through expenses covered through funding received from PATH Foundation)
- \$24,000 in National Fish & Wildlife grant expenses (pass through expenses reimbursed through NFWF grant awarded in September)
- Adjustments to expenditures from the 2 VHDA grants reflecting expenses paid

prior to 6/30/2020 (Housing Study) and paid after 6/30/2020 (COVID-19 Emergency Grant)

Commission discussion ensued, with clarification provided on the effective date of cost of living adjustments. J Crozier moved to approve the amended budget and to request the Executive Committee to study the organizational salary structure, 2<sup>nd</sup> by M Taylor. The motion carried by roll call vote.

*Aye: Coiner, Crozier, Egertson, Hively, Hobbs, McCulla, Roby, Schaeffer, Sisson, Smith, Taylor, Voorhees, Woods (13); Nay: None; Abstain: None; Not Present: Ashby, Butler, Catlin, Curry, Hoffman, Lamar, Underwood (7)*

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

Chairman Coiner asked P Mauney to review the Director's report. P Mauney referenced several items included in the report and specifically noted the FY 2020 Annual Report available on the Commission's website and a draft Continuity of Operations Plan that will be distributed to Commission members following the meeting. P Mauney also noted several upcoming meetings, including the Mountain Run TMDL meeting on October 28<sup>th</sup>, regional Food Processing meeting with Virginia Department of Agriculture and Consumer Services Commissioner Dr. Jewel Bronaugh on November 5<sup>th</sup>.

#### **11. Staff Updates**

##### **a) Regional Transportation Collaborative**

Chairman Coiner asked P Mauney to update the Commission on funding for the Foothills Area Mobility System and FAMS Call Center. P Mauney referenced previous discussions in October 2019 and earlier in 2020 regarding decreased funding from Federal and State grant programs, and noted the successful award for the Regional Transportation Collaborative project from the PATH Foundation in August. P Mauney shared that he believed the State and Federal funding to be stable presently, but that the PATH award would enable Commission staff to increase partnerships and improve the overall structure beyond the initial collaborative work with Rappahannock-Rapidan Community Services in support of the FAMS Call Center.

#### **12. New Business**

##### **a) USDA NRCS Regional Conservation Partnership Program**

Chairman Coiner asked P Mauney to review item 12A related to the USDA NRCS Regional Conservation Partnership Program. P Mauney noted that, in 2019, the Commission approved RRRC serving as lead applicant on a proposal to USDA for the referenced program, but that partners subsequently decided to delay the application. Over the course of 2020, agency partners including Piedmont Environmental Council, John Marshall Soil and Water Conservation District, Friends of the Rappahannock, American Farmland Trust and Smithsonian Institution's Virginia Working Landscapes initiative have worked to develop an application focused on conservation, water quality, and agricultural best management practices implementation. P Mauney noted

that the funding would allow partners to collaborate with landowners for voluntary BMP installation and to receive enhanced technical assistance from USDA NRCS staff. M Taylor moved to authorize Commission staff to work with partner agencies and serve as lead partner on an application to the Regional Conservation Partnership Program, 2<sup>nd</sup> by J Egertson. The motion was approved ayes all.

*Note: Commissioner Underwood returned to the in-person meeting.*

*b) RRRC application to GO Virginia for Regional Entrepreneurship program*

Chairman Coiner introduced item 12B and stated that more information on a potential regional entrepreneurship program would be provided in December. P Mauney noted that the discussion has ensued following a successful pilot program completed under a GO Virginia capacity building grant awarded to Fauquier County. Under the initial grant, pilot programs were initiated or enhanced at Fauquier High School, Orange County High School and Wakefield School, and project partners are interested in expanding not only the pilot projects, but also offer additional programs to other school systems in the region. More information will be forthcoming in December.

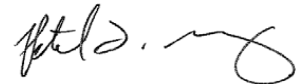
**13. Regional Roundtable**

Commission members shared information of note from their communities.

**14. Adjournment**

Chairman Coiner adjourned the meeting at 2:48 p.m.

Respectfully Submitted by:



Patrick L. Mauney  
Secretary & Executive Director