



**Rappahannock-Rapidan Regional Commission Meeting
February 24, 2021 at 1:00 pm**

Electronic Meeting

AGENDA

1. Call to Order
2. Electronic Meeting Participation During Declared State of Emergency ([Attachment](#))
3. Roll Call & Quorum Determination

Welcome to New Commissioners: Gary Deal, Culpeper County; and Debbie Donehey, Rappahannock County
4. **Approval of Agenda
5. Public Comment
6. Presentations & Special Recognition
7. Approval of Minutes
 - a) **December 9, 2020 ([Attachment](#))
8. Financial Reports
 - a) **FY 2021 YTD Financial Report ([Attachment](#))
 - b) Agency Financial Account Summaries ([Attachment](#))
9. Executive Director's Report ([Attachment](#))
10. Staff Updates
 - a) **Regional Housing Study ([Attachment](#))

11. New Business

- a) **RRRC application to DRPT for FY 2022 Commuter Assistance Program grant (**Attachment**)
- b) **RRRC Financial Management Process & Whistleblower Protection Policies (**Attachment**)
- c) **2021 Community Development Block Grant Priorities (**Attachment**)
- d) Cigarette Tax Discussion

12. Report from Nominating Committee

- a) Proposed Amendment to RRRC Bylaws (**Attachment**)
- b) **Election of Officers & Executive Committee for terms beginning March 1, 2021

13. Regional Roundtable

14. **Adjournment

**Commission Action Item

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



MEMORANDUM

To: Members of the Rappahannock-Rapidan Regional Commission
From: Patrick L. Mauney, Executive Director
Date: February 17, 2021
Subject: Electronic Meetings During Declared State of Emergency

When the Governor has declared a state of emergency in accordance with section 44-146.17 of the Code of Virginia, it may become necessary for the Rappahannock-Rapidan Regional Commission to meet by electronic means as outlined in Section 2.2-3708.2 of the Code of Virginia as amended. In such cases, the following procedure shall be followed:

1. The Rappahannock-Rapidan Regional Commission will give notice to the public using the best available method given the nature of the emergency, which notice shall be given contemporaneously with the notice provided to members of the Rappahannock-Rapidan Regional Commission.
2. The Rappahannock-Rapidan Regional Commission will make arrangements for public access to such meeting through electronic means including, to the extent practicable, videoconferencing technology. If the means of communication allows, provide the public or common interest community association members with an opportunity to comment.
3. The Rappahannock-Rapidan Regional Commission will otherwise comply with the provisions of § 2.2-3708.2 of the Code of Virginia. The nature of the emergency, the fact that the meeting was held by electronic communication means, and the type of electronic communication means by which the meeting was held shall be stated in the minutes of the Rappahannock-Rapidan Regional Commission meeting.

REQUESTED ACTION: None required.

**Rappahannock Rapidan Regional Commission
December 9, 2020 Regular Meeting
Electronic Meeting**

MINUTES

	Culpeper County		Town of Culpeper
X	John Egertson	X	Chris Hively
	Tom Underwood	X	Meaghan E. Taylor, Vice-Chair
	Fauquier County		Town of Gordonsville
	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
X	Charlotte Hoffman		Martha Roby
	Orange County	X	Greg Woods, Treasurer
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.		Lori B. Sisson
X	Christine Smith		Town of Warrenton
		X	Brandie Schaeffer
			<i>Vacant</i>
			Town of Washington
		X	Frederic Catlin

Others Present: Miles Friedman, Jennifer Goldman

Staff Present: Michelle Edwards, Jennifer Little, Patrick Mauney

1. Call to Order

Chairman Coiner called meeting to order at 1:02 p.m. He 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. Roll Call & Quorum Determination

A quorum of the Commission was confirmed.

4. Agenda Approval

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

5. Public Comment

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

6. Presentations and Special Recognition

a) Regional Youth Entrepreneurship Report & GO Virginia application

Chairman Coiner introduced Miles Friedman and Jennifer Goldman to present a summary of a Young Entrepreneur's Pilot project, recently completed with Fauquier High School, Orange County High School and Wakefield School and for potential expansion of the project via a GO Virginia proposal.

Mr. Friedman and Ms. Goldman reviewed highlights of the pilot program that was funded through GO Virginia with Fauquier County serving as the applicant. The pilot project resulted in three youth entrepreneurship models with the intention of driving entrepreneurship as a career pathway and to support the growth of new businesses within targeted industries in the region based on the GO Virginia Region 9 Growth and Diversification Plan. While there were impacts on the pilot program due to COVID-19, the project enabled Fauquier and Orange County High Schools to expand existing business curriculum and for Wakefield School to implement a stand-alone business and entrepreneurial program for students.

Mr. Friedman and Ms. Goldman indicated that the proposal to expand the pilot project would focus on creating a sustainable region-wide youth entrepreneurship network and support existing programs across the region. In addition to the three models developed in the pilot phase, Career Partners E-Squared model and Tom Tom Foundation's Crowdfunded Pitch Night model were also committed as part of the proposal. P Mauney indicated that staff was supportive of the proposal and Commission involvement.

P McCulla moved to approve the Commission serving as applicant for a proposal to GO Virginia to support the Regional Young Entrepreneurship program, 2nd by J Crozier. The motion carried by roll call vote.

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

7. Approval of Minutes

a) October 28, 2020

Chairman Coiner presented the minutes from the October 28th RRRC meeting. J Crozier moved to approve the August 26th minutes as amended, 2nd by M Taylor. The motion carried by voice vote.

8. Financial Reports

a) FY2020 Draft Agency Audit

Chairman Coiner introduced item 8A, noting that the draft audit was provided in October. P Mauney provided summary notes about the audit, and thanked Terry Snead for her work in ensuring another clean audit.

F Catlin moved to adopt the FY 2020 agency audit, 2nd by G Woods. The motion carried by roll call vote.

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

b) FY2021 YTD Financial Report & Budget Amendment

Chairman Coiner asked P Mauney to review the financial P Mauney noted revenues at 54% and expenses at 36% of budgeted amounts through November. He also indicated that a final budget amendment would be requested in 2021 to reflect revenue and expense adjustments from the Rappahannock CARES Act business assistance program and DRPT rideshare program.

9. Executive Director's Report

Chairman Coiner asked P Mauney to review the Director's report. P Mauney noted that Jennifer Little was hired in November as a part-time regional planner focused on housing and other community development activities. He also noted that the Regional Housing Study would be brought to the Commission in February, with changes requested in October and by the study workgroup in November.

P Mauney also shared a draft scope of work for the 2021 Chesapeake Bay Watershed Implementation Plan activities under contract with the Department of Environmental Quality and an update on funding resources that have been received by Foothills Housing Network partners related to COVID-19 and homelessness response in the region.

10. Staff Updates

11. New Business

a) RRRC application to DRPT for FY 2022 FTA Section 5310 Grant Program for Mobility Management

Chairman Coiner asked P Mauney to review item 11A for an application to DRPT for the regional mobility management program. P Mauney reviewed the request, noting that the program funds the 0.5 FTE mobility manager at the Commission, as well as 1.5 FTEs under contract at Rappahannock-Rapidan Community Services, which operates the FAMS One-Call Center. P Mauney also stated that this funding source has stabilized since a presentation in October 2019, but that the Commission was also building off of this program with the recent award from the PATH Foundation in

support of the Regional Transportation Collaborative.

R Coiner moved to approve the application to DRPT, 2nd by J Hobbs. The motion carried by roll call vote.

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

Note: Commissioner Hoffman exited the meeting after Item 11A.

b) RRRC application to VDEM for Hazard Mitigation Plan update

Chairman Coiner introduced item 11B and asked P Mauney to review the grant request for the five-year review and update to the Hazard Mitigation plan. P Mauney stated that he had indicated in October that an application would not be moving forward this year, but that the Department of Emergency Management reached out in late November with a request that RRRC submit the request under this grant cycle. He stated that the plan is required by the Department of Homeland Security to ensure eligibility for several FEMA-related funding programs related to Hazard Mitigation and that the planning process would not likely occur until 2022 if the application was funded.

M Taylor moved to approve the application to VDEM for the Hazard Mitigation Plan update, 2nd by P McCulla. The motion carried by roll call vote.

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

c) Regional Legislative Platform discussion

Chairman Coiner introduced the draft Regional Legislative Platform from Mr. Eldon James and indicated that the Commission has the option to endorse the platform as it has in past years. The Commission reviewed the platform and the regional legislative program in general, noting that the jurisdictions in the Fredericksburg region were looking at alternate legislative options this year and in the future. Consensus was reached that the jurisdictions in the Rappahanock-Rapidan region benefit from the regional approach and would support continuing with the structure in place.

T Voorhees moved to endorse the 2021 platform, 2nd by P McCulla. The motion carried by roll call vote.

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

d) Formation of Nominating Committee

Chairman Coiner stated that Commission must appoint a nominating committee to identify officers and executive committee members for terms beginning March 1, 2021, and also stated that the Executive Committee traditionally serves in that role. However, other Commissioners may also serve on the nominating committee as desired by the Commission.

J Crozier moved to appoint the Executive Committee as the Nominating Committee, 2nd by P McCulla. The motion carried by voice vote.

12. Regional Roundtable

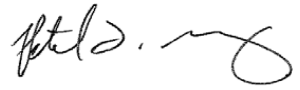
Commission members shared information of note from their communities.

Chairman Coiner made reference to the previous Living Towns Planning Workshop series, noting the impact on Gordonsville and his enjoyment of the workshops in other towns and villages in the region and asked any Commissioners interested in revisiting the workshop in their locality to contact himself or the Executive Director.

13. Adjournment

Upon motion by P McCulla, 2nd by J Crozier, the meeting was adjourned at 2:25 p.m.

Respectfully Submitted by:



Patrick L. Mauney
Secretary & Executive Director



MEMORANDUM

To: Members of the Rappahannock-Rapidan Regional Commission
From: Patrick L. Mauney, Executive Director
Date: February 15, 2021
Subject: FY 2021 Year-to-Date Financial Report

FY 2021 Revenue and Expenditure reports through January 31, 2021 are enclosed for your review. These are unaudited reports for the first seven months (59%) of the fiscal year.

Revenues are 65% of budget, while expenditures are 53% of budgeted amounts. Operating expenses remain in line with budgeted amounts. Project expenses are also tracking with budget. For most grant-funded expenses, any direction received from funding partners related to decreasing revenues and expenses will have minimal impact on net position for the Commission, but will likely result in lower than budgeted revenues and expenditures overall.

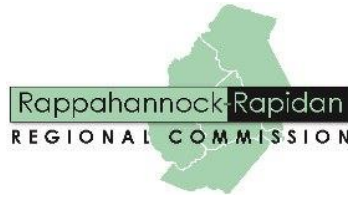
REQUESTED ACTION: None requested.

Rappahannock-Rapidan Regional Commission
FY 2021 Revenue Snapshot Report - January 31, 2021

Budget Items	FY 2021 Budget	Adjustments	Adjusted Budget	December	January	YTD Actual	YTD %
<u>Revenues</u>							
Dues:							
Culpeper County	\$ 26,624.00		\$ 26,624.00			\$ 13,311.96	50.0%
Fauquier County	\$ 48,430.00		\$ 48,430.00		\$ 12,107.42	\$ 36,322.26	75.0%
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	\$ 5,915.00		\$ 5,915.00			\$ 5,915.41	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	\$ 104.00		\$ 104.00			\$ 103.75	99.8%
Interest Income	\$ 2,000.00		\$ 2,000.00	\$ 24.10	\$ 16.73	\$ 216.76	10.8%
Other Income	\$ 1,000.00		\$ 1,000.00	\$ 100.00		\$ 404.58	40.5%
DEQ Chesapeake Bay PDC Capacity	\$ 52,000.00		\$ 52,000.00			\$ -	0.0%
DRPT Mobility Management Grant	\$ 124,500.00		\$ 124,500.00	\$ 21,538.00	\$ 8,850.00	\$ 76,531.00	61.5%
DRPT Section 5310 Operating Grant	\$ 25,000.00		\$ 25,000.00			\$ 29,075.00	116.3%
NFWF Chesapeake Bay Grant	\$ -	\$ 30,000.00	\$ 30,000.00			\$ -	0.0%
Orange County CARES Act	\$ -	\$ 10,000.00	\$ 10,000.00			\$ 10,000.00	100.0%
PATH Mobility Mgmt/Transportation Collaborative	\$ 40,000.00	\$ 110,000.00	\$ 150,000.00			\$ 150,000.00	100.0%
Rappahannock Cares Act		\$ 89,100.00	\$ 89,100.00	\$ 450.00	\$ 1,349.94	\$ 90,449.94	101.5%
Regional Housing	\$ 48,604.00		\$ 48,604.00		\$ 3,524.95	\$ 40,499.69	83.3%
Regional Tourism	\$ 7,000.00	\$ 500.00	\$ 7,500.00		\$ 1,400.00	\$ 7,149.90	95.3%
Rideshare Program	\$ 140,000.00		\$ 140,000.00	\$ 6,826.00	\$ 4,856.00	\$ 48,603.00	34.7%
Rideshare Vanpool Grant	\$ 5,000.00		\$ 5,000.00			\$ -	0.0%
Rural Transportation Planning	\$ 58,000.00		\$ 58,000.00			\$ 31,404.97	54.1%
State Regional Planning Grant	\$ 75,971.00		\$ 75,971.00		\$ 18,993.00	\$ 56,978.00	75.0%
VDEM Wildfire Analysis Grant	\$ 9,090.00		\$ 9,090.00			\$ -	0.0%
VHDA COVID-19 Emergency Grant	\$ 21,525.00		\$ 21,525.00			\$ 21,525.00	100.0%
VHDA Housing Study	\$ 75,000.00		\$ 75,000.00	\$ 34,972.66		\$ 48,756.89	65.0%
VHSP Grant	\$ 84,500.00		\$ 84,500.00	\$ 15,168.24		\$ 24,142.33	28.6%
Total Revenue	\$ 914,454.00	\$ 239,600.00	\$ 1,154,054.00	\$ 79,079.00	\$ 51,098.04	\$ 755,580.15	65.5%

Rappahannock-Rapidan Regional Commission
FY 2021 Expenditure Snapshot Report - January 31, 2021

Budget Items	FY 2021 Budget	Adjustments	Adjusted Budget	December	January	YTD Actual	YTD %
<u>Expenditures</u>							
Advertising	\$ 500.00		\$ 500.00			\$ 18.95	3.8%
Annual Meeting/Workshops/Meetings	\$ 5,000.00		\$ 5,000.00			\$ 262.32	5.2%
Audit/Legal	\$ 5,000.00		\$ 5,000.00			\$ -	0.0%
Equipment/Software	\$ 12,500.00	\$ 5,000.00	\$ 17,500.00		\$ 399.96	\$ 8,795.33	50.3%
FICA	\$ 29,500.00	\$ 2,500.00	\$ 32,000.00	\$ 2,301.65	\$ 2,293.85	\$ 16,186.48	50.6%
Health & Dental	\$ 63,000.00		\$ 63,000.00	\$ 5,230.04	\$ 5,230.04	\$ 36,610.28	58.1%
Meals	\$ 2,500.00		\$ 2,500.00			\$ -	0.0%
Membership Dues	\$ 4,200.00		\$ 4,200.00			\$ 4,013.27	95.6%
Miscellaneous	\$ 500.00		\$ 500.00			\$ 19.60	3.9%
Mortgage	\$ 23,916.00		\$ 23,916.00	\$ 1,993.00	\$ 1,993.00	\$ 13,951.00	58.3%
Office & P.O. Liability Insurance	\$ 1,350.00		\$ 1,350.00			\$ 1,343.00	99.5%
Office Maintenance	\$ 12,000.00		\$ 12,000.00	\$ 200.00	\$ 716.40	\$ 3,684.76	30.7%
Payroll Expenses	\$ 382,063.00	\$ 31,895.00	\$ 413,958.00	\$ 32,301.56	\$ 32,197.06	\$ 227,090.61	54.9%
Postage	\$ 500.00		\$ 500.00	\$ 1.20	\$ 55.00	\$ 80.85	16.2%
Printing	\$ 3,000.00		\$ 3,000.00	\$ 90.91	\$ 18.15	\$ 407.37	13.6%
Subscriptions and Books	\$ 500.00		\$ 500.00	\$ 16.00	\$ 16.00	\$ 102.00	20.4%
Supplies	\$ 4,500.00		\$ 4,500.00	\$ 174.40	\$ 296.27	\$ 1,433.01	31.8%
Technology	\$ 9,500.00		\$ 9,500.00	\$ 664.08	\$ 654.59	\$ 6,697.03	70.5%
Travel & Training	\$ 8,000.00		\$ 8,000.00	\$ 118.91	\$ 58.40	\$ 282.97	3.5%
Utilities	\$ 6,500.00		\$ 6,500.00	\$ 246.84	\$ 364.75	\$ 1,951.72	30.0%
VRS	\$ 13,000.00		\$ 13,000.00	\$ 556.16	\$ 721.18	\$ 4,860.61	37.4%
Workman's Comp	\$ 500.00		\$ 500.00			\$ 500.00	100.0%
Chesapeake Bay PDC Capacity Expenses	\$ 1,000.00		\$ 1,000.00			\$ 100.00	10.0%
Mobility Management Expenses	\$ 123,625.00	\$ 98,775.00	\$ 222,400.00	\$ 9,136.88	\$ 13,130.38	\$ 98,424.26	44.3%
DRPT Section 5310 Operating Expenses	\$ 25,000.00		\$ 25,000.00			\$ 32,303.50	129.2%
NFWF Chesapeake Bay Grant Expenses	\$ -	\$ 24,000.00	\$ 24,000.00			\$ -	0.0%
Rappahannock Cares Act Expenses		\$ 88,650.00	\$ 88,650.00	\$ 89,999.94		\$ 89,999.94	101.5%
Regional Tourism Expenses	\$ 10,000.00		\$ 10,000.00	\$ 208.91	\$ 24.06	\$ 1,790.59	17.9%
Rideshare Expenses	\$ 80,000.00		\$ 80,000.00	\$ 56.98	\$ 605.57	\$ 4,363.16	5.5%
Rideshare Vanpool Expenses	\$ 4,800.00		\$ 4,800.00			\$ -	0.0%
Rural Transportation Expenses	\$ 1,000.00		\$ 1,000.00			\$ -	0.0%
VHDA COVID-19 Emergency Grant Expenses	\$ 18,000.00	\$ 2,467.00	\$ 20,467.00			\$ 20,466.63	100.0%
VHDA Housing Study Expenses	\$ 60,000.00	\$ (14,137.00)	\$ 45,863.00		\$ 2,827.45	\$ 42,411.75	92.5%
VHSP Expenses	\$ 3,000.00		\$ 3,000.00	\$ 26.83	\$ 26.83	\$ 677.29	22.6%
Total Expenditures	\$ 914,454.00	\$ 239,150.00	\$ 1,153,604.00	\$ 143,324.29	\$ 61,628.94	\$ 618,828.28	53.6%



MEMORANDUM

To: Members of the Rappahannock-Rapidan Regional Commission
From: Patrick L. Mauney, Executive Director
Date: February 15, 2021
Subject: RRRC Financial Account 2021 Summary

As you may recall, summary financial information for RRRC's four financial accounts is shared with the Commission in February and August each year, or as requested by Commission members. These summaries cover the following accounts:

- Atlantic Union Bank Checking
- Atlantic Union Bank Money Market
- Virginia Investment Pool NAV Liquid Fund
- Virginia Investment Pool Long-Term Bond Fund

The Virginia Investment Pool accounts are generally considered as the Commission's reserve funds, available to cover long-term debt (mortgage) and provide for emergency operating costs or other targeted expenditures. The purpose of providing these summary reports are to ensure Commissioners are aware of the financial trends of the Commission over short and long-term periods, including annual trends within operating accounts.

REQUESTED ACTION: None required.

CY 2020 Account Balances

Operating accounts reflect high balances in July based on receipt of annual dues request funds from member jurisdictions. Grant reimbursements are most typically received on a quarterly basis, which is reflected by balance increases in October/November and January/February. The final quarter of FY 2020 (April to June) reflect spending on operating costs and grants, with the latter reimbursements usually received as reimbursements in the following fiscal year.

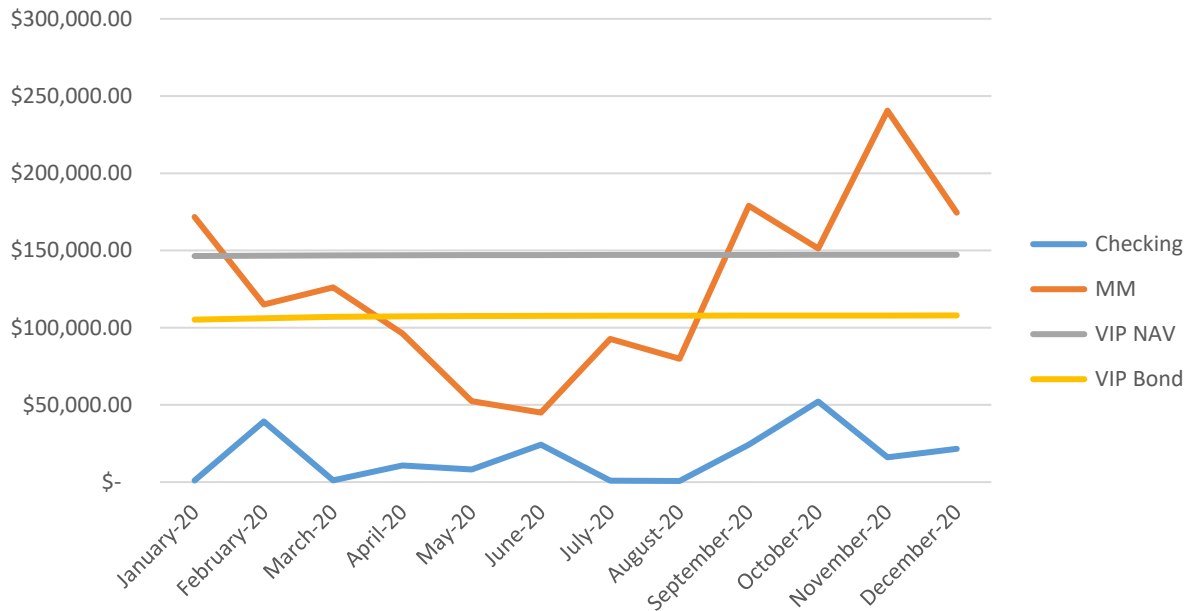
Operating Accounts			
Month (End)	Checking (Union)	Money Market (Union)	Operating Total
January-20	\$ 1,014.25	\$ 171,639.01	\$ 172,653.26
February-20	\$ 39,267.96	\$ 115,038.81	\$ 154,306.77
March-20	\$ 1,082.56	\$ 126,084.24	\$ 127,166.80
April-20	\$ 10,801.71	\$ 96,283.41	\$ 107,085.12
May-20	\$ 8,224.88	\$ 52,439.01	\$ 60,663.89
June-20	\$ 24,287.28	\$ 45,010.27	\$ 69,297.55
July-20	\$ 917.64	\$ 92,733.40	\$ 93,651.04
August-20	\$ 720.94	\$ 79,903.39	\$ 80,624.33
September-20	\$ 24,215.15	\$ 178,899.97	\$ 203,115.12
October-20	\$ 52,166.89	\$ 151,287.88	\$ 203,454.77
November-20	\$ 16,049.98	\$ 240,556.62	\$ 256,606.60
December-20	\$ 21,570.39	\$ 174,518.79	\$ 196,089.18

In August 2017, the Commission adopted a Resolution to join the Virginia Investment Pool (VIP), managed by VML/VACo Finance. This allowed for a more clearly defined Reserve fund, designed to cover long-term debt service on the Commission-owned office space and for other operating costs, as needed.

Reserve Accounts			
Month (End)	VIP NAV	Long-Term Bond	Reserve Total
January-20	\$ 146,413.82	\$ 105,212.67	\$ 251,626.49
February-20	\$ 146,614.75	\$ 106,040.41	\$ 252,655.16
March-20	\$ 146,786.14	\$ 106,997.60	\$ 253,783.74
April-20	\$ 146,913.16	\$ 107,378.34	\$ 254,291.50
May-20	\$ 147,000.15	\$ 107,581.24	\$ 254,581.39
June-20	\$ 147,051.33	\$ 107,640.82	\$ 254,692.15
July-20	\$ 147,092.78	\$ 107,757.93	\$ 254,850.71
August-20	\$ 147,111.04	\$ 107,747.17	\$ 254,858.21
September-20	\$ 147,153.03	\$ 107,828.40	\$ 254,981.43
October-20	\$ 147,176.59	\$ 107,817.11	\$ 254,993.70
November-20	\$ 147,195.85	\$ 107,859.15	\$ 255,055.00
December-20	\$ 147,212.68	\$ 107,927.71	\$ 255,140.39

Over the past fiscal year, the VIP NAV Liquid Fund returned 0.70% and the VIP Long-Term Bond Fund returned 2.60%. Both returns, while lower than compared to 2018 and 2019, continue to perform better compared to the Money Market account which was previously utilized as the primary holding account.

Financial Accounts, Month to Month (CY 2020)



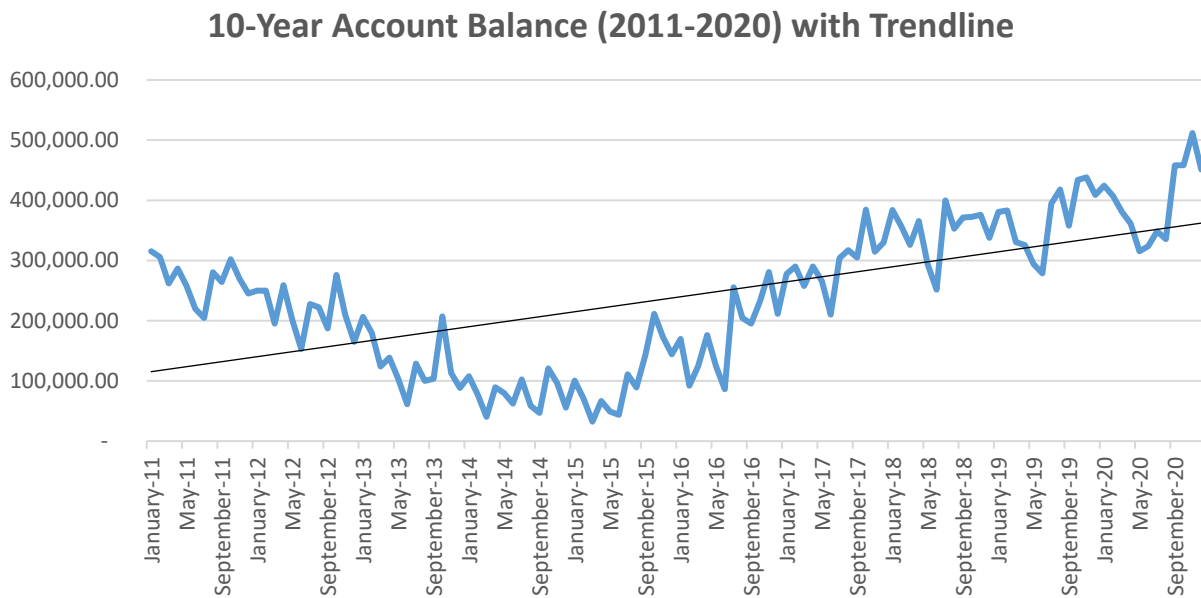
Overall account values are shown below for the end of each month in 2020. Fluctuations in year to year value are primarily the result of grant reimbursement timing.

RRRC Total Account Value (CY 2020)		
Month (End)	Total Accounts	Year over Year
January-20	\$ 424,279.75	43,428.93
February-20	\$ 406,961.93	23,885.93
March-20	\$ 380,950.54	50,357.85
April-20	\$ 361,376.62	35,623.27
May-20	\$ 315,245.28	21,238.93
June-20	\$ 323,989.70	45,393.30
July-20	\$ 348,501.75	(45,979.44)
August-20	\$ 335,482.54	(82,497.29)
September-20	\$ 458,096.55	100,312.53
October-20	\$ 458,448.47	24,421.87
November-20	\$ 511,661.60	73,455.96
December-20	\$ 451,229.57	42,292.14

Historical Account Balances

As referenced above, RRRC historically did not maintain separate Operating and Reserve accounts. While past Treasurers, officers and staff members kept a reserve balance on budget sheets, these were not easily verifiable. Separating operating and reserve accounts allows for an easier view of the organization's financial trends.

Additionally, RRRC remains predominantly reliant on grant funds each year. The past ten years of monthly account balance trends reflects periods of reserve spending (reduced account balances) and reserve saving (increased account balances). Once again, the typical end of fiscal year drawdowns are evident as are beginning of fiscal year local contributions.



Executive Director's Report February 18, 2021



The purpose of this monthly 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:

- Lauren Taft has joined the Commission as a Social Work intern working with Foothills Housing Network through May. Ms. Taft is completing her internship as part of the Social Work program at Mary Baldwin University.
- Staff have completed grant compliance reviews for the Virginia Homeless Solutions Program (VHSP) grants funded through the Department of Housing and Community Development and a Title VI review for our Rural Transportation Work Program grant funded through VDOT. There are two administrative policies requiring Commission approval on the agenda related to the reviews and grant requirements.
- Grant applications for Mobility Management and Commuter Services were submitted to DRPT in late January.
- Budget requests for FY 2022 were submitted to all Counties and Towns requesting specific information by deadlines in January and February.

Transportation

- Preliminary Smart Scale scores for round four were released in January, and error corrected in February. The OIPI/VDOT staff recommended funding scenario (revised in February) includes four projects in Fauquier County and one in Orange County.
 - Route 55/Route 709 Roundabout
 - Route 17/Covingtons Corner Road RCUT
 - I-66, Exit 28 Westbound/Route 17 Roundabout
 - I-66, Exit 28 Eastbound/Route 17 RCUT
 - Route 231/High Street Roundabout (Gordonsville)
- The Regional Transportation Collaborative project is moving forward with significant work completed by subcommittees focused on outreach/community engagement, marketing, paid ride pilot program, and volunteer recruitment. Staff have also coordinated partnership building with the village programs in the region – LOWLINC, Rapp at Home, and the Culpeper Livable Communities (CLAC) group.
- Staff will begin public outreach regarding the Regional Long Range Plan update in early 2021. An update was provided to the Rural Transportation Committee in February with demographic updates, equity mapping, and updated project information. Staff will communicate with local planning staff and chief administrative officers regarding local review and requests for changes.

Homelessness & Regional Housing

- The Regional Housing Study is now in final draft form and is on the agenda for consideration of adoption by the Commission. I will provide a review of the study in follow-up to the presentation from Camoin 310 in October, as well as adjustments made since that time. RRRC

staff have also begun to compile some additional information building off the data provided by the consultant and some of the initial recommendations included in the study.

- I appreciate both Town Council in Culpeper and Warrenton for the opportunity to present the housing study to them in January and February. The offer remains for presentations to other local bodies.
- Foothills Housing Network conducted the annual homeless Point in Time Count on January 27th. We expect the overall numbers to rise, as there are a higher number of individuals and households in hotels paid for by homeless service providers in the region. This year, the count also included an observational count of unsheltered individuals; in most years, the unsheltered count includes direct surveys for unsheltered individuals, but those requirements were adjusted due to COVID-19.

Environmental/Natural Resources

- Staff has provided technical support to the Mountain Run TMDL implementation plan under development by the Virginia Department of Environmental Quality. This includes participation in agricultural and residential working group meetings and GIS and demographic analysis for the watershed.
- The Rappahannock-Rapidan Food Council met in January and discussed ongoing activities at the Carver Center in Culpeper, as well as revisiting the Farm to School liaison position that was discussed prior to COVID-19 last year. Staff expects to bring that item back to the Commission in April with a recommendation to move forward or hold for another year depending on feedback from school system partners.

Economic Development & Tourism

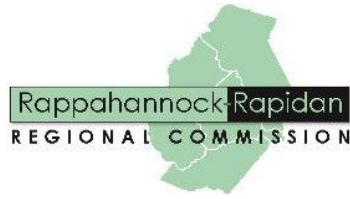
- Staff continues to work with partners on the Youth Entrepreneurship program proposal for GO Virginia. The next deadline for GO Virginia Region 9 is in early April and outreach to local economic developers, school systems and youth-focused organizations (Boys & Girls clubs, Culpeper Youth, 4-H, etc.) is underway to identify partners that can commit to the project goals and match requirements.
- The application submitted by Thomas Jefferson PDC for a super-regional Comprehensive Economic Development Strategy (CEDS) plan was not funded by U.S. Economic Development Administration via its CARES Act allocation. EDA staff did indicate that the proposal was eligible and would likely be funded under their Planning grant program, which requires a 1:1 match, and is available on a rolling basis every year. I plan to reach out to local economic development partners to determine interest later in 2021.

Emergency Planning & Hazard Mitigation

- The Commission approved an application to VDEM and FEMA to fund an update to the Rappahannock-Rapidan Hazard Mitigation Plan in December. We are awaiting final confirmation from VDEM staff but based on plan expiration dates across the state and funding available from FEMA's Building Resilient Infrastructure and Communities (BRIC) program, our application is likely to be deferred to a future grant round, either the 2021 BRIC program or a Hazard Mitigation Grant Program that may be opened based on any federally declared disasters prior to the next BRIC application period.

Local Technical Assistance

- The Rappahannock County CARES Act Business Assistance payments were processed in December. 20 organizations received funding through the program administered by Businesses of Rappahannock with RRRC serving as fiscal agent for the \$90,000.
- Staff worked with Culpeper County and Town of Culpeper staff on a proposal to the Office of Intermodal Planning and Investment (OIPI) Growth and Accessibility technical assistance program. If awarded, the project would provide planning assistance for a small area plan in the Nalles Mill Road/Braggs Corner Road area.
- Provided mapping assistance to Rappahannock County related to Emergency Operations and Management
- Coordinating research into GIS software for local redistricting efforts and providing summary information regarding redistricting timelines based on delayed Census data and changes in Virginia law relating to prison population apportionment. In 2011, the Commission provided assistance to the Counties of Culpeper, Orange and Rappahannock and the Town of Warrenton with redrawing their local voting districts.
- CDBG program and grant application discussions with Town of Washington and Orange Downtown Alliance



MEMORANDUM

To: Members of the Rappahannock-Rapidan Regional Commission
From: Patrick L. Mauney, Executive Director
Date: February 17, 2021
Subject: RRRC Regional Housing Study Draft

In October, the Commission heard from representatives from Camoin 310, the consultant team selected to complete the study earlier this year, on the draft of the Regional Housing Study. Subsequent to that meeting and further follow-up with the study workgroup, additional changes were made to the study.

I will review the study documents, high level findings, and recommendations for follow-up tasks next Wednesday and will be prepared to respond to questions from the Commission.

All study materials can be found at <https://www.rrregion.org/housingstudy>

REQUESTED ACTION: Consideration of adoption of the Regional Housing Study



MEMORANDUM

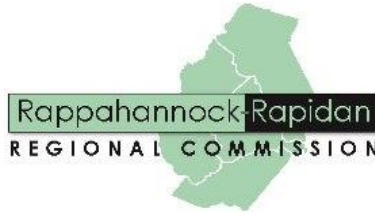
To: Members of the Rappahannock-Rapidan Regional Commission
From: Patrick L. Mauney, Executive Director
Date: February 15, 2021
Subject: RRRC Application to DRPT for FY 2022 Commuter Assistance Program Operating grant

RRRC has managed and overseen the RRRC Commuter Services program for more than 25 years, with the Department of Rail and Public Transportation serving as the granting agency for the program. In 2021, the funding program was rebranded as the Commuter Assistance Program, rather than the Transportation Demand Management program, in order to better reflect the primary program goal of reducing single occupancy vehicle (SOV) trips. For this year, the change will have minimal impact of RRRC's program, but there are many opportunities moving forward to consider and implement changes related to commuter travel patterns spurred by COVID-19.

Funding from this grant supports 1.5 full-time equivalent staff at the Commission, along with outreach, advertising, and marketing initiatives related to rideshare and ridematching services. The funding requested from DRPT for the CAP Operating grant program is \$133,264 and the 20% local match amount of \$33,316 will be met via funding received from RRRC's per capita dues requests to our member jurisdictions.

Staff will be available to answer any questions related to this request.

REQUESTED ACTION: Approval of the attached certification of local match funding for the FY 2022 Commuter Assistance Program Operating grant



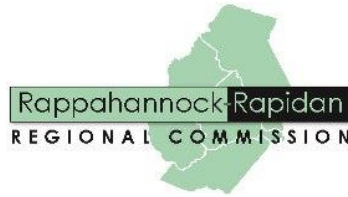
Rappahannock-Rapidan Regional Commission

Resolution Certifying Funding Request to the Virginia Department of Rail and Public Transportation Commuter Assistance Program Operating Program for Fiscal Year 2022

BE IT RESOLVED by the Rappahannock-Rapidan Regional Commission that the Executive Director is authorized, for and on behalf of the Rappahannock-Rapidan Regional Commission, hereafter referred to as the **PUBLIC BODY**, to execute and file an application to the Department of Rail and Public Transportation, Commonwealth of Virginia, hereafter referred to as the **DEPARTMENT**, for a grant of financial assistance in the amount of \$133,264 to defray eighty percent (80%) of the costs borne by the **PUBLIC BODY** for a ridesharing program and other public transportation purposes and to accept from the Department grants in such amounts as may be awarded, and to authorize the Executive Director to furnish to the **DEPARTMENT** such documents and other information as may be required for processing the grant request.

The Rappahannock-Rapidan Regional Commission certifies that the funds shall be used in accordance with the requirements of Section 58.1-638.A.4 of the Code of Virginia, that the **PUBLIC BODY** will provide funds in the amount of \$33,316, which will be used to match the state funds in the ratio required in such Act, that the records of receipts of expenditures of funds granted the **PUBLIC BODY** may be subject to audit by the **DEPARTMENT** and by the State Auditor of Public Accounts, and that funds granted to the **PUBLIC BODY** for defraying the expenses of the **PUBLIC BODY** shall be used only for such purposes as authorized in the Code of Virginia. The undersigned duly qualified and acting Executive Director of the **PUBLIC BODY** certifies that the foregoing is a true and correct copy of a Resolution, adopted by the Rappahannock-Rapidan Regional Commission on the 24th day of February, 2021.

Patrick L. Mauney, Executive Director
February 24, 2021



MEMORANDUM

To: Members of the Rappahannock-Rapidan Regional Commission
From: Patrick L. Mauney, Executive Director
Date: February 15, 2021
Subject: RRRC Financial Management Procedures & Whistleblower Policies

In January, the Department of Housing & Community Development (DHCD) conducted a Compliance Review for the Virginia Housing Solutions Program (VHSP) grant. Following that review, DHCD staff notified RRRC of two findings requiring Commission attention.

- The agency must adopt written regulations and requirements related to financial management: allowable costs, source documentation, internal controls, budget controls, cash management, cost allocation plans, accounting records, procurements, property asset controls, and audits.
- The agency must adopt whistleblower protections

Financial management procedures have been, and remain, in place related to organizational financial procedures, and are confirmed by Commission financial review and the annual agency audit, among other processes. As a result of the finding, staff are providing the draft RRRC Financial Management Process Policy which places existing procedures into written format and documents the current financial management procedures used by the Commission.

Staff have also developed a draft Whistleblower Protection Policy for consideration. If adopted, this policy will be incorporated into ongoing revisions to the RRRC personnel manual.

REQUESTED ACTION: Approval of the RRRC Financial Management Process Policy and RRRC Whistleblower Protection Policy



Terence R. McAuliffe
Governor

Maurice A. Jones
Secretary of
Commerce and Trade

COMMONWEALTH of VIRGINIA

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

William C. Shelton
Director

February 5, 2021

Patrick L. Mauney
Executive Director
Rappahannock-Rapidan Regional Commission
420 Southridge Parkway, Suite 106
Culpeper, VA, 22701

Dear Patrick Mauney:

This letter transmits the results of the January 6, 2021 monitoring of Rappahannock-Rapidan Regional Commission's administration of the Virginia Homeless Solutions Program (VHSP) Coordinated Entry and CoC Planning activities in the Foothills LPG. The monitoring visit consisted of a review of the program site, organizational policies, and financial procedures. A total of 10 client case files were also examined to evaluate the level of compliance with grant regulations. This letter outlines in specific detail the preliminary results of findings and concerns that were summarized at the exit interview.

One component of the monitoring visit was the organizational review. The organizational review consisted of a series of interview questions designed to gauge organizational capacity and grant compliance. Coordinated Entry client files were reviewed to evaluate file organization and the effectiveness of provided housing stabilization services. There was a financial review of reimbursable requests, timesheets, and financial policies. The monitoring visit concluded with a staff exit interview regarding findings and concerns.

A finding constitutes a specific identifiable violation of a statutory or regulatory requirement. A concern represents a deficiency in program performance that is considered worthy of your attention along with recommendations for correcting the listed deficiency. The grantee has the opportunity to contest the validity of the finding, undertake the recommended corrective action or propose an alternative corrective action for consideration. **The grantee has 30 calendar days from the date of this letter to respond to the results of our review.** Failure to do so may result in delays or denials of grant payments.

Organizational Review

Finding #1

Conditions:

- Grantees must have appropriate internal controls in place [for] whistleblower protections (HSNH-VHSP Guidelines, pg. 8). During review of organizational documents provided no written protections were found.
- Grantees must ensure compliance with regulation and requirements pertaining to the following key areas of financial management: allowable costs, source documentation, internal controls, budget controls, cash



Virginia Department of Housing and Community Development | Partners For Better Communities
Main Street Centre | 600 East Main Street, Suite 300 Richmond, VA 23219
www.dhcd.virginia.gov | Phone (804) 371-7000 | Fax (804) 371-7090 | Virginia Relay 7-1-1

management, cost allocation plans, accounting records, procurement, property asset controls, and audits (HSHN-VHSP Guidelines, pg. 7). During review of organizational documents provided, the financial management procedures did not cover all of the required regulations and requirements.

Corrective Actions:

- The agency must adopt whistleblower protections and provide a copy of the board-approved protections to DHCD.
- The agency must adopt written regulations and requirements for all of the key areas covered in the HSHN-VHSP Guidelines and provide a copy of these regulations to DHCD.


Concern #1

Condition: The Foothills Housing Network has not established community-wide procedures for diversion to ensure that all providers are applying best practices.

Corrective Action: Diversion practices should be developed and written by the Foothills Housing Network to ensure that strong diversion practices are being applied by all appropriate service providers.

Thank you for your cooperation during the on-site monitoring. DHCD appreciates the efforts of Rappahannock-Rapidan Regional Commission to assist homeless persons in the Commonwealth of Virginia. Should there be any questions, contact me at (804) 371-7018.

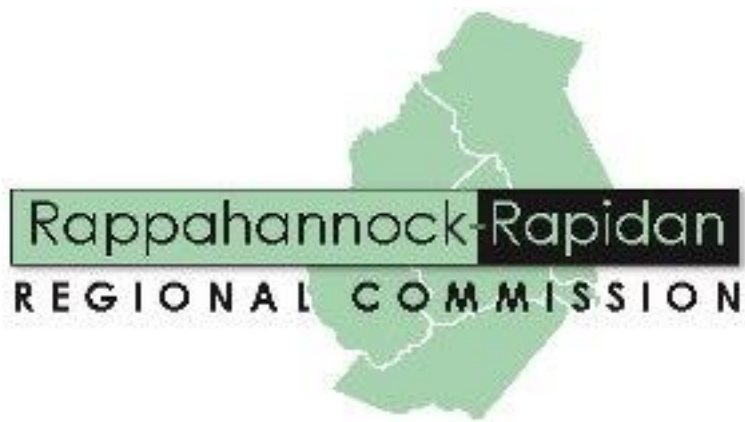
Sincerely,

A handwritten signature in black ink, appearing to read "Will Kerner", on a light-colored rectangular background.

Will Kerner
Program Administrator

Cc: Terry Snead, Grants Administrator/Fiscal Officer
Rebecca Wareham, CoC Program Coordinator
Monitoring File

*Please be advised that in addition to this DHCD program monitoring visit your agency may also receive notice regarding a DHCD financial monitoring visit in the upcoming year.



FINANCIAL MANAGEMENT PROCESS POLICY
DATE: FEBRUARY 2021

Rappahannock-Rapidan Regional Commission Financial Management Process Policy

I. PURPOSE: The purpose of the Financial Management Process Policy is to establish the process of using funds effectively, efficiently, and transparently and for appropriate purposes only. This process is a combination of procedures, methods, rules of conduct, and standards.

II. GOVERNING STANDARDS:

- a. Generally Accepted Accounting Principles (GAAP): RRRC applies this common set of accounting principles, standards and procedures to compile the agency's financial statements.
- b. Federal Uniform Requirements: RRRC applies cost principles in a manner consistent with the Federal government's Office of Management and Budget (OMB) Uniform Guidance: Administrative Requirements, Costs Principles and Audit Requirements for Federal Awards, 2 CFR Chapter I, Chapter II, Part 200, et al (commonly referred to as the Omni Circular).
- c. Government Auditing Standards: An independent firm conducts an annual audit, to express opinions on the RRRC financial statements and to consider RRRC's internal control over financial reporting and compliance with certain provisions of laws, regulations, contracts, grant agreements, and other matters.

III. COST PRINCIPLES

- a. Cost Allowability: RRRC will limit costs applied to projects to those that are necessary and reasonable to carry out the work under the award or contract. These costs are authorized, or not prohibited, under state or local laws and rules, and conform to the Federal Uniform Guidelines. Costs are treated consistently, in accordance with GAAP and federal, state, and local regulations. Costs for federally funded activities will not be used to meet the cost sharing or matching requirements of any other Federal Award, unless specifically allowed by the grantor.
- b. Cost Reasonableness: Costs incurred will be of types generally recognized as ordinary and necessary for agency operations. RRRC will follow sound business practices, and comply with applicable laws and regulations.
- c. Cost Allocability: RRRC will limit costs applied to projects to those goods and services that are incurred specifically for the project, benefit the project, and are necessary and assignable to the project. Costs may be allocated as direct or indirect costs, based on timesheets and the chart of accounts.
 - i. Direct costs include:
 - Staff costs, including salaries and fringe benefits, are allocated to projects per the hours shown on timesheets. The hourly rate used to allocate staff costs is based on work hours per year. Total salary and fringe benefits are divided by the expected work hours for the year, taking out annual leave, holiday, and a portion of sick leave.
 - Travel includes the use of a personal vehicle and costs for commercial travel. Staff using their personal vehicle for travel report destination, mileage, and program on expense reports, on a form created for that purpose. Other out-of-pocket expenses such as parking, registration fees, and incidental expenses, are also reported on an expense form, backed up by receipt, and tracked by program.
 - Supplies in support of an identified program, as indicated by the program manager on the receipt.

- Copies are tracked by staff when significant usage is accumulated by means of a spreadsheet or memorandum documenting quantities and assigned program. The rates charged to programs for black and white and color copies are reviewed periodically and established through an analysis of actual costs including equipment maintenance and supply costs.
 - Consultant services: Some projects include work provided through contractual service contracts. These costs will be assigned to programs, if allowed by the funder and included in the project budget. Payment will be made to the consultant based on a submitted invoice, itemizing the cost components and accompanied by a progress report.
 - Advertising: Public notices for meetings, comment periods, or related to procurement for a specific project may be charged directly to a program or project, if allowed by the funder and included in the project budget.
 - Professional Development and Conferences. Staff may attend training or conferences related to a specific project, if allowed by the funder and included in the program/project budget. Costs may include travel by airplane, train, or other available means, hotel stays, conference registration, and incidental costs backed up by receipt and tracked by to the program or project.
 - Equipment and data use may be charged to a specific program for office equipment less than \$5,000, software, web hosting, and domain costs, if these are specifically dedicated to the project or program, allowed by the funder, included in the project budget, and backed up by receipt.
- ii. Indirect Costs: RRRC's indirect cost rate is based on the agency's annual audit, and is calculated on an annual basis, using the actual indirect rate for the most recently audited year. The indirect cost rate is determined by a relation of total administrative costs to program salary costs, and is applied to direct staff costs charged to individual programs based on salaries and fringe benefits. The Virginia Department of Transportation (VDOT) serves as the cognizant agency for the RRRC and approves the indirect cost rate on an annual basis. VDOT acts as the agent on behalf of the Federal Highways Administration (FHWA). Indirect costs include:
- Administrative staff time: financial management and overall management of the agency, charged to administration on timesheets. This includes some of the Executive Director's and Finance Director's time, and incidental time by other staff members.
 - Staff time for general activities: This includes staff meetings and retreats, research, and other activities not directly supporting specific projects.
 - Staff time for network management: Time spent on Informational Technology issues, including equipment procurement, routine operations, and working with the IT support provider.
 - Supplies are generally included as part of indirect costs, except for items purchased for a particular event or purpose in support of an identified program. This is tracked in Quickbooks by account.
 - Printing costs are tracked by monthly invoices from the service contractor. Total costs for operation of the copier are charged to administration, offset by the cost of copies recovered through programs.

- Equipment and data use includes office equipment less than \$5,000 (computers, printers), software, web hosting and domain costs, and costs related to the server and plotter.
 - Contractual costs consist of IT and financial support services, including the payroll service charges.
 - Occupancy expenses including interest on mortgage, utilities, office park costs, maintenance and janitorial services.
 - Other costs include the audit, legal costs, advertising, insurance, bank charges, dues, and expenses for Commission and staff meetings and retreats.
- iii. Other Costs: RRRC incurs some costs that are not included in either direct or indirect costs allocated to projects. These include:
- Capital expenses are reflected on the balance sheet, but are not reflected in direct or indirect costs on profit and loss statements. Capital expenses are not included in the indirect cost pool.
 - Staff time related to non-billable programs is tracked on timesheets for that purpose. These costs are not charged to any program, and are not included in the indirect cost pool. Local funds are used for this purpose.

IV. BUDGET

- a. Agency Budget: The following procedures are used by the Commission to establish the agency budget:
- i. Prior to April 30, the Executive Director submits a proposed budget for the upcoming fiscal year commencing the following July 1. The budget includes proposed expenditures and the means of financing them. This budget proposes the member allocations, to be used in budget submissions to the member localities, on the basis of an equal per-capita rate as established by the Commission and population figures adjusted each year as defined in Section 15.1-1402(f) of the 1950 Code of Virginia as amended. The per capita dues rate must be approved by vote of the Commission at a meeting with a quorum of the Commission present. The Executive Director, or designated staff, submits budget requests to the local governing bodies.
 - ii. The budget amounts depend on staff securing grants and contracts throughout the year. Appropriate budget revisions are proposed and approved by the Commission during the year. The Commission adopts the final budget for use in financial reporting at the June meeting.
 - iii. The approved budget is utilized as a management control device.
 - iv. All budgets are adopted on a basis consistent with generally accepted accounting principles (GAAP).
- b. Project Budget: RRRC typically prepares the project or program budget as part of the application process for funding. RRRC reflects all anticipated project revenues and expenses in the project budget. Revenues include the requested funding and any state, local, or private funds applied as match. Expenses include personnel costs, contracts, materials and supplies, travel, indirect costs, and other costs authorized by the regulations governing the particular award. After award, there may be a process of budget adjustment undertaken between RRRC and the funder.

V. INTERNAL CONTROLS: RRRC has instituted internal controls to protect its financial assets, to ensure that resources are used for authorized purposes, and are protected against waste, mismanagement, and loss. RRRC's financial policies, procedures and practices also provide mechanisms to record information on the source, amount, and use of funds in a reliable and timely fashion, readily available through reports and records.

- a. Segregation of Duties: RRRC has developed an agency organizational structure that provides an effective work environment and provides the framework for planning, directing and controlling operations to achieve its objectives. RRRC delegates authority and responsibility throughout the organization. The following groups and individuals have specific duties for internal controls related to financial management:
- i. RRRC Commission as a body
 - Will review and accept all financial reports
 - Will review and approve the annual budget, including revisions or amendments during the fiscal year
 - ii. RRRC Chair
 - Will be a signatory on all RRRC accounts, and sign expenditure checks in the Treasurer's absence
 - Will review all vouchers and invoices for those checks which require his or her signature
 - Will serve as Chair of the Executive Committee
 - iii. RRRC Treasurer
 - Will be a signatory on all RRRC accounts, and sign expenditure checks
 - Will review all vouchers and invoices for those checks which require his or her signature
 - Will serve as a member of the Executive Committee
 - Will review agency budget with Executive Director in advance of Commission consideration in April and June
 - iv. RRRC Executive Director
 - Will be a signatory on all RRRC accounts, and sign expenditure checks
 - Will review approval of invoices by project/program managers, or approve vouchers and invoices for those checks which require his or her signature
 - Will draft the annual budget for review by the Treasurer and Executive Committee, and present to the Commission for adoption
 - Will acknowledge independent bank reconciliation by designated staff and review bank statements upon receipt
 - Will review financial reports prepared by the Finance Director or other staff prior to presentation to the Executive Committee or Board
 - v. RRRC Finance Director
 - Will process checks based on invoices received and reviewed by the program/project manager, or on contracts in place
 - Will reconcile monthly bank statements using QuickBooks software
 - Will prepare financial reports
 - Will document all checks received and make bank deposits
 - Will prepare checks for mailing, with a copy of the invoice as appropriate, retain check stubs and invoices for RRRC records, and provide all materials to the Executive Director

- and Treasurer for review and signature, prior to mailing and for filing
- vii. RRRC Planning/Administrative Assistant
- Will receive and open all incoming mail, including the bank statements

b. Financial and Organizational Reports

- i. Upon request, the RRRC Finance Director shall prepare:
- A balance sheet showing cash accounts, accounts receivable, accounts payable, pre- paid expenses, deferred revenue and the cost and depreciation of any owned property, equipment and fixtures, and equity accounts
 - A consolidated income statement showing income received, expenses incurred and the balance for the month and year to date, with a comparison to the budget
 - A chart showing accrued revenues by program
 - A financial dashboard report, displaying key indicators in a visual way to convey the financial condition of the RRRC
- ii. Financial Reports to the Commission: Financial reports will be provided at each meeting of the Commission for review and acceptance
- iii. The Executive Director will provide a report to the Commission at each meeting, highlighting and analyzing RRRC's activities

c. Controls for Incoming Funds

- i. Checks Received: The majority of the money received by the RRRC is in the form of electronic deposits or checks received through the mail. The following procedures will be used for checks received:
- The Planning/Administrative Assistant receives and opens the mail. Checks are passed on to the Finance Director. Bank statements are passed to the Executive Director for review before receipt by Finance Director
 - The Finance Director records all deposits in Quickbooks, indicating date received, date deposited, check number, payer name, and amount of deposit.
 - All checks are stamped "For deposit only," and recorded on a deposit slip before the deposit is taken to the bank.
 - Funds in a single institution should not contain more than \$250,000, the current FDIC limit. All cash accounts owned by the RRRC will be held in financial institutions which are federally insured and have received a favorable CRA (Community Reinvestment Act) rating. Reserve funds may be held in Jointly-administered investment pools, such as VIP, which are now recognized as an allowable investment in the Investment of Public Funds Act by a unanimous vote of the General Assembly in 2017.
- ii. Electronic Deposits: Payments for grant-funded programs may be made in the form of electronic deposits directly into RRRC's primary Money Market account. The following procedures will be used for electronic deposits:
- Electronic notification by the funder will be sent to the Finance Director
 - The Finance Director will record all electronic deposits in Quickbooks, indicating the date received, payer name, amount of deposit and associated program
- iii. Cash Received: On occasion, RRRC receives some incidental payments by cash. The following procedures will be used for cash:

- The Administrative Assistant or Finance Director receives all cash payments and provides a hand-written receipt slip to the payee, retaining the carbon copy.
- The Finance Director deposits cash payments over \$10 into the bank, keeping a copy of the deposit slip, and attaching the bank deposit receipt to the copy after making the deposit.
- The Finance Director records all cash bank deposits in Quickbooks, indicating date deposited, payer name, and amount of deposit.
- For cash payments under \$10, the cash may be added to petty cash, accompanied by a receipt to be used in the reconciliation. An entry will be made in Quickbooks to reconcile.

d. Controls for Payments

- The Planning/Administrative Assistant will open incoming invoices received by mail and forward these to Finance Director for review and processing. Invoices for recurring expenses, such as phone bills and newspaper subscriptions, and credit card statements will be forwarded directly to the Finance Director.
- Each employee has a dedicated credit card. Staff may use their credit card for purchases as needed. Each staff member with credit card charges for the month provides receipts and/or materials on credit card activity to the Finance Director by the 5th of the month. RRRC makes one payment for the agency monthly, drawn directly from the Checking account by the bank.
- The Finance Director will review invoices received, approved by the Program/Project Manager or Executive Director, and prepare checks for payment, using QuickBooks software. The Finance Director will arrange for signatures by the Executive Director and Treasurer, or other signatories as appropriate.
- The check signers review the checks and associated invoices. Any questions are directed to the Finance Director. After any issues are resolved, the signatory signs the checks and returns these to the Finance Director.
- The Finance Director prepares checks and appropriate paperwork for mailing and filing.
- The Finance Director reviews materials prior to mailing, and retains the check stub and copies of the invoice and other back-up materials for RRRC files.
- The Finance Director will maintain supporting documentation in appropriate vendor files. These files will be utilized to respond to any discrepancies which arise with vendors or other payees.

e. Petty Cash:

- The Finance Director maintains cash on hand for use in incidental purchases. The following procedures will be used for petty cash:
 - The Administrative Assistant keeps petty cash in a locked bank box, stored in a locked office. The maximum amount of petty cash maintained is \$200.
 - Staff may use petty cash for incidental purchases as needed. Receipts for purchases, with appropriate account codes noted, are retained in the locked box until petty cash is reconciled.
 - Any cash received under \$10 is noted with a hand-written receipt identifying the source of the funds, and kept in the locked box until petty cash is reconciled.
 - As needed, the Finance Director reconciles petty cash based on the receipts and remaining cash.

f. Bank Reconciliations:

- The RRRC Finance Director will reconcile the monthly bank statements within 10 days of

receipt using the accounting software. Bank statements for accounts without checks drawn are not mailed; the Finance Director will access these bank statements on-line.

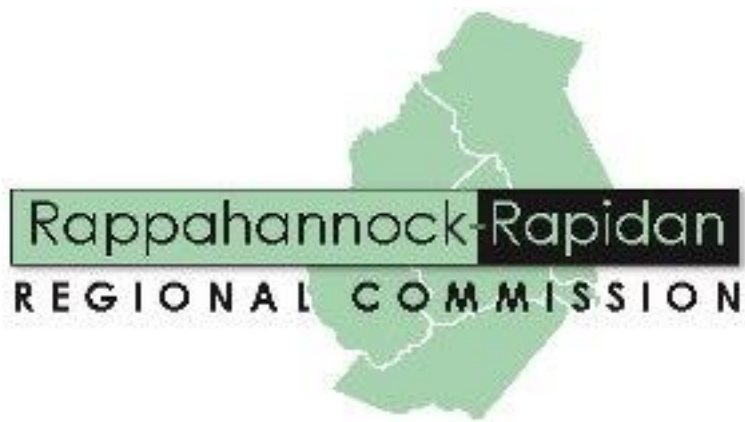
- ii. The RRRC Finance Director shall provide the bank statement(s), check registers, general ledger, payroll records and any voided checks (clearly marked as voided to avoid re-use of the check) to the Executive Director to do an independent reconciliation of the bank statement upon request.

VI. ACCOUNTING SYSTEM:

- a. Software: RRRC utilizes QuickBooks to track revenue and expenditures on a cash basis and to produce monthly financial reports.
- b. Fund Accounting: RRRC uses a chart of accounts to classify transactions to clearly identify fund sources and uses. Governmental financial statements are produced at the end of the fiscal year.
- c. Fiscal Year: RRRC's fiscal year runs from July 1 to June 30.

VII. OTHER CONTROLS:

- a. Controlled Access to Records: Financial records are kept in a cabinet in the Finance Director's office which is kept locked when unoccupied. A separate computer is dedicated to financial files, with access limited to the Finance Director and Executive Director.
- b. Control of Physical Assets: Physical assets include furniture and equipment. The following controls are in place:
 - i. The Finance Director, with assistance from staff, maintains a spreadsheet of all equipment, with serial number, date purchased, and assigned user.
 - ii. All physical assets are covered by an appropriate insurance policy.
 - iii. Keys to the office are provided to staff members, lessees, and the janitorial staff. Keys are returned to the RRRC upon termination of employment, lease or contract.
 - iv. Equipment, including laptops or other computer hardware, may, on occasion and with approval of the Executive Director, be removed from the office to support remote work of employees. The Executive Director, and other staff as assigned, will maintain a listing of equipment used outside of the office in support of remote work.



WHISTLEBLOWER PROTECTION POLICY
DATE: FEBRUARY 2021

Rappahannock-Rapidan Regional Commission Whistleblower Protection Policy

I. PURPOSE

The purpose of the Whistleblower Protection Policy is to ensure that the Rappahannock-Rapidan Regional Commission provides for protections for employees consistent with § [40.1-27.3](#) of the Code of Virginia, as amended. The Commission requires employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. All employees are expected to practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

II. REPORTING RESPONSIBILITY

This policy is intended to encourage and enable employees and others to raise serious concerns internally so that the Commission can address and correct inappropriate conduct and actions. It is the responsibility of all employees to report concerns about violations of the Commission's code of ethics or suspected violations of law or regulations that govern the Commission's operations.

III. NO RETALIATION

It is contrary to the values of the Commission for anyone to retaliate against any employee who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, harassment or suspected fraud, or suspected violation of any regulation governing the operations of the Commission. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

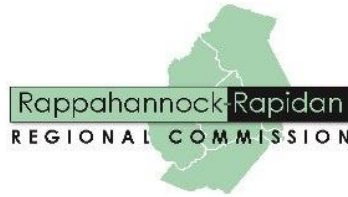
IV. REPORTING PROCEDURE

The Commission has an open-door policy and suggests that employees share their questions, concerns, suggestions or complaints with their supervisor. If an employee is not comfortable speaking with their supervisor or are not satisfied with their supervisor's response, employees are encouraged to speak with the executive director. If you are uncomfortable with communicating with either your supervisor or the executive director, you may contact the Chair of the Commission to discuss your concerns.

Supervisors are required to report complaints or concerns about suspected ethical and legal violations in writing to the executive director who has the responsibility to investigate all reported complaints.

V. CONFIDENTIALITY

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.



MEMORANDUM

To: Members of the Rappahannock-Rapidan Regional Commission
From: Patrick L. Mauney, Executive Director
Date: February 17, 2021
Subject: 2021 Virginia CDBG Program Regional Priorities

Annually, the Virginia Department of Housing and Community Development (DHCD) requests each Planning District Commission to submit a tiered list of Regional Priorities based on Community Development Block Grant (CDBG) activity categories to assist DHCD staff in evaluating proposals submitted for CDBG funding during the year, as well as a list of probable CDBG proposals for the current year grant cycle.

In 2019, DHCD adjusted project types into the following five categories, with RRRC's 2020 priorities noted:

Priority 1 (50 points per application)

Comprehensive Community Development: Targets a range of improvements based on recent neighborhood/community assessment. Emphasis on addressing housing conditions, but can also include water, sewer, telecommunications (including broadband to unserved areas, defined as area with 10/1 download/upload or less).

Community Facility: Targets provision of water and/or sewer improvements, including indoor plumbing, or housing production assistance for single- or multi-family units targeted for LMI persons.

Community Service Facility: Targets physical facilities allowing provision of important services to LMI persons and the greater community, to include day care, community centers, health clinics, hospitals, skill-building facilities for youth and unemployed, or facilities for elderly or disabled persons.

Priority 2 (30 points per application)

Business District Revitalization: Primary purpose is to eliminate blighting conditions in deteriorated areas to create better environments for future economic activities.

Housing – Housing Rehabilitation: Focused on housing rehabilitation for Low-to-Moderate Income (LMI) occupied housing units either targeting a single, well-defined project area or through a scattered site approach within a single locality.

As of February 17th, RRRC staff is aware of two potential CDBG planning grant applications.

Staff recommends no changes to the tiers submitted in 2020.

REQUESTED ACTION: Approve RRRC staff to submit the tiered priority list for 2021 Community Development Block Grant Regional Priorities, along with any expected projects from the region to the Virginia Department of Housing and Community Development.



Ralph S. Northam
Governor

R. Brian Ball
Secretary of
Commerce and Trade

COMMONWEALTH of VIRGINIA

DEPARTMENT OF
HOUSING AND COMMUNITY DEVELOPMENT

Erik C. Johnston
Director

December 30, 2021

MEMORANDUM

TO: Executive Directors, Virginia Planning District Commissions

FROM: Rachel Jordan, Policy Analyst

SUBJECT: 2021 Virginia CDBG Program Regional Priorities

This memo serves as notice to each Planning District Commission of DHCD's progress in updating the 2021 CDBG Program Design. The regional priorities are a scoring component of the CDBG competitive review process, and applicant localities are asked to contact their respective PDC as part of the application process. A signed Letter of Interest or Commitment from the PDC should be submitted with the application. Following review of the Program Design, we request that each Planning District Commission provide DHCD with the following two items by **Friday, March 26, 2021**:

A prioritized list of the CDBG Project Types and Activity Categories.

Using the *List of Project Types / Activity Categories and Ranking Worksheet* enclosed, rank the five project types in one of three priority groups. Proposals for projects in the highest priority group will receive 50 points. Those with projects in the middle priority group will receive 30 points and proposals for projects in the lowest priority group will receive 15 points.

A list of CDBG proposals expected to originate in your District in 2021.

Develop a list of the Competitive Grant (Community Improvement Grant) proposals which may be submitted from the Planning District in 2021. Include the locality name, project name, and project type.

Thank you for your attention to this. These two items will assist us in our evaluation of 2021 project applications. Should you have any questions, please email Rachel Jordan, Policy Analyst, at Rachel.jordan@dhcd.virginia.gov.

**2021 Virginia Community Development Block Grant Program
Regional Priorities**

List of Project Types / Activity Categories and Ranking Worksheet

Project Types / Activity Categories

Please reference the 2021 CDBG Program Design for additional information on the Competitive Grant project types and activity categories. The following five items must be ranked in one of the three priority groups below. **Please check no more than 3 per priority group:**

Ranking Worksheet

Planning District Commission: _____

Priority (1 is highest, 3 is lowest)

#1 #2 #3

☐ ☐ ☐ Comprehensive Community Development

☐ ☐ ☐ Housing – Housing Rehabilitation

☐ ☐ ☐ Community Service Facility

☐ ☐ ☐ Public Infrastructure

☐ ☐ ☐ Economic Development – Business District Revitalization

Expected 2021 CDBG Proposals:



MEMORANDUM

To: Members of the Rappahannock-Rapidan Regional Commission
From: Patrick L. Mauney, Executive Director
Date: February 20, 2021
Subject: Proposed Amendment to RRRC By-Laws – First Reading

At its meeting on January 27th, the Executive Committee proposed an amendment to the Regional Commissions Bylaws. The proposed amendment to Article IX, Section 1 would add the Past Chair as a permanent named member of the Executive Committee, in addition to the Chair, Vice-Chair, Treasurer and up to three At-Large members. The proposed amendment is shown in the attached red-line copy of the Bylaws.

As a reminder, Article XIII, Section I of the Bylaws read in part: “Any proposed amendment, repeal or alteration, in whole or in part, of these Bylaws shall be presented in writing and read for the first time at a regular meeting of the Commission. Such proposal may be considered and amended at such meeting, but shall not be acted upon by the Commission until a subsequent meeting or a special meeting called for the purpose.”

If the Commission is in agreement, the amendment will be considered at the next regular meeting in April.

REQUESTED ACTION: None at this time.

RAPPAHANNOCK-RAPIDAN REGIONAL COMMISSION BY-LAWS

ARTICLE I. - AUTHORITY

SECTION 1. CHARTER AGREEMENT

The Rappahannock-Rapidan Planning District Commission was organized and exists pursuant to the Charter Agreement made January 1, 1971, by and between the counties of Fauquier, Orange, and Rappahannock, and the Town of Warrenton, all of which are in the state of Virginia, which Agreement implements ARTICLE 2, of CHAPTER 34, of Title 15.1 of the Code of Virginia and as so provided, is a public body corporate and politic with all the powers and duties granted to it by the Virginia Area Development Act.

ARTICLE II. - DEFINITIONS

SECTION 1. TERMS

- (a) "Commission" means the Rappahannock-Rapidan Regional Commission.
- (b) "Commissioner" means a member appointed to the COMMISSION by the participating jurisdiction.
- (c) "Agreement" means the Charter Agreement dated January 1, 1971, by and between the governmental subdivisions set forth above, as the same may from time to time be amended.
- (d) "Participating Jurisdiction" means any of the governmental subdivisions being parties to the Agreement.
- (e) "District" means all that area lying within the geographic boundaries of the Planning District #9 as designated by the state of Virginia.
- (f) "Year" means, unless otherwise noted, a one year period beginning July 1 and ending the following June 30 and the fiscal year of the COMMISSION shall be such a year.

ARTICLE III. - OFFICE LOCATION

SECTION 1. As provided for by ARTICLE I. SECTION 2 of Agreement.

ARTICLE IV. - POWERS AND DUTIES

SECTION 1. As defined in ARTICLE I. SECTION 3 of Agreement.

ARTICLE V. - PURPOSE AND OBJECTIVE

SECTION 1.

The purpose of the COMMISSION as provided in SECTION 4, ARTICLE I of the Agreement shall be to promote the orderly and efficient development of the physical, social and economic elements of the Planning District by planning and encouraging and assisting governmental subdivisions to plan for the future.

ARTICLE VI. - MEMBERSHIP

SECTION 1.

Members of the COMMISSION shall be appointed and serve on the COMMISSION in accordance with the provisions of ARTICLE II of the Agreement, and for the terms provided by SECTION 1, ARTICLE III.

ARTICLE VII. - OFFICERS AND DUTIES

SECTION 1. OFFICERS

The officers of the COMMISSION shall consist of a Chairman, Vice-Chairman, and Treasurer and such subordinate officers as may from time to time be elected or appointed by the COMMISSION. Each of such officers shall serve without compensation. The offices of Chairman and Vice-Chairman shall be held by members from different participating jurisdictions. *(Amended 9/23/1982)*

SECTION 2. TERMS OF OFFICE

Except for the original officers, each of the officers shall be elected at the February meeting of the COMMISSION, to serve for a term of one (1) year, unless sooner removed by the COMMISSION, or until his successor be elected and qualify. Any vacancy occurring in an office shall be filled for the unexpired term by the COMMISSION at the next regular meeting following the occurrence of such a vacancy. If the vacancy occurs in the office of Treasurer, an acting officer shall be appointed by the Chairman pending election. Commission officers shall be eligible for re-election, but may succeed themselves one time only. *(Amended 2/22/2017)*

SECTION 3. ELECTION

The Chairman shall, at the regular scheduled meeting in December each year, in accordance with these by-laws, appoint a Nominating Committee, consisting of one member from each participating jurisdiction. The Nominating Committee shall, at the following meeting, submit the

name or names of one or more persons for each office to be filled upon survey of COMMISSION members. Further nominations may be submitted by any member to the Nominating Committee during the month of December, as well as be made at the meeting at which the election is held. Election of officers shall be by secret ballot unless changed by unanimous vote of those present. The newly elected officers will take their office and assume duties thereof on March 1 of each year. *(Amended 9/23/1982; 10/27/1988; 2/22/2017)*

SECTION 4. CHAIRMAN

The Chairman shall preside at all meetings of the COMMISSION at which he is present, and shall vote as any other member. He shall oversee the implementation of the policies established and the actions taken by the COMMISSION; shall have all the powers and duties customarily pertaining to the office of Chairman of the Board; and shall perform such further duties as may be assigned to him by the COMMISSION. *(Amended 9/23/1982; 10/26/1995; 1/25/1996; 2/22/2017)*

SECTION 5. VICE-CHAIRMAN

The Vice-Chairman shall, in the event of death or absence of the Chairman, or of his inability to perform any of the duties of his office or to exercise any of his powers, perform such duties and possess such powers as are conferred upon the Chairman, and shall perform such other duties as may from time to time be assigned to him by the Chairman or by the COMMISSION.

SECTION 6. TREASURER

The Treasurer shall sign or countersign all checks, vouchers or other instruments for any and all funds expended by the Commission or drawn on any of its accounts. *(Amended 9/23/1982; 10/26/1995)*

SECTION 7. SECRETARY

The Executive Director shall be the Secretary of the COMMISSION. The Secretary shall give to the members notice of all regular and special meetings of the COMMISSION, and shall attend all such meetings and keep a record of their proceedings, which shall be a public record, and copies of which shall be mailed with the notice of the next succeeding regular meeting of the COMMISSION. In general, he shall perform all of the duties incident to the office of the Secretary and such other duties as may from time to time be assigned to him by the Chairman or by the COMMISSION. Additionally, the Secretary shall make a brief financial report at each regular meeting of the COMMISSION; and he shall make an annual financial report as soon as practicable after the end of each fiscal year. *(Amended 9/23/1982)*

ARTICLE VIII - MEETINGS AND VOTING

SECTION 1. - REGULAR MEETINGS

- (a) Regular meetings of the COMMISSION shall be held at a date and time to be set annually at the June meeting of the COMMISSION. The Chairman may change the date and time of any regular meeting provided written notice of the change is mailed to all Commissioners at least one week in advance of the revised date. There shall also be an Annual Meeting of the COMMISSION each year held on a date and at a location to be determined by the members. *(Amended 9/23/1982; 8/27/2003; 12/12/2007; 2/22/2017)*
- (b) The order of business for a regular meeting shall include the following: (a) roll call, (b) approval of minutes of previous meeting, (c) unfinished business, (d) new business, and (e) adjournment.
- (c) All meetings of the Planning District Commission at which official action is taken shall be open to the public and all records of the Planning District Commission shall be a public record. The COMMISSION may meet in executive session in accordance with the Virginia Freedom of Information Act. *(Amended 9/23/1982)*

SECTION 2. SPECIAL MEETINGS

Special meetings may be called by the Chairman at his discretion or by any five (5) members of the COMMISSION upon forty-eight (48) hours notice to all members in writing or by telephone of the time, place and purpose of the special meeting.

SECTION 3. QUORUM

A majority of the COMMISSION members shall constitute a quorum.

SECTION 4. VOTING

As provided in ARTICLE III. SECTION 2 of the Agreement, each member of the COMMISSION shall be entitled to one vote on matters before the COMMISSION. All actions of the COMMISSION may be taken by a majority vote of a quorum. No vote by any member of the COMMISSION shall constitute or be construed as an official commitment of the participating jurisdiction represented by such member.

A Commissioner may send a voting alternative no more than twice per year by providing the COMMISSION with a signed letter of authorization naming the individual who will serve as the Commissioners' proxy and the date of the meeting that the proxy will be in effect. *(Amended 2/27/2002)*

ARTICLE IX. - COMMITTEES

SECTION 1. EXECUTIVE COMMITTEE

- (a) Membership - There may be appointed an Executive Committee composed of the Chairman, Vice-Chairman, Treasurer, the Past Chairman, and up to three representatives selected at large from towns or counties not represented by the aforesaid officers. All members of the Executive Committee will serve for a one-year term, but may succeed themselves. The COMMISSION Chairman and Vice-Chairman of the COMMISSION shall be the Chairman and Vice-Chairman of the Executive Committee. *(Amended 9/23/1982; 1/25/1996; 2/22/2017)*
- (b) Meetings – Meetings of the Executive Committee shall be called by the Chairman as necessary. Meetings may also be called by the Executive Director upon written request of two members of the Executive Committee. *(Amended 1/25/1996; 2/22/2017)*
- (c) Quorum - A Quorum shall consist of a majority of the membership of the Executive Committee.
- (d) Duties - The Executive Committee may perform the functions of a finance committee, and may prepare a budget and make recommendations to the COMMISSION in regard thereto.

It may approve the application for all grants of funds from Federal and State governments by the participating jurisdictions and their agencies and any other sources. The Executive Committee shall have such further powers and duties as may from time to time be assigned to it by the COMMISSION.

The Executive Committee will supervise and advise the Executive Director including an annual performance review. The Executive Committee may take actions related to the Executive Director, including suspension, until such time as the COMMISSION meets. *(Amended 1/25/1996)*

SECTION 2. OTHER COMMITTEES

- (a) The COMMISSION may establish such other special and standing committees, advisory, technical or otherwise, as it shall deem necessary for the transaction of its affairs.
- (b) One-half of the members of any committee shall constitute a quorum.

ARTICLE X. - ADMINISTRATION

SECTION 1. STAFF

The COMMISSION shall employ a Staff of qualified professional and other persons, pay to them such compensation as it shall deem necessary and advisable to carry out its duties and implement its projects, programs and other functions.

SECTION 2. EXECUTIVE DIRECTOR

The chief executive officer of the Staff shall be the Executive Director who shall have direct supervision of all the other employees of the COMMISSION and direct control, subject to the authority of the COMMISSION, of the management of the affairs of the COMMISSION. The Executive Director's performance shall be reviewed by the Commission at least annually prior to the presentation of the fiscal year budget of the Commission. *(Amended 10/26/1995; 4/27/2016)*

SECTION 3. DUTIES OF THE EXECUTIVE DIRECTOR

In addition to being the COMMISSION'S chief source of professional guidance and initiator of worthy considerations, the duties of the Executive Director shall be, but not limited to:

- (a) Maintain and manage the business office of the COMMISSION.
- (b) Be custodian of all COMMISSION property and records.
- (c) Conduct the correspondence of the COMMISSION.
- (d) Assist the COMMISSION officers and Committee Chairman in carrying out their duties as may be appropriate.
- (e) Attend all COMMISSION meetings and be prepared to report on any and all business, activities, meetings, proposals, cooperative endeavors, etc., in which the COMMISSION is currently engaged or may be in the process of developing.
- (f) Maintain close personal contact with the representatives of Federal, state and local agencies which currently are, or subsequently will be, cooperatively involved in accomplishing the objectives of the COMMISSION.
- (g) Acquire and maintain a working knowledge of the current laws, regulations and procedures which govern the above Federal state and local agencies in order that the COMMISSION may take full advantage of opportunities presented for joint endeavors.
- (h) Prepare in cooperation with the Treasurer and/or Executive Committee annual budgets for consideration and adoption by the COMMISSION and for presentation to the governmental units. *(Amended 9/23/1982)*
- (i) Prepare annual reports showing activities and accomplishments leading toward fulfilling COMMISSION objectives, together with audited reports of receipts and expenditures for presentation to the respective governmental units.
- (j) Be responsible for carrying out all orders and directives issued by the COMMISSION.
- (k) Have general charge and supervision of all of the books and accounts of the COMMISSION; have custody of the monies and securities of the COMMISSION and keep

an accurate record of the source of all monies; unless otherwise provided, sign or countersign such checks, vouchers, or other instruments as require his signature and perform all other duties incident to his office or that may be required of him by the COMMISSION. The Executive Director may, with the express written permission of the COMMISSION, delegate certain of his duties and responsibilities to the staff of the COMMISSION, except for signing and countersigning of checks, vouchers and other instruments. *(Amended 11/30/1995)*

SECTION 4. EXECUTION OF INSTRUMENTS

The Executive Director, upon specific authorization by the COMMISSION, shall have the power to sign in its behalf any agreement or other instrument to be executed by the COMMISSION. Unless otherwise provided, he shall sign or countersign checks and vouchers in payment of obligations of the COMMISSION.

ARTICLE XI. - FINANCES

SECTION 1. BUDGET

- (a) The COMMISSION shall, on or before June 1 each year, prepare an annual budget, including the specific budget request to the participating individual governmental units. The COMMISSION shall adopt a budget before July 1 of each fiscal year. *(Amended 9/23/1982)*
- (b) The Annual Budget shall show proposed cash outlays for all operating expenses, capital equipment and improvements. Each item of expenditures shall be justified and explained in appropriate detail. Such budget shall also show any equipment and facilities provided in kind. A breakdown of the source funds should show amounts to be appropriated by each county, city or town, amount to be provided in-kind, and amount to be obtained through Federal grants.

SECTION 2. BUDGET

- (a) Compensation for the Executive Director, and all other employees of the COMMISSION, shall be determined by the COMMISSION.

SECTION 3. DISBURSEMENTS

Only authorized expenditures as approved by the COMMISSION may be disbursed.

SECTION 4. MONIES AND PAYMENTS

The monies of the COMMISSION shall be deposited in such bank as the COMMISSION shall designate, and all payments (with the exception of those from petty cash) shall, so far as practicable, be made by check or electronic funds transfer. In the absence of the Treasurer and/or the Executive Director, checks and drafts may be signed in the name of the COMMISSION by any two of the following: the Executive Director or Treasurer or Chairman or Vice-Chairman. *(Amended 9/23/1982; 2/22/2017)*

SECTION 5. AUDITS

The COMMISSION, at least once a year, shall cause an audit to be made by an independent certified public accountant of the general funds of the COMMISSION and any special project funds which are not audited by the Federal or State government or by other independent accountant.

SECTION 6. BONDS

The COMMISSION shall cause fidelity bonds to be issued covering all members of the COMMISSION and staff charged with the responsibility for handling funds of the COMMISSION in amounts deemed by it to be adequate.

ARTICLE XII. - FINANCIAL OBLIGATIONS OF MEMBER GOVERNMENTAL SUBDIVISIONS

SECTION 1.

Each member governmental subdivision shall contribute funds to the COMMISSION at the same per capita rate as every other member governmental subdivision. Population figures for each participating jurisdiction shall be the same as those developed by the United States Census Annual Population Estimates program. *(Amended 9/23/1982; 2/22/2017)*

SECTION 2

The per capita contribution of each governmental subdivision is due on July 1 of the current fiscal year and shall be paid by each governmental subdivision in a lump sum or semi-annual installments due at the end of the first month after each requisition. *(Amended 9/23/1982)*

SECTION 3.

The per capita contribution shall be determined annually by the COMMISSION. *(Amended 9/23/1982)*

SECTION 4.

An additional assessment may be made upon DISTRICT governmental subdivisions for local and technical planning assistance services which are requested by said governmental subdivisions for the COMMISSION'S Annual Work Program. These additional assessments shall be determined by the COMMISSION and forwarded to member local government subdivisions by April 1. *(Amended 5/23/1985)*

SECTION 5.

An additional assessment may be made upon governmental subdivision for additional services which are requested by said governmental subdivision and which are not included in the Work Program adopted by the COMMISSION. Such assessment shall be agreed upon by and between the COMMISSION and the appropriate governmental subdivision. *(Amended 5/23/1985)*

SECTION 6.

The COMMISSION may receive contributions from the Commonwealth of Virginia in accordance with section 15.1-1412, Article 2, Title 15.1, Chapter 34, Code of Virginia, 1950, as amended. *(Amended 5/23/1985)*

SECTION 7.

The COMMISSION may make application for and accept loans and grants of money or materials or property at any time from any private or charitable source, or the United States of America, or the Commonwealth of Virginia, or any other agency or instrumentality thereof. *(Amended 5/23/1985)*

ARTICLE XIII. – AMENDMENTS

SECTION 1. AMENDMENTS

Any proposed amendment, repeal or alteration, in whole or in part, of these By-laws shall be presented in writing and read for the first time at a regular meeting of the COMMISSION. Such proposal may be considered and amended at such meeting, but shall not be acted upon by the COMMISSION until a subsequent meeting or a special meeting called for the purpose. At such subsequent meeting such proposal shall be read a second time, shall be subject to further consideration and amendment germane to the section or sections affected by such proposal, and shall thereafter be acted upon.

ARTICLE XIV. - PROCEDURES

SECTION 1. PARLIAMENTARY PROCEDURE

In all matters of parliamentary procedure not specifically governed by these By-laws, Robert's Rules of Order shall govern.

ARTICLE XV. - EFFECTIVE DATE

These By-laws shall become effective immediately upon adoption by the COMMISSION.

Original Adoption Date: November 15, 1973

Amended Dates: September 23, 1982; May 23, 1985; October 27, 1988; October 26, 1995; November 30, 1995; January 25, 1996; February 27, 2002; August 27, 2003; December 12, 2007; April 27, 2016; February 22, 2017