

**Rappahannock Rapidan Regional Commission  
February 24, 2021 Regular Meeting  
Electronic Meeting**

**MINUTES**

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

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

**1. Call to Order**

Chair Coiner called meeting to order at 1:05 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**

Chair 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**

Chair Coiner welcomed new members Gary Deal and Debbie Donehey to the Regional Commission and noted that he looked forward to meeting in person soon.

A quorum of the Commission was confirmed.

**4. Agenda Approval**

Upon motion by C Hoffman, 2<sup>nd</sup> by M Taylor, 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**

**7. Approval of Minutes**

a) December 9, 2020

Chair Coiner presented the minutes from the December 9<sup>th</sup> RRRC meeting. J Crozier moved to approve the December 9<sup>th</sup> minutes, 2<sup>nd</sup> by M Taylor. The motion carried by voice vote, with C Hoffman and G Deal abstaining.

**8. Financial Reports**

Chair Coiner asked P Mauney to review the financial reports. P Mauney noted that there were no significant items from the FY 2021 year to date reports with revenues and expenses tracking as projected. He also stated that any reductions in grant funding would be offset with reduced spending and that staff would prepare an amended budget for consideration at the April meeting.

P Mauney also reviewed the biannual summary of the Commission's financial accounts. He noted that returns on the two reserve accounts were lower than previous years, but remained higher than the money market account where those funds were previously held. In summary, he stated that the Commission remains in a solid financial position moving into FY 2022.

a) FY2021 Year to Date Financial Report

b) Agency Financial Account Summaries

**9. Executive Director's Report**

Chair Coiner asked P Mauney to review the Director's report. P Mauney shared that Lauren Taft had joined the Commission as an intern for the spring semester working with Foothills Housing Network. He also referenced the recent release of Smart Scale round four scores, particularly focusing on a revision in February impacting one of the Commission's applications on behalf of Fauquier County (Lees Mill Road project) that was no longer on the Office of Intermodal Planning and Investment staff recommended funding scenario.

P Mauney also shared recent and upcoming staff activities on the Regional Long Range Transportation Plan, Foothills Housing Network Point-in-Time Count, Mountain Run TMDL Implementation Plan, and GO Virginia projects.

## 10. Staff Updates

### a) Regional Housing Study

Chair Coiner reminded Commissioners that the Regional Housing Study draft was presented in October and that staff had worked with the consultant team and stakeholder workgroup in the interim to make revisions to the document. He asked P Mauney to review the study and revisions. P Mauney provided an overview presentation of the background and findings of the study, major revisions and outreach steps taken since October, and several next steps currently in development by Commission staff as well as other housing stakeholders in the region. A general discussion of the study and housing by the Commission ensued.

J Crozier moved to adopt the Regional Housing Study, 2<sup>nd</sup> by C Hoffman. The motion carried by roll call vote.

*Aye: Butler, Coiner, Crozier, Deal, Donehey, Egertson, Hobbs, Hoffman, McCulla, Roby, Schaeffer, Taylor, Voorhees, Woods (14); Nay: None; Abstain: None; Not Present: Ashby, Catlin, Curry, Hively, Lamar, Sisson (6)*

## 11. New Business

### a) RRRC application to DRPT for FY 2022 Commuter Assistance Program Operating Grant

Chair Coiner asked P Mauney to review item 11A for an application to DRPT for the Commuter Services program. P Mauney reviewed the request, noting that the program provides funding for portions of three staff positions and that the request is slightly reduced from past years given ongoing direction from the Department of Rail and Public Transportation regarding spending on advertising.

M Taylor moved to certify the local match funding for the application, 2<sup>nd</sup> by C Hoffman. The motion carried by roll call vote.

*Aye: Butler, Coiner, Crozier, Deal, Donehey, Egertson, Hobbs, Hoffman, McCulla, Roby, Schaeffer, Taylor, Voorhees, Woods (14); Nay: None; Abstain: None; Not Present: Ashby, Catlin, Curry, Hively, Lamar, Sisson (6)*

### b) RRRC Financial Management Procedures & Whistleblower Policies

Chair Coiner introduced item 11B and stated that two administrative policies required review and approval following a recent compliance review for the Virginia Homeless Solutions Program. P Mauney reviewed the financial management process policy, noting that these procedures were in place but are now documented in written form, and the whistleblower policy that meets requirements of the Code of Virginia.

C Hoffman moved to approve the policies, 2<sup>nd</sup> by J Hobbs. The motion carried by roll call vote.

*Aye: Butler, Coiner, Crozier, Deal, Donehey, Egertson, Hobbs, Hoffman, McCulla, Roby, Schaeffer, Taylor, Voorhees, Woods (14); Nay: None; Abstain: None; Not Present: Ashby, Catlin, Curry, Hively, Lamar, Sisson (6)*

c) 2021 Virginia CDBG Program Regional Priorities

Chair Coiner introduced the annual request for the Commission to set regional priorities for Community Development Block Grant (CDBG) program applications. P Mauney noted that there were no suggested changes from staff regarding the priorities from 2020 and that staff was aware of two planning grant applications that may be submitted from the region, but no project applications as of the meeting.

M Taylor moved to approve the priorities as presented, 2<sup>nd</sup> by J Crozier. The motion carried by voice vote.

d) Cigarette Tax Discussion

Chair Coiner noted that General Assembly action in 2020 allowed counties to implement a tax on cigarettes, and that towns had and continue have such authority. In the 2021 session, the General Assembly further encouraged consideration of regional cigarette tax boards and that the item was on the agenda for discussion. Commissioners held a robust discussion of existing cigarette taxes in the four largest Towns and the relative cost to manage those programs. At this time, the Towns are content with managing their own programs or, in the case of the Town of Warrenton, as a member of the Northern Virginia Cigarette Tax Board (NCVTB). Commissioners representing Counties shared perspectives on local discussion to date, which varied between each of the five counties.

Following discussion, the Commission directed the Executive Director to develop summary information on structure of a potential regional board, estimates of revenues and expenses, and general information for transmittal to the Executive Committee and Chief Administrative Officers in the region.

*Commissioner Hoffman exited the meeting during discussion of Item 11D.*

**12. Report from Nominating Committee**

a) Proposed Amendments to RRRC Bylaws

Chair Coiner stated that the Executive Committee was tasked with serving as the nominating committee by the Commission in December. During the course of their deliberations, the Executive Committee identified and was proposing an amendment to the RRRC Bylaws to add the immediate Past Chair as a named member of the Executive Committee moving forward. He noted that this was the first reading of the amendment and action would not be taken requested until April. There was discussion of the amendment. P Mauney stated the Mr. Curry from Rappahannock County was not present but asked for clarification regarding the Past Chair needing to be a member of the Commission, as some may have rotated off following their term. Chair Coiner asked P Mauney to add a definition including that requirement to the appropriate section of the Bylaws for consideration in April.

b) Election of Officers & Executive Committee for terms beginning March 1, 2021  
Chair Coiner asked J Hobbs to present the slate. J Hobbs offered the following slate on behalf of the nominating committee:

Chair – Meaghan Taylor, Town of Culpeper  
Vice-Chair – Paul McCulla, Fauquier County  
Treasurer – Greg Woods, Town of Orange  
At-Large – Frederic Catlin, Town of Washington  
At-Large – Robert Coiner, Town of Gordonsville  
At-Large – Jack Hobbs, Madison County

Chair Coiner asked for additional nominations from the floor. There were no nominations. J Hobbs moved to close nominations and approve the slate as presented, 2<sup>nd</sup> by J Crozier. The motion carried unanimously.

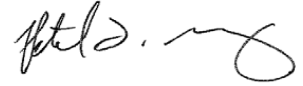
**13. Regional Roundtable**

Commission members shared information of note from their communities.

**13. Adjournment**

Chair Coiner adjourned the meeting at 3:06 p.m.

Respectfully Submitted by:



Patrick L. Mauney  
Secretary & Executive Director