



**Rappahannock-Rapidan Regional Commission Meeting  
August 25, 2021 at 1:00 pm**

**Culpeper Technical Education Center  
17441 Frank Turnage Drive, Culpeper**

## **AGENDA**

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1. Call to Order
2. Pledge of Allegiance
3. Roll Call & Quorum Determination
4. \*\*Approval of Agenda
5. Public Comment
6. Presentations & Special Recognition
7. Approval of Minutes
  - a) \*\*June 23, 2021 ([Attachment](#))
8. Financial Reports
  - a) FY 2021 Final Unaudited Financial Report ([Attachment](#))
  - b) FY 2022 YTD Financial Report ([Attachment](#))
  - c) Financial Account Summaries ([Attachment](#))
9. Executive Director's Report ([Attachment](#))
  - a) FOIA Council Meetings Issues Subcommittee
  - b) Redistricting Updates / Census Data
10. Staff Updates
  - a) PDC Housing Development Program ([Attachment](#))
  - b) RRRC Annual Meeting & Leadership Awards

11. New Business

- a) \*\*Authorization of FY 2023 RRRC Per Capita Dues Rate & Funding Requests ([Attachment](#))
- b) \*\*RRRC application to EDA for CEDS Planning Grant ([Attachment](#))
- c) \*\*RRRC application to Department of Forestry Virginia Trees for Clean Water Grant Program ([Attachment](#))
- d) \*\*RRRC application to PATH Foundation for Regional Transportation Collaborative continuation ([Attachment](#))

12. Closed Session (if necessary)

13. Regional Roundtable

14. \*\*Adjournment

\*\*Commission Action Item

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

**Rappahannock Rapidan Regional Commission  
June 23, 2021 Regular Meeting  
Warrenton Town Hall, Warrenton, VA**

**MINUTES**

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

*Others Present: Denise Harris (Town of Warrenton), John Payne (Virginia Housing)*

*Staff Present: Monica Creel, Michelle Edwards, Patrick Mauney*

**1. Call to Order**

Chair Taylor called meeting to order at 1:00 p.m. She thanked the Town of Warrenton for hosting the meeting in the new Town Hall, as well as for providing a tour of the new Town Hall and Town's outdoor dining, parklets, and other initiatives along Main Street.

**2. Pledge of Allegiance**

Chair Taylor led Commissioners in the Pledge of Allegiance.

**3. Roll Call & Quorum Determination**

A quorum of the Commission was confirmed.

**4. Agenda Approval**

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

**5. Public Comment**

There were no comments from the public.

## **6. Presentations and Special Recognition**

### **a) Presentation: Virginia Housing PDC Housing Development Program**

Chair Taylor welcomed Mr. John Payne, Strategic Housing and Program Implementation Officer with Virginia Housing to the meeting, noting that he would present information on his organization's PDC Housing Development Program.

Mr. Payne shared a slide deck providing an overview of Virginia Housing and with information regarding the new initiative targeted to Planning District Commissions. He noted that a primary goal of the program is to enhance the coordination between local developers and regional commissions. The program is designed as a three-year grant with an expected outcome of 10 units per each \$1 million provided. Funding amounts are based on regional populations and the Rappahannock-Rapidan region would qualify for \$2 million.

G Deal asked if the intention was for the funding to be combined with tax credit funding or other sources. J Payne stated that the funding was not meant to replace existing funding, but was meant to leverage other sources. G Deal asked whether local support was needed. J Payne stated that local support would be critical, but that other funding programs may require different levels of local support. He underlined that flexibility and innovation were important to this new program.

G Curry asked how the Commission would fit into the process. P Mauney stated that the Commission would be a facilitator, providing a pool of funds to offset development costs, should a project emanate that meets the requirements, has local and regional support and addresses critical needs that will be identified as part of the program implementation. P Mauney also noted that the grant allows for up to 85% of funding to be reimbursed prior to the development phase, which in his opinion allows the Commission to devote staff time toward program implementation with a likelihood of identifying and supporting development of housing units, but also the comfort that those costs would be reimbursed even if the program was ultimately unsuccessful.

G Deal asked if the funds could be available as part of affordable units proffered as part of a larger development. P Mauney indicated that would be allowable, but J Payne noted the importance of the units not being already built or financed, as the funding is meant for development of new units.

G Curry asked about who would track the affordability requirement. J Payne stated that this would likely vary depending on other funding sources and their methods for ensuring long-term affordability.

B Schaeffer asked whether accessory dwelling units might be allowable under this program. J Payne indicated that it may be possible, but would have questions about how affordability would convey with subsequent real estate transactions. B Schaeffer stated that it would be important to consider ADUs as part of funding programs

moving forward, especially considering the recommendations from the regional housing study.

Following further discussion, G Curry motioned to authorize the Executive Director to execute agreements with Virginia Housing, and to designate the Executive Committee, or another Committee assigned by the Executive Committee, to oversee the program. A 2<sup>nd</sup> was made by G Deal. The motion carried unanimously.

*b) Resolution of Thanks to Outgoing Commissioner Jack Hobbs*

Chair Taylor introduced a resolution thanking Commission member Jack Hobbs from Madison County for his service, noting that he would be departing Madison County and the region at the end of the month.

P Mauney read the resolution into the minutes, a copy of which is attached to the official meeting minutes.

**7. Approval of Minutes**

*a) April 28, 2021*

Chair Taylor presented the minutes from the April 28<sup>th</sup> RRRC meeting. J Crozier moved to approve, 2<sup>nd</sup> by R Coiner. The motion carried unanimously.

**8. Financial Reports**

*a) FY 2021 Year to Date Financial Report*

Chair Taylor asked P Mauney to review the FY 2021 financial reports and proposed budget amendments. P Mauney noted that revenues were at 94% of budget, with expenses at 79% of budget as of the end of May. He also stated that there would likely be a surplus at the end of the fiscal year, primarily due to decreased spending on office operating expenses over the past year.

P Mauney noted one proposed amendment in which the Commission served as fiscal agent upon request from the Town of Washington for a one-time, pass-through payment in the amount of \$36,630.58.

R Coiner moved to approve the amended FY 2021 budget, 2<sup>nd</sup> by P McCulla. The motion carried unanimously.

**9. Executive Director's Report**

Chair Taylor asked P Mauney to review the Director's report. P Mauney noted that the Commission is advertising for two open positions, with desire to have both filled by later in the summer. P Mauney also thanked Rebecca Wareham and Foothills Housing Network partners for their coordinated response to flooding impacts at the Sleepy Hollow Motel in Culpeper recently. He also noted upcoming meetings, including the regional Food Council, and recent discussions with the Health District regarding collaborative efforts in which the Commission may be able to support the district with GIS and mapping support.

## **10. Staff Updates**

a) National Fish & Wildlife Foundation Small Watershed Implementation Grant  
Chair Taylor asked M Edwards to review the recent award from the National Fish and Wildlife Foundation. M Edwards shared information on the award for a two-year project focused on stormwater management and Chesapeake Bay Watershed Implementation plan implementation. The project partners are Fauquier County, Town of Warrenton, John Marshall Soil and Water Conservation District, Friends of the Rappahannock, and Chesapeake Conservancy. The overall award is \$301,227 with \$345,568 in leveraged funding.

The grant will allow project partners to install three green stormwater best management practices that will allow for outreach and education with Fauquier County schools, as well as within the Town of Warrenton. Partners will also use funds to improve participation in the Virginia Conservation Assistance Program (VCAP) via cost-share matching funds. Finally, funds will be used to develop a custom GIS-based prioritization of BMPs in the region using new land cover and hydrography data, as well as ground-truthing stream bank data and targeted water quality monitoring.

### **b) AARP Community Challenge Grant**

Chair Taylor asked P Mauney to provide an update on the AARP Community Challenge grant. P Mauney indicated that, while an official announcement was pending, staff had received favorable feedback from AARP and was confident of an award notification. He also stated that part of the funding would focus on public awareness of volunteer driver programs, including the potential for temporary art installations on benches or other public locations. He asked Commissioners to share locations that may be used or any local process that may need to be followed to allow such temporary installations.

### **c) Regional Cigarette Tax**

Chair Taylor requested an update on the Regional Cigarette Tax discussion. P Mauney noted his understanding that those counties interested in pursuing the cigarette tax have identified options with either the Thomas Jefferson PDC and Charlottesville-area localities or with the Northern Virginia Cigarette Tax Board, and that he believed there to be no reason to pursue further from staff's standpoint. P McCulla confirmed Fauquier County's plan to join the Northern Virginia board.

## **11. New Business**

### **a) FY 2022 Budget Approval**

Chair Taylor introduced item 11A, noting that the first reading of the proposed bylaws amendment occurred in February and that the Commission could take action today. P Mauney reviewed the bylaws amendments relating to the Past Chair definition and participation on the Executive Committee.

R Coiner moved to approve the FY 2022 budget, 2<sup>nd</sup> by T Voorhees. The motion carried unanimously.

*b) Remote Electronic Meeting Participation Policy*

Chair Taylor asked P Mauney to review the proposed Remote Electronic Participation Policy. P Mauney stated that electronic meeting participation over the past year was allowable due to the declared State of Emergency. However, the Commission does have the option to adopt a Remote Electronic Participation Policy with the Code of Virginia allowing members to participate remotely under a strict set of criteria.

G Curry requested to amend the proposed policy to note that the Commission Chair shall notify the Commission Vice Chair should the Chair need to request ability to participate remotely.

J Crozier moved to approve the Policy as amended, 2<sup>nd</sup> by D Donehey. The motion carried unanimously.

*c) FY 2022 Meeting Schedule Resolution*

Chair Taylor noted the FY 2022 meeting schedule, offering Commission members the option to adjust the regular meeting time and date. No changes were requested.

J Crozier moved to approve the FY 2022 meeting schedule, 2<sup>nd</sup> by J Hobbs. The motion carried unanimously.

*d) RRRC Annual Meeting and Leadership Awards*

Chair Taylor stated that with the return to in-person meetings, staff was seeking guidance regarding the Annual Meeting typically held in late September or early October. She also noted that the informal rotation meant that the next Annual Meeting would be in Orange County.

Commissioners discussed dates and conflicts, directing staff to look at dates in October. P Mauney indicated he would accept any event space recommendations from the Commissioners from Orange and would return with additional details by the August meeting.

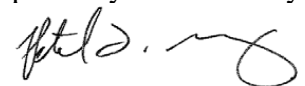
**12. Regional Roundtable**

Commission members shared information of note from their communities.

**13. Adjournment**

Upon motion by J Crozier, 2<sup>nd</sup> by G Curry, Chair Taylor adjourned the meeting at 3:00 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: August 17, 2021**  
**Subject: FY 2021 Final Unaudited Revenues & Expenditures**

Final FY 2021 Revenue and Expenditure reports through June 30, 2021 are enclosed for your review. These reports are subject to RRRC's annual audit process. Auditors from Dunham Aukamp and Rhodes PLC will be in the office on Thursday, September 2<sup>nd</sup> as part of their review with the draft audit available at the October Commission meeting.

Revenues for the fiscal year finished at just less than 100% of budgeted revenues based on the amended budget. There are no major concerns, though I would note the decrease in interest income that has been adjusted as part of the FY 2022 budget.

Expenses at the end of the fiscal year were 89.2% of the amended budget. As previously referenced, there were several projects with lower than budgeted expenses due to direction received from State and Federal granting agencies. In addition, non-payroll and benefit operating expenses were significantly reduced as a result of COVID-19 and associated reductions in travel, meeting, and office supply expenses.

**REQUESTED ACTION:** None required.

Rappahannock-Rapidan Regional Commission  
FY 2021 Revenue Snapshot - June 30, 2021

Budget Items	FY 2021 Budget	Adjustments	Adjusted Budget	July	August	September	October	November	December	January	February	March	April	May	June	YTD Actual	YTD %
Revenues																	
Dues:																	
Culpeper County	\$ 26,624.00		\$ 26,624.00		\$ 6,655.98			\$ 6,655.98			\$ 6,655.98		\$ 6,655.98			\$ 26,623.92	100.0%
Fauquier County	\$ 48,430.00		\$ 48,430.00		\$ 12,107.42		\$ 12,107.42			\$ 12,107.42			\$ 12,107.42			\$ 48,429.68	100.0%
Madison County	\$ 10,674.00		\$ 10,674.00				\$ 10,673.80									\$ 10,673.80	100.0%
Orange County	\$ 24,039.00		\$ 24,039.00	\$ 24,038.46												\$ 24,038.46	100.0%
Rappahannock County	\$ 5,915.00		\$ 5,915.00	\$ 5,915.41												\$ 5,915.41	100.0%
Town of Culpeper	\$ 14,945.00		\$ 14,945.00	\$ 14,944.98												\$ 14,944.98	100.0%
Town of Gordonsville	\$ 1,314.00		\$ 1,314.00	\$ 1,313.89												\$ 1,313.89	100.0%
Town of Madison	\$ 181.00		\$ 181.00	\$ 180.94												\$ 180.94	100.0%
Town of Orange	\$ 4,140.00		\$ 4,140.00	\$ 4,140.04												\$ 4,140.04	100.0%
Town of The Plains	\$ 189.00		\$ 189.00			\$ 189.24										\$ 189.24	100.1%
Town of Remington	\$ 524.00		\$ 524.00		\$ 523.73											\$ 523.73	99.9%
Town of Warrenton	\$ 8,185.00		\$ 8,185.00	\$ 8,184.63												\$ 8,184.63	100.0%
Town of Washington	\$ 104.00		\$ 104.00	\$ 103.75												\$ 103.75	99.8%
Interest Income	\$ 2,000.00		\$ 2,000.00	\$ 44.08	\$ 36.99	\$ 33.53	\$ 33.33	\$ 28.00	\$ 24.10	\$ 20.65	\$ 17.39	\$ 18.44	\$ 16.88	\$ 16.11	\$ 12.25	\$ 301.75	15.1%
Other Income	\$ 1,000.00		\$ 1,000.00	\$ 103.08	\$ 68.84	\$ 29.66	\$ 101.50	\$ 1.50	\$ 101.50	\$ 1.50	\$ 3.00	\$ 101.50		\$ 467.79	\$ 32.69	\$ 1,012.56	101.3%
DEQ Chesapeake Bay PDC Capacity	\$ 52,000.00		\$ 52,000.00									\$ 52,000.00				\$ 52,000.00	100.0%
DRPT Mobility Management Grant	\$ 124,500.00		\$ 124,500.00	\$ 10,150.00	\$ 8,955.00		\$ 24,082.00	\$ 2,956.00	\$ 21,538.00	\$ 8,850.00	\$ 8,377.00	\$ 9,455.00	\$ 12,894.00	\$ 12,516.00	\$ 8,180.00	\$ 127,953.00	102.8%
DRPT Section 5310 Operating Grant	\$ 25,000.00		\$ 25,000.00	\$ 7,132.00	\$ 7,680.00		\$ 6,583.00	\$ 7,680.00								\$ 29,075.00	116.3%
NFWF Chesapeake Bay Grant	\$ -	\$ -	\$ -													\$ -	0.0%
Orange County CARES Act	\$ -	\$ 10,000.00	\$ 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										\$ 150,000.00	100.0%
Rappahannock Cares Act		\$ 90,500.00	\$ 90,500.00					\$ 88,650.00	\$ 450.00	\$ 1,349.94						\$ 90,449.94	99.9%
Regional Housing	\$ 48,604.00		\$ 48,604.00	\$ 19,632.17	\$ 5,935.77	\$ 43.41	\$ 9,073.37	\$ 2,290.02		\$ 3,524.95	\$ 2,290.02		\$ 5,814.97			\$ 48,604.68	100.0%
Regional Tourism	\$ 7,000.00	\$ 500.00	\$ 7,500.00	\$ 4,200.00	\$ 1,400.00	\$ 149.90				\$ 1,400.00		\$ 300.00				\$ 7,449.90	99.3%
Rideshare Program	\$ 140,000.00	\$ (48,335.00)	\$ 91,665.00		\$ 13,791.00	\$ 5,943.00	\$ 8,144.00	\$ 9,043.00	\$ 6,826.00	\$ 4,856.00	\$ 6,321.00	\$ 7,117.00	\$ 6,482.00	\$ 10,767.00	\$ 7,018.00	\$ 86,308.00	94.2%
Rideshare Vanpool Grant	\$ 5,000.00		\$ 5,000.00													\$ -	0.0%
Rural Transportation Planning	\$ 58,000.00		\$ 58,000.00			\$ 17,690.42	\$ 13,714.55				\$ 17,051.81			\$ 12,006.64		\$ 60,463.42	104.2%
State Regional Planning Grant	\$ 75,971.00		\$ 75,971.00					\$ 37,985.00		\$ 18,993.00				\$ 18,993.00		\$ 75,971.00	100.0%
Town of Washington Pass Through		\$ 36,630.58	\$ 36,630.58												\$ 36,630.58	\$ 36,630.58	100.0%
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												\$ 21,525.00	100.0%
VHDA Housing Study	\$ 75,000.00		\$ 75,000.00	\$ 13,784.23					\$ 34,972.66			\$ 27,792.11				\$ 76,549.00	102.1%
VHSP Grant	\$ 84,500.00		\$ 84,500.00			\$ 8,974.09			\$ 15,168.24		\$ 14,254.45		\$ 15,074.63	\$ 18,990.18	\$ 12,038.41	\$ 84,500.00	100.0%
Total Revenue	\$ 914,454.00	\$ 190,205.58	\$ 1,104,659.58	\$ 135,392.66	\$ 57,154.73	\$ 183,053.25	\$ 94,512.97	\$ 155,289.50	\$ 79,080.50	\$ 51,103.46	\$ 54,970.65	\$ 96,784.05	\$ 59,045.88	\$ 73,756.72	\$ 63,911.93	\$ 1,104,056.30	99.9%

Rappahannock-Rapidan Regional Commission  
FY 2021 Expenditure Snapshot - June 30, 2021

Budget Items	FY 2021 Budget	Adjustments	Adjusted Budget	July	August	September	October	November	December	January	February	March	April	May	June	YTD Actual	YTD %
<b>Expenditures</b>																	
Advertising	\$ 500.00		\$ 500.00	\$ 18.95							\$ 234.60					\$ 253.55	50.7%
Annual Meeting/Workshops/Meetings	\$ 5,000.00		\$ 5,000.00				\$ 262.32									\$ 262.32	5.2%
Audit/Legal	\$ 5,000.00		\$ 5,000.00												\$ 3,950.00	\$ 3,950.00	79.0%
Equipment/Software	\$ 12,500.00	\$ 5,000.00	\$ 17,500.00	\$ 14.99	\$ 29.98	\$ 14.99	\$ 179.98	\$ 8,155.43		\$ 399.96	\$ 14.99	\$ 29.98	\$ 107.98	\$ 1,449.32	\$ 7,428.12	\$ 17,825.72	101.9%
FICA	\$ 29,500.00	\$ 2,500.00	\$ 32,000.00	\$ 2,053.80	\$ 2,058.10	\$ 2,073.08	\$ 3,180.46	\$ 2,225.54	\$ 2,301.65	\$ 2,293.85	\$ 2,293.02	\$ 2,278.47	\$ 3,477.77	\$ 2,278.40	\$ 2,293.53	\$ 28,807.67	90.0%
Health & Dental	\$ 63,000.00		\$ 63,000.00	\$ 5,230.04	\$ 5,230.04	\$ 5,230.04	\$ 5,230.04	\$ 5,230.04	\$ 5,230.04	\$ 5,230.04	\$ 5,230.04	\$ 5,230.04	\$ 5,230.04	\$ 5,230.04	\$ 5,174.16	\$ 62,704.60	99.5%
Meals	\$ 2,500.00		\$ 2,500.00											\$ 53.98	\$ 287.50	\$ 341.48	13.7%
Membership Dues	\$ 4,200.00		\$ 4,200.00	\$ 4,013.27												\$ 4,013.27	95.6%
Miscellaneous	\$ 500.00		\$ 500.00	\$ 19.60									\$ 10.00			\$ 29.60	5.9%
Mortgage	\$ 23,916.00		\$ 23,916.00	\$ 1,993.00	\$ 1,993.00	\$ 1,993.00	\$ 1,993.00	\$ 1,993.00	\$ 1,993.00	\$ 1,993.00	\$ 1,993.00	\$ 1,993.00	\$ 1,993.00	\$ 1,993.00	\$ 1,993.00	\$ 23,916.00	100.0%
Office & P.O. Liability Insurance	\$ 1,350.00		\$ 1,350.00	\$ 1,343.00												\$ 1,343.00	99.5%
Office Maintenance	\$ 12,000.00		\$ 12,000.00	\$ 691.40	\$ 910.56	\$ 200.00	\$ 766.40	\$ 200.00	\$ 200.00	\$ 716.40	\$ 400.00		\$ 766.40	\$ 674.60	\$ 750.00	\$ 6,275.76	52.3%
Payroll Expenses	\$ 382,063.00	\$ 31,895.00	\$ 413,958.00	\$ 29,062.36	\$ 29,118.40	\$ 29,314.58	\$ 43,789.66	\$ 31,306.99	\$ 32,301.56	\$ 32,197.06	\$ 32,183.47	\$ 31,993.00	\$ 47,670.39	\$ 31,992.54	\$ 32,165.89	\$ 403,095.90	97.4%
Postage	\$ 500.00		\$ 500.00			\$ 1.20		\$ 23.45	\$ 1.20	\$ 55.00				\$ 122.30	\$ 7.70	\$ 210.85	42.2%
Printing	\$ 3,000.00		\$ 3,000.00	\$ 30.86	\$ 127.12	\$ 74.81	\$ 65.52		\$ 90.91	\$ 18.15	\$ 27.02	\$ 65.99	\$ 57.74	\$ 79.00	\$ 67.75	\$ 704.87	23.5%
Subscriptions and Books	\$ 500.00		\$ 500.00	\$ 14.00	\$ 14.00	\$ 14.00	\$ 14.00	\$ 14.00	\$ 16.00	\$ 16.00	\$ 16.00	\$ 16.00	\$ 16.00	\$ 16.00	\$ 16.00	\$ 182.00	36.4%
Supplies	\$ 4,500.00		\$ 4,500.00	\$ 241.41	\$ 67.00	\$ 233.02	\$ 420.91		\$ 203.39	\$ 296.27	\$ 352.19	\$ 169.88	\$ 627.57	\$ 46.71	\$ 282.63	\$ 2,940.98	65.4%
Technology	\$ 9,500.00		\$ 9,500.00	\$ 2,920.45	\$ 580.74	\$ 618.24	\$ 619.84	\$ 639.09	\$ 664.08	\$ 661.60	\$ 661.60	\$ 697.60	\$ 665.85	\$ 845.25	\$ 665.85	\$ 10,240.19	107.8%
Travel & Training	\$ 8,000.00		\$ 8,000.00	\$ 75.13			\$ 15.00	\$ 15.53	\$ 118.91	\$ 58.40	\$ 126.96	\$ 40.32		\$ 118.36	\$ 750.95	\$ 1,319.56	16.5%
Utilities	\$ 6,500.00		\$ 6,500.00	\$ 292.32	\$ 326.39	\$ 318.60	\$ 263.57	\$ 139.25	\$ 246.84	\$ 364.75	\$ 507.18	\$ 533.76	\$ 447.16	\$ 300.37	\$ 242.21	\$ 3,982.40	61.3%
VRS	\$ 13,000.00		\$ 13,000.00	\$ 705.52	\$ 705.52	\$ 705.52	\$ 745.52	\$ 721.19	\$ 556.16	\$ 721.18	\$ 721.18	\$ 721.18	\$ 761.18	\$ 721.18	\$ 721.18	\$ 8,506.51	65.4%
Workman's Comp	\$ 500.00		\$ 500.00	\$ 500.00												\$ 500.00	100.0%
Chesapeake Bay PDC Capacity Expenses	\$ 1,000.00		\$ 1,000.00			\$ 100.00										\$ 100.00	10.0%
Mobility Management Expenses	\$ 123,625.00	\$ 98,775.00	\$ 222,400.00	\$ 380.63	\$ 8,575.72	\$ 11,994.05	\$ 38,980.80	\$ 16,225.80	\$ 9,136.88	\$ 13,145.37	\$ 9,941.52	\$ 9,547.09	\$ 15,460.58	\$ 23,406.39	\$ 14,426.78	\$ 171,221.61	77.0%
DRPT Section 5310 Operating Expenses	\$ 25,000.00		\$ 25,000.00	\$ 7,923.50	\$ 8,533.00	\$ 7,314.00	\$ 8,533.00									\$ 32,303.50	129.2%
NFWF Chesapeake Bay Grant Expenses	\$ -	\$ -	\$ -													\$ -	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	\$ 334.52	\$ 404.27	\$ 204.50	\$ 409.16	\$ 205.17	\$ 208.91	\$ 199.06	\$ 205.04	\$ 458.04	\$ 684.95	\$ 227.65	\$ 852.45	\$ 4,393.72	43.9%
Rideshare Expenses	\$ 80,000.00	\$ (59,917.00)	\$ 20,083.00	\$ 79.32	\$ 3.99	\$ 2,703.99	\$ 79.32	\$ 833.99	\$ 56.98	\$ 605.57	\$ 559.43	\$ 321.67	\$ 214.19	\$ 316.00	\$ 175.84	\$ 5,950.29	29.6%
Rideshare Vanpool Expenses	\$ 4,800.00		\$ 4,800.00													\$ -	0.0%
Rural Transportation Expenses	\$ 1,000.00	\$ (658.00)	\$ 342.00											\$ 31.36		\$ 31.36	9.2%
Town of Washington Pass Through		\$ 36,630.58	\$ 36,630.58												\$ 36,630.58	\$ 36,630.58	100.0%
VHDA COVID-19 Emergency Grant Expenses	\$ 18,000.00	\$ 2,467.00	\$ 20,467.00	\$ 12,892.46	\$ 7,574.17											\$ 20,466.63	100.0%
VHDA Housing Study Expenses	\$ 60,000.00	\$ (14,137.00)	\$ 45,863.00		\$ 5,654.90	\$ 22,619.60	\$ 5,654.90	\$ 5,654.90		\$ 2,827.45						\$ 42,411.75	92.5%
VHSP Expenses	\$ 3,000.00	\$ (1,000.00)	\$ 2,000.00	\$ 26.83	\$ 26.83	\$ 347.14	\$ 175.83	\$ 47.00	\$ 26.83	\$ 26.83	\$ 62.08	\$ 26.83	\$ 26.83	\$ 26.83	\$ 41.82	\$ 861.68	43.1%
<b>Total Expenditures</b>	<b>\$ 914,454.00</b>	<b>\$ 190,205.58</b>	<b>\$ 1,104,659.58</b>	<b>\$ 70,857.36</b>	<b>\$ 71,933.73</b>	<b>\$ 86,074.36</b>	<b>\$ 111,379.23</b>	<b>\$ 73,630.37</b>	<b>\$ 143,353.28</b>	<b>\$ 61,825.94</b>	<b>\$ 55,529.32</b>	<b>\$ 54,122.85</b>	<b>\$ 78,217.63</b>	<b>\$ 69,929.28</b>	<b>\$ 108,923.94</b>	<b>\$ 985,777.29</b>	<b>89.2%</b>



## **MEMORANDUM**

**To: Members of the Rappahannock-Rapidan Regional Commission**  
**From: Patrick L. Mauney, Executive Director**  
**Date: August 17, 2021**  
**Subject: FY 2022 Year-to-Date Revenues & Expenditures**

FY 2022 Revenue and Expenditure reports through July 31, 2021 are enclosed for your review. These are unaudited reports for the first month of the fiscal year.

Revenues are 12.6% of budget, and those received to date are largely from annual dues from our local government members, as well as grant reimbursements from the past quarter. We are also in receipt of full funding for the Farm to School Liaison position from PATH Foundation and No Kid Hungry at this time.

Expenditures are 4.5% of budget through July and in line with expectations.

**REQUESTED ACTION:** None required.

**Rappahannock-Rapidan Regional Commission**  
**FY 2022 Revenue Snapshot - July 31, 2021**

Budget Items	FY 2022 Budget	Adjustments	Adjusted Budget	July	YTD Actual	YTD %
<b><u>Revenues</u></b>						
Dues:						
Culpeper County	\$ 27,589.00		\$ 27,589.00		\$ -	0.0%
Fauquier County	\$ 49,677.00		\$ 49,677.00		\$ -	0.0%
Madison County	\$ 10,833.00		\$ 10,833.00	\$ 10,833.16	\$ 10,833.16	100.0%
Orange County	\$ 24,892.00		\$ 24,892.00	\$ 24,891.70	\$ 24,891.70	100.0%
Rappahannock County	\$ 5,915.00		\$ 5,915.00	\$ 5,915.41	\$ 5,915.41	100.0%
Town of Culpeper	\$ 15,454.00		\$ 15,454.00	\$ 15,453.77	\$ 15,453.77	100.0%
Town of Gordonsville	\$ 1,332.00		\$ 1,332.00	\$ 1,332.15	\$ 1,332.15	100.0%
Town of Madison	\$ 202.00		\$ 202.00	\$ 201.69	\$ 201.69	99.8%
Town of Orange	\$ 4,191.00		\$ 4,191.00	\$ 4,190.67	\$ 4,190.67	100.0%
Town of The Plains	\$ 194.00		\$ 194.00		\$ -	0.0%
Town of Remington	\$ 541.00		\$ 541.00	\$ 541.16	\$ 541.16	100.0%
Town of Warrenton	\$ 8,248.00		\$ 8,248.00	\$ 8,247.71	\$ 8,247.71	100.0%
Town of Washington	\$ 104.00		\$ 104.00	\$ 103.75	\$ 103.75	99.8%
Interest Income	\$ 300.00		\$ 300.00	\$ 17.09	\$ 17.09	5.7%
Other Income	\$ 1,000.00		\$ 1,000.00	\$ 100.00	\$ 100.00	10.0%
AARP Community Challenge Grant	\$ 25,000.00		\$ 25,000.00		\$ -	0.0%
DEQ Chesapeake Bay PDC Capacity	\$ 58,000.00		\$ 58,000.00		\$ -	0.0%
DRPT Mobility Management Grant	\$ 244,765.00		\$ 244,765.00	\$ 6,955.00	\$ 6,955.00	2.8%
NFWF Chesapeake Bay Grant	\$ 200,000.00		\$ 200,000.00		\$ -	0.0%
No Kid Hungry VA Farm to School Grant	\$ 25,000.00		\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	100.0%
PATH Farm to School Grant	\$ 30,000.00		\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	100.0%
PATH Mobility Management/Transportation	\$ 150,000.00		\$ 150,000.00	\$ 2,500.00	\$ 2,500.00	1.7%
Regional Housing	\$ 48,604.00		\$ 48,604.00	\$ 25,301.39	\$ 25,301.39	52.1%
Regional Tourism	\$ 7,500.00		\$ 7,500.00	\$ 5,600.00	\$ 5,600.00	74.7%
Rideshare Program	\$ 133,265.00		\$ 133,265.00	\$ 7,116.00	\$ 7,116.00	5.3%
Rural Transportation Planning	\$ 58,000.00		\$ 58,000.00		\$ -	0.0%
State Regional Planning Grant	\$ 89,971.00		\$ 89,971.00		\$ -	0.0%
VDEM Wildfire Analysis Grant	\$ 12,826.00		\$ 12,826.00		\$ -	0.0%
Virginia Housing PDC Development Program	\$ 60,000.00		\$ 60,000.00		\$ -	0.0%
VHSP Grant	\$ 84,500.00		\$ 84,500.00		\$ -	0.0%
<b>Total Revenue</b>	<b>\$ 1,377,903.00</b>	<b>\$ -</b>	<b>\$ 1,377,903.00</b>	<b>\$ 174,300.65</b>	<b>\$ 174,300.65</b>	<b>12.6%</b>

**Rappahannock-Rapidan Regional Commission**  
**FY 2022 Expenditure Snapshot - July 31, 2021**

Budget Items	FY 2022 Budget	Adjustments	Adjusted Budget	July	YTD Actual	YTD %
<b>Expenditures</b>						
Advertising	\$ 1,000.00		\$ 1,000.00	\$ 70.00	\$ 70.00	7.0%
Annual Meeting/Workshops/Meetings	\$ 5,000.00		\$ 5,000.00		\$ -	0.0%
Audit/Legal	\$ 5,000.00		\$ 5,000.00		\$ -	0.0%
Equipment/Software	\$ 10,000.00		\$ 10,000.00	\$ 49.99	\$ 49.99	0.5%
FICA	\$ 36,720.00		\$ 36,720.00	\$ 2,314.62	\$ 2,314.62	6.3%
Health & Dental	\$ 75,000.00		\$ 75,000.00	\$ 5,174.16	\$ 5,174.16	6.9%
Meals	\$ 2,500.00		\$ 2,500.00	\$ 132.69	\$ 132.69	5.3%
Membership Dues	\$ 4,500.00		\$ 4,500.00	\$ 225.16	\$ 225.16	5.0%
Miscellaneous	\$ 500.00		\$ 500.00	\$ 50.54	\$ 50.54	10.1%
Mortgage	\$ 23,916.00		\$ 23,916.00	\$ 1,993.00	\$ 1,993.00	8.3%
Office & P.O. Liability Insurance	\$ 1,350.00		\$ 1,350.00	\$ 1,368.00	\$ 1,368.00	101.3%
Office Maintenance	\$ 10,000.00		\$ 10,000.00	\$ 491.40	\$ 491.40	4.9%
Payroll Expenses	\$ 480,000.00		\$ 480,000.00	\$ 32,439.82	\$ 32,439.82	6.8%
Postage	\$ 500.00		\$ 500.00	\$ 2.60	\$ 2.60	0.5%
Printing	\$ 3,000.00		\$ 3,000.00	\$ 70.00	\$ 70.00	2.3%
Reserve	\$ -		\$ -		\$ -	0.0%
Subscriptions and Books	\$ 500.00		\$ 500.00	\$ 16.00	\$ 16.00	3.2%
Supplies	\$ 4,500.00		\$ 4,500.00		\$ -	0.0%
Technology	\$ 10,000.00		\$ 10,000.00	\$ 3,061.60	\$ 3,061.60	30.6%
Travel & Training	\$ 10,000.00		\$ 10,000.00	\$ 31.36	\$ 31.36	0.3%
Utilities	\$ 6,500.00		\$ 6,500.00	\$ 277.26	\$ 277.26	4.3%
VRS	\$ 20,000.00		\$ 20,000.00	\$ 756.05	\$ 756.05	3.8%
Workman's Comp	\$ 500.00		\$ 500.00	\$ 500.00	\$ 500.00	100.0%
AARP Community Challenge Grant Expenses	\$ 25,000.00		\$ 25,000.00		\$ -	0.0%
DEQ Chesapeake Bay PDC Capacity Expenses	\$ 1,000.00		\$ 1,000.00		\$ -	0.0%
Mobility Management Expenses	\$ 340,000.00		\$ 340,000.00	\$ 9,951.61	\$ 9,951.61	0.0%
NFWF Chesapeake Bay Expenses	\$ 185,000.00		\$ 185,000.00		\$ -	0.0%
Regional Tourism Expenses	\$ 12,800.00		\$ 12,800.00	\$ 228.39	\$ 228.39	1.8%
Rideshare Expenses	\$ 52,565.00		\$ 52,565.00	\$ 128.08	\$ 128.08	0.2%
Rural Transportation Expenses	\$ 1,000.00		\$ 1,000.00		\$ -	0.0%
VHSP Expenses	\$ 3,000.00		\$ 3,000.00	\$ 26.96	\$ 26.96	0.9%
<b>Total Expenditures</b>	<b>\$ 1,331,351.00</b>	<b>\$ -</b>	<b>\$ 1,331,351.00</b>	<b>\$ 59,359.29</b>	<b>\$ 59,359.29</b>	<b>4.5%</b>
Unprogrammed Revenues:	\$ 46,552.00		\$ 46,552.00			



## **MEMORANDUM**

**To: Members of the Rappahannock-Rapidan Regional Commission**  
**From: Patrick L. Mauney, Executive Director**  
**Date: August 16, 2021**  
**Subject: RRRC Financial Account FY 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 is 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.

**FY 2021 Account Balances**

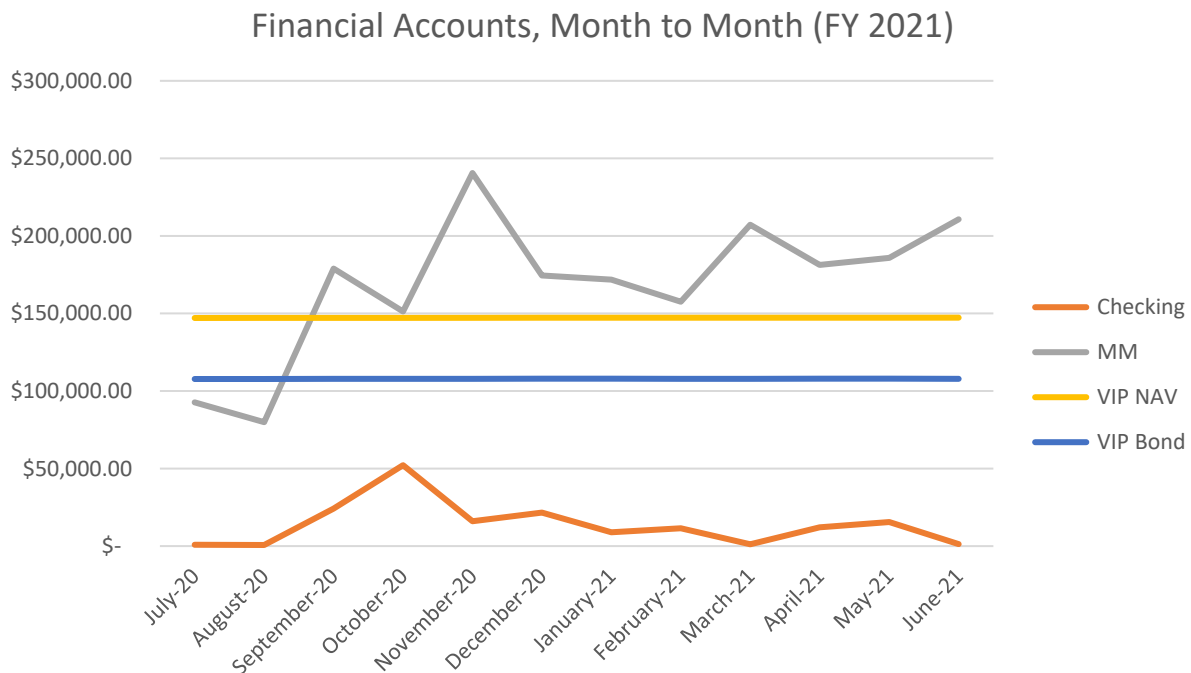
Operating accounts reflect high balances in July based on receipt of annual dues request funds from member jurisdictions. Grant reimbursements are most typically received on a quarterly basis, which is reflected by balance increases in October/November and January/February. The final quarter of FY 2021 (April to June) reflects spending on operating costs and grants, with the latter reimbursements usually received as reimbursements in the following fiscal year.

<b>Operating Accounts</b>			
Month (End)	Checking (Union)	Money Market (Union)	Operating Total
<b>July-20</b>	\$ 917.64	\$ 92,733.40	<b>\$ 93,651.04</b>
<b>August-20</b>	\$ 720.94	\$ 79,903.39	<b>\$ 80,624.33</b>
<b>September-20</b>	\$ 24,215.15	\$ 178,899.97	<b>\$ 203,115.12</b>
<b>October-20</b>	\$ 52,166.89	\$ 151,287.88	<b>\$ 203,454.77</b>
<b>November-20</b>	\$ 16,049.98	\$ 240,556.62	<b>\$ 256,606.60</b>
<b>December-20</b>	\$ 21,570.39	\$ 174,518.79	<b>\$ 196,089.18</b>
<b>January-21</b>	\$ 8,884.23	\$ 171,858.47	<b>\$ 180,742.70</b>
<b>February-21</b>	\$ 11,513.04	\$ 157,557.94	<b>\$ 169,070.98</b>
<b>March-21</b>	\$ 1,128.62	\$ 207,226.77	<b>\$ 208,355.39</b>
<b>April-21</b>	\$ 12,068.74	\$ 181,260.41	<b>\$ 193,329.15</b>
<b>May-21</b>	\$ 15,504.05	\$ 185,853.56	<b>\$ 201,357.61</b>
<b>June-21</b>	\$ 1,257.06	\$ 210,725.00	<b>\$ 211,982.06</b>

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 allow additional discretionary spending by the Commission, as identified and approved through the budget process.

<b>Reserve Accounts</b>			
Month (End)	VIP NAV	Long-Term Bond	Reserve Total
<b>July-20</b>	\$ 147,092.78	\$ 107,757.93	<b>\$ 254,850.71</b>
<b>August-20</b>	\$ 147,111.04	\$ 107,747.17	<b>\$ 254,858.21</b>
<b>September-20</b>	\$ 147,153.03	\$ 107,828.40	<b>\$ 254,981.43</b>
<b>October-20</b>	\$ 147,176.59	\$ 107,817.11	<b>\$ 254,993.70</b>
<b>November-20</b>	\$ 147,195.85	\$ 107,859.15	<b>\$ 255,055.00</b>
<b>December-20</b>	\$ 147,212.68	\$ 107,927.71	<b>\$ 255,140.39</b>
<b>January-21</b>	\$ 147,229.41	\$ 107,943.74	<b>\$ 255,173.15</b>
<b>February-21</b>	\$ 147,243.14	\$ 107,853.56	<b>\$ 255,096.70</b>
<b>March-21</b>	\$ 147,256.86	\$ 107,867.45	<b>\$ 255,124.31</b>
<b>April-21</b>	\$ 147,269.10	\$ 107,901.40	<b>\$ 255,170.50</b>
<b>May-21</b>	\$ 147,280.50	\$ 107,965.56	<b>\$ 255,246.06</b>
<b>June-21</b>	\$ 147,288.30	\$ 107,800.23	<b>\$ 255,088.53</b>

Over the past fiscal year, the VIP NAV Liquid Fund returned 0.16% and the VIP Long-Term Bond Fund returned 0.15%. These rates of return are significantly lower than the past several years since the Commission began utilizing the Virginia Investment Pool in 2017.



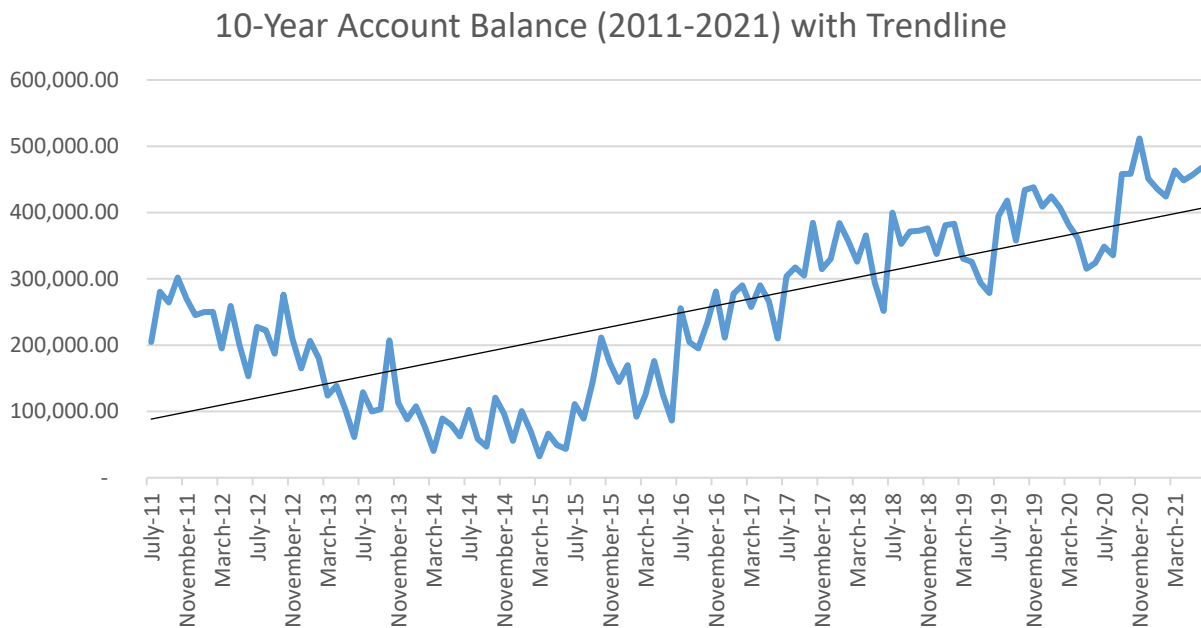
Overall account values are shown below for the end of each month of the fiscal year. Fluctuations in year to year value are primarily the result of grant reimbursement timing.

RRRC Total Account Value (FY 2021)		
Month (End)	Total Accounts	Year over Year
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
January-21	\$ 435,915.85	11,636.10
February-21	\$ 424,167.68	17,205.75
March-21	\$ 463,479.70	82,529.16
April-21	\$ 448,499.65	87,123.03
May-21	\$ 456,603.67	141,358.39
June-21	\$ 467,070.59	143,080.89

### **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 end of fiscal year spending pattern is evident in the chart below, as are beginning of fiscal year local contributions.



## **Executive Director's Report August 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:**

- The Commission will welcome two new employees next Monday. Elizabeth Beling has been hired as Farm to School Liaison and Olivia Samimy will join for a one-year term as an AmeriCorps VISTA member. I look forward to introducing both to you in October.
- Information is included with this report regarding ongoing discussions at the FOIA Council regarding flexibility in electronic meetings for local and regional public bodies with appointed boards. Some regional bodies have signaled their support for flexibility in electronic meetings.
- The Annual Meeting is scheduled for Thursday, October 7<sup>th</sup> at Lake of the Woods in Orange County. We are finalizing Leadership Award information and invitations will go out later this week or early next. Please share with your local Boards and Councils and other regional partners.

### **Transportation**

- The Rural Transportation committee will meet on August 26<sup>th</sup> to discuss the upcoming Smart Scale round, final review and input on the Regional Long Range Transportation Plan update, as well as discussion on local Transportation Alternatives and Revenue Sharing applications.
- The Regional Transportation Collaborative is hosting a Volunteer Driver Appreciation event on September 15<sup>th</sup> from 5:30 to 8:30 at Old House Winery's Lakeside Pavilion. All RTC partners are involved and all Commission members are welcome to attend. An invitation is attached.
- Staff has participated with various transportation planning initiatives over the past month, including the Culpeper Small Area Transportation Plan funded through the Commission's Growth & Accessibility Program application to OIPI, Smart Scale project development efforts with Fauquier County, Town of Warrenton, Culpeper County and Town of Culpeper. We anticipate many of these initiatives to result in placement within the Rural Long Range Plan, as well as for future funding applications.

### **Homelessness & Regional Housing**

- Commission staff have provided significant support to Foothills Housing Network member People Inc. in identifying staff capacity needs to support housing location and homelessness diversion within the region. The funds available will allow for one-year positions to fill gaps identified by FHN partners. Staff also continues to coordinate case conferencing between FHN partners where such coordination has not been in place previously.
- Staff has had multiple positive discussions with local government staff, non-profit developers and other stakeholders regarding the PDC Housing Development program funding. While we are working through the setup of the program with Virginia Housing, we are very interested to hear from you or other partners you may be working with on affordable housing opportunities,

and again want to reinforce that this is the right time for generating ideas and possible initiatives so that we can communicate questions back to Virginia Housing.

### **Environmental/Natural Resources**

- We continue to work with NFWF grant partners to begin implementation of the stormwater best management practices associated with the grant. Work has begun on the Chesapeake Conservancy GIS prioritization tool and to finalize plans for the three BMP installations in Warrenton and Fauquier County.
- The Land Use & Environment Committee last week and received information from the Department of Environmental Quality on on erosion & sediment control and stormwater management for utility scale solar projects. Staff continues to informally track local solar activity and response with the Land Use committee the primary group for those discussions.

### **Economic Development & Tourism**

- We convened a meeting with local economic development staff and have support for moving forward with a Comprehensive Economic Development Strategy (CEDS) plan application in FY 2022. I anticipate the application to go in prior to the October meeting.
- Interest in the Tween Rivers Trail has started to rebound after a mostly quiet 2020. The Trail now has 115 agri-artisan and supporting members listed across the five counties and social media engagement continues to be high. If you know of agri-artisan businesses that may be interested in joining (it's free!), please have them contact [trt@rrregion.org](mailto:trt@rrregion.org).

### **Emergency Planning & Hazard Mitigation**

- The regional wildfire analysis project is advancing, with staff continuing to run new data sources through the model process. We expect a draft report document available for review by the end of 2021.
- The Building Resilient Infrastructure and Communities (BRIC) grant program is open for applications. Commission staff are beginning to pull together required documents for the Hazard Mitigation Plan update proposal, much of which is in place from last December.

### **Local Technical Assistance**

- Initial Redistricting data from the 2020 Census was released on August 12<sup>th</sup>. The data is in a legacy format, but more usable data will be available by September 30<sup>th</sup>. Staff continues to track the activities of the Virginia Redistricting Commission and the Division of Legislative Services with regard to timelines for local redistricting processes.
- Participated with LOVE Orange Virginia on their Downtown Strategies plan process and tie-ins with Regional Housing Study and other Regional Commission projects
- Provided letter of support for Culpeper County's Industrial Revitalization Fund grant application to support commercial kitchen and other priorities at the Carver Center



YOU & (1) GUEST ARE INVITED TO THE

# Regional Volunteer Driver Annual Recognition Event

*We want to say Thank You*



*Please enjoy your meal & a drink on us!*

Live music by the Ronnie Johnson Band.

Wine, Beer, or non-alcoholic drinks from Old House Vineyards & Brewery.

A variety of dinner selections from Sobo & Divine Swine food trucks. \*Including vegetarian options.

Coffee and desserts from Two Sisters Coffee Co. and Red Truck Rural Bakery.

\*The winery is easily accessible from Route 3 or Route 29. Parking will be available close to the Lakeside Pavilion which is ADA accessible, and offers a variety of indoor and outdoor seating options. \*In the event of inclement weather, the event will be inside the screened in Lakeside Pavilion. \*This event will follow CDC masking and social distancing recommendations.

WEDNESDAY, SEPTEMBER 15TH

5:30PM – 8:30PM

OLD HOUSE WINERY  
LAKESIDE PAVILION

LOCATED AT 18351 CORKY'S LANE, CULPEPER, VA 22701

PLEASE RSVP BY SEPTEMBER 2ND TO:

[klamperaza@rrregion.org](mailto:klamperaza@rrregion.org)





# VIRGINIA FREEDOM OF INFORMATION ADVISORY COUNCIL

## COMMONWEALTH OF VIRGINIA

Senator Mamie E. Locke, Chair  
Delegate Marcus B. Simon, Vice-Chair

Alan Gernhardt, Esq., Executive Director  
Ashley Binns, Esq., Attorney

Pocahontas Building ~ 900 East Main Street, 8th Floor ~ Richmond, Virginia 23219  
foiacouncil@dls.virginia.gov ~ 804-698-1810 ~ (Toll Free) 1-866-448-4100 ~ (Fax) 804-698-1899 ~ <http://foiacouncil.dls.virginia.gov>

**August 26, 2021**

**1:00 PM**

**Senate Room A, Pocahontas Building  
Richmond, Virginia**

**[Click here to Access the Live Stream of the Meeting.](#)**

### **PROPOSED AGENDA (Annotated)**

#### **Meetings Issues Subcommittee of the Virginia Freedom of Information Advisory Council**

- 1. Call to Order, introduction of members.**
- 2. Issues to be considered by the Subcommittee.**
  - ***Changes to Electronic Meeting Provisions for Public Bodies with Appointed Members***  
*At its meeting on July 19, 2021, the FOIA Council voted 10-2 to have the Subcommittee continue studying electronic meetings options for public bodies with appointed members.*
- 3. Public Comment.**
- 4. Discussion.**
- 5. Recommendations.**
- 6. Other Business.**
- 7. Adjournment.**

\*\*\*\*\*

#### **Subcommittee Members**

**Delegate Wampler  
Chidi James  
Cullen Seltzer**

**Lee Bujakowski  
Billy Coleburn  
Matthew Conrad**

#### **Staff**

**Alan Gernhardt, Esq., Executive Director  
Ashley Binns, Esq., Attorney**

June 23, 2021

Dear Members of the FOIA Council:

We write to express our support for increased flexibility for electronic meetings outside of a declared emergency. Over the past 15 months, we have seen firsthand that electronic meetings have increased participation by members of the public because they remove barriers such as transportation and childcare. Removing such barriers leads to a more equitable, accessible, and transparent government. Better, more representative public policy is created when residents with diverse voices and lived experiences are able to participate in their government, whether by attending a meeting or through direct service on a board or commission.

Each of our jurisdictions has advisory boards or commissions to which the local governing body appoints residents. Fairfax County has almost 80 boards with more than 1100 seats. The Town of Blacksburg and the City of Hampton both have around 30 boards and commissions. The residents who serve on these bodies are generally uncompensated for their time. Even subcommittees of these boards and commissions are unable to meet electronically. We have heard directly from residents who serve on these boards - or who wish to serve - that flexibility regarding the form of meeting would be helpful to their effectiveness as a body and to their participation.

Many local elected officials serve on regional bodies that have members from as many as 13 different jurisdictions. It can take members an hour or more to travel to and from these meetings. Subcommittee meetings are often scheduled immediately before or after main meetings, and this limits the amount of work that can be done. Having the ability to meet electronically outside of an emergency, would allow regional bodies to schedule these meetings differently and more effectively. Flexibility would also help regional and advisory bodies respond to urgent or unexpected issues that may arise, while maintaining proper noticing requirements.

Even before COVID, a majority of other states allowed public bodies to meet electronically; some states even note that this is for the benefit of the public, as well as the public body. Given the increased participation we have seen, electronic meetings can help achieve FOIA's policy goal of promoting "an increased awareness by all persons of government activities and affording every opportunity to citizens to witness the operations of government."

We hope you will take the lessons we have learned over the past 15 months and help move Virginia into the 21st century. We respectfully request that you recommend that regional bodies and local advisory bodies be allowed to meet electronically outside of a declared emergency, while allowing the local governing body or regional body to adopt a resolution governing the use of these meetings.

Thank you for your consideration.

Sincerely,

The following members of the public, local and regional boards, and elected officials

These signatures are from across the Commonwealth, including the following counties and cities:

Albemarle County; Arlington County ; Brunswick County; Caroline County; Chesterfield County; Fairfax County; Fluvanna County; Frederick County; Gloucester County; Halifax County; Henrico County; Loudoun County; Mecklenburg County; Montgomery County; New Kent County; Prince William County; Shenandoah County; Spotsylvania County; York County; Alexandria; Charlottesville; Fairfax; Falls Church; Fredericksburg; Hampton; Harrisonburg; Manassas; Newport News; Norfolk; Portsmouth; Richmond; Suffolk; Virginia Beach; Waynesboro; and Winchester.

### **Elected Officials:**

Dawn Adams, Delegate, District 68  
Walter L. Alcorn, Hunter Mill District Supervisor, Fairfax County Board of Supervisors  
Meagan Alderton, Board Chair, Alexandria City Public Schools  
Kevin Allgood, Mayor, Town of Clarksville  
Chuck Anderson, Councilmember, Vienna Town Council  
Greg Anderson, Member, Falls Church City School Board  
Ricardy Anderson, Member, Falls Church City School Board  
Victor S. Angry, Neabsco District Supervisor, Prince William Board of County Supervisors  
Andrea Bailey, Vice Chair and Potomac District Supervisor, Prince William Board of County Supervisors  
Elizabeth Bennett-Parker, Vice Mayor, City of Alexandria  
Kenny A. Boddye, Occoquan District Supervisor, Prince William Board of County Supervisors  
Juli Briskman, Supervisor, Loudoun County  
Kelly Burk, Mayor, Town of Leesburg  
Joseph Beale Chandler III, Councilman, Town of South Boston  
John Taylor Chapman, Councilman, City of Alexandria  
William Claiborne, Member, Halifax County Board of Supervisors  
Laura Jane Cohen, Member, Fairfax County School Board  
Lauren Colliver, Councilwoman, Blacksburg Town Council  
Katie Cristol, Vice Chair, Arlington County Board  
Zach Cummings, Councilmember, Town of Leesburg  
Michelle Davis-Younger, Mayor, City of Manassas  
Matt de Ferranti, Chair, Arlington County Board  
Tamara Derenak Kaufax, Lee District Representative, Fairfax County School Board  
Cristina Diaz-Torres, Member, Arlington School Board  
Christian Dorsey, Member, Arlington County Board  
Phil Duncan, Councilmember, City of Falls Church  
John Foust, Supervisor, Fairfax County Board of Supervisors  
Margaret Franklin, Woodbridge District Supervisor, Prince William Board of County Supervisors  
Karl Frisch, Member, Fairfax County School Board  
William Gill, Mayor, Town of Lacrosse  
Sylvia R. Glass, Supervisor Broad Run District, Loudoun County  
Jacinta Greene, Member, Alexandria School Board  
Sarah Kerlin Grier-Barber, District 4 Representative, New Kent County Public School School Board  
Letty Hardi, Councilmember, City of Falls Church  
Debbie Hiscott, Councilwoman, City of Falls Church  
Amy B. Jackson, Councilwoman, City of Alexandria  
Charles E Jones, 9th district Supervisor, Mecklenburg County Board of Supervisors  
Takis Karantonis, Member, Arlington County Board  
Shannon Litton, Chair, Falls Church City School Board  
Margaret Lorber, Member, Alexandria City School Board

Lisa Lucas-Burke, Councilwoman, City of Portsmouth  
Stephanie Lynch, Councilmember, Richmond City Council  
Fernando "Marty" Martinez, Vice-Mayor, Town of Leesburg  
Andria McClellan, Councilwoman, City of Norfolk  
Jeffrey C. McKay, Chairman, Fairfax County Board of Supervisors  
Melanie Meren, Member, Fairfax County School Board  
David L. Meyer, Mayor, City of Fairfax  
Selonia Miles, Councilwoman, Town of Dumfries  
Cydny A. Neville, Councilwoman, Town of Dumfries  
Monaé Nickerson, Vice Mayor, Town of Dumfries  
Mickey Ogburn, Member, Henrico County School Board  
Abrar Omeish, At-Large Member, Fairfax County School Board  
Dalia A. Palchik, Supervisor, Fairfax County Board of Supervisors  
Jennifer E. Passey, Former Councilmember, City of Fairfax  
Nisha Patel, Member, Vienna Town Council  
Shaun Peet, Councilman, Town of Dumfries  
Stella G. Pekarsky, Vice Chair, Fairfax County School Board  
Del Pepper, Councilmember, City of Alexandria  
McKinley L. Price, Mayor, Newport News  
David Priddy, Member, Arlington School Board  
Phyllis J. Randall, Chair At-Large, Loudoun County Board of Supervisors  
Philip Reitingner, Member, Falls Church City School Board  
Michelle Rief, Member, Alexandria School Board  
Sonia Ruiz-Bolanos, Interim Member, Falls Church City School Board  
Koran T. Saines, Vice Chair and Sterling District Supervisor, Loudoun County Board of Supervisors  
Mohamed E. "Mo" Seifeldein, Councilman, City of Alexandria  
Dr. Alfonzo R. Seward, Sturgeon District Member, Brunswick County Board of Supervisors  
Rachna Sizemore Heizer, Member at Large, Fairfax County School Board  
Kathy L. Smith, Sully District Representative, Fairfax County Board of Supervisors  
Howard Springsteen, Councilmember, Town of Vienna  
Neil Steinberg, Councilman, Town of Leesburg  
Dan Storck, Mount Vernon District Supervisor, Fairfax County Board of Supervisors  
Elaine Tholen, Member, Fairfax County School Board  
Heather Thornton, Member, Alexandria City School Board  
Donnie Tuck, Mayor, City of Hampton  
Mike Turner, Ashburn District Supervisor, Loudoun County Board of Supervisors  
Kristen Umstattd, Leesburg District Supervisor, Loudoun County Board of Supervisors  
Susan Vitale, Councilwoman, City of Chesapeake  
Ann B. Wheeler, Chair At-Large, Prince William Board of County Supervisors  
Justin Wilson, Mayor, City of Alexandria  
Sabrina Wooten, Member, Virginia Beach City Council  
John W Zubrod, Supervisor, Brunswick County

**Appointed Local and Regional Board and Commission Members:**

Barbara J Abraham, Member, Hampton Clean City Commission  
Christer Ahl, Member, Crystal City Citizen Review Council  
William D. Alexander, III, Member, Alexandria Housing Affordability Advisory Council,  
Daniel Harold Aminoff, Chair, Facilities Planning and Advisory Council, Fairfax County Public Schools

Stacie Andersen, Vice-Chair, Alexandria Sister Cities Committee  
 Meredith Anderson, Member, Falls Church City Housing Commission  
 Katrina Bailey, Member, Hampton Unity Commission  
 Charles Bailey, Member, Alexandria Commission on Aging  
 Neal Barber, Member, Portsmouth Economic Development Authority  
 Patty S. Barbour, Fairfax Human Resource Advisory Committee  
 Catherine Barrett, Member, Alexandria Commission for the Arts  
 Greg Beckwith, Dranesville Representative, Fairfax County Athletic Council  
 Eric Berkey, Chair, Arlington County Citizens Advisory Commission on Housing  
 Paul Berry, Chair, Virginia Latino Advisory Board  
 Leanne Berthiaume, Member, Falls Church City Employee Review Board  
 Raymond Biegun, Member, Alexandria Commission on Aging  
 Kerem Bilge, Member, Alexandria-Caen Sister City Committee  
 Gracie Bowers, Member, Portsmouth Social Services Advisory Commission, History Commission  
 Leelynn Brady, Board Member, Statewide Independent Living Council, Suffolk  
 Kimberly Bright, Member, Portsmouth Library Board  
 Shirley Brothwell, Chair, Arlington Sports Commission  
 Anthony Brown, Board Member, Portsmouth  
 Darren Buck, Commissioner, Arlington County Transportation Commission  
 Gillian Burgess, Member, Fiscal Affairs Advisory Commission, Bicycle Advisory Committee, Advisory Committee on Transportation Choices  
 Scott Burke, Interim Chief of Police, Portsmouth Community Criminal Justice Board  
 Jeffrey G Butts, Jr, Vice Chair, Portsmouth Downtown Design Committee  
 Allen Kimball Callis, Chair, Mecklenburg Southside Planning District Commission  
 Wayne Carter, County Administrator, Mecklenburg County  
 Andrea Caumont, Commissioner, Falls Church Planning Commission  
 Edith Cecchini, Commissioner, Alexandria Environmental Policy Commission  
 Dana Chambers, Member, Alexandria Children Youth and Families Collaborative Commission  
 Kathryn Chiasson, Chair, Alexandria Beautification Commission  
 Michelle Cho, Member, Alexandria Commission for Human Rights  
 Rosemary Ciotti, Chair, Arlington County Disability Advisory Commission  
 Michael Cohen, Member, Alexandria Economic Opportunities Commission  
 Sally Cole, Executive Director, Falls Church Chamber of Commerce  
 Helen Cole, Vice Chair, Fairfax County Commission for Women  
 Jennifer Colton, Board Member, Hampton  
 Ellen Comstock, Member, Portsmouth Wetlands Board  
 Gayle Converse, Secretary, Alexandria Commission for the Arts  
 Sara Crifasi, Member, Alexandria IT Commission  
 Giles F. Crimi, Member, Arlington Neighborhood Complete Streets Commission  
 James Cullen, Commissioner, Portsmouth Parking Authority and Member, Portsmouth CCJB  
 Barbara D'Agostino, Member, Alexandria Commission on Aging  
 Kara Danner, FCCPTA Rep for SHAC and Member of TPAC Executive Board, Fairfax County  
 Jennifer Debias, Member, Alexandria Environmental Policy Commission  
 Tim Denning, Board Member, Arlington  
 Marie R. Divine, Commissioner, Alexandria Commission for Women  
 Richard T. Dorrier, Member, Alexandria Beautification Commission  
 Bette Cathleen Drewry, Commissioner and Treasurer, Portsmouth Economic Development Authority  
 Cedar Dvorin, Member, Alexandria Commission on Aging's Transportation Committee  
 Robert Eiffert, Member, Alexandria Commission on Aging Housing Committee  
 Karim Eskaf, Member, Alexandria Beautification Commission

Carl Espy, IV, Town Manager, Town of Halifax  
 Dusty Forbes, Town Manager, Chase City  
 Elizabeth Gallagher, Member, Arlington Pedestrian Advisory Committee  
 Velva L Goodman, Member, Hampton Parks & Recreation Advisory Board  
 Christina Goodwin, Member, Falls Church Board of Equalization and Aurora House Citizens Advisory Committee  
 Deborah Gosney, Executive Director, Brunswick County Southside Planning District Commission  
 Betty Griffin, Member, Portsmouth History Commission  
 Katherine A. Grimm, Board Member, City of Portsmouth  
 Dave Gustafson, Chair, Falls Church Citizens' Advisory Committee on Transportation and Member, Stormwater Task Force  
 Matt Harris, Chair, Alexandria Human Rights Commission  
 Nicola Harris, Member, Alexandria Children, Youth, and Families Collaborative Commission  
 Dr. Claudette Charlotte Haynes, Alexandria Children, Youth And Families Collaborative Commission  
 LaKesha Hicks, Member, Portsmouth History Commission  
 Kathie Hoekstra, Chair, Alexandria Environmental Policy Commission  
 Alice M. Hogan, Member, Arlington Housing Commission  
 Paul Alexander Holland, Commissioner, Interstate Commission on the Potomac River Basin  
 Angela Hollingsworth, Member, Portsmouth Behavioral Health Agency Advisory Board  
 Regina Humphrey, Member, Portsmouth History Commission  
 Mary Hughes Hynes, Commonwealth Transportation Board, NOVA District  
 Lori Jacobs, Fairfax County Student Health Advisory Committee, Dranesville Representative  
 Yvette Jiang, Alexandria Commission for Women  
 Elizabeth John, Parent Representative, Falls Church Advisory Committee for Students with Disabilities  
 Michael Kamin, Member, Alexandria Commission on Aging  
 Casey Kane, Commissioner, Alexandria Transportation Commission and Alexandria Traffic and Parking Board  
 Larysa Kautz, Member, Fairfax-Falls Church CSB  
 Angela D. Kellett, Board Member, Town of South Hill, Mecklenburg County  
 Brian Kelley, Chair, Alexandria Commission for the Arts  
 Annika Khandelwal, Student Commissioner, Fairfax County Commission for Women  
 Jane King, Alexandria Commission on Aging  
 Michael Krepa, Member, Alexandria Commission on Aging  
 Michelle Krockner, Chair, Alexandria Housing Affordability Advisory Committee  
 Jim Lantelme, Chair, Arlington County Planning Commission  
 Harold Leff, Member, Fairfax County Athletic Council  
 Pamela Little-Hill, Director, Portsmouth Department of Social Services  
 Jamica Marie Littles, Member, Alexandria Children, Youth, and Families Collaborative Commission  
 Allen C. Lomax, Member, Alexandria Public Health Advisory Commission  
 Fredrick Lopez, Member, Alexandria Commission for People with Disabilities  
 Gerald Lovelace, Member, Halifax Southside Planning District Commission  
 Mary S. Lyman, Vice Chair, Alexandria Electoral Board and former Chair, Alexandria Planning Commission  
 Denise Mackie-Smith, Member, Alexandria Commission on Aging  
 Alex Maness, Vice Chair, Hampton Clean City Commission  
 Chirag Mapara, Member, Alexandria Beautification Commission  
 David Martin, Member, Halifax Southside Planning District Commission  
 Jane Materna, Commissioner, Fairfax County Commission for Women  
 Joseph Paul McClure, Board Member, City of Portsmouth  
 Joan McIntyre, Chair, Arlington Climate Change, Energy, and Environment Commission  
 Grady McLean III, Member, Hampton Clean City Commission

Althea L. Mease, Portsmouth Public Defender  
 Andrew Meren, Member, Town of Vienna Planning Commission  
 Norman Merrifield, Member, Hampton Parks and Recreation Board  
 Erin Messner, Member, Falls Church City Economic Development Authority  
 Emily Milton, Member, Alexandria Community Services Board  
 Jane Miscavage, Member, Fairfax County Public Library Board of Trustees  
 Malcom Mitchell, Vice-Chairman, Portsmouth Economic Development Authority  
 Amanda Moody, Member, Environmental Stewardship Committee, Chesterfield County Public Schools  
 Jonathan Morgenstein, Member, Arlington Climate Change, Energy, and Environment Commission (C2E2);  
 Chair, C2E2 Energy Committee  
 Mónica Jaramillo Murphy, Member, Alexandria Beautification Commission  
 Shelley Murphy, Member, Alexandria Housing Affordability Advisory Committee  
 Amber Myers, Member, Alexandria Environmental Planning Commission  
 Allison Nance, Member, Alexandria Commission for the Arts  
 Shafuq Naseem, Commissioner, Fairfax County Commission for Women  
 Sergio Neal, Board Member, City of Portsmouth  
 Anne Norloff, Member, Falls Church Human Services Advisory Council  
 Charles J. O'Hara, Chair, Falls Church Recreation and Parks Advisory Board  
 Jenette O'Keefe, Chairperson, Arlington County Community Services Board  
 Michelle Ognibene, Chair, Falls Church Board of Equalization  
 Michael B. Olex, Vice Chair, Alexandria Environmental Policy Commission  
 Mitchell Opalski, Board Member, Arlington  
 Elisa Ortiz, Chair, Arlington County Neighborhood Complete Streets Commission  
 Primas Paige, Commissioner, Portsmouth Planning Commission  
 Amanda Parker Hazelwood, Chair, Alexandria Children, Youth And Families Collaborative Commission  
 Phyllis Payne, Member, Fairfax City Public Schools Health Advisory Committee  
 Esther Petrilli-Massey, Member, Alexandria Sister Cities Committee  
 Laurie Plishker, Member, Fairfax County Public Schools Family Life Education Citizens Advisory Committee  
 Jeffrey Pool, Chair, Alexandria Commission on Persons with Disabilities  
 Diana Price, Member, Alexandria Sister Cities Committee  
 Sean Prince, Member, Portsmouth Historic Preservation Commission  
 Christopher Pulley, Community Outreach Specialist, Fairfax County Athletic Services  
 Elanor Quigley, Member, Alexandria Beautification Commission  
 Suzanne Raber, Co-Chair, Advanced Academic Program Advisory Committee, Fairfax County School Board  
 Sarah Ramsey, Member, Alexandria Sister Cities Committee  
 Steven Raudman, Board Member, Hampton  
 Linda Reda, Member, Alexandria Sister Cities Committee  
 Catharine Rice, Chair, Alexandria IT Commission  
 Melissa Riddy, Member, Alexandria Public Health Advisory Commission  
 Ricshawn Adkins Roane, Member, Fairfax County School Board Minority Student Advisory Oversight  
 Committee  
 Rita Roberts, Vice Chairman, Portsmouth Redevelopment & Housing Authority  
 Tricia Rodgers, Member, Alexandria Public Health Advisory Commission  
 Sarah Rogers-Garner, Co-Chair, Portsmouth Port and Industrial Commission  
 Andrew Romero, Vice-Chair, Alexandria Public Health Advisory Commission  
 Debra Z. Roth, Member, Falls Church Human Services Advisory Council  
 Misha Rowe, Commissioner, Fairfax County Commission for Women  
 Connie Rydberg, Chair, City of Falls Church Retirement Board  
 Lisa A. Sales, Chair, Fairfax County Commission for Women & Council to End Domestic Violence  
 Marta Schantz, Member, Alexandria Environmental Policy Commission

Cynthia Schneider, Board Member, Arlington  
 Renee C. Schneider, Chairwoman, Portsmouth Historic Preservation Commission  
 Jenna Schroeder, Member, Falls Church Rec and Parks Advisory Board  
 Michael Schuster, Member, Alexandria Commission on Aging  
 James M. Seagraves, Member, Portsmouth Board of Zoning Appeals  
 Steve Severn, Commissioner, Arlington Sports Commission  
 Brian Shaffer, Member, Portsmouth Public Library Board  
 Nancy Sharkey, Member, Arlington Sports Commission and PSPMP IAC  
 Megan Sheckles, Member, Arlington Sports Commission  
 Marie Shepherd, Board Member, Portsmouth  
 Christopher Slatt, Chairman, Arlington County Transportation Commission  
 Don Smith, Member, Portsmouth Wetlands Board  
 Felisa Smith, Member, Portsmouth Library Board  
 David Somers, Board Member, Portsmouth  
 Kadhambari Sridhar, First Vice Chair, Alexandria Commission for the Arts  
 Lois Steele, Member, Alexandria Commission on Aging  
 Kelly Sullivan, Member, Alexandria Sister Cities Committee  
 Chrystie Swiney, Member, Board of Trustees for the Mary Riley Styles Public Library  
 Denise L. Tennant, Member, Alexandria Beautification Commission and Member, Alexandria Open Space Steering Committee  
 George Thompson, Member, Arlington County Sports Commission  
 David Timm, Chair, Arlington Tenant-Landlord Commission  
 Kathleen Tysse, Member, Mary Riley Styles Library Board of Trustees  
 Douglas Union, Member, Portsmouth Wetlands Board  
 Linda Valentino, Member, Falls Church HARB  
 Ian Vaughan, Chairman, Portsmouth Downtown Design Committee  
 David Vondle, Member, Alexandria Sister Cities Commission  
 Mary Ann Wagner, Member, Fairfax County Athletic Council  
 Justin Walker, Environmental Stewardship Action Committee, Chesterfield County Public Schools  
 Jon H. Ward, Chair, Energy Transition Subcommittee, Falls Church Environmental Sustainability Council  
 Steve Wardell, Commissioner, Arlington Neighborhood Complete Streets Commission  
 Barbara Washer, Member, Hampton Citizens Unity Commission  
 Julie Waters, Commissioner, Fairfax County Commission for Women  
 Barbara "Babs" Waters, Chair, Alexandria Commission on Aging  
 Elliott M. Waters, Chair, Alexandria Landlord Tenant Relations Board  
 Alistair Watson, Member, Arlington Complete Streets Commission  
 Elizabeth Birch Weatherly, Member, Falls Church Recreation and Parks Advisory Board  
 Steven Wendell, Member, Hampton Citizens Unity Commission  
 Helen S. "Dolly" Whelan, Board Member, Great Falls  
 Pamela Wilkins, Board Member, City of Portsmouth  
 Justin Wilt, Vice Chair, Arlington Sports Commission  
 Erica Wood, Board Member, Arlington  
 Peter A. Youngblood, Vice Chairman, Portsmouth Planning Commission

### **Members of the Public:**

Puneet Ahluwalia, Fairfax County  
 Linda Allen, Town of Toms Brook, Shenandoah County

Catherine M. Anson, Suffolk  
Stephanie Beyer Kirby, Chair, Board of the Alexandria Chamber of Commerce  
Wendy Biliter, McLean  
Mark Blacknell, Arlington  
Deborah Blanton, City of Hampton  
Patricia Bradby, City of Richmond  
Anna Bradley, Chesterfield County  
Jan Buchanan, Executive Director, Mount Vernon At Home  
Kristin Cabral, former Library Board member (State & Fairfax County)  
Amanda Campbell, Springfield  
Alexandra Cheff, Shenandoah County  
Cathy Copeland, Harrisonburg  
Brittany Culbertson, Alexandria  
Melissa M Dart, Henrico  
Virginia U. Daugherty, Charlottesville  
Toby David, Stephens City, Frederick County  
Eileen Davis, Glenn Allen, Henrico County  
Martin Davis, Glen Allen, Henrico County  
Julia Duke, Frederick County  
Joan Echols, Crozet, Albemarle County  
Kathe Falzer, VP of Actions and Programs, Charlottesville NOW  
Greg Fansler, Blacksburg  
Michele C Faulk, Suffolk  
Lisa Fleming, Chesterfield County  
Catherine Fletcher, Norfolk  
Jacqueline Garry, City of Alexandria  
Jennifer Gaylor, Stephens City, Frederick County  
Amy Goyer, Alexandria  
Candace Graham, Midlothian, Chesterfield County  
Amanda Granozio, Richmond  
Donna Granski, Midlothian, Chesterfield County  
Jane Green, Arlington  
Joe Haggerty, President & CEO, Alexandria Chamber of Commerce  
Andrea Hasenfus, Chesterfield County  
Shyamali Roy Hauth, Reston  
Holly Hazard, Fairfax County  
Emma Heisey, Fairfax  
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Holly Huddle, Woodstock, Shenandoah County  
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Erica Kelly, Yorktown, York County  
Cassidy Ketchem, Alexandria  
Kara Kline, Fluvanna County  
Jessica Kujala, Fredericksburg  
Corina Ladd, Virginia Beach  
Toby Latham, former Member, Fairfax County School Board Advisory Committee for Students with Disabilities

Brooke Evan Lawsing Miller, Portsmouth  
Veena Lothe, Henrico County  
Terri Lynch, Alexandria  
Catherine Mattens, Winchester  
Lauren McCaughey, Reston  
Linda McCray, Leesburg, Loudoun County  
Joan McDermott, Member, Age Friendly Arlington Task Force  
Praveendharan Meyyan, Arlington  
Andrea Miller, Ruther Glen, Caroline County  
Beth Moore, Town Clerk/Treasurer, Town of Brodnax  
Cindy Nicholls, Portsmouth  
Kevin Osborne, Library Director, Waynesboro  
Nancy Parker, Richmond  
Justin Paulson, Gloucester County  
EJ Pinuel, Arlington  
Toni Popkin, Herndon, Fairfax County  
Robert Rigby, Jr., Arlington  
Leslie Rinaldi, Suffolk  
Richard Routman  
Gwendolyn Sarsfiel, Henrico County  
Lee Scharf, Shenandoah County  
Stephanie R. Sheridan, Fairfax County  
Reid Sherman, Former Member, Alexandria Environmental Policy Commission  
Lauren Smith, Richmond  
Ann Smith, Springfield  
Debora Snarr, W SW Representative, NWPC, Woodstock, Shenandoah County  
Dr. Amy Trang, Sterling  
Naomi Verdugo, Arlington  
Clare C. Williams, Charlottesville  
Michelle Woolley, Arlington



## MEMORANDUM

**To: Members of the Rappahannock-Rapidan Regional Commission**  
**From: Patrick L. Mauney, Executive Director**  
**Date: August 18, 2021**  
**Subject: PDC Housing Development Program**

In June, the Commission authorized an application to Virginia Housing's PDC Housing Development Program. As subsequently shared with you, all 21 Planning District Commissions were awarded funding to begin implementation of the program.

Staff will provide an update on initial activities and proposed timeline and structural framework for the first year-plus of the grant. The primary tasks to be carried out during the first year relate to program design, organizational and program assessments, project solicitation and selection procedures, and development partner selection.

The attached timeline and framework references tasks and phases identified in the PDC Housing Development Program guidance document, and organizes responsibilities among the following:

- Housing Subcommittee: RRRC Executive Committee and/or Commission (depending upon timing with regard to RRRC Regular Meeting schedule)
- Stakeholder workgroup: Advisory workgroup including local government staff, housing stakeholders, non-profit developers
- RRRC staff

**REQUESTED ACTION:** No action requested. Comments and feedback on proposed structure and timeline will help provide direction to staff moving forward.

## PDC Project Plan Overview

### 1. Project Overview

Virginia Housing has set a goal to develop 10 new housing units per \$1,000,000 provided in grant funding. This grant opportunity allows for the PDC (Rappahannock Rapidan Regional Commission, aka RRRC) to work through the planning phases developing the program, identifying potential projects, and partnerships to implement the project(s) during the first 12 months. The following 2 years are expected to involve pre-development and the development phases of the project(s).

### 2. Schedule Overview

To be provided by the Task and Activities Matrix. All dates are estimates and may be adjusted as necessary to accommodate actual activities as the program/ project is developed.

### 3. Dependencies and Deliverables

Based on the Phases as outlined by Virginia Housing, RRRC staff has identified the associated tasks with each phase, the timeframes for the tasks and the potential deliverables associated with each phase.

### 4. Key Individuals

Successful implementation depends on the participation of various interests representing local governments, service providers, (non-profit) developers, and community leadership at minimum. Virginia Housing has provided an opportunity to develop a partnership that is tasked with filling the needed housing gaps within the region. The Partnership Framework outlines the interrelationships and roles between RRRC Staff and Stakeholder workgroup partnership.

### 5. Kickoff Meeting

An initial email introducing the grant funding opportunity provided by Virginia Housing has already been distributed. A kickoff meeting to fully introduce the program's objectives and outcomes as specified by Virginia Housing is to be scheduled in either September 2021 or October 2021.

## PDC Grant phases and Task matrix

Phase 1 Program Design			
Task	Who	Tasks and Actions	Timeframe
Organizational Assessment	RRRC STAFF	<p>Identify internal capacity, staff assets, and technical skills, program/ project roles, etc.</p> <p>Introduce VH program and receive feedback from stakeholders/ partners.</p> <ul style="list-style-type: none"> <li>✓ Outreach to potential partners.</li> <li>✓ Form housing stakeholder work group committee</li> </ul> <p>Organize task matrix and project time frame.</p> <p>Partnership framework development.</p> <p>Define governance and project structure.</p> <ul style="list-style-type: none"> <li>✓ List recommendations and document feedback, identify common threads.</li> </ul>	Months 1-3 (July, Aug, Sept 2021)
Identify Priorities	RRRC STAFF	<p>Identify key initiatives program can support in collaboration with local governments.</p> <ul style="list-style-type: none"> <li>✓ Based on Local Comprehensive Plan(s) and planning partner feedback.</li> </ul> <p>Provide FHN and Housing Study data to partnership/ stakeholder workgroup for strategy development.</p>	Months 3-4 (Sept-Nov 2021)
	Housing Subcommittee	<p>Provide input and oversight on regional priorities.</p> <p>Receives updates and reports as required/ necessary from RRRC STAFF.</p>	
	Stakeholder workgroup	<p>Identify underserved population targets and housing gaps.</p> <ul style="list-style-type: none"> <li>✓ Current projects and proposed projects</li> <li>✓ Identify strategies to maximize housing development impacts.</li> </ul> <p>Draft potential project criteria.</p> <p>Identify/ Introduce potential locations, County, Town, and/or Community/Neighborhood level.</p>	Months 5-7 (Nov, Dec 2021, Jan 2022)

Identify Program/Project	RRRC STAFF	<p>Program/ project plan outline based on VH criteria and expectations</p> <ul style="list-style-type: none"> <li>✓ Budget limits and timelines</li> <li>✓ Synthesize with identified priorities.</li> <li>✓ Local support, applicable, and feasible</li> </ul> <p>Blueprint for milestones and project analysis. Introduction of “variety of housing” models (diverse housing).</p>	Months 2-4 (Aug, Sept, Oct 2021)
	Housing Subcommittee	Provides oversight and input as necessary.	
	Stakeholder workgroup	<p>Identify goals, objectives, and expected outcomes.</p> <p>Initial Strategy development.</p>	Months 5-8 (Nov, Dec 2021, Jan, Feb 2022)
Document program strategies and awareness strategies	RRRC STAFF	<p>Identify/define/ develop incremental development strategy. Define live-work model applicability as a residential type allowable by code(?).</p> <p>Identify and Develop terms of affordability- deed of trust or otherwise. (What is legal in VA?)</p> <p>Diverse housing education and data -driven decision making</p> <ul style="list-style-type: none"> <li>✓ Targeted needs</li> <li>✓ Ability to address current and evolving needs</li> <li>✓ Most effective strategies</li> </ul>	Months 4-6 (Oct, Nov, Dec 2021)
	Housing Subcommittee	Provides oversight and input	
	Stakeholder workgroup	<p>Community educational outreach. Community input and feedback Promote “YIMBYISM” and develop strategies to address concerns and pushback.</p>	Months 6+ (Dec -?)

Initial partner identification and outreach	RRRC STAFF	Outreach and form stakeholder partnership <ul style="list-style-type: none"><li>✓ PDC Grant Program Introduction</li><li>✓ Identify potential development partners</li></ul>	Months 2-4 (Aug, Sept, Oct 2021)
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Phase 2 Investment Plan			
Task	Who	Tasks and Actions	Timeframe
Investment plan documentation	RRRC STAFF and/or stakeholder workgroup	Financial documentation, at a minimum, to include: <ul style="list-style-type: none"> <li>✓ Type of projects intend to invest funds in.</li> <li>✓ Funding priorities and why and how funds to be distributed to support these priorities.</li> <li>✓ How plan to use funding to meet objectives.</li> <li>✓ Any type of income or revenue generated by PDC grant related activities.</li> </ul> Program or project investment, at a minimum to include: <ul style="list-style-type: none"> <li>✓ Project Criteria and parameters</li> <li>✓ Process of project selection and why</li> <li>✓ Target purchase price of products and/or services</li> <li>✓ Process and criteria for homeowners' selection</li> <li>✓ Process and/or program development to assure affordability</li> </ul> Identify additional funding sources and how intended to/ may be applied.	Months 7-8 (Jan, Feb 2022)
	Development partners		
Identify process which program income will be reinvested in the project	RRRC STAFF	Provide Virginia Housing guidance and expectation to stakeholder workgroup Research best practices and provide applicable examples	Months 3-7 (Sep, Oct, Nov, Dec 2021, Jan 2022)
	Stakeholder workgroup	Identify potential opportunities for program reinvestment region level or local level where greatest impact identified. Local programs development may include: <ul style="list-style-type: none"> <li>✓ Home ownership assistance</li> <li>✓ Community land trusts</li> <li>✓ Rental development</li> </ul>	Months 5-7 (Nov, Dec 2021, Jan 2022)

Identify responsible person for tracking program income and reinvestment	RRRC STAFF/ Housing Subcommittee	Appointed RRRC staff if/as approved by Housing Subcommittee.	
	Development partners	Main point of contact person as necessary, as spelled out in RFP and or contract/ signed MOU's. Documented intent per VH objectives for VH records.	
Ensure line of credit	RRRC STAFF		
	Development Partners		
Recruitment strategy processes and mechanism (such as RFP's and such)	RRRC STAFF and Housing Subcommittee	Establish the process method for advertising requests for proposals, and recruiting. Identify decision-making criteria. <ul style="list-style-type: none"> <li>✓ Key points to determine process.</li> <li>✓ Measurements or guidelines to determine final choices.</li> <li>✓ Be able to justify final choices.</li> </ul>	Months 6-8 (Dec 2021, Jan, Feb 2022)

Phase 3 Partnership Development			
Task	Who	Tasks and Actions	Timeframe
Partner selection	RRRC STAFF	Identify key stakeholder partners Identify potential developers. Initial stages of Individual and organizational roles defined.	Months 2-6 (Aug- Dec 2021)
	Housing Subcommittee	Final approval on development partners.	Months 10-12 (Apr, May, Jun 2022)
	Stakeholder workgroup and Development partners	To be selected and roles to be determined. ✓ Based on expertise and commitment/interest level. ✓ Capacity and willingness to participate	Months 2-3 (Aug, Sep 2021)
Partnership guidelines development	RRRC STAFF	Develop PDC partnership framework. Accepts feedback and input, develops drafts. Reports final draft to housing Subcommittee.	Months 1-5 (July, Aug, Sept, Oct, Nov 2021)
	Housing Subcommittee	Provide input if applicable and final approval.	Months 4-7 (Oct, Nov, Dec 2021, Jan 2022)
	Stakeholder workgroup	Input and feedback on Partnership Framework. Makes recommendations and final draft revisions.	Months 3-5 (Sep, Oct, Nov 2021)
Obtain signed agreements	RRRC STAFF/ Housing Subcommittee	MOU'S, contractual agreements as and when appropriate, and etc.	Months 4-12 (Oct 2021 – June 2022)
	Stakeholder workgroup	Partner with developers, non-profits, and/or local government staff as appropriate.	

Phase 4 Project Analysis			
Task	Who	Tasks and Actions	Timeframe
PDC identifies project manager and review panel	RRRC STAFF	Project manager representative role defined. Accepts recommendations or nominations for role fulfillment. May propose/make recommendations for Housing Subcommittee's approval if necessary/required.	
	Housing Subcommittee	May act as the final Review panel as deemed necessary and/or appropriate. Final approval on proposals where applicable.	
	Stakeholder workgroup	Individual and organization participatory roles defined. Project manager and review panel recommendations or nominations. ✓ Project criteria finalized. ✓ Review criteria and stages developed.	Months 4-6 (Oct, Nov, Dec 2021)
Project analysis and comparison conducted  (To be conducted in conjunction with Phase 5)	RRRC STAFF	Creates draft of project criteria based on stakeholder workgroup input and feedback.  Identify barriers and what it would take for project(s) to fit within zoning code parameters. Diverse housing/ missing middle housing/ workforce housing/ affordable definitions and criteria.	Months 5-6 (Nov, Dec 2021)
	Housing Subcommittee	Provides oversight and final decision for projects proposals if/as necessary.	

	Stakeholder workgroup	<p>Provides input and/or feedback based on:</p> <ul style="list-style-type: none"> <li>✓ Regional Housing Study recommendations.</li> <li>✓ Regional and local housing and household data.</li> <li>✓ Multi-Strategy development goals and objectives.</li> <li>✓ Maximizes funding resources.</li> <li>✓ Past and/or current community engagement.</li> </ul> <p>Strategy checkpoints/ milestones:</p> <ul style="list-style-type: none"> <li>✓ Strategies that impact the maximum number of households and can be implemented.</li> <li>✓ Who is not being served under current market conditions or subsidy programs?</li> <li>✓ Data driven strategies- identify what can be pulled from the HS and applied.</li> </ul> <p>Identify additional funding sources.</p>	Months 7-10 (Jan, Feb, Mar, Apr 2022)
Project scope and cost identified.	RRRC STAFF	Project plan based on stakeholder workgroup strategy development. Additional funding sources presented.	
Project parameters for completion determined.	Housing Subcommittee	Provides expertise guidance and input.	
	Stakeholder Workgroup	Identify projected outcomes and associated tasks/ steps to achieve completion. Identify projected costs. Identify additional funding sources- leveraged or otherwise.	
Project stages identified.  Action plan for project design, outcome tracking, and evaluation	RRRC STAFF	<p>Action plan stage development blueprint.</p> <ul style="list-style-type: none"> <li>✓ Based on projected outcomes.</li> <li>✓ Based on input and feedback from Housing Subcommittee and Stakeholder Work group.</li> </ul> <p>Monitoring of program/project stages and activities.</p> <ul style="list-style-type: none"> <li>✓ Process and outcome tracking development.</li> <li>✓ Evaluation</li> <li>✓ Create Milestone checkups</li> </ul>	

developed and listed.		Documented per VH requirements.	
	Housing Subcommittee	Receive updates, provide input and feedback, direction and/or guidance.	
	Stakeholder workgroup	Project implementation and action plan. <ul style="list-style-type: none"><li>✓ Design and development input.</li><li>✓ Outcome tracking input.</li><li>✓ Support, feedback.</li><li>✓ Community Engagement.</li></ul>	

Phase 5 Project Selection			
Task	Who	Tasks and Actions	Timeframe
Project(s) to be implemented/ selected.	RRRC STAFF	Measures proposed project(s) against project criteria as determined by Stakeholder Workgroup.  Determines course of action and/or project to be implemented based on stakeholder workgroup input and recommendation.  Provides final report and/or decision to Housing Subcommittee.	
	Housing Subcommittee	Provides oversight through direction and/or feedback and/or input on proposed project, if applicable. Provides support for proposed project(s).	
	Stakeholder workgroup	Based on Phase 4 and 6, present 2-5 projects for consideration.	
Identify required resources, activities, and tasks for each phase.	RRRC STAFF	Provides task phase outline. Adds or adjusts tasks and associated responsibilities based on input and feedback from housing Subcommittee and stakeholder workgroup.	Months 1-4 (July, Aug, Sep, Oct 2021)
	Housing Subcommittee	Provides oversight on tasks.	
	Stakeholder workgroup	Assist RRRC staff with: <ul style="list-style-type: none"> <li>✓ Locate and/or identify resources.</li> <li>✓ Identify potential leveraged resources.</li> <li>✓ Identify and/or build relationships with potential non-profits and/or development partners.</li> <li>✓ Identify role and/or responsibility assignments per task phase.</li> </ul>	Months 4-6 (Oct, Nov, Dec 2021)
Action plan and milestones based on scope of work.	RRRC STAFF and Stakeholder workgroup	To be established per phases 2, 3, and 4, as identified by partnership. To be determined in collaboration with developer proposals, timelines, and associated tasks defined in each step. Milestone measurement to be developed per accepted project bids.	Months 8-12 (Feb, Mar, Apr, May, Jun 2022)

Phase 6 Innovation, Eco-friendly, and Universal Design Assessment			
Task	Who	Tasks and Actions	Timeframe
Assessments to identify opportunities for innovation, eco-friendly, and universal design to be conducted.	RRRC STAFF	Research and present to Stakeholder Workgroup, as necessary, at a minimum: <ul style="list-style-type: none"> <li>✓ Current and innovative construction trends.</li> <li>✓ Missing middle and innovative housing models.</li> <li>✓ Universal design standards</li> <li>✓ Sustainable/green building and energy efficiency</li> <li>✓ Homeownership financing models and/or programs.</li> <li>✓ Economic and community impacts.</li> </ul> Analysis of applicable models, construction methods, and etc. based on Stakeholder workgroup and Housing Subcommittee input and feedback.	Months 3-6 (Sep, Oct, Nov, Dec 2021)
	Housing Subcommittee	Provide oversight and feedback on recommended innovations, green building/eco-friendly and universal design options.	
	Stakeholder workgroup	Identify opportunities for and provide recommendations on opportunities to apply innovation, eco-friendly, and universal design based on presented material by RRRC staff.	Months 5-9 Nov, Dec 2021, Jan, Feb, Mar 2022)
Elements of innovation, eco-friendly, and universal design to be identified.	RRRC STAFF	Identify applicable elements of innovations, housing models, eco-friendly, and universal design options in collaboration with Stakeholder Workgroup.	Months 4-8 (Oct, Nov, Dec 2021, Jan, Feb 2022)
	Stakeholder workgroup	Identify and recommend criteria, guideline, wish list, etc. <ul style="list-style-type: none"> <li>➤ To be conducted in conjunction with Phase 4 Task and Actions guide.</li> </ul>	

Identify where elements of innovation, eco-friendly, and universal design to be implemented.	RRRC STAFF	Proposed project(s) assessment to be conducted in collaboration with Stakeholder workgroup.	Months 7-10 (Jan, Feb, Mar, Apr, May 2022)
	Stakeholder Workgroup	Define applicable elements, and strategies to implement elements of innovation, eco-friendly, and universal design are best suited. Proposed project(s) assessment to be in conjunction with Phase 4, <i>“Project analysis and comparison conducted”</i> .	Months 7-10 (Jan, Feb, Mar, Apr, May 2022)





## MEMORANDUM

**To: Members of the Rappahannock-Rapidan Regional Commission**  
**From: Patrick L. Mauney, Executive Director**  
**Date: August 17, 2021**  
**Subject: FY 2023 Local Funding Requests**

The Regional Commission expects to receive annual dues requests from local governments beginning in September in advance of the local budget cycle for FY 2023. Reviewing these requests in August eliminates the need for staff to request an extension from Fauquier County and facilitates staff's ability to submit dues requests upon receipt from each member jurisdiction thereafter.

The Regional Commission annually submits two funding requests to member local governments – annual per capita dues and Foothills Housing Network capacity funding.

### Per Capita Request

When Fauquier County moved to a two-year budget cycle in FY 2015, the Commission's administrative policy has been to hold local per capita funding requests steady for the two-year period and to only make a population adjustment every other year. As a reminder, the Regional Commission By-Laws state that the U.S. Census and the Census population estimates program as the official source for population figures used for per capita requests.

However, due to the delays in the 2020 Census, we currently have County-level population data, but do not have town-level population data. A decision as to whether to utilize the 2020 Census Population estimates or the decennial 2020 Census population figures is needed.

Staff recommends no change to the \$0.83 per capita rate for FY 2023.

### Foothills Housing Network Capacity Request

As you may recall, the Regional Commission serves as the Lead Agency for the Foothills Housing Network (FHN). FHN is the regional Local Planning Group for homeless services. RRRC first took on this role in 2012 due to changes in Federal and State grant funding requirements which necessitated a regional approach to homeless response systems.

In FY 2016, the Commission requested funding from each member local government to support the Lead Agency role. Grant funding received from Federal and State sources provides minimal funding for administration and planning, and the local funding allows for RRRC to staff a full-time position to manage and administer grants and fulfill mandatory Local Planning Group requirements in coordination with partners throughout the region. Partners include, but are not limited to, Social Services departments, emergency shelters, housing providers, non-profit housing organizations, and law enforcement personnel.

In addition to RRRC staff support, the local investment also serves as match for grants to RRRC and other FHN members totaling greater than \$700,000 in FY 2022. Most of these funds support non-profit partners in the region and are not reflected in RRRC's budget.

Staff requests a flat rate for FY 2023 funding. The formula developed in FY 2016 is based on a \$3,000 floor amount from each County and a \$.20 per capita rate, using 2013 population estimates, for all jurisdictions. These amounts are shown in the attachment.

**REQUESTED ACTION:** Consider adoption of per capita and regional housing funding requests, determine population source, and authorize staff to submit requests to member local governments based on local budget calendars.

**Rappahannock-Rapidan Regional Commission**  
**Per Capita Dues Rate History**

	<b>Adopted Date</b>	<b>Adopted Rate</b>	<b>Population Source</b>
<b>FY 2022</b>	<b>20-Aug</b>	\$0.83	2018 Census Estimates
<b>FY 2021</b>	<b>Aug-19</b>	\$0.83	2018 Census Estimates
<b>FY 2020</b>	<b>Aug-18</b>	\$0.83	2016 Census Estimates
<b>FY 2019</b>	<b>Aug-17</b>	\$0.83	2016 Census Estimates
<b>FY 2018</b>	<b>Aug-16</b>	\$0.83	2014 Census Estimates
<b>FY 2017</b>	<b>Oct-15</b>	\$0.83	2014 Census Estimates
<b>FY 2016</b>	<b>Oct-14</b>	\$0.81	2013 Census Estimates
<b>FY 2015</b>	<b>Oct-13</b>	\$0.79	2012 Weldon Cooper (Counties); 2012 Census Estimates (Towns)
<b>FY 2014</b>	<b>Oct-12</b>	\$0.75	2010 Census
<b>FY 2013</b>	<b>Oct-11</b>	\$0.75	2010 Census
<b>FY 2012</b>	<b>Oct-10</b>	\$0.75	2009 Weldon Cooper (Counties); 2009 Census Estimates (Towns)
<b>FY 2011</b>	<b>Oct-09</b>	\$0.77	2009 Weldon Cooper (Counties); 2008 Census Estimates (Towns)
<b>FY 2010</b>	<b>Oct-08</b>	\$0.77	2008 Weldon Cooper (Counties); 2007 Census Estimates (Towns)
<b>FY 2009</b>	<b>Jun-07</b>	\$0.79	2007 Weldon Cooper (Counties); 2006 Census Estimates (Towns)
<b>FY 2000 - FY 2008</b>		\$0.69	2005 Census Estimates

# RRRC Annual Per Capita Rate (for discussion 8/25/2021)

-- REVISED 8/23/2021

Less Towns				
	2020 Census	2018 Pop. Estimate (FY 2021/22)	Population Change	% Change
Culpeper County	32,490	33,240	-750	-2.26%
Fauquier County	62,044	59,852	2,192	3.66%
Madison County	13,632	13,052	580	4.44%
Orange County	29,972	29,990	-18	-0.06%
Rappahannock County	7,262	7,127	135	1.89%
Town of Culpeper	20,062	18,619	1,443	7.75%
Town of Gordonsville	1,402	1,605	-203	-12.65%
Town of Madison	205	243	-38	-15.64%
Town of Orange	4,880	5,049	-169	-3.35%
Town of Remington	626	652	-26	-3.99%
Town of The Plains	245	234	11	4.70%
Town of Warrenton	10,057	9,937	120	1.21%
Town of Washington	86	125	-39	-31.20%
Population Total	182,963	179,725	3,238	1.80%

	FY 2023/24 Dues (2020 Census X \$0.83)	FY 2021/22 (2018 Pop. Estimate X \$0.83)	Change	% Change
Culpeper County	\$ 26,966.70	\$ 27,589.20	\$ (622.50)	-2.26%
Fauquier County	\$ 51,496.52	\$ 49,677.16	\$ 1,819.36	3.66%
Madison County	\$ 11,314.56	\$ 10,833.16	\$ 481.40	4.44%
Orange County	\$ 24,876.76	\$ 24,891.70	\$ (14.94)	-0.06%
Rappahannock County	\$ 6,027.46	\$ 5,915.41	\$ 112.05	1.89%
Town of Culpeper	\$ 16,651.46	\$ 15,453.77	\$ 1,197.69	7.75%
Town of Gordonsville	\$ 1,163.66	\$ 1,332.15	\$ (168.49)	-12.65%
Town of Madison	\$ 170.15	\$ 201.69	\$ (31.54)	-15.64%
Town of Orange	\$ 4,050.40	\$ 4,190.67	\$ (140.27)	-3.35%
Town of Remington	\$ 519.58	\$ 541.16	\$ (21.58)	-3.99%
Town of The Plains	\$ 203.35	\$ 194.22	\$ 9.13	4.70%
Town of Warrenton	\$ 8,347.31	\$ 8,247.71	\$ 99.60	1.21%
Town of Washington	\$ 71.38	\$ 103.75	\$ (32.37)	-31.20%
Assessment Total	\$ 151,859.29	\$ 149,171.75	\$ 2,687.54	1.80%

## RRRC Regional Housing Support - Local Funding Breakdown

	Population (2013)	Percent Overall	3K per county	Pct Pop * Remaining Amount	Total
<i>formula</i>					
<b>Culpeper County</b>	31,361	18.3%	3,000	\$ 6,160.08	9,160.08
Town of Culpeper	17,145	10.0%		\$ 3,367.71	3,367.71
<b>Fauquier County</b>	56,509	33.0%	3,000	\$ 11,099.78	14,099.78
Town of Remington	615	0.4%		\$ 120.80	120.80
Town of The Plains	221	0.1%		\$ 43.41	43.41
Town of Warrenton	9,862	5.8%		\$ 1,937.14	1,937.14
<b>Madison County</b>	12,974	7.6%	3,000	\$ 2,548.42	5,548.42
Town of Madison	226	0.1%		\$ 44.39	44.39
<b>Orange County</b>	28,279	16.5%	3,000	\$ 5,554.70	8,554.70
Town of Gordonsville	1,555	0.9%		\$ 305.44	305.44
Town of Orange	4,855	2.8%		\$ 953.64	953.64
<b>Rappahannock County</b>	7,344	4.3%	3,000	\$ 1,442.54	4,442.54
Town of Washington	134	0.1%		\$ 26.32	26.32
	<b>171,080</b>	<b>100.0%</b>	<b>15,000</b>	<b>\$ 33,604.38</b>	<b>48,604.38</b>



## MEMORANDUM

**To: Members of the Rappahannock-Rapidan Regional Commission**  
**From: Patrick L. Mauney, Executive Director**  
**Date: August 17, 2021**  
**Subject: Application to U.S. Economic Development Administration for CEDS Planning Grant**

As part of the American Rescue Plan Act (ARPA) passed by Congress in March, \$3 million in supplemental funding was provided to the U.S. Economic Development Administration's (EDA) to assist communities nationwide with their efforts to build back better by accelerating the economic recovery from the coronavirus pandemic and building local economies that will be resilient to future economic shocks. Broadly, EDA provides strategic investments to support economic development, foster job creation and attract private investment in economically distressed areas of the U.S. In normal circumstances, a CEDS plan serves as a vehicle for opening up funding opportunities related to infrastructure, business development and assistance, and planning through the U.S. EDA, along with the potential for Economic Development District designation.

Development of a Comprehensive Economic Development Strategy (CEDS) plan is an eligible activity under the EDA ARPA funding, specifically the Economic Adjustment Assistance program. Historically, the Rappahannock-Rapidan region has considered development of a CEDS or similar plan several times, but has not opted to do so formally, and is one of the few regions in Virginia that does not have a CEDS plan in place (Charlottesville and Fredericksburg are among the others without CEDS).

The current competitive funding available through EDA ARP program presents several opportunities for the region and our localities:

- Development of CEDS plan providing additional opportunities for public/private/non-profit collaboration and potential for additional grant options for future investments and strategy development. One example highlighted through the CARES Act funding to EDA is broadband; the lack of a CEDS is an impediment to applying for these funds through EDA at present.
- EDA ARP funding, if awarded, would require a 20% local match. Normal EDA funding for CEDS development requires a 50% match. Thus, if the typical cost to develop a

CEDS is estimated at \$120,000, the current competitive round is more attractive given the match requirements.

You may recall a similar request from June 2020 in which staff proposed partnering with the Thomas Jefferson Planning District Commission on a joint application to EDA. That proposal was not funded via CARES Act funding. While it remains possible that we will coordinate activities with TJPDC and other regional partners, staff recommends moving forward with a standalone application from the Regional Commission at this time.

More information on EDA ARP programs can be found at <https://eda.gov/arpa/>

I welcome your questions prior to the meeting and/or next Wednesday.

**REQUESTED ACTION:** Authorize Executive Director and Commission staff to develop application the U.S. Economic Development Administration ARP Economic Adjustment Assistance Program for CEDS plan development

## **What is a Comprehensive Economic Development Strategy (CEDS)?**

A CEDS is a strategy-driven plan for regional economic development. A CEDS is the result of a regionally-owned planning process designed to build capacity and guide the economic prosperity and resiliency of an area or region. It is a key component in establishing and maintaining a robust economic ecosystem by helping to build regional capacity (through hard and soft infrastructure) that contributes to individual, firm, and community success. The CEDS provides a vehicle for individuals, organizations, local governments, institutes of learning, and private industry to engage in a meaningful conversation and debate about what capacity building efforts would best serve economic development in the region. The CEDS should take into account and, where appropriate, integrate or leverage other regional planning efforts, including the use of other available federal funds, private sector resources, and state support which can advance a region's CEDS goals and objectives.

## **What is included in a CEDS?**

There are four main elements of a CEDS:

- 1) Summary Background
- 2) SWOT Analysis
- 3) Strategic Direction/Action Plan
- 4) Evaluation Framework

The background should provide an overview of the region's economic situation. Building on data from the summary background, the SWOT analysis should assess the state of the regional economy, including the opportunities and threats posed by internal and external trends and forces, and the availability of resources for economic development. The region's vision, goals, and measurable objectives, together with an appraisal of the region's competitive advantages, should form the basis of the strategic direction and action plan. The evaluation framework should establish criteria and performance measures for evaluating the region's implementation of the strategic direction and progress toward goals and measurable objectives.

In addition to the sections noted above, the CEDS must incorporate the concept of economic resilience (i.e., the ability to avoid, withstand, and recover from economic shifts, natural disasters, the impacts of climate change, etc.). The EDD or community responsible for the CEDS can address resilience as a separate section, distinct goal or priority action item, and/or as an area of investigation in the SWOT analysis. It may be most effective, however, to infuse the concept of resilience throughout the CEDS document.

## **What opportunities are available through development of a CEDS?**

Regions must update their CEDS at least every five years to qualify for EDA assistance under its Public Works and Economic Adjustment Assistance programs. In addition, a CEDS is a prerequisite for designation by EDA as an Economic Development District (EDD).

Source: <https://www.eda.gov/ceds/>

## EDA: AMERICAN RESCUE PLAN

# ECONOMIC ADJUSTMENT ASSISTANCE

## *Providing the Building Blocks for Success*



EDA's American Rescue Plan **Economic Adjustment Assistance** program makes \$500 million in Economic Adjustment Assistance grants available to American communities.

The Economic Adjustment Assistance program is EDA's most flexible program, and grants made under this program will help hundreds of communities across the nation plan, build, innovate, and put people back to work through construction or non-construction projects designed to meet local needs.

A wide range of technical, planning, workforce development, entrepreneurship, and public works and infrastructure projects are eligible for funding under this program.

As part of the \$300 million **Coal Communities Commitment**, EDA will allocate at least \$200 million of the Economic Adjustment Assistance funding to support coal communities.



### WHO SHOULD APPLY

Eligible applicants for EDA's Economic Adjustment Assistance program include a(n):

- District Organization of an EDA-designated Economic Development District
- Indian Tribe or a consortium of Indian Tribes
- State, county, city, or other political subdivision of a State, including a special purpose unit of a State or local government engaged in economic or infrastructure development activities, or a consortium of political subdivisions
- Institution of higher education or a consortium of institutions of higher education
- Public or private non-profit organization or association acting in cooperation with officials of a political subdivision of a State

*Individuals or for-profit entities are not eligible.*



### APPLICATION DEADLINE

→ Suggested application submission date:  
**March 15, 2022**

*Applications reviewed on a rolling basis*



### CONTACTS

- Please visit [www.eda.gov/contact](http://www.eda.gov/contact) to find contact information for your Economic Development Representative.



To learn more about EDA's American Rescue Plan **Economic Adjustment Assistance**, visit [eda.gov/arpa/economic-adjustment-assistance/](http://eda.gov/arpa/economic-adjustment-assistance/).



## MEMORANDUM

**To: Members of the Rappahannock-Rapidan Regional Commission**  
**From: Patrick L. Mauney, Executive Director**  
**Date: August 17, 2021**  
**Subject: Application to Department of Forestry Virginia Trees for Clean Water Grant program**

Friends of the Rappahannock, in partnership with Culpeper County Parks and Recreation and community volunteers, is proposing a tree planting project at Lenn Park in Culpeper County. FOR and partners have requested the Commission to serve as applicant to the Virginia Department of Forestry's Trees for Clean Water Grant program.

### Project Description

Friends of the Rappahannock (FOR) will work with Culpeper County Parks and Recreation, Department of Forestry (DOF), and community volunteers to plant 50 #7-#15-gallon native trees and approximately 1 acre of trees using tree tubelings following a planting plan provided by DOF at Lenn Park. These trees will be mulched, staked, include tree chain, and have tree gator water bags installed, and will be maintained by Culpeper County Parks and Recreation.

FOR will source project materials, recruit volunteers, and host community planting days in coordination with local partners. DOF staff will inspect the project after all trees have been planted.

### Request

The proposal requests \$7,525 from the grant program, to be matched by \$4,900 from FOR and project partners.

Further information about the grant program is attached.

The Commission anticipates minimal administrative and fiscal oversight should the application be successful. In addition, partnerships such as this one provide a positive outcome that can be reported as part of our Chesapeake Bay coordination funding received from the Department of Environmental Quality.

**REQUESTED ACTION:** Authorize application to DOF Virginia Trees for Clean Water program and execution of grant agreements upon successful award

## ***Virginia Trees for Clean Water*** ***Grant Request for Proposal***

Through funds from the USFS Chesapeake Watershed Forestry Program, Virginia Water Quality Improvement Funds, Department of Environmental Quality (DEQ) CB Rapp, Virginia Department of Forestry (VDOF) has developed the Virginia Trees for Clean Water program. The program is designed to improve water quality across the Commonwealth through on-the-ground efforts to plant trees where they are needed most. Grants may be awarded to local units of government, approved non-profit organizations, community civic organizations, educational institutions and tribal communities.

There will be approximately **\$175,000** available to fund projects during the current grant cycle. The funding range for proposals is **\$1,000 to \$15,000** per project. This cycle of grant funds will be used for projects occurring in the fall of 2021 and spring of 2022. Please submit your applications by email on **Friday, September 2, 2021 at 4:30 pm.**

Winning proposals must demonstrate the merit of the project and how the trees will be maintained in perpetuity. The Environmental Justice Screening tool (<https://ejscreen.epa.gov/mapper/>) will be used to prioritize planting projects funded.

Grant funds will be reimbursed at the conclusion of the project and funding is available on a **(match what you can) basis due to COVID-19**. Providing match (including in-kind) is recommended but due to the limitations in congregating volunteers for planting projects will not be required. Not being able to match the grant project by 50 percent will not affect your ability to receive funding under this cycle.

### **OBJECTIVES of Virginia Trees for Clean Water**

- Plant trees that restore and improve the waters for the benefit of current and future citizens of the Commonwealth
- Achieve long-term improvements in water quality through long-lived tree cover and increased public involvement
- Raise public awareness about the benefits of planting trees for the health of our citizens, streams, wildlife and river



**Proposal Categories:** Projects funded through the program include tree-planting activities of all types. A long-term maintenance plan must be included with the grant application. **Both trees and shrubs are allowable.** Projects are not limited to the following examples:

- **Riparian tree planting** in non-Conservation Reserve Enhancement Program (CREP) areas, including urban areas and private lands. Plantings should be a minimum of 35 feet wide. A maximum of 435 seedlings per acre will be paid for by the grant on a 10 x 10 spacing.
- **Community tree planting** projects include any tree plantings on public lands.
- **Street tree planting** projects including planting strips and cutouts. Cutouts must be at least 4'x10' or equivalent to be considered for funding under the program. Proposed projects with planting strips or cutouts less than 3' wide will not be considered.
- **Neighborhood or NeighborWoods tree plantings** may be organized by the local civic association, homeowners association or by the community government. Projects should be located on common grounds or within 35 feet of the roadway.
- **Turf to Trees (T2T) projects** include conversion of regularly mowed lawns greater than 0.1 acres to trees, usually using tree seedlings, saplings or small potted trees. The cost of tree protection is an allowable expense. Annual mowing between the seedlings is also allowed.

**Proposal Format:** The proposal should not exceed **four** pages, plus the application and budget pages. Photos and a recommendation letter from local VDOF staff should be included in the proposal. These do not count towards the four-page narrative.

- Background of project area and description of need
- Experience in completing similar projects
- Explanation of community engagement
- Project Description/Scope of Work
- Design plan drawing, site photos and species list
- Tree Maintenance Plan
- Deliverables / Expected Outcomes

**Attached Documentation Required:**

- Signed Application Form
  - Provided Budget Form
  - VDOF local staff recommendation letter
- All projects must have written approval from the landowner or an authorized representative of the landowner in the form of a letter as a part of the grant application. This letter should designate the organization responsible for the long-term maintenance of the project.

- All projects must have a direct community engagement component. Please describe how you have engaged or are going to engage with the residents or the local community where the tree planting is going to occur. Community engagement must be completed prior to tree installation in order to receive funding in hopes of empowering local citizens to take an active role in the development and maintenance of their urban forest. It can take many forms such as virtual town halls, volunteer training, educational outreach or distributing flyers to name just a few. Please reach out if you have any questions on this requirement.
- We require local VDOF staff to review the project prior to proposal submission. The local VDOF forester should provide a letter of recommendation for the project, to be submitted with the proposal. Please note that a follow up planting inspection using the VDOF My Trees Count Application (<https://arcg.is/WryDG>) will also be conducted for all approved projects. This inspection must be completed prior to the final reimbursement.
- The entity receiving the grant must keep all expenditure records and submit copies as part of the reimbursement request. A final report with photographs of the completed project is also required for all entities receiving a grant before reimbursement can occur.

## General Criteria

- All projects should include a site plan, plant list, tree planting specs, site photos, and a commitment to the project's long-term success from specified personnel or individuals.
- The maximum reimbursable cost for 2-inch caliper trees is \$130.00. If higher value trees are purchased that is ok, but the grant will **only pay up to \$130.00**. When larger caliper trees are approved, fewer trees will be planted per acre. The accepted rate per seedling for contract planting: providing the seedling, planting labor, using a tree protector, stake all together is \$9.00/seedling. This may not be your cost as project needs and requirements differ. When budgeting please use your anticipated actual cost.
- Trees for riparian projects should generally be seedlings; other projects may be funded for trees up to 2-inch caliper.
- A *detailed* tree maintenance plan must be included with each grant application. It is expected that all projects will be maintained for a **minimum of 15 years**, up to forever.
- Applications should include a letter of permission/support for the planting, if the project is not on the applicant's personal property.
- Projects should educate participants of the water quality benefits of tree planting.
- Projects must include community outreach and engagement components to enhance the benefits of the project and promote those activities as models for others to replicate.

- Any street tree planting should provide the square footage of planting space, such as the dimensions of the tree pit or planting strip for each site.
- NeighborWoods projects must be carefully planned and technically sound, and involve the assistance of qualified technical experts, agencies, or organizations.
- NO large shade trees shall be planted under power lines.
- Grant funds will not be approved for projects that have been completed or materials that have been purchased prior to grant award.
- Grant funds will not be approved for projects that are initiated as a requirement of landscape ordinance, zoning, mitigation etc.

### Contact Information

If you have any questions or want to discuss a potential project, please contact

Lara Johnson  
U&CF Program Manager  
Natural Resources Dr.  
Charlottesville, VA 22903  
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**Email the application package to both U&CF Program staff (emails on pg. 4) by 4:30 pm, Friday, September 3, 2021 for applicants hoping to receive funding for fall 2021 and spring 2022 plantings. All applicants will be notified of grant status by September 17, 2021.**

### Payment Process

The funds awarded under the grant are available on a **reimbursement basis** in accordance with a payment schedule agreed to in advance. Grantees must file a *Request for Reimbursement* (included in award paperwork package) and send records of expenditures along with documentation of all costs to the Virginia Department of Forestry. In addition, a planting quality inspection must be conducted and projects logged using VDOF My Tree Counts Application (<https://arcg.is/WryDG>) before the final reimbursement will be issued and the grant closed. The U&CF Program Manager will evaluate the progress of the project to determine eligibility for full funding.

## Guidelines for Budget Categories

### Project Budget Form

The Project Budget Form summarizes the project budget. For approved projects, in addition to being part of the project application, this form is an element of the grant agreement. This form is used to record a summary of all expenditures and matching funds. Guidelines for budget categories for project expenses are below.

**Trees:** This category covers the cost of the trees and woody shrubs that will be planted for the project.

**Supplies:** This category includes the supplies needed to plant the trees such as tree protectors, mulch etc. These items must be listed in the financial narrative, in sufficient detail to determine if they are reasonable and allowable.

**Volunteers:** The use of volunteer hours as an in-kind match is acceptable and encouraged. However, volunteer hours must be meticulously documented. You must use the **Volunteer Assistance Time and Activity Log** contained in this package or a form constructed in a similar format. It is essential that we have the date and times for the volunteer's service and his or her signature. If the form is compiled by the volunteer supervisor, then it should be **signed** by that person at the bottom. Volunteer hours are valued at the current rate established by the Independent Sector, which is \$28.54 per hour.

**Travel:** Mileage traveled directly related to the project, travel reimbursements are for actual costs based on organization policies, and is not to exceed those included in the *Commonwealth of Virginia Policies & Procedures, Topic No. 20335, State Travel Regulations*. A vehicle mileage rate of \$.58/mile is used.

**Contractual:** Contractual costs include subcontracted work to be completed by those other than the project sponsor. This may include design and engineering services.



## MEMORANDUM

**To: Members of the Rappahannock-Rapidan Regional Commission**  
**From: Patrick L. Mauney, Executive Director**  
**Date: August 17, 2021**  
**Subject: RRRC Application to PATH Foundation for continuation of funding for Regional Transportation Collaborative**

Over the past two years, RRRC staff has presented the Commission with information related to funding changes to the regional mobility management program. In 2020, the PATH Foundation awarded \$150,000 to the Commission to expand mobility services under the Regional Transportation Collaborative (RTC) and to formalize partnerships between volunteer driver programs, service providers, and community stakeholders.

The RTC model serves as an “umbrella structure,” or over-arching entity to provide the foundation necessary to support significant changes in the provision of mobility services/solutions including planning to account for state-wide/national programs, federal allocation changes, implementation of paid transportation models, integration of private provider supports and public transit services. Through the RTC members/partners are able to access:

- Resource Leveraging & Allocation
- Strategic & Long-Term Planning
- Service & Project Operations
- Funding Sourcing & Grant Writing
- Communication Management
- Data Collection & Analysis

The collaborative structure allows for partners to leverage and share resources, giving into and taking from the collaborative as needs arise and change. This design allows for programs to participate at the level they are able at any given time, and encourages a flexible partnership process. This flexibility increases the ability for non-traditional stakeholders to participate.

Implementation of the Regional Transportation Collaborative model has involved coordination with partners at RRCS-AAA, VolTran, Rapp at Home, LOWLINC, Aging Together, Virginia Regional Transit, school systems, hospitals and free clinics in the region, among other organizations. In addition to the base funding for the FAMS Call Center received via the DRPT 5310 grant program, staff has also been successful in leveraging an additional \$55,000 for RTC partners through the AARP Community Challenge and LOEB Foundation grants.

This year's request for \$190,000 reflects a 21% increase from the amount awarded in 2020 based on direction from PATH Foundation staff. The primary use of funds will support:

- Collaboration & Public Outreach
- Volunteer Coordination & Recruitment
- Program Coordination & Funding Loss Mitigation
- Strategic Planning for RTC organizations to support growth strategies

Staff will be available to answer any questions related to this request. Additional background information can also be found at <https://www.regionalcollaborative.com>.

**REQUESTED ACTION:** Approval of application to PATH Foundation for continuation of funding to support Regional Transportation Collaborative partnership