

**Rappahannock Rapidan Regional Commission  
October 27, 2021 Regular Meeting  
Town Hall, Washington, 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
	Charlotte Hoffman		<b>Town of Orange</b>
X	Jonathon Weakley	X	Martha Roby
	<b>Orange County</b>	X	Greg Woods, <b>Treasurer</b>
X	James P. Crozier		<b>Town of Remington</b>
	Theodore Voorhees	X*	Evan H. ‘Skeet’ Ashby
	<b>Rappahannock County</b>		<b>Town of The Plains</b>
X	Garrey W. Curry, Jr.		Lori B. Sisson
	Debbie Donehey		<b>Town of Warrenton</b>
			Brandie Schaeffer
			Heather Sutphin
			<b>Town of Washington</b>
		X	Frederic Catlin

*\*Denotes that member participated remotely, in accordance with the Commission’s adopted remote participation policy*

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

*Others Present: Chuck Jackson (MadRapp Recorder)*

**1. Call to Order**

Chair Taylor called meeting to order at 1:05 p.m. She thanked Mayor Catlin and the Inn at Little Washington for coordinating the walking tour and lunch.

**2. Pledge of Allegiance**

Chair Taylor led Commissioners in the Pledge of Allegiance.

**3. Roll Call & Quorum Determination**

Chair Taylor welcomed Jonathon Weakley, Madison County Administrator to the Commission for his first meeting.

A quorum of the Commission was confirmed in person.

Chair Taylor noted that two members requested remote access prior to the meeting.

Mr. Ashby requested such due to a medical condition and Mr. McCulla for a personal matter preventing his attendance in person. J Egertson moved to approve remote participation for both members, 2<sup>nd</sup> by F Catlin. The motion carried ayes all.

**4. Agenda Approval**

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

**5. Public Comment**

There were no comments from the public.

**6. Presentations and Special Recognition**

**7. Approval of Minutes**

a) August 25, 2021

Chair Taylor presented the minutes from the August 25<sup>th</sup> RRRC meeting. R Coiner moved to approve, 2<sup>nd</sup> by J Crozier. The motion carried, with J Weakley abstaining.

**8. Financial Reports**

a) FY 2022 Year to Date Financial Report

Chair Taylor asked P Mauney to review the financial reports. He noted the year to date revenues and expenses through the first quarter with revenues at 36.7% of budget and expenses at 15.4% of budget. He called attention to the equipment and software budget line and indicated an amended budget would be presented in December or February.

b) DRAFT FY 2021 Agency Audit

P Mauney shared that the draft FY 2021 audit was available for review and asked Terry Snead for comments from staff. T Snead stated that this was another clean audit and that pertinent details could be found within the management letter. She also stated that the Commission expects to see a slight increase in its fringe and indirect rates from initial calculations.

**9. Executive Director's Report**

Chair Taylor asked P Mauney to review the Director's report. P Mauney thanked Orange County for hosting the Annual Meeting and for all who were able to attend. He shared that Commission staff had participated in various outreach events in support of Commuter Services and Tween Rivers Trail in recent months and encouraged Commissioners to share future events where RRRC participation would be valuable.

P Mauney noted recent support for grant applications for Rappahannock County and the Town of Remington, successful award of application for tree planting at Lenn Park in Culpeper County, and shared a success story for volunteer transportation programs in the region facilitated by the Regional Transportation Collaborative.

**10. Staff Updates**

a) PDC Housing Development Program

Chair Taylor asked P Mauney and J Little to update on the PDC Housing Development Program. P Mauney shared that staff held an introductory meeting on September 20<sup>th</sup>

with interested stakeholders and that Ms. Little had taken the lead on developing timelines for the program, a proof of concept template for project information intakes, partnership guidance documents and an outreach survey. P Mauney also reviewed initial priorities generated through review of survey responses, the regional housing study, and other data indicators. He asked Commissioners to review and provide comment, as applicable.

The next steps for the program are for the proof of concept requests to go out in November, with the expectation that full applications would be received in early 2022.

F Catlin asked about whether the funding would require a separate application to Virginia Housing. P Mauney stated that it would not. G Curry requested flexibility for accessory dwelling units or other innovative concepts. P Mauney indicated that staff was interested in all potential ideas, but that there would be the requirement to maintain affordability within Virginia Housing guidelines.

#### *b) Regional Transportation Collaborative*

Chair Taylor introduced the update on the Regional Transportation Collaborative and thanked staff and partner organizations for volunteer driver appreciation event in September. P Mauney noted that he had shared concerns with the Commission in 2019 regarding funding for the Foothills Area Mobility System program, but that between increased awards from the Department of Rail and Public Transportation and strong support from the PATH Foundation, those concerns were lessened considerably. He also shared statistics and information from the past year and noted the successful collaborations with VolTran, Rapp at Home and LOWLINC in addition to the longstanding partnerships with RRCS and Aging Together.

#### *c) Farm to School Program Update*

Chair Taylor introduced Elizabeth Beling to present on the first months of the Commission's Farm to School program. Ms. Beling shared initial insight from her work in classrooms in each of the five counties and indicated that feedback from staff and students was very positive overall. She also noted that she and Michelle Edwards were working with 4P Foods to coordinate with Rappahannock County schools as part of a broader procurement discussion.

Commission members referenced potential collaboration options with community gardens in Gordonsville and Remington.

## **11. New Business**

### *a) RFQ for Legal Services*

Chair Taylor stated that staff has requested a discussion on formalizing legal services for the Commission. P Mauney shared that with the Housing Development Program and the complexity of contracts increasing, he felt it would be beneficial to seek on-call legal services. G Curry indicated that legal services do not require procurement and asked whether staff had existing legal contacts. P Mauney stated that he has had discussions with an attorney in Culpeper on rare occasions, but that the RFQ process would hopefully allow for more interest. F Catlin noted the references to RFP in the

terms and conditions. P Mauney indicated he would revise that section. R Coiner asked whether a statewide contract could be available through a state agency. P Mauney indicated he would check with his colleagues at other planning districts.

J Crozier moved to approve the procurement for legal services, noting that it would be advisable to not utilize local jurisdiction counsel, 2<sup>nd</sup> by J Weakley. The motion carried ayes all.

*b) RRRC application to VDEM for Hazard Mitigation Plan update*

Chair Taylor asked P Mauney to review item 11B. P Mauney shared that the Commission had approved an application for funding to update the Hazard Mitigation Plan last December, but that limited funding resulted in VDEM requesting the application be submitted through this year's program instead. All other aspects of the application remain the same as in December.

R Coiner moved to approve, 2<sup>nd</sup> by C Hively. The motion carried ayes all.

*c) RRRC application to VHA for 2022-23 AmeriCorps VISTA*

Chair Taylor asked P Mauney to review the AmeriCorps VISTA application. P Mauney stated that the program has been critical to the Commission's role as lead agency for Foothills Housing Network and allowing for additional professional capacity with little financial cost to the Commission. Beginning in next year's cycle, the Virginia Housing Alliance is requesting VISTA sites to contribute \$6,500 to offset program costs. P Mauney stated that matching funds would come from local per capita dues and that he felt it remained a good investment.

R Coiner moved to approve, 2<sup>nd</sup> by J Crozier. The motion carried unanimously.

*d) RRRC application to DHCD for Housing Trust Fund grant*

Chair Taylor asked P Mauney to review the request to the DHCD for funding to implement a pilot expansion of the Coordinated Entry program for Foothills Housing Network. P Mauney shared that, at present, the FHN Coordinated Entry system is completely handled by phone at the Commission offices and that, while it allows for efficiency for the Commission staff, presents some barriers for clients seeking assistance. The requested funds would allow for partner organizations (Departments of Social Services or other non-profits) willing to conduct in-person screenings to pilot such a program, with funding supporting technology costs and some limited staff time.

R Coiner moved to approve, 2<sup>nd</sup> by J Crozier. The motion carried unanimously.

## **12. Closed Session (if necessary)**

## **13. Regional Roundtable**

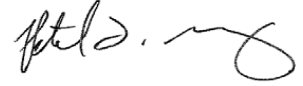
Commission members shared information of note from their communities.

## **14. Adjournment**

Upon motion by R. Coiner, 2<sup>nd</sup> by J Crozier, Chair Taylor adjourned the meeting at

2:32 p.m.

Respectfully Submitted by:



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Patrick L. Mauney  
Secretary & Executive Director