



**Rappahannock-Rapidan Regional Commission Meeting  
February 23, 2022 at 1:00 pm**

**Carver Center  
9432 James Madison Highway, Rapidan, VA 22733**

## **AGENDA**

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1. Call to Order
2. Pledge of Allegiance
3. Roll Call & Quorum Determination  
  
*Welcome to New Commissioner: R. Clay Jackson, Madison County*
4. \*\*Approval of Agenda
5. Public Comment
6. Presentations & Special Recognition
  - a) Carver Center Updates – *Laura Loveday, Culpeper County*
7. Approval of Minutes
  - a) \*\*October 27, 2021 ([Attachment](#))
  - b) December 8, 2021 Executive Committee ([Attachment](#))
  - c) February 4, 2022 Executive Committee ([Attachment](#))
8. Financial Reports
  - a) \*\*FY 2022 YTD Financial Report & Proposed Amendments ([Attachment](#))
  - b) RRRC Financial Account Summary ([Attachment](#))
9. Executive Director's Report ([Attachment](#))
  - a) RRRC 50<sup>th</sup> Anniversary
  - b) 2022 Smart Scale Applications

10. Staff Updates / Old Business

- a) \*\*PDC Housing Development Program ([Attachment](#))
- b) Charter Amendment Discussion

11. New Business

- a) \*\*RRRC application to DRPT for FY 2023 Commuter Assistance Program Operating and Technical Assistance grants ([Attachment](#))
- b) \*\*RRRC application to DRPT for FY 2023 Section 5310 Mobility Management & Operating grant program ([Attachment](#))
- c) \*\*RRRC application to DHCD for FY 2023-2024 Virginia Homeless Solutions Program grant ([Attachment](#))
- d) \*\*2022 Community Development Block Grant Priorities ([Attachment](#))
- e) \*\*Virginia Community Flood Preparedness Fund Grant Program ([Attachment](#))
- f) \*\*Compensation Report ([Attachment](#))

12. Report from Nominating Committee

- a) \*\*Election of Officers & Ex. Committee for terms beginning March 1, 2022

13. Closed Session

- a) As permitted by Virginia Code § 2.2-3711(A)(29) for discussion of a contract for legal services

14. Regional Roundtable

15. \*\*Adjournment

\*\*Commission Action Item

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

**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**

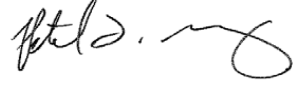
Commission members shared information of note from their communities.

**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

DRAFT

**Rappahannock-Rapidan Regional Commission  
Executive Committee Meeting  
December 8, 2021 | 1:00 pm  
Prince Michel Vineyard, Leon, VA**

**MINUTES**

**Members Present:** *Frederic Catlin, Robert Coiner, Paul McCulla (virtual),  
Meaghan Taylor, Greg Woods*

**Commission Members Present:** *Gary Deal, Debbie Donehey, John Egertson, Ted  
Voorhees*

**Others Present:** *Tracey Gardner (Madison County), Clay Jackson (Madison  
County), Chuck Jackson*

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

**1. Call to Order**

Chair Taylor called the meeting to order at 1:05 p.m. and noted that as a quorum of the Regional Commission was not present, she would convene a meeting of the RRRC Executive Committee for action items. She invited other Commissioners in attendance to participate, but noted that only Executive Committee members would vote on action items.

Chair Taylor thanked Chairman Clay Jackson of the Madison County Board of Supervisors and Tracey Gardner, Director of Tourism and Economic Development, for hosting the Commission in Madison County.

**2. Pledge of Allegiance**

Chair Taylor led those in attendance in the Pledge of Allegiance.

**3. Roll Call**

Chair Taylor asked P Mauney to call roll. A quorum of the Executive Committee was confirmed in person. P Mauney stated that Mr. McCulla provided notice to the Chair of a personal matter preventing his attendance in person, and requested ability to participate remotely in accordance with the Commission's remote meeting participation policy. R Coiner moved, 2<sup>nd</sup> by F Catlin to approve the remote participation by P McCulla. The motion carried unanimously.

**4. Adoption of the Agenda**

Chair Taylor asked for approval of the agenda. R Coiner asked to add a discussion of an amendment to the charter related to appointment of alternate members as item 11-G. R Coiner moved to approve the amended agenda, 2<sup>nd</sup> by F Catlin. The motion carried unanimously.

**5. Public Comment**

Chair Taylor asked for public comment, or if any comments were received prior to the meeting. P Mauney stated that no comments had been received prior to the meeting.

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

### **7. Adoption of Minutes**

a) October 27, 2021

Chair Taylor stated that the minutes would be deferred until the next Commission meeting.

### **8. Financial Reports**

a) *\*\*FY 2022 Agency Audit*

Chair Taylor reminded the committee that the FY 2022 draft audit was reviewed in October and provided in follow-up for review. There were no questions from the committee regarding the audit, and P Mauney voiced his thanks to Terry Snead for her work throughout the year.

R Coiner moved to approve the FY 2022 audit, 2<sup>nd</sup> by G Woods. The motion carried unanimously.

b) *FY 2022 Year to Date Financial Report*

Chair Taylor asked P Mauney to review the year to date financial report. P Mauney noted that revenues are at 43.5% and expenses at 28.4% of budget through 42% of the fiscal year. He indicated that staff would present an amended budget in February for the Commission to consider.

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

Chair Taylor asked P Mauney to provide his Director's report. P Mauney shared that the Commission has a new Coordinated Entry Specialist as of last week with the hiring of DeAngela Alexander. He also noted that he and Rebecca Wareham have had numerous discussion with partners in the region regarding the need for short and long-term solutions for emergency shelter in the region. A short-term issue is that many hotels have placed a ceiling on the number of rooms that can be utilized for non-congregate emergency shelter and that emergency shelters in the region are at capacity with limited or no options for individuals in the next few months.

P Mauney also provided brief updates on redistricting, the wildfire risk analysis effort, and hazard mitigation plan update.

### **10. Staff Updates**

a) *PDC Housing Development Program*

Chair Taylor asked P Mauney and J Little to provide an update on the PDC Housing Development Program. J Little shared that nine applications were received in response to the proof of concept request by Monday's deadline, totaling \$6.2 million in requested funds. Staff is reviewing the projects submitted to determine additional information needed as part of the full application process.

Committee members asked how many jurisdictions were included in the proofs of concept. J Little indicated that projects were in four counties, with several within towns.

P Mauney stated that staff would coordinate with the Executive Committee to review applications and expected a recommended funding plan to be presented at February's Commission meeting.

*b) Long Range Transportation Plan*

Chair Taylor asked P Mauney to update on the Long Range Transportation Plan. P Mauney reminded those present that a draft update was presented in April and that staff has conducted additional outreach with local staff and VDOT partners to have a final draft in place. He indicated that a press release inviting public comment and review would go out in early January and that the plan would be presented for adoption in February or April prior to the next round of Smart Scale.

**11. New Business**

*a) RRRC 2021-2024 Title VI Plan*

Chair Taylor asked P Mauney to review item 11A, the RRRC Title VI Plan. P Mauney stated that the Commission has had an adopted Title VI Plan since 2014 and that Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving federal financial assistance. Commission staff has worked with partners at the Department of Rail and Public Transportation (DRPT) and Virginia Department of Transportation (VDOT) to ensure that the RRRC Title VI Plan meets the criteria and guidance from each organization. He further stated that the plan must be adopted to ensure that the Commission remain eligible for various funding programs currently supporting staff activities.

R Coiner moved to approve the 2021-2024 Title VI Plan, 2<sup>nd</sup> by F Catlin. The motion carried unanimously.

*b) RRRC application to DRPT for FY 2023 Commuter Assistance Program Operating and Technical Assistance grants*

Chair Taylor stated that item 11B would be deferred until the next Commission meeting.

*c) RRRC application to DRPT for FY 2023 Section 5310 Mobility Management and Operating grants*

Chair Taylor stated that item 11C would be deferred until the next Commission meeting.

*d) 2022 Regional Legislative Priorities*

Chair Taylor introduced the 2022 regional legislative platform and noted that the platform is solely focused on the Rappahannock-Rapidan region this year and has seen some changes as a result. The committee members held a brief discussion on the legislative priorities, including the grocery sales tax issue, and whether formal endorsement was necessary. P Mauney noted that Eldon James would use the priorities in his work in Richmond on behalf of Fauquier County and the region, as Fauquier County is the contract holder with Mr. James, and also stated that local governments have in the past provided endorsement, though it is not a requirement.

*e) Compensation Report*

Chair Taylor stated that item 11E would be deferred until the next Commission meeting.

*f) Formation of Nominating Committee*

Chair Taylor stated that the Executive Committee typically serves as a nominating committee for developing a slate of officers for terms beginning each March, but she also welcomed additional Commissioners to serve on the nominating committee. R Coiner moved to approve the Executive Committee serving as the nominating committee, with the proviso that other Commissioners could add themselves as desired, 2<sup>nd</sup> by F Catlin. The motion carried unanimously.

*g) Charter Discussion*

Chair Taylor asked R Coiner to lead discussion on considering amendments to the Charter. R Coiner noted that the Commission has not struggled to have a quorum, but was disappointed that there was no quorum for the full Commission at this meeting. He stated that he would like to look into amending the charter to allow local governments to name alternates who could attend, with full voting privileges, if the appointed member was unable to attend a Commission meeting.

G Deal stated his opposition to naming alternate members, noting that that may water down attendance and that leaders in the region should be committed to this and other boards if they accept the appointment.

Chair Taylor agreed, but wondered about the possibility of limiting alternates to a certain number of meetings per year. F Catlin suggested limiting the number of alternates that could attend each meeting.

F Catlin moved to have R Coiner determine interest from other Commissioners in amending the charter to report back at a future meeting, 2<sup>nd</sup> by P McCulla. The motion carried.

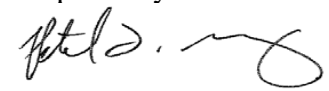
**12. Regional Roundtable**

Committee members and others present shared information of note from their communities.

**13. Adjourn**

Upon motion by F Catlin, 2<sup>nd</sup> by G Woods, the meeting adjourned the meeting at 2:08 p.m.

Respectfully Submitted by:



Patrick L. Mauney  
Secretary & Executive Director

**Rappahannock-Rapidan Regional Commission  
Executive Committee Meeting  
February 4, 2022 | 1:00 pm  
RRRC Board Room**

**MINUTES**

**Members Present:** *Frederic Catlin, Paul McCulla (virtual), Meaghan Taylor, Greg Woods*

**Staff Present:** *Patrick Mauney*

**1. Call to Order**

Chair Taylor called the meeting to order at 1:02 p.m. and noted that as a quorum of the Executive Committee was present at the Regional Commission offices.

**2. Remote Electronic Participation**

Chair Taylor noted that Mr. McCulla requested remote participation prior to the meeting due to personal matters and that the Executive Committee needed to approve that remote participation. F Catlin moved to approve, 2<sup>nd</sup> by G Woods. The motion carried unanimously.

**3. Adoption of the Agenda**

Chair Taylor asked for approval of the agenda. F Catlin moved to approve the agenda, 2<sup>nd</sup> by G Woods. The motion carried unanimously.

**4. Public Comment**

Chair Taylor asked for public comment, or if any comments were received prior to the meeting. P Mauney stated that no comments had been received prior to the meeting.

**5. Adoption of Minutes**

- a) January 27, 2021*
- b) December 8, 2021*

Chair Taylor stated that minutes from the past two Executive Committee meetings were included in the packet, and were sent out within 30 days of each meeting via email for review. G Woods moved to approve the minutes, 2<sup>nd</sup> by P McCulla. The motion carried 3-0-1 (F Catlin abstaining).

**6. New Business**

*a) Compensation & Salary Survey Report*

Chair Taylor stated that the Commission had requested the Executive Committee review the organization's compensation structure in October 2020. Staff has completed a report and Chair Taylor asked P Mauney to review.

P Mauney provided a summary of sources for salary comparisons from local governments in the region and from other Regional Commissions in Virginia. He

stated that the report and recommendations were entirely his work, and that he sought to identify comparable positions locally and across the state for each Commission position. He stated that the primary recommendation is a general pay plan that would provide clarity for Commission staff as to salaries and flexibility for the Executive Director with new hires or position changes in the future. F Catlin asked if this was a new pay plan, or if anything currently exists. P Mauney stated that there is no current pay plan. G Woods asked about impacts to current staff and budget. P Mauney stated that the pay plan could be implemented at the direction of the Commission and estimated an annual impact of \$15,000 to \$20,000 if implemented as part of the FY 2023 budget. Committee members discussed the report and potential action. M Taylor noted a need for a review process for staff. P Mauney noted that he holds annual reviews with staff, or has other staff members with direct reports hold those discussions. M Taylor stated that the Executive Committee or Commission should have a process in place to review the Director.

F Catlin moved to recommend the compensation & salary report and pay plan to the Commission, and to request the Chair develop a process for formally reviewing the Executive Director, 2<sup>nd</sup> by G Woods. The motion carried unanimously.

*b) FY 2022 Budget Amendments*

Chair Taylor asked P Mauney to review proposed FY 2022 budget amendments. P Mauney noted that several revenue items, including reductions in the Rideshare and NFWF grants, and additions to the PATH Mobility Management, Redistricting, and Rural Transportation Assistance Program (RTAP). He also reviewed corresponding expense changes and noted that the proposed amendments left an anticipated surplus of just over \$49,000. He stated that the Commission can direct staff to utilize those funds for a variety of purposes.

F Catlin requested a breakdown of where the surplus funds were sourced from. P Mauney stated that he would provide for the Commission in February, but that some result from pay for performance contracts for various programs and/or lower than expected match requirements leaving some discretionary funds unspent.

*c) PDC Housing Development Program*

Chair Taylor reminded members that there were 9 proofs of concept submitted in December for the Housing Development Program, and shared that 7 of those were submitted to the final application stage. She asked P Mauney for additional information and direction.

P Mauney briefly reviewed the full requests received, stating that staff had instituted a ceiling of \$500,000 per project or \$50,000 per unit. He further stated that those ceilings were not guarantees of full funding, but were designed to provide flexibility given the level of interest in the program. He stated that he would provide the application materials to the Executive Committee next week, along with the guidance documents and would be grateful for any feedback or questions from those with an opportunity to review. He also noted that staff anticipated having a funding recommendation for the February 23<sup>rd</sup> meeting.

*d) Charter Amendment Discussion*

Chair Taylor noted that the Committee held a brief discussion in December regarding alternate member designations. There were no substantive updates and P Mauney stated he would reach out to R Coiner following the meeting.

*e) Develop Slate of Officers and Executive Committee for terms beginning March 1, 2022*

Chair Taylor stated that the Committee needed to develop a recommended slate of officers for terms beginning March 1<sup>st</sup>. She further stated that all current officers were eligible to serve one additional term. Discussion ensued amongst current officers regarding their ability to serve another year, as well as any Counties and Towns not represented.

By consensus, the committee recommends the following slate:

**CHAIR: Meaghan Taylor, Town of Culpeper**

**VICE-CHAIR: Paul McCulla, Fauquier County**

**TREASURER: Greg Woods, Town of Orange**

**EX. COMMITTEE: Fred Catlin, Town of Washington**

**EX. COMMITTEE: Robert Coiner, Town of Gordonsville**

Further, the committee recommends the following for three-year terms on the GO Virginia Region 9 Council, beginning July 1, 2022:

**ELECTED: James Crozier, Orange County**

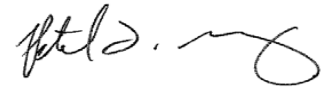
**CHIEF ADMINISTRATIVE OFFICER: Jonathon Weakley, Madison County**

Chair Taylor further requested that staff begin the process to amend the organizational bylaws to remove gender-specific references.

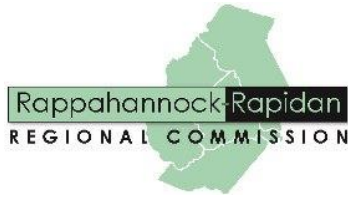
**7. Adjourn**

Upon motion by F Catlin, 2<sup>nd</sup> by G Woods, the meeting adjourned the meeting at 2:08 p.m.

Respectfully Submitted by:



Patrick L. Mauney  
Secretary & Executive Director



## **MEMORANDUM**

**To: Members of the Rappahannock-Rapidan Regional Commission**  
**From: Patrick L. Mauney, Executive Director**  
**Date: February 15, 2022**  
**Subject: FY 2022 Budget Amendments**

FY 2022 Revenue and Expenditure reports through January 31, 2022 are enclosed for your review. These are unaudited reports for the first nine months (59%) of the fiscal year.

Revenues are 53% of the proposed amended budget, while expenditures are 47% of proposed amended budget. Operating expenses remain in line with budgeted amounts. Project expenses are tracking at or below budgeted amounts.

Staff recommends the following budget amendments based on spending to date and projected spending before June 30th:

### **Revenues**

- Addition of \$47,500 to the PATH Mobility Management/Transportation line due to increased award from PATH Foundation
- Reduction from \$200,000 to \$125,000 in the NFWF Chesapeake Bay Grant. The largest reimbursable costs are related to stormwater BMP construction by Fauquier County and the Town of Warrenton and we expect some of those reimbursements will be carried forward to FY 2023.
- Reduction from \$133,265 to \$113,265 for Rideshare Program grant. This reduction is due to state guidance limiting advertising of ridesharing/carpools/vanpools. We anticipate these limitations to be relaxed moving forward.
- Addition of \$4,500 for redistricting assistance provided to Culpeper County, Rappahannock County and the Town of Warrenton.
- Addition of \$5,338 in Rural Transportation Assistance Program (RTAP) funding from DRPT to support training costs for Regional Transportation Collaborative partners.
- Addition of \$19,000 in pass-through revenue from the Northern Piedmont Community Foundation (NPCF) from the Town of Washington Post Office Enhancement Fund.

### **Expenditures**

- Addition of \$47,500 to the Mobility Management Expense line item for the additional PATH Foundation revenues
- Reduction from \$185,000 to \$110,000 for NFWF Chesapeake Bay Grant. These expenses will be paid out in FY 2023 and FY 2024.

- Reduction from \$52,565 to \$27,565 for Rideshare Program expenses due to state guidance limiting advertising of ridesharing/carpools/vanpools.
- Addition of \$3,750 in redistricting expenses for ESRI software and direct expenses toward the redistricting support for local governments.
- Addition of \$5,338 in Rural Transportation Assistance Program (RTAP) expenses for reimbursable training costs paid to Regional Transportation Collaborative partners.
- Addition of \$3,000 in Farm to School expenses to account for travel expenses directly tied to the Farm to School Liaison activities.
- Addition of \$19,000 in pass through funding from NPCF for the Town of Washington Post Office Enhancement Fund.

Staff also notes that there are \$49,302 in unprogrammed revenues. The Executive Committee requested clarification on the source of the unprogrammed revenues at their meeting earlier this month and I will provide details next Wednesday.

**REQUESTED ACTION:** Adoption of the FY 2022 budget amendments.

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

Budget Items	FY 2022 Budget	Proposed Amendments (2/23/2022)	Proposed Budget (2/23/2022)	July	August	September	October	November	December	January	YTD Actual	YTD %
<b>Revenues</b>												
Dues:												
Culpeper County	\$ 27,589.00		\$ 27,589.00		\$ 27,589.20						\$ 27,589.20	100.0%
Fauquier County	\$ 49,677.00		\$ 49,677.00			\$ 24,838.58					\$ 24,838.58	50.0%
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			\$ 194.22					\$ 194.22	100.1%
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	\$ 17.60	\$ 17.75	\$ 20.20	\$ 19.82	\$ 23.06	\$ 26.60	\$ 142.12	47.4%
Other Income	\$ 1,000.00		\$ 1,000.00	\$ 100.00	\$ 100.00	\$ 101.50	\$ 201.50	\$ 159.63	\$ 100.00	\$ 380.00	\$ 1,142.63	114.3%
AARP Community Challenge Grant	\$ 25,000.00		\$ 25,000.00		\$ 25,000.00						\$ 25,000.00	100.0%
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	\$ 7,030.00		\$ 22,656.00	\$ 14,872.00		\$ 10,737.00	\$ 62,250.00	25.4%
NFWF Chesapeake Bay Grant	\$ 200,000.00	\$ (75,000.00)	\$ 125,000.00					\$ 3,934.35			\$ 3,934.35	3.1%
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	\$ 47,500.00	\$ 197,500.00	\$ 2,500.00		\$ 190,000.00			\$ 2,500.00	\$ 2,500.00	\$ 197,500.00	100.0%
Redistricting Income	\$ -	\$ 4,500.00	\$ 4,500.00								\$ -	0.0%
Regional Housing	\$ 48,604.00		\$ 48,604.00	\$ 25,301.39	\$ 9,160.08	\$ 7,093.31					\$ 41,554.78	85.5%
Regional Tourism	\$ 7,500.00		\$ 7,500.00	\$ 5,600.00		\$ 300.00		\$ 1,400.00			\$ 7,300.00	97.3%
Rideshare Program	\$ 133,265.00	\$ (20,000.00)	\$ 113,265.00	\$ 7,116.00	\$ 6,707.00	\$ 8,018.00	\$ 7,230.00	\$ 10,508.00			\$ 39,579.00	34.9%
RTAP Income	\$ -	\$ 5,338.00	\$ 5,338.00							\$ 3,137.00	\$ 3,137.00	58.8%
Rural Transportation Planning	\$ 58,000.00		\$ 58,000.00		\$ 15,277.00			\$ 11,957.62			\$ 27,234.62	47.0%
State Regional Planning Grant	\$ 89,971.00		\$ 89,971.00						\$ 44,985.50	\$ 22,492.75	\$ 67,478.25	75.0%
Town of Washington Pass Through		\$ 19,000.00	\$ 19,000.00								\$ -	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				\$ 20,000.00				\$ 20,000.00	33.3%
VHSP Grant	\$ 84,500.00		\$ 84,500.00			\$ 10,689.33			\$ 19,107.55	\$ 14,571.91	\$ 44,368.79	52.5%
<b>Total Revenue</b>	<b>\$ 1,377,903.00</b>	<b>\$ (18,662.00)</b>	<b>\$ 1,359,241.00</b>	<b>\$ 174,300.65</b>	<b>\$ 90,880.88</b>	<b>\$ 241,252.69</b>	<b>\$ 50,107.70</b>	<b>\$ 42,851.42</b>	<b>\$ 66,716.11</b>	<b>\$ 53,845.26</b>	<b>\$ 719,954.71</b>	<b>53.0%</b>





## **MEMORANDUM**

**To: Members of the Rappahannock-Rapidan Regional Commission**  
**From: Patrick L. Mauney, Executive Director**  
**Date: February 14, 2022**  
**Subject: RRRC Financial Account 2022 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.

**CY 2021 Account Balances**

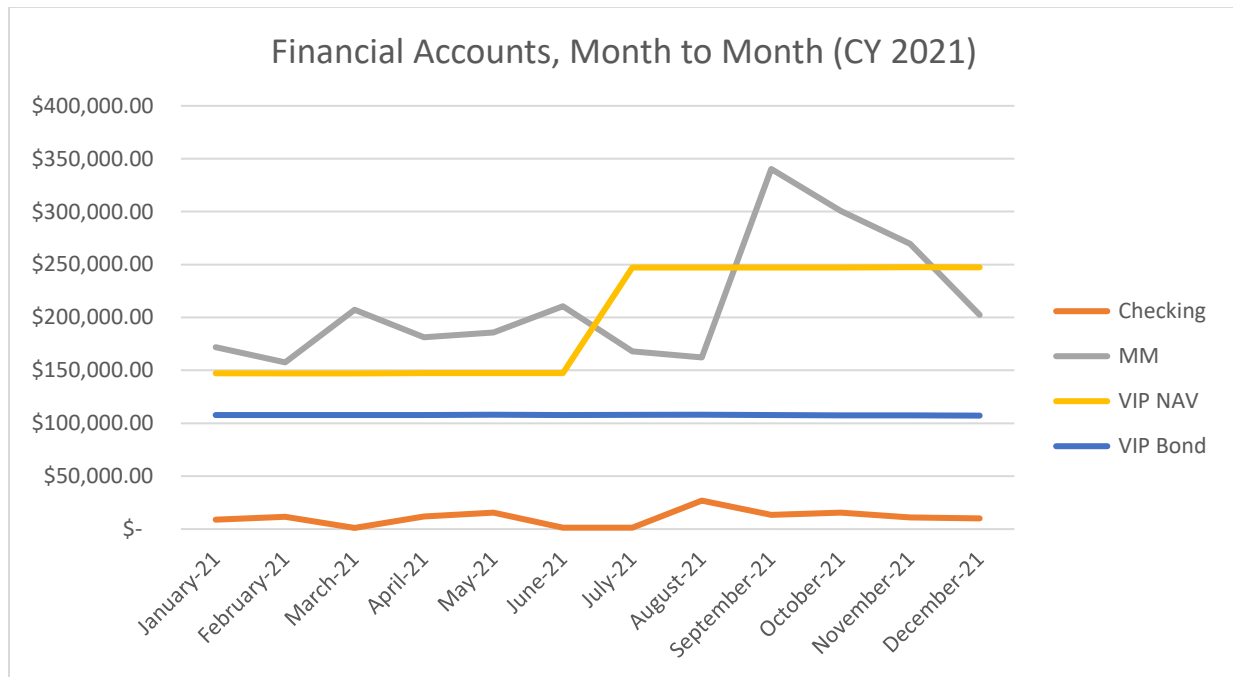
Operating accounts reflect high balances in July based on receipt of annual dues request funds from member jurisdictions. Grant reimbursements are most typically received on a quarterly basis, which is reflected by balance increases in October/November and January/February. The final quarter of FY 2020 (April to June) reflect 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>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>
<b>July-21</b>	\$ 1,244.89	\$ 167,911.24	<b>\$ 169,156.13</b>
<b>August-21</b>	\$ 26,935.75	\$ 162,177.16	<b>\$ 189,112.91</b>
<b>September-21</b>	\$ 13,592.94	\$ 340,314.39	<b>\$ 353,907.33</b>
<b>October-21</b>	\$ 15,415.07	\$ 300,830.26	<b>\$ 316,245.33</b>
<b>November-21</b>	\$ 11,174.70	\$ 269,658.53	<b>\$ 280,833.23</b>
<b>December-21</b>	\$ 10,014.72	\$ 202,316.45	<b>\$ 212,331.17</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 for other operating costs, as needed.

<b>Reserve Accounts</b>			
Month (End)	VIP NAV	Long-Term Bond	Reserve Total
<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>
<b>July-21</b>	\$ 247,302.71	\$ 107,971.92	<b>\$ 355,274.63</b>
<b>August-21</b>	\$ 247,317.39	\$ 107,949.45	<b>\$ 355,266.84</b>
<b>September-21</b>	\$ 247,331.35	\$ 107,827.85	<b>\$ 355,159.20</b>
<b>October-21</b>	\$ 247,345.98	\$ 107,491.01	<b>\$ 354,836.99</b>
<b>November-21</b>	\$ 247,361.18	\$ 107,485.15	<b>\$ 354,846.33</b>
<b>December-21</b>	\$ 247,380.37	\$ 107,239.83	<b>\$ 354,620.20</b>

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



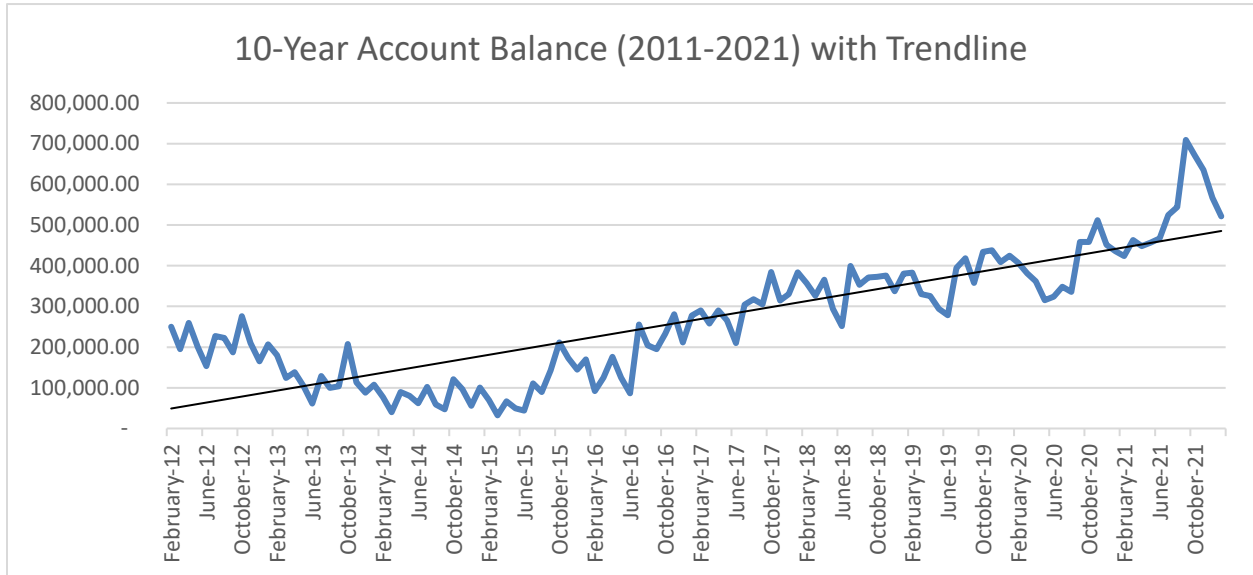
Overall account values are shown below for the end of each month in 2020. Fluctuations in year to year value are primarily the result of grant reimbursement timing.

RRRC Total Account Value (CY 2021)		
Month (End)	Total Accounts	Year over Year
<b>January-21</b>	<b>\$ 435,915.85</b>	11,636.10
<b>February-21</b>	<b>\$ 424,167.68</b>	17,205.75
<b>March-21</b>	<b>\$ 463,479.70</b>	82,529.16
<b>April-21</b>	<b>\$ 448,499.65</b>	87,123.03
<b>May-21</b>	<b>\$ 456,603.67</b>	141,358.39
<b>June-21</b>	<b>\$ 467,070.59</b>	143,080.89
<b>July-21</b>	<b>\$ 524,430.76</b>	175,929.01
<b>August-21</b>	<b>\$ 544,379.75</b>	208,897.21
<b>September-21</b>	<b>\$ 709,066.53</b>	250,969.98
<b>October-21</b>	<b>\$ 671,082.32</b>	212,633.85
<b>November-21</b>	<b>\$ 635,679.56</b>	124,017.96
<b>December-21</b>	<b>\$ 566,951.37</b>	115,721.80

### **Historical Account Balances**

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

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



## Executive Director's Report

### February 16, 2022



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:

- Clay Jackson, Chair of the Madison County Board of Supervisors, was appointed to the Commission January. I, and I'm sure all of you, look forward to welcoming Mr. Jackson at the meeting next week.
- Brittany Amador has joined the Commission as a Social Work intern working with Foothills Housing Network through May. Ms. Amador is completing the internship as part of the Social Work program at Mary Baldwin University.
- As requested by the Commission in late 2020, staff has completed a compensation survey report with comparisons to local government positions and similar Regional Commissions. The Executive Committee reviewed the report earlier this month and recommends approval of the report and the pay plan developed as part of the process.
- FY 2023 budget requests for all counties and those towns with formal budget request process are completed. Requests to the remaining towns will be sent in early March for incorporation into each locality's respective budget process. The FY 2023 organization budget will be presented in April. We continue to track annual grant requests and should have a solid understanding of most revenue sources by that time.

#### Homelessness & Regional Housing

- Rebecca Wareham and RRRC staff involved with Foothills Housing Network worked with partners across the region to conduct the annual homeless Point-in-Time count on January 26<sup>th</sup> and the weeks following. This effort included surveys with individuals and households in emergency shelters, as well as outreach efforts for unsheltered individuals in the region. Staff will provide a report at the next Commission meeting on the PIT count, as well as status of funding and other initiatives.
- Staff have spent much of the past months engaged with potential developer partners for the PDC Housing Development program. We will provide details and a staff recommendation for initial funding allocations for your consideration and approval next Wednesday.

#### Environmental & Natural Resources

- Michelle Edwards was named as Vice Chair for the Chesapeake Bay Local Leadership Workgroup for 2022. The LLWG has developed *A Local Government Guide to the Chesapeake Bay*, a series of modules to support mutually beneficial outcomes for the Bay by prioritizing local economic development, infrastructure resiliency, public health, education, and the environment. The Local Government Advisory Committee is also considering another round of watershed field tours for elected officials this year.
- The RRRC Food Policy Council met earlier this month and heard updates from the Minority & Veteran Farmers of the Piedmont and additional information from RRRC's Farm to School

Liaison. We are also beginning to gear up for Farmers Markets and other opportunities to expand the reach of the Purely Piedmont brand.

### **Economic Development & Tourism**

- The Comprehensive Economic Development Strategy (CEDS) application should be submitted in early March. Staff has collaborated with Thomas Jefferson PDC staff to coordinate our applications and requests, and have had multiple discussions with EDA staff as part of this process. Letters of support were requested from local governments and other regional partners last week.

### **Transportation**

- We are wrapping up work with the consultant teams on the Culpeper Small Area Plan that focused on long-term transportation needs in the areas east of the Town of Culpeper roughly bordered by Route 15/29, Route 15/29 Business, and Route 3. The study was presented to a joint meeting of the County and Town planning commissions in January.
- Several new planning efforts will kick off via the Office of Intermodal Planning and Investment GAP technical assistance program in the next months. Staff are working with the Town of Remington and Rappahannock County, and the Town of Washington also has a study through the same program to be conducted over the rest of 2022.
- Kristin Lam Peraza and the Regional Transportation Collaborative continue to expand capacity at partner agencies. Through funding received by RRRC from PATH Foundation, we are supporting two part-time positions at Aging Together focused on volunteer recruitment and marketing and outreach. The RTC also has engaged with Culpeper Hospital regarding partnership opportunities, and is formalizing partnerships with the Free Clinics in Culpeper and Fauquier to assist with transportation for their clients, when and where possible.
- The next round of Smart Scale is quickly approaching. Staff are engaged with VDOT District and local planning staff in project discussions. The first deadline is April 1<sup>st</sup> for pre-applications. As a reminder, RRRC can submit up to four projects provided they meet a Corridor of Statewide Significance need.
- Commuter Services' staff members are preparing for Bike Month activities in May. If your locality is planning any specific activities and would like to partner or utilize our staff capacity to support your efforts, please let us know.

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

- The Hazard Mitigation Plan update will likely begin in late 2022. We anticipate contracting much of the work on this plan and will likely seek cooperative procurement options via other Planning District Commissions that have completed similar updates with consultants in the past year or two.
- The ongoing Wildfire Risk Analysis project is now in draft form. Matthew Decatur presented to the Land Use and Environment committee in February and we plan to engage emergency management staff in the region in the next months to share the information in the analysis.

### **Local Technical Assistance**

- Staff are assisting the Town of Gordonsville with an application to the Land and Water Conservation Fund grant program. Michelle and Matthew have provided technical assistance and mapping in support of the application.

- We completed redistricting support with Culpeper County and Rappahannock County in January and February, and also provided revised boundary descriptions for Orange County's redistricting efforts following adoption of the new Congressional, State Senate and House of Delegates maps by the State Supreme Court. We continue to work with the Town of Warrenton as part of its redistricting process.
- Supported monthly meetings with regional Chief Administrative Officers related to the General Assembly session, and shared impacts of the Grocery Tax repeal received from VACo and VAPDC contacts.
- Coordinated a meeting in Richmond during Local Government with Rappahannock County and other localities across the state that have dealt with landline telephone service degradation issues.
- Participated in various meetings with the Mayor from the Town of Remington, including connections to DHCD staff for potential field visit
- Participated in river access discussions with Fauquier County, PEC and Friends of the Rappahannock
- Participated on transportation pipeline planning projects with Fauquier County and the Town of Warrenton for targeted projects in both localities
- Offered support to each of our member jurisdictions (Fauquier, Madison and Rappahannock) that are working with neighboring Planning Districts on VATI broadband projects. I coordinate with Brandon Davis at NSVRC and Christine Jacobs at TJPDC on a regular basis, and am happy to advocate for PD9 localities, when and as needed. Congratulations to those jurisdictions, as well as to Culpeper County, on their VATI awards!



## **MEMORANDUM**

**To: Members of the Rappahannock-Rapidan Regional Commission**  
**From: Patrick L. Mauney, Executive Director**  
**Date: February 16, 2022**  
**Subject: PDC Housing Development Program**

Staff will provide an update on activities related to implementation of the PDC Housing Development program and a recommendation for initial awards through the program.

In November, staff released a request for Proofs of Concept for potential projects, with submissions due by December. 6<sup>th</sup>. Nine applications were received seeking a total of \$6.2 million in funding.

Following internal review, applicants were invited to provide additional project details. Staff also determined that a funding ceiling of the lesser of \$500,000 per project or \$50,000 per unit would make best use of the available funds. A total of seven complete applications were received, seeking \$2.92 million in assistance.

**REQUESTED ACTION:** Consider approval of initial Housing Development Program awards



## MEMORANDUM

**To: Members of the Rappahannock-Rapidan Regional Commission**  
**From: Patrick L. Mauney, Executive Director**  
**Date: February 15, 2021**  
**Subject: RRRC Application to DRPT for FY 2023 Commuter Assistance Program and Technical Assistance Program**

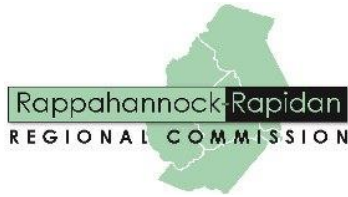
RRRC has managed and overseen the RRRC Commuter Services program for more than 25 years, with the Department of Rail and Public Transportation serving as the granting agency for the program. In 2021, the funding program was rebranded as the Commuter Assistance Program, rather than the Transportation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

Funding from this grant supports 1.5 full-time equivalent staff at the Commission, along with outreach, advertising, and marketing initiatives related to rideshare and ride-matching services. The funding requested from DRPT for the CAP Operating grant program is \$123,160 and the 20% local match amount of \$30,790 will be met via funding received from RRRC's per capita dues requests to our member jurisdictions.

DRPT staff has also notified program staff that each Commuter Assistance Program will need to conduct a Strategic Planning process for the program, and suggested an application to the DRPT Technical Assistance grant program. This program requires a 50% match, which staff also proposes to source from our local per capita dues, as well as in-kind staff time via our rural transportation planning funds. The request to the Technical Assistance Program is \$20,000 with equivalent match.

Due to grant application deadlines, Commission staff submitted the grant applications by the February 1 deadline, and are now seeking ratification of those submissions.

**REQUESTED ACTION:** Ratification of the FY 2023 Commuter Assistance Program and Technical Assistance grant applications to the Department of Rail and Public Transportation and to authorize the Executive Director to execute the contract documents upon successful receipt of the grant.



## **MEMORANDUM**

**To: Members of the Rappahannock-Rapidan Regional Commission**  
**From: Patrick L. Mauney, Executive Director**  
**Date: February 15, 2022**  
**Subject: RRRC Application to DRPT for FY 2023 Section 5310 Program**

The Regional Commission serves as the applicant for Section 5310 (previously New Freedom) funding on behalf of the Foothills Area Mobility System (FAMS) program through the Department of Rail and Public Transportation. This funding provides support for RRRC's mobility management program and for the FAMS One-Call Center that provides information, referral and database management for transportation services focused on elderly and disabled populations in the region, in coordination with regional partners.

In FY 2022 (October 1, 2021 – September 30, 2022), the Commission received \$244,765 through this program.

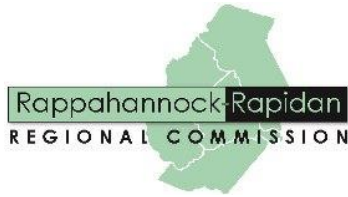
The FY 2023 grant application will include the existing baseline from FY 2022 with the following additional requests:

- 40 hours per week at RRRC for regional Mobility Management (currently funded at 20 hours)
- Funding to support an additional full-time position at the FAMS Call Center (position contracted to Rappahannock-Rapidan Community Services)
- Funding to support Part-Time Volunteer Driver Recruiter and Part-Time Transportation Resource Liaison positions (positions contracted to Aging Together)

The Mobility Management grant requires 4% match and the Operating grant requires 10% match. RRRC's portion of the match will be sourced from local per capita dues, and additional match for non-RRRC positions/costs will come from agency partners and the Regional Transportation Collaborative funding received from the PATH Foundation.

Due to grant application deadlines, Commission staff submitted the grant applications by the February 1 deadline, and are now seeking ratification of those submissions.

**REQUESTED ACTION:** Ratification of the FY 2023 Section 5310 grant program application to the Department of Rail and Public Transportation and to authorize the Executive Director to execute the contract documents upon successful receipt of the grant.



## **MEMORANDUM**

**To: Members of the Rappahannock-Rapidan Regional Commission**  
**From: Patrick L. Mauney, Executive Director**  
**Date: February 16, 2022**  
**Subject: RRRC Application to DHCD for FY 2023-2024 VA Homeless Solutions Program (VHSP) Grant**

As you may recall, the Regional Commission serves as the Lead Agency for the Foothills Housing Network, a Local Planning Group of the Virginia Balance of State Continuum of Care. In this role, the Commission coordinates with service providers in the region to ensure collaboration and coordination of homeless services and shelter programs in the region. The Commission took on this role due to changes in federal and state policy that requires regional coordination amongst homeless services partners. Such regional coordination is a requirement for service providers to qualify for federal and state funding for Rapid Re-housing, Homelessness Prevention, and Permanent Supportive Housing funding.

Applications to the Virginia Homeless Solutions Program are due by April 4, 2022. RRRC staff will coordinate and submit the regional application. RRRC will apply for funding to support administrative (maximum 5% of total request), planning (maximum 10% of total request), Homeless Management Information System administration (maximum 5% of total request), and Coordinated Entry activities within the grant. The total award to the Foothills Housing Network in FY 2021 and FY 2022 was \$414,844, and RRRC received \$84,500 each year from the grant to support the above referenced roles. Staff expects a similar amount will be available for the next two fiscal years.

The VHSP grant requires a 25% match. RRRC has contributed the staff time from the Regional Housing & Homelessness request to our member jurisdictions toward this local match.

The Foothills Housing Network will meet in March to finalize request amounts.

**REQUESTED ACTION:** Approval for RRRC to apply to the Virginia Homeless Solutions Program (VHSP) for funding in support of administrative, planning, Homeless Management Information System administration, and Coordinated Entry services for the Foothills Housing Network Local Planning Group



## MEMORANDUM

**To: Members of the Rappahannock-Rapidan Regional Commission**  
**From: Patrick L. Mauney, Executive Director**  
**Date: February 15, 2022**  
**Subject: 2022 Virginia CDBG Program Regional Priorities**

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

RRRC's 2021 priorities are listed below:

### **Priority 1 (50 points per application)**

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

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

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

### **Priority 2 (30 points per application)**

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

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

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

Staff recommends no changes to the tiers submitted in 2021.

**REQUESTED ACTION:** Approve RRRC staff to submit the tiered priority list for 2022 Community Development Block Grant Regional Priorities, along with any expected projects from the region to the Virginia Department of Housing and Community Development.



Ralph S. Northam  
Governor

Esther Lee  
Secretary of  
Commerce and Trade

# COMMONWEALTH of VIRGINIA

## DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

Erik C. Johnston  
Director

January 11, 2022

### **MEMORANDUM**

TO: Executive Directors, Virginia Planning District Commissions

FROM: Rachel Jordan, Policy Analyst

SUBJECT: 2022 Virginia CDBG Program Regional Priorities

This memo serves as notification for each Planning District Commission of the availability of the 2022 CDBG Program Design. Following your review of the Program Design, we request that each Planning District Commission provide DHCD with the following two items by **Friday, March 18, 2022:**

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

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

**A list of CDBG proposals expected to originate in your District in 2022.**

Develop a list of the Competitive Grant (Community Improvement Grant) proposals which may be submitted from the Planning District in 2022. This list may include proposed planning grants as well. Include the locality name, project name, and project type.

Thank you for your attention to this. These two items will assist us in our evaluation of 2022 project applications, and the receipt of each will ensure eligibility of 2022 application reviews. Should you have any questions, please email Rachel Jordan, Policy Analyst, at [Rachel.jordan@dhcd.virginia.gov](mailto:Rachel.jordan@dhcd.virginia.gov).

**2022 Virginia Community Development Block Grant Program  
Regional Priorities**

*List of Project Types / Activity Categories and Ranking Worksheet*

**Project Types / Activity Categories**

Please reference the 2022 CDBG Program Design for additional information on the Competitive Grant project types and activity categories. The following five items must be ranked in one of the three priority groups below. **Please check no more than 3 per priority group:**

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**Ranking Worksheet**

**Planning District Commission:** \_\_\_\_\_

Priority (1 is highest, 3 is lowest)

#1      #2      #3

☐    ☐    ☐    Comprehensive Community Development

☐    ☐    ☐    Economic Development – Business District Revitalization

☐    ☐    ☐    Housing – Housing Rehabilitation

☐    ☐    ☐    Public Infrastructure (Including Housing Production)

☐    ☐    ☐    Community Service Facility

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**Expected 2022 CDBG Applications:**

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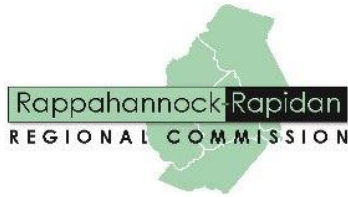
## **MEMORANDUM**

**To: Members of the Rappahannock-Rapidan Regional Commission**  
**From: Patrick L. Mauney, Executive Director**  
**Date: February 16, 2022**  
**Subject: Virginia Community Flood Preparedness Fund Grant program**

Staff were made aware of the Virginia Community Flood Preparedness Fund grant program available through the Virginia Department of Conservation and Recreation. Funding is available to support resiliency planning and capacity building designed to identify projects addressing flooding, stormwater management, and infrastructure resiliency.

Staff will provide additional information on a potential grant application that could dovetail with the upcoming Hazard Mitigation Plan revisions.

**REQUESTED ACTION:** Identify local interest in the grant program and authorize staff to develop the grant application in coordination with local governments and other partners



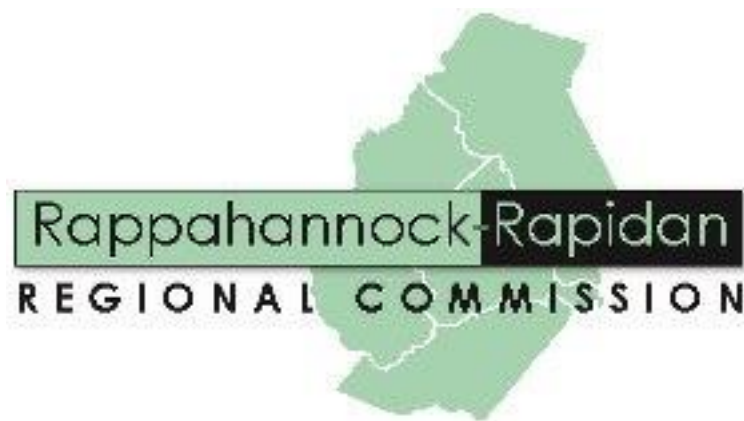
## **MEMORANDUM**

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

In October 2020, the Commission requested the Executive Director to develop a compensation report for Commission positions. The Executive Committee reviewed the draft Compensation & Salary Survey Report on February 4<sup>th</sup>, and recommends the approval of the report and pay plan to the Commission.

The committee also brought forth a recommendation for the Chair to develop a formal review process for the Executive Director.

**REQUESTED ACTION:** Consider approval of the Compensation and Salary Survey Report and pay plan and provide guidance to the Executive Director as to timing of implementation



**COMPENSATION SURVEY REPORT  
DECEMBER 2021**

## I. Background

The Regional Commission directed staff to conduct a compensation review for currently active positions in October 2020. Staff has collected salary and pay scale information from two primary sources to support the information contained within this salary and compensation report.

1. Biennial VAPDC Salary Survey: Every two years, the Virginia Association of Planning District Commissions (VAPDC) conducts a voluntary salary survey of the 21 Planning District/Regional Commissions in Virginia. Common positions – Executive Director, Administrative Staff, Regional Planners, etc. – are included, as are blank spaces for those positions that are only in place at individual Commissions.

2. Local Government Pay Scale Information: Staff collected pay scale information from Fauquier County, Madison County, Orange County, Town of Culpeper and Town of Warrenton to provide an overview of local government salary scales across the region. While there are differences between local government staff responsibilities and RRRC staff responsibilities, to the extent possible, local government positions were matched to Regional Commission positions based on title and position description information.

Per Article X, Section 1 of the Rappahannock-Rapidan Regional Commission Bylaw, “The COMMISSION shall employ a staff of qualified professional and other persons, pay to them such compensation as it shall deem necessary and advisable to carry out its duties and implement its projects, programs and other functions.”

Further, Article XI, Section 2 of the Bylaws reads as “Compensation for the Executive Director, and all other employees of the COMMISSION, shall be determined by the COMMISSION.”

As such, recommendations contained in this salary and compensation report are made by the RRRC Executive Director and subject to review and approval by the Rappahannock-Rapidan Regional Commission. The Executive Director makes no recommendation as regards his compensation, but does provide information regarding compensation for other Regional Commission Executive Directors contained in the 2021 VAPDC Salary Survey for the Commission’s information.

## II. Positions / Classifications

As of July 2021, the Commission has a staff of eight full-time employees and two part-time employees (see Appendix A – Organizational Chart).

Position titles have historically been adapted to meet the specific requirements of each job, often based on grant funding programs that provide the primary source of funding for Commission salaries. The Commission also does not have defined career ladders for positions, primarily due to uncertainty over grant funding year over year and because certain positions fulfill specific obligations for mandated or grant-funded programs that may not offer opportunities for adjusting position title or responsibilities.

For the reasons above, this report separates positions into classes based on responsibilities, with secondary consideration given to experience of the current staff member. While the organizational chart shows that most employees report directly to the Executive Director, the level of responsibility can vary greatly between positions. The positions are grouped as identified below based on position responsibility and projected organizational needs in the future:

- Regional Planner II, Fiscal Officer/Grants Administrator
- Continuum of Care Coordinator, TDM/Mobility Coordinator, Regional Planner I (no current employee in this position)
- Regional Planner, Farm to School Liaison
- Planning Assistant, Coordinated Entry Specialist

### III. Comparable Positions

Current positions approved by the Regional Commission were compared with similar positions at local governments in the region, as well as comparable positions at other regional commissions in Virginia. An outline of those comparable positions can be found below.

It is important to note that many local governments in the Rappahannock-Rapidan region have adopted salary ranges and pay scale plans. Fewer regional commissions have such ranges and plans formalized.

#### A. Regional Planner II

VAPDC Salary Survey: This position most closely relates to Senior Planner.

Local Government: This position was compared to Senior Planner, Principal Planner, and Planner II.

#### B. Fiscal Officer/Grants Administrator

VAPDC Salary Survey: This position most closely relates to Finance Director.

Local Government: This position was compared to Deputy Clerk, Human Resources Generalist, Accountant, General Accountant, Finance Operations Manager

#### C. Continuum of Care Coordinator

VAPDC Salary Survey: Position compared to other Continuum of Care Coordinators (1).

Local Government: This position was compared to Case Manager III, Social Worker III, Planning Coordinator

#### D. TDM/Mobility Coordinator

VAPDC Salary Survey: This position most closely relates to Rideshare Manager, Rideshare Coordinator.

Local Government: This position was compared to Planner II, Planner I and Administrative Manager

#### E. Regional Planner I

VAPDC Salary Survey: This position most closely relates to Transportation Staff or Planning Staff

Local Government: This position was compared to Planner I, GIS Analyst

#### F. Regional Planner

VAPDC Salary Survey: This position most closely relates to Transportation Staff or Planning Staff

Local Government: This position was compared to Planner I, Planning & Zoning Assistant, GIS Technician, Planning Associate

#### G. Farm to School Liaison

VAPDC Salary Survey: This position most closely relates to Marketing Coordinator.

Local Government: This position was compared to FRESH Dietician, Support Analyst I, Classified Specialist

#### H. Planning Assistant

VAPDC Salary Survey: This position most closely relates to Office Manager, Administrative Staff

Local Government: This position was compared to Administrative Assistant, Administrative Specialist, Social Services Program Assistant, Social Services Program Associate

#### I. Coordinated Entry Specialist

VAPDC Salary Survey: No comparable positions.

Local Government: This position was compared to Administrative Assistant, Social Services Program Assistant, Social Services Associate

#### IV. Recommendations

As detailed in the compensation comparison matrix, RRRC compensation is generally in line with similar Regional Commissions based on population. It is important to note that the level of service and the number of staff can vary widely between regional commissions, and more information regarding overall budget, number of staff, and salary ranges is included in the VAPDC Salary Survey document.

Likewise, staffing positions and pay scales also vary within the local governments in the Rappahannock-Rapidan region. This report made use of available information from three counties and two towns. In general, compensation is higher in Fauquier County than in other counties. Other local governments have taken more aggressive approaches to compensation adjustments on an annual or biennial basis. It should also be noted that local government compensation is generally found to be higher than the benchmark regional commissions in this report, likely reflecting geographic impacts from Northern Virginia and Charlottesville which allow for more economic opportunities compared to some benchmark regions in other parts of Virginia.

Included here is a proposed pay plan outlining minimum, mid-range, and maximum levels for current positions, as well as positions that are not currently in place, but may be considered in the future. The recommendation would be to utilize the pay plan to make adjustments to current staff salaries as part of the upcoming FY 2023 budget or at other time determined by the Commission.

I also recommend the Commission consider a more in-depth compensation report, likely to be consultant-led, within the next several years, to include a review of the general pay plan. Given the Commission's overall reliance on grant funding, which can be uncertain on a year-to-year basis, long-term compensation plans may necessitate commitment to local contribution increases or use of Commission reserve funds to fully implement.

## General Pay Plan

\*Note: This is a proposed pay plan developed as part of the Compensation Survey Report completed by the RRRC Executive Director in July 2021. If the Commission approves this pay plan, it is recommended to be incorporated into upcoming revisions to the RRRC Personnel Policies.

Initial employment is entry level for each position. Historically, RRRC has advertised positions with an initial hiring range designed to allow for offers to reflect applicant experience and qualifications. In such cases, employees may be hired above minimum or entry level salary.

Position	Grade	Min	Mid	Max
Executive Director	10	Commission Discretion		
Deputy Director*	9	\$65,000	\$83,000	\$101,000
Finance Director**	8	\$55,000	\$72,500	\$90,000
Regional Planner II	8	\$55,000	\$72,500	\$90,000
Program Manager*	8	\$55,000	\$72,500	\$90,000
Continuum of Care Coordinator	7	\$50,000	\$62,500	\$75,000
TDM & Mobility Coordinator	7	\$50,000	\$62,500	\$75,000
Regional Planner I***	6	\$45,000	\$57,000	\$69,000
Farm to School Liaison	6	\$45,000	\$57,000	\$69,000
Regional Planner	5	\$41,000	\$52,000	\$63,000
Planning Assistant	3	\$35,000	\$42,000	\$49,000
Coordinated Entry Specialist	2	\$32,000	\$38,500	\$45,000
Temporary / Part-Time	1	Placeholder; Dependent upon Position Description		

\* Position not currently authorized; Included here as placeholder

\*\* Position currently filled in part-time capacity; Included here based on projected future needs

\*\*\* Position currently vacant based on existing staff capacity/experience