

**Rappahannock Rapidan Regional Commission  
February 23, 2022 Regular Meeting  
Carver Center, Rapidan, 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	R. Clay Jackson		<b>Town of Orange</b>
	Jonathon Weakley	X	Martha Roby
	<b>Orange County</b>	X	Greg Woods, <b>Treasurer</b>
	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
			Heather Sutphin
			<b>Town of Washington</b>
		X	Frederic Catlin

*Staff Present: DeAngela Alexander, Brittany Amador, Liz Beling, Monica Creel, Michelle Edwards, Jennifer Little, Patrick Mauney, Terry Snead, Rebecca Wareham*

*Others Present: Rebecca Gartner (Va. Cooperative Extension), Laura Loveday (Culpeper County), Don McCown (PEC), Paige Read (Town of Culpeper), William T. Semple II (Town of Warrenton Council)*

**1. Call to Order**

Chair Taylor called meeting to order at 1:02 p.m. She thanked Commissioners Deal and Egertson for hosting today’s meeting and the Carver 4-County Museum volunteers, G.W. Carver Food Enterprise Center, and New Pathways for tours of the facility prior to the meeting.

**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 in person.

**4. Agenda Approval**

Upon motion by D Donehey, 2<sup>nd</sup> by P McCulla, the agenda was approved ayes all.

**5. Public Comment**

There were no comments from the public.

**6. Presentations and Special Recognition**

*a) Carver Center Updates*

Chair Taylor welcomed Laura Loveday, Special Projects and Grant Administrator for Culpeper County. Mrs. Loveday provided an overview of the ongoing activities at the Carver Center, including recent grant awards related to publicly accessible broadband, outdoor learning and working space, commercial kitchen development and roof replacement. Commissioners asked about total project costs, previous ownership of the building and long-term plans for the facility.

**7. Approval of Minutes**

*a) October 27, 2021*

Chair Taylor presented the minutes from the October 27<sup>th</sup> RRRC meeting, and noted that Executive Committee minutes are also provided for information only. R Coiner moved to approve, 2<sup>nd</sup> by G Woods. The motion carried ayes all.

**8. Financial Reports**

*a) FY 2022 Year to Date Financial Report & Budget Amendments*

Chair Taylor asked P Mauney to review the financial reports and proposed budget amendments. He noted the year-to-date revenues and expenses through January remain in line with the budget amendments as proposed. The proposed amendments were provided in the meeting packet and result in a reduction of \$18,662 in revenues and reduction of \$21,412 in expenditures from the adopted budget.

P Mauney also provided summary information as to the unallocated revenues and source of those funds, noting that they are unrestricted and result largely from pay for performance contracts and allocation of staff time to such contracts that do not require use of local matching funds. By consensus, the Commission agreed that the Executive Committee could recommend use of the funds as part of the FY 2023 budget process.

The Commission discussed the budget amendments and options for use of unallocated revenues. G Curry moved to approve the amended budget, 2<sup>nd</sup> by R Coiner. The motion carried unanimously.

*b) RRRC Financial Account Summaries*

Staff reviewed Commission financial accounts for calendar year 2021, noting that the Commission continues to remain stable and in good financial position.

**9. Executive Director's Report**

Chair Taylor asked P Mauney to review the Director's report. P Mauney again thanked Culpeper County and the Carver Center partners for hosting and providing tours. He also introduced new staff members DeAngela Alexander and Brittany Amador. He shared that Rebecca Wareham and Foothills Housing Network partners conducted the annual Point-in-Time Count in January and would have a full report in April.

P Mauney also noted that Michelle Edwards was named as Vice-Chair for the Chesapeake Bay Local Leadership Workgroup and would be presenting information on the Chesapeake Bay Watershed for elected officials at an upcoming Commission meeting.

Finally, information on recent grant writing assistance for the Town of Gordonsville, Town of Remington, Rappahannock County, Town of Washington and Fauquier County, as well as technical assistance projects for region-wide projects was shared with the Commission.

## **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 presented a slide deck with information on the process to date regarding implementation of the program, outreach to potential partners, and applications received. He stated that staff received nine initial proofs of concept in December. Following discussions with partner organizations, seven of those projects were advanced to the full application in January. He noted that the Executive Committee, staff members, and other housing stakeholders had reviewed the applications and presented a draft funding scenario for the Commission's consideration. A copy of the presentation is included with the Commission minutes.

G Deal asked about contingencies on projects. P Mauney stated that agreements would include contingencies such as other funding sources, local approval, and completion of units within Virginia Housing program guidelines.

G Curry asked questions regarding ensuring that applicants will comply with Virginia Housing grant requirements and that the Commission would not be hindered financially during the process. P Mauney stated that they anticipate structuring agreements with each partner and that funds would be reimbursed to partners upon approval from Virginia Housing.

F Catlin moved to approve the funding scenario as presented, 2<sup>nd</sup> by T Voorhees. The motion carried ayes all.

### *b) Charter Amendment Discussion*

Chair Taylor stated that the lack of quorum in December produced a discussion regarding charter amendments related to alternate members attending Commission meetings.

Commissioners discussed options to relax quorum rules via Charter or By-Laws amendments. R Coiner stated that his desire in raising the issue was to ensure that Commissioners' time was not wasted should a quorum not appear. P McCulla shared that it may be worthwhile to adjust the number required for a quorum given the ability for members to attend virtually. G Deal stated that it is important that those appointed are the leadership from each locality and does not want to water down the

Commission. Chair Taylor noted that the Commission has only six meetings per year. B Schaeffer stated the importance to hold each other accountable for attendance, but also felt comfortable that remote participation was limited by State Code and by the currently adopted policy, and would support additional flexibility.

The Commission directed the Executive Committee and staff to bring back proposed amendments to the By-Laws reflecting reducing the number present in-person to meet a quorum. The Commission further directed staff to contact those localities with low attendance to reinforce the importance of attending or to appoint another member who may have interest and ability to attend more regularly.

## **11. New Business**

a) RRRC application to DRPT for Commuter Assistance Program and Technical Assistance grants

b) RRRC application to DRPT for Section 5310 grant

c) RRRC application to DHCD for FY 2023-2024 VHSP grant

Chair Taylor introduced new business items related to grant applications and noted that items 11A, 11B and 11C could be approved under one motion.

P Mauney reviewed item 11A, summarizing the requests for the Commuter Services operating grant and technical assistance grant application to support mandated strategic plan development for the Commuter Services program.

P Mauney reviewed item 11B, summarizing the request submitted to DRPT for Section 5310 funding supporting the mobility management program.

P Mauney reviewed item 11C, summarizing the Commission's request to DHCD as part of the Virginia Homeless Solutions Program grant supporting the Commission's role as lead agency and Coordinated Entry provider for the Foothills Housing Network.

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

d) 2022 Virginia CDBG Program Regional Priorities

Chair Taylor introduced the annual priority setting for Community Development Block Grant. She stated that staff recommended keeping the priorities as they were set in 2021.

P McCulla moved to approve, 2<sup>nd</sup> by C Jackson. The motion carried ayes all.

e) Virginia Community Flood Preparedness Fund program

Chair Taylor asked P Mauney to review the Virginia Community Flood Preparedness Program. P Mauney shared a handout referencing the program and staff's request to submit an application for funding to supplement the Hazard Mitigation Plan with a Regional Resiliency section, inclusive of local strategies to address flood resiliency infrastructure projects. The incorporation of the resiliency plan into the Hazard Mitigation plan update would ensure eligibility for the CFPF funds for future projects.

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

*f) Compensation Report*

Chair Taylor stated that the Commission requested a compensation survey report in October 2020 and that a report was prepared in November 2021 and presented to the Executive Committee earlier this month. The Executive Committee recommends approval of the report and the pay plan included.

P Mauney reviewed the process and data sources for the report and shared the general pay plan. Commissioners discussed whether to implement now or in the future. G Curry stated that incorporation in the FY 2023 budget may be appropriate, depending on revenues and availability of funds.

F Catlin moved to approve the report, pay plan and timing to fit the FY 2023 budget process, 2<sup>nd</sup> by M Roby. The motion carried unanimously.

**12. Report from Nominating Committee**

Chair Taylor asked G Woods to provide the nominating committee report. G Woods stated that the slate of officers for one-year terms beginning March 1, 2022 is as follows:

Chair: Meaghan Taylor

Vice-Chair: Paul McCulla

Treasurer: Greg Woods

Executive Committee: Fred Catlin

Executive Committee, Past Chair: Robert Coiner

Chair Taylor asked for nominations from the floor. T Voorhees moved to close nominations.

T Voorhees moved to approve the slate as presented, 2<sup>nd</sup> by C Jackson. The motion carried unanimously.

**12. Closed Session**

R Coiner moved to enter closed session in accordance with §2.2-3711 (A)(29) of the Code of Virginia for discussion of the award of a contract for legal services, 2<sup>nd</sup> by P McCulla. The motion was approved by roll call vote.

*Aye: Catlin, Coiner, Curry, Deal, Donehey, Egertson, Hively, Jackson, McCulla, Roby, Schaeffer, Taylor, Voorhees, Woods (14); Nay: None; Abstain: None; Not Present: Ashby, Butler, Crozier, Lamar, Sisson, Sutphin, Weakley (7)*

Upon return from closed session at 2:57 p.m., Chair Taylor asked P Mauney to poll

the Commission by roll call vote to certify that, to the best of their knowledge, only public business matters lawfully exempted from the open meeting requirements of the Virginia Freedom of Information Act, and only such public business matters as were identified in the motion by which the closed meeting was convened, were heard, discussed or considered by the Rappahannock-Rapidan Regional Commission in the closed meeting. The certification was confirmed by roll call vote:

*Aye: Catlin, Coiner, Curry, Deal, Donehey, Egertson, Hively, Jackson, McCulla, Roby, Schaeffer, Taylor, Voorhees, Woods (14); Nay: None; Abstain: None; Not Present: Ashby, Butler, Crozier, Lamar, Sisson, Sutphin, Weakley (7)*

P McCulla moved to authorize staff executing an agreement with Litten & Sipe PLC for legal services, 2<sup>nd</sup> by R Coiner. The motion carried unanimously.

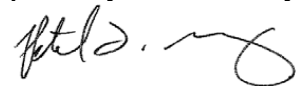
**13. Regional Roundtable**

Commission members shared information of note from their communities.

**14. Adjournment**

Upon motion by R. Coiner, 2<sup>nd</sup> by T Voorhees, Chair Taylor adjourned the meeting at 3:28 p.m.

Respectfully Submitted by:



Patrick L. Mauney  
Secretary & Executive Director