

**Rappahannock Rapidan Regional Commission
December 14, 2022 Regular Meeting
RRRC Board Room**

MINUTES

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

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

Staff Present: Michelle Edwards, Jennifer Little Patrick Mauney, Lindsey Morris, John Otto, Terry Snead

1. Call to Order

Chair Taylor called meeting to order at 1:01 p.m.

2. Pledge of Allegiance

Chair Taylor led Commissioners in the Pledge of Allegiance.

3. Roll Call & Quorum Determination

Chair Taylor stated that a request for remote participation due to medical reason was received from Commissioner Egertson prior to the meeting.. G Curry moved to approve remote participation, 2nd by J Weakley. The motion carried unanimously.

A quorum of the Commission was confirmed.

4. Agenda Approval

Upon motion by J Crozier, 2nd by D Donehey, the agenda was approved ayes all.

5. Public Comment

There were no comments from the public.

6. Presentations and Special Recognition

a) Resolution of Thanks to Outgoing Commissioner Evan H. ‘Skeet’ Ashby III
Chair Taylor shared the Commissioner Ashby from the Town of Remington did not run for another term and would be departing the Commission at the end of December and that a Resolution of Thanks was prepared for him. P McCulla moved to adopt the Resolution, 2nd by J Weakley.

Chair Taylor asked P Mauney to read the Resolution into the record.

Resolution Recognizing the Work and Service of Evan H. ‘Skeet’ Ashby III

WHEREAS, the Rappahannock-Rapidan Regional Commission (“the Commission”) serves the Counties of Culpeper, Fauquier, Madison, Orange, and Rappahannock, and the Towns of Culpeper, Gordonsville, Madison, Orange, Remington, The Plains, Warrenton, and Washington, known as Planning District 9; and

WHEREAS, Mr. Evan H. ‘Skeet’ Ashby III was appointed to the Commission by the Town of Remington in October 2011; and

WHEREAS, Mr. Ashby served on the Commission from the time of his appointment until December 2022; and

WHEREAS, Mr. Ashby represented the Town of Remington enthusiastically and with a collaborative approach consistent with the mission of the Commission; and

WHEREAS, Mr. Ashby worked diligently and unreservedly with fellow members of the Commission to advance the mission of the Commission and to enhance coordinated planning across the Rappahannock-Rapidan region, and to enhance the Commission’s work and interaction with the Town of Remington by engaging Commission staff for technical assistance in support of the Town transportation planning and mapping opportunities, and was an active voice in support of other priorities of the Commission;

NOW, THEREFORE, BE IT RESOLVED, that the Commission hereby recognizes Mr. Evan H. ‘Skeet’ Ashby III and extends its sincere appreciation for his dedicated service and contributions to the Commission and the Rappahannock-Rapidan region.

Adopted the 14th day of December 2022 in Culpeper, Virginia by the Rappahannock-Rapidan Regional Commission being duly assembled.

7. Approval of Minutes

a) August 24, 2022

Chair Taylor presented the minutes from the August 24th RRRC meeting. J Crozier moved to approve as presented, 2nd by D Donehey. The motion carried.

8. Financial Reports

a) Draft FY 2022 Audit Report

Chair Taylor introduced the FY 2022 draft audit and asked P Mauney and T Snead to review. P Mauney noted that the audit is typically presented in October with approval in December, but staff was requesting approval today since the October meeting was cancelled. He stated that the auditors found no deficiencies in internal controls that would be identified as material weaknesses and that their tests of compliance with certain provisions of law, regulations, contracts and grant agreements disclosed no instances of noncompliance.

He further stated that current assets increased by \$76,394 from June 30, 2021 to June 30, 2022, net position increased primarily due to GASB 68 actuarial adjustments related to the Commission's pension plan with Virginia Retirement System and that the Commission remains in stable and strong financial position with no anticipated changes over the next twelve months.

He also shared that the Commission's capital assets are mostly tied to the office building which will be paid off by July 2029. P McCulla asked about monthly mortgage costs and whether there is need for additional office space or an opportunity for a larger Board meeting space exists. T Snead stated that the monthly payment is \$1,993. P Mauney stated that office space is limited, but that partial remote work has alleviated some of that need for staff. He did note that there is adjacent office space available for sale, but that staff has not explored other options formally.

The Commission discussed office space needs and potential benefits to paying off the current loan early, and directed staff to report back on options at a future meeting.

J Crozier moved to approve the FY 2022 audit, 2nd by G Woods. The motion carried unanimously.

b) FY 2023 YTD Financial Report

Chair Taylor asked P Mauney to review the year to date financial report. P Mauney. P Mauney also reviewed the FY 2023 year to date financials, noting no issues through the first five months of the fiscal year and that operating expenses were in line with budget and project expenses lower than anticipated to date.

9. Executive Director's Report

Chair Taylor asked P Mauney to review the Director's report. P Mauney introduced new staff members John Otto and Lindsey Morris, and shared excitement at being fully staffed. He thanked Commissioner Donehey for her assistance in securing the Annual Meeting location and thanked all who were able to attend in Rappahannock County.

P Mauney also provided updates on the FAMS Call Center rebranding to the RTC Mobility Center, grant application status for Hazard Mitigation and Resiliency plans, and that the Commission was currently assisting Madison County with its comprehensive plan update.

10. Staff Updates

a) PDC Housing Development Program

Chair Taylor asked P Mauney and J Little to provide an update on the Housing Development Program. P Mauney provided a presentation summarizing activities since the Commission approved allocation plan for the PDC Housing Development program in February. A copy of the presentation is included with the minutes.

He noted that agreements are in place with Culpeper Community Development Corporation, People Incorporated, Skyline Community Action Partnership and Foothills Housing Corporation and that they have processed the first reimbursement for Skyline CAP for its purchase of a building in the Town of Madison.

Two projects have not reached formal agreement and staff is recommending un-allocating funding from Rappahannock-Rapidan Community Services as its project can no longer meet the program deadline set by Virginia Housing. Staff also recommends maintaining the existing allocation of \$300,000 to Fauquier Habitat for an alternate project in the Haiti Street neighborhood in Warrenton that would remove two uninhabitable buildings and create six new units on properties owned by Fauquier Habitat.

Commissioners discussed the two recommendations, clarifying that the unallocated funds would be held for increased project costs or additional costs for project management.

J Crozier moved to approve the recommended revised allocation plan, 2nd by J Weakley. The motion carried unanimously.

b) Comprehensive Economic Development Strategy (CEDS)

Chair Taylor reminded the Commission that funding was received earlier in the year from U.S. Economic Development Administration to develop a Comprehensive Economic Development Strategy. P Mauney reviewed progress to date and shared that following procurement in October, a notice of intent to award to Camoin Associates was posted in November. He further shared additional information the anticipated planning process and how Commissioners can be involved and support the CEDS development. A copy of the presentation is included with the minutes.

11. New Business

a) RRRC application to DRPT for FY 2024 Commuter Assistance Program Operating grant

Chair Taylor asked P Mauney to review item 11A. P Mauney stated that this is an annual funding request to the Department of Rail and Public Transportation that supports 1.5 full time equivalent positions, along with associated advertising,

marketing and outreach costs for the Commuter Services program. He stated that the request is due on February 1, 2023, and that the total request would not exceed the \$132,148 identified in the Resolution.

P McCulla moved to approve the FY 2024 Commuter Assistance Program application, 2nd by J Crozier. The motion carried ayes all.

b) 2023 Regional Legislative Priorities

Chair Taylor presented item 11B and asked P Mauney to review the legislative priorities. P Mauney noted the changes from previous years, specifically the following:

- Elevated Mental Health Services, with TDO references, to Priority Issue -- This issue appears to be a priority for several regions/localities for 2023 and may have some traction with the General Assembly.
- Revised Broadband issue to reference locality investments and desire for state to look at options for reconciling those investments
- Revised Transportation section to remove sections no longer relevant
- Added 'Regulation of Event Spaces' under other issues
- Strengthened language within the 'Local Land Use Authority and Affordable Housing' section under other issues

J Crozier moved to endorse the legislative priorities, 2nd by D Donehey. The motion carried unanimously.

c) Formation of Nominating Committee

Chair Taylor stated that a nominating committee needed to be appointed to identify a slate of officers for terms beginning March 1, 2023 and reminding Commissioners that the current officers were in the final year in their respective positions and ineligible for additional terms.

J Crozier moved to appoint the Executive Committee as the Nominating Committee, 2nd by T Voorhees. The motion carried unanimously.

12. Closed Session

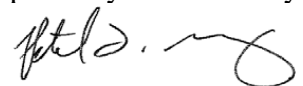
13. Regional Roundtable

Commission members shared information of note from their communities.

14. Adjournment

Upon motion by J Crozier, 2nd by G Curry, Chair Taylor adjourned the meeting at 2:45 p.m.

Respectfully Submitted by:



Patrick L. Mauney
Secretary & Executive Director