



**Rappahannock-Rapidan Regional Commission Meeting  
February 22, 2023 at 1:00 pm**

**RRRC Board Room  
420 Southridge Parkway, Suite 106, Culpeper, VA 22701**

## **AGENDA**

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1. Call to Order
2. Pledge of Allegiance
3. Roll Call & Quorum Determination  
  
*Welcome to New Commissioners:*     Jeremiah Pent, Town of Orange  
   Tom Underwood, Culpeper County
4. \*\*Approval of Agenda
5. Public Comment
6. Presentations & Special Recognition
7. Approval of Minutes
  - a) \*\*December 14, 2022 ([Attachment](#))
  - b) February 1, 2023 Executive Committee ([Attachment](#))
8. Financial Reports
  - a) \*\*FY 2023 Financial Report & Proposed Budget Amendments ([Attachment](#))
  - b) RRRC Financial Account Summary ([Attachment](#))
9. Executive Director's Report ([Attachment](#))
10. Staff Updates / Old Business
  - a) PDC Housing Development Program
  - b) Comprehensive Economic Development Strategy (CEDS)
  - c) RRRC 50<sup>th</sup> Anniversary Updates

d) Regional Broadband Projects Status

11. New Business

- a) \*\*RRRC application to DRPT for FY 2024 Section 5310 Mobility Management & Operating grant ([Attachment](#))
- b) \*\*RRRC application to DRPT for FY 2024 Technical Assistance grant ([Attachment](#))
- c) \*\*RRRC application to Virginia Tourism Corporation Marketing Leverage Program grant ([Attachment](#))

12. Report from Nominating Committee

- a) \*\*Election of Officers & Executive Committee

13. Closed Session (if necessary)

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  
December 14, 2022 Regular Meeting  
RRRC Board Room**

**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		Robert K. Coiner
X	Paul S. McCulla, <b>Vice-Chair</b>		<b>Town of Madison</b>
	<b>Madison County</b>		William Lamar
	R. Clay Jackson		<b>Town of Orange</b>
X	Jonathon Weakley		Martha Roby
	<b>Orange County</b>	X	Greg Woods, <b>Treasurer</b>
X	James P. Crozier		<b>Town of Remington</b>
X	Theodore Voorhees		Evan H. 'Skeet' Ashby
	<b>Rappahannock County</b>		<b>Town of The Plains</b>
X	Garrey W. Curry, Jr.		Lori B. Sisson
X	Debbie Donehey		<b>Town of Warrenton</b>
		X	William T. Semple II
			<i>Vacant</i>
			<b>Town of Washington</b>
		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, 2<sup>nd</sup> by J Weakley. The motion carried unanimously.

A quorum of the Commission was confirmed.

**4. Agenda Approval**

Upon motion by J Crozier, 2<sup>nd</sup> 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, 2<sup>nd</sup> 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 24<sup>th</sup> RRRC meeting. J Crozier moved to approve as presented, 2<sup>nd</sup> 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, 2<sup>nd</sup> 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, 2<sup>nd</sup> 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, 2<sup>nd</sup> 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, 2<sup>nd</sup> 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, 2<sup>nd</sup> by T Voorhees. The motion carried unanimously.

**12. Closed Session**

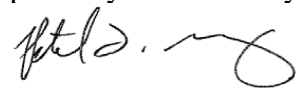
**13. Regional Roundtable**

Commission members shared information of note from their communities.

**14. Adjournment**

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

Respectfully Submitted by:



Patrick L. Mauney  
Secretary & Executive Director

**Rappahannock-Rapidan Regional Commission  
Executive Committee Meeting  
February 1, 2023 | 1:00 pm  
RRRC Board Room**

**MINUTES**

**Members Present:** Fred Catlin, Bob Coiner (virtual), 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 Mayor Coiner and Mr. McCulla requested remote participation prior to the meeting due to personal matters and that the Executive Committee needed to approve that remote participation. G Woods moved to approve, 2<sup>nd</sup> by F Catlin. 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) February 4, 2022

Chair Taylor stated that minutes from the February 4, 2022 meeting were included in the packet, and were sent out within one week of the meeting via email for review. P McCulla moved to approve the minutes, 2<sup>nd</sup> by F Catlin. The motion carried ayes all.

**6. New Business**

a) RRRC application to DRPT for FY 2024 Section 5310 grant

Chair Taylor asked P Mauney to review the application. P Mauney noted that this funding program supports the work of the Regional Transportation Collaborative, primarily for staffing of the Mobility Manager position at the Commission, as well as support staff at the Regional Mobility Center (formerly FAMS Call Center) under contract with Rappahannock-Rapidan Community Services. He also stated that funding was included for a pilot transportation program in Rappahannock County that would be subject to procurement should funding be awarded.

F Catlin moved to approve the grant application, 2<sup>nd</sup> by G Woods. The motion carried unanimously.

*b) RRRC application to DRPT for FY 2024 Technical Assistance grant*

Chair Taylor asked P Mauney to review proposed application. P Mauney stated that the Commission approved a similar request last year to support funding for a strategic plan Commuter Services that is required of all Commuter Assistance Program grantees. Subsequent to that award, staff received a cost estimate from the Berkley Group and needed to make a supplemental application in order to complete the strategic plan.

F Catlin moved to approve the application, 2<sup>nd</sup> by G Woods. The motion carried unanimously.

*c) Per Capita Rate discussion*

Chair Taylor reminded members that there the Commission requested a review of the per capita rate structure when it approved the FY 2024 rate last August. She asked P Mauney to review materials related to the per capita rate.

P Mauney reviewed recent summary information received via survey from the Virginia Association of Planning District Commissions (VAPDC) and stated that RRRC is in the middle of the pack with the \$0.83 per capita rate. G Woods noted that the total amount available via per capita varied with RRRC receiving just less than \$150,000 annually based on the current rate.

Committee members discussed various options related to setting a rate, including assessing per acre, reviewing time spent per jurisdiction on projects, and comparing multiple indices including tax base per locality and/or value of taxable property. P McCulla stated that any number of methods could be used, but also supported an approach of leaving the current structure in place as it has worked well historically.

The committee requested P Mauney return with additional information at a future meeting.

*d) Develop Slate of Officers and Executive Committee for terms beginning March 1, 2023*

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 in their second year of office and, thus ineligible to serve an 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: Fred Catlin, Town of Washington**

**VICE-CHAIR: Robert Coiner, Town of Gordonsville**

**TREASURER: John Egertson, Culpeper County**

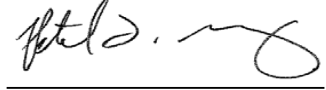
**PAST CHAIR: Meaghan Taylor, Town of Culpeper**

**EX. COMMITTEE: Paul McCulla, Fauquier County**  
**EX. COMMITTEE: Ted Voorhees, Orange County**

**7. Adjourn**

Upon motion by F Catlin, 2<sup>nd</sup> by P McCulla, the meeting adjourned the meeting at 1:55 p.m.

Respectfully Submitted by:



Patrick L. Mauney  
Secretary & Executive Director

DRAFT



## MEMORANDUM

**To: Members of the Rappahannock-Rapidan Regional Commission**  
**From: Patrick L. Mauney, Executive Director**  
**Date: February 13, 2023**  
**Subject: FY 2023 Budget Amendments**

FY 2023 revenue and expenditure reports through January 31, 2023 are enclosed for your review. These are unaudited reports for the first nine months (59%) of the fiscal year.

Revenues are 69.8% of the proposed amended budget, while expenditures are 56.7% 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 \$23,000 to the PATH Mobility Management/Transportation line due to increased award from PATH Foundation.
- Addition of \$15,000 for Comprehensive Economic Development Strategy (CEDS) project.
- Addition of \$10,000 to the VDEM Wildfire Analysis grant based on reimbursement timing.
- Addition of \$1,800 in Rural Transportation Assistance Program (RTAP) funding from DRPT to support training costs for Regional Transportation Collaborative partners.
- Addition of \$2,700 in pass-through revenue from the Northern Piedmont Community Foundation (NPCF) from the Town of Washington Post Office Enhancement Fund.
- Addition of \$13,500 to interest income based on increased returns in the Virginia Investment Pool account.
- Reduction from \$250,000 to \$75,000 in the NFWF Chesapeake Bay Grant. The largest reimbursable costs are related to stormwater BMP construction projects and we expect some of those reimbursements will be carried forward to FY 2024. An extension is already approved through March 2024.
- Reduction from \$20,000 to \$10,000 for DRPT Technical Assistance grant. This reduction is due to timing of the Commuter Services Strategic Plan project and deadline extension through November 2024.
- Reduction from \$40,000 to \$30,000 for PATH Farm to School grant.

- Reduction from \$50,000 to \$0 for VDEM Hazard Mitigation Plan based on delays in award from FEMA and VDEM.
- Reduction from \$500,000 to \$300,000 for PDC Housing Development Program based on reimbursement timing and project progress with our developer partners.

### **Expenditures**

- Addition of \$14,000 to the Mobility Management Expense line item for the additional PATH Foundation revenues
- Addition of \$10,000 for Commuter Assistance Program Strategic Plan costs under agreement with Berkley Group.
- Addition of \$1,800 in Rural Transportation Assistance Program (RTAP) expenses for reimbursable training costs paid to Regional Transportation Collaborative partners.
- Addition of \$15,500 in Comprehensive Economic Development Strategy (CEDS) expenses under contract with Camoin Associates
- Addition of \$2,700 in pass through funding from NPCF for the Town of Washington Post Office Enhancement Fund
- Addition of \$20,000 to payroll expenses to reflect full staffing as of December
- Reduction from \$240,000 to \$65,000 for NFWF Chesapeake Bay Grant. These expenses will be paid out in FY 2024.
- Reduction from \$45,000 to \$0 for Hazard Mitigation expenses based on delays in award from FEMA and VDEM
- Reduction from \$445,000 to \$245,000 for PDC Housing Development Program expenses
- Reduction from \$80,000 to \$65,000 for health insurance costs based on number of participants
- Reduction from \$14,000 to \$6,000 in office maintenance costs. The initial amount included a placeholder for one-time expenses, which staff recommends funding out of reserve funds when necessary

These proposed amendments leave an overall balanced budget of \$1,701,694.

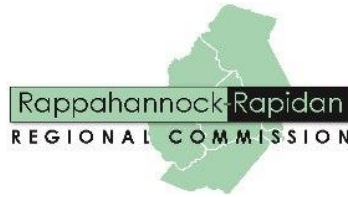
**REQUESTED ACTION:** Adoption of the FY 2023 budget amendments.

Rappahannock-Rapidan Regional Commission - Revenue Snapshot and Proposed Amendments (February 22, 2023)

Budget Items	FY 2023 Budget	Proposed Amendments (2/22/2023)	Adjusted Budget	July	August	September	October	November	December	January	YTD Actual	YTD %
<b>Revenues</b>												
Dues:												
Culpeper County	\$ 26,967.00		\$ 26,967.00		\$ 26,966.92						\$ 26,966.92	100.0%
Fauquier County	\$ 51,497.00		\$ 51,497.00		\$ 25,748.26					\$ 25,748.26	\$ 51,496.52	100.0%
Madison County	\$ 11,315.00		\$ 11,315.00	\$ 11,314.56							\$ 11,314.56	100.0%
Orange County	\$ 24,877.00		\$ 24,877.00			\$ 24,876.76					\$ 24,876.76	100.0%
Rappahannock County	\$ 6,027.00		\$ 6,027.00	\$ 6,027.46							\$ 6,027.46	100.0%
Town of Culpeper	\$ 16,651.00		\$ 16,651.00	\$ 16,651.46							\$ 16,651.46	100.0%
Town of Gordonsville	\$ 1,164.00		\$ 1,164.00	\$ 1,163.66							\$ 1,163.66	100.0%
Town of Madison	\$ 170.00		\$ 170.00	\$ 170.15							\$ 170.15	100.1%
Town of Orange	\$ 4,050.00		\$ 4,050.00		\$ 4,050.40						\$ 4,050.40	100.0%
Town of The Plains	\$ 203.00		\$ 203.00	\$ 203.35							\$ 203.35	100.2%
Town of Remington	\$ 520.00		\$ 520.00			\$ 519.58					\$ 519.58	99.9%
Town of Warrenton	\$ 8,347.00		\$ 8,347.00		\$ 8,347.31						\$ 8,347.31	100.0%
Town of Washington	\$ 71.00		\$ 71.00	\$ 71.38							\$ 71.38	100.5%
Interest Income	\$ 500.00	\$ 13,500.00	\$ 14,000.00	\$ 358.69	\$ 482.59	\$ 546.04	\$ 699.63	\$ 1,159.60	\$ 1,465.77	\$ 1,584.05	\$ 6,296.37	45.0%
Other Income	\$ 1,000.00		\$ 1,000.00	\$ 100.00	\$ 4.21	\$ -	\$ 200.00	\$ 100.00	\$ 49.51	\$ 100.00	\$ 553.72	55.4%
CEDS Income	\$ -	\$ 15,000.00	\$ 15,000.00								\$ -	
DEQ Chesapeake Bay PDC Capacity	\$ 58,000.00		\$ 58,000.00							\$ 58,000.00	\$ 58,000.00	100.0%
DRPT Commuter Assistance Program	\$ 123,160.00		\$ 123,160.00	\$ 19,366.00	\$ 8,374.00		\$ 9,280.00	\$ 16,391.00	\$ 5,728.00	\$ 17,799.00	\$ 76,938.00	62.5%
DRPT Mobility Management	\$ 400,000.00		\$ 400,000.00	\$ 25,031.00	\$ 21,077.00	\$ 16,950.00	\$ 23,668.00	\$ 43,881.74	\$ 36,517.00	\$ 22,594.00	\$ 189,718.74	47.4%
DRPT Technical Assistance Grant	\$ 20,000.00	\$ (10,000.00)	\$ 10,000.00								\$ -	0.0%
NFWF Chesapeake Bay Grant	\$ 250,000.00	\$ (175,000.00)	\$ 75,000.00					\$ 27,064.52			\$ 27,064.52	36.1%
PATH Farm to School	\$ 40,000.00	\$ (10,000.00)	\$ 30,000.00	\$ 30,000.00							\$ 30,000.00	100.0%
PATH Mobility Management/Transportation	\$ 190,000.00	\$ 23,000.00	\$ 213,000.00	\$ 1,500.00		\$ 210,000.00			\$ 1,500.00		\$ 213,000.00	100.0%
Regional Housing	\$ 48,604.00		\$ 48,604.00	\$ 13,778.52	\$ 19,100.76	\$ 8,675.50				\$ 7,049.90	\$ 48,604.68	100.0%
Regional Tourism	\$ 7,600.00		\$ 7,600.00		\$ 5,600.00	\$ 454.60	\$ 1,400.00				\$ 7,454.60	98.1%
RTAP Grant		\$ 1,800.00	\$ 1,800.00						\$ 1,800.00		\$ 1,800.00	100.0%
Rural Transportation Planning	\$ 58,000.00		\$ 58,000.00		\$ 16,195.38			\$ 6,119.14		\$ 11,809.47	\$ 34,123.99	58.8%
State Regional Planning	\$ 89,971.00		\$ 89,971.00				\$ 44,985.00			\$ 22,493.00	\$ 67,478.00	75.0%
Town of Washington Pass-Through	\$ -	\$ 2,700.00	\$ 2,700.00								\$ -	0.0%
VDEM Wildfire Analysis Grant	\$ 2,000.00	\$ 10,000.00	\$ 12,000.00		\$ 10,518.61			\$ 1,601.39			\$ 12,120.00	101.0%
VDEM Hazard Mitigation Plan	\$ 50,000.00	\$ (50,000.00)	\$ -								\$ -	-
Virginia Housing PDC Development Program	\$ 500,000.00	\$ (200,000.00)	\$ 300,000.00			\$ 15,009.90			\$ 212,482.96		\$ 227,492.86	75.8%
VHSP Grant	\$ 90,000.00		\$ 90,000.00			\$ 13,826.46			\$ 21,193.75		\$ 35,020.21	38.9%
<b>Total Revenue</b>	<b>\$ 2,080,694.00</b>	<b>\$ (379,000.00)</b>	<b>\$ 1,701,694.00</b>	<b>\$ 125,736.23</b>	<b>\$ 146,465.44</b>	<b>\$ 290,858.84</b>	<b>\$ 80,232.63</b>	<b>\$ 96,317.39</b>	<b>\$ 280,736.99</b>	<b>\$ 167,177.68</b>	<b>\$ 1,187,525.20</b>	<b>69.8%</b>

Rappahannock-Rapidan Regional Commission - Expenditure Snapshot and Proposed Amendments (February 22, 2023)

Budget Items	FY 2023 Budget	Proposed Amendments (2/22/2023)	Adjusted Budget	July	August	September	October	November	December	January	YTD Actual	YTD %
<b>Expenditures</b>												
Advertising	\$ 750.00		\$ 750.00			\$ 161.21	\$ 3.79				\$ 165.00	22.0%
Annual Meeting/Workshops/Meetings	\$ 5,000.00		\$ 5,000.00			\$ 534.87	\$ 5,790.83	\$ (710.00)			\$ 5,615.70	112.3%
Audit/Legal	\$ 6,000.00		\$ 6,000.00		\$ 667.50				\$ 4,350.00		\$ 5,017.50	83.6%
Equipment/Software	\$ 12,000.00		\$ 12,000.00	\$ 332.97	\$ 56.74	\$ 5,420.55	\$ 32.99	\$ 476.78	\$ 59.99	\$ 184.99	\$ 6,565.01	54.7%
FICA	\$ 40,550.00		\$ 40,550.00	\$ 2,578.38	\$ 2,680.93	\$ 4,365.29	\$ 2,999.56	\$ 2,979.02	\$ 3,074.63	\$ 3,256.50	\$ 21,934.31	54.1%
Health & Dental	\$ 80,000.00	\$ (15,000.00)	\$ 65,000.00	\$ 5,341.84	\$ 5,341.84	\$ 5,341.84	\$ 5,341.84	\$ 5,341.84	\$ 5,341.84	\$ 5,341.84	\$ 37,392.88	57.5%
Meals	\$ 2,500.00		\$ 2,500.00	\$ 49.94	\$ 61.71			\$ 13.35	\$ 77.31	\$ 16.41	\$ 218.72	8.7%
Membership Dues	\$ 6,000.00		\$ 6,000.00		\$ 3,800.00	\$ 236.25					\$ 4,036.25	67.3%
Miscellaneous	\$ 500.00		\$ 500.00	\$ 51.80	\$ 210.65	\$ (61.55)	\$ (44.24)	\$ 568.52	\$ (673.22)	\$ 49.41	\$ 101.37	20.3%
Mortgage	\$ 23,916.00		\$ 23,916.00	\$ 1,993.00	\$ 1,993.00	\$ 1,993.00	\$ 1,993.00	\$ 1,993.00	\$ 1,993.00	\$ 1,993.00	\$ 13,951.00	58.3%
Office & P.O. Liability Insurance	\$ 1,400.00		\$ 1,400.00	\$ 1,440.00							\$ 1,440.00	102.9%
Office Maintenance	\$ 14,000.00	\$ (8,000.00)	\$ 6,000.00	\$ 691.40	\$ 1,364.96		\$ 956.40	\$ 200.00	\$ 200.00	\$ 589.68	\$ 4,002.44	66.7%
Payroll Expenses	\$ 530,078.00	\$ 20,000.00	\$ 550,078.00	\$ 35,539.29	\$ 36,879.82	\$ 58,837.92	\$ 41,042.56	\$ 40,774.23	\$ 42,023.94	\$ 44,388.34	\$ 299,486.10	54.4%
Postage	\$ 500.00		\$ 500.00		\$ 9.45		\$ 60.00	\$ 13.16		\$ 9.00	\$ 91.61	18.3%
Printing	\$ 3,000.00		\$ 3,000.00	\$ 149.84	\$ 173.25	\$ 178.30	\$ 175.52	\$ 356.44		\$ 163.58	\$ 1,196.93	39.9%
Reserve	\$ -		\$ -								\$ -	0.0%
Subscriptions and Books	\$ 500.00		\$ 500.00				\$ 56.99				\$ 56.99	11.4%
Supplies	\$ 4,500.00		\$ 4,500.00	\$ 54.74	\$ 260.56	\$ 99.25	\$ 96.13	\$ 481.97	\$ 294.90	\$ 286.67	\$ 1,574.22	35.0%
Technology	\$ 13,000.00		\$ 13,000.00	\$ 2,962.54	\$ 762.54	\$ 826.54	\$ 765.89	\$ 701.66	\$ 675.89	\$ 681.89	\$ 7,376.95	56.7%
Travel & Training	\$ 11,000.00		\$ 11,000.00	\$ 1,441.23	\$ 395.17	\$ 407.56	\$ 869.19	\$ 673.01	\$ 448.92	\$ 835.25	\$ 5,070.33	46.1%
Utilities	\$ 6,500.00		\$ 6,500.00	\$ 305.20	\$ 355.67	\$ 382.59	\$ 311.58	\$ 169.93	\$ 316.15	\$ 547.98	\$ 2,389.10	36.8%
VRS	\$ 16,000.00		\$ 16,000.00	\$ 956.75	\$ 956.76	\$ 1,016.75	\$ 1,225.77	\$ 1,166.13	\$ 1,225.62	\$ 1,390.19	\$ 7,937.97	49.6%
Workman's Comp	\$ 500.00		\$ 500.00	\$ 500.00							\$ 500.00	100.0%
AmeriCorps VISTA Match Expense	\$ 6,500.00		\$ 6,500.00			\$ 6,500.00					\$ 6,500.00	100.0%
CEDS Expenses	\$ -	\$ 15,500.00	\$ 15,500.00								\$ -	0.0%
Chesapeake Bay PDC Capacity Expenses	\$ 1,000.00		\$ 1,000.00							\$ 246.99	\$ 246.99	24.7%
Commuter Services Expenses	\$ 60,000.00		\$ 60,000.00	\$ 258.73	\$ 152.31	\$ 2,928.32	\$ 578.68	\$ 827.26	\$ 10,235.82	\$ 475.64	\$ 15,456.76	25.8%
DRPT CAP Strategic Plan Expenses	\$ -	\$ 10,000.00	\$ 10,000.00								\$ -	0.0%
Farm to School Expenses	\$ 3,000.00		\$ 3,000.00	\$ 293.79	\$ 131.51	\$ 375.50	\$ 282.06	\$ 371.69	\$ 193.38	\$ 137.56	\$ 1,785.49	59.5%
Hazard Mitigation Expenses	\$ 45,000.00	\$ (45,000.00)	\$ -								\$ -	-
Mobility Management Expenses	\$ 488,000.00	\$ 14,000.00	\$ 502,000.00	\$ 15,403.42	\$ 36,944.85	\$ 29,293.27	\$ 44,850.08	\$ 73,437.56	\$ 63,388.31	\$ 31,428.33	\$ 294,745.82	58.7%
NFWF Grant Expenses	\$ 240,000.00	\$ (175,000.00)	\$ 65,000.00	\$ 10,000.00				\$ 5,505.00			\$ 15,505.00	23.9%
Regional Tourism Expenses	\$ 10,000.00		\$ 10,000.00	\$ 200.18	\$ 90.04	\$ 4.99	\$ 1,856.49	\$ 19.98	\$ 4.99	\$ 4.99	\$ 2,181.66	21.8%
RTAP Expenses	\$ -	\$ 1,800.00	\$ 1,800.00				\$ 1,800.00				\$ 1,800.00	100.0%
Rural Transportation Expenses	\$ 1,000.00		\$ 1,000.00	\$ 33.94					\$ 43.13		\$ 77.07	7.7%
Town of Washington Pass-Through Expenses	\$ -	\$ 2,700.00	\$ 2,700.00								\$ -	0.0%
Virginia Housing PDC Development Program Expenses	\$ 445,000.00	\$ (200,000.00)	\$ 245,000.00					\$ 34.38	\$ 200,000.00		\$ 200,034.38	81.6%
VHSP Expenses	\$ 3,000.00		\$ 3,000.00	\$ 14.95	\$ 14.95	\$ 695.55	\$ 252.59	\$ 14.95	\$ 14.95	\$ 14.95	\$ 1,022.89	34.1%
<b>Total Expenditures</b>	<b>\$ 2,080,694.00</b>	<b>\$ (379,000.00)</b>	<b>\$ 1,701,694.00</b>	<b>\$ 80,593.93</b>	<b>\$ 93,304.21</b>	<b>\$ 119,538.00</b>	<b>\$ 111,297.70</b>	<b>\$ 135,409.86</b>	<b>\$ 333,289.55</b>	<b>\$ 92,043.19</b>	<b>\$ 965,476.44</b>	<b>56.7%</b>



## **MEMORANDUM**

**To: Members of the Rappahannock-Rapidan Regional Commission**  
**From: Patrick L. Mauney, Executive Director**  
**Date: February 10, 2023**  
**Subject: RRRC Financial Account Summary**

As you may recall, summary financial information for RRRC's 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 2022 Account Balances**

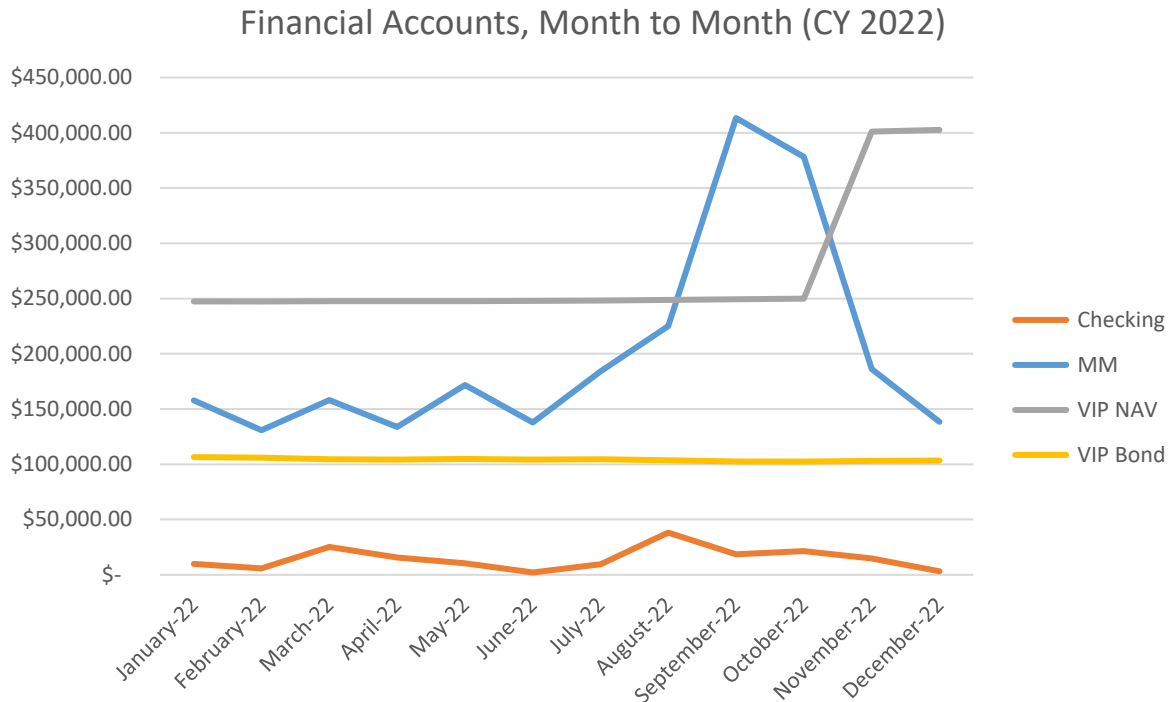
Operating accounts reflect high balances in July based on receipt of annual dues request funds from member jurisdictions. Grant reimbursements are most typically received on a quarterly basis, which is reflected by balance increases in October/November and January/February. The final quarter of the fiscal year (April to June) generally reflect drawdown 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-22</b>	\$ 9,966.54	\$ 157,757.96	<b>\$ 167,724.50</b>
<b>February-22</b>	\$ 5,899.17	\$ 130,868.11	<b>\$ 136,767.28</b>
<b>March-22</b>	\$ 25,287.78	\$ 158,047.93	<b>\$ 183,335.71</b>
<b>April-22</b>	\$ 15,605.70	\$ 133,745.34	<b>\$ 149,351.04</b>
<b>May-22</b>	\$ 10,371.55	\$ 171,719.69	<b>\$ 182,091.24</b>
<b>June-22</b>	\$ 2,138.35	\$ 137,789.68	<b>\$ 139,928.03</b>
<b>July-22</b>	\$ 9,528.65	\$ 184,080.32	<b>\$ 193,608.97</b>
<b>August-22</b>	\$ 38,215.70	\$ 225,078.57	<b>\$ 263,294.27</b>
<b>September-22</b>	\$ 18,496.34	\$ 413,413.89	<b>\$ 431,910.23</b>
<b>October-22</b>	\$ 21,578.55	\$ 378,347.25	<b>\$ 399,925.80</b>
<b>November-22</b>	\$ 14,695.96	\$ 186,139.20	<b>\$ 200,835.16</b>
<b>December-22</b>	\$ 3,159.60	\$ 138,432.99	<b>\$ 141,592.59</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-22</b>	\$ 247,404.12	\$ 106,526.94	<b>\$ 353,931.06</b>
<b>February-22</b>	\$ 247,430.82	\$ 106,113.07	<b>\$ 353,543.89</b>
<b>March-22</b>	\$ 247,482.48	\$ 104,713.93	<b>\$ 352,196.41</b>
<b>April-22</b>	\$ 247,564.02	\$ 104,199.14	<b>\$ 351,763.16</b>
<b>May-22</b>	\$ 247,716.46	\$ 104,748.51	<b>\$ 352,464.97</b>
<b>June-22</b>	\$ 247,946.25	\$ 104,189.39	<b>\$ 352,135.64</b>
<b>July-22</b>	\$ 248,291.84	\$ 104,526.43	<b>\$ 352,818.27</b>
<b>August-22</b>	\$ 248,754.66	\$ 103,824.99	<b>\$ 352,579.65</b>
<b>September-22</b>	\$ 249,278.18	\$ 102,652.36	<b>\$ 351,930.54</b>
<b>October-22</b>	\$ 249,937.45	\$ 102,498.88	<b>\$ 352,436.33</b>
<b>November-22</b>	\$ 401,072.89	\$ 103,062.91	<b>\$ 504,135.80</b>
<b>December-22</b>	\$ 402,613.99	\$ 103,310.89	<b>\$ 505,924.88</b>

Over the past calendar year, the VIP NAV Liquid Fund returned 2.12% and the VIP Long-Term Bond Fund lost 3.66%. In November, staff made a one-time deposit into the NAV account of \$150,000 as the investment returns from that account significantly exceed those in the Money Market accounts, with an anticipation of moving funds back as operating needs arise later in the fiscal year.



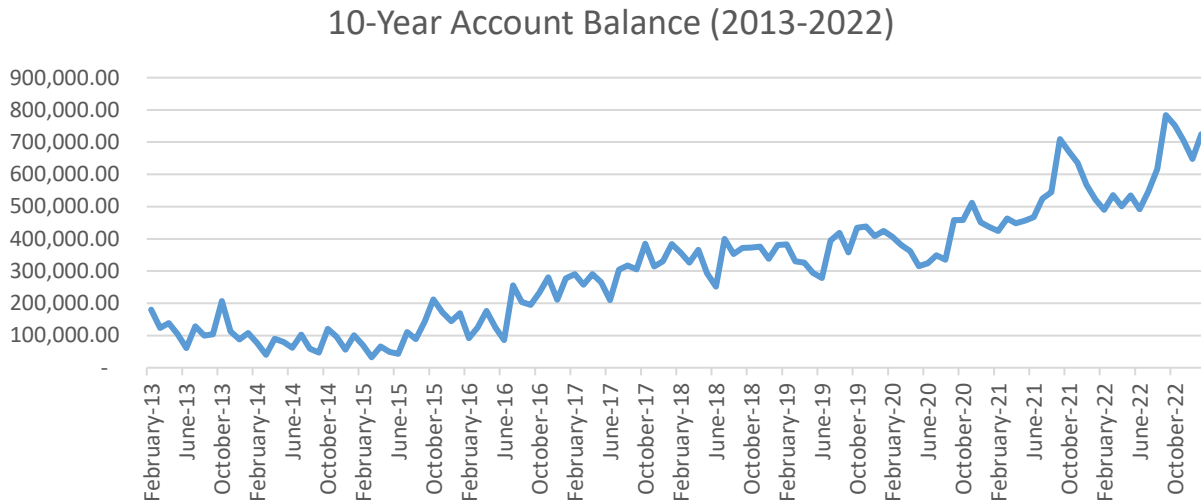
Overall account values are shown below for the end of each month in 2022. Fluctuations in year to year value are primarily the result of grant reimbursement timing, as well as increases in reimbursable expenditures compared to discretionary spending.

RRRC Total Account Value (CY 2022)		
Month (End)	Total Accounts	Year over Year
<b>January-22</b>	<b>\$ 521,655.56</b>	85,739.71
<b>February-22</b>	<b>\$ 490,311.17</b>	66,143.49
<b>March-22</b>	<b>\$ 535,532.12</b>	72,052.42
<b>April-22</b>	<b>\$ 501,114.20</b>	52,614.55
<b>May-22</b>	<b>\$ 534,556.21</b>	77,952.54
<b>June-22</b>	<b>\$ 492,063.67</b>	24,993.08
<b>July-22</b>	<b>\$ 546,427.24</b>	21,996.48
<b>August-22</b>	<b>\$ 615,873.92</b>	71,494.17
<b>September-22</b>	<b>\$ 783,840.77</b>	74,774.24
<b>October-22</b>	<b>\$ 752,362.13</b>	81,279.81
<b>November-22</b>	<b>\$ 704,970.96</b>	69,291.40
<b>December-22</b>	<b>\$ 647,517.47</b>	80,566.10

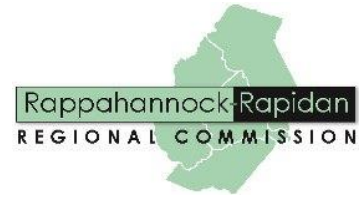
### **Historical Account Balances**

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 15, 2022**



The purpose of this 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:**

- I offer a warm welcome (back) to the Commission to Supervisor Tom Underwood from Culpeper County and to Councilmember Jeremiah Pent from the Town of Orange. I look forward to working with both and am grateful for the service of Supervisor Gary Deal (2 years) and Mayor Martha Roby (8 ½ years) to RRRC.
- Budget requests have been submitted to each member jurisdiction and I have also spoken to those governing bodies who have outside agency requests in open session. As always, I am happy to schedule time to speak with your governing body about RRRC as it benefits each of your jurisdictions.

### **Homelessness & Regional Housing**

- Staff are entering all surveys collected during the annual Point in Time count that was conducted on the night of January 25<sup>th</sup>. We anticipate that the number of homeless individuals and households in the region will increase this year, and have noted a greater number of people living in their cars, in addition to those in emergency shelter, transitional housing, and unsheltered in various parts of the region. I do want to highlight the efforts of Social Services departments, service providers, and a number of churches in the region that participated in this year's PIT count.

### **Economic Development & Tourism**

- The Regional tourism directors met earlier this month to provide guidance on efforts including Tween Rivers Trail, Purely Piedmont and the regional VA 250 activities. An application to Virginia Tourism Corporation is in development to support outreach and marketing for Tween Rivers Trail.
- RRRC's Comprehensive Economic Development Strategy kicked off on February 14<sup>th</sup> with an overview of the planning process, engagement opportunities and brief initial feedback from strategy committee members. We are happy to include additional stakeholders throughout the planning process, which will last through early 2024.

### **Transportation**

- Applications supporting the Mobility Management program (Regional Transportation Collaborative) and Commuter Services program were submitted to DRPT on February 1<sup>st</sup>. These are long-standing programs and we expect to answer any questions from grant reviewers before the Commonwealth Transportation Board takes action with final decisions in June.
- We will engage with Berkley Group on the Commuter Services Strategic Plan later this month. This is a requirement of DRPT for each commuter assistance program and will provide a 5-year plan for spending and strategic priorities for RRRC Commuter Services. We anticipate completion by early 2024.

- We are beginning to develop our FY 2024 Rural Transportation Work Program. If you have transportation planning assistance needs, please let us know and we can identify opportunities where RRRC can support your locality.

### **Environmental & Natural Resources**

- We continue to support opportunities for Best Management Practice installations via the National Fish and Wildlife Foundation grant. We are in the process of shifting funds to a project at the Carver Center in partnership with Culpeper County and Friends of the Rappahannock after Fauquier County decided not to move forward with its planned BMP project due to an unsuccessful bid process. We also explored the possibility of using the funds to purchase nutrient credits for Fauquier, but NFWF ultimately determined that was not an eligible expense.
- The Land Use committee will meet this Thursday (February 18<sup>th</sup>) to discuss ongoing projects, as well as future BMP opportunities. If there are items of interest, please let me or Michelle Edwards know so that we can include on future agendas.
- RRRC's Farm to School Liaison has supported development of the Bringing the Farm to School Workshop hosted by Virginia Cooperative Extension and Virginia Department of Education. This workshop is targeted to producers seeking to sell food to schools and will be February 23-24 at Culpeper Baptist Church. Feel free to pass along the link to the [registration form](#) for anyone interested.

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

- We received word in January that we were successful in our application to the Commonwealth Flood Prevention Fund. This grant will support a regional Resiliency Plan that will be completed as part of the Hazard Mitigation plan update process to kick off later this year.
- We continue to wait on award from VDEM and FEMA for the regional Hazard Mitigation plan update. We submitted application materials in December 2021 and our five-year plan expiration is December 2023. We do have a consultant cost proposal to complete the plan update, so I anticipate being able to move quickly once we have award and contract from VDEM.

### **Local Technical Assistance**

- We continue to support Madison County's Comprehensive Plan update. Jennifer Little is our staff lead on the project and a kickoff meeting with the County's steering committee was held in November with work to continue through 2023
- Along with VAPDC representatives, I met with Bryan Horn, Department of Housing and Community Development Director and his Deputy and Assistant in Richmond in January.
- Continued to support Town of Remington application to DHCD for Community Development Block Grant program to support downtown revitalization and continued focus on pedestrian safety in Town
- Staff participated in VDOT Project Selection discussions at all three VDOT residencies in late January.
- The quarterly Regional Planners Roundtable meeting will be held in March, and we continue to see great interest in roundtable discussions from your local planning, economic development and other staff.



## MEMORANDUM

**To: Members of the Rappahannock-Rapidan Regional Commission**  
**From: Patrick L. Mauney, Executive Director**  
**Date: February 15, 2023**  
**Subject: RRRC Application to DRPT for FY 2024 Section 5310 Program**

At its meeting on February 1<sup>st</sup>, the Executive Committee approved the application to the Department of Rail and Public Transportation (DRPT) Section 5310 Program. The Commission should ratify that action at its February 22<sup>nd</sup> meeting, and staff will be prepared to answer any questions. The original memo to the Executive Committee follows:

The Regional Commission serves as the applicant for Section 5310 (previously New Freedom) funding on behalf of the Regional Transportation Collaborative (formerly FAMS) program through the Department of Rail and Public Transportation. This funding provides support for RRRC's mobility management program and for the Regional Mobility 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 2023 (October 1, 2022 – September 30, 2023), the Commission was awarded \$437,462 in federal and state funds through this program, and provided \$26,838 in matching funds.

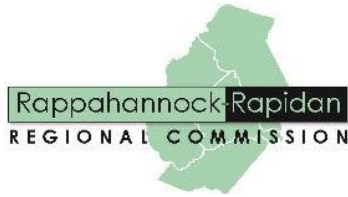
The FY 2024 grant application will include requests to support marketing, software and other direct costs including a pilot transportation project in Rappahannock County, along with the following positions, most of which are under contracts with partner agencies:

- Full-Time Mobility Manager – RRRC
- 4 Full-Time Mobility Specialists – RRCS
- Part-Time Volunteer Driver Program Supervisor & Call Center Supervisor – RRCS
- 2 Part-Time Volunteer Driver Recruiters – VolTran/LOWLINC & Aging Together
- Part-Time Community Resource Liaison - Aging Together
- Part-Time Continuity Support Assistant – Aging Together
- Pilot Transportation project in Rappahannock County

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. If the full amount is not awarded, RRRC prioritizes existing positions and costs ahead of new programs.

**REQUESTED ACTION:** Ratify the Executive Committee's action to authorize RRRC staff to submit the FY 2024 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 15, 2023**  
**Subject: RRRC Application to DRPT for FY 2024 Technical Assistance Program**

At its meeting on February 1<sup>st</sup>, the Executive Committee approved the application to the Department of Rail and Public Transportation (DRPT) Technical Assistance Program. The Commission should ratify that action at its February 22<sup>nd</sup> meeting, and staff will be prepared to answer any questions. The original memo to the Executive Committee follows:

You may recall that the Commission was awarded \$20,000 in funding in FY 2023 to support an update of the Commuter Services Strategic Plan, which is a requirement of each Commuter Assistance Program overseen by the Department of Rail and Public Transportation (DRPT).

Subsequent to that award in July, Commission staff have received a cost estimate from Berkley Group under our on-call contract and will need to make an additional request to supplement the FY 2023 award for the Strategic Plan. Commission staff will request \$7,500 from DRPT to be matched by \$7,500 in Commission funding.

A copy of the Berkley Group cost estimate is attached, as is the draft scope for submission to DRPT.

**REQUESTED ACTION:** Ratify the Executive Committee's action to authorize RRRC staff to submit the FY 2024 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



January 10, 2023

Mr. Patrick L. Mauney, Executive Director  
Rappahannock-Rapidan Regional Commission  
420 Southridge Parkway #106  
Culpeper, Virginia 22701

**RE: Work Order 2: Major Update of RRRC Commuter Services Commuter Assistance Program Strategic Plan (CAPSP)**

Dear Mr. Mauney:

The Berkley Group is pleased to present this scope of work and quote to develop a major update of the Rappahannock-Rapidan Regional Commission's Commuter Services Commuter Assistance Program Strategic Plan (CAPSP).

If you have any questions or need additional information, please feel free to contact me at any time.

Sincerely,

Andrew D. Williams, AICP  
Chief Executive Officer

I have reviewed the scope and fee for the associated Work Order, and I hereby give the consultant notice to proceed for the work described herein.

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Mr. Patrick Mauney, Executive Director

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Date

## **SCOPE OF WORK**

As requested, we are presenting the Scope of Work under this Work Order to develop a major update of the Rappahannock-Rapidan Regional Commission's *Commuter Services Commuter Assistance Program Strategic Plan* (CAPSP). The Scope of Work to update the CAPSP, including deliverables, will include the following tasks:

### **Task 1 - Project Management & Coordination**

The Berkley Group will manage the project and consult and coordinate with Commission staff on general project management activities as well as specific project activities requiring Commission staff input, including: data collection; the development of a strategic vision, goals, and objectives of the Plan; the analysis of target markets, customers, and equity relative to services; the development of an operations plan; and the development of an operations plan.

### **Task 2 - Data and Information Collection**

The Berkley Group will collect all data and information required to develop the update of the CAPSP, as specifically required by DRPT's *Commuter Assistance Program Strategic Plan - Requirements and Guidance* document and Commission staff. At a minimum, data and information to be collected will include:

- Demographic information regarding RRRC Commuter Services' service area including population, household, employment trends, employer and workforce characteristic, travel patterns of residents and workers with regard to location of primary and secondary jobs, to enable development of strategies for engaging target audiences over the short, medium and long-term;
- Transportation services and facilities within the region, including transit, rail, park and ride lots and other commuter assistance supports;
- Information and input pertaining to the vision, goals, objectives, and performance measurement of CAP services provided by the Commission;
- Data and information to inform an analysis of target markets and customers for CAP services and to address equity in the planning and provision of CAP services;
- Information and input pertaining to CAP services' operations, including services to be provided, staffing needs, technological, systems, and tool needs, and opportunities for partnerships in the planning, marketing, and delivery of CAP services; and
- Information and input necessary to develop a financial plan for CAP services, including operating and capital expenses, revenues, and forecasts associated with "baseline" current level of service and committed service changes.

Data and information collected will be summarized in memoranda or otherwise made available in a format suitable for use in development of the updated CAPSP, including as appendices to the Plan.

### **Task 3 - Plan Development**

The Berkley Group will develop the CAPSP in coordination with Commission staff. Principally, the Berkley Group will be responsible for the development of Sections 2 thru 6 of the CAPSP as outlined by DRPT's *Commuter Assistance Program Strategic Plan - Requirements and Guidance* document. The Berkley Group will prepare draft versions of sections for review by the Commission's staff and other identified stakeholders. The Berkley Group will incorporate revisions requested through up to two (2) review/revision periods. The Berkley Group will prepare a final version of the CAPSP, incorporating sections prepared by Commission staff.

### **ASSUMPTIONS**

1. **Initiation:** The Commission will identify and provide relevant supporting documents and data resources to be used in the development of the CAPSP.
2. **Contact Person:** The Commission will provide a single staff contact that will be responsible for coordinating meetings, identifying and contacting stakeholders, and collecting and transmitting data, resources, and other related information to the Berkley Group.
3. **Remote Work:** The Berkley Group anticipates that all work performed by its staff to execute the Scope of Work, including meetings, will be performed remotely.
4. **Covid-19 Policy:** Berkley Group staff will adhere to all public health best practices as recommended by the Center for Disease Control (CDC) or state/local regulations, whichever is more stringent.

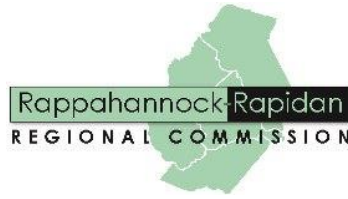
### **SCHEDULE**

Pursuant to an estimated project timeline provided by the Commission, the Berkley Group anticipates completion of Task 2 and Task 3 activities pertaining to Sections 2 and 3 of the CAPSP by May 1, 2023, completion of Task 2 and Task 3 activities pertaining to Sections 4, 5, and 6 by July 31, 2023, and completion of the full plan by October 31, 2023.

### **FEE**

The lump sum fee for services to be provided and tasks to be completed under the Scope of Work is \$35,000. The fees per task are as follows:

Task	Description	Fee
1	Project Management & Coordination	\$6,000
2	Data and Information Collection	\$16,000
3	Development of Public Engagement/Education Plan	\$13,000
TOTAL		\$35,000



## MEMORANDUM

**To: Members of the Rappahannock-Rapidan Regional Commission**  
**From: Patrick L. Mauney, Executive Director**  
**Date: February 13, 2023**  
**Subject: RRRC Application Virginia Tourism Corporation Marketing Leverage Program Grant**

As you may be aware, the Regional Commission coordinates several regional initiatives related to tourism and agritourism activities. These include the 'Tween Rivers Trail (TRT) agritourism network, the Virginia Piedmont tourism brand, and the Purely Piedmont local food brand. These efforts are managed by Commission staff with oversight and support from local tourism, economic development and visitors center partners.

Those partners have identified an opportunity to leverage state funding with local marketing funds via the Virginia Tourism Corporation Marketing Leverage Program. The Commission has utilized this program in the past with good outcomes for the various tourism initiatives.

This request would support an advertising campaign focused on the 'Tween Rivers Trail. If successful, the project would develop a targeted multimedia campaign to promote awareness and visitation to TRT sites.

A 1:1 match is required for the grant. Existing marketing funds are allowable as match, as are the funds allocated for regional tourism in the Commission budget. Staff proposes a \$10,000 request, with matching funds from the sources above.

**REQUESTED ACTION:** Approval for RRRC staff to submit the Virginia Tourism Corporation Marketing Leverage Program grant and authorization for the Executive Director to execute contract agreements upon successful award