

**Rappahannock Rapidan Regional Commission  
April 26, 2023 Regular Meeting  
RRRC Board Room**

**MINUTES**

	<b>Culpeper County</b>		<b>Town of Culpeper</b>
X	John Egertson, <b>Treasurer</b>	X	Chris Hively
X	Tom Underwood	X	Meaghan E. Taylor
	<b>Fauquier County</b>		<b>Town of Gordonsville</b>
	Christopher T. Butler	X	Robert K. Coiner, <b>Vice-Chair</b>
	Paul S. McCulla		<b>Town of Madison</b>
	<b>Madison County</b>		William Lamar
	R. Clay Jackson		<b>Town of Orange</b>
X	Jonathon Weakley		Jeremiah Pent
	<b>Orange County</b>	X	Greg Woods
	James P. Crozier		<b>Town of Remington</b>
X	Theodore Voorhees	X	Richard Heflin
	<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, <b>Chair</b>

*Others Present: Cheryl Yowell, Town of Madison*

*Staff Present: Michelle Edwards, Jennifer Little, Patrick Mauney, John Otto, Terry Snead, Matt Tobias, Rebecca Wareham*

**1. Call to Order**

Chair Catlin called meeting to order at 1:00 p.m.

**2. Pledge of Allegiance**

Chair Catlin led Commissioners in the Pledge of Allegiance.

**3. Roll Call & Quorum Determination**

Chair Catlin welcomed Mr. Rick Heflin from the Remington Town Council to the Commission. A quorum of the Commission was confirmed.

**4. Agenda Approval**

Upon motion by T Underwood, 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) Foothills Housing Network Point in Time Count*

Chair Catlin introduced Rebecca Wareham, Continuum of Care Coordinator. R Wareham reviewed information from the January homeless Point in Time Count conducted by Foothills Housing Network (FHN), including data and pictures taken in January, as well as information on services provided by FHN members in support of housing vulnerable community members. Commissioners asked about the ability to breakdown data by County and incorporated towns, by race/ethnicity/demographics within each County and regarding underlying reasons for homelessness in each County. R Wareham stated that this would be possible and that she would work with P Mauney to follow up with the Commission on those requests.

Commissioners also asked about the nature of requests to FHN Coordinated Entry that do not qualify for services. R Wareham noted particular needs related to housing locator services that partner organizations are looking to address via other grant funding sources. Commissioners also discussed issues related to underreporting of homelessness in the region and requested data and anecdotal evidence to support local or regional discussions that may occur in the future.

A copy of the presentation slides are included with the minutes.

## **7. Approval of Minutes**

### *a) December 14, 2022*

Chair Catlin presented the minutes from the February 22<sup>nd</sup> RRRC meeting. T Voorhees moved to approve, 2<sup>nd</sup> by M Taylor. The motion carried ayes all.

## **8. Financial Reports**

### *a) FY 2023 YTD Financial Reports*

Chair Catlin asked P Mauney to review the FY 2023 financial reports. P Mauney noted that revenues are at 80% of budget through March 31<sup>st</sup>, with expenses at 75%. He noted two operating expense lines exceeding budget, but stated that those overages would be covered by surplus funds in other line items.

### *b) Preliminary FY 2024 Budget*

Chair Catlin asked P Mauney to introduce the FY 2024 budget. P Mauney reviewed his summary memo and preliminary budget included in the meeting packet and stated that the budget was balanced at \$2,508,934 which is an increase of more than \$800,000 compared to the amended FY 2023 budget. He cited the increases are largely due to the PDC Housing Development Program, Mobility Management funding and other one-time grants and indicated that local dues accounted for 6.1% of the overall budget, which is the lowest that he has seen that rate.

P Mauney also reviewed expenses. The budget includes a 7% cost of living increase and includes adjustment of the Commission's health insurance contribution rates (from 90% to 92% for single members and 66.6% to 70% for dual or family members). G Curry asked about the increase in payroll expenses. P Mauney stated that the FY 2023 amounts reflected two positions that were vacant for periods of the year and were anticipated to be filled for the full twelve months in FY 2024. He stated that there may

be slight changes to the insurance costs following open enrollment in early May.

Chair Catlin reminded the Commission that there was no vote today, but that the budget as presented would be considered at the June meeting.

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

Chair Catlin asked P Mauney to review the Director's report. P Mauney highlighted the ongoing work of the RRRC Food Council in evaluating existing priorities and identifying new opportunities. He also shared positive meetings with FEMA Region III and VDEM Region 2 regarding the Hazard Mitigation plan being held up due to delayed grant awards, noted positive collaborations between Foothills Housing Network and faith-based organizations, as well as local assistance with member jurisdictions on a variety of topics.

## **10. Staff Updates**

### *a) PDC Housing Development Program*

Chair Catlin asked P Mauney to provide updates on the PDC Housing Development Program. P Mauney provided a brief presentation on the program to date and updates on the four ongoing projects. He stated that staff recommended one allocation adjustment at today's meeting that would provide Skyline Community Action Partnership with an additional \$10,000 to fund purchase of appliances at their Apartments on Main project in the Town of Madison. He further noted that a final reallocation recommendation would be presented in June.

R Coiner moved to approve the revised allocation plan, 2<sup>nd</sup> by M Taylor. The motion carried ayes all.

### *b) Comprehensive Economic Development Strategy (CEDS)*

Chair Catlin asked P Mauney to update on the ongoing CEDS project. P Mauney noted that the Strategy Committee has held two meetings, including one last week to review initial economic, demographic and real estate indicators and that all relevant information was on the Commission website. He stated that the consultant team was likely to be in the region for the June 28<sup>th</sup> Commission meeting and suggested using a significant portion of the agenda for a facilitated discussion on the CEDS to gain Commission insight and direction. Commissioners agreed with that approach.

### *c) RRRC 50<sup>th</sup> Anniversary Updates*

Chair Catlin asked for updates on the 50<sup>th</sup> anniversary. P Mauney shared that the Annual Meeting was set for Wednesday, October 4<sup>th</sup> and would be held in Culpeper County. He requested input from Commissioners on their preference for formal or informal event, with the majority present indicating preference for an informal event. P Mauney stated that he would return with additional details, including request for door prize items from each jurisdiction, before the next Commission meeting.

### *d) Regional Broadband Projects Status*

Commissioners briefly shared updates on broadband projects ongoing in the region.

e) Regional Transportation Districts & Authorities

Chair Catlin asked P Mauney to review the information provided on regional transportation districts. P Mauney noted the discussion at February's meeting introduced by Commissioner Underwood and stated that staff provided some cursory materials here regarding the process to create a transportation district and/or authority in Virginia. T Underwood requested estimates for how much revenue might be available via the wholesale gasoline tax. G Curry asked whether such an authority could utilize the wholesale tax, but not have an additional sales tax. T Voorhees noted his past work in the Richmond region and that the desire for greater local input in transportation funding decisions was a driving force in that region.

Commissioners also discussed general concerns about speeds on Route 29 and the ongoing issue of how to ensure safe access for local drivers entering Route 29 from secondary roads. Staff will report back with additional information at a future Commission meeting.

**11. New Business**

a) FY 2024 Rural Transportation Work Program

Chair Catlin asked P Mauney to review new business items. P Mauney summarized the request for annual Rural Transportation Planning funding from Federal Highway Administration via the Virginia Department of Transportation. He noted specific regional planning activities and the ability of staff to utilize the funds to support local transportation planning needs throughout the year.

R Coiner moved to approve the Resolution for Rural Transportation Planning Assistance Program Funding on Behalf of FY 2024 Annual Workplan, 2<sup>nd</sup> by T Underwood. The motion carried via roll call vote.

*Aye: Catlin, Coiner, Curry, Donehey, Egertson, Heflin, Hively, Semple, Taylor, Underwood, Voorhees, Weakley, Woods (13); Nay: None; Abstain: None; Not Present: Butler, Crozier, Jackson, Lamar, McCulla, Pent, Sisson (7)*

b) RRRC application to USDA Local Food Promotion Program

Chair Catlin asked Michelle Edwards to review the USDA Local Food Promotion Program application. M Edwards provided a revised application and budget summary with the grant request totaling \$699,940 and reviewed the activities to be completed by RRRC and application partners at Virginia Cooperative Extension, Virginia State University, George Washington Carver Food Enterprise Center and Mid-Atlantic Food Resilience and Access Coalition.

T Voorhees moved to approve staff to submit application to the USDA Local Food Promotion Program and to authorize the Executive Director to execute contractual agreements upon successful award, 2<sup>nd</sup> by J Weakley. The motion carried ayes all.

c) RRRC application to PATH Foundation Technical Assistance grant program

P Mauney stated that the Foothills Housing Network Leadership Committee met in March and requested the Commission, as FHN lead agency, seek assistance in

developing short and long-term strategies for local and regional shelter needs. Staff has identified the PATH Foundation Technical Assistance grant program as a potential source for facilitated planning around the subject and are seeking Commission approval to begin that process.

T Underwood moved to approve staff to submit application to the PATH Foundation Technical Assistance grant program, 2<sup>nd</sup> by M Taylor. The motion carried ayes all.

*d) 2023 Regional Community Development Block Grant Program Priorities*  
Chair Catlin presented item 11D and asked P Mauney to review. P Mauney noted that the Commission is annually asked to review CDBG priority areas by the Department of Housing and Community Development (DHCD), which are used as part of the review process for applications submitted to DHCD. Staff recommended one change from last year's tiered priorities – moving business district revitalization to tier one and community service facility to tier two - to better align with ongoing CDBG activities in the region.

R Coiner moved to approve submission of regional priorities with the revisions recommended by staff to the DHCD, 2<sup>nd</sup> by T Underwood. The motion carried ayes all.

## **12. Closed Session**

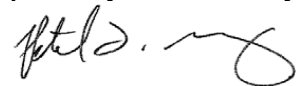
## **13. Regional Roundtable**

Commission members shared information of note from their communities.

## **14. Adjournment**

Upon motion by D Donehey, 2<sup>nd</sup> by R Coiner, Chair Catlin adjourned the meeting at 3:08 p.m.

Respectfully Submitted by:



Patrick L. Mauney  
Secretary & Executive Director