AGENDA

1. Call to Order
2. Roll Call
3. Determination of a Quorum
4. **Approval of Agenda
5. Public Comment
6. Presentations
   a) Regional & Statewide Transportation Update
      Ms. Alison DeTuncq, Culpeper District Commonwealth Transportation Board Member
      & Mr. John Lynch, VDOT Culpeper District Engineer
7. Approval of Minutes
   a) **February 22, 2017 (Attachment)
   b) **April, 26, 2017 (Attachment)
   c) April 26, 2017 Executive Committee (Information Only)
8. Intergovernmental Review
9. Financial Reports
   a) **FY 2017 YTD Revenues and Expenditures (Attachment)
10. Executive Director’s Report (Attachment)
11. Staff Updates
   a) Foothills Housing Network Strategic Planning & Retreat Follow-Up
   b) Upper Goose Creek TMDL Implementation Plan

12. Grant Applications & Other Requests
   a) **Resolution of Authorization to Participate in VML/VACo Virginia Investment Pool (Attachment)
   b) **Authorization to enter Memorandum of Agreement with Central Virginia Partnership for Economic Development and Thomas Jefferson Planning District Commission related to GO Virginia Region 9 Council (Attachment)
   c) **FY 2018 RRRC Meeting Schedule Resolution (Attachment)
   d) **2017 RRRC Annual Meeting Date & Leadership Awards

13. **FY 2018 Regional Commission Budget & Workplan Adoption (Attachment)

14. Closed Session (if necessary)

15. Upcoming Meetings (http://www.rrregion.org/calendar.html)
   - GO Virginia Region 9 Economic Summits
     o Monday, July 17th – 5 p.m., Daniel Technology Center, Culpeper
     o Tuesday, July 18th – 2:30 p.m., UVa Research Park, Albemarle County
   - VAPDC Summer Conference, July 19-20, Norfolk (Attachment)

16. Regional Roundtable

17. **Adjournment

**Commission Action Requested
1. Call to Order
Chairman Crozier called the meeting was called to order at 1:00 p.m.

2. Welcome to New Commissioners
Chairman Crozier announced two new members of the Regional Commission. He welcomed Mr. Chris Butler, Lee District Supervisor from Fauquier County to the meeting, and stated that Mr. Daniel Painter, Town of Madison Council member, was unable to attend today’s meeting.

3. Roll Call
The roll was called by the Executive Director.

Staff Present: Patrick Mauney, Jenny Biché, Kristin Lam Peraza, Terry Snead, Cathy Zielinski
Others Present: Gary Deal, Culpeper County Board of Supervisors; Sue Hromyak
4. **Determination of a Quorum**
There was a quorum present.

5. **Approval of Agenda**
R. Welch moved, J. Coates seconded, for approval of the agenda as presented. The motion carried unanimously.

6. **Public Comment**
Chairman Crozier opened the floor for public comment.

Sue Hromyak thanked the Regional Commission for their support to her during her more than 17 years as an employee of the organization, and noted her gratefulness for the relationships developed with other staff members and local jurisdiction staff and elected officials.

7. **Presentations and Special Recognition**
   a. **Resolution of Appreciation to Sue R. Hromyak**
   Chairman Crozier presented a Resolution of Appreciation to Sue R. Hromyak for her service to the Regional Commission. Mr. Mauney read aloud the plaque presented to Ms. Hromyak: “The Rappahannock-Rapidan Regional Commission hereby recognizes Sue R. Hromyak for her 17 years of service in support of the Regional Commission and extends its sincere gratitude for her contributions to the organization, including the Commuter Services program, Annual Meetings, Retreats, and Living Towns planning workshops, and most especially for her ability to creatively take on ‘other duties as assigned’ throughout her years with the Regional Commission.”

   b. **Resolution of Thanks to Outgoing Commissioner William L. Lamar**
   Chairman Crozier presented a Resolution of Thanks for contributions to the Regional from outgoing Town of Madison representative William Lamar. Mr. Mauney will present a plaque to Mayor Lamar at a later date.

   c. **Presentation: Mr. Gary Deal, Culpeper Youth and the Youth Advisory Council**
   Chairman Crozier welcomed and introduced Mr. Gary Deal, West Fairfax District representative to Culpeper County Board of Supervisors. Mr. Deal discussed the development and ongoing work of Culpeper Youth and the Youth Advisory Council. The programs are designed for middle and high-school age youth to work together on developing skills in leadership, collaboration, public speaking, local government, and community participation. Commissioners discussed opportunities for expanding the initiative to other localities in the region.

8. **Approval of Minutes**
Chairman Crozier presented the minutes of the December 14, 2016 meeting of the Regional Commission. Mr. Coiner moved, seconded by Mr. Welch, for approval of the minutes as presented. The motion carried unanimously.

Chairman Crozier noted the inclusion of draft minutes from the February 1, 2017 RRRC Executive Committee in the meeting packets for Commissioner’s information only.
9. **Intergovernmental Review**
   Chairman Crozier presented requests received for Intergovernmental Review.
   
   a. **RRCS Section 5310 Capital Assistance for Purchase of Vehicles**
      Chairman Crozier indicated that the Executive Committee authorized a letter of support for Rappahannock-Rapidan Community Services’ (RRCS) annual request to the Federal Transit Administration for capital assistance for vehicle purchase, and asked for ratification of the Executive Committee’s decision. Mr. McCulla moved, seconded by Mr. Coiner, for ratification of the Executive Committee’s letter of support. The motion carried unanimously.
   
   b. **DEQ FY 2017 319-H Non-Point Source Implementation Grant**
      Mr. Mauney provided an overview of the grant request from the Department of Environmental Quality (DEQ) to the Environmental Protection Agency for $3,059,000 in federal funds to support core Non-Point Source programs. He indicated that Regional Commission staff had reviewed the request and that the programs supported by the funding request are in line with regional priorities, but noted that stormwater program delivery and Non-Point Source Education and Outreach would not be funded, due to recent internal changes at DEQ. No action was taken by the Regional Commission.

10. **Financial Reports**
    
    a. **FY 2017 YTD Revenues and Expenditures**
      Chairman Crozier presented the year-to-date Revenues and Expenditures through January 31, 2017. Mr. Mauney noted that revenues are on target at this point in the fiscal year and expenditures presently are lower than forecast. Expenditures will rise based on project expenses from grants and filling of vacant staff positions in the third and fourth quarters. Mr. Mauney also noted that the Hazard Mitigation Plan update contract was approved earlier this month and will be added to the budget before the next meeting. Mr. Coiner noted that he would be serving on the state Hazard Mitigation grants stakeholder committee.

11. **RRRC By-Laws Amendments – Second Reading**
    Chairman Crozier presented for consideration a series of amendments to the organization’s By-Laws. Mr. Mauney reviewed the proposed amendments and referenced the inclusion of a redline copy of the proposed amendments in the meeting packets:

    *Article VII, Section 2 – relates to timing of filling vacancies that occur in an Officer position*
    *Article VII, Section 3 – relates to timing of filling vacancies that occur in an Officer position*
    *Article VII, Section 4 – removes the requirement that the Chairman shall sign and approve all grant applications*
    *Article VIII, Section 1(a) – clarifies the timing of setting the yearly meeting schedule*
    *Article IX, Section 1 – clarifies the composition of the Executive Committee*
    *Article IX, Section 2 – clarifies the calling of Executive Committee meetings*
    *Article XI, Section 4 – clarifies the methods utilized for disbursement of payments*
Article XII, Section 1 – clarifies the source of population figures used for local contributions for Commission per capita rate

Mr. Coiner moved, seconded by Ms. Roby, for approval of the amendments to the Rappahannock-Rapidan Regional Commission By-Laws. The motion carried unanimously.

12. Executive Director’s Report

Mr. Mauney presented the Executive Director’s report, noting an upcoming Foothills Area Mobility/Commuter Services transportation forum in Warrenton on February 23rd, and public input sessions for the Regional Food Branding project on March 7th in Culpeper and Warrenton. Mr. Mauney also shared that he and Mr. Coiner attended the Virginia Association of Planning District Commissions (VAPDC) Winter Awards Banquet in Richmond and presented former Commissioner John W. McCarthy with the Gordon N. Dixon Award honoring his leadership and support for regional planning initiatives.

a. FY 2018 Smart Scale Transportation Funding

Mr. Mauney referenced the recently announced scores and draft funding scenario from the second round of the Smart Scale transportation funding process. Two projects, both in the Town of Warrenton, were recommended for funding from the region during this cycle. Mr. Mauney shared that the RRRC Rural Transportation Committee was evaluating the results and would be making recommendations to improve the region’s project scoring between now and the opening of the next round of funding in August 2018. The Board discussed potential strategies and asked Mr. Mauney to provide a timeline of the HB2/Smart Scale development from 2015 to the present with respect to Regional Commission input and involvement.

b. GO Virginia Region 9 Council

Chairman Crozier presented the GO Virginia update. The Executive Committee approved the selections of Mr. Gary Deal, Culpeper County, and Mr. Bryan David, Orange County Administrator, as the elected and appointed officials to the Region 9 Council from the region. Mr. Deal apprised the Board of his initial impressions from the first regional council meeting held on February 13th and shared his belief that there are many potential benefits for the region. Mr. Mauney referenced the members of the Region 9 Council, highlighting the private sector representatives from the Rappahannock-Rapidan region.

13. Staff Updates

a. Foothills Housing Network Strategic Planning

Chairman Crozier requested Ms. Zielinski report on the ongoing strategic planning efforts related to the Foothills Housing Network and the role of the Regional Commission. Ms. Zielinski referenced a grant received from Virginia Housing Development Authority (VHDA) to support this effort. The Regional Commission and Foothills Housing Network are working with the Virginia Housing Alliance (VHA) to develop an outcome-oriented plan to ensure that improvements to the homeless response system in the region will be sustainable long-term. Ms. Zielinski indicated that findings would be shared with
the Board and that staff will seek direction from the Board and local governments on the
long-term direction and sustainability of FHN.

14. Grant Applications and Requests for Authorization

a. Foothills Housing Network Application to DHCD for FY 2018 VA Homeless Solutions
   Program (VHSP) Grant renewal
   Chairman Crozier asked Ms. Zielinski to brief the Regional Commission on this request.
   Ms. Zielinski stated that the grant received last year was a two-year grant, but that it
   requires an authorization for renewal. Total funding received in the region is $412,371.
   The Regional Commission receives $55,000 for Central Entry coordination, and $29,433
   for planning and administration. Ms. Roby moved, Mr. Coiner seconded, to approve the
   renewal grant request. The motion carried by unanimous vote.

b. 2017 Virginia CDBG Program Regional Priorities
   Chairman Crozier requested Mr. Mauney to review the request from the Department of
   Housing and Community Development for annual CDBG program priorities. Mr.
   Mauney explained that each Regional Commission is asked to prioritize nine CDBG
   project types into three tiers, and that the highest priorities receive additional points for
   CDBG applications originating in the region. The priorities from the Regional
   Commission have been unchanged since 2007. Mr. Coiner moved, Ms. Hofmann
   seconded, that the CDBG tiered priorities be submitted unchanged from 2016. The
   motion carried unanimously.

15. Election of 2017/2018 Officers for terms beginning March 1, 2017
   Chairman Crozier presented the proposed slate of officers, as identified by the Nominating
   Committee following the December meeting of the Regional Commission.

   Chair: Jim Crozier, Orange County
   Vice-Chair: Bob Coiner, Town of Gordonsville
   Treasurer: Meaghan Taylor, Town of Culpeper
   At-Large: Dan Campbell, Madison County
   At-Large: Debbie Keyser, Rappahannock County
   At-Large: Paul McCulla, Fauquier County

   Chairman Crozier then opened the floor for nominations. There were no nominations from the
   floor. Mr. Coates moved, Ms. Roby seconded, to elect the Nominating Committee’s slate, as
   presented. The motion carried by unanimous vote.

16. Regional Roundtable
   Commission members mentioned items of interest from their localities.

17. Adjournment
   Chairman Crozier adjourned the meeting at 2:15 p.m.

Reviewed and Respectfully Submitted by:
Rappahannock Rapidan Regional Commission
April 26, 2017 Regular Meeting
The Pavilion on Lakeland Farm
13528 Sedwick Lane, Orange, VA 22960

MINUTES

Culpeper County
John Coates  Town of Culpeper  Chris Hively
X Steven L. Walker  X Meaghan E. Taylor, Treasurer
Fauquier County
Christopher T. Butler  Town of Gordonsville  Robert K. Coiner, Vice-Chair
X Paul S. McCulla  Town of Madison
Madison County
X Daniel Campbell  Town of Orange  Daniel A. Painter
Charlotte Hofmann  X Martha Roby
Orange County
X James P. Crozier, Chair  X Greg Woods
Rappahannock County  Town of The Plains
Deborah A. Keyser  Christopher R. Malone
X Roger Welch  Town of Warrenton
X R. Bryan David  Evan H. ‘Skeet’ Ashby
X Jerry Wood

Staff Present: Deidré Anderson, Jenny Biché, Kristin Lam Peraza, Patrick Mauney, Terry Snead, Cathy Zielinski

1. Call to Order
Chairman Crozier called the meeting was called to order at 11:15 a.m.

2. Roll Call
The roll was called by the Executive Director.

3. Determination of a Quorum
A quorum was not present. Chairman Crozier indicated that a meeting of the Executive Committee was advertised in the event a quorum of the full Commission was not present and
would be convened following lunch to handle items requiring action. Staff was invited to review information-only items on the agenda.

4. **Adjournment**
Chairman Crozier adjourned the meeting at 12:05 p.m.

Respectfully Submitted by:

[Signature]

Patrick L. Mauney
Secretary & Executive Director
1. **Call to Order**
The meeting was called to order at 1:10 p.m. by Chairman Crozier. P. Mauney confirmed that a quorum was present.

2. **Adoption of the Agenda**
M. Taylor moved, seconded by P. McCulla, to approve the agenda as presented. The motion carried by unanimous vote.

3. **Public Comment**
Chairman Crozier invited comments from those present at the meeting. There were no comments directed to the Executive Committee.

4. **Approval of Minutes**
Chairman Crozier referenced that minutes from the February 1, 2017 Executive Committee meeting were distributed prior to the meeting and at the February 22, 2017 meeting of the Regional Commission. M. Taylor moved, seconded by D. Campbell to approve the minutes of the February 1, 2017 Executive Committee meeting. The motion passed unanimously.

5. **New Business**
a. **FY 2018 Rural Transportation Work Program**
Chairman Crozier presented the FY 2018 Rural Transportation Work Program and asked P. Mauney to provide an overview of the request. P. Mauney apprised that this is the annual Rural Transportation Work Program proposal to be submitted to VDOT and the Federal Highways
Administration for approval and reviewed the proposed tasks. D. Campbell asked for clarification on the funding sources. P. Mauney indicated that $58,000 in funding was provided from FHWA through VDOT and the Regional Commission provides $14,500 of in-kind match from local contributions during the course of the year.

P. McCulla moved, seconded by M. Taylor, to approve the resolution in support of the FY-2018 Rural Transportation Work Program. The motion passed by unanimous vote.

b. **Permanent Supportive Housing Contractual Position**
Chairman Crozier asked for P. Mauney and C. Zielinski to discuss the Permanent Supportive Housing Contractual position request. P. Mauney described an existing grant received by People Incorporated from the U.S. Department of Housing and Urban Development for 6 permanent supportive housing units in the region. Since the grant period began in December, Foothills Housing Network members including People Incorporated and Regional Commission staff have discovered that the effort to verify chronically homeless status for individuals to enter the program requires significant effort. People Incorporated is willing to contract with RRRC to complete the verification procedures. P. Mauney indicated that existing staff has the ability to complete the verification procedures required. However, he also indicated that a temporary employee would be needed to assist with some of the Foothills Housing Network Central Entry tasks, including phone and database tracking, and completing pre-qualification checklists.

D. Campbell moved, seconded by M. Taylor, to approve the Executive Director to enter into a contract with People Incorporated and to advertise for a part-time, temporary position to assist with Central Entry tasks. The motion passed by unanimous vote.

c. **Virginia Tourism Corporation Marketing Leverage Grant**
Chairman Crozier requested J. Biché to discuss this request from the Regional Tourism Committee. J. Biché indicated that the Tourism Committee has asked RRRC to serve as lead applicant on a Virginia Tourism Corporation Marketing Leverage Grant application to be used for additional marketing and website updates for the ‘Tween Rivers Trail and The Virginia Piedmont. The request would be for $10,000 and requires a 2:1 match from existing marketing budgets, which will be met by local tourism marketing budgets and regional tourism funds, as necessary.

D. Campbell moved, seconded by P. McCulla, to approve the application to the Marketing Leverage Grant program for up to $10,000. The motion passed by unanimous vote.

6. **Adjournment**
With no additional business before the Executive Committee, the meeting was adjourned at 1:20 p.m. on a motion by P. McCulla.

Respectfully Submitted by:

Patrick L. Mauney
Secretary & Executive Director
MEMORANDUM

To:   Members of the Rappahannock-Rapidan Regional Commission  
From:   Patrick L. Mauney, Executive Director  
Date:   June 9, 2017  
Subject:   FY 2017 Year to Date Revenues & Expenditures

Year to date Revenue and Expenditure reports through May 31, 2017 are enclosed for your review. Overall, year to date revenues are 83% and expenditures are 69% of adjusted budget totals.

Operating expenses are running at 75% while project expenses (those directly reimbursable through grant contracts) are at 60% which helps to explains the lower expenditure rate overall. In addition, we are now fully staffed as of May 30th and expect the major expense drivers such as payroll and health/dental benefits to more closely reflect budgeted amounts in June and in FY 2018. One additional expenditure line item has been added for the Veteran’s Transportation (VTCLI) grant. These expenditures are reimbursable through the grant.

On the revenue side, project timing and invoicing on three projects – the USDA Farmers Market Promotion grant, the Veteran’s Transportation (VTCLI) grant, and the VHDA Reach Capacity grant – account for much of the difference in accrued versus expected revenue. Each of these grants will carry over into FY 2018, although we are expending reimbursable resources on each of those grants at present.

Terry and I will be available to answer any questions at the June meeting, and will present the final FY 2017 revenue and expense report in August.

REQUESTED ACTION: Approval of the amended budget to reflect the additional line item for Veteran’s Transportation (VTCLI) grant expenditures.
# Rappahannock-Rapidan Regional Commission

**FY2017 Revenue Snapshot - May 31, 2017**

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<th>Adjustments</th>
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<th>May</th>
<th>June</th>
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<td>VHSP Grant</td>
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<td>$63,896.45</td>
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<td><strong>Total Revenue</strong></td>
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<td>Reserve</td>
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## Rappahannock-Rapidan Regional Commission
### FY2017 Expenditure Snapshot - May 31, 2017

<table>
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<tr>
<th>Budget Items</th>
<th>Proposed Budget</th>
<th>Adjustments</th>
<th>Adjusted Budget</th>
<th>April</th>
<th>May</th>
<th>June</th>
<th>YTD Actual</th>
<th>YTD %</th>
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<tr>
<td><strong>Expenditures</strong></td>
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<td>Advertising</td>
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<td>Annual Meeting/Retreat</td>
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<td>Audit</td>
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<td>Equipment</td>
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<td>$1,042.99</td>
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<td>FICA</td>
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<td>Health &amp; Dental</td>
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<td>Internet Service &amp; Website</td>
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<td>Meals</td>
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<td>Membership Dues</td>
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<td>Miscellaneous</td>
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<td>Mortgage</td>
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<td>Office &amp; P.O. Liability Insurance</td>
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<td>Office Maintenance</td>
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<td>Postage</td>
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<td>Postage Meter Rental</td>
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<td>Printing</td>
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<td>Reserve</td>
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<td>$ -</td>
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<td>Subscriptions and Books</td>
<td>$750.00</td>
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<td>Supplies</td>
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<td>America's Wine Country</td>
<td>$1,100.00</td>
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<td>Freedom Grant</td>
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<td>$174,509.09</td>
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<td>GW Carver Ag Research Expenses</td>
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<td>NFWF Grant Expenses</td>
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<td>$9,729.30</td>
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<td>$526.00</td>
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<td>$674.99</td>
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<td>RTP Expenses</td>
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<td>$233.22</td>
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<td>$4,974.83</td>
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<td>VHDA Reach Capacity Grant</td>
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<td>$866.38</td>
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<td>VHSP</td>
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<td>$621.62</td>
<td>20.7%</td>
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<td>Veteran's Transportation (VTCLI) Expenses</td>
<td>$1,000.00</td>
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<td>$421.69</td>
<td>$1,372.05</td>
<td>137.2%</td>
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<tr>
<td><strong>Total Expenditures</strong></td>
<td><strong>$920,253.00</strong></td>
<td><strong>85,275.00</strong></td>
<td><strong>67,349.97</strong></td>
<td><strong>$2,069,616.80</strong></td>
<td>68.6%</td>
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<td>Difference in adjusted budget:</td>
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</tbody>
</table>
Executive Director’s Report  
June 20, 2017

The purpose of this report is to provide members of the Regional Commission with a report on ongoing projects and work plan activities, staff attendance and participation at local/regional/statewide meetings, and brief status updates on initiatives impacting the Regional Commission.

Homelessness/Affordable Housing:
- The Foothills Housing Network Strategic Planning process wrapped up in May with specific goals and timelines from the Housing, Homeless Service, and Leadership committees in place. RRRC will continue to work with our Foothills Housing Network partners to implement best practices for homeless services coordination in the region.
- Staff is working with VHDA to determine the potential for re-allocating funds from our Reach Capacity grant to develop an affordable housing plan for the region. Based on discussions with local planning staff, additional data analysis and inventory of existing affordable housing would benefit local comprehensive planning efforts.

Transportation:
- RRRC Commuter Services exhibited at several events this Spring, including the Montpelier Wine Festival, Madison Business Expo, Warrenton Spring Festival, Culpeper Fest, and the Plow & Hearth Wellness Fair. Outreach to employers and commuters will continue through the summer.
- Funding for the Regional Mobility Management program (FAMS) and the Foothills Express was included in the budget adopted by the Commonwealth Transportation Board on June 21. Staff is preparing to re-advertise the Foothills Express contract now that funds are confirmed. This contract was originally advertised in 2010 and the contract has rolled over annually since that time.

Environmental/Natural Resources:
- The Food Policy Council released the Purely Piedmont brand and logo in May. The brand and logo were developed through a survey and public input program including public forums and social media advertising. News outlets in each of the five counties in the region included the announcement in print and online.
- The Department of Conservation and Recreation has requested to work with RRRC to host a one-day workshop on Floodplain Management for local government officials. More details are forthcoming, but the workshop will likely be held in Fall 2017.

Technical Assistance/Regional Coordination:
- A Carver-Piedmont stakeholders meeting was held at RRRC on June 19th to discuss ongoing programs, progress, and opportunities to improve communication. Participants included Culpeper County, the Center for Nonprofit Excellence, GW Carver Regional High School Alumni, GW Carver Ag Research Center, GW Carver Food Enterprise Center, and New Pathways, Inc., and RRRC staff.
Administration:

- Mr. Joseph Costello was hired as a Regional Planner and began work on May 30th. Joe recently completed the Masters of Urban and Regional Planning at VCU and was a two-year recipient of the Wilder Graduate Scholar Fellowship in partnership with the Virginia Department of Social Services. Joe also possesses a B.A. in Political Science and History from Christopher Newport University.
- RRRC is hosting a PATH intern for 12 hours/week between now and early August. Ms. Hannah Michnya is a Remington native currently enrolled at Virginia Tech and is working on Foothills Housing Network data analysis and communications.

Economic Development & Tourism:

- The Regional Tourism Committee hosted a networking social for ‘Tween Rivers Trail members on June 8th at Graves Mountain Lodge in Madison County. Initial response from Trail members to the event has been very positive, with several members offering to host future events.
- RRRC staff, in coordination with the Thomas Jefferson Planning District Commission and Central VA Partnership, coordinated and led the RFP review committee for the GO Virginia Region 9 Economic Growth and Diversification Plan. The plan process will be conducted over the summer months, with an Economic Summit scheduled for 5pm on Monday, July 17th at the Daniel Technology Center.
MEMORANDUM

To: Members of the Rappahannock-Rapidan Regional Commission
From: Patrick L. Mauney, Executive Director
Date: June 19, 2017
Subject: Resolution of Authorization to Participate in Virginia Investment Pool

Regional Commission funds are primarily invested in two banking accounts with Union Bank & Trust – a non-interest bearing checking account and a money market account with 0.2% yield.

Recently, staff attended the Virginia Municipal League regional meeting in Culpeper and learned of the VML/VACO Virginia Investment Pool (VIP). VIP provides political subdivisions of the Commonwealth of Virginia an investment vehicle to pool their funds and to invest such funds into one or more investment portfolios under the direction and daily supervision of a professional fund manager. VIP was developed in 2013 by local Treasurers and investment officers under the sponsorship of the Virginia Association of Counties and the Virginia Municipal League.

VIP offers two portfolios. The Stable NAV Liquidity Pool, rated AAAm by S&P, is for operating funds requiring immediate access. The 1-3 Year High Quality Bond Fund, rated AAf/S1 by S&P, is for funds invested for a year or more.

Current rates of return, as of June 19, 2017, are 1.09% for the Stable NAV Liquidity Pool and 1.24% for the 1-3 Year High Quality Bond Fund.

REQUESTED ACTION: Adoption of the attached Resolution authorizing participation in the VACO/VML Virginia Investment Pool and authorize the Executive Director to execute all associated documents related to the Regional Commission’s participation in the VIP fund.

Additional background available via the Commission’s websites:
www.rrregion.org  www.rrcommute.org  www.thevirginiapiedmont.org
www.fams.org  www.foothillshousing.org  www.tweenriverstrail.com
Resolution Authorizing Participation in the VACo/VML Virginia Investment Pool for the Purpose Of Investing Funds Belonging to the Rappahannock-Rapidan Regional Commission in Certain Authorized Investments in Accordance with Sections 2.2-4501 Et Seq. and 15.2-1300 of the Code of Virginia.

WHEREAS, Section 15.2-1500 of the Virginia Code provides, in part, that every locality shall provide for all the governmental functions of the locality, including, without limitation, the organization of all departments, offices, boards, commissions and agencies of government, and the organizational structure thereof, which are necessary to carry out the functions of government; and

WHEREAS, the Investment of Public Funds Act (Va. Code §§ 2.2-4500 through 2.2-4519) lists the eligible categories of securities and investments in which municipal corporations, other political subdivisions and other public bodies are authorized to invest funds belonging to them or within their control; and

WHEREAS, Section 15.2-1300 of the Virginia Code provides that any power, privilege or authority exercised or capable of exercise by any political subdivision of the Commonwealth of Virginia may be exercised and enjoyed jointly with any other political subdivision having a similar power, privilege or authority pursuant to agreements with one another for joint action in accordance with the provisions of that Code section; and

WHEREAS, the City of Chesapeake, Virginia and the City of Roanoke, Virginia have jointly established and are participating in the Virginia Investment Pool Trust Fund (the “Trust Fund”), also known as the “VACo/VML Virginia Investment Pool,” and have provided in their trust agreement for participation by other eligible governmental entities that execute a Trust Joinder Agreement; and

WHEREAS, it appearing to the governing body of the Rappahannock-Rapidan Regional Commission that it is in the best interests of the Rappahannock-Rapidan Regional Commission to become a Participating Political Subdivision in the Trust Fund; and

WHEREAS, the individual holding the title of Executive Director, is chief investment officer of the Rappahannock-Rapidan Regional Commission, and has the authority and responsibility under Virginia law to determine the manner in which funds under his (her) control will be invested;

NOW, THEREFORE THE BOARD OF THE RAPPAHANNOCK-RAPIDAN REGIONAL COMMISSION HEREBY RESOLVES:

§1 That, pursuant to Sections 2.2-4501 et seq. and 15.2-1300 of the Virginia Code, the Rappahannock-Rapidan Regional Commission hereby establishes a trust for the purpose of investing funds, other than sinking funds, determined to derive the most benefit from this investment strategy, in investments authorized under the Investment of Public Funds Act, jointly with other participating political subdivisions and public bodies in the Trust Fund. A copy of the Virginia Investment Pool Trust Fund Agreement (the “Agreement”) is attached and incorporated in this resolution as Exhibit A.
§2 That the Rappahannock-Rapidan Regional Commission hereby agrees to become a “Participating Political Subdivision” in the Trust Fund as further defined in the Agreement.

§3 That the Rappahannock-Rapidan Regional Commission hereby designates the Executive Director to serve as its trustee with respect to the Trust Fund and determine what funds shall be invested in the Trust Fund.

§4 That the Rappahannock-Rapidan Regional Commission hereby authorizes its above-designated trustee to execute and deliver the Trust Joinder Agreement for Participating Political Subdivisions under the Virginia Investment Pool Trust Fund, a copy of which is attached and incorporated in this resolution as Exhibit B.

§5 This resolution shall be in force and effect upon its adoption.

Adopted this 28th day of June, 2017 by the Rappahannock-Rapidan Regional Commission being duly assembled.

____________________________________________
James P. Crozier, Chair
Rappahannock-Rapidan Regional Commission

ATTEST:

________________________________
Patrick L. Mauney, Executive Director
Rappahannock-Rapidan Regional Commission

Exhibits: Virginia Investment Pool Trust Fund Agreement (“Exhibit A”)  
Trust Joinder Agreement (“Exhibit B”)
TRUST JOINDER AGREEMENT
FOR PARTICIPATING POLITICAL SUBDIVISIONS IN THE VACo/VML VIRGINIA INVESTMENT POOL

THIS TRUST JOINDER AGREEMENT is made by and between the Treasurer/Chief Investment Officer of the Rappahannock-Rapidan Regional Commission (herein referred to as the “Treasurer/Chief Investment Officer”), the Rappahannock-Rapidan Regional Commission (herein referred to as the “Participating Political Subdivision”), and the Board of Trustees (herein collectively referred to as the “Trustees”) of the VACo/VML Virginia Investment Pool (herein referred to as the “Trust Fund”).

WITNESSETH:

WHEREAS, the governing body of the Participating Political Subdivision desires to participate in a trust for the purpose of investing monies belonging to or within its control, other than sinking funds, in investments authorized under Section 2.2-4501 of the Virginia Code; and

WHEREAS, the governing body of the Participating Political Subdivision has adopted an ordinance and/or resolution (a certified copy of which is attached hereto as Exhibit A) to authorize participation in the Trust Fund and has designated the Treasurer/Chief Investment Officer to serve as the trustee of the Participating Political Subdivision with respect to the Trust Fund and to determine what funds under the Treasurer’s/Chief Investment Officer’s control shall be invested in the Trust Fund, and has authorized the Treasurer/Chief Investment Officer to enter into this Trust Joinder Agreement; and

WHEREAS, the Trust Fund, in accordance with the terms of the VACo/VML Virginia Investment Pool Trust Fund Agreement (the “Agreement”), provides administrative, custodial and investment services to the Participating Political Subdivisions in the Trust Fund; and

WHEREAS, the Treasurer/Chief Investment Officer, upon the authorization of the governing body of the Rappahannock-Rapidan Regional Commission, desires to submit this Trust Joinder Agreement to the Trustees to enable the Rappahannock-Rapidan Regional Commission, to become a Participating Political Subdivision in the Trust Fund and a party to the Agreement.

NOW, THEREFORE, in consideration of the mutual covenants and agreements flowing to each of the parties hereto, it is agreed as follows:

1. Pursuant to the Board of Trustees’ acceptance of this Trust Joinder Agreement, the Rappahannock-Rapidan Regional Commission, is a Participating Political Subdivision in the Trust Fund, as provided in the Agreement, and the Treasurer/Chief Investment Officer is authorized to enter into this Trust Joinder Agreement, and to represent and vote the beneficial interest of Rappahannock-Rapidan Regional Commission, in the Trust Fund in accordance with the Agreement.
2. Capitalized terms not otherwise defined in this Trust Joinder Agreement have the meaning given to them under the Agreement.

3. The Treasurer/Chief Investment Officer shall cause appropriations designated by the Participating Political Subdivision for deposit in the Trust Fund to be deposited into a depository designated by the Trustees.

4. The Treasurer/Chief Investment Officer shall timely remit, or timely approve the remittance of, administrative fees as may be due and payable by the Participating Political Subdivision under the Agreement into a depository designated by the Trustees.

5. The Participating Political Subdivision shall have no right, title or interest in or to any specific assets of the Trust Fund, but shall have an undivided beneficial interest in the Trust Fund; however, there shall be a specific accounting of assets allocable to the Participating Political Subdivision.

6. The Treasurer/Chief Investment Officer shall provide to the Administrator designated by the Trustees all relevant information reasonably requested by the Administrator for the administration of the Participating Political Subdivision’s investment, and shall promptly update all such information. The Treasurer/Chief Investment Officer shall certify said information to be correct to the best of his/her knowledge, and the Trustees and the Administrator shall have the right to rely on the accuracy of said information in performing their contractual responsibilities.

7. The Trust Fund shall provide administrative, custodial and investment services to the Participating Political Subdivision in accordance with the Agreement.

8. The Trustees and the Administrator, in accordance with the Agreement and the policies and procedures established by the Trustees, shall periodically report Trust activities to the Participating Political Subdivision on a timely basis.

9. The Treasurer/Chief Investment Officer and the Participating Political Subdivision agree to abide by and be bound by the terms, duties, rights and obligations as set forth in the Agreement, as may be amended by the Trustees, which is attached hereto and is made a part of this Trust Joinder Agreement.

10. The Treasurer/Chief Investment Officer, in fulfillment of his/her duties as the trustee of the Participating Political Subdivision, retains the services of the Investment Manager or Managers selected by the Trustees pursuant to the Agreement.

11. The term of this Trust Joinder Agreement shall be indefinite. The Treasurer/Chief Investment Officer may terminate this Trust Joinder Agreement on behalf of the Participating Political Subdivision by giving notice in writing to the Trustees. Termination shall be governed by the provisions of the Agreement.
IN WITNESS WHEREOF, the Treasurer/Chief Investment Officer has caused this Trust Joinder Agreement to be executed this 28th day of June, 2017.

TREASURER/CHIEF INVESTMENT OFFICER OF

Rappahannock-Rapidan Regional Commission

________________________________________

________________________________________

________________________________________

ATTEST:

________________________________________

* * * *

ACCEPTANCE:

VACo/VML VIRGINIA INVESTMENT POOL

By: ________________________________
MEMORANDUM

To: Members of the Rappahannock-Rapidan Regional Commission
From: Patrick L. Mauney, Executive Director
Date: June 20, 2017
Subject: Memorandum of Agreement with Central Virginia Partnership for Economic Development and Thomas Jefferson Planning District Commission

The GO Virginia Region 9 Council has met several times since its initial meeting in March. As you recall, the Regional Commission approved the appointment of Mr. Bryan David, Orange County Administrators, and the Honorable Gary Deal, Culpeper County Supervisor, to serve on the Council as public sector representatives from the Rappahannock-Rapidan region. There are also a number of private sector representatives from the region serving on the Council.

Over the next several months, the primary task of the GO Virginia Region 9 Council is to work with a consultant, Camoin Associates, on the development of the Regional Growth and Diversification Plan. The Central Virginia Partnership for Economic Development (CVPED) is the administrative organization for the Region 9 Council, and has requested the Regional Commission and the Thomas Jefferson Planning District Commission to provide staff resources to help support the development of the Economic Growth and Diversification Plan.

Due to timing of this meeting, the Executive Committee reviewed and approved the attached Memorandum of Agreement between RRRC, CVPED, and TJPDC.

I will be prepared to discuss the status of GO Virginia and the MOA next Wednesday.

REQUESTED ACTION: Ratification of the Executive Committee’s Approval to enter into a Memorandum of Agreement with CVPED and TJPDC related to the GO Virginia Region 9 Economic Growth and Diversification Plan

Additional background available via the Commission’s websites:
www.rrregion.org  www.rrcommute.org  www.thevirginiapiedmont.org
www.fams.org  www.foothillshousing.org  www.tweenriverstrail.com
MEMORANDUM OF AGREEMENT

BETWEEN CENTRAL VIRGINIA PARTNERSHIP FOR ECONOMIC DEVELOPMENT, RAPPAHANNOCK-RAPIDAN REGIONAL COMMISSION, AND THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

FOR SERVICES IN SUPPORT OF THE GO VIRGINIA REGION 9 ECONOMIC GROWTH AND DIVERSIFICATION PLAN

This agreement is between the Central Virginia Partnership for Economic Development (PARTNERSHIP), Rappahannock-Rapidan Regional Commission (RRRC) and Thomas Jefferson Planning District Commission (TJPDC).

WHEREAS each of the parties to this agreement are actively engaged in the Virginia Initiative for Growth & Opportunity in Each Region, hereafter referred to as GO VIRGINIA; and

WHEREAS the PARTNERSHIP is serving as the support organization for the GO VIRGINIA Region 9 Council and has secured funding from the Virginia Department of Housing and Community Development (DHCD) to complete a Regional Economic Growth and Diversification Plan (PLAN); and

WHEREAS the PARTNERSHIP seeks the services of RRRC and TJPDC to assist with management, oversight, and engagement related to the development of the PLAN; and

WHEREAS RRRC and TJPDC are able and willing to perform such services;

THEREFORE, the parties mutually agree to the following.

The PARTNERSHIP agrees to:

• Compensate RRRC an amount not to exceed $10,000 to provide assistance with the Economic Growth and Diversification Plan

• Compensate TJPDC an amount not to exceed $10,000 to provide assistance with the Economic Growth and Diversification Plan

• Act as main point of communication between RRRC, TJPDC, and other consultants engaged in the plan development process

• Provide assistance and guidance related to private-sector stakeholder engagement and identification for interviews, focus groups, and Economic Summits

RRRC agrees to:

• Provide assistance with the Region 9 Economic Growth and Diversification Plan development process, including:
  • Request for Proposals Development & Selection
  • Planning Process
    • Project Setup
    • Data & Demographic Review and Coordination
    • Review/Oversight of Consultant activities
- Stakeholder Identification/Engagement and Scheduling
- Community Outreach and Communication
- Report Review and Dissemination

- Participate in weekly conference calls with the PARTNERSHIP, TJPDC and/or consultant related to Plan development process
- Coordinate with the PARTNERSHIP and TJPDC on consultant procurement activities, project management, Economic Summits, stakeholder interviews/engagement, and community outreach activities

TJPDC agrees to:

- Provide assistance with the Region 9 Economic Growth and Diversification Plan development process, including:
  - Request for Proposals Development & Selection
  - Planning Process
    - Project Setup
    - Data & Demographic Review and Coordination
    - Review/Oversight of Consultant activities
    - Stakeholder Identification/Engagement and Scheduling
    - Community Outreach and Communication
    - Report Review and Dissemination
  - Participate in weekly conference calls with the PARTNERSHIP, RRRC and/or consultant related to Plan development process
  - Coordinate with the PARTNERSHIP and RRRC on consultant procurement activities, project management, Economic Summits, stakeholder interviews/engagement, and community outreach activities

The term of this agreement is June 13, 2017 to December 31, 2017.

Terms of the agreement, and the supporting documents referenced herein, may be modified by mutual written agreement of the parties.

For Central Virginia Partnership for Economic Development:  
Helen Cauthen, President  
Date

For Rappahannock-Rapidan Regional Commission:  
Patrick Mauney, Executive Director  
Date

For Thomas Jefferson Planning District Commission:  
Chip Boyles, Executive Director  
Date
Resolution for Regular Meeting Schedule  
Fiscal Year 2018

WHEREAS, Article VII, Section 1 of the Charter Agreement of the Rappahannock-Rapidan Regional Commission states “The COMMISSION shall hold regular meetings on a schedule which will be determined by the membership”; and

WHEREAS, Article VIII, Section 1(a) of the Rappahannock-Rapidan Regional Commission By-Laws states “Regular meetings of the COMMISSION shall be held at a date and time to be set annually at the June meeting of the COMMISSION.”; and

WHEREAS, the Commission routinely establishes the fiscal year schedule of regular meetings at its June meeting;

NOW, THEREFORE BE IT RESOLVED, that the Commission establishes the following dates and times for Regular Commission meetings for the 2018 fiscal year:

August 23, 2017 1:00 PM  
October 25, 2017 1:00 PM  
December 13, 2017 1:00 PM – Luncheon at Noon  
February 28, 2018 1:00 PM – Officer Elections  
April 25, 2018 1:00 PM – Draft Budget Presentation  
June 27, 2018 1:00 PM – Budget Adoption

Adopted this 28th day of June, 2017 by the Rappahannock-Rapidan Regional Commission being duly assembled.

____________________________________________  
James P. Crozier, Chair  
Rappahannock-Rapidan Regional Commission

ATTEST:

________________________________  
Patrick L. Mauney, Executive Director  
Rappahannock-Rapidan Regional Commission
MEMORANDUM

To: Members of the Rappahannock-Rapidan Regional Commission

From: Patrick L. Mauney, Executive Director

Date: June 21, 2017

Subject: FY 2018 Draft Budget

A preliminary budget for FY 2018 was distributed prior to the regular April meeting of the Regional Commission and comments were solicited at that time regarding the draft revenues and expenditures for the fiscal year beginning July 1. Since the April meeting, Finance Administrator Terry Snead and I have reviewed the budget and made several adjustments. Along with a summary of the budget as presented, those minor adjustments are also noted here.

The overall agency budget for FY 2018 is projected at $1,000,259 with local dues, at the $0.83 per capita rate adopted by the Regional Commission in October 2015, accounting for 14.35% of the budget. The draft FY 2018 budget represents a decrease of $23,669 from the amended FY 2017 budget. Such a decrease is normal for RRRC’s draft budgets, as we typically see revenues increase over the course of the fiscal year due to successful grant applications and awards. For a third year, the budget includes support from our member jurisdictions for the 0.5 FTE regional housing and homelessness coordination services, enabling the Regional Commission to continue its role as Continuum of Care coordinator with the Foothills Housing Network.

Expenditures are matched to the projected revenues. You will notice increases in the payroll expense (8.7%). The budget as proposed includes a 2% cost of living increase for employees with more than one year of service on July 1. I am also recommending inclusion of $15,000 in the payroll line item to serve as match funding for a proposed AmeriCorps VISTA application in September. The Regional Commission benefitted from a VISTA member in 2013 and I believe that a VISTA member this fiscal year can assist with implementation of some of the findings from the ongoing Foothills Housing Network strategic planning effort. If an application for a VISTA member is unsuccessful, I would propose utilizing a portion of those funds for intern positions over the course of the fiscal year for project specific activities as determined. Any request to use funds for a VISTA member or intern will be brought back to the Commission for approval.

The Commission participates in Virginia’s Local Choice program, and health insurance premiums are rising 10.18% for individuals (90% paid by Regional Commission) and 10.23% for dual/family coverage (66.7% paid by Regional Commission).

Additional background available via the Commission’s websites:
www.rrregion.org  www.rrcommute.org  www.thevirginiapiedmont.org
www.fams.org  www.foothillshousing.org  www.tweenriverstrail.com
Finally, the addition of GO Virginia funding in the amount of $10,000 is budgeted toward the Commission reserve fund. As new grant opportunities and awards are received during the fiscal year, I anticipate allocating some of those funds toward the reserve, in addition to any spending reductions achieved during the course of FY 2018. In 2013 and 2014, $105,886 of reserve funds were transferred to balance expenditures. As discussed at last year’s June meeting, a goal of 6 months of operating expenses is a base target for the Commission’s reserve. Based on the past 7 years of operating expenses, a 6-month reserve falls between $260,000 and $300,000 on average. Terry and I will provide a clearer estimate of the current reserve at the end of the 2017 fiscal year at the June 28th meeting.

Changes Subsequent to April Meeting

- Added expected GO Virginia revenue, with corresponding contribution to reserve fund
- Decreased the Health/Dental expenses from $68,000 to $50,100 based on open enrollment period changes and hiring of new planner.
- Combined the Internet/Website and Telephone expense line items into Technology line item and increased funding by $3,300. The Regional Commission phone system is 17 years old and in need of upgrade and I propose to use funds in FY 2018 to upgrade the current phone system and hardware.
- Adjusted the Equipment/Software line item to reflect additional software maintenance costs (ESRI ArcGIS, Adobe Creative Suite, SketchUp)
- Adjusted the Travel/Training line item to accommodate additional professional development opportunities for Board members and/or Staff.
- Minor adjustments to supplies, postage, membership dues, and VHDA Reach Capacity Grant revenues and expenditures.

REQUESTED ACTION: Consider adoption of the FY 2018 Budget.

Additional background available via the Commission’s websites:
[www.rrregion.org](http://www.rrregion.org)  [www.rrcommute.org](http://www.rrcommute.org)  [www.thevirginiapiedmont.org](http://www.thevirginiapiedmont.org)
[www.fams.org](http://www.fams.org)  [www.foothillshousing.org](http://www.foothillshousing.org)  [www.tweenriverstrail.com](http://www.tweenriverstrail.com)
**FY 2018 Projected Revenues by Category**

<table>
<thead>
<tr>
<th>Revenues</th>
<th>Amount</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agriculture/Environmental</td>
<td>$139,650.00</td>
<td>14.0%</td>
</tr>
<tr>
<td>Housing</td>
<td>$170,175.00</td>
<td>17.0%</td>
</tr>
<tr>
<td>Local Dues</td>
<td>$143,555.00</td>
<td>14.4%</td>
</tr>
<tr>
<td>Other Income</td>
<td>$16,350.00</td>
<td>1.6%</td>
</tr>
<tr>
<td>Regional Tourism</td>
<td>$7,000.00</td>
<td>0.7%</td>
</tr>
<tr>
<td>State Regional Planning Funding</td>
<td>$75,971.00</td>
<td>7.6%</td>
</tr>
<tr>
<td>Transportation</td>
<td>$447,558.00</td>
<td>44.7%</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td><strong>$1,000,259.00</strong></td>
<td><strong>100.0%</strong></td>
</tr>
</tbody>
</table>

**FY 2018 Projected Revenues**

- **Agriculture/Environmental**: 14.0%
- **Housing**: 17.0%
- **Local Dues**: 14.4%
- **Other Income**: 1.6%
- **Regional Tourism**: 0.7%
- **State Regional Planning Funding**: 7.6%
- **Transportation**: 44.7%

**Revenue Source**

<table>
<thead>
<tr>
<th>Revenue Source</th>
<th>Amount</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Per Capita</td>
<td>$143,555.00</td>
<td>14.35%</td>
</tr>
<tr>
<td>Local - Project Specific</td>
<td>$60,854.00</td>
<td>6.08%</td>
</tr>
<tr>
<td>State</td>
<td>$85,971.00</td>
<td>8.59%</td>
</tr>
<tr>
<td>Federal - Direct</td>
<td>$83,000.00</td>
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<tr>
<td>Federal - State Pass Through</td>
<td>$588,208.00</td>
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<tr>
<td>Non-Profit/Private</td>
<td>$37,571.00</td>
<td>3.76%</td>
</tr>
<tr>
<td>Other</td>
<td>$1,100.00</td>
<td>0.11%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$1,000,259.00</strong></td>
<td><strong>100.00%</strong></td>
</tr>
</tbody>
</table>

**FY 2018 Projected Expenditures by Category**

Additional background available via the Commission’s websites:
- www.rrregion.org
- www.rrcommute.org
- www.thevirginiapiedmont.org
- www.fams.org
- www.foothillshousing.org
- www.tweenriverstrail.com
### FY 2018 Projected Expenditures

<table>
<thead>
<tr>
<th>Expenditures</th>
<th>Total</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll/FICA</td>
<td>$444,600.00</td>
<td>44.4%</td>
</tr>
<tr>
<td>Employee Benefits</td>
<td>$81,100.00</td>
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<tr>
<td>Other Operating Expenses</td>
<td>$65,289.00</td>
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</tr>
<tr>
<td>Supplies/Equipment</td>
<td>$11,000.00</td>
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</tr>
<tr>
<td>Travel/Training/Meals</td>
<td>$9,800.00</td>
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<tr>
<td><strong>Total Operating</strong></td>
<td>$611,789.00</td>
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</tr>
<tr>
<td>Agriculture/Environmental Expenses</td>
<td>$65,000.00</td>
<td>6.5%</td>
</tr>
<tr>
<td>Housing Project Expenses</td>
<td>$47,870.00</td>
<td>4.8%</td>
</tr>
<tr>
<td>Regional Tourism Expenses</td>
<td>$12,600.00</td>
<td>1.3%</td>
</tr>
<tr>
<td>Transportation - Contractual</td>
<td>$253,000.00</td>
<td>25.3%</td>
</tr>
<tr>
<td><strong>Total Project Expenses</strong></td>
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</tr>
<tr>
<td>Reserve Fund</td>
<td>$10,000.00</td>
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</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>$1,002,590.00</td>
<td>100%</td>
</tr>
</tbody>
</table>

Additional background available via the Commission’s websites:

- [www.rrregion.org](http://www.rrregion.org)
- [www.rrcommute.org](http://www.rrcommute.org)
- [www.thevirginiapiedmont.org](http://www.thevirginiapiedmont.org)
- [www.fams.org](http://www.fams.org)
- [www.foothillshousing.org](http://www.foothillshousing.org)
- [www.tweenriverstrail.com](http://www.tweenriverstrail.com)
## RRRC FY 2018 Budget
### Projected Revenues

<table>
<thead>
<tr>
<th>Budget Items</th>
<th>FY 2018 Proposed</th>
<th>FY 2017 Amended</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dues:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Culpeper County</td>
<td>$26,357.00</td>
<td>$26,357.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>Fauquier County</td>
<td>$47,722.00</td>
<td>$47,722.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>Madison County</td>
<td>$10,737.00</td>
<td>$10,737.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>Orange County</td>
<td>$23,708.00</td>
<td>$23,708.00</td>
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</tr>
<tr>
<td>Rappahannock County</td>
<td>$6,003.00</td>
<td>$6,003.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>Town of Culpeper</td>
<td>$14,451.00</td>
<td>$14,451.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>Town of Gordonsville</td>
<td>$1,295.00</td>
<td>$1,295.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>Town of Madison</td>
<td>$183.00</td>
<td>$183.00</td>
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</tr>
<tr>
<td>Town of Orange</td>
<td>$4,069.00</td>
<td>$4,069.00</td>
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</tr>
<tr>
<td>Town of The Plains</td>
<td>$186.00</td>
<td>$186.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>Town of Remington</td>
<td>$515.00</td>
<td>$515.00</td>
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</tr>
<tr>
<td>Town of Warrenton</td>
<td>$8,223.00</td>
<td>$8,223.00</td>
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<tr>
<td>Town of Washington</td>
<td>$106.00</td>
<td>$106.00</td>
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</tr>
<tr>
<td>Interest Income</td>
<td>$350.00</td>
<td>$200.00</td>
<td>75.00%</td>
</tr>
<tr>
<td>Other Income</td>
<td>$750.00</td>
<td>$750.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>Freedom Grant</td>
<td>$245,000.00</td>
<td>$260,000.00</td>
<td>-5.77%</td>
</tr>
<tr>
<td>GO Virginia</td>
<td>$10,000.00</td>
<td>-</td>
<td>100.00%</td>
</tr>
<tr>
<td>Goose Creek TMDL</td>
<td>$2,650.00</td>
<td>$7,500.00</td>
<td>-64.67%</td>
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<tr>
<td>GW Carver Ohrstrom Grant</td>
<td>-</td>
<td>$20,000.00</td>
<td>-100.00%</td>
</tr>
<tr>
<td>Hazard Mitigation</td>
<td>$54,000.00</td>
<td>-</td>
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</tr>
<tr>
<td>Madison County Comp Plan</td>
<td>$5,250.00</td>
<td>-</td>
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<tr>
<td>NAEH Grant</td>
<td>-</td>
<td>$5,700.00</td>
<td>-100.00%</td>
</tr>
<tr>
<td>NFWF Grant</td>
<td>-</td>
<td>$37,000.00</td>
<td>-100.00%</td>
</tr>
<tr>
<td>Pet Waste Grant</td>
<td>-</td>
<td>$875.00</td>
<td>-100.00%</td>
</tr>
<tr>
<td>Regional Housing</td>
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<td>$48,604.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>Regional Tourism</td>
<td>$7,000.00</td>
<td>$7,000.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>Rideshare Program</td>
<td>$118,400.00</td>
<td>$118,400.00</td>
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</tr>
<tr>
<td>RTAP Scholarship</td>
<td>-</td>
<td>$675.00</td>
<td>-100.00%</td>
</tr>
<tr>
<td>Rural Transportation Planning</td>
<td>$58,000.00</td>
<td>$58,000.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>State Regional Planning Grant</td>
<td>$75,971.00</td>
<td>$75,971.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>USDA FMPP Grant</td>
<td>$83,000.00</td>
<td>$83,000.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>Veteran's Transportation (VTCLI) Grant</td>
<td>$26,158.00</td>
<td>$42,498.00</td>
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</tr>
<tr>
<td>VHDA Reach Capacity Grant</td>
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<td>24.41%</td>
</tr>
<tr>
<td>VHSP Grant</td>
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<td>$84,000.00</td>
<td>0.00%</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>$1,002,928.00</td>
<td>$1,023,928.00</td>
<td>-2.31%</td>
</tr>
</tbody>
</table>
### RRRC FY2018 Budget

#### Projected Expenses

<table>
<thead>
<tr>
<th>Budget Items</th>
<th>FY 2018 Proposed</th>
<th>FY 2017 Amended</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Expenditures</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advertising</td>
<td>$ 500.00</td>
<td>$ 500.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>Annual Meeting/Retreat</td>
<td>$ 4,000.00</td>
<td>$ 4,000.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>Audit</td>
<td>$ 3,400.00</td>
<td>$ 3,200.00</td>
<td>6.25%</td>
</tr>
<tr>
<td>Equipment/Software</td>
<td>$ 7,000.00</td>
<td>$ 5,000.00</td>
<td>40.00%</td>
</tr>
<tr>
<td>FICA</td>
<td>$ 31,600.00</td>
<td>$ 28,850.00</td>
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</tr>
<tr>
<td>Health &amp; Dental</td>
<td>$ 50,100.00</td>
<td>$ 50,000.00</td>
<td>0.20%</td>
</tr>
<tr>
<td>Internet &amp; Website</td>
<td>$ -</td>
<td>$ 1,200.00</td>
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</tr>
<tr>
<td>Meals</td>
<td>$ 4,000.00</td>
<td>$ 3,000.00</td>
<td>33.33%</td>
</tr>
<tr>
<td>Membership Dues</td>
<td>$ 500.00</td>
<td>$ 500.00</td>
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</tr>
<tr>
<td>Mortgage</td>
<td>$ 23,916.00</td>
<td>$ 23,916.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>Office &amp; P.O. Liability Insurance</td>
<td>$ 1,350.00</td>
<td>$ 1,350.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>Office Maintenance</td>
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<td>$ 12,683.00</td>
<td>-5.88%</td>
</tr>
<tr>
<td>Payroll Expenses</td>
<td>$ 413,000.00</td>
<td>$ 380,000.00</td>
<td>8.68%</td>
</tr>
<tr>
<td>Postage</td>
<td>$ 750.00</td>
<td>$ 400.00</td>
<td>87.50%</td>
</tr>
<tr>
<td>Postage Meter Rental</td>
<td>$ -</td>
<td>$ 468.00</td>
<td>-100.00%</td>
</tr>
<tr>
<td>Printing</td>
<td>$ 1,500.00</td>
<td>$ 1,200.00</td>
<td>25.00%</td>
</tr>
<tr>
<td>Reserve</td>
<td>$ 10,000.00</td>
<td>$ 23,000.00</td>
<td>-56.52%</td>
</tr>
<tr>
<td>Subscriptions and Books</td>
<td>$ 750.00</td>
<td>$ 750.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>Supplies</td>
<td>$ 4,000.00</td>
<td>$ 3,000.00</td>
<td>33.33%</td>
</tr>
<tr>
<td>Technology (Internet/Phone)</td>
<td>$ 6,000.00</td>
<td>$ 1,500.00</td>
<td>300.00%</td>
</tr>
<tr>
<td>Travel &amp; Training</td>
<td>$ 8,000.00</td>
<td>$ 6,500.00</td>
<td>23.08%</td>
</tr>
<tr>
<td>Utilities</td>
<td>$ 6,200.00</td>
<td>$ 6,200.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>VRS</td>
<td>$ 31,000.00</td>
<td>$ 30,000.00</td>
<td>3.33%</td>
</tr>
<tr>
<td><strong>Operating Expenses</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>America's Wine Country</td>
<td>$ 1,100.00</td>
<td>$ 1,100.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>Freedom Grant</td>
<td>$ 200,000.00</td>
<td>$ 207,500.00</td>
<td>-3.61%</td>
</tr>
<tr>
<td>Hazard Mitigation Expenses</td>
<td>$ 4,000.00</td>
<td>-</td>
<td>100.00%</td>
</tr>
<tr>
<td>GW Carver Ag Research Expenses</td>
<td>$ -</td>
<td>$ 19,000.00</td>
<td>-100.00%</td>
</tr>
<tr>
<td>NFWF Grant Expenses</td>
<td>$ -</td>
<td>$ 20,000.00</td>
<td>-100.00%</td>
</tr>
<tr>
<td>PATH Grant Expenses</td>
<td>$ 6,000.00</td>
<td>$ 11,150.00</td>
<td>-46.19%</td>
</tr>
<tr>
<td>Pet Waste Grant Expenses</td>
<td>$ -</td>
<td>$ 370.00</td>
<td>-100.00%</td>
</tr>
<tr>
<td>Regional Tourism</td>
<td>$ 11,500.00</td>
<td>$ 7,000.00</td>
<td>64.29%</td>
</tr>
<tr>
<td>Rideshare</td>
<td>$ 50,000.00</td>
<td>$ 51,000.00</td>
<td>-1.96%</td>
</tr>
<tr>
<td>RTP Expenses</td>
<td>$ -</td>
<td>$ 675.00</td>
<td>-100.00%</td>
</tr>
<tr>
<td>USDA FMPP Expenses</td>
<td>$ 61,000.00</td>
<td>$ 61,000.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>Veteran's Transportation (VTCLI)  Grant Expenses</td>
<td>$ 1,000.00</td>
<td>$ 1,000.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>VHDA Reach Capacity Grant Expenses</td>
<td>$ 38,870.00</td>
<td>$ 30,000.00</td>
<td>29.57%</td>
</tr>
<tr>
<td>VHSP Expenses</td>
<td>$ 3,000.00</td>
<td>$ 3,000.00</td>
<td>0.00%</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>$ 1,000,259.00</td>
<td>$ 1,005,298.00</td>
<td>-0.50%</td>
</tr>
</tbody>
</table>
FY 2018 RRRC Work Plan

Below is the preliminary work plan for Regional Commission staff for Fiscal Year 2018 from July 1, 2017 through June 30, 2018. Tasks are simplified and grouped by programmatic area with funding sources for each programmatic area outlined. The nature of many of the Regional Commission’s programs and projects means that there are many projects that carry over between fiscal years.

Discretionary funds refer to funds available without programmatic constraint (Local dues, State Regional Planning funding). In these programmatic areas, RRRC staff will endeavor to identify grant funding sources to offset use of discretionary funds, when and where possible.

The categories presented here reflect the changes incorporated prior to Fiscal Year 2017.

The Regional Commission’s Work Plan is dynamic throughout the year depending upon grant applications and awards, as well as the needs identified by our member jurisdictions, and state and federal agency partners. All staff members are prepared to engage with members of the Regional Commission, local, state, and federal officials, as well as local staff on emerging topics affecting the region and to take on leadership or support roles, when and where necessary.
Administration

Funding Source: Discretionary Funds, Project funding (when applicable)

Administrative Tasks
• Annual Review and Updates of RRRC By-laws and Charter
• Continued review and update of RRRC Personnel Manual (last major revision ~ 2001)
• Continued development and revision of job descriptions
• Fiscal Administration for all RRRC programs and projects
• Indirect Rate Cost Allocation and Federal Approval Process
• FY 2017 Agency Audit
• Payroll and Benefits Administration
• Grant Program Compliance Reviews (as necessary)
• Human Resources Oversight & Management
• Commonwealth Intergovernmental Review Process

Economic Development & Tourism

Funding Sources: GO Virginia, Regional Tourism Funding, Discretionary Funds
Pending: Virginia Tourism Corporation Marketing Leverage Program

Administrative Tasks
• Quarterly networking and informational workshops with focus on agritourism initiatives and technical assistance
• Support and facilitation of Regional Tourism Committee
• Participation with County-led Broadband Planning & Implementation efforts
• Participation in Go Virginia Region 9 Council
• Participation on Central Virginia Partnership for Economic Development Board
• Continued monitoring of economic development planning opportunities
• Outreach to Main Street organizations, Business Alliances, and Chambers of Commerce in the region

Project Tasks
• Continued participation with regional partners on development and initiation of agricultural, workforce, and other activities at the Carver-Piedmont School
• Coordination of regionally relevant workshops for local government, non-profit, private sector, and citizens on topics of mutual interest
• Continue to develop the ‘Tween Rivers Trail network through outreach to producers and artisans
Emergency Preparedness & Hazard Mitigation Planning

Funding Sources: FEMA Pre-Disaster Mitigation Grant, Discretionary Funds

Administrative Tasks
- Grant management for FEMA Pre-Disaster Mitigation Grant
- Local In-Kind Match Tracking and Coordination with Project Management team
- Attendance & participation in monthly regional emergency management meetings with area emergency coordinators, EMS representatives, and VDEM Region II
- Participation with Rappahannock-Rapidan Health District Emergency Preparedness Task Force with focus on topics including the Opioid Crisis

Project Tasks
- Required 5-year update of Rappahannock-Rapidan Regional Hazard Mitigation Plan
- Review Existing Plan Strategies and Best Practices from other regions
- Review and update relevant local and statewide GIS data for incorporation into Hazard Mitigation database
- Manage public outreach through media advisories, hazard mitigation public surveys, and outreach opportunities
- Revisions to existing Hazard Mitigation Plan to ensure compliance with relevant Federal and State statutes
- Facilitate public input sessions in each county to review draft plan

Environmental/Natural Resources

Funding Sources: USDA Farmers Market Promotion Program Grant, Goose Creek TMDL Grant, DEQ Pet Waste Grant, Ohrstrom Foundation Grant, Discretionary Funds

Administrative Tasks
- USDA FMPP Grant & Contractual Management
- Convening of Land Use and Environment Committee for quarterly meetings on topics of regional and local interest
- Regional Food Council Coordination
- Rappahannock River Basin Commission participation
- Local Conservation Roundtable participation

Project Tasks
- Goose Creek TMDL-IP Public Outreach Coordination
- Regional Food Marketing & Promotion Campaign Development, inclusive of Purely Piedmont branding development
- Chesapeake Bay Phase III Watershed Improvement Plan participation and local assistance
Growth Issues

Funding Source: Discretionary Funds

Administrative Tasks
- Continue to monitor area trends through use of advanced GIS mapping, and other data measures
- Coordinate with VACo, VML, VAPDC, and other statewide entities on legislative issues affecting region and jurisdictions

Project Tasks
- Redevelopment of Regional Growth Information System via Google Maps or ArcGIS Online mapping capabilities to show approved site plans and/or pending developments of local and regional significance
- Work with interested localities on Urban Development Area (UDA) delineations with potential funding through the Office of Intermodal Planning & Investment

Housing, Homelessness & Human Services Planning

Funding Sources: Local Assistance via 0.5 FTE position funding, DHCD Virginia Housing Solutions Program Grant, VHDA Grant

Administrative Tasks
- Continuum of Care/Local Planning Group Lead Agency Role
- Foothills Housing Network meeting support, facilitation and leadership
- Participation in Virginia Balance of State Continuum of Care planning efforts
- Continued research into potential 501©3 status for Foothills Housing Network
- Management and oversight for VHDA Reach Capacity Grant
- Continued participation with regional non-profits fulfilling such targeted needs, including Rappahannock-Rapidan Community Services, Rappahannock-Rapidan Health Department, and other public, private and non-profit organizations
- Participation on Aging Together Board of Directors

Project Tasks
- Homeless Central Entry Program Implementation and Management
- Development of Common Reporting and Policy forms related to Client Tracking
- Regional Affordable Housing Plan in coordination with local planning staff and comprehensive plan needs
**Regional Coordination, Data & Technical Assistance**

Funding Sources: Discretionary Funds, VDOT Federal Funds, DRPT Federal Funds

**Administrative Tasks**
- PD9 Chief Administrative Officers Committee quarterly meetings
- Respond to local government data requests
- Enhanced Social Media presence through Social Media technical assistance for all agency programs
- Increase RRRC’s recognition in the region through planned press releases, highlighting of Regional Commission accomplishments and reports

**Project Tasks**
- Development of RRRC Data Summary and Annual Report
- RRRC Monthly Email Newsletter
- Continued maintenance of RRRC suite of websites
  - RRRC website
  - Commuter Services website
  - Foothills Area Mobility System website
  - Foothills Housing Network website
  - ‘Tween Rivers Trail
  - The Virginia Piedmont
- Regional data workshops with U.S. Census Bureau Data specialists and other technical area experts
- Comprehensive Plan Review
- GIS Technical Assistance
- Grant-writing Assistance
Transportation

Funding Sources: VDOT Federal Rural Transportation Funds, DRPT Federal Rideshare Funds, DRPT New Freedom Grant, Discretionary Funds

Administrative Tasks
- Facilitation and staff support for the RRRC Rural Transportation Committee, Foothills Area Mobility System (FAMS) Steering Committee
- Continued leadership and oversight of Regional Mobility Management program
- Contract management with Rappahannock-Rapidan Community Services for FAMS One-Call Center operations
- Advertisement via RFP for Foothills Express transit service from Culpeper & Madison to Charlottesville
- Continued assistance to the region’s commuters and employers in promoting ridesharing through Commuter Services’ ride matching database
- Provision and management of Vanpool assistance funds
- Periodic review of RRRC Transportation Demand Management (TDM) Strategic Plan
- Coordination of Title VI, ADA, and Environmental Justice requirements with VDOT and DRPT

Project Tasks
- Smart Scale Policy & Project Development and/or Review Coordination, including coordination with VDOT and Commonwealth Transportation Board on any requested changes to process
- Local Transportation Committee participation, including Fauquier Transportation Committee, Orange County GWAP transportation committee, Fauquier County Trails Summit
- Local transportation projects in coordination with local staff and VDOT representatives for FY 2018 include
  - Town of Orange Small Urban Area Plan update
  - Montpelier Transportation Analysis
  - Rapidan Area Transportation Analysis
  - Culpeper County Small Area Projects (Nalles Mill Rd. area & Route 29/Route 633 area)
- Review and update of 2007 Regional Bicycle & Pedestrian Inventory Plan
- Review and update of Regional Long Range Transportation Plan to ensure correlation with transportation funding mechanisms (HB2, Highway Safety Improvement Program, etc.)
- Coordination with localities and VDOT on park & ride lot needs in the region
- Participation with VDOT, DRPT, OIPI and Secretary of Transportation’s office on programs and projects identified during course of the fiscal year
WEDNESDAY, JULY 19, 2017

11:00 am - 4:30 pm, Marriott Ballroom Foyer, Fourth Floor
Registration

12:30 pm – 2:00 pm, Marriott Ballroom I, II, III, Fourth Floor
Conference Opening/Welcome/Lunch with Keynote Speaker

Welcome to Hampton Roads: Dr. Ella Ward, Chair, Hampton Roads Planning District Commission and Councilmember, City of Chesapeake

Facilitator: Robert Crum, Executive Director, Hampton Roads Planning District Commission

Speaker: John F. Reinhart, CEO and Executive Director, Virginia Port Authority

2:00 pm – 3:00 pm, Marriott Ballroom IV, Fourth Floor
Session I: Housing and Economic Development in Virginia: Growth, Jobs, and Revitalization

Facilitator: Kevin Byrd, Executive Director, New River Valley Regional Commission

Speaker: Melissa (Mel) Jones, Research Scientist, Center for Housing Research, Virginia Tech

3:00 pm – 3:15 pm, Marriott Ballroom Foyer, Fourth Floor
Break

3:15 pm – 4:30 pm, Marriott Ballroom IV, Fourth Floor
Session II: Perspectives on Broadband in the Commonwealth

Facilitator: Wayne Strickland, Executive Director, Roanoke Valley-Alleghany Regional Commission

Speakers:
- Wayne Strickland, Executive Director, Roanoke Valley-Alleghany Regional Commission
- Elaine Meil, Executive Director, Accomack-Northampton Planning District Commission
- Ben Davenport, Councilmember At Large, Virginia Beach City Council

4:30 pm, Marriott Ballroom IV, Fourth Floor
Announcements/Sessions End for the Day,

6:00 – 8:00 pm
VAPDC Conference Dinner Reception
Location: Main Deck, Gun Turret, Battleship Wisconsin

THURSDAY, JULY 20, 2017

BREAKFAST ON YOUR OWN

8:00 am - 2:00 pm, Marriott Ballroom Foyer, Fourth Floor
Registration

9:00 am – 10:00 am, Marriott Ballroom IV, Fourth Floor
Session III: The Future of Transportation: Autonomous Vehicles

Facilitator: Bonnie Riedesel, Executive Director, Central Shenandoah Planning District Commission

Speaker: John Martin, CEO and Managing Partner, The Southeastern Institute of Research, Inc. (SIR)

10:00 – 10:15 am, Marriott Ballroom Foyer, Fourth Floor
Break
10:15 am – 11:15 am, Marriott Ballroom IV, Fourth Floor
Session IV: Public Health: Dealing with the Opioid Epidemic in Virginia

facilitator: Martha Shickle, Executive Director, Richmond Regional Planning District Commission

Speakers
- Tim Coyne, Public Defender, City of Winchester
- Marissa Levine, M.D., MPH, State Health Commissioner, Commonwealth of Virginia

11:15 am – 12:00 pm, Marriott Ballroom IV, Fourth Floor
VAPDC Business Meeting/Election of Officers and Directors

12:00 pm – 1:30 pm, Marriott Ballroom I, II, III, Fourth Floor
Lunch with Keynote Speaker: Perspectives on 2017 Elections

facilitator: Robert K. Coiner, President, Virginia Association of Planning District Commissions

speaker: Robert Holsworth, Partner DecideSmart

1:30 pm – 3:00 pm, Marriott Ballroom IV, Fourth Floor
Session V: Federal and State Perspectives

facilitator: John Gilstrap, Board Member, Virginia Association of Planning District Commissions

Speakers:
- Joe McKinney, President, National Association of Development Organizations
- Stephen Moret, President & CEO, Virginia Economic Development Partnership
- Bill Shelton, Director, Virginia Department of Housing and Community Development

3:00 – 4:30 pm, Marriott Ballroom IV, Fourth Floor
Session VI: Lightning Round Show and Tell—Innovations in PDCs/RCs

facilitator: Bill Shelton, Director, Virginia Department of Housing and Community Development

5:00 pm - 6:00 pm, The Piano Lounge, Second Floor
Reception

Conclusion of VAPDC Summer Conference

6:30 pm
Dinner on your Own

FRIDAY, JULY 21, 2019
VAPDC/VAMPO BOARD AND COMMITTEE MEETINGS

8:00 am - 9:30 am, James Room, Fourth Floor
VAPDC Executive Directors Meeting/Breakfast

9:30 am – 11:00 am, James Room, Fourth Floor
VAPDC Board of Directors Meeting

11:00 am - 1:00 pm, James Room, Fourth Floor
VAMPO Board of Directors Meeting/Lunch