Rappahannock-Rapidan Regional Commission Meeting
August 22, 2018 at 1:00 pm
RRRC Board Room
420 Southridge Parkway, Suite 106, Culpeper, VA 22701

AGENDA

1. Call to Order

2. Pledge of Allegiance

3. Roll Call & Quorum Determination

4. **Approval of Agenda

5. Public Comment

6. Presentations and Special Recognition
   a) Presentation: Regional Legislative Discussion (Attachment)
      Eldon James, Eldon James & Associates

7. Approval of Minutes
   a) **June 27, 2018 (Attachment)

8. Intergovernmental Review
   a) DEQ 2018 Section 319h Nonpoint Source Management Implementation Grant (Attachment)

9. Financial Reports
   a) FY 2018 Final Unaudited Revenues and Expenditures (Attachment)
   b) FY 2019 YTD Revenues and Expenditures (Attachment)

10. Executive Director’s Report (Attachment)

Meeting Calendar and additional background available via the Commission’s websites:
www.purelypiedmont.com  www.foothillshousing.org  www.tweenriverstrail.com
11. Staff Updates
   a) Chesapeake Bay Watershed Implementation Plan Phase III
   b) Foothills Housing Network FY 2018 Community Outcomes Report
   c) Utility Scale Solar Suitability Analysis (Attachment)

12. New Business
   a) **Authorization of FY 2020 RRRC Dues Requests and Per Capita Rate
      (Attachment)
   b) **Resolution of Support for FY2020 – FY2025 Smart Scale Applications by
      Local Governments (Attachment)
   c) **Agreement with Rappahannock County for Transportation Alternatives
      Program Project Management (Attachment)
   d) Discussion on Engagement with Strong Towns
   e) Strategic Planning Discussion (Attachment)

13. Closed Session (if necessary)

   - RRRC Annual Meeting September 27
   - Regional Commission October 24

15. Regional Roundtable

16. **Adjournment

**Commission Action Requested

NOTE: An Executive Committee meeting will be convened if a quorum is not present.
MEMORANDUM

To: Members of the Rappahannock-Rapidan Regional Commission
From: Patrick L. Mauney, Executive Director
Date: August 13, 2018
Subject: Regional Legislative Platform

Mr. Eldon James will be at the August 22nd meeting to discuss the draft VACo Region 7 Legislative Platform. A copy of the draft platform and an e-mail communication from Mr. James are attached for your review.

REQUESTED ACTION: None required at this time. Commission staff will review and will provide comments to Mr. James on behalf of the Commission during development of the platform.
Good Morning and Happy Friday,

Attached is the First Draft of the Regional Legislative Platform for 2019. At this point there are only a couple of changes in this draft from the 2018 final platform:

1. Removal of the Speed limit request as that bill was successful last year.
   2. Regarding Cash Proffers/Impact Fees the platform text is largely the same except to say that SB 208, the bill Senator Stuart carried for us in 2018 and “carried over” to 2019, was successfully reported from committee on July 24 and will be on the Senate floor as the 2019 session convenes. We are obviously supporting that bill.

Other observations and questions:

- Do we want to make any other changes, deletions or additions?
- Regarding the CSA Priority Issue we get a little closer each year and we recommend we keep pushing; we will want to discuss strategy as we move forward.
- Regarding the Smart Scale Priority Issue, if we keep it the same as the 2018 issue we suggest a change in approach. Last year the bills dealt with all changes in 1 bill; we believe introducing 3 separate bills should improve the chances of some of the proposed reforms. In 2018 those opposed to only parts of the bills worked against the entire bill. Splitting the changes will do the same with those opposed.
- Finally, it appears that some greater effort will be made this year to bring Mental Health reforms forward, timing seems to be right. That said, we may want to refine that issue in the platform and/or move to a higher priority.

Please let us know your thoughts and reactions, I have meetings scheduled with some of you in the coming weeks, for those I don’t I would be happy to schedule something. We would like to develop the next draft in the September/October time frame.

Thank you and enjoy the rest of the summer.

Eldon

Eldon James & Associates, Inc.
24 E. Cary Street, Suite 100
Richmond, VA 23219
540-907-2008

EMAIL TRANSITION - PLEASE USE ejames7@me.com
PRIORITY ISSUES

Children’s Services Act

Since its foundation in 1992, the Virginia Children’s Services Act has led the nation by consolidating funding sources and carefully coordinating treatment services for children with severe and significant needs. This care coordination has proven successful in both meeting needs for individual children, and in proving that state and local responsibility and cost sharing can and does work.

It is critical that when the General Assembly or the State Executive Council (SEC) directs changes in CSA law, policy or implementation guidelines the outcomes benefit those served and respects the shared-cost relationship of the Commonwealth and localities. When cost savings decisions are made they must show savings for both funding partners. Furthermore, the General Assembly and the SEC must direct the state Office of Children’s Services staff to work closely with local governments in a manner that further enhances the collaborative partnership established in the CSA and improves the outcomes observed in this special population of children.

The Region supports the current structure under the CSA law that vests with the local Family Assessment and Planning Team (FAPT) and Community Policy and Management Team (CPMT) the responsibility to ensure that the proper services are selected for each child, to be provided by properly licensed providers, and at reasonable costs to the public.

Finally, the Region strongly supports the modification of current policy that CSA funds are not available to provide services in any educational setting during the school day. This policy blocks the use of CSA funds for proven cost-effective community based services that could support students requiring more restrictive type educational settings such as private day schools. Furthermore, the Region supports changes in policy to provide additional state support for community based therapeutic public day schools that operate very similarly to regional day programs in other communities. Stafford County has documented a potential for savings of over 40% per participant annually versus private placements outside the community yet State policy both through CSA and VDOE forces the higher cost approach. The use of private day school placements for students has skyrocketed across the Commonwealth for many years yet there have not been any policy changes to support innovative approaches to educating these youths within the community school system, further, private day school rates are disparate across the Commonwealth.
Improving Virginia’s Smart Scale Program

The Region supports three changes to Smart Scale:

1. **Focus statewide high priority funding on regional projects instead of small local projects by:**
   a. Excluding stand alone bike/ped projects from Statewide High Priority funding.
   b. Excluding highway projects not physically on a Corridor of Statewide Significance from Statewide High Priority funding (Corridors of Statewide Significance generally include Interstates and a few select primary highways e.g., Route 17 and 29)
   c. Set a minimum threshold in the size of a project to qualify for Statewide High Priority funding, e.g. $10 Million.

2. **Mandate that average traffic counts used in Smart Scale metrics must cover all 7 days of the week instead of only average weekdays.**
   a. Many major roadways statewide can have more traffic congestion on weekends than weekdays.

3. **Mandate that Total Cost be used in Smart Scale benefit/cost calculations instead of Smart Scale Request Cost.**

Viability of Cash and Off-Site Proffers

Conditional zoning was authorized by the Virginia General Assembly over 30 years ago. The goal was to address the rigidity of traditional zoning methods to address conflicts between competing and incompatible land uses.

As designed and utilized for decades, conditional zoning allows reasonable conditions, known as proffers, to be offered by the applicant during a rezoning process as a way of mitigating the impacts of the proposed rezoning. Proffers could include land, infrastructure, cash or other conditions or constraints on the use of the property. These proffers, if accepted by the governing body as part of the rezoning approval, become part of the zoning ordinance as it applies to that property. In theory, conditional zoning allows land to be rezoned that might not otherwise be rezoned because the proffers can address community concerns arising from the rezoning. In the 2016 session SB549 created a new section, 15.2-2303.4, which dramatically changed the way off-site and cash proffers can be offered, considered, accepted and used to support public facilities.

Section 15.2-2303.4 (2016) imposes limitations and uncertainty including:

- If an applicant submits an amendment to a project’s proffers that were approved prior to July 1, 2016 do all cash or off-site proffers associated with the project come under the new statute or simply those proffers that are the subject of the amendment?
• What is the definition of “specifically attributable” and how does this impact a proposed rezoning that generates a need for “some” capacity improvement?
• In the case of some capacity improvement need it must be an “identifiable portion of a need.” What does this mean and how is it determined?
• Should utility facilities be included as a category of public facility that may be addressed through proffers?
• What level of formality is required to establish that a proffer has been “suggested, requested, or required” by the locality?
• The uncertainty regarding the reasonableness of proffers, coupled with the loss of the presumption of validity, the “clear and convincing” standard of proof, and the potential award of attorneys’ fees, has caused localities to limit proffer discussion during the rezoning process, or to forego proffer authority altogether.

When the Code of Virginia creates uncertainty local government attorneys, cautious by nature, advise their clients to err on the side of caution. Consequently, the very dialogue and negotiation that conditional zoning was designed to foster has been severely limited. This limits the ability of developers to respond to the concerns of neighbors and consequently jeopardizes private development. The 2016 change is therefore having a negative economic impact.

With the most recent changes relative to cash and off-site proffers, the time might be right to consider impacts fees as an appropriate means for supporting the capital improvement costs driven by new residential development. The Region therefore supports SB208 (Stuart) that will be considered by the full Senate early in the 2019 legislative session.

OTHER ISSUES

Tax Reform and Local Revenues Generally
Local taxes such as the Business Professional and Occupational License tax (BPOL) and the Machinery and Tools tax (M&T) are frequently mentioned as taxes the General Assembly should consider for elimination. We recognize the need to promote business growth and support efforts to do so but those that can result in reducing local services that support economic development or raising other taxes will undermine the intended purpose. Before tax system changes are enacted the Region supports thorough study of the entire system and the consequences, both intended and unintended, associated with potential changes.

Transportation Generally
The Region applauds the efforts made over the past several years to adequately fund our growing transportation needs but the job is not done. Sound decision-making must continue to recognize the linkage between land-use and transportation decisions to achieve cost-
effectiveness and to retain quality of life. The Region supports efforts to enhance transportation funding. Growing transportation needs and the deterioration of critical transportation infrastructure, e.g., roads, bridges, is creating detrimental impacts to economic vitality and safety across the region.

The Region strongly encourages VDOT to fully utilize its funding authorization for the Revenue Sharing Program and abandon plans to reduce program funding in the future.

We recognize that the General Assembly and the Administration will continue to review the structure of our transportation system and may consider the potential for devolution of certain functions that have been the responsibility for the Commonwealth for almost a century, such as the secondary road network. The Region is opposed to devolution of state transportation responsibilities to counties and we urge the Administration and the General Assembly to work collaboratively with local governments during such reviews.

The Region supports efforts to improve rail service along the I-95 and Route 29 corridors. As part of this efforts the Region encourages the Commonwealth to work cooperatively with the Region’s localities to identify potential alternatives and to consider the potential impacts such efforts can have on property owners in or near the corridor.

The region supports efforts to maintain safe and reliable transit services and encourages the Commonwealth to take steps to address the pending decrease in funding to the State Transit Capital Program. The use of bond revenues from Transportation Capital Project Revenue (CPR) for transit capital projects at the end of FY 2019 may shift the funding burden for transit projects to local governments, potentially resulting in higher fares, use of older vehicles and equipment, and cuts to transit service hours. The region supports efforts to identify a steady, reliable transit capital program revenue stream in support of safe and efficient transit operation.

Broadband

The Region strongly supports efforts to expand broadband capabilities in underserved and rural areas including strengthening local authority to deploy broadband directly or through public-private partnerships. Efforts to enhance the deployment of new technologies must include expansion of high-speed service to rural areas.

Chesapeake Bay Restoration and Stormwater Management

The proposed Chesapeake Bay TMDL and Virginia’s Watershed Implementation Plan (WIP) requires 2-year milestones for the Commonwealth and its MS-4 localities. Without aggressive state investment in meeting these milestones Virginia localities will be under the threat of limited economic growth, including non-MS-4 localities. The Region urges the Governor and the General Assembly to be actively involved in identifying and resourcing proven traditional as
well as innovative solutions. The Region supports continued efforts to improve administrative efficiencies of the state-local relationship. As experience is gained we believe needed enhancements will be identified and following the principles of adaptive management we can respond with appropriate legislative or regulatory revisions.

Alternative On-Site Septic Systems (AOSS)

AOSS are an important means of safely treating wastewater in areas where traditional septic treatment systems will not work. With regulation of these systems vested largely with the Virginia Department of Health localities have limited ability to respond when an AOSS unit does not meet treatment standards. The Region encourages the General Assembly to provide adequate authority for VDH or localities to respond to AOSS failures to protect the public health and water quality especially in circumstances where an AOSS owner refuses to properly care for the system or when the owner cannot afford to make needed repairs or improvements.

Water Supply

The Region is concerned about safe, adequate and affordable water supply for human consumption and economic development. The Region supports policies and financial investments by the Commonwealth that promotes long-term solutions to the needs of our communities for a safe and reliable water supply.

State Funding for Local and Regional Jails

In 2010, the General Assembly reduced the amount paid to local jails for local inmates from $8 per day to $4 per day and reduced the amount for state responsible inmates from $14 per day to $12 per day. This saved the state over $19 million annually by transferring the cost to local taxpayers.

The Region urges the General Assembly to return to paying $14 per day for all state responsible inmates for whom they are now paying $12 per day, the additional cost to the state would be approximately $6 million annually. At this time the $4 per day payment for local inmates would not be changed.

Education Funding

The Region is deeply concerned by the trend of declining state financial support for K-12. The Region encourages the Commonwealth to reverse this trend including among other things important school safety efforts such as the funding of School Resource Officers in all schools. The Region also supports the protection of local governing body authority to evaluate and approve any reallocation of year-end fund balances.

Economic and Workforce Development

The Region supports continued efforts by the Commonwealth to enhance a broader-based economy and increase private sector employment opportunities. The Region further supports
enhanced funding of workforce training programs to support credential attainment by workers who support businesses and industries essential to the new Virginia economy.

**Local Land Use Authority**

The Region strongly supports the maintenance of all existing authority of local government for planning, zoning and related activities. While efforts to enhance a broader-based economy rightly include examination of local rules and regulations that can impact private investment decisions such examination must balance the economic goals with the goals of protecting existing communities and property rights. Decisions impacting our neighborhoods and communities are most appropriately made at the neighborhood and community level.

**Mental Health Services**

The Region strongly supports a sustained focus by the state on Virginia’s mental health services system to ensure, through evaluation and investment, that appropriate and effective outpatient and in-patient services are available across the Commonwealth. The Region encourages reforms provide for alternative placement for local jail inmates with serious mental health issues that should not be left to jail personnel to address.

**Substance Abuse**

According to the American Public Health Association (APHA), every 19 minutes, someone in the United States dies from an unintentional prescription drug overdose. This epidemic is having devastating impacts on families and communities. The Region supports legislative and educational efforts to emphasize prevention and address misuse. The APHA recommends legislation to address physical and mental status examination, doctor shopping, tamper-resistant prescription form requirements, regulation of pain management clinics, prescription drug monitoring, prescription drug overdose emergency response immunity and access to naloxone. Emergency community-based support systems need strengthening to enable local agencies to respond to the needs of impacted families.

The Regional Legislative Program Point of Contact is Eldon James, Legislative Liaison, 540-907-2008; Fax 804-644-5640; Eldon@EldonJamesAssociates.com www.EldonJamesAssociates.com
AGENDA ITEM 7.A

Rappahannock Rapidan Regional Commission
June 27, 2018 Regular Meeting
RRRC Board Room
420 Southridge Parkway Suite 106, Culpeper VA 22701

MINUTES

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Others Present: Ann Jennings, Deputy Secretary of Natural Resources
Staff Present: Jenny Biché, Joseph Costello, Michelle Edwards, Kristin Lam Peraza, Jessi Mason, Patrick Mauney, Terry Snead

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

2. **Pledge of Allegiance**

3. **Roll Call & Quorum Determination**
The roll was called by the Executive Director and a quorum was confirmed.
4. **Agenda Approval**  
R. Coiner moved to approve the agenda as presented, **2nd by P. McCulla**. The motion passed unanimously.

5. **Public Comment**  
There were no comments from the public.

6. **Presentations**  
   a) Presentation: *Chesapeake Bay Watershed Implementation Plan, Phase III*  
Chairman Crozier welcomed Deputy Secretary of Natural Resources Ann Jennings to the meeting. Ms. Jennings presented information on Phase III of the Chesapeake Bay Watershed Implementation Plan, noting that Virginia has been successful in meeting midterm goals for nitrogen and phosphorus load reductions, with many reductions coming from the wastewater and agriculture sectors. She also noted that success is evident in the economic health of the oyster and blue crab numbers, and the aquatic vegetation in the Bay. Sediment loads have not reached the mid-term goal. R. Coiner asked about increases in urban areas over time, and Ms. Jenning responded that there have been slight increases in urban and septic, which will be a focus area for Phase III.

Ms. Jennings also noted that recent guidance from the Environmental Protection Agency focuses greatly on Pennsylvania and the Conowingo Dam. There will be a separate appendix with requirements for Pennsylvania and the Conowingo Dam will have its own Watershed Implementation Plan to address the sediment load that can no longer be contained by the dam.

Ms Jennings referenced the upcoming engagement process and noted that RRRC staff are ahead of schedule with local engagement and thanked Ms. Edwards for her participation on the Chesapeake Bay Stakeholders Advisory Group, and noted that this is an important issue for Governor Northam and for the Secretary of Natural Resources.

The Chairman thanked Ms. Jennings for her presence and partnership with the Regional Commission.

7. **Approval of Minutes**  
Chairman Crozier presented the minutes from the April 25, 2018 meeting. R. Coiner moved to approve the minutes, **2nd by G. Curry**. The motion carried unanimously.

8. **Intergovernmental Review**  
There were no intergovernmental review items requiring action by the Commission.

9. **Financial Reports**  
   a) *FY 2018 YTD Revenues and Expenditures*  
Chairman Crozier asked P Mauney to review item 9A. P Mauney stated through 92% of the fiscal year, revenues were at 94% and expenses at 82%. Expenses would increase in June with three payrolls and various project expenses posting, but that the Commission would be net positive for the fiscal year. P Mauney noted two adjustments to the revenues – GO Virginia lower by $3,500 and Town of Remington Zoning increase by $1,000 – requiring an adoption of the amended budget.
R. Coiner moved to approve the amended FY 2018 budget, 2nd by J. Hobbs. The motion carried unanimously.

10. Executive Director’s Report
Chairman Crozier asked P Mauney to provide the Director’s report. P Mauney referenced several items for Commissioners’ attention.

P Mauney reported that Kristin Lam Peraza would move into a new role with continued responsibility for Commuter Services to be combined with Mobility Coordination through the Section 5310 grant. There is an opening currently advertised for a Planning Assistant to provide support for Commuter Services, Foothills Housing Network, and administrative tasks. P Mauney also noted that Ms. Biché, Ms. Mason, and Ms. Vesperman have been active in working with Foothills Housing Network partners in addressing residents of the Cheswick Motel in Warrenton, where the structure was found to be unsafe for habitation.

Local projects completed in May and June included comprehensive plan assistance for Rappahannock County and the Town of Madison, CDBG planning grant application with Orange County, Water Supply and Solid Waste planning assistance for Madison County. Staff is also beginning an update to the regional bicycle and pedestrian plan in the next several months.

11. Staff Updates
a) Rappahannock-Rapidan Regional Hazard Mitigation Plan Update
Chairman Crozier asked P Mauney to review item 11A. P Mauney referenced presentation slides from the most recent meeting of the Regional Hazard Mitigation Steering Committee, and stated that the plan update was in draft form and open for public comment through June 29th. The Hazard Mitigation plan is a multi-jurisdictional plan and enables participating localities to maintain eligibility for various grant programs through the Federal Emergency Management Agency (FEMA). The five-year update process began last spring and included outreach and coordination with local emergency managers, planners, public works officials, and other stakeholders throughout the region.

P Mauney noted that the plan would be submitted to VDEM and FEMA for review in July and, following conditional approval, staff would be requesting resolutions of adoption from each participating jurisdiction and from the Regional Commission. P Mauney thanked Mr. Costello, Ms. Edwards, and Ms. Lam Peraza for their efforts in revising the plan.

12. New Business
a) Resolution of Support for FY 2020-2025 Smart Scale Applications by RRRC
Chairman Crozier asked P Mauney to review items 12A and 12B regarding the third round of Smart Scale. P Mauney noted item 12A was a resolution endorsing the submission of three projects by the Regional Commission. The projects are each located in Fauquier County and meet Corridor of Statewide Significance criteria to be submitted by the Commission:
• Route 15/29 and Telephone Road Intersection Improvements
• Route 15/29 and Route 17 Interchange, Phase I at Opal
• Route 15/29 and Route 17 Interchange Construction at Opal

C. Butler moved to adopt the Resolution of Support for Regional Transportation Project applications to the FY 2020-2025 Smart Scale Prioritization Process, 2nd by E. Ashby. The motion passed unanimously.

b) Resolution of Support for FY 2020-2025 Smart Scale Applications to be submitted by Local Governments

P Mauney reviewed item 12B, noting that Fauquier County and the Town of Culpeper have identified the projects that they will submit to Smart Scale. For projects meeting a Corridor of Statewide Significance need, local governments must request a Resolution of Support from regional entities such as the Regional Commission. In the past, the Regional Commission has also provided resolutions supporting other local applications not located on Corridors of Statewide Significance. P Mauney also noted that a similar resolution would likely be considered at the August meeting for projects that may be submitted from other local jurisdictions once each locality has finalized its applications. The projects supported in the resolution were:

• Interstate 66, Exit 28 Redesign in Fauquier County
• US 15/29 and Route 651 (Freemans Ford Road) Alternative Intersection in Fauquier County
• Route 28 and Route 661 (Schoolhouse Road) Intersection Improvements in Fauquier County
• Route 55 and Route 709 Intersection Improvements in Fauquier County
• Route 3 and McDevitt Drive Intersection Improvements in the Town of Culpeper
• Route 3 and Route 15 Intersection Improvements in the Town of Culpeper

S. Walker moved to adopt the Resolution of Support for FY 2020-2025 Smart Scale Funding Applications by Local Governments in the Rappahannock-Rapidan Region, 2nd by G. Woods. The motion passed unanimously.

c) RRRC Annual Meeting & Leadership Awards Discussion

Chairman Crozier asked P Mauney to lead discussion on the Annual Meeting and Leadership Awards for 2018. P Mauney noted that the Annual Meeting is typically held in late September/early October and referenced possible dates in that time frame. C Hively indicated that there was a conflict with the ICMA conference on September 26th. P Mauney stated that he would follow up after the meeting with a proposed date. Commissioners were also asked to consider submitting nominations for the 2018 Government and Citizen leadership awards, as the Commissioners are likely aware of particularly deserving candidates in the region.

d) FY 2019 RRRC Meeting Schedule Resolution

Chairman Crozier presented the FY 2019 meeting schedule, noting that the December meeting would be held on the second Wednesday, and offering opportunity to adjust the
meeting schedule.

R. Coiner moved to approve the meeting schedule as presented, 2nd by E. Ashby. The motion passed unanimously.

e) 2019 VACo Region 7 Legislative Platform Request
Chairman Crozier presented correspondence from VACo Region 7 Legislative Liaison Eldon James requesting review of legislative priorities for the 2019 General Assembly session and indicated staff’s willingness to submit any regional priorities to Mr. James. Commission members requested the Executive Director invite Mr. James to an upcoming meeting to review and discuss.

f) FY 2019 Proposed Budget
Chairman Crozier presented the FY 2019 proposed budget and asked P Mauney to review. P Mauney noted that there were several changes from the preliminary budget submitted in April and clarified additional revenues to bring the budget to $986,934. Operating expense line items that were reduced in the preliminary budget were restored with the additional revenues and two new expense items are also included for consideration. The first is for redesign of the Regional Commission website which is now nearly 15 years old and not easy to update. The second addition is for strategic planning and assessment of the organization with the potential to utilize a consultant to assess the Commission’s overall position in the region, or to assist board members in identifying new priorities to guide development of the organization and work plan in the next 3 to 5 years.

Chairman Crozier noted that the Executive Committee met prior to the regular meeting to review the budget and overall finances and was supportive of the budget as presented. J Hobbs concurred.

J. Hobbs moved to approve the FY 2019 budget, 2nd by M. Taylor. The motion passed unanimously.

13. Closed Session
No closed session was held.

14. Upcoming Meetings
Chairman Crozier referenced upcoming meetings, including the August 22nd Regional Commission meeting.

15. Regional Roundtable
Commissioners discussed items of interest from their localities.

16. Adjournment
R. Coiner moved to adjourn the meeting, 2nd by R. Welch. The Chairman adjourned the meeting.
INTERGOVERNMENTAL REVIEW MEMORANDUM

To:       Members of the Rappahannock-Rapidan Regional Commission
From:     Patrick L. Mauney, Executive Director
Date:     August 14, 2018
Subject:  Commonwealth Intergovernmental Review Process (CIRP)

Enclosed are requests received pursuant to the Commonwealth Intergovernmental Review Process (CIRP) and/or Executive Order 12372.

Staff has provided an overview of each request to facilitate review and/or response by the Regional Commission.

____________________________________________________

Agenda Item #8-A: DEQ 2018 319H Non-Point Source Management Implementation Grant

The Department of Environmental Quality is requesting comment on an application to the Environmental Protection Agency for $3,126,000 in federal funds to support core Non-Point Source programs focused on nutrient management planning, watershed restoration and implementation, agricultural best management practices, and watershed coordination.

Staff Report:  RRRC staff has reviewed the application materials and found no issues of concern. The programs supported by the request are generally in line with regional priorities related to watershed management and planning, and funding for Culpeper Soil & Water Conservation District TMDL Implementation efforts in the Upper Rapidan River watershed and Robinson River/Little Dark Run watersheds are included.

REQUESTED ACTION:  None required. Staff can respond with comments from the Commission, as desired.

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
**INTRODUCTION - WORK PLAN FOR 2018 SECTION (§) 319(h) GRANT**

**Background:**

Section 319(h) of the Federal Clean Water Act (CWA) requires that states develop and implement nonpoint source (NPS) pollution management programs. During the 2013 Legislative session, the General Assembly named the Virginia Department of Environmental Quality (DEQ) as the lead nonpoint source (NPS) agency in the Commonwealth and shifted the Section 319(h) grant program under DEQ’s purview. This section also assigns responsibility to DEQ for the distribution of assigned funds, identification of NPS-related water quality problems, and the administration of a statewide NPS advisory committee.

**NPS Management and Planning:**

Virginia’s NPS Management Program is a diverse network of state and local government programs that collectively help prevent degradation of water quality and restore the health of our rivers, lakes, and bays. DEQ and its partners administer NPS pollution control programs required by state and federal law. These programs include nutrient management, agricultural best management practices, orphaned mine land inventory and abatement, watershed coordination, NPS Total Maximum Daily Load (TMDL) and watershed implementation; as well as administrative, technical and financial support provided to soil and water conservation districts (SWCDs) and other partners. The DEQ, in cooperation with other state, federal, regional and local agencies and other organizations, updated the Virginia Nonpoint Source (NPS) Pollution Management Program Plan. The plan summarizes the State’s effort to prevent and control NPS pollution and identifies programs and initiatives to achieve long-term statewide NPS goals. The implementation of the Plan utilizes partnerships to advance long and short-term goals for the reduction of NPS pollution. Inherent in this FFY18 section 319(h) work plan will be a commitment to update the referenced 5 Year NPS Management Plan by June 30, 2020.

**Section 319(h) Work Plan and Federal Application for Assistance:**

Virginia DEQ is submitting this work plan and budget as part of our application for federal assistance. This work plan describes the program elements, projects and activities that Virginia intends to implement utilizing the Environmental Protection Agency’s (EPA)’s §319(h) 2018 grant. The projects described in this work plan reflect Virginia’s NPS pollution control priorities as outlined in the NPS planning documents referenced above.

**FFY18 Budget - Virginia’s Strategy for use of §319(h) Funds**

The §319(h) award compliments state resources allocated to local and statewide NPS pollution control efforts. §319(h) NPS Program and NPS Project funding sustains critical program support, staffing and on-the-ground implementation. Funds included in this work plan our based upon funding totals proved by EPA; broken down into various sources of funding. This includes National 319(h) allocations and funds coming from Oregon Coastal Funds.

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<th>Categories and Sources of EPA Funding</th>
<th>NPS Program</th>
<th>NPS Project</th>
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This application and budget is consistent with guidelines from CWA 319(h)(1) to achieve measurable NPS pollution reduction results. Key program managers and division leadership team members as well as agency partners annually discuss funding needs for the upcoming year. Projects that are considered “continuous programs” are given priority over projects that may be considered one-time appropriations. The selection of projects is different for Project funds than it is for Program funds. This work plan breaks down the activities into NPS Program funds and Watershed NPS Project funds.

NPS Program Funds: NPS Program §319(h) funding will enhance the basic state program capabilities by providing staff and technology support to the state's core programs. Most of the Projects using NPS Program funds are continuous, meaning that the activities identified in the NPS Management Plan are continuously funded year after year. How Virginia decides to fund internal versus external Projects is dependent upon the type of core NPS program that is being funded. Some activities, by their nature, will fund external sources and are managed by other agencies. In other cases, DEQ has working relationships with various non-agency organizations where we have on-going, collaborative projects to fund activity in key program areas.

NPS Watershed Project Funds: Virginia will use NPS Project funds for on-the-ground Best Management Practices (BMP) installation and technical assistance for implementation of approved watershed plans. DEQ will also utilize a small portion of the budget for water quality monitoring in areas with current or past implementation to assess water quality improvement due to implementation efforts.

EPA Strategic Plan Goals and Measurable Environmental Results
As required by EPA, Virginia is submitting, within each Project’s work plan, a performance breakdown linked to EPA’s Strategic Planning Goals.

EPA 2014-2018 Strategic Plan: The main area of EPA’s Strategic Plan in which Virginia intends to focus its work is to Goal 2: Protecting America’s Waters, Objective 2.1 Protect Human Health. However, TMDL Implementation Plan (IP) Development and Implementation efforts are also targeted on reducing pathogens and bacteria as they relate to the primary contact recreation. Specifically, the recipient will carry out a State program of nonpoint source environmental management, which will monitor, abate and control water pollution by carrying out activities in accordance with the work plan of the grant and the requirements of the Clean Water Act. The table below provides a quick guide to which Clean Water Act objectives and strategic measurements are addressed by each of Virginia’s 12 NPS work plan Projects.
Task 20.3: Upper Rapidan TMDL Implementation Project – Culpeper SWCD

The Culpeper Soil and Water Conservation District (CSWCD) proposes to continue with implementation of the Upper Rapidan TMDL Implementation Plan (IP) which was developed and approved during calendar year 2015. The IP includes 10 impaired stream segments that currently do not meet the state water quality numeric standard for E. Coli bacteria. The pollutant sources targeted for reduction by this proposal are livestock (both direct deposit and pasture management) and residential on-site septic. Although other bacteria sources were identified in the original TMDL Study, they are either viewed as insignificant by comparison or not available for reduction (wildlife). Strategies for outreach to promote adoption of on the ground practices to reduce E. Coli in these streams will focus on these two source sectors. Practices that will be promoted include stream exclusion fencing for livestock, rotational grazing and pasture management, cropland conversion to hayland, cover crops, animal waste storage facilities, reforestation of erodible cropland and a suite (RB 1-5) of on-site septic BMP’s. Funds are being requested to provide cost share to property owners/land managers for stream exclusion, pasture management, and cropland conversion and to support technical and programmatic delivery by the CSWCD. Outreach will primarily leverage and piggyback on existing outreach capacity at CSWCD and with long term SWCD partners which focuses on many existing relationships with individual producers, one on one outreach by the SWCD specialist, and many strong relationships in the broader ag community (Virginia Cooperative Extension, Virginia Farm Bureau, Central Virginia Cattlemen’s Association, Ag Coops, etc…..). Many long-term, strong relationships exist.

This project will address Milestones 1-3 of the TMDL IP depending on which source sector and which practices are being considered. Due to very significant livestock exclusion funding from the Commonwealth’s Ag Cost Share Program, ag producer interest remains very high. Interest in residential septic practices generated by programs in adjacent watersheds has also generated significant interest in this watershed, as has a District wide WQIF residential septic cost share grant.

This proposal will address additional BMP project implementations for both agriculture and residential lands. Recent implementation activity likely to positively impact water quality in the watershed include; nearly 40 months of signup under various programs from the Commonwealth which provided eligibility for 100 percent reimbursement for stream exclusion fencing, watershed wide (and statewide) adoption of the LE-2 practice which offers flexibility to ag producers on buffer width, two other active TMDL implementation areas which border the proposed project area and includes the residential septic BMP’s as an option, and previous Water Quality Improvement Fund(WQIF) grant activity in the specific watershed area and a current WQIF residential septic grant that addresses all adjacent s. Residents and local government staff and officials are familiar with the programs. Momentum is high in this watershed and others due to the numerous grants currently active over time with the SWCD. Continuance of this project will build further on that momentum and support other efforts. The SWCD has received inquiries from ag producers in these newly identified sub watersheds during the current 319 h project.

Project Methods, Objectives and Tasks

Advertising and outreach for the project will closely “mirror” previous TMDL IP projects currently underway in the region. Newspapers, newsletters, trifold brochures, flyers, attendance at many events sponsored by partnering organizations and agencies, large displays that rotate thru the watershed, door to door and one on one contacts and strong outreach to the private sector (septic haulers, plumbers, fencers, water developers, etc…) all are included in outreach. Signup for agriculture practices will occur as part of the District’s ag programming and applications will be reviewed on a monthly basis. Signup for the residential septic practices will occur the same and will be an extension of current programming in several areas of the District. Tracking of all outreach activities will be done by district staff and all BMP signup will be tracked in
the state tracking program. This proposal will utilize many currently existing outreach events that occur annually for our agriculture customers; Virginia Cooperative Extension and Central Virginia Cattlemen’s Association will be sponsoring events that historically have resulted in signup success for implementation grants. This project proposes to give presentations on the residential septic component at these events also. In addition strong partnerships with Greene County Farm Bureau, Orange County Farm Bureau and Madison County Farm Bureau exist.

**BMP Implementation – Agriculture Program Activities**

**Method and Approach:** Agriculture targeting strategies proposed for this project beyond all the general outreach that will be conducted via farmer group meetings will consist of one on one meetings with identified producers needing assistance. We will continue to attend scheduled farm group meetings in the watershed with Central Virginia Cattlemen’s Association, Virginia Cooperative Extension and Virginia Farm Bureau. In addition all producers will receive a mailing from the local Farm Bureau’s which will include, among other information, highlights of the IP project, goals for implementation and highlights of program opportunities. Many individual contacts already exist in these watersheds between district, NRCS, and Cooperative Extension staff and producers. These will “pay dividends” towards our success. Outreach information will be included in “other” newsletters and events.

**Tasks and Activities:** General outreach will consist of attendance at all producer meetings in the county and adjacent counties to educate, inform and encourage signup. These events are sponsored by Virginia Cooperative Extension, Central Virginia Cattlemen’s Association, Virginia Farm Bureau, Orange Madison Agriculture Coop, livestock sale events and others. The conservation district employees are regular attendees at most if not all of these events. In addition many one on one relationships already exist between staff and producers since our staff are from the local farming communities and frequent many places regularly frequented by producers. This is a difficult item to quantify but is invaluable due to the level of trust established. District staff regularly attend many other community events beyond just ag events which also provide many opportunities. One of the strongest tools we use in our other IP watersheds which we will transfer for use here is an in-depth discussion and publications on forage management and rotational grazing; the economics of which pays many dividends. Virginia Cooperative Extension assists in these efforts as does Natural Resources Conservation Services. The economics of efficient forage utilization can often open the door for fencing projects and other conservation projects This topic will be included in all of our outreach programs attended as referenced above. Previously the conservation district has spent its own funds to reproduce strategic publications to this end. Finally, an annual mailing from the local Farm Bureau offers highlighting district information on grazing, fencing, TMDL’s etc....will result in 875 direct letters mailed out and should result in many more one-on-one contacts. This is a very strong tool.

**BMP Implementation – Residential Septic Program Activities**

**Method and Approach:** Residential targeting strategies proposed will include utilization of the database produced by Madison County on the locations of all residences and sorted by age of structure, as modeled for the TMDL. This will enhance the opportunity to identify antiquated systems and straight pipes by providing structure age data before 1985. One on one “drive by” meetings with residents in the watersheds will also create many opportunities. This has proven true in other IP watersheds. It creates the opportunity to really get residents attention. The Residential Working Group for the IP strongly recommended an educational outreach aspect designed to inform residents of how their system is designed and how it functions. This is already developed by the district due to our involvement in other IP’s and the earlier Madison WQIF project and 319 project grants. We regularly include this in our newsletter with tabletop displays in the community and with school outreach programs. We have included a septic
component in all our Meaningful Watershed Education Experiences (MWEE’s) in public schools. The grant project will be highlighted on the Madison County Government website, in Rural Madison’s newsletter twice annually and the Piedmont Environmental Council’s newsletter twice annually.

Tasks and Activities: General outreach will consist of newspaper articles (2/year), newsletter articles (2/year), door hangers, announcements at many other meetings (difficult to forecast but propose 8/year), handouts and brochures for VDH offices and many other offices, radio advertisements (2/year), etc… We also utilize static displays located in prominent areas to gain attention. Education on the inner workings of a septic system supports a lot of our outreach. We also promote awareness through local schools. All school programs now include a section on septic systems and water quality. Targeted outreach will consist of one on one meetings with residents identified by age of structure as modeled in the TMDL report; those pre 1985 structures representing the highest level of opportunity for improvement. All structures have previously been mapped that fall into this category. These will be prioritized for outreach. This will include the use of door hangers. Many other contacts exist due to the previous WQIF grant project which focused on residential septic projects. Plumbers, septic service providers, home builders and realtors all help to advertise the program and are well versed in the program.

Project outputs and outcomes:

Outputs:
- 18 agricultural BMPS installed
- 87 Residential Septic BMPS installed
- 8 formal meetings attended
- Hundreds of new brochures and handouts
- 875 direct mailing letters to Farm Bureau producers in the watershed
- 2- new displays
- 2- new project yard signs

Outcomes:
- increased awareness of bacteria levels in Upper Rapidan Watershed
- strengthened partnerships with ag groups, septic service providers and others
- increased interest in advanced grazing management
- strengthened partnerships with others
- improved water quality
- increased awareness of TMDLs in general
- increased awareness of septic system impacts on the watershed

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<th>BMP Summary</th>
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<td>Linear Feet</td>
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<tr>
<td>RB-4: Onsite System Installation/Replacement</td>
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Task 20.4: Robinson River and Little Dark Run Project– Culpeper SWCD

The Culpeper SWCD will continue increased implementation efforts in the Little Dark Run and Lower Robinson River watersheds building on previous accomplishments attained through; 319 implementation grant from July 2015 until present, the Virginia Agricultural Cost Share Program, a two year WQIF grant sponsored by Madison County (2011-2013) which was administered by the Culpeper SWCD, and also USDA NRCS projects. CSWCD will update of previous accomplishments and apply these to the milestones identified on page 51 of the Little Dark Run and Robinson River Bacteria TMDL Implementation Plan – Technical Report (IP). Further, they will implement an additional 9 LE1T or equivalent, 3-SL10T (120 acres), 40 RB-1,12 RB-3R, 8 RB 3,3 RB-4 and 2 RB-4P. Targeted sub-watersheds for agricultural implementation will include Great Run, Dark Run and Little Dark Run plus and expansion to all IP watershed areas east of US 29 which includes Beaver Dam Run and the mainstream of the Robinson River. Sub areas of the Lower Robinson continue to contribute elevated levels of bacteria which the Upper Robinson does not. These same sub-watersheds will be priority for residential septic practices although not entirely exclusive of other sub watersheds. Milestone metrics in the IP are identified as “systems” based on an average size and average cost also identified there. This Task utilizes a different metric (“per BMP practice”), CSWCD will summarize that difference to be able to relate on the ground accomplishments back to the original milestone metric. Education and Outreach will be through agency staff and historically based interactions with agricultural organizations(Central Virginia Cattlemen’s Association, Madison County Farm Bureau) Virginia Cooperative Extension, a local land conservancy, and historically based residential outreach programs which are very well developed in the Culpeper SWCD. We propose to quarterly monitor for E. Coli bacteria the 3 priority sub-watersheds identified in the July 2015 319 project at their outfalls to downstream waters. This project will build on significant organizational capacity already existing at the SWCD for such projects. It will also support continuing efforts in other IP areas due to the close proximity of the watersheds and ag producer outreach commonalities. Late in the aforementioned WQIF grant, the SWCD with the assistance of Madison County, mapped all residential homes by age of structure; mirroring that effort in the original modeling which assumed septic system failure rates based on year of home construction. This will assist with targeted outreach.

Project Methods, Objectives and Tasks

Advertising and outreach for the project will closely “mirror” previous TMDL IP projects currently underway in the region. Newspapers, newsletters, trifold brochures, flyers, attendance at many events sponsored by partnering organizations and agencies, large displays that rotate thru the watershed, door to door and one on one contacts and strong outreach to the private sector (septic haulers, plumbers, fencers, water developers, etc…) all are included in outreach. Signup for agriculture practices will occur as part of the District’s ag programming and applications will be reviewed on a monthly basis. Signup for the residential septic practices will occur the same and will be an extension of current programming in several areas of the District. Tracking of all outreach activities will be done by district staff and all BMP signup will be tracked in the state tracking program. This proposal will utilize many currently existing outreach events that occur annually for our agriculture customers; Virginia Cooperative Extension and Central Virginia Cattlemen’s Association will be sponsoring events that historically have resulted in signup success for implementation grants. This project proposes to give presentations on the residential septic component at these events also. In addition strong partnerships with Greene County Farm Bureau, Orange County Farm Bureau and Madison County Farm Bureau exist. Implementation of control measures (IP ref.) was scheduled for 15 years and was proposed for in two stages. Stage I was targeted at meeting source allocations and resulting in removal of the stream from the 303(d) impaired waters list. Stage II was targeted at meeting the TMDL
goal of no exceedances of the bacteria standard. The stages were established into 5 milestones of 3 year increments. Implementation in Phase 1 (years 1-12) for agriculture source reductions will focus on installing livestock stream exclusion systems, improving pasture management and some cropland conversion. For residential practices during Phase 1, the emphasis will be on removal of straight pipes, repairing and replacing failing system and addressing pet waste hot spots. All BMP’s proposed for this project will address Phase 1 implementation and Milestone 1 except for the aforementioned RB1 practice.

**BMP Implementation – Agriculture Program Activities**

**Method and Approach:** Agriculture targeting strategies proposed for this project beyond all the general outreach that will be conducted via farmer group meetings will consist of one on one meetings with identified producers needing assistance. We will continue to attend scheduled farm group meetings in the watershed with Central Virginia Cattlemen’s Association, Virginia Cooperative Extension and Virginia Crop Producers Association. All producers will receive a mailing from the Madison County Farm Bureau which will include, program information related to the IP project, goals for implementation and highlights of program opportunities. Many individual contacts already exist in these watersheds between district, NRCS, and Cooperative Extension staff and producers. Outreach information will be included in local newsletters.

**Tasks and Activities:** General outreach will consist of attendance at all producer meetings in the county and adjacent counties to educate, inform and encourage signup. These events are sponsored by Virginia Cooperative Extension, Central Virginia Cattlemen’s Association, Blue Ridge Foothills Conservancy, Virginia Farm Bureau, Orange Madison Agriculture Coop, livestock sale events and others. The conservation district employees are regular attendees at most if not all of these events. In addition many one on one relationships already exist between staff and producers since our staff are from the local farming communities and frequent many places regularly frequented by producers. This is a difficult item to quantify but is invaluable due to the level of trust established. Staff attend many other community events beyond just ag events which also provide many opportunities. One of the strongest tools we use in our other IP watersheds which we will transfer for use here is an in-depth discussion and publications on forage management and rotational grazing; the economics of which pays many dividends. Virginia Cooperative Extension assists in these efforts as does Natural Resources Conservation Services. The economics of efficient forage utilization can often open the door for fencing projects and other conservation projects. This topic will be included in all of our outreach programs attended as referenced above. Previously the conservation district has spent its own funds to reproduce strategic publications to this end. Finally, an annual mailing from the local Farm Bureau offers highlighting district information on grazing, fencing, TMDL’s etc...will result in 245 direct letters mailed out and should result in many more one-on-one contacts. This is a very strong tool.

**BMP Implementation – Residential Septic Program Activities**

**Method and Approach:** Residential targeting strategies proposed will include utilization of the database produced by Madison County on the locations of all residences and sorted by age of structure, as modeled for the TMDL. This will enhance the opportunity to identify antiquated systems and straight pipes by providing structure age data before 1985. One on one “drive by” meetings with residents in the watersheds will also create many opportunities. This has proven true in other IP watersheds. It creates the opportunity to really get residents attention. The Residential Working Group for the IP strongly recommended an educational outreach aspect designed to inform residents of how their system is designed and how it functions. This is already developed by the district due to our involvement in other IP’s and the earlier Madison WQIF project and 319 project grants. We regularly include this in our newsletter with tabletop displays in the community and with school outreach programs. We have included a septic component in all our Meaningful Watershed Education Experiences (MWEE’s) in public schools. The grant
Tasks and Activities: General outreach will consist of newspaper articles (2/year), newsletter articles (2/year), door hangers, announcements at many meetings (difficult to forecast but propose 8/year), handouts and brochures for VDH offices and many other offices, radio/advertisements (2/year), etc… We also utilize static displays located in prominent areas to gain attention. Education on the inner workings of a septic system supports a lot of our outreach. We also promote awareness through local schools. All school programs now include a section on septic systems and water quality. Targeted outreach will consist of one on one meetings with residents identified by age of structure as modeled in the TMDL report; those pre 1985 structures representing the highest level of opportunity for improvement. All structures have previously been mapped that fall into this category. These will be prioritized for outreach. This will include the use of door hangers. Many other contacts exist due to the previous WQIF grant project which focused on residential septic projects. Plumbers, septic service providers, home builders and realtors all help to advertise the program and are well versed in the program.

Task Outputs and Outcomes:

Outputs:
- 12 Agricultural BMPS Installed
- 12 formal meetings attended
- Hundreds of new brochures and handouts
- 245 direct mailing letters to Farm Bureau producers in the watershed
- 40- septic pump outs; possibly resulting in repair
- 25 failing septic systems or straight pipes repaired or replaced
- 2- new displays
- 2- new project yard signs

Outcomes:
- increased awareness of bacteria levels in Lower Robinson River
- increased awareness of previous accomplishments – delisting upstream
- increased awareness of water quality monitoring
- strengthened partnerships with ag groups and other partnerships
- increased interest in advanced grazing management
- improved water quality
- increased focus on outreach efforts in the Lower Robinson
- increased awareness of septic system impacts on the watershed

BMP Summary

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MEMORANDUM

To:   Members of the Rappahannock-Rapidan Regional Commission  
From: Patrick L. Mauney, Executive Director  
Date: August 9, 2018  
Subject: FY 2018 Unaudited Revenues & Expenditures

Final FY 2018 Revenue and Expenditure reports through June 30, 2018 are enclosed for your review. These reports are subject to our annual audit process.

Revenues ended the fiscal year at 98% of budgeted amounts. Two multi-year projects – Hazard Mitigation and the U.S. Department of Agriculture Farmers Market Promotion Program – had lower than budgeted revenues during FY 2018. These revenues will be accrued in future fiscal years and also reflect 4th quarter expenses for staff time and project expenses that will be reimbursed early in FY 2019.

Expenditures ended the year at 91.7% of budgeted amounts. Operating expenses were 90% of budgeted amounts, and project expenses were 95% of budgeted amounts. As shared during the year, the primary operating expenses – Payroll and Health/Dental Insurance – were lower than budgeted, as were other operating expenses, including Office Maintenance. For the Travel/Training line item, reimbursements through grant programs offset some of the expected expenditures throughout the year.

REQUESTED ACTION: None required. Staff will present the draft FY 2018 Audit Report at the October meeting for review.
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# Rappahannock-Rapidan Regional Commission
## FY 2018 Expenditure Snapshot - June 30, 2018

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Difference in adjusted budget: $ -7,335.22
MEMORANDUM

To: Members of the Rappahannock-Rapidan Regional Commission
From: Patrick L. Mauney, Executive Director
Date: August 14, 2018
Subject: FY 2019 Year to Date Revenues & Expenditures

FY 2019 Revenue and Expenditure reports through July 31, 2018 are enclosed for your review. These are unaudited reports through 8.5% of the fiscal year.

Revenues are at 19.9% through the end of July. Dues payments and support for RRRC’s role as lead agency for the housing and homelessness programs from your jurisdictions provide a strong foundation at the outset of each fiscal year. We have also received some project revenues from the last months of the previous fiscal year for the Mobility Management and Section 5310 transit grants, as well as planning assistance provided to Madison County.

Expenditures are at 6.3% of budgeted amounts through the end of July. You will notice that the Office Maintenance line item exceeding the budgeted amount due to replacement of a 20-year old Air Conditioner/Furnace along with the Commission’s portion for upcoming re-paving of the office parking lot. Unprogrammed revenues in the adopted budget will cover these expenses, along with forecasted maintenance expenses for the rest of the year.

REQUESTED ACTION: Adoption of the amended budget to reflect transfer of $8,525.38 from unprogrammed revenues to the Office Maintenance line item.
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<thead>
<tr>
<th>Budget Items</th>
<th>Proposed Budget</th>
<th>Adjustments</th>
<th>Adjusted Budget</th>
<th>July</th>
<th>YTD Actual</th>
<th>YTD %</th>
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<td>$ 225.00</td>
<td>$ 225.00</td>
<td>225.00</td>
<td>0.4%</td>
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<tr>
<td>VHDA VISTA Expenses</td>
<td>$ 15,000.00</td>
<td>$ 4,000.00</td>
<td>$ 4,000.00</td>
<td>4,000.00</td>
<td>26.7%</td>
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<tr>
<td>VHSP Expenses</td>
<td>$ 1,000.00</td>
<td>$ 77.37</td>
<td>$ 77.37</td>
<td>77.37</td>
<td>7.7%</td>
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<tr>
<td>VTC Marketing Grant Expenses</td>
<td>$ 18,000.00</td>
<td>$ -</td>
<td>$ -</td>
<td>0.0%</td>
<td></td>
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<tr>
<td><strong>Total Expenditures</strong></td>
<td><strong>$ 978,408.90</strong></td>
<td><strong>$ 8,525.38</strong></td>
<td><strong>$ 986,934.28</strong></td>
<td><strong>$ 62,513.88</strong></td>
<td><strong>$ 62,513.88</strong></td>
<td><strong>6.3%</strong></td>
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<tr>
<td><strong>Unprogrammed Revenues</strong></td>
<td><strong>$ -</strong></td>
<td></td>
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</tbody>
</table>
Executive Director’s Report  
August 15, 2018

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:

• Monica Creel will join the Commission staff on September 4th as a Planning Assistant with primary duties related to Commuter Services, Foothills Housing Network Central Entry, and administrative support. Ms. Creel has worked for Piedmont United Way since 2001.

• The RRRC Annual Meeting is set for September 27th at the Stone Ridge Events Center just outside of Warrenton. My thanks to Commissioner Wood for the suggestion on the location. The schedule will be similar to this past year with the event beginning at 5 p.m., Welcome and Keynote Speaker at 6:15, and presentation of the Regional Leadership awards at 7 p.m. Please share invitations with fellow Board and Council members, along with staff and others who may be interested. Registration can be completed online or by calling the Commission offices.

Transportation

• The Foothills Area Mobility System (FAMS) received the 2018 Robert DeVoursney Best Practices Award from the Virginia Association of Planning District Commissions (VAPDC) in July. As shared previously, the FAMS partnership represents a successful regional planning effort (the Coordinated Human Services Mobility Plan) that has resulted in the FAMS One-Call Center, increased transit services in Culpeper, Orange, Madison, Warrenton, and Fauquier County, and improvements in coordination of volunteer transportation networks throughout the region. My congratulations to all involved and thanks to the partners and local governments for support of the FAMS partnership.

• Regional Commission staff applied for two Smart Scale projects on behalf of Fauquier County for improvements at Route 29 & Telephone Road in the New Baltimore area and at the Opal Interchange. Fauquier County staff provided the bulk of the information in support of the application.

• For Madison County’s Smart Scale applications, Commission staff provided data entry and information coordination with County and VDOT representatives ahead of the August 8th submission deadline. A resolution supporting projects from Madison County, Culpeper County, Orange County, and the Town of Gordonsville is on next week’s meeting agenda.

• Kristin Lam Peraza attended the Association for Commuter Transportation conference in July. RRRC’s Commuter Services program continues to provide ride matching information to commuters from the region, but there is a greater emphasis from funders to leverage partnerships for mobility and multi-modal active transportation services.

Emergency Planning/Haz Mit

• The Regional Hazard Mitigation Plan was reviewed by Virginia Department of Emergency Management and minor revisions/clarifications were made earlier in August. The plan is now submitted for FEMA review and we expect a response from FEMA in late September or early October. Following conditional approval from FEMA, localities will be asked to adopt the plan.
Homelessness/Affordable Housing
- Staff will participate with Fauquier County Department of Community Development and other stakeholders in the kickoff to the update of the Housing chapter of the County Comprehensive Plan on August 30th. We previously participated in similar meetings with developers and housing advocates in March.
- Jenny Biché will provide information at Wednesday’s meeting from the recently completed Community Outcomes Report completed as part of RRRC’s role as lead agency for the Foothills Housing Network Local Planning Group.

Environmental/Natural Resources
- RRRC and Piedmont Environmental Council are partnering on a Farm-to-Table Showcase event at Rock Hill Farm in Culpeper on September 24th. Local producers are invited to display their products, provide samples, and share information with buyers ranging from chefs and local grocers to wholesale/institutional buyers. A similar event for the public will occur in 2019.
- RRRC kicked off the Chesapeake Bay Watershed Implementation Plan Phase III regional process on July 13th at the Culpeper Library with more than 30 attendees from local governments, non-profit environmental organizations, state agencies, and local/regional builders. A second meeting is set for August 17th.

Economic Development & Tourism
- Several staff members were interviewed as part of the Rappahannock News’ recent series on the Rappahannock economy. The Commission’s efforts on agritourism, regional marketing, and local food promotion/awareness were included in the series.

Technical Assistance/Regional Coordination
- RRRC continues to work with staff in Rappahannock County and the Town of Madison on Comprehensive Plan updates.
- In follow up to the discussions regarding solar energy earlier this year, a high-level GIS suitability analysis for utility scale solar is included in your packets. Staff continues to discuss local solar planning initiatives with staff at your jurisdictions on an ongoing basis.
MEMORANDUM

To: Members of the Rappahannock-Rapidan Regional Commission

From: Patrick L. Mauney, Executive Director

Date: August 14, 2018

Subject: Solar Planning Follow-Up

Following the April 13 Solar Planning workshop, staff have completed a high-level GIS analysis regarding utility scale solar installation in the region. The attached document provides an overview of the methodology, results, and use for the analysis. While this analysis is regional in nature, similar efforts might be completed for localities with adjusted inputs.

Joe Costello will be available to discuss or answer any questions you may have at Wednesday’s meeting.

REQUESTED ACTION: None needed at this time. Attachments are for information purposes and RRRC staff is willing to provide local technical assistance, as desired.
Purpose & Process

The Purpose of this analysis is to provide the Rappahannock-Rapidan Region with a high-level utility scale solar PV site suitability assessment.

This assessment aims to provide a holistic suitability assessment, combining the wide-ranging land suitability needs and constraints of a utility scale solar installation including the limitations imposed by the existing transmission infrastructure while also incorporating local input on how and where solar development should occur.

This assessment will benefit:

1. Localities within the region in that this assessment can help guide the drafting of local zoning and solar development ordinances by providing:
   - A series of GIS maps showing existing transmission infrastructure’s locations
   - A series of GIS maps showing lands not suitable for solar development based on a number of essential technical factors and local input to utility scale solar development.
   - Recommendations at a regional scale that can be included in long range planning efforts including comprehensive planning updates and amendments
   - Providing a general reference guide of suitable land, saving time in identifying suitable sites and recognizing erroneous applications

2. The region as a whole since:
   - The regional commission and local jurisdictions have an interest in protecting and preserving the character of the region and the scale of development as outlined in each localities’ comprehensive plans. This includes protecting, among other things:
     - Agricultural and forestal land uses
     - Historic and scenic viewsheds
     - Prime agricultural lands
   - Energy and transmission systems work across jurisdictional lines and so solar development in one locality impacts transmission capacity in another region, cooperation has the potential to guide a more cohesive regional utility scale solar PV development.

3. Property owners and citizens living within the Rappahannock-Rapidan Region as:
   - The assessment provides a high-level resource to help determine “is my site/farm suitable for utility solar energy development?” If so, why? And if not, why not?

The assessment educates citizenry on solar development constraints. A more efficacious citizenry will be better prepared to engage in discussions regarding leasing/selling land and/or siting of solar developments.

Process

The graphic to the right illustrates the GIS overlay analysis process used to extract each data layer of unsuitable lands from the previous remaining suitable land area. The data layers extracted are detailed in the results section of this analysis.
**Categories & Constraints**

- Utility Scale > 5 acres
- Small Scale < 5 acres
- Residential rooftop solar

- Suitable Land
- Transmission Capacity
- Off-site Impacts

---

**Solar energy installations are categorized for 2 main reasons; purpose and scale.**

Scale is often defined in terms of acres dedicated to the installation and/or power generation.

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- Utility scale solar projects are focused on maximizing energy output to sell for profit.
- Small scale solar is defined here as focused on offsetting energy costs for the immediate on-site commercial or agricultural uses and synonymous with the term 'solar farm' in most cases.
- Residential rooftop solar installations are dependent on the square footage and pitch of unshaded roof area and usually consist of a few arrays with the primary purpose being offsetting on-site energy costs.
This analysis assessed the amount and general locations of suitable land available for utility scale solar development within the Rappahannock-Rapidan Region. The criteria below defines suitable land. The 7th criteria ‘Not on prime agricultural lands’ was used to further differentiate highly suitable lands. Agriculture plays an important role in the region’s economy and history, and local comprehensive plans outline varying goals and strategies aimed at promoting the continued role of agriculture within the region.

<table>
<thead>
<tr>
<th>STEP</th>
<th>CRITERIA</th>
<th>SQ. MILES NOT EXCLUDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>TOTAL STUDY AREA</td>
<td>1966</td>
</tr>
<tr>
<td>1</td>
<td>NOT IN 100-YEAR FLOODPLAIN</td>
<td>1856</td>
</tr>
<tr>
<td>2</td>
<td>NOT IN WETLAND</td>
<td>1842</td>
</tr>
<tr>
<td>3</td>
<td>NOT IN PROTECTED AREAS</td>
<td>1152</td>
</tr>
<tr>
<td>4</td>
<td>SLOPE &lt;5% OR &lt;10% AND SOUTH FACING</td>
<td>1102</td>
</tr>
<tr>
<td>5</td>
<td>ADJACENT TO HIGH CAPACITY TRANSMISSION LINE</td>
<td>490</td>
</tr>
<tr>
<td></td>
<td>(WITHIN 1 MILE)</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>WITHIN 3 MILES OF A SUBSTATION</td>
<td>150</td>
</tr>
<tr>
<td>7</td>
<td>NOT ON PRIME AGRICULTURAL LANDS</td>
<td>120</td>
</tr>
</tbody>
</table>

Each step is applied as a filter to the identified areas in order to produce an ideal recommendation set from the broad criteria factors above.
Conclusions

<table>
<thead>
<tr>
<th>COUNTY</th>
<th>SQ. MILES OF HIGHLY SUITABLE LAND</th>
<th>% OF TOTAL LAND</th>
</tr>
</thead>
<tbody>
<tr>
<td>FAUQUIER</td>
<td>40.2</td>
<td>6.2%</td>
</tr>
<tr>
<td>CULPEPER</td>
<td>23.2</td>
<td>6.1%</td>
</tr>
<tr>
<td>MADISON</td>
<td>5.4</td>
<td>1.7%</td>
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<tr>
<td>ORANGE</td>
<td>45.5</td>
<td>13.3%</td>
</tr>
<tr>
<td>RAPPAHANNOCK</td>
<td>5.1</td>
<td>1.9%</td>
</tr>
<tr>
<td>TOTAL:</td>
<td>119.5</td>
<td>6.1%</td>
</tr>
</tbody>
</table>

Rappahannock-Rapidan Region

- Proximity to Substations (step 5) and High Capacity Transmission Lines (Step 6) are the biggest limiting factors for utility scale solar development from a land suitability perspective.
- The available capacity of transmission lines is the big ‘unknown’ that is an even greater limiting factor than proximity to transmission infrastructure. An interconnected study by the utility provider is required to determine available capacity.
- Most areas of unsuitable slope are also in protected areas (like Shenandoah National Park)
- The most suitable areas for utility scale solar are mostly located in the Eastern part of the region

Protected areas especially:
1. Mine Run Battlefield Study and Core areas in Orange CO.
2. Rappahannock Station, Brandy Station & Kelly’s Ford areas in Culpeper & Fauquier CO.

May be susceptible to utility scale solar development interest and applications due to these areas proximity to substations and high capacity transmission lines and being overall exceptionally suitable areas, according to the criteria used, except for being on or near protected areas. Future utility scale solar development applications may target areas nearby these protected areas with potential to impact viewsheds.

Further Research/Considerations
The following data layers could be included in the RRRC’s gis overlay analysis to further assess site suitability:
- Land Cover – eg. non-disturbed forests
- DCR Environmentally Protected Areas
- Population Projections/ Future Land Value
- Parcel specific data including viewshed impacts, parcel size, road access and other site specific idiosyncrasies
- A Locality OR site specific/ application-based analysis could build off criteria layers and include:
  1. Local zoning ordinance requirements
  2. Data from a known interconnected study
  3. LIDAR/solar insolation values from NREL or other national sources
  4. Create a sliding scale or heat maps for inputs into the model such as development of floodplain or prime Ag. Lands
  5. Using the PV mapper tool to screen parcels (parcel rather than general area)
  6. Viewshed analysis
  7. Use Sketch-Up to do sun/shade analysis and consider zoning buffer requirements
  8. Parcel specific data

*Please reach out to the RRRC for additional information or specific analysis requests.
Legend

- Substations
- High Capacity Transmission Lines
- Optimal Areas for Utility Scale Solar

=119.5 sq. miles

Other factors not considered in this analysis may further limit the utility scale solar suitability of an area.
LOCAL GOVERNMENT
- PV Mapper Tool http://pvmapper.org
- NC CleanTech Center (https://nccleantech.ncsu.edu/community-solar/)
- Culpeper County Utility Scale Solar Policy & Example Conditions

HOMEOWNERS
- LEAP (http://leap-vr.org/)
MEMORANDUM

To: Members of the Rappahannock-Rapidan Regional Commission
From: Patrick L. Mauney, Executive Director
Date: August 13, 2018
Subject: FY 2020 Annual Dues Requests & Per Capita Rate

The Regional Commission will begin to receive annual dues requests in September in advance of the local budget cycle for FY 2020. Setting the per capita rate for the following fiscal year in August eliminates the need for staff to request an extension from Fauquier County and facilitates staff’s ability to submit dues requests upon receipt from each member jurisdiction thereafter.

When Fauquier County moved to a two-year budget cycle in FY 2015, the Commission’s administrative policy has been to hold local per capita funding requests steady for the two year period and to only make a population adjustment every other year. As a reminder, the Regional Commission By-Laws state that the U.S. Census population estimates program is the Commission’s official source for population estimates.

Staff recommends maintaining that policy and to set FY 2020 per capita dues at $0.83 per capita based on 2016 U.S. Census Bureau population estimates. A breakdown for each jurisdiction is provided here along with a Resolution adopting the FY 2020 per capita dues request rate.

REQUESTED ACTION: Consider adoption of the FY 2020 Per Capita Rate and authorize staff to submit dues requests to member jurisdictions as received.
Resolution Approving FY 2020 Per Capita Assessment Rate

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 Nine, and;

WHEREAS, the COMMISSION prepares an annual budget of revenues and expenditures to fund and carry out its annual work program, and;

WHEREAS, member jurisdictions provide funding to the COMMISSION through their annual locally adopted budgets, and;

WHEREAS, various member jurisdictions request formal applications for funding be submitted by the COMMISSION as part of the local budget development process, and;

WHEREAS, Article XII of the COMMISSION By-Laws reads that each member governmental subdivision shall contribute funds to the COMMISSION at the same per capita rate and that the COMMISSION shall annually determine the per capita contribution, and;

NOW, THEREFORE BE IT RESOLVED, that the COMMISSION establishes the FY 2020 per capita assessment rate at $0.83 using 2016 population estimates from the United States Census Bureau, and approves the member assessments attached hereto for FY 2020, and;

FURTHER BE IT RESOLVED, that the COMMISSION authorizes staff to submit applications for FY 2020 funding requests to member jurisdictions based on the processes identified by each member jurisdiction.

Adopted this 22nd day of August, 2018 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
<table>
<thead>
<tr>
<th>County</th>
<th>2016 Pop. Estimate (U.S. Census Bureau; County Estimates are less Town Estimates)</th>
<th>FY 2019/ FY 2020 Dues ($0.83 per capita)</th>
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<tbody>
<tr>
<td>Culpeper County</td>
<td>32,077</td>
<td>$26,623.91</td>
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<tr>
<td>Fauquier County</td>
<td>58,349</td>
<td>$48,429.67</td>
</tr>
<tr>
<td>Madison County</td>
<td>12,860</td>
<td>$10,673.80</td>
</tr>
<tr>
<td>Orange County</td>
<td>28,962</td>
<td>$24,038.46</td>
</tr>
<tr>
<td>Rappahannock County</td>
<td>7,262</td>
<td>$6,027.46</td>
</tr>
<tr>
<td>Town of Culpeper</td>
<td>18,006</td>
<td>$14,944.98</td>
</tr>
<tr>
<td>Town of Gordonsville</td>
<td>1,583</td>
<td>$1,313.89</td>
</tr>
<tr>
<td>Town of Madison</td>
<td>218</td>
<td>$180.94</td>
</tr>
<tr>
<td>Town of Orange</td>
<td>4,988</td>
<td>$4,140.04</td>
</tr>
<tr>
<td>Town of Remington</td>
<td>631</td>
<td>$523.73</td>
</tr>
<tr>
<td>Town of The Plains</td>
<td>228</td>
<td>$189.24</td>
</tr>
<tr>
<td>Town of Warrenton</td>
<td>9,861</td>
<td>$8,184.63</td>
</tr>
<tr>
<td>Town of Washington</td>
<td>126</td>
<td>$104.58</td>
</tr>
<tr>
<td>Population Total</td>
<td>175,151</td>
<td>$145,375.33</td>
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MEMORANDUM

To: Members of the Rappahannock-Rapidan Regional Commission
From: Patrick L. Mauney, Executive Director
Date: August 9, 2018
Subject: Resolution of Support for FY 2020-2025 Smart Scale Funding Applications by Local Governments

The Commonwealth Transportation Board (CTB) solicited applications for funding through the Smart Scale prioritization process through August 1, 2018.

As part of the Smart Scale process, regional organizations such as the Regional Commission are asked to provide resolutions of support for applications submitted by local governments. Resolutions are required for projects meeting an identified VTrans need on a Corridor of Statewide Significance, and may be included for other projects submitted by local governments.

The resolution for consideration includes projects from Culpeper County, Madison County, Orange County, and the Town of Gordonsville. Please also note that a separate resolution was adopted in June, supporting projects from Fauquier County and the Town of Culpeper.

Preliminary project scores and benefits analysis will be available in January 2019.

REQUESTED ACTION: Consider adoption of the attached Resolution of Support for FY 2020-2025 Smart Scale Applications by local governments in the Rappahannock-Rapidan region.
WHEREAS, the Rappahannock-Rapidan Regional Commission, hereafter referred to as the Commission, recognizes the importance of ensuring the safe and efficient movement of people and goods along public roadways in the region; and

WHEREAS, the Commission and its member jurisdictions have identified transportation projects which are critical to the safe and efficient movement of people and goods along public roadways in the region; and

WHEREAS, the Virginia General Assembly enacted legislation on April 6, 2014 in the form of House Bill 2, hereafter referred to as “Smart Scale”, and established new criteria and methodology for the allocation of transportation funding in Virginia via the Six-Year Improvement Program (“SYIP”); and

WHEREAS, the Commonwealth Transportation Board (“CTB”) adopted the Smart Scale Policy Guide at its meeting on October 24, 2017; and

WHEREAS, the Commission and its member jurisdictions have identified transportation projects addressing critical needs within the region to submit for funding through the FY 2020-2025 SYIP;

NOW, THEREFORE, BE IT RESOLVED that the Commission does hereby endorse and convey its full support for the submission by local governments within the Rappahannock-Rapidan region of Smart Scale applications requesting funding for the following transportation projects:

- US 15/29 and Route 663 (Alanthus Road) Intersection Improvements in Culpeper County
- US 15/29 and Route 663 (Alanthus Road) Interchange Construction in Culpeper County
- US 29 and Route 662 (Shelby Road) Intersection Improvements in Madison County
- Route 230, Route 231, and Route 687 (Fairgrounds Road) Roundabout Construction in Madison County
- US 522 and Route 20 Roundabout Construction in Orange County
- Route 20 and Route 611 Roundabout Construction in Orange County
- US 33 and Route 20 (Easternmost intersection) Roundabout Construction in Orange County
- Route 231 and High Street Roundabout Construction in the Town of Gordonsville (Orange County)
- US 15/33 and High Street Roundabout Construction in the Town of Gordonsville (Orange County)

Resolved this 22nd day of August, 2018 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:   August 14, 2018
Subject: Agreement Between RRRC and Rappahannock County for Project Management in Support of the Rappahannock County School Connector Trail

Last October, the Regional Commission approved staff to provide project administration for the Rappahannock County School Connector Trail project, pending award of a Transportation Alternatives Program (TAP) grant from the Virginia Department of Transportation (VDOT) to Rappahannock County. At the time, staff indicated that any contract to provide such services would be brought back to the Regional Commission for consideration.

In June, the Commonwealth Transportation Board (CTB) approved full funding for the Trail through the TAP grant. Rappahannock County staff and Regional Commission staff have developed a draft Agreement, attached here, establishing roles and responsibilities related to project management for the grant.

The Rappahannock County Board of Supervisors will consider authorization of this and other agreements on September 5th. Additional details on the other agreements related to the grant are available from Rappahannock County at the following link: http://www.boarddocs.com/va/corva/Board.nsf/goto?open&id=B2JM6C534E84.

REQUESTED ACTION: Authorize Executive Director to execute the Agreement with Rappahannock County pending the County’s acceptance of TAP grant funds from VDOT
AGREEMENT BETWEEN
THE RAPPAHANNOCK-RAPIDAN REGIONAL COMMISSION (RRRC)
AND THE COUNTY OF RAPPAHANNOCK, VIRGINIA

PURPOSE OF AGREEMENT:
The purpose of this agreement is to establish the roles and responsibilities of the County of Rappahannock as Sponsor and Rappahannock-Rapidan Regional Commission as Project Manager for the administration and implementation of the Rappahannock County “School Connector Trail” Transportation Alternatives Program (TAP) project (VDOT UPC number 113590).

PARTIES TO AGREEMENT:
County of Rappahannock, Virginia (County)
Point of Contact:
  Garrey W. Curry, Jr., P.E., County Administrator
  3 Library Road / P.O. Box 519
  Washington, VA 22747
  (540) 675-5330
  gwcurry@rappahannockcountyva.gov

Rappahannock-Rapidan Regional Commission (RRRC)
Point of Contact:
  Patrick Mauney, Executive Director
  420 Southridge Parkway, Suite 106
  Culpeper, VA 22701
  (540) 829-7450
  plmauney@rrregion.org

PERIOD OF AGREEMENT:
The agreement covers the period from the date of the last signature on this agreement to the date of completion of the TAP project including project closeout, or date of project cancellation if the project is formally terminated by the County prior to completion. The end date may be modified if agreed to in writing by both parties.

PROJECT DESCRIPTION
The Commonwealth Transportation Board and Virginia Department of Transportation have approved the referenced TAP grant for improvements located in Rappahannock County. As summarized from the TAP Administrative Agreement and TAP Application, the project will include:

1. Designing then constructing approximately 1.2 miles of paved multi-purpose path on the north side of Route 211/522 generally connecting Rappahannock County High School and Rappahannock County Elementary School.
2. Incorporating handicapped accessibility in the design, including but not limited to appropriate path widths, road crossings, and grades.
FUNDS AVAILABLE:
Funds available for the administration and implementation of the project totals $1,022,339, consisting of $815,871 from the Virginia Department of Transportation (VDOT) and $206,468 in local matching funds to satisfy the 20% match requirement, with the match provided by the County as a pass through from non-county sources as noted herein.

RESPONSIBILITIES:

County
1. The County will serve as the project sponsor for the TAP project. As the Sponsor, the County has entered into a Standard Project Administrative Agreement (Administrative Agreement) with VDOT assuming responsibility for all activities required by the “Locality” that are necessary to complete the project.
2. The County will be responsible for compliance with Virginia and federal procurement rules.
3. The County, with its consultants, will obtain required easements and right of way agreements (if any).
4. The County is sourcing match funds from the PATH Foundation (two grants of $75,000) and from a group of interested local citizens who have formed a group named “Rappahannock Trails Coalition” and who have formally agreed to provide $56,468 in cash at the start of the project providing the balance of match funding needed ($75,000 + $75,000 + $56,468 = $206,468).
5. The County will set up the TAP grant as a separate fund in its accounting system to track revenue and expenditures separate from other County revenue and expenses.
6. The County will deliver to RRRC necessary documentation to prepare requests for reimbursement to VDOT, no less than quarterly or more frequently than monthly.
7. The County will sign and submit the reimbursement request prepared by the RRRC to VDOT and will receive the reimbursement from VDOT by electronic transfer directly into its bank account.
8. The County will review the documentation prepared by the RRRC to ensure the accuracy and completeness of the material.
9. The County will contract for materials testing and site inspection prior to construction as part of the design consultant selection process.
10. The County, with its consultants, will conduct site visits to verify that construction progress is commensurate with payment requests.
11. The County will pay the contractors for work on the project within 45 days of receipt of acceptable documentation.
12. The County will arrange for maintenance of the project in accordance with the Administrative Agreement.

RRRC
1. RRRC shall serve as project manager. As such, RRRC shall manage all activities necessary to complete the project. Project management shall be consistent with the requirements of the latest editions of the VDOT Locally Administered Projects (LAP) manual and the VDOT Transportation Alternatives program guide. These documents require the project to be designed and constructed to meet or exceed current American Association of State
Highway and Transportation Officials (AASHTO) standards or supplementary standards approved by VDOT.

2. RRRC shall coordinate with, and provide input as needed to, VDOT who will perform the Environmental Review Process as defined in Chapter 15 of the LAP manual. RRRC shall prepare and provide the EQ 429 Project Early Notification Form to VDOT to initiate the Environmental Review Process.

3. RRRC shall coordinate and participate in a project coordination/kick-off meeting with county and VDOT representatives.

4. Following request to VDOT and their approval to proceed to the Preliminary Engineering phase, RRRC shall assist the County with procuring an engineering consultant by preparing a Request for Proposals (RFP) for Architectural/Engineering Services for Engineering, Project Management, and Construction Management (to include materials testing) in accordance with Chapter 11 of the LAP manual. Upon concurrence from the County, RRRC shall submit the RFP to VDOT for review and approval. Upon VDOT approval, RRRC shall coordinate the process needed for the County to advertise the RFP, receive and review proposals, and select a qualified consultant deemed able to administer and manage the TAP grant.

5. Upon selection of a qualified consultant, RRRC shall submit draft contract documents to VDOT to obtain approval to contract with the selected consultant. Following VDOT approval, RRRC shall coordinate efforts with the selected consultant including participating in design development meetings and reviewing and submitting consultant invoices to the County for review, approval, and submission to VDOT for reimbursement.

6. If necessary for the project, RRRC shall request and obtain approval from VDOT to begin the Right of Way phase of the project.

7. Following VDOT approval of the consultant contract and execution of the contract between the County and the consultant, RRRC shall coordinate the project development/design phase of the project in accordance with Chapter 12 of the LAP manual including managing submittal of draft and final plan submittals at the stages of completion required by VDOT. RRRC shall also review the project construction estimate prepared by the engineering consultant together with the county prior to submittal to VDOT for review and approval with final design plans and a request to advertise the construction contract for bid.

8. In accordance with applicable federal and VDOT requirements, RRRC shall assist the County with procuring a general contractor by advertising the Invitation for Bid (IFB) prepared by the engineering consultant and approved by the County and VDOT, to solicit bids from qualified contractors that are capable of constructing the project with necessary contribution from disadvantaged business enterprises (DBEs).

9. Following VDOT concurrence to award the construction contract to the apparent low bidder, RRRC shall coordinate the execution of the construction contract prepared by the engineering consultant and approved by the County and facilitate a pre-construction conference including county, VDOT, RRRC, and contractor representatives.

10. During project construction, RRRC shall conduct periodic site visits to verify that employers comply with federal wage requirements (Davis Bacon and minimum wage), shall review payroll records, and shall submit all necessary Civil Rights paperwork required for the project to VDOT.

11. RRRC shall coordinate with the engineering consultant providing construction management and material certification documentation and prepare all required
documentation to itemize reimbursement request submittals to VDOT on a desired monthly basis (and in no case more than quarterly basis), after receiving copies of invoices with proof of payment attached from the County. RRRC shall review invoices presented for payment if requested by the County. Documentation submitted with reimbursement requests shall include copies of related vendor invoices, to-date project summary schedule, tracking payment requests and adjustment, quarterly reports through the design phase and certification that all project activities have been performed in accordance with all federal, state, or local laws and regulations.

12. RRRC shall maintain accurate and complete records of the project, make documents available for VDOT audit, and retain records for three years following project closeout.

13. RRRC shall provide a copy of its audit to the County and VDOT.

JOINT RESPONSIBILITIES

1. RRRC and the County will define detailed procedures to meet VDOT requirements, accommodate the needs and capabilities of RRRC, and minimize the risks to RRRC and the County.

2. The County will work with all its partners, including RRRC, to define an implementation strategy that will phase the work in a conservative manner that will minimize the possibility of cost overruns.

3. RRRC and the County will work with VDOT to estimate costs to be incurred by VDOT and to develop a plan to minimize those costs and the potential for any cost overruns.

ADDITIONAL SERVICES

Any services beyond those identified in this agreement will be additional services to this agreement. RRRC shall submit a written understanding of additional tasks prior to undertaking additional work. Costs for additional services will be on a reimbursement basis for actual costs, unless otherwise identified in the written description of the tasks.

PAYMENT

RRRC agrees to perform the services set forth in this agreement at a Not-To-Exceed cost of Seventy Thousand Dollars ($70,000). RRRC will bill monthly based on time and materials. The County agrees to pay the RRRC within 45 days of receipt of a bill. If the County objects to a statement of services, the County agrees to advise the RRRC in writing, stating the reasons for the objection, within ten days after receipt of the bill in question. Both parties agree to resolve billing problems promptly.

INDEMNIFICATION AND HOLD HARMLESS

To the extent authorized by law, the County and RRRC agree to indemnify and hold harmless each other, their officers, agents, and employees, from any and all claims for bodily injury, and personal injury and/or property damage, including cost of investigation, all expenses of litigation, including reasonable attorney fees, and the cost of appeals arising out of any claims or suits which result from errors, omissions, or negligent acts of the County or RRRC, their subcontractors and their agents and employees.
AMENDMENT
This Agreement may not be modified, except by written agreement of the parties signed by the duly authorized officers of the parties.

Accepted by:
RRRC

By: __________________________ Date
Patrick Mauney
Executive Director

Rappahannock County

By: __________________________ Date
Roger Welch
Chairman, Board of Supervisors

Attach evidence of authorization to sign

Approved as to Form:

By: __________________________ Date
Arthur L., Goff
County Attorney
MEMORANDUM

To: Members of the Rappahannock-Rapidan Regional Commission
From: Patrick L. Mauney, Executive Director
Date: August 14, 2018
Subject: Strategic Planning Discussion

As referenced during the FY 2019 budget development process, the Regional Commission has not had a strategic planning/prioritization process completed in several years.

One possible avenue to explore is a Voluntary Council Assessment through the SouthEast Regional Directors Institute (SERDI) which includes a survey of regional leaders, multiple focus groups, and work session with the Commission. SERDI is a professional organization serving Regional Commission/Council directors and has provided similar assessments to several regions in Virginia. The general scope of work from SERDI is included here for discussion.

Other options for consideration include half-day or one-day retreat style events focused on Commission members and staff.

REQUESTED ACTION: Direction to staff as to scope of Strategic Planning effort
SouthEast Regional Director Institute’s Voluntary Council Assessment Program

The SouthEast Regional Directors Institute’s Voluntary Council Assessment Program is a multi-month process of both in and out of region segments. The assessment process’ ultimate goal is to develop strategies to maximize regional council’s support and assistance to its member governments (owners) and place the council in the most relevant position in the region, so that it helps in enhancing the local governments, their communities, and the region.

While each assessment is tailored to best fit each individual regional council’s need, the following component parts of a beginning structure are used to build an assessment tool to maximize the benefit to the council being assessed:

Survey of Region’s Leaders
Prior to the in-region assessment, there will be an electronic survey conducted of a Board of Directors and if determined by the Board, other local elected and appointed officials, and other regional leaders whose opinions would be of value in trying to build the most credible and relevant council possible. The survey will include but not limited to such questions as:

- What is good about council;
- What concerns you about council;
- What is the most valuable thing you receive from the council;
- Is there an opportunity out there that you think council should be engaged in that it is not;
- If you could change one thing about council what would it be?

The participants will have 30 days prior to the in-region assessment to complete and submit their answers. The SERDI staff will tabulate the results share them with the council at the Board’s work session during the in-region assessment. One-on-one interviews with regional leaders is an additional option in this part of the assessment.

In-Region Focus Group Sessions
There will be up to 6 focus group sessions held facilitated by the SERDI staff. The focus groups will not exceed 1½ hours in length. The number of participants in each focus group should not exceed 20. It will be up to the council how many focus groups will be held and if they will be held by geography or by sector (managers, planners, economic developers, workforce, etc.).

Some of the same questions asked in survey will be asked, but the focus of the group sessions will be on the position of the council in the region, its assets, its liabilities, its staff, the big opportunities, challenges, and issues facing the region, and, what role does or should the council play in addressing those things; and, should the council play more of a convener role than it does in bringing the local governments of the region together when appropriate.

Finally, group participants will be asked how they feel the council should be position itself to absolutely maximize its relevancy and usefulness to its owners, the local governments of the region. Parts of three days should be set-aside for the group sessions.
**Board of Directors Review and Strategies Work Session**
Following the focus group sessions, either at the end of the third day or on the fourth day (in either event the session should be aligned with a regularly scheduled board meeting of the council) a review and strategies work session, not to exceed 1 ½ hours will be facilitated by the SERDI Staff. The survey and focus group work will be presented for review, consideration, and discussion. SERDI staff will also present several preliminary rough draft strategy recommendations for discussion only. The council will have an opportunity to propose draft strategy recommendations as well.

**Complete Record Report**
Within 14 business days following the completion of the Board of Directors Review and Strategies Work Session, the SERDI staff will submit to the council a complete record report of the council assessment including final recommendations.

**SERDI Staff**
The assessments are conducted by SERDI Staff. Current Assessment Team members are:

- Jim Youngquist, SERDI Staff Director
- Dee Blackwell, retired COG director (NC)
- Chris Bickley, retired COG Director (SC)