

**Rappahannock Rapidan Regional Commission**  
**April 28, 2021 Regular Meeting**  
**Electronic Meeting**

**MINUTES**

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

*Staff Present: Matthew Decatur, Michelle Edwards, Jennifer Little, Patrick Mauney, Terry Snead, Rebecca Wareham*

**1. Call to Order**

Chair Taylor called meeting to order at 1:03 p.m. She stated that due to the COVID-19 pandemic and associated State of Emergency and with no quorum of the Commission physically assembled in one location, the meeting was being conducted electronically via Zoom and that audio and video of the proceedings were available on YouTube during and after the meeting.

**2. Electronic Meetings During Declared State of Emergency**

Chair Taylor asked the Executive Director to review the guidelines for conducting the Commission meeting electronically. P Mauney reviewed the requirements, noting that the Commission will follow the guidance in §2.2-3708.2 of the Code of Virginia regarding electronic meetings when the Governor has declared a State of Emergency in accordance with §44-146.17 of the Code of Virginia.

**3. Roll Call & Quorum Determination**

A quorum of the Commission was confirmed.

**4. Agenda Approval**

Upon motion by J Crozier, 2<sup>nd</sup> by F Catlin, the agenda was approved ayes all.

**5. Public Comment**

There were no comments from the public submitted prior to the meeting.

**6. Presentations and Special Recognition**

Chair Taylor thanked R Coiner for his leadership and service to the Commission, specifically noting his service as Chair for the past two years and stated that she looked forward to formal recognition in person at an upcoming meeting.

**7. Approval of Minutes**

a) February 24, 2021

Chair Taylor presented the minutes from the February 24<sup>th</sup> RRRC meeting. R Coiner moved to approve the minutes, 2<sup>nd</sup> by E Ashby. The motion carried by voice vote.

**8. Financial Reports**

a) FY 2021 Year to Date Financial Report

Chair Taylor asked P Mauney to review the FY 2021 financial reports and proposed budget amendments. P Mauney noted that there were no significant items from the FY 2021 year to date reports with revenues and expenses in good position with an expectation of a slight net positive at the end of the fiscal year. He then reviewed the proposed amendments to the budget, noting that reduced revenues for the National Fish and Wildlife Foundation and Wildfire Analysis grants would be recognized in future fiscal years and that the reduction in Commuter Assistance Program grant funding was related to pass-through marketing costs and would not impact staff time for that program.

R Coiner moved to approve the amended FY 2021 budget, 2<sup>nd</sup> by E Ashby. The motion carried by roll call vote.

*Aye: Ashby, Catlin, Coiner, Crozier, Curry, Deal, Donehey, Egertson, Hively, Hobbs, Lamar, McCulla, Roby, Schaeffer, Taylor, Voorhees, Woods (17); Nay: None; Abstain: None; Not Present: Butler, Hoffman, Sisson (3)*

b) FY 2022 Preliminary Budget

Chair Taylor requested P Mauney present the FY 2022 draft agency budget. P Mauney reviewed the draft budget, noting that revenues are projected at \$1,239,603 and expenses at \$1,226,746 and that the projected surplus will allow for additional program and staffing flexibility. He stated that revisions would be made between now and the June meeting, with the potential for an Executive Committee review in late May. He further encouraged any Commissioners to reach out to him with questions.

**9. Executive Director's Report**

Chair Taylor asked P Mauney to review the Director's report. P Mauney shared that there was a current advertisement for an AmeriCorps VISTA member and stated that the VISTA program has been critical for assisting with the Foothills Housing Network.

He also shared that the Regional Transportation Collaborative held an informational webinar on transportation options in the region in late March which remains available via YouTube, noted that staff had held a kickoff meeting for the National Fish and Wildlife Foundation grant with project partners and also noted that the application for Hazard Mitigation plan update was not funded due to limited funding and other regions with plan expiration dates ahead of the Rappahannock-Rapidan regional plan.

## **10. Staff Updates**

### *a) Foothills Housing Network Update*

Chair Taylor asked R Wareham to provide the Commission an update on Foothills Housing Network activities. R Wareham reviewed the results of the January Point-in-Time count, noting that there were 236 homeless individuals (sheltered and unsheltered) in 141 total households, inclusive of 92 children in 47 households. The majority of these individuals are located in Culpeper and Fauquier counties, though three unsheltered individuals were observed in both Madison and Orange counties. She also stated that the numbers are higher than in 2019 and 2020, but that the pandemic only partially accounts for the higher number of homeless individuals.

R Wareham also reviewed to date funding amounts received by FHN providers to serve homeless households in non-congregate settings in both Culpeper and Fauquier counties. She further requested Commissioners to share the information and to direct any landlords that they may be in contact with to contact her, as there are various incentives and supports for landlords who may work with FHN service providers. G Curry noted that Rappahannock County has a new director of Social Services and would connect staff with that individual.

### *b) 2045 Regional Long Range Transportation Plan Update*

Chair Taylor stated that the Commission adopted its first Long Range Transportation Plan in 2011 and that an update was currently under development. P Mauney shared that funding mechanisms for transportation projects have changed significantly since 2011 and that the plan update is designed to reflect those changes. Projects have been identified to meet Smart Scale funding goals, including those sourced from the VDOT Potential for Safety Improvement (PSI) lists, as well as the VTrans Mid-Term Needs. He also stated that staff have worked with the Rural Transportation Committee in revising background information in the plan and has a current request for local review and addition of projects which is ongoing at present. Commissioners may also submit additional local priorities, as needed.

G Deal stated that Culpeper County has started to push for a revision to the recent changes in Revenue Sharing funding streams, which has delayed the timing of previously allocated funds for Revenue Share projects. He asked if the Commission or other localities would likewise submit comments and concerns. B Schaeffer noted that Warrenton has dealt with similar issues and has sought legislative assistance from General Assembly representatives.

The Commission directed the Executive Director to work with Culpeper County and Town of Warrenton staff to develop a letter requesting revisions to the Revenue

Sharing funding timeline and other funding program delays.

*c) Regional Cigarette Tax*

Chair Taylor reminded the Commission of the February discussion regarding regional cigarette taxes and asked P Mauney for an update. P Mauney noted that staff remains prepared to support a regional cigarette tax board, but that staff was also aware of other options for localities that may be more suitable. He asked for Commission guidance on next steps.

J Crozier noted concerns about the impact on towns that currently have cigarette tax programs in place, and for staff's recommendation. P Mauney stated that his understanding is that a regional board would likely set its rate higher than any of the existing towns so as to allow those jurisdictions flexibility in maintaining or adjusting their rates, but that it seemed unlikely that towns would join the regional board at this time.

J Hobbs stated that Madison County was unconcerned with which organization or geography would be included in any regional tax board, but noted that a board of RRRC jurisdictions would likely need Fauquier County included from an economic standpoint. P McCulla noted that Fauquier County was likely to review the issue at an upcoming worksession. B Schaeffer stated that Warrenton is pleased with its participation with the Northern Virginia Cigarette Tax Board, but would consider any options available.

The Commission agreed to keep the item on the agenda for its next meeting, with additional local updates to occur in the interim.

**11. New Business**

*a) Proposed Amendment to the RRRC Bylaws – Second Reading*

Chair Taylor introduced item 11A, noting that the first reading of the proposed bylaws amendment occurred in February and that the Commission could take action today. P Mauney reviewed the bylaws amendments relating to the Past Chair definition and participation on the Executive Committee.

R Coiner moved to approve the bylaws amendments, 2<sup>nd</sup> by P McCulla. The motion carried by roll call vote.

*Aye: Catlin, Coiner, Crozier, Curry, Deal, Donehey, Egertson, Hively, Hobbs, Lamar, McCulla, Roby, Schaeffer, Taylor, Voorhees, Woods (16); Nay: None; Abstain/Not Voting: Ashby (1); Not Present: Butler, Hoffman, Sisson (3)*

*b) FY 2022 Rural Transportation Work Program*

Chair Taylor stated that staff was requesting approval of the annual Rural Transportation Work Program and resolution to submit to VDOT. She asked P Mauney to review the draft work program and he highlight information on statewide, regional and local projects, also noting that the work program could be amended if additional projects were identified during the course of the year.

J Hobbs asked if a program budget was included. P Mauney stated that he would send out following the meeting, but that the overall budget of \$58,000 in federal funds, and \$14,500 in local matching funds remained at the same level as the past 10 years.

J Hobbs moved to approve the Resolution for FY 2022 Rural Transportation Work Program, 2<sup>nd</sup> by G Curry. The motion carried by roll call vote.

*Aye: Catlin, Coiner, Crozier, Curry, Deal, Donehey, Egertson, Hively, Hobbs, Lamar, McCulla, Roby, Schaeffer, Taylor, Voorhees, Woods (16); Nay: None; Abstain/Not Voting: Ashby (1); Not Present: Butler, Hoffman, Sisson (3)*

*c) Regional Farm to School Liaison Position*

Chair Taylor reminded the Commission of the Farm to School Liaison position discussion that was previously approved in February 2020, but was later put on hold due to the COVID-19 pandemic. She asked P Mauney and M Edwards to review. P Mauney stated that the position had support from all local school systems and funding was in line from PATH Foundation and NoKidHungryVA. M Edwards further noted that the school system nutrition directors had asked for the position to be considered again for the upcoming year, as the technical assistance will provide support for each school system's needs.

G Curry moved to approve, 2<sup>nd</sup> by R Coiner. The motion carried by voice vote.

*d) AARP Community Challenge Grant Application*

Chair Taylor asked P Mauney to review item 11D regarding an application to the AARP Community Challenge grant program. P Mauney noted that the Commission's work to develop the Regional Transportation Collaborative had been successful over the past year and that the RTC partners had identified a need for outreach and awareness regarding volunteer driver programs, both for raising awareness and building trust with riders, but also in supporting driver recruitment efforts. The grant application would provide funding for development of a *Trusted Community Partner* brand for the program, as well as associated outreach and brand awareness materials.

P McCulla moved to approve the grant request, 2<sup>nd</sup> by J Crozier. The motion carried by voice vote.

*e) Upcoming Meeting Format*

Chair Taylor stated her hope for returning to in-person meetings and asked for Commission discussion. Commission members were largely in favor of in-person meetings, and asked staff to work with local governments to identify locations and a schedule for the upcoming year. The Commission also requested staff provide a hybrid option for anyone that may wish to participate remotely while the State of Emergency remained in place that allows for such electronic meetings.

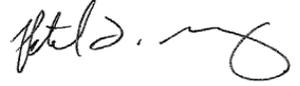
## **12. Regional Roundtable**

Commission members shared information of note from their communities.

**13. Adjournment**

Upon motion by R Coiner, 2<sup>nd</sup> by D Donehey, Chair Taylor adjourned the meeting at 2:41 p.m.

Respectfully Submitted by:



---

Patrick L. Mauney  
Secretary & Executive Director

DRAFT