

**Rappahannock Rapidan Regional Commission
June 23, 2021 Regular Meeting
Warrenton Town Hall, Warrenton, VA**

MINUTES

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

Others Present: Denise Harris (Town of Warrenton), John Payne (Virginia Housing)

Staff Present: Monica Creel, Michelle Edwards, Patrick Mauney

1. Call to Order

Chair Taylor called meeting to order at 1:00 p.m. She thanked the Town of Warrenton for hosting the meeting in the new Town Hall, as well as for providing a tour of the new Town Hall and Town’s outdoor dining, parklets, and other initiatives along Main Street.

2. Pledge of Allegiance

Chair Taylor led Commissioners in the Pledge of Allegiance.

3. Roll Call & Quorum Determination

A quorum of the Commission was confirmed.

4. Agenda Approval

Upon motion by J Crozier, 2nd by J Hobbs, the agenda was approved ayes all.

5. Public Comment

There were no comments from the public.

6. Presentations and Special Recognition

a) Presentation: Virginia Housing PDC Housing Development Program

Chair Taylor welcomed Mr. John Payne, Strategic Housing and Program Implementation Officer with Virginia Housing to the meeting, noting that he would present information on his organization's PDC Housing Development Program.

Mr. Payne shared a slide deck providing an overview of Virginia Housing and with information regarding the new initiative targeted to Planning District Commissions. He noted that a primary goal of the program is to enhance the coordination between local developers and regional commissions. The program is designed as a three-year grant with an expected outcome of 10 units per each \$1 million provided. Funding amounts are based on regional populations and the Rappahannock-Rapidan region would qualify for \$2 million.

G Deal asked if the intention was for the funding to be combined with tax credit funding or other sources. J Payne stated that the funding was not meant to replace existing funding, but was meant to leverage other sources. G Deal asked whether local support was needed. J Payne stated that local support would be critical, but that other funding programs may require different levels of local support. He underlined that flexibility and innovation were important to this new program.

G Curry asked how the Commission would fit into the process. P Mauney stated that the Commission would be a facilitator, providing a pool of funds to offset development costs, should a project emanate that meets the requirements, has local and regional support and addresses critical needs that will be identified as part of the program implementation. P Mauney also noted that the grant allows for up to 85% of funding to be reimbursed prior to the development phase, which in his opinion allows the Commission to devote staff time toward program implementation with a likelihood of identifying and supporting development of housing units, but also the comfort that those costs would be reimbursed even if the program was ultimately unsuccessful.

G Deal asked if the funds could be available as part of affordable units proffered as part of a larger development. P Mauney indicated that would be allowable, but J Payne noted the importance of the units not being already built or financed, as the funding is meant for development of new units.

G Curry asked about who would track the affordability requirement. J Payne stated that this would likely vary depending on other funding sources and their methods for ensuring long-term affordability.

B Schaeffer asked whether accessory dwelling units might be allowable under this program. J Payne indicated that it may be possible, but would have questions about how affordability would convey with subsequent real estate transactions. B Schaeffer stated that it would be important to consider ADUs as part of funding programs

moving forward, especially considering the recommendations from the regional housing study.

Following further discussion, G Curry motioned to authorize the Executive Director to execute agreements with Virginia Housing, and to designate the Executive Committee, or another Committee assigned by the Executive Committee, to oversee the program. A 2nd was made by G Deal. The motion carried unanimously.

b) Resolution of Thanks to Outgoing Commissioner Jack Hobbs
Chair Taylor introduced a resolution thanking Commission member Jack Hobbs from Madison County for his service, noting that he would be departing Madison County and the region at the end of the month.

P Mauney read the resolution into the minutes, a copy of which is attached to the official meeting minutes.

7. Approval of Minutes

a) April 28, 2021

Chair Taylor presented the minutes from the April 28th RRRC meeting. J Crozier moved to approve, 2nd by R Coiner. The motion carried unanimously.

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 revenues were at 94% of budget, with expenses at 79% of budget as of the end of May. He also stated that there would likely be a surplus at the end of the fiscal year, primarily due to decreased spending on office operating expenses over the past year.

P Mauney noted one proposed amendment in which the Commission served as fiscal agent upon request from the Town of Washington for a one-time, pass-through payment in the amount of \$36,630.58.

R Coiner moved to approve the amended FY 2021 budget, 2nd by P McCulla. The motion carried unanimously.

9. Executive Director's Report

Chair Taylor asked P Mauney to review the Director's report. P Mauney noted that the Commission is advertising for two open positions, with desire to have both filled by later in the summer. P Mauney also thanked Rebecca Wareham and Foothills Housing Network partners for their coordinated response to flooding impacts at the Sleepy Hollow Motel in Culpeper recently. He also noted upcoming meetings, including the regional Food Council, and recent discussions with the Health District regarding collaborative efforts in which the Commission may be able to support the district with GIS and mapping support.

10. Staff Updates

a) National Fish & Wildlife Foundation Small Watershed Implementation Grant
Chair Taylor asked M Edwards to review the recent award from the National Fish and Wildlife Foundation. M Edwards shared information on the award for a two-year project focused on stormwater management and Chesapeake Bay Watershed Implementation plan implementation. The project partners are Fauquier County, Town of Warrenton, John Marshall Soil and Water Conservation District, Friends of the Rappahannock, and Chesapeake Conservancy. The overall award is \$301,227 with \$345,568 in leveraged funding.

The grant will allow project partners to install three green stormwater best management practices that will allow for outreach and education with Fauquier County schools, as well as within the Town of Warrenton. Partners will also use funds to improve participation in the Virginia Conservation Assistance Program (VCAP) via cost-share matching funds. Finally, funds will be used to develop a custom GIS-based prioritization of BMPs in the region using new land cover and hydrography data, as well as ground-truthing stream bank data and targeted water quality monitoring.

b) AARP Community Challenge Grant
Chair Taylor asked P Mauney to provide an update on the AARP Community Challenge grant. P Mauney indicated that, while an official announcement was pending, staff had received favorable feedback from AARP and was confident of an award notification. He also stated that part of the funding would focus on public awareness of volunteer driver programs, including the potential for temporary art installations on benches or other public locations. He asked Commissioners to share locations that may be used or any local process that may need to be followed to allow such temporary installations.

c) Regional Cigarette Tax
Chair Taylor requested an update on the Regional Cigarette Tax discussion. P Mauney noted his understanding that those counties interested in pursuing the cigarette tax have identified options with either the Thomas Jefferson PDC and Charlottesville-area localities or with the Northern Virginia Cigarette Tax Board, and that he believed there to be no reason to pursue further from staff's standpoint. P McCulla confirmed Fauquier County's plan to join the Northern Virginia board.

11. New Business

a) FY 2022 Budget Approval

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 FY 2022 budget, 2nd by T Voorhees. The motion carried unanimously.

b) Remote Electronic Meeting Participation Policy

Chair Taylor asked P Mauney to review the proposed Remote Electronic Participation Policy. P Mauney stated that electronic meeting participation over the past year was allowable due to the declared State of Emergency. However, the Commission does have the option to adopt a Remote Electronic Participation Policy with the Code of Virginia allowing members to participate remotely under a strict set of criteria.

G Curry requested to amend the proposed policy to note that the Commission Chair shall notify the Commission Vice Chair should the Chair need to request ability to participate remotely.

J Crozier moved to approve the Policy as amended, 2nd by D Donehey. The motion carried unanimously.

c) FY 2022 Meeting Schedule Resolution

Chair Taylor noted the FY 2022 meeting schedule, offering Commission members the option to adjust the regular meeting time and date. No changes were requested.

J Crozier moved to approve the FY 2022 meeting schedule, 2nd by J Hobbs. The motion carried unanimously.

d) RRRC Annual Meeting and Leadership Awards

Chair Taylor stated that with the return to in-person meetings, staff was seeking guidance regarding the Annual Meeting typically held in late September or early October. She also noted that the informal rotation meant that the next Annual Meeting would be in Orange County.

Commissioners discussed dates and conflicts, directing staff to look at dates in October. P Mauney indicated he would accept any event space recommendations from the Commissioners from Orange and would return with additional details by the August meeting.

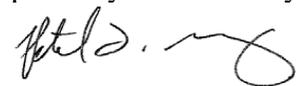
12. Regional Roundtable

Commission members shared information of note from their communities.

13. Adjournment

Upon motion by J Crozier, 2nd by G Curry, Chair Taylor adjourned the meeting at 3:00 p.m.

Respectfully Submitted by:



Patrick L. Mauney
Secretary & Executive Director