

**Rappahannock Rapidan Regional Commission  
August 24, 2022 Regular Meeting  
RRRC Board Room**

**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
	Paul S. McCulla, <b>Vice-Chair</b>		<b>Town of Madison</b>
	<b>Madison County</b>		William Lamar
	R. Clay Jackson		<b>Town of Orange</b>
X	Jonathon Weakley	X	Martha Roby
	<b>Orange County</b>		Greg Woods, <b>Treasurer</b>
X	James P. Crozier		<b>Town of Remington</b>
X	Theodore Voorhees		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	William T. Semple II
			<i>Vacant</i>
			<b>Town of Washington</b>
			Frederic Catlin

*Staff Present: Michelle Edwards, Patrick Mauney*

*Staff Present (Virtual): Liz Beling, Monica Creel, Kristin Lam Peraza, Terry Snead, Rebecca Wareham*

**1. Call to Order**

Chair Taylor called meeting to order at 1:01 p.m.

Chair Taylor congratulated Bob Coiner for his recent recognition with the Virginia Association of Planning District Commissions President’s Award.

**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, 2<sup>nd</sup> by D Donehey, the agenda was approved ayes all.

**5. Public Comment**

There were no comments from the public.

## **6. Presentations and Special Recognition**

Chair Taylor welcomed Kristin Lam Peraza, RRRC TDM Coordinator & Mobility Manager. Ms. Peraza presented information from the Regional Transportation Collaborative, focusing on data collection efforts and detailed reports on transportation needs across the region. A copy of the data graphics and slides presented is included with the minutes.

Commissioners asked about ability to track ride requests that may be handled via telehealth and transportation challenges related to dental care needs. K Peraza referenced ease of integrating new metrics into the RTC database and for connections with local and regional partners. Commissioners asked about disparities in unmet needs by County. K Peraza noted volunteer driver availability, length of trip, and connectivity/availability of other transportation options as primary reasons.

Chair Taylor thanked Ms. Peraza for her presentation, and asked how Commissioners can help recruit. K Peraza indicated that direct requests are the most successful, though RTC has implemented various strategies including a donate it forward charitable donation mechanism.

## **7. Approval of Minutes**

a) June 22, 2022

Chair Taylor presented the minutes from the June 22<sup>nd</sup> RRRC meeting. J Crozier moved to approve as presented, 2<sup>nd</sup> by J Weakley. The motion carried.

## **8. Financial Reports**

a) FY 2022 Final Unaudited Financial Report

b) FY 2023 YTD Financial Report

c) Financial Account Summaries

Chair Taylor asked P Mauney to review the financial reports. P Mauney reviewed unaudited reports for FY 2022, noting that revenues were 98.2% and expenses 93.5% of budget, and indicated that the outside auditors were in the office yesterday to complete initial reviews and a draft audit should be available in October.

P Mauney also reviewed the FY 2023 year to date financials, noting no issues through the first month of the fiscal year.

Finally, P Mauney shared the bi-annual financial account summaries, underlining that the Commission remains in good financial position with stable reserves through FY 2022.

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

Chair Taylor asked P Mauney to review the Director's report. P Mauney congratulated Commissioner Bob Coiner on his recent President's Award from the Virginia Association of Planning District Commissions, and thanked him for his efforts on behalf of the Commission.

P Mauney noted the recent award from the U.S. Economic Development Administration for a Comprehensive Economic Development Strategy and invited Commissioners to participate throughout the process beginning later in 2022 and early in 2023. He also noted recent engagement with emergency managers on a regional stream gauge projects, regional legislative priorities and upcoming work with Madison County in support of its Comprehensive Plan update.

Finally, he shared information on recent discussions with Foothills Housing Network partners on the need for regional emergency shelter space given the end of non-congregate shelter funding related to the pandemic and asked Commissioners to be aware of the growing number of individuals and households in the region with unstable housing, increased homeless population and the need for collaborative solutions not just for the winter months, but over the long-term.

## **10. Staff Updates**

### *a) RRRC Annual Meeting / Awards*

Chair Taylor asked P Mauney to report on the Annual Meeting and Leadership Awards. P Mauney thanked Commissioner Donehey for identifying locations in Rappahannock County for the meeting and shared that the meeting would be in late October, with additional details to be confirmed. He also asked for any additional leadership award nominations by the end of August.

### *b) Draft Personnel Manual Revisions*

Chair Taylor reminded the Commission that a draft personnel manual was provided for review in June and that staff has made minor edits since that time, and was now asking for approval. P Mauney noted that he anticipated an annual process to revise the personnel manual moving forward in the future.

J Crozier moved to adopt the personnel policies as presented, 2<sup>nd</sup> by M Roby. The motion carried unanimously.

## **11. New Business**

### *a) Authorization of FY 2024 Per Capita Dues Rate & Funding Requests*

Chair Taylor asked introduced the FY 2024 per capita dues rate and funding request approval. She noted that the Commission adopts these at the August meeting to meet local government deadlines and that staff recommends no changes from the FY 2023 rate and requests. She stated that the rate has been held flat at \$0.83 for seven years and would suggest reviewing that over the next year. Commissioners noted that the population figures change bi-annually, but the rate has been stable.

D Donehey moved to authorize the FY 2024 per capita rate and funding requests, 2<sup>nd</sup> by J Crozier. The motion carried ayes all.

### *b) RRRC Electronic Meetings Policy Amendment*

Chair Taylor presented item 12B and asked P Mauney to review the electronic meeting participation policy. P Mauney reported that the General Assembly passed legislation earlier this year relating to public bodies holding meetings by electronic means. Staff

had taken the new legislation and made proposed adjustments to the Commission's adopted Remote Electronic Participation Policy. P Mauney stated that the potential for all-virtual meetings could be useful for the Executive Committee and stated that all-virtual would likely be easier for staff to implement compared to hybrid meetings.

J Crozier moved to adopt the amended remote electronic participation policy, 2<sup>nd</sup> by T Voorhees. The motion carried unanimously.

*c) VA250 Commission / Consideration of Regional Committee*

Chair Taylor introduced item 12C related to the Virginia American 250<sup>th</sup> Commission. P Mauney shared that several jurisdictions reached out about the potential for a regional committee and that the regional tourism directors met earlier in the month and were supportive of such an approach, provided that each locality could also form its own committee as desired. P Mauney confirmed that this was allowable, and that staff was prepared to support a regional approach, with the relevant Resolution and documents included in the packet.

G Curry moved to adopt the Resolution in support of the VA250 Commission and to form a regional committee, 2<sup>nd</sup> by J Weakley. The motion carried unanimously.

*d) On-Call General Planning Services Agreement*

Chair Taylor asked P Mauney to review the on-call general planning services agreement request. P Mauney stated that the Commission has several regional planning projects upcoming and that current workload would likely limit the ability of staff to complete all of them. He presented an option to execute an agreement with the Berkley Group for on-call planning support services which could be utilized in cases where cost or timing constraints are applicable, but would not preclude the Commission from utilizing traditional procurement methods.

J Weakley moved to approve staff to execute an on-call general planning services agreement with the Berkley Group, 2<sup>nd</sup> by R Coiner. The motion carried unanimously.

**12. Closed Session**

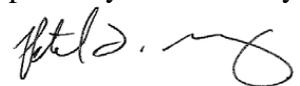
**13. Regional Roundtable**

Commission members shared information of note from their communities.

**14. Adjournment**

Upon motion by D Donehey, 2<sup>nd</sup> by T Voorhees, Chair Taylor adjourned the meeting at 3:01 p.m.

Respectfully Submitted by:



Patrick L. Mauney  
Secretary & Executive Director