

**MINUTES OF THE MEETING OF THE
GEORGE WASHINGTON REGIONAL COMMISSION**

May 21, 2018

The Robert C. Gibbons Conference Room
406 Princess Anne Street, Fredericksburg Virginia

MEMBERS PRESENT AND VOTING: Chair – Matt Kelly, **Fredericksburg;** **Caroline County:** Jeff Black & Nancy Long; **Fredericksburg:** Billy Withers; **Spotsylvania County:** Greg Benton; & **Stafford County:** Meg Bohmke & Cindy Shelton

MEMBERS ABSENT: Ruby Brabo & John Jenkins, King George County & Chris Yakabouski, Spotsylvania County

OTHERS IN ATTENDANCE: Denis Paddeu, Healthy Generations Agency on Aging (HGAAA); & Linda Millsaps, Executive Director (Position to be assumed July 1st).

STAFF: Tim Ware, GWRC; Paul Agnello, Marti Donley, Nick Quint Kari Barber, & Colin Cate; FAMPO; Kate Gibson & Sam Shoukas, CoC; & Diana Utz, Leigh Anderson & JoAnna Roberson, GWRC

CALL TO ORDER: Mr. Kelly called the meeting to order at 6:10 p.m. with a quorum present; which was followed by the Pledge of Allegiance.

APPROVAL OF GWRC MEETING AGENDA: Upon motion made by Ms. Bohmke and seconded by Mr. Black, with all concurring, the agenda for the May 21st meeting was accepted as presented.

APPROVAL OF GWRC MEETING MINUTES (April 16, 2018) - (Action Item)

Upon motion by Ms. Bohmke and seconded by Ms. Shelton, and all others in concurrence, the minutes from the April 16th meeting were approved as submitted.

PUBLIC INVOLVEMENT - None

DRAFT FINANCIAL REPORT

Mr. Ware advised the balance sheet is included in tonight's agenda packet. Mr. Ware relayed as of April 30, 2018, the GWRC total assets are \$593,382.79; total liabilities are \$199,631.26; with a positive balance of \$393,751.50. Mr. Ware also relayed that in regard to the agency-wide line item revenues and expenditures sheet, GWRC currently has a \$219,597.77 surplus.

EXECUTIVE DIRECTOR'S REPORT

Mr. Ware reminded members that the Elected Officials Dinner is scheduled for June 11th in Caroline County and the invite is extended to all elected officials. Mr. Ware stated that to date, Delegate Bobby Orrock has replied that he will be attending. Mr. Ware stated the other legislators have also been invited but to date have not responded. Mr. Ware asked for everyone to please R.S.V.P. to either himself or to Diana Utz by month-end.

Mr. Ware relayed that GWRC has three new employees coming on board in June. On June 4th, Ms. Brianna Hairfield will be starting and has been hired to replace Ms. Marti Donley who is retiring from GWRC on June 30th. Mr. Ware stated that Ms. Hairfield is coming from Rappahannock Legal Services. Mr. Ware advised that beginning on June 11th, Ms. Michelle Dooley will be starting and has been hired to replace Ms. Barbara Bigelow who is retiring from GWRC on June 30th. Mr. Ware stated that Ms. Dooley is coming from the Fredericksburg Chamber of Commerce. Lastly, Mr. Ware relayed that Ms. Linda Millsaps will be on staff mid-June and she has been hired to replace Mr. Tim Ware who is retiring from GWRC on June 30th.

Mr. Ware advised that per request from the Commission at a previous meeting, a request to host a composting forum has been initiated by staff. Mr. Ware relayed the forum will be scheduled to occur in the late summer or early fall.

OLD BUSINESS

a.) Executive Director Search – Mr. Matt Kelly

Mr. Kelly expressed thanks to the Executive Director Search Committee for their diligent efforts in the interview process. Mr. Kelly stated the committee was good and robust and the process resulted in numerous qualified candidates for consideration. Mr. Kelly stated the committee initially selected 12 candidates for consideration; conducted 5 skype interviews from the 12; and then held face-to-face interviews with 3 of the 5. Mr. Kelly advised it was the committee's desire to look for a candidate who will continue the existing tasks of GWRC, as well as take the commission into further directions for the future. Mr. Kelly stated that he would like to introduce Ms. Linda Millsaps as the new GWRC Executive Director. Mr. Kelly stated that Ms. Millsaps is transferring to Virginia from Raleigh, North Carolina. Mr. Kelly asked Ms. Millsaps to introduce herself to the Commission members.

Ms. Millsaps stated that she is honored to have been selected and is excited about coming to Virginia. Ms. Millsaps stated her desire is to build on the good work accomplished by Mr. Ware and to expand on opportunities for the future. Ms. Millsaps stated she has served as the assistant secretary and chief financial officer for the North Carolina Department of Revenue. Ms. Millsaps stated she has worked with both non-profit and for-profit agencies in both the states of North Carolina and West Virginia. Ms. Millsaps stated she is excited about the synergies between rural and urban districts.

Mr. Kelly stated approval of Ms. Millsap's contract can be approved now or if members feel it needs to be discussed in executive session that this will be scheduled to occur after the conclusion of

tonight's meeting. Mr. Kelly expressed thanks to Ms. Bohmke for her personally reviewing the contract and for forwarding it to Stafford County's attorney for review as well. Mr. Kelly stated the contract to be presented is in line with the salary range agreed on by the search committee and includes current executive director's duties and responsibilities. Mr. Kelly stated the contract has been also reviewed by Ms. Millsaps and meets with her expectations. Ms. Bohmke thanked Mr. Ware for providing the current contract so the search committee would have a basis to work from. Ms. Bohmke also asked that staff ensure that a copy of the approved contract is submitted to Ms. Shannon Wagner, HR director in Stafford County. (Stafford County provides benefits and payroll assistance to the employees at GWRC).

Upon motion by Mr. Benton and seconded by Ms. Bohmke, with all members concurring, the newly revised contract for employment to Ms. Millsaps was accepted for a start date mid-June.

b.) Approval of Resolution No. 1-14, Approving the Fiscal Year 2019 George Washington Regional Commission Budget – Mr. Tim Ware

Mr. Ware advised the preliminary FY2019 budget was presented to the Commission for review and consideration at the April meeting. Mr. Ware stated the final is being presented tonight for endorsement by the George Washington Regional Commission.

Mr. Ware stated the FY2018-2019 budget highlights are as follows:

Total budget of \$2,501,579 actually represents a \$606,827 decrease in the funding amount requesting from the previous fiscal year

Total local governmental/locality contributions are budgeted at \$227,108, based on a per capita request of \$0.6433. Mr. Ware advised that in addition, a request of \$20,000 was made to the local jurisdictions for the funding of the Regional emergency Planning Committee (REPC).

Total discretionary/local contributions equals \$323,079 – after the local match requirements and program support is obtained, the Commission will realize a surplus of \$95,012

Total staffing levels will be set at 12 full-time employees and 3 part-time employees. This results in an additional 2 part-time employees. Mr. Ware stated considerations have been made for a 2% cost of living increase for all employees.

GWRideConnect will receive a budget decrease of \$85,171 as a result of a decrease in annual CMAQ allocations

FAMPO funding will decrease by \$452,932 as a result of a decrease in RSTP funding (Mr. Ware stated it is anticipated that \$161,000 can be carried over to FY2020)

There will be a \$54,500 increase stated from last month for the Chesapeake Bay WIP III update of \$50,000 and increase of \$4,500 WIP III update in Coastal Zone Management Technical Assistance and planning service revenues will decrease by \$81,537 which is primarily due to the completion of the Regional Hazard Mitigation program and completion of the start-up phase for the

Go Virginia program implemented within the region (the \$54,500 increase from the Chesapeake Bay will be re-allocated to the planning services revenue account)

Fringe benefits for employees will increase by approximately \$25,024 for FY2019 as a result of a modest increase in health insurance premiums from Stafford County (Mr. Ware thanked Ms. Bohmke and Stafford County for providing these services to the GWRC employees) – Mr. Ware advised the overall fringe benefit rate is increasing by 3.1%

Indirect cost rates will increase by approximately \$26,083 for FY2019 and the indirect cost rate is being increased by 1.44%

Mr. Ware stated that 2 items were unknown at last month's meeting when the preliminary budget request was submitted. Mr. Ware advised an additional \$20,000 increase has occurred on the final budget request being submitted tonight. Mr. Ware stated these additional expenses are allowing for \$10,000 moving expense costs for the new Executive Director to re-locate from North Carolina to Virginia and an additional \$10,000 salary increase for the Accounting Director's position also recently filled.

Ms. Bohmke asked for clarification on bullet #5, where GWRideConnect realizes a budget decrease of \$85,171. Ms. Bohmke wanted to know where this money that is allocated comes from. Mr. Ware stated the money is allocated to GWRideConnect from FAMPO and originally \$225,000 was awarded last year from CMAQ allocations. Ms. Utz advised that for FY2019, the CMAQ allocations from FAMPO will be \$125,000.

Upon motion by Mr. Benton and seconded by Ms. Long, with all concurring, Resolution No. 18-14 approving the FY2019 GWRC budget was adopted by the George Washington Regional Commission at the May 21st meeting.

c.)Vanpool Alliance 5307 Funding Recommendations – Ms. Diana Utz

Ms. Utz advised in 2013 GWRC, PRTC & NVTC entered into a MOU to form the Vanpool Alliance program that will generate 5307 funds from the Federal Transit Administration as a result of vanpool data that is reported to FTA. Ms. Utz stated the Alliance program generates between \$5-6m annually and GWRC receives approximately \$1.25m from the generated funding. Ms. Utz stated the funding does not require a local match; however, can only be drawn down from FTA by PRTC on GWRC's behalf. Ms. Utz stated the 5307 funds can be used for multi-modal planning, transit capital improvements and transit preventive maintenance projects. Ms. Utz stated the money is coming to GWRC this year and the Commission will need to determine how the money received will be utilized. Ms. Utz stated staff has provided the following recommendations for consideration by the Commission:

Allocation of a to-be-determined amount of funding to be applied to FRED for preventive maintenance, buses for new service routes, bus shelters or other capital needs as determined by GWRC – Ms. Utz stated that part of these funds can be used to free-up existing local funding matches and reduce the cost of rural services

Pursue a change request in FTA policy that will allow the administration of TDM programs, such as GWRideConnect, to be paid from 5307 funds

Ms. Utz stated the above recommendations would be re-visited after the first year, with a goal of establishing a long-term allocation policy

Beginning in FY2021, provide a negotiated amount of funding to FAMPO to be used for planning purposes that would be swapped for an equal amount of CMAQ funds that helps to support the GWRideConnect program

Ms. Utz advised the preventative maintenance allocations to FRED would include all preventative maintenance related expenses such as labor, supplies, parts contracted services, etc. classified as capital expenses. Ms. Utz stated the cost would be \$625,000 which would reduce local costs to \$125,000.

Ms. Utz stated allocation of funding for FRED bus pools which would include buses needed for new service or expansion/replacement of out-dated buses with a \$225,000 cost resulting in local costs being \$45,000.

Ms. Utz stated that implementation of electronic fare boxes on all existing FRED buses that would allow for acquisition of electronic fare boxes, related software to permit a variety of fare media, fare structures & fare analyses. Ms. Utz stated this cost would be \$350,000 and reducing the local costs to \$70,000.

Ms. Utz also relayed it is both FRED and staff recommendation that a Comprehensive Route Plan for FRED be considered with the 5307 funding allocations. This route plan would analyze regional demographics, economic activity, highway network, etc. that would result in recommendations being made for the re-structuring of the existing and new FRED route network and services. The study would also focus on including alternative ways to serve low density areas more efficiently. The cost of the study would be \$100,000 and reduce the local cost to \$20,000.

Ms. Utz stated the 5307 money will be coming to GWRC every year so money could be set-up aside to be utilized within the next 5 years for a new park & ride lot to be built on the Route 3 east corridor. Ms. Utz stated that staff is working with VDOT and exploring several available parcels of land on the Route 3 east corridor that would serve the citizens of the region who are travelling to Dahlgren. Ms. Utz stated that based on recent costs from VDOT, that a new commuter lot with 150 spaces would cost approximately \$6.3m.

Ms. Utz advised that currently GWRideConnect is leasing 105 spaces from private land-owners in southern Stafford County. Ms. Utz stated the spaces rent for \$1.00 per day and are funded with CMAQ. Ms. Utz stated that FHWA has approved the leased spaces with the understanding that this is a temporary solution and not a permanent option. Ms. Utz stated that several sites on the Route 3 east corridor are being reviewed and to date no specific site location has been finalized. Mr. Benton asked why parking decks are not being considered instead of park & ride lots. Ms. Utz stated that parking decks have been looked into and is the preferred choice of many; however, the cost for building a parking deck exceeds by 3 times the cost for building a park & ride lot. Ms. Utz stated

that multiple lot sites have been looked at by staff, Stafford County & VDOT and as park & ride lot locations need to be visible from the road & need to have easy/safe access to the main roads that unfortunately many have not been able to move forward. Ms. Long stated that there are many open land parcels past the Wal Mart on Route 3 east and heading into King George County that also could be potential considerations.

Ms. Bohmke asked who runs/controls FRED. Mr. Kelly stated the City of Fredericksburg is responsible for FRED. Ms. Bohmke asked if elected officials serve on FRED's board. Mr. Kelly stated that elected officials do not serve as it is classified as a regular City of Fredericksburg department and locality staff are appointed representatives.

Ms. Bohmke also asked where current commuters are parking now. Ms. Utz stated that previously they utilized the Wal Mart lot on Route 3 east; however, new management was in place and did not continue the unofficial agreement for commuters to utilize the lot. Since that occurred, GWRideConnect leases parking spaces at the Fredericksburg Fieldhouse on Tidewater Trail; a lot in Chatham Heights; and a small designated spacing at Claiborne Rune.

Mr. Black asked if the Commission could receive a copy of FRED's budget for review and discussion at the next meeting. Ms. Utz stated an MOU between GWRC & PRTC will probably be coming to the Commission for adoption at the June meeting so staff will forward FRED budgets to members prior to the June meeting.

Ms. Shelton stated she personally is not in favor of spending money on studies and would recommend that the \$100,000 being recommended by staff for the completion of a Comprehensive Route Plan be allocated somewhere else. Ms. Long also concurred that as each locality already has comprehensive plans in place & already knows where FRED services need to occur that copies of these plans could be forwarded to GWRC. Staff could review and combine the plans into a regional concept and utilize the \$100,000 for the cost of the study to go elsewhere.

Ms. Shelton stated the \$100,000 could possibly be allocated for establishing a FRED pilot program in lieu of completing a Comprehensive Route plan study. Mr. Kelly asked what a pilot program for FRED would be based on. Ms. Shelton stated that capital money could be a merge between FRED & PRTC where PRTC could provide transit needs that FRED is not able to accommodate for commuting needs outside of the region. Mr. Kelly stated that this type of merge now with PRTC would be risky as PRTC's financial status is uncertain and not stable. Ms. Utz stated that FRED does relatively well with providing services locally; however, have no existing system in place for commuter buses. Ms. Utz stated she is in favor of pilot programs and does not think this is something FRED would object too; however, pilot programs are going to be much more costly than \$100,000.

There was consensus from the Commission members that moving forward on designating funding for securing a park & ride lot site on the Route 3 east corridor is endorsed. Also endorsed was the removal of \$100,000 being allocated to a Comprehensive Route Plan study and have this funding being saved now and re-allocated at another time. Ms. Utz stated an MOU with the requested changes will be presented to the Commission for their endorsement at the June meeting.

d.) Other Old Business – None

NEW BUSINESS

a.) Personnel Policy Revisions – Mr. Tim Ware

Mr. Ware advised the existing personnel policy has been in effect before his tenure at GWRC. Mr. Ware stated there are no policy changes recommended and it is generally a house-keeping effort to clean the document up.

Upon motion by Ms. Bohmke and seconded by Ms. Shelton, with all concurring, house-keeping personnel policy revisions were adopted by the George Washington Regional Commission at the May 21st meeting.

b.) Approval of Resolution No. 18-15, Authorizing Support for the George Washington Regional Commission Smart Scale Priority Projects – Mr. Paul Agnello

Mr. Agnello advised there are 4 proposed projects being recommended for submission by GWRC for consideration in Round 3 of the Smart Scale process. Mr. Agnello stated the projects being considered have been presented to both this board as well as at the Smart Scale Forum Workshop held on May 14th. Mr. Agnello stated the top 4 projects are as follows:

New commuter park & ride lot on Route 3 east corridor (Stafford County)

US 17 Business STARS study improvements & potential new park & ride lot on Rt 17 (Stafford County)

Route 3 STARS study improvements & interchange improvements at Exit 130 (City of Fredericksburg)

Route 3 STARS study improvements & interchange improvements at Exit 130 and Gateway Boulevard extension from Route 3 to Cowan Boulevard (City of Fredericksburg)

Upon motion by Ms. Bohmke and seconded by Ms. Shelton, with all concurring, Resolution No. 18-15 was adopted by the George Washington Regional Commission at the May 21st meeting.

c.) Approval of Resolution No. 18-16, Supporting Caroline and King George County 2018 Smart Scale Project Applications – Mr. Paul Agnello

Mr. Agnello stated that as of now, there are 2 projects being recommended for submission to the Round 3 of the Smart Scale process in Caroline County & 4 from King George County. Mr. Agnello stated that each locality can submit up to 4 projects for consideration and there is a possibility that additional projects will be added to the list being submitted by Caroline County. Mr. Agnello asked for Commission endorsement of the 6 projects previously presented to this Board. Mr. Agnello stated that if additional projects are submitted from Caroline County an amended Resolution will be submitted to the George Washington Regional Commission at the upcoming June 18th meeting.

Upon motion by Ms. Shelton and seconded by Mr. Withers, with all concurring, Resolution No. 18-16 was adopted by the George Washington Regional Commission at the May 21st meeting.

d.) Approval of Resolution No. 18-17 Adopting the 2045 Long Range Transportation Plan (LRTP) for the George Washington Region – Mr. Paul Agnello

Mr. Agnello advised the 2045 LRTP was adopted by the FAMPO Policy Committee at the April meeting and this resolution was for the City of Fredericksburg and the Counties of Spotsylvania and Stafford. Mr. Agnello stated the same request is being presented to GWRC for adoption of the 2045 LRTP for the counties of Caroline & King George.

Upon motion by Ms. Bohmke and seconded by Ms. Shelton, with all concurring, Resolution No. 18-17 was adopted by the George Washington Regional Commission at the May 21st meeting.

e.) Other New Business

Mr. Black asked if it would be possible to request that congressman Wittman attend an upcoming GWRC meeting for the purpose of inquiring as to what is going on in the legislation regarding issues such as broadband enhancements, etc. Mr. Kelly stated Congressman Wittman will be asked to attend a meeting. Mr. Kelly concurred that having legislatures attend GWRC meetings could be helpful; however, Mr. Kelly stated it would be important for the Commission to focus on a couple of specific issues rather than a generically-based conversation. Mr. Kelly asked Mr. Ware to contact Congressman Wittman's office to ask his availability and to advise the Commission of feedback at the June meeting. Mr. Kelly stated the commission members could also finalize the discussion agenda items to be presented at the June meeting. Broadband would be the first discussion priority item and possibly a concurrence of a second issue could be addressed.

ADJOURN GWRC MEETING – The May 21st GWRC meeting was adjourned at 7:09 p.m. The next meeting will be held on June 18, 2018.

Respectfully Submitted, Timothy Ware, Executive Director
(Draft Minutes prepared by JoAnna Roberson)

