

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

February 25, 2019
GWRC Conference Room

MEMBERS PRESENT: Chair – Meg Bohmke, **Stafford;** Matt Kelly & Billy Withers, **City of Fredericksburg;** **Caroline County:** Jeff Black & Nancy Long; **King George County:** Ruby Brabo & John Jenkins; **Spotsylvania County:** Tim McLaughlin & David Ross; and **Stafford County:** Wendy Maurer

MEMBERS ABSENT: None

OTHERS IN ATTENDANCE: Tim Barood, City of Fredericksburg; Mark Dudenhefer, Stafford County; Eldon James, Legislative Liaison; & Bob Straight, Virginia Organizing

STAFF: Linda Millsaps, Executive Director & Michele Dooling, GWRC; Paul Agnello, Briana Hairfield, Kari Barber, John Bentley & Colin Cate, FAMPO; Sam Shoukas, GWRC and Diana Utz; Leigh Anderson & JoAnna Roberson, GWRC

CALL TO ORDER: Ms. Bohmke called the meeting to order at 6:03 p.m. with a quorum present; which was followed by the Pledge of Allegiance.

APPROVAL OF GWRC MEETING AGENDA: Upon motion by Ms. Brabo & seconded by Mr. Kelly, with all concurring, the February 25th agenda was approved.

APPROVAL OF GWRC MEETING MINUTES (January 28, 2019) - (Action Item)

Both Ms. Bohmke & Ms. Brabo stated they had submitted amendments to staff & these updates will be made after conclusion of tonight's meeting. Ms. Bohmke also advised that per request from Mr. Ivan Rucker with FHWA, who gave a presentation to the Policy Committee at the January 28th meeting, discussion & questions were raised that required FHWA to provide additional feedback. For this reason, it was requested that FHWA minute re-cap be pulled from the January meeting minutes. Upon motion by Mr. Withers and seconded by Ms. Long, with Mr. Black abstaining & all others concurring, that approval of the January 28th meeting minutes would be delayed until the March 18th meeting for adoption.

PUBLIC INVOLVEMENT - None

DRAFT FINANCIAL REPORT – Michele Dooling

Ms. Dooling advised that included in tonight's agenda packet is the GWRC balance sheet, the Agency-wide Line Item Revenue & Expenditure report; the Financial Report & the Cash Flow statement. Ms. Dooling relayed that confirmation has been received from VDOT that they will be submitting \$74,000 in reimbursements to GWRC that will be forthcoming. Ms. Dooling relayed that GWRC is current on all invoices through the end of January, 2019.

Ms. Dooling advised a fraudulent act occurred on February 4th to the GWRC checking account. Ms. Dooling stated the fraud was caught immediately and resulted in no losses to GWRC. Ms. Dooling stated there were 4 checks in question that totaled \$14,600. Ms. Dooling advised the bank immediately credited the GWRC account accordingly & that the previous checking account was closed. Ms. Dooling stated that a new checking account was opened & new checks were ordered with a hologram to make the checks even more secure.

PRESENTATIONS

a.) GWRC/FAMPO Organizational Update – Mr. Tim Baroody, City of Fredericksburg

Mr. Baroody added the GWRC executive committee met on January 15th with himself, Mr. Foley (Stafford County) & Mr. Taylor (Spotsylvania Count) met for discussion of the GWRC/FAMPO organizational updates. Mr. Baroody relayed that a second meeting was held on February 25th that also included Dr. Millsaps, Paul Agnello & the GWRC attorney.

b.) Executive Director’s Report – Dr. Linda Millsaps, Executive Director

i. GO Virginia Funding

Dr. Millsaps advised that the approved GWRC proposal to GO Virginia directed staff to complete the following steps:

First step – pull together economic development plans from the 5 localities & to supplement these with plans from FAA, FRAA, etc. to determine what skill sets for daily I-95 traffic data currently exists – Dr. Millsaps stated to date, 3 committee meetings have been held with stakeholders & 8 major partners

Second step in moving forward – is to bring in outside speakers for larger scale Planning – Mr. McLaughlin asked if there was a mission plan in place for the GO Virginia program – Dr. Millsaps advised that GWRC has submitted a full grant proposal for \$50,000 from GO Virginia for assistance in moving forward – Dr. Millsaps advised the grant requested requires no local match – members asked for a copy of the grant proposal to be forwarded to them for review & Dr. Millsaps stated this would be forwarded after conclusion of tonight’s meeting.

ii. Affordable Housing Update

Dr. Millsaps advised a question had arisen in regard to an affordable housing study. Dr. Millsaps stated she is working with state representatives to see if outputs can be accomplished. Dr. Millsaps relayed the State could potentially fund up to \$20,000 for each locality if there was specific interest from the locality in moving forward. Dr. Millsaps advised that she will come to each locality to speak to the respective boards as desired. Dr. Millsaps states this will be brought up for further discussions at upcoming GWRC meetings.

iii. Environmental Update

Dr. Millsaps advised that previous funding with Whip 3 for Chesapeake Bay clean-up activities resulted in \$50,000 being paid from the localities with an additional \$21,000 being funded from the State. Mr. McLaughlin asked if we are executing plans/studies for specific deliverables that will be turned over to the State to show progress.

Dr. Millsaps stated the request will be for ongoing capacity & how to provide more back to each locality. Ms. Brabo advised on April 10th in Tappahannock the local government advisory board will be meeting & all members are encouraged & welcome to attend. The meeting time will be from 1:00 to 3:00 p.m.

iv. Other Staff Activities

Dr. Millsaps advised that all GWRC grants have been applied for & submitted on time & the Commission will be kept apprised as results of whether grants submitted are approved or not.

c.) Title VI Presentation – Ms. Briana Hairfield, Title VI Coordinator

Ms. Hairfield advised the 2016 Title VI plan is being updated as a result of the following new items that have occurred at GWRC/FAMPO to include: both a new Title VI coordinator & new Executive Director have been hired; a new organization chart has been added (which was previously not included in the 2016 Plan); updates included to the new regional demographic profile; update to the 2045 LRTP; expansion of community outreach methods; upcoming federal certification review; board/committee member roster updates; & completion of relay training with VDOT.

Ms. Hairfield advised the substantive changes to date include the following: Table of Contents – changed/amended; Discrimination Complaint form updated; Regional Demographic profile updated; Long Range Transportation Equity Analysis; Staff/board member roster updated; & Equal Employment Opportunity was added. Ms. Hairfield stated that a September, 2019 date is tentatively set for completion of the Title VI plan.

OLD BUSINESS

a.) Legislative Update – Mr. Eldon James, Eldon James & Associates

Mr. James advised that all efforts went into improvements on the I-81 corridor this year. Mr. Kelly stated it would have been nice to have I-95 considered as well considering this corridor has been noted as being the worst in the nation; however, transportation issues were not discussed or moved forward.

Mr. Agnello stated that the legislative agenda supported by Delegate Cole is moving forward. Mr. James advised this study that was supported by both Delegate Cole & Delegate Reeves did move forward & the General Assembly approved the study for the I-95 corridor.

Ms. Brabo stated that legislators for Health/Human Services have been contacted in regard to a recent issue where Medicaid waivers previously issued to families with children who require 24/7 care for disabilities & respite care providers have not been paid for 8 weeks & if localities have not already been approached about these concerns, they can expect to hear from constituents soon. Mr. James stated if waivers were issued & granted, then this does not result in a General Assembly budget item. Mr. Black asked if any funding was allocated from the General Assembly in regard to broadband. Mr. James relayed \$4.5m was approved.

Mr. James provided a handout that was distributed to all members which reflects all of the selected bills & resolutions from the FY2019 General Assembly for member review.

NEW BUSINESS

a.) FAMPO Budget Adjustment (ACTION ITEM) – Mr. Paul Agnello, FAMPO Administrator

Mr. Agnello advised that there is additional funding available for FY2019. Mr. Agnello stated this surplus funding mostly comes from RSTP funding allocated for the 2045 LRTP & consultant fees being utilized less as a result of staff completing many of the consultant duties in-house. Mr. Agnello stated the funding surplus results in an additional 1,837.57m dollar increase which is approximately \$440,000 above the budgeted amount in the GWRC budget.

Ms. Long asked if these surplus funds were re-occurring funds or a one-time allocation of \$440,000. Mr. Agnello stated that \$380,000 of the funding would be re-occurring. Ms. Maurer asked what the local match would be. Mr. Agnello relayed the additional funds would be 100% match. Mr. Agnello stated he is requesting GWRC approval to utilize the surplus money to fully staff positions for the FAMPO staff to enable them to reach its need to fund a total of 7 FAMPO positions. Mr. Agnello stated 1 of these positions would be filling Nick Quint's full-time position; 2 positions would be to promote 2 existing part-time employees to full-time status; & the last position would be a new FAMPO position.

There was GWRC consent to fill Mr. Quint's position immediately; however, discussion occurred about ensuring surplus funding would remain consistent & that the excess funding FAMPO has access too would cover not just salaries but also all indirect costs as well. The commission members requested that the 3 new positions (2 part-time staff going to full-time status & 1 new FAMPO position) be deferred from action until July when the new budget is presented for review, consideration & adoption as the 3 positions in question were not included into the budget that was approved last year.

Both Mr. McLaughlin & Mr. Ross stated that clearly Mr. Agnello had presented the information needed to make a decision and that the amount of RSTP funding remaining available is enough to cover both salaries & in-direct costs.

Mr. McLaughlin stated that money is available in the budget so why is preference being shown to GWRC who just filled 3 positions; however, considering that FAMPO does all of the regional transportation work, they are not being allowed to fill the positions needed to have them fully staffed.

In regard to the new positions with GWRC, Dr. Millsaps advised funding for these positions was utilized from one salary that was included & approved in the existing budget & this approved salary was then distributed among 3 current full-time employees who assumed the duties previously being completed by the employee who recently retired.

Mr. Agnello stated that FAMPO programs have the lowest match rates on all programs & that GWRC programs require 80% match or less. Mr. Agnello stated that FAMPO revenues will continue to increase & will not be going away. Mr. Agnello stated that currently the requested positions would cost \$630,000 & the RSTP money that is available is \$939,000 so clearly FAMPO is well in excess of funding requested.

Mr. Ross stated that as more modeling is now being completed in-house & to date \$117,000 has been spent for consultant fees in comparison with \$250,000 spent last year that this also provides an additional funding resource that could be utilized for salaries, etc.

Ms. Maurer stated that as GWRC is still the fiscal agent for FAMPO, that the budget needs to cover expenses for both entities and currently there is a \$10,000 hole in the FAMPO budget that shows more is being spent than is being received & funding does not become billable at 100%. Ms. Maurer stated she is not opposed to FAMPO staff being up to the 7 employees it has determined is needed but she is opposed to approving these when they were not included as part of last year's budget that was submitted & approved by both GWRC & FAMPO & requested that the 3 positions desired be included & submitted in the FY2019 budget that will be approved in July. Both Ms. Long & Mr. Withers stated that if the budget is not 100% concurrent or administration has recommended waiting until July to approve additional positions, that they felt amending the budget now was not prudent.

Mr. Ross made motion to accept filling now of the 3 positions requested by Mr. Agnello & to utilize the funding needed for salaries from surplus RSTP funding that is available. There was no second to the motion so the original motion did not carry.

Mr. McLaughlin submitted a substitute motion requesting modification of the FY19 budget to include additional FAMPO funding that will be utilized to convert 2 existing part-time staff members to full-time status & to fill the new requested FAMPO position to make the staff whole. This motion was seconded by Ms. Long.

The substitution motion did not pass as well with the following vote count recognized: 3 – yes (Ms. Long, Mr. McLaughlin & Mr. Ross) & 6 – no (Mr. Black, Ms. Bohmke, Ms. Brabo, Mr. Kelly, Ms. Maurer & Mr. Withers)

b.) Resolution 19-04: Filling First Vice Chairman Vacancy (ACTION ITEM)

Ms. Bohmke advised that Resolution 19-04 is a request to fill the Vice-Chairman vacancy position previously held by Mr. Benton from Spotsylvania County who is no longer serving as a member to GWRC. The resolution is to nominate Mr. Tim McLaughlin from Spotsylvania County to serve in this position.

Upon motion by Mr. Kelly and seconded by Ms. Brabo, with all concurring, Resolution 19-04 was adopted by the GWRC committee at the February 25th meeting.

c.) Honoring of Diana Utz – Chairman, Ms. Meg Bohmke

Ms. Bohmke recognized & honored Ms. Diana Utz who is retiring from GWRC the end of February after serving on staff for the last 31 years. Ms. Bohmke mentioned that Ms. Utz has been the rideshare director & has effectively run a commuting program that has become the biggest program on the east coast. Ms. Bohmke stated Ms. Utz is also responsible for managing the Van Pool Alliance program for the entire state of Virginia which is a program whereby van pool operators are encouraged to join & provide monthly data to NTD database which then generates 5307 monies back to each locality. This is a self-insured insurance program that is only available to van pool operators who are registered with their respective rideshare agencies that GWRC maintains for the State of Virginia in connection with Division of Risk Management who is responsible for handling claims, etc. Ms. Bohmke stated that Ms. Utz was also very instrumental in having the Meadows in Caroline County not only become recognized to the state registry but also to the National registry. Ms. Bohmke thanked Ms. Utz for her dedicated service & wished her well on her retirement.

Mr. Kelly stated that he would just also like to add that he is involved with both PRTC/VRE & he sees a lot of reports & members at respective meetings who provide data on commuting options/programs, etc. & he concurred that Ms. Utz's rideshare program is by far the best state-wide & he appreciates her service.

ADJOURN GWRC MEETING – The February 25th GWRC meeting adjourned at 7:40 p.m. with the committee going into closed session for the purpose of discussing a personnel issue.

The closed session concluded at 7:45 p.m. with adjournment of the February GWRC meeting. The next meeting will occur on March 18th at 6:00 p.m.

Respectfully Submitted, Dr. Linda Millsaps, Executive Director
(Draft Minutes prepared by JoAnna Roberson)