

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

October 16, 2017

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

MEMBERS PRESENT AND VOTING: **Vice-Chair** – Laura Sellers, Stafford County; Billy Withers, **City of Fredericksburg**; **Caroline County:** Jeff Black & Nancy Long; **King George County:** Jim Howard; **Spotsylvania County:** Paul Trampe; and **Stafford County:** Jack Cavalier & Bob Thomas

MEMBERS ABSENT: Greg Benton, Meg Bohmke, Ruby Brabo & Matt Kelly

OTHERS IN ATTENDANCE: Todd Gordon, Berkley Group; Neal Barber, Community Futures; Kyle Allwine, Fredericksburg Regional Chamber of Commerce; & Ron Hunt, Germanna Community College; Rupert Farley, CTAG, & Tom Foley, Stafford County Citizen

STAFF: Tim Ware, Executive Director; Paul Agnello, Nick Quint & John Bentley, FAMPO; Kate Gibson, CoC; and Diana Utz & JoAnna Roberson, GWRC

CALL TO ORDER: Ms. Sellers called the meeting to order at 6:00 p.m. with a quorum present; which was followed by the Pledge of Allegiance.

APPROVAL OF GWRC MEETING AGENDA: Upon motion by Mr. Trampe and seconded by Mr. Black, with all concurring, the agenda was approved as submitted.

APPROVAL OF GWRC MEETING MINUTES (September 18, 2017) - (Action Item)

Upon motion by Mr. Withers and seconded by Mr. Howard, with Mr. Thomas abstaining, and all others in consensus, the minutes from the September 18th meeting were approved as submitted.

PUBLIC INVOLVEMENT - None

DRAFT FINANCIAL REPORT

Mr. Ware advised that the Financial Report is included in tonight's agenda packet. Mr. Ware advised that the Commission currently has \$778,112.04 in total assets; \$327,754.06 in total liabilities; with \$450,357.98 in excess funding. Mr. Ware advised that the Revenue and Expenditure print-out shows that year-to-date, the Commission has \$997,735.28 in total revenues; \$742,072.91 in total expenses; and \$255,750.15 in access as current agency balance.

EXECUTIVE DIRECTOR'S REPORT

Mr. Ware advised that discussion will occur at tonight's FAMPO meeting in regard to establishing a sub-committee to cooperatively work with FAMPO/GWRC and partner organizations to take

efforts to increase the employment work sites to the GWRC region. Mr. Ware stated the purpose of the sub-committee is to meet with legislators, business partners, and chief of staff representatives from federal government agencies to explore the possibility of government agencies re-locating from the District to this area.

Mr. Ware stated that other studies have already been completed region-wide and the results from these studies will be combined and reviewed as a function from the sub-committee. Mr. Ware stated that he does not expect action to be implemented until after the first of the year; however, the sub-committee will be meeting to establish guidelines, purpose, etc. Mr. Ware advised the item was on tonight's agenda purely for informational purposes only at this time. Mr. Ware stated that if any members from GWRC are interested in serving on the sub-committee to please forward their contact names to him.

OLD BUSINESS

a.) Go Virginia Growth & Diversity Plan – Mr. Neal Barber

Mr. Neal Barber with Go Virginia advised that the economic and diversity plan for Go Virginia Region 6 has been completed. Mr. Barber advised that Go Virginia Region 6 is one of 9 Go Virginia Regions across the state. Mr. Barber stated that Region 6 includes GWRC, the Middle Peninsula Planning District Commission (MPPDC) and the Northern Neck Planning District Commission (NNPDC). Mr. Barber advised the Go Virginia efforts are focused on creating higher paying jobs through incentivized collaborations to help diversify and strengthen a regional economy and this is the Go Virginia purpose.

Mr. Barber stated that in preparing the Economic Growth and Diversification Plan that four district planning components were completed to include; initial data collection & analysis; plan development/stakeholder interaction; growth sector analysis; & final plan development.

Mr. Barber stated the initial data collection began with a review of the 12 existing regional plans that are related to economic and workforce development. The 12 plans identified needs to support economic development to include: infrastructure improvements, sites/building development, tourism, broadband infrastructures, workforce development & marketing.

Mr. Barber relayed the Region 6 growth & diversification plans goals are the following:

- 1 to accelerate growth in high-performance clusters
- 2 increase wages
- 3 modernize the natural resource based industries
- 4 increase the number of trained workers
- 5 reduce commuting
- 6 provide reliable and affordable broadband region-wide
- 7 increase tourism

Mr. Barber stated that across Region 6, the 3 highest concerns that were repeatedly heard are the following; to reduce commuting; to provide reliable broadband service; & to increase tourism. Mr.

Barber advised the following 6 priority growth clusters for employment opportunities lies in the following (Mr. Barber stated the 6 are not ranked in any particular order):

- 1 Forestry/Wood Products Paper
- 2 Information/Data Centers
- 3 Logistics/Distribution
- 4 Manufacturing
- 5 Professional, Scientific/Technical Services
- 6 Seafood/Commercial Fishing

With the workforce analysis, Mr. Barber stated the analysis quantified the available pool of workers needed to support the high-performance industry clusters. The data compared the demand for trained occupational workers from the high-performance industry clusters with the pipeline of graduates coming out of regional training programs to identify potential gaps between the two.

Mr. Barber advised that in the professional, scientific, technical services & management of company clusters; & the transportation/warehouse clusters limitations within the regional labor pool available to support growth within certain industries.

Mr. Barber stated the gaps in occupations that typically require a college degree will need to be filled instead from a recruiting talent pool and will come from institutions outside the region; the existing labor pool; or out-commuters from the region. Mr. Barber advised data obtained here is only attributable to the fact that the region only has 1 4-year university (UMW) and thus has limited degree offerings in the specific fields listed above. Mr. Barber stated that also data showed that potential bottlenecks exist in middle skill occupations to include bus/truck mechanics, diesel engine specialists, heating/ac mechanics, etc.

Mr. Barber relayed the data from 2014 showed that 115,352 workers commuted to employment sites that were outside of the region. In 2014, 39,940 workers commuted into Region 6 from localities outside of the region.

Mr. Barber advised the results of the analysis provided data for the Growth & Diversification plan with the following recommendations: Sites, Buildings, Workforce, Business Cost, Innovation Support, & Broadband access.

In regard to existing sites, Mr. Barber stated that the acceptable rating is a 5; however, no site in this region rated above a 2.5 and most were rated between 1.0 & 2.0. The existing buildings existing are currently adequate for small businesses; however, buildings need to be improved to help an existing business grow or to encourage other businesses to come to the region. Mr. Barber stated the trend in this category showed that office buildings need to be developed that provide “small office” needs – i.e. conference room, Xerox machine, etc. In the workforce category, a better job needs to be done of matching needs of the skills in the region to employers’ employment growth. Mr. Barber relayed there are a large number of buildings in the region, most of these exist in Fredericksburg, however, the quality and suitability of existing buildings is not up to par. Mr. Barber stated the cost of doing business within this region is comparable to other regions. In regard to innovation support, Mr. Barber stated this region has more options than either the Middle Peninsula or the

Northern Neck; however, there is still a larger unfulfilled need existing that has not been expanded. Lastly, the broadband access enhancements are needed to be expanded and improved upon throughout Region 6.

Mr. Barber stated that the grant funding for the upcoming application process will result in approximately \$1.1m being available to distribute to projects. Mr. Barber advised that a lot of ideas have been discussed; however, at this time no solid projects have been submitted. Mr. Barber relayed that less than 10 total applications region-wide are expected to be submitted. Mr. Barber advised that November 17th is the application deadline date. There was concern expressed by several commission members that this time frame does not give the localities time to meet with their respective boards to determine if they have eligible projects to submit for consideration. Mr. Barber relayed that the funding expected for this year will more than likely not be utilized in its entirety as the funds continue to accrue from year to year and the majority of last year's funding still remains available. Mr. Ware stated that applications can be submitted for consideration after the November 17th deadline. Mr. Barber relayed that November 24th the applications will be completed by staff and scored. On November 27th, the council will review all of the applications. December 5-7 applicant interviews will be conducted with council recommendations being made on December 11th.

Mr. Barber advised the enhanced capacity grants will be up to \$200,000 of available funding that requires a 1 to 1 match with a \$50,000 maximum of money allocated. The Collaborative grants has \$889,192 of funding available and also requires a 1 to 1 match, with a \$300,000 max being allocated. Mr. Barber stated the 1 to 1 matches can be local funds, cash, in-kind donations, assets, etc.

Mr. Barber stated applicants can be either a public or private entity and collaboration needs to include 2 or more localities. The projects submitted need to be ones that can be completed within a 2-year time frame and needs to be in compliance with local policies, plans, etc. Mr. Barber advised that collaboration projects cannot be submitted by the same localities – i.e. the City of Fredericksburg and the University of Mary Washington could not submit separate projects because both are in the same locality; however, the City of Fredericksburg and Caroline county could each submit a project.

Mr. Barber stated the board will review all applications and forward them for review and approval to the State Board. The State Board is actually the body who makes the final decisions on which applications will be accepted and approved.

Mr. Barber advised that projects submitted for this year will likely not be approved until February so funding will become available in the next fiscal year. Ms. Long asked if it would be possible to receive a copy of all sites/applications, etc. that have been received from each locality so the commission members can review what is being requested. Mr. Barber advised this list would be forwarded to GWRC staff and have it distributed to all commission members. Mr. Barber advised that all local officials, county administrators, etc. were invited to participate in workshops held throughout the region on the application process.

NEW BUSINESS

a.) Approval of Resolution No. 18.02, Endorsing the GWRC Regional Hazards Mitigation Plan Update – Mr. Tim Ware & Mr. Todd Gordon

Mr. Gordon advised that he is with the Berkley Group and have been tasked with updating GWRC's hazard mitigation plan. Mr. Gordon relayed this is a federal requirement and requires an update every 5 years. The last plan was adopted in 2012. Mr. Gordon stated the 2017 plan has been reviewed, revised and updated accordingly and requires not only GWRC approval but also adoption by each locality as well. Mr. Gordon stated to date, both the Counties of Caroline and Spotsylvania have already adopted the 2017 plan and the other localities have approvals forthcoming. Mr. Gordon stated that the 2017 plan has also been approved by FEMA. Mr. Gordon stated the plan needs to be in place to ensure that a region is eligible for FEMA assistance should an emergency occur as a result of natural disaster. Mr. Gordon advised that the region needs to be proactive and have a plan in place prior to a disaster occurring. Mr. Gordon relayed that in order to be in compliance with proactive input, the Berkley Group continues to meet monthly with the emergency manager's meetings that are held at GWRC. Mr. Gordon advised the most important aspects of the plan are the identification of natural hazards and the mitigation strategies that are in place to assist a region should a disaster occur.

Mr. Ware advised that Resolution No.18-02 is asking that the GWRC commission approve the 2017 Hazard Mitigation Plan. Upon motion by Mr. Howard and seconded by Mr. Black, with all concurring, Resolution No. 18-02 was adopted by the George Washington Regional Commission at its October 16th meeting.

b.) Regional Emergency Planning Committee Funding – Mr. Tim Ware

Mr. Ware advised that in 2014 the George Washington Regional Emergency Planning Committee was formed. The purpose for this committee was for the following:

To develop, maintain, & update a regional Hazardous Materials Emergency Response Plan for PDC 16.

To establish procedures for receiving & processing requests from the public for copies of emergency response plans, material, safety, data sheets & chemical inventory forms

To devise, observe & critique regional emergency exercise operations on an annual basis

To educate the public about potential risks from accidental & routine releases of chemicals & work to minimize the risks within the region

To encourage hazardous materials training to public personnel within the region

Mr. Ware stated the GW-REPC is now in place and a budget has been created for FY2019. Mr. Ware stated the budget is for grant funding which is being explored in addition to local matches. Mr. Ware stated the locality matches will be \$4,000 (for a total of \$20,000 from each of the 5 jurisdictions) and this figure is included in the FY2019 dues structure being presented for approval tonight. Mr. Ware advised the local match will be used for the purchase of software and IT staff related needs.

c.) 2019 GWRC Dues Structure – Mr. Tim Ware

Mr. Ware advised that GWRC is beginning the annual budget process and it has been requested to staff that the local dues structure be submitted to the Commission for approval by the end of October.

Mr. Ware advised the FY2019 dues structure will remain the same as they were in the FY2018 budget process which was set at \$0.6433 per capita.

Upon motion by Mr. Withers and seconded by Mr. Howard, with all concurring, the FY2019 GWRC Dues Structure was approved by the George Washington Regional Commission at the October 16th meeting.

d.) Other New Business – None

ADJOURN GWRC MEETING – The October 16th GWRC meeting was adjourned at 6:52 p.m. The next meeting will be held on November 20, 2017.

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