

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

August 19, 2019
GWRC Conference Room

MEMBERS PRESENT: Chair – Tim McLaughlin, **Spotsylvania County**; Matt Kelly & Billy Withers, **City of Fredericksburg**; Jeff Black & Nancy Long, **Caroline County**; Ruby Brabo & John Jenkins, **King George County**; David Ross, **Spotsylvania County**; & Meg Bohmke & Tom Coen, **Stafford County** **MEMBERS ABSENT:** None

OTHERS IN ATTENDANCE: Tim Barody, City of Fredericksburg; Janel Donohue & Tahel Donohue, Rappahannock United Way; & Alex Owsiak & Jason Towery, Stafford County

STAFF: Linda Millsaps, Executive Director, Michele Dooling & Kate Gibson, GWRC; Mark McCaskill, Briana Hairfield, Kari Barber & Matthew Lehane, FAMPO; Jennifer Morgan, Go Virginia; Leigh Anderson, GWRC & Anne Marie Kluempfen, CoC

CALL TO ORDER: Mr. McLaughlin 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. Kelly & seconded by Mr. Coen, with all concurring, the agenda for the August 19th meeting was approved as submitted.

APPROVAL OF GWRC MEETING MINUTES - (Action Item)

**June 17, 2019 – GWRC Meeting
July 22, 2019 – GWRC Work Session**

Upon motion by Mr. Coen & seconded by Mr. Kelly, and all others concurring, the minutes from the June 17th meeting were adopted as submitted.

Upon motion by Mr. Coen & seconded by Mr. Kelly, with Mr. Black abstaining and all others concurring, the July 22nd work session meeting minutes were adopted as submitted.

PUBLIC INVOLVEMENT - None

FINANCIAL REPORT – Michele Dooling

Included in tonight's agenda packet is the revenues & expenditures spreadsheet; the balance sheet; the monthly financial report; the cash flow report; the financial reports on both an accrual & cash basis; & the GWRC dashboard. Ms. Dooling advised the June/July time periods are annual cash flow crunch periods as funding from the previous year is exhausted and new funding for current year has not been allocated. Ms. Dooling stated there has been a 90-day delay from VDOT from June 2019 invoices and \$120,000 in reimbursement is due to be received within the next 2 weeks. Ms. Dooling advised that account payables are 1 month overdue & everything else is current. Ms.

Dooling advised that 2 pay roll transactions to Stafford County are also outstanding. Ms. Dooling relayed that we are at 42% on accounts payables & last month we were at 68%. Ms. Dooling advised the annual audit will begin on September 4th.

Ms. Brabo asked if GWRC worked with each locality in regard to possible considerations being implemented that would result in either annual or semi-annual dues payments being submitted to GWRC from each of the respective jurisdictions.

Dr. Millsaps relayed that Ms. Dooling sent an invoice out to each locality indicating each jurisdiction's annual dues amount & the respective locality will determine if payment to GWRC is made quarterly, semi-annually or annually.

OLD BUSINESS

a. Regional Census Complete Count Committee Report – Ms. Janel Donahue, Chair

Ms. Donahue advised she had been appointed as chair of the Regional Census Complete Count Committee and stated it is her privilege to work with the GWRC team. Ms. Donahue stated the committee has finalized the count committee report for the PDC 16 and this report is a regionally based report that will also be provided to each specific locality to utilize as needed.

Ms. Donahue stated the Community Act phase is ongoing, which began in July and will conclude in September. This phase is to raise awareness about the importance of the census counts; to develop & to develop a work plan. The Promotional phase will run from September to January and will focus on increasing the importance of & significance to the census. The Motivational phase will run from February to June to ensure everyone is counted & only counted once.

Ms. Donahue advised the first meeting was held on July 31st & there were approximately 50 people in attendance for the initial informational/training session. It was determined that those less likely to have been counted in the past are those under the age of 5 & over the age of 65; those who are disabled; the low-income segments of the population; & the African American/Hispanic ethnicities.

Dr. Millsaps relayed that presentations/information has been relayed to all of the County Administrators/City Manager & that each locality has selected representation to serve on the count committee. Dr. Millsaps advised that the next 3 scheduled meetings will all occur on the following dates: October 9th; January 22nd; & April 1st.

b. Resolution 20-1: GWRC-FAMPO MOU (Action Item)

- i. 7/22/19 Draft with GWRC Board Edits – Tracked Version**
- ii. 7/22/19 Draft with GWRC Board Edits – Clean Version**
- iii. Recommended Citation Changes**
- iv. 8/19/19 Draft with Recommended Citation Changes – Tracked Version**
- v. 8/19/19 Draft with Recommended Citation Changes – Clean Version**

Mr. Ross asked if a final version of the MOU was endorsed at the work session meeting held on July 22nd then why are there 9 new statements included in tonight's agenda packet that were submitted from VDOT. Mr. McLaughlin also advised that the attorney for Spotsylvania County reviewed the

MOU and made the following recommendations: to leave in bullet points #1, #3, #6 & #9 & to strike the following points to include: #2, #4, #5, #7, & #8.

There was also request expressed from Spotsylvania County board members that an exit clause for FAMPO needed to be included in the MOU. There was committee discussion on this request and it was decided that this clause would be an item considered in February, 2020 when the MOU would be updated on the annual schedule. The final draft MOU was updated during tonight's meeting which included the recommendations made from Spotsylvania County Attorney as well as the new additions provided by VDOT.

Upon motion by Mr. Withers and seconded by Ms. Bohmke, with all concurring, Resolution 20-1 was adopted at the August 19th GWRC meeting.

c. GWRC Responsibilities & Actions Related to FAMPO Certification Review – Dr. Linda Millsaps

Dr. Millsaps advised that even though the Federal Certification review directly applied to FAMPO; however, as GWRC is the fiscal agent, there are several items included in tonight's agenda packet that are the responsibility of GWRC. Dr. Millsaps stated these are in the packet for informational purposes. Dr. Millsaps advised there is a meeting scheduled on August 26th with herself, Mr. Agnello, & Ms. Dooling & the VDOT review team to ensure the Federal Certification Review process is finalized and signed by all parties.

d. 5307 Funding Discussion – Dr. Linda Millsaps, Kate Gibson, Leigh Anderson

Dr. Millsaps advised that \$1.2m revenue is generated through the 5307 Funding program as a result of data that is collected as a result of the GWRideConnect program. Dr. Millsaps relayed the funding does come back to the region & can be utilized for transit infrastructure. The funding received cannot come back to GWRC and last year the Commission approved allocating the funding to FRED.

Ms. Anderson relayed the funding received this year will go for preventive maintenance, the purchase of 2 new FRED buses; existing bus upgrades; etc. Ms. Anderson asked that commission members provide feedback to Dr. Millsaps on other transit projects there is interest in pursuing for the region that could also utilize the 5307 funding for other entities.

Ms. Long asked if the funding can be carried over from year to year or whether it has to be spent in the year awarded. Ms. Anderson stated the funding does not carry-over. Ms. Brabo asked if staff would provide a list of projects the funding can or cannot be utilized on. Dr. Millsaps stated this would be distributed to the commission members with further discussion to occur at the September meeting.

Ms. Anderson relayed that an idea has been explored to assist Healthy Generations with additional funding to off-set the funding deficit this agency was impacted with this year. Ms. Anderson stated all new transit related opportunities are welcome for discussion/review.

e. Executive Director's Report & Update – Dr. Linda Millsaps

Dr. Millsaps distributed a hand-out of her Executive Director's report and this was given to commission members at the August 19th meeting.

NEW BUSINESS

a. GWRC 2019 Annual Report (draft) – Dr. Linda Millsaps

Dr. Millsaps advised that included in tonight's agenda packet is the FY2019 Annual Report. Dr. Millsaps stated this is draft format only & is not to be released to the public at this time. Dr. Millsaps asked that commission members review the report and forward any changes to either herself and/or to Ms. Jennifer Morgan. It was requested that all changes/edits be provided within the next 2 weeks.

b. Request for Stafford to Switch to Annual Dues Payment (Action Item)

Ms. Bohmke advised that in order for Stafford County to switch to paying local dues to GWRC on a one-time annual basis rather than on a quarterly basis this would need endorsement from the Commission.

Upon motion by Ms. Bohmke and seconded by Ms. Brabo, with all concurring, the request will be made to Stafford County asking that its locality dues to GWRC be paid in full on a one-time annual basis.

ADDITIONAL ITEMS OF INTEREST

Dr. Millsaps advised that information on all of the following 4 topics is included in tonight's agenda packet and they are for informational purposes only & require no action/discussion from the Commission at tonight's meeting.

- a. Good Jobs Here Flyer** (3 upcoming meetings scheduled to discuss the "who"; the "why" & the "how" – the meetings will be held on the following dates: September 19th; October 17th; & November 21st from 8:00 a.m. to 11:30 a.m. at the Germanna Community College Stafford site)
- b. VAPDC Conference Agenda**
- c. VAPDC 50th Anniversary Book**
- d. ACT Conference Agenda**

Ms. Brabo advised that VACO recently submitted a letter expressing its concern about the recent stricter compliance requirements DEQ wants to implement to Wip3. Ms. Brabo stated that if this requirement is approved, it will result in an expensive & taxing expense to the localities. Ms. Brabo requested a motion be made to send a letter to the governor & to Secretary Strickland expressing the region's concerns with the new requirements.

Mr. Ross requested this motion be withdrawn from tonight's meeting and to have it as an agenda item for the upcoming September GWRC meeting. This will allow Dr. Millsaps time to forward the new requirements being considered to the County Administrators/City Manager to get feedback from each locality.

ADJOURN GWRC MEETING – The August 19, 2019 meeting adjourned at 7:15 p.m. The next GWRC meeting will be held on September 16, 2019.

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