

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

September 16, 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 & Wendy Maurer (Alternate), **Stafford County** **MEMBERS ABSENT:** Tom Coen, Stafford County

**OTHERS IN ATTENDANCE:** Tim Barody, City of Fredericksburg; Eldon James, Legislative Liaison; & Alex Owsiak & Jason Towery, Stafford County

**STAFF:** Linda Millsaps, Executive Director, Michele Dooling & Kate Gibson, GWRC; Paul Agnello, Mark McCaskill, Leah Vigil, & Matthew Decatur, FAMPO; Jennifer Morgan, Go Virginia; Leigh Anderson & Natalie Beyer, GWRC & Anne Marie Kluempfen & Samantha Shoukas, 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 Ms. Brabo, with all concurring, the agenda for the September 16th meeting was approved as submitted.

**APPROVAL OF GWRC MEETING MINUTES – August 19, 2019 - (Action Item)**

Ms. Bohmke requested two amendments be made to the minutes submitted from the August 19<sup>th</sup> meeting. Both of these amendments were received and endorsed by GWRC and the updates will be made after the conclusion of tonight's meeting.

Upon motion by Ms. Bohmke & seconded by Mr. Kelly, with Ms. Maurer abstaining and all others concurring, the minutes from the August 19th meeting were adopted as submitted, with noted amendments to follow.

**PUBLIC INVOLVEMENT** - None

**FINANCIAL REPORT – Michele Dooling**

Ms. Dooling advised that the transfer over from the previous GMS system to the new Clockwise system has been completed. Included in tonight's agenda packet is the income statement and balance sheet. Ms. Dooling stated the balance sheet will now depict true accruals. Ms. Maurer asked for future reporting, if the reports will break out projects specifically & if a 30,60, & 90-day receivable tally can be provided. Ms. Dooling advised this request can be accommodated. Ms.

Dooling also relayed that 26% of receivables are current as of July 31<sup>st</sup>. Ms. Dooling advised that nothing is currently overdue at this time except for 3 pay roll reimbursements to Stafford County. Ms. Dooling advised that money is forthcoming and 2 of these 3 reimbursements will be satisfied. Ms. Dooling also stated that previously the GWRideConnect funding sources paid from months beginning in March and ending in October; however, new regulations this year are implemented whereby these reimbursements will now be submitted monthly.

**Audit Update:**

Ms. Dooling advised the audit has occurred and there was a full day of discussion, review & follow-up that occurred between herself and the auditors. Ms. Dooling stated the audit is essentially completed; however, does still require an additional half-day of final re-cap and at this time the auditor has not scheduled this follow-up date. The final report will be completed after the next half-day session but the preliminary indications from the auditor were that a few minor tweaks will probably be needed but overall everything appears to be in good shape.

**OLD BUSINESS**

**a. GWRC Annual Report (Action Item) – Dr. Linda Millsaps**

Dr. Millsaps advised the GWRC Annual report is now in the finalized draft format and is ready for distribution upon approval from this committee. Dr. Millsaps relayed that the current charter requires a presentation be made to each specific Board of Supervisors and/or City Council and these presentations are being scheduled accordingly. Dr. Millsaps advised that the final draft report has not yet been sent out to the respective boards; however, has been provided to all board members. Dr. Millsaps stated that some changes/revisions have already been provided to GWRC from board members and the current draft copy available tonight includes all the revisions received to date.

**b. WIP III Letter from GWRC Board (Action Item) Supervisor, Ruby Brabo**

Ms. Brabo stated that upon follow-up from Commission decision at the August meeting for a letter to be sent in regard to recent discussion on WIP III, that she would like to also request that the letter be forwarded to the Governor as well.

Upon motion by Ms. Brabo and seconded by Mr. Withers, with all members concurring, this request was approved by GWRC at the September 16<sup>th</sup> meeting.

**i. Update on Jurisdiction Response – Dr. Linda Millsaps**

Dr. Millsaps advised that each County Administrator and/or City Manager have discussed WIP III and indicated concurrence for the region to pursue.

**c. Executive Director's Report and Update – Dr. Linda Millsaps & Kate Gibson**

Dr. Millsaps provided presentation of the Executive Director's report and copies of presentation are available upon request. Highlights from the following GWRC entities that includes: Economic Development, Environmental Planning, FAMPO, Human Services & Transportation Demand Management accomplishments were addressed. Dr. Millsaps also addressed other highlights which included internal duties such as completion of the migration to Clockwise, the annual audit, Broadband training session; etc. Dr. Millsaps relayed by unanimous vote, the new Chair for the monthly CAO meetings will be led by Mr. Nieman Young from King George County. Dr. Millsaps also provided a listing of upcoming meetings that staff will be participating in.

- i. CoC Strategic Planning Grant**
- ii. Housing Study Grant**

Dr. Millsaps advised that unofficially, GWRC has received notification that the CoC Strategic Planning grant has been approved and we should be in receipt of official documentation shortly. The Housing Study grant has also been submitted and the Commission will be updated on these efforts as they are received.

- iii. 5307 Update**

Dr. Millsaps advised that this year's 5307 funding has been allocated to FRED; however, for the upcoming out years, this Board will need to determine how annual revenues will be allocated.

- iv. FAMPO Quarterly Reporting – Paul Agnello & Dr. Linda Millsaps**

Dr. Millsaps advised that as GWRC is the fiscal agency for FAMPO that it is responsible for submitting an annual report on FAMPO as well. Dr. Millsaps stated that FAMPO completes the work assignments that fall under the realm of FAMPO responsibilities & that she and Mr. Agnello work together to compile the FAMPO portion of the annual report.

Mr. Agnello advised that FAMPO has completed annual reports in the past; however, as a result of this year's federal certification review process with FHWA it was noted that the previous reports were not in FHWA compliance and regulations. Mr. Agnello stated a new FAMPO template has been completed that will now ensure FAMPO's annual reports are meeting the regulations from FHWA.

## **NEW BUSINESS**

- a. Legislative Update and Agenda – Eldon James**

Mr. James gave an overview on the FY2019 legislative bills, discussions, state funding overview, etc. Mr. James asked for feedback from GWRC on what items/issues the Commission wants to have presented for the upcoming legislative year. Mr. James advised staff to either provide feedback to him directly or forward any comments to Dr. Millsaps.

- b. Annual Dues Discussion Dr. Linda Millsaps & Kate Gibson**

Dr. Millsaps advised the annual dues discussion is on tonight's agenda for discussion purposes only. This will be on the October 21<sup>st</sup> meeting as an action item. Dr. Millsaps stated that even though the budget is not approved until July 2020, the regulations state that it must be presented to the CAO's & City Manager by October 31<sup>st</sup> of the current year. Dr. Millsaps stated that most all grants with GWRC require a match from the respective localities. Dr. Millsaps asked for member review and feedback to be provided within the next several weeks so staff can proceed with having this as an Action Item at the October 21<sup>st</sup> GWRC meeting. Dr. Millsaps advised the same per capita rate from each locality is recommended for FY2020 & this rate has remained constant over the last 5-10 years.

**i. LEPC Application**

Dr. Millsaps advised the existing contract that stipulates legislative allocations which currently is assigned to Mr. James needs to be reviewed. Dr. Millsaps stated that currently Mr. James is listed as the on-call legislative aide for GWRC and that the existing contract could be re-newed and/or revisions/changes could be implemented to current contract. Dr. Millsaps stated that due to time factors, there is not enough time to complete a new contract this year so a recommendation for this year would allow GWRC to piggy-back with another region (Fauquier) & have their contract re-modeled to represent GWRC. This option would allow the region ample time to re-write a new contract; rescind the existing contract; re-bid the contract, etc.

Dr. Millsaps relayed the last updated contract for GWRC occurred in FY2007. Ms. Bohmke stated that each locality has already submitted its respective legislative items two months ago and asked if there are pressing & urgent concerns that GWRC needs to have submitted for consideration for the upcoming year & if not, is the legislative contract still needed.

There was committee discussion and it was felt that no motion would be taken tonight until more information is provided for review at the upcoming October 21<sup>st</sup> meeting. Ms. Brabo concurred that if the existing procurement manual update is not finalized that these two items should go hand and hand.

**ii. CoC Application**

Dr. Millsaps advised the CoC application has been filed and more information will be available at the upcoming October 21<sup>st</sup> meeting.

**c. GWRC Meeting Location Discussion – Councilman, Matt Kelly**

Mr. Kelly advised that as many GWRC/FAMPO meeting nights have resulted in the GWRC conference room being full to capacity. Mr. Kelly stated that VDOT has offered the use of their facilities to conduct GWRC meetings if the Board is interested in moving the meeting location. There was committee discussion and at this time, there was consensus to not change the GWRC meeting location at this time.

**d. GWRC Procurement Manual Update – Dr. Linda Millsaps**

Dr. Millsaps advised the current GWRC procurement manual has not been revised and updated since 2007 and she is hoping to have a revised manual completed for member review by the October 21<sup>st</sup> GWRC meeting. Dr. Millsaps stated staff is coordinating the update efforts with VDOT to ensure compliances are consistent with VDOT state/federal requirements. Mr. McLaughlin stated that comparisons and guidelines with VDOT's procurement manuals is good but we also need to ensure that their procurement manuals have been regularly updated. Ms. Bohmke stated that she also feels a legal review of an updated procurement manual is obtained before a draft copy is released for member review.

## **ADDITIONAL ITEMS OF INTEREST**

### **a. Good Jobs Here Flyer**

Flyer included in tonight's agenda packet and the first session is scheduled for this Thursday. Currently, there are approximately 77 people registered to participate in the seminar. Dr. Millsaps advised space is still available if anyone is interested in participating but please call and pre-register so enough chairs, coffee, etc. will be made available.

**ADJOURN GWRC MEETING** – The September 16, 2019 meeting adjourned at 7:13 p.m. The next GWRC meeting will be held on October 21, 2019.

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