



## **Executive Director and Staff Activity Summary**

**January 27, 2020**

### **Economic Development**

#### ***GO Virginia***

- Scheduled, conducted and supported Region 6 Executive Committee meeting.
- Held monthly call among “project pipeline” contractors (regional economic development alliances).
- Held call for potential REC Broadband funding application.
- Followed up with local jurisdictions about potential project applications.
- Participated in statewide DHCD efforts to improve GO Virginia program implementation.
- Processed quarterly grantee reports and conducted related calls.
- Researched additional project ideas provided by members of the Council.
- Organized a cross-regional meeting around the water economy and VIMS.
- Prepared newsletters and blog posts.
- Worked to find new Region 6 board members.

### **Environmental Planning**

#### ***Coastal Zone Management and Chesapeake Bay WIP III***

- Conducted Regional Environmental Planning meeting.
- Worked with jurisdiction staff and consultant on environmental strategic plan for the region.
- Served as a voting member on the Coastal Policy Committee. Participated in January meeting to set priority areas.
- Reordered and distributed native plant guides.

### **Human Services**

#### ***Continuum of Care***

- Organized and participated in the annual Point-in-Time (PIT) count of individuals experiencing homelessness in our region.
- Attended VISTA training.
- Worked with providers on key prioritization lists.

- Sent news blast for Micah's Housing Trust Fund awards.
- Drafted new snapshot email.
- Reviewed updates from Vets meeting and sent new list.
- Conducted annual meeting and worked with group on CoC Strategic Plan.

## **Transportation Demand Management**

### ***GWRideConnect***

- Continued to process requests for rideshare assistance and provide excellent customer service.
- Continued to provide technical assistance to vanpool operators, including processing the creation and dissolution of several vanpools this winter.
- Continued to administer the AdVANtage Vanpool Self-Insurance Program.
- Developed an RFP and selected firms to conduct GWRideConnect marketing.
- Developed a marketing plan and schedule in conjunction with selected vendors.
- Prepared draft applications to DRPT for annual GWRideConnect funding.
- Renewed leased parking spaces at Chatham Square, Claiborne Run, and Fredericksburg Field House

### ***5307 Capital Funding***

- Continued to work with FRED and PRTC regarding use of 5307 funds and timing of fund release to FRED and GWRC.

## **Transportation Planning**

### ***FAMPO***

- Prepared for and conducted Technical Advisory Committee meeting. Offered presentations as appropriate, facilitated discussion with the chair.
- Sent screened project list for TIP update to TAC leads; began internal cross-check with staff to make sure no project was missed.
- Continued working with transit providers to collect and organize planned funding data.
- Addressed questions from Dan Grinnell, a VDOT air quality engineer, regarding air quality conformity requirements for our constrained project list.
- Provided draft Policy Committee meeting agenda to Matt and VDOT.
- Hosted and helped drive the CTAC meeting.
- Conducted bi-weekly check-ins with VDOT.
- Overseeing project management with consultants.
- Completed the UPWP Quarterly Report.
- Working on expanding our public involvement plan for major documents.
- Participated in civics lab at the regional library and surveyed patrons for their transportation concerns and ideas.
- Met with PlanRVA to discuss public participation plan.

### ***Rural Transportation***

- Worked directly with Bowling Green staff to develop appropriate maps and recommendations for roads and planning in the downtown area.
- Worked with King George and Caroline to determine interest in Smart Scale projects, potentially a joint application related to 301.
- Drafted a plan to tackle the tasks left in the FY20 Rural Work Plan – this will be the first thing managed from MS Planner.

### **Other**

#### ***Good Jobs Here***

- Completed third and final community-wide session. Over 80 people participated in at least one of the three sessions.
- Provided quarterly report to GO Virginia grant program.
- Beginning to work with key partners to develop assignments for next steps.
- Working with CAOs to schedule at least one validation meeting in each jurisdiction.
- Working with FRA to schedule a follow up meeting with all local economic development officials to review initial report from consultants on common elements of all economic development plans in the region.
- Received draft final report from the consultant. Report will be reviewed by GWRC and FRA and provided to the GWRC Board at the February meeting.

#### ***Housing Affordability***

- Developed and shared Request for Proposal (RFP) with eight potential contractors based on committee recommendations.
- Reopened GWRC access to Virginia procurement portal and posted RFP.
- Received two bids.
- Conducted phone interviews with each bidder and selected a final consultant, Housing Virginia.
- Conducted follow up call and kick-off meeting.
- Executed contract, with July and September completion deadlines.

#### ***Census Regional Complete Count Committee (RCCC)***

- Conducted our final, pre-Census RCCC meeting.
- Heard reports from our advertising consultant, regional partners, and all five jurisdictions.
- Purchased/contracted for advertising and marketing materials. The primary emphasis is on the Hispanic community, as the partners believe this is where they need the most assistance.
- Working with homeless services providers to improve previous efforts by Census workers to count individuals experiencing homelessness.
- NOTE: The US Census Regional Office will have their open house Tuesday, January 28 at their offices in Central Park.

## **Administration and Management**

- Hosted regional discussion of developing a RIFA for economic development projects, potentially as a part of a GO Virginia grant application.
- Hosted regional discussion of possible partnership related to the VA project.
- Worked with legal counsel and others on issues around COIA and FOIA requirements.
- Contacted state GO Virginia leadership to learn more about our funding and structure, as it relates to other regions.
- Worked to find and recruit new GO Virginia board members.
- Participated in webinar on the DCR Dam Safety, Flood Prevention and Protection Assistance fund and shared information with the CAOs.
- Worked with FRED and PRTC on 5307 funding drawdown.
- Worked with Stafford on issues related to TDM funding.
- Worked with legal counsel around issues of TPB MOU.
- Worked with Federal Highways on facilitating TPB MOU.
- Participated in FAMPO TAC meeting.
- Developed revised job posting for FAMPO Administrator.
- Developed proposed scoring criteria (using both old and new posting) for FAMPO Administrator applicants.
- Conducted initial screening conversations with FAMPO applicants.
- Organized and hosted first annual holiday open house.
- Working on plan for new on-call consultants for FAMPO.
- Met with the editor of the Free Lance Star.
- Participated in the Rappahannock River Basin Commission meeting.
- Organized and hosted CAO holiday lunch in King George County.
- Met with PlanRVA.
- Participated in VAPDC Board meeting.
- Attended and participated in Coastal Policy Team meeting.
- Developed new standards of delivery for on-call GWRC consultant.
- Hosted meeting to discuss regional environmental planning and staffing.
- Working with Atlantic Union to determine option for a line of credit.
- Prepared financials for board meeting.
- Paid bills in a timely manner.
- Worked on mid-range financial plan for GWRC.

## ***Upcoming Meetings***

- US Census Regional Office Open House – January 28, 2020 11 am.
- Rappahannock Area Health District Caroline Health Assessment, Caroline County – January 29, 2020.
- VAPDC Winter Conference – February 6-7, 2020.
- Regional Economic Forecast – Washington Business Journal, February 13, 2020.