

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

November 18, 2019
GWRC Conference Room

MEMBERS PRESENT: Vice-Chair – Ruby Brabo, **King George County**; Matt Kelly & Billy Withers, **City of Fredericksburg**; Nancy Long & Kenneth Pogue, **Caroline County**; John Jenkins, **King George County**; Ed Petrovitch, **Spotsylvania County**; & Meg Bohmke & Tom Coen, **Stafford County** **MEMBERS ABSENT:** Tim McLaughlin & David Ross, Spotsylvania County

OTHERS IN ATTENDANCE: Tim Barody, City of Fredericksburg; Cindy Shelton, Stafford County; Dave McLaughlin, CTAC Chair, City of Fredericksburg; Jason Towery, Stafford County; Rupert Farley, CTAC, At-Large member; Michael Aukamp, CPA, Dunham, Aukamp & Rhodes, PLC; Matthew Embrey, Local Emergency Planning Committee; Dr. Lance Gentry, University of Mary Washington; & Eldon James, Legislative Liaison - GWRC

STAFF: Linda Millsaps, Executive Director, GWRC; Paul Agnello, Stacey Feindt, Adam Hager, Leah Vigil, & Matthew Decatur, FAMPO/GWRC; Michele Dooling, Kate Gibson, Leigh Anderson, & Natalie Beyer, GWRC; Anne Marie Kluempfen, CoC/GWRC; & Jennifer Morgan, GO Virginia/GWRC

CALL TO ORDER: Ms. Brabo 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 & seconded by Ms. Bohmke and Mr. Kelly, respectfully, with all concurring, the agenda for the November 18th meeting was approved as amended with request from Ms. Bohmke to add under “New Business” discussion of GWRC By-laws in regard to rotation of chair positions for the counties & City of Fredericksburg.

APPROVAL OF GWRC MEETING MINUTES – October 21, 2019 - (Action Item)

Upon motion & seconded by Ms. Bohmke and Mr. Jenkins, respectfully, with all concurring, the minutes from the October 21st meeting were adopted as submitted.

PUBLIC INVOLVEMENT

Mr. Farley spoke as a citizen and not as representing the CTAC committee in regard to item 10A – Legislative Agenda. Mr. Farley stated that he was pleased to see that a legislative item for consideration is for expanded rail service. However, he would like to state that he is not in favor of the agenda item that includes expansion of broadband services to the rural & suburban areas within the region. Mr. Farley stated that he does not feel encouraging citizens to locate to populated areas within the region whereby they do not pay their own way is representative of good planning techniques. Mr. Farley also relayed that in regard to the 45-mile commuting limit being considered, this stipulation does have benefit to the short-term commuters; however, does not provide benefit to the long-term commuters. Mr. Farley asked for consideration being given in regard to the

negative components of these two agenda items before a decision is made to adopt the Legislative Agenda items.

FINANCIAL REPORT – Ms. Dooling

Ms. Dooling advised the following reports were included in tonight's agenda packet which are: Income Statement/Budget Performance sheet; a Balance Sheet; the Monthly Financial report; & the Dashboard print-out. Ms. Dooling stated there are two separate sets of reports included in tonight's agenda packet. One is reporting data for September, 2019 and the other is data from the first quarter from July to September of 2019. Ms. Dooling relayed the accounting reports are now based on true accruals and there will not be any positives or negatives assigned to projects. Currently, we have \$350,000 beginning Cash on Hand that represents 31% of accounts received. Ms. Dooling stated there is \$182,000 on hand with 56% accounts paid. Ms. Dooling stated the Dashboard is not perfect but continues to show improvement. Currently receivables past due are \$95,000 as compared with \$247,000 past due last month. Ms. Dooling also advised that for last month there were three pay rolls outstanding to Stafford County and through the end of November, 2019 there are currently two outstanding. There were no questions asked on any of the reports submitted for review at the November 18th GWRC meeting.

PRESENTATION: GWRC Annual Audit – Mr. Michael Aukamp, CPA, Dunham, Aukamp & Rhodes, PLC

Mr. Aukamp advised the audit process went smoothly. Mr. Aukamp stated GWRC staff was helpful and responsive to requests made from the firm. Mr. Aukamp relayed clean-up entries for receivables and payables were needed as a result of the recent software system transfer and all of these entries were routine and completed in a timely manner. Mr. Aukamp stated there were no disagreements with GWRC management staff and/or any discrepancies noted with the annual audit review.

Mr. Aukamp relayed that as GWRC is a government agency who is in receipt of \$750,000 in federal awards that a uniform guidance review and additional compliance report are required. Mr. Aukamp advised these reviews also went smoothly with no issues being noted and no needed changes documented. Mr. Aukamp stated a clean review audit opinion was noted. Mr. Aukamp stated that page 5 of tonight's handout is the Management Discussion/Analysis section and this is the part of the audit review that belongs to the Commission. Mr. Aukamp stated that audit staff is not allowed to write up this review. Mr. Aukamp advised this review is written by GWRC management staff. Mr. Aukamp relayed there was nothing glaring to report as deficiencies in this section of the annual audit review either.

Mr. Aukamp stated the listing of assets/liabilities since June 30th includes \$219,000 cash on hand with \$286,000 in receivables. The GWRC commission's net worth at year end was \$209,000 which includes \$47,000 in building, equipment, etc. entries. This leaves \$162,000 available for covering future/upcoming costs. Mr. Aukamp stated agencies always ask is there enough money on hand; adequate amount of money on hand, not enough money on hand; or too much money on hand. Mr. Aukamp stated that a 3-5-month cash flow on-hand is deemed healthy. However, Mr. Aukamp stated that in previous audits in years past, GWRC was in the red and the audit results this year showed an approximate \$83,000 of cash on hand which essentially is a one-month surplus so the Commission is continuing to move forward and become more solvent each year. Mr. Aukamp

advised that GWRC is heading in the right direction and has a good system in place that includes good management and a good accounting system established.

PRESENTATION: Local Emergency Planning Committee – Matthew Embry, Chair & Spotsylvania county Division Chief, Emergency Management and Logistics

Mr. Embry stated he is a Fire Rescue employee with Spotsylvania County and is also the chair of the LEPC (Local Emergency Planning Committee). Mr. Embry stated the LEPC is a federally mandated community broad-based committee that includes local elected officials, local fire/rescue staff members, health department officials, hospital staff, etc. Mr. Embry stated the committee's focus is centered around hazardous materials that come into the region via rail or highways and how a regional approach is being implemented should a toxic outbreak occur. Mr. Embry advised a mandate for the committee is to develop and distribute plans regionally that are then translated into local jurisdictional plans. Mr. Embry advised the four components of the plan are the following: development of an emergency plan (which has been completed); emergency release notification plans for businesses; emergency chemical inventory of what toxic and hazardous waste are at local businesses; & an emergency toxic release plan. Mr. Embry asked for locality support in the funding request made to each respective locality within the GWRC region.

Mr. Kelly stated that he is currently the only elected official serving on the committee and there is an open slot for another elected official to fill. Mr. Kelly asked that each respective board report this vacancy to their respective boards for another local elected official to serve on the LEPC. Ms. Brabo asked Mr. Embry to send an official letter of member vacancy to each respective Board of Supervisors for follow-up by the locality Board of Supervisors.

OLD BUSINESS

a. Legislative Agenda Approval (Action Item) – Mr. Eldon James

Mr. James advised commission members have received a copy of the draft legislative platform subjects on November 1st. Mr. James stated this draft platform was submitted to chief officers with GWRC & Rappahannock Rapidan. Since the November 1st distribution, some modifications were made at the Region 7 VACO meeting on November 10th. Mr. James reviewed the changes and updated the commission members accordingly. Mr. James advised the revised copy will be emailed to all chief administrative officers for a final update and acceptance of the revised agenda.

Mr. Kelly stated that he feels VACO does well; however, does not have a direct connection to this region. Mr. Kelly stated that he will support the Legislative Agenda as presented tonight; however, would like to see more focus and more specific items included that directly relate to the Fredericksburg region being included. Upon motion by Ms. Bohmke and seconded by Ms. Long, with all concurring, the legislative agenda as approved with noted amendments, was adopted by the George Washington Regional Commission at the November 18th, 2019 GWRC meeting.

b. Executive Director's Report - Dr. Linda Millsaps

Due to there being additional agenda items to discuss at tonight's GWRC meeting & to ensure tonight's meeting continues to move forward in a timely manner, Dr. Millsaps distributed her high-level staff report which includes highlights from herself, Ms. Gibson & Mr. Agnello. Dr. Millsaps

thanked Mr. Agnello for his tenure with FAMPO and wished him well with his new role in Spotsylvania County.

- i. **Grants Update** – No updates provided
- ii. **Staffing Update** – No updates provided
 - 1. **FAMPO Staffing** – Dr. Linda Millsaps & Mr. Matt Kelly, FAMPO Policy Committee Chair – No updates provided
 - 2. **GWRC Staff Activities** – No updates provided
 - 3. **GWRC Open House** – Monday, December 16th – 5:00 – 7:00 p.m. – Ms. Bohmke asked that local legislators be invited to the open house & Dr. Millsaps stated they would be included

NEW BUSINESS

a. 2020 Meeting Schedule Approval (Action Item)

Dr. Millsaps presented the 2020 meeting schedule request for approval by the Commission. Upon motion by Mr. Kelly and seconded by Mr. Coen, with all concurring, the 2020 Meeting Schedule was approved as submitted.

b. By-Laws Discussion – Rotation of Chair Positions – Ms. Bohmke

Ms. Bohmke asked for discussion and member feedback in regard to the rotation of chair positions for the upcoming year. Ms. Bohmke stated that currently the chair position for FY2020 should rotate to King George County. However, both current GWRC members from King George County will not be serving on the King George Board for the FY2020 year. Ms. Bohmke stated she personally did not feel it was fair to a newly appointed board member who has had no affiliation to date with GWRC be asked to serve as chair. Ms. Bohmke stated the new King George appointed members would begin serving in January of 2020. There was discussion from the commission members and even though the new representatives will begin serving in January, the actual chair rotation will not occur until July, 2020, so there was decision to discuss this item at an upcoming GWRC meeting.

Presentation: 2019 Fredericksburg Region Commuter Workforce Study – Dr. Lance Gentry, Center for Business Research, University of Mary Washington

Dr. Gentry advised that funding was received from Go Virginia in regard to the “Good Jobs Here” presentation. Dr. Gentry stated this was a joint effort between GWRC, University of Mary Washington, & Fredericksburg Regional Alliance. Dr. Gentry stated a previous study occurred in 2016 and the objectives of the most recent study were to compare changes with the current commuter data and changes to the regional work force since 2016.

Dr. Gentry discussed the current data with the Commission. The summary of the 2019 data shows that 42% of the region’s work force goes to job sites outside of the region and 25% of these commuters have a two-hour a day commute time. Dr. Gentry stated the study shows that today’s work force is larger and more educated and there are a greater percentage of the population in the work force. Dr. Gentry stated the largest number of unemployed residents comes from the

retirement population. The largest work designations which incurred the largest percentages include the category of Super Commuters (those who commute longer than 2 hours a day) included 10% of the population work force where 5% now includes the teleworking population. It was noted however that the long-distance commuters also contribute positively to the region's tax structure & Dr. Gentry concurred. However, he stated that not only has the work force population increased, which is positive for the region, but then you need to also consider how the region's infrastructure can continue to support 200,000 commuting trips each day.

Dr. Gentry advised the regional work force data will continue to be compiled, collected and reviewed so current trends and data can result in realistic regional employment data and as the workforce study groups continue to meet that FAMPO/GWRC will be invited to attend and participate in the on-going work sessions.

ADDITIONAL ITEMS OF INTEREST - None

ADJOURN GWRC MEETING – The November 18, 2019 meeting adjourned. The next GWRC meeting will be held on January 27, 2020.

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