

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

January 27, 2020  
GWRC Conference Room

**MEMBERS PRESENT:** Chair (for Tim McLaughlin), Chris Yakabouski, **Spotsylvania County**; Matt Kelly & Billy Withers, **City of Fredericksburg**; Jeff Black & Nancy Long, **Caroline County**; Cathy Binder & Annie Cupka, **King George County**; Meg Bohmke & Cindy Shelton (Alternate), **Stafford County**

**MEMBERS ABSENT:** Tim McLaughlin, Spotsylvania County; Tom Coen, Stafford County

**OTHERS IN ATTENDANCE:** Ed Petrovitch, Spotsylvania County; Dave McLaughlin, CTAC Chair, City of Fredericksburg; Janel Donohue, Rappahannock United Way

**STAFF:** Linda Millsaps, Adam Hager, Michele Dooling, Kate Gibson, Leigh Anderson, Anne Marie Kluempfen, & Jennifer Morgan

**CALL TO ORDER:** Mr. Yakabouski 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 made & seconded by Mr. Kelly and Ms. Bohmke, respectfully, with all concurring, the agenda for the January 27th meeting was approved as submitted

**APPROVAL OF GWRC MEETING MINUTES – November 18, 2019 - (Action Item)**

Upon motion made & seconded by Ms. Bohmke and Mr. Kelly, respectfully, with abstentions from Cathy Binder, Jeff Black, Annie Cupka, Cindy Shelton & Chris Yakabouski & all others concurring, the minutes from the November 18th meeting were adopted as submitted.

**PUBLIC INVOLVEMENT** – None

**INTRODUCTIONS & WELCOME**

- a. **All GWRC Board Members** – As there were newly appointed members serving on the GWRC committee & attending for the first time, introductions were made from both the committee and staff. All new members were welcomed.
- b. **Executive Director**
  - i. **Staff Values & Commitments to the Board**

Dr. Millsaps advised that staff conducted a staff retreat last fall and retreat summaries are included in tonight's agenda packet. Dr. Millsaps stated that staff developed a set of values for the office, for the Board and to the community on how the agency wants to be perceived. Dr. Millsaps stated

numerous values were discussed and the staff actually defined and agreed upon the following five values, ranked in the following order with the number one value/goal being the most important. The values are: integrity, transparency, collaboration, professionalism & respect of and for an attitude of public service. Dr. Millsaps stated there is a staff commitment to the Board to continue with having the chair review the monthly meeting minutes before they are included in the agenda packets. Dr. Millsaps stated there is staff commitment to get the monthly agenda packets out by Thursday prior to the upcoming Monday meeting time. Dr. Millsaps advised the 3-day period for submitting meeting packets does coincide with materials being distributed three days prior to the meeting with the GWRC by-laws.

Dr. Millsaps stated that another revision staff hopes to implement is elimination of adding agenda items & updating an agenda prior to the day of a scheduled meeting. Dr. Millsaps stated that any board member can bring up a new agenda item at a meeting & if motion and seconded are received, an item can be discussed even if it was not on the agenda. However, for staff input, it was requested that any agenda changes be submitted to staff seven days before the agenda is distributed to the committee. Dr. Millsaps stated she has received some comments from board members in regard to agenda items being added continually after the packet has been distributed that have occurred either over the weekend and/or during the day on Monday of a Monday night meeting. Dr. Millsaps stated the efforts to eliminate this from continuing to happen to ensure that the agenda both members and the public receive is current when distributed. Dr. Millsaps stated there are going to be situations that arise that a time sensitive issue will need to be added and when this happens all members will be emailed to ensure they are in receipt of the revised agenda. Dr. Millsaps stated members have expressed concern about items being both added at the last minute and items that also needed an action taken by the Board at the same meeting. Both Mr. Black & Ms. Bohmke stated they both concur with not having agenda items added that would be voted on the same night; however, felt the 7-day agenda rule would not always be feasible. Both stated they did not feel an agenda item of importance needed to be deferred to the next monthly meeting time if the item is received prior to the scheduled meeting. Ms. Bohmke also asked that if revisions such as this are going to be made that the GWRC by-laws be updated to note the specific changes. Mr. Black concurred that the 7-day expectation rule is good as long as there is discretion for time sensitive items to be considered.

## **FINANCIAL REPORT – Ms. Dooling**

- a. Monthly Financial Report (December, 2019)**
- b. Year-to-Date Financial Report (June-December 2019)**

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 December, 2019 and the other is data for year-to-date from June to December 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. Ms. Dooling asked for questions from the Board and none were expressed. Ms. Dooling advised GWRC bills between the 10<sup>th</sup> & 15<sup>th</sup> of each month and that it usually averages between 30-45 days when collections are received. In regard to the dashboard that is included in tonight's agenda packet Ms. Dooling stated there is a glaring red entry that she can explain. Ms. Dooling advised an entry from DRPT is an overdue payable. Ms. Dooling relayed previously DRPT provided \$125,000 of funding on a

quarterly basis for the GWRideConnect program. This year, DRPT changed their process and now bills monthly. The monthly billing process results in \$51.6k less funds to GWRC. Ms. Dooling advised it just took some time in getting the new monthly system implemented to be in place. Ms. Dooling stated that cash for this month equals 38% payables as compared to 58% at the November meeting. Ms. Shelton asked what is the current status of outstanding payrolls to Stafford County. Ms. Dooling stated there is 1 current pay roll due to Stafford & 2 that are past due. Ms. Bohmke stated a financial executive committee was set-up last year and there were recommendations from this committee that new financial policies would be implemented and Ms. Bohmke asked for an update on this process. Dr. Millsaps stated a finalized financial plan is still needed and that is a continuing work in progress. Dr. Millsaps stated that Ms. Dooling has received policies from other agencies that can be used for comparison and guidelines for developing the financial plan for GWRC. Dr. Millsaps advised she has also received financial policies from other MPO's that will be used for comparisons as well. Dr. Millsaps relayed that a recommendation from the auditor was for GWRC to explore possibilities of obtaining a line of credit that would allow for the agency to have a continuous cash flow available that would provide coverage for a 3-month time which is what is recommended for an agency to have on hand. Dr. Millsaps stated this would also allow the agency to get current with Stafford County and to pay other invoices, such as DRPT, who have not reimbursed GWRC in a timely manner. Dr. Millsaps stated the agency had a line of credit loan in the past that was utilized for the building interior when the Commission re-located into the building here at 406 Princess Anne Street and this loan has been satisfied and paid in full in November, 2019. Dr. Millsaps advised that she & Ms. Dooling have met with representatives at Atlantic Union and have been advised the agency is in good standing and eligible for a new loan. Bank representatives are finalizing credit line availability, terms, etc. Dr. Millsaps advised once this information is received from the bank representatives it will be discussed with the GWRC Board. Mr. Yakabouski advised this is budget time for the Spotsylvania Board and thinks the other localities are on the same basic time frame and that possibly localities could provide for allocations of fund balances and this may be a better option for GWRC to pursue than obtaining a line of credit loan. Mr. Yakabouski stated he could not speak directly for the Spotsylvania Board nor for the other localities but now is the time in the budget process to ask for consideration.

**PRESENTATION: Regional Complete Count Committee** – Ms. Janel Donohue, Chair of Regional Complete Count Committee & President of Rappahannock United Way

Ms. Donohue advised the regional count committee continues its ongoing efforts to ensure the upcoming census counts are accurately taken; that all are counted and that everyone is only counted once. Ms. Donohue advised regional strategies have taken place the committee has over 50 members. Ms. Donohue relayed that each locality has a representative serving on the committee and they all have attended meetings on a regular basis. Ms. Donohue stated that for every person counted in the census undertaking results in funding to a region/locality of \$2,000 per person and this funding is in place for the next 10 years so a total of \$20,000 of funding per person over the next 10 years. Ms. Donohue stated that those who are most usually under-counted include the following: children, elderly, non-English speaking citizens & the disabled citizens. Ms. Donohue stated the official census count launch day is April 1<sup>st</sup>. Ms. Donohue also advised that for the first time, census counts can now be taken on the internet, by phone, or with the traditional paper surveys. Ms. Long stated that at a previous census meeting it was stated that those citizens who have a post office box will not be counted and/or included in the census data collection. Ms. Long asked how these 200 residents would be accounted for. Ms. Donohue stated she was not aware of this concern and did not have an answer today but will find out and reply back to Dr. Millsaps. Ms.

Donohue stated the challenges in the past in regard to obtaining accurate census counts are a result of language barriers, technology barriers, living arrangements, lack of awareness about how important the census counts are & a general distrust of government programs. Ms. Donohue stated the Regional Complete Count Committee has worked to resolve these concerns and have already increased awareness significantly and have spent a lot of time as a committee on how to resolve the other barriers. Ms. Donohue expressed her appreciation to the committee members, their input & expertise and looks forward to the 2020 census counts being more successful than any in the past.

**PRESENTATION: GWRideConnect FY21 DRPT Grant Applications** – Kate Gibson, Deputy Director, GWRC

Ms. Gibson provided an overview presentation to the Commission on the FYDRPT grant applications that are annual grants for the operation of the GWRideConnect programs. Ms. Gibson advised the grant application funding requests have remained consistent over the last several years. Ms. Gibson stated the resolutions do not need approval tonight from GWRC as a result of there being no scheduled December meeting.

Ms. Bohmke asked when the last time an RFP was done. Ms. Gibson relayed one was just completed approximately two months ago and the RFP followed the new procurement policy that was recently adopted by the Commission but final contracts have not been drafted at this time. Ms. Bohmke stated she thinks it would be a wise financial move to have the GWRC attorney review the final contracts when they are completed. Ms. Gibson advised staff will follow-up on this request.

**a. Resolution 20-02: Match Commitment for TDM Operating Assistance Grant (ACTION ITEM)**

Ms. Gibson advised Resolution 20-02 is the TDM operating assistance grant and is an 80% state funded grant with a 20% local match. The total match amount for FY21 is \$68,228. Upon motion by Mr. Kelly and seconded by Mr. Black with all concurring, Resolution 20-02 was adopted by the George Washington Regional Commission at the January 27<sup>th</sup> meeting.

**b. Resolution 20-03: Match Commitment for Vanpool Program Grant (ACTION ITEM)**

Ms. Gibson advised Resolution 20-03 is the Vanpool Program grant application and is also an 80% state funded grant requiring a 20% local match. The total match amount for FY21 is \$30,696. Upon motion by Mr. Kelly and seconded by Ms. Long, with all concurring, Resolution 20-03 was adopted by the George Washington Regional Commission at the January 27<sup>th</sup> meeting.

**PRESENTATION: FAMPO UPWP Quarterly Report** – Adam Hager, FAMPO Transportation Planner & Dr. Linda Millsaps, Executive Director

Dr. Millsaps advised that as GWRC is FAMPO's fiscal agent, that endorsement of the FAMPO UPWP is required. Mr. Hager advised a copy of the FAMPO UPWP quarterly report is included in tonight's agenda packet. Mr. Hager stated this process is approximately 90% completed. Mr. Hager stated there will be new formatting techniques for the 8 project activities and also the inclusion of the 5 budgeted funding sources will be included in the report. Mr. Hager stated these revisions are as a result of recommendations made from Federal Highway after last year's certification review.

Mr. Hager stated the quarterly report only covers 50% of the categories as it only computes a half year of data. Ms. Bohmke stated the addition of the new charts, explanations, etc. make for a much clearer report and was pleased to hear FHWA's recommendations have been included. Ms. Bohmke thanked Mr. Hager and the FAMPO staff for completing such a detailed report in a timely manner. Mr. Kelly asked if the modifications have also been endorsed by VDOT. Mr. Hager stated VDOT was in receipt of the template the first of January and has received a technical draft. To date, Mr. Hager stated no significant changes have been submitted by VDOT. Dr. Millsaps advised that staff will be incorporating the GWRC activities into the report as well.

## **DISCUSSION OF PROCESS FOR FILLING OFFICER VACANCIES** Dr. Linda Millsaps

Dr. Millsaps advised that currently a vacancy for vice-chair is open on the GWRC committee. Dr. Millsaps stated per the succession in place that the vice-chair position will be held by King George county. Dr. Millsaps stated this would be an action item on the upcoming February GWRC meeting.

## **OLD BUSINESS**

### **a. Executive Director's Report – Dr. Linda Millsaps**

Dr. Millsaps advised a copy of the Executive Director's report is included in tonight's agenda packet.

#### **i. Grants Update – No report**

#### **ii. Staffing Update**

Dr. Millsaps advised GWRC is still short a FAMPO administrator. To date, 4 applications have been received. Three of the applications completed the entire packet as requested from the job posting sites. Dr. Millsaps stated that request from the Executive committee for the job description to be revised & updated has occurred. Dr. Millsaps stated the current job posting ended on January 6<sup>th</sup> and initial screening interviews with the 3 applicants who completed the application process as requested has been conducted by her. The posting has been re-submitted which includes the updates requested in the job description so it is hopeful that more candidates will now apply.

#### **1. FAMPO Staffing – Dr. Linda Millsaps & Matt Kelly, FAMPO Chair**

Ms. Long asked how many other staffing positions remain unfilled. Dr. Millsaps stated that depending on what ultimately happens with the budget issues relating to RSTP allocations – whether it will remain in this region or whether Stafford County will decide to merge with the Wash-Cog MPO, will determine whether any additional positions will be filled. Dr. Millsaps stated it is hopeful that additional positions will become available but at this time the only focus is on filling the FAMPO Administrator's position.

#### **2. GWRC Staff Activities – due to time constraints for the FAMPO meeting being held at VDOT, there were no GWRC staff activities discussed at tonight's meeting**

- iii. **Rural Transportation Work Plan & GWRC Smart Scale Application Slots** – this item too was deferred for discussion until the February meeting

**ADJOURN GWRC MEETING** – The January 27, 2020 meeting adjourned. The next GWRC meeting will be held on February 24, 2020.

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