

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

February 24, 2020
GWRC Conference Room

MEMBERS PRESENT: Chair, **Tim McLaughlin, County of Spotsylvania;** Matt Kelly, **City of Fredericksburg;** Jeff Black & Nancy Long, **Caroline County;** Cathy Binder & Annie Cupka, **King George County;** Chris Yakabouski, **Spotsylvania County;** & Meg Bohmke & Tom Coen, **Stafford County**

MEMBERS ABSENT: Billy Withers, City of Fredericksburg

OTHERS IN ATTENDANCE: Tim Barody, City of Fredericksburg; Bryon Counsell, John Holden & Jason Towery, County of Stafford; Denise Nelson, The Berkley Group

STAFF: Linda Millsaps, Adam Hager, Michele Dooling, Kate Gibson, Natalie Beyer, Anne Marie Kluempfen, Jennifer Morgan, & Sam Shoukas

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 made & seconded by Ms. Bohmke and Ms. Binder, respectfully, with all concurring, the agenda for the February 24th meeting was approved as submitted

APPROVAL OF GWRC MEETING MINUTES – January 27, 2020 - (Action Item)

Upon motion made & seconded by Ms. Cupka and Ms. Bohmke, respectfully, with abstentions from Mr. Tom Coen and Mr. Tim McLaughlin & all others concurring, the minutes from the January 27th meeting were adopted as submitted with noted typographical amendments to be made after conclusion of tonight's GWRC meeting.

PUBLIC INVOLVEMENT – None

RESOLUTION 20-04: Filling First Vice Chair Vacancy (Action Item)

Dr. Millsaps advised that rotation of officers to GWRC rotates from locality to locality. Currently, the position of First Vice Chair is open to be filled. The rotation sequence indicates this position will be assumed by King George County. Resolution 20-04 is asking for endorsement of appointing Ms. Binder from King George County to be nominated as First Vice Chair.

Upon motion made & seconded by Mr. Kelly and Ms. Long respectfully, with all other concurring, Resolution 20-04 was adopted by GWRC at the February 24th meeting.

FINANCIAL REPORT – Michele Dooling, Director of Finance & Personnel

Ms. Dooling advised that the balance sheet and dashboard are included in tonight's agenda packet. Ms. Dooling relayed the accounts receivables is \$48,000 this month & this is better than the amount noted for the January meeting. Ms. Dooling stated the past due payables are at 53.9% and this figure also is ahead of last month's reporting. Ms. Dooling stated we are still headed in the right direction and are where want to be. Mr. Kelly asked if it was worth pursuing having discussions with our vendors who do not pay on time to help alleviate the reserve cash on hand status. Mr. McLaughlin asked if the late payers were basically VDOT. Ms. Dooling relayed that VDOT is the vendor who pays the quickest with the shortest amount of turn-around time. Ms. Dooling stated that DRPT has changed its payment time frames from quarterly to monthly and unfortunately this system transition has resulted in additional delays. Ms. Dooling advised the system transfer is now completed and we should begin seeing quicker payments being received from DRPT. Ms. Dooling relayed this month reflects 45% of cash receivables received which is 8% better than last month's reporting. Ms. Dooling stated the cash flow is at 54% which is 16% better than last month. Ms. Dooling advised on the payables there is only one month in the red on the balance sheet.

PRESENTATION: Good Jobs Here Final Report – Ms. Denise Nelson, The Berkley Group

- a.) **Executive Summary (Draft)** – In agenda packet
- b.) **Full Report (Draft)** – In agenda packet

Ms. Nelson advised the Good Jobs Here final report depicts the 3-step process of determining “why” we are interested in developing a new regional plan. The 3-steps are as follows: planning; formal engagement of program; & implementation of employment for good jobs within the region. Ms. Nelson stated the committee looked first at all existing economic development plans for the surrounding localities within Planning District 16. The committee also reviewed regional plans that have been generated by entities such as GWRC, GoVirginia, military establishments, etc. These plans were compared to existing plans from the Northern Virginia & Richmond localities.

Ms. Nelson stated the individual locality plan had goals established to work collaboratively and to focus on bringing new jobs into the region. As 42% of the current population commutes to job sites outside of the Fredericksburg region, the committee wanted to become more successful in having jobs re-locate here. Ms. Nelson stated the Go Virginia plan focused on industry clusters as a mode of smart growth development. Ms. Nelson relayed that three public meetings were held and a collective impact model. Ms. Nelson stated the purpose of a new regional report is that the demographical changes are impacting the work force and the services being provided to residents. It was determined from the three meetings that there is a desire for regional collaboration; for the increase of skilled work forces & for ways of effectively attracting new businesses to locate and/or re-locate to this region. Ms. Nelson advised the goals have been established; the vision strategies & objectives have been established and now the committee is moving forward on implementation of the regional collaborative mindset.

Dr. Millsaps advised the first study was completed at a cost of \$48,000 from the Go Virginia grants. There was discussion from members on whether a new grant will produce deliverables; how to ensure the process remains effective when working together with other localities in the region & how to know what jobs are needed & what jobs are not available to the region.

PRESENTATION: Go Virginia Update – Jennifer Morgan, Economic Development Coordinator GWRC

Ms. Morgan updated GWRC on the Go Virginia program. Ms. Morgan advised that in order for a region to apply for a grant to fund a project that the project must meet specific criteria. Ms. Morgan stated there will be four applications submitted this year for consideration of approval by the state review board. Stafford County is submitting a project as one of the four this year and the state review board meeting is scheduled for March 17th.

NEW BUSINESS

a.) Environmental Planning Activity – Dr. Linda Millsaps

i. WIP III and Friends of the Rappahannock

Dr. Millsaps advised this is the 3rd year of regional collaboration on working with the localities in the WIP III program. Dr. Millsaps stated the region received a grant from the state. Dr. Millsaps advised that GWRC is a 2020 sponsor to Friends of the Rappahannock for the free trees for healthy rides program. The \$2,000 sponsorship will come from the outstanding balance of the approved grant.

ii. Environmental Grant Writing and MS4

Dr. Millsaps; advised the Coastal Zone Management grant that has been approved for the region for development of an environment regional plan is in place. Dr. Millsaps stated the next step in the process that will begin shortly is to seek locality and business input on what should be included in an environmental regional plan.

b.) Annual Review of GWRC/FAMPO MOU

Dr. Millsaps stated that per GWRC/FAMPO by-laws, the request was made in FY2019 that the GWRC/FAMPO MOU that was adopted last February be reviewed annually at each February GWRC meeting. Dr. Millsaps advised that to date, she has not received any comments or feedback on revisions needed to the approved 2019 MOU. No requested changes or amendments were requested by commission members at the February 27, 2020 GWRC meeting so no additional action is required at this time. The MOU will be reviewed again in February 2021.

OLD BUSINESS

a.) Resolution 20-05: Approving the GWRC Round 4 SMART SCALE Project Pre-Applications (Action Item) – Adam Hager, Transportation Planner

Mr. Hager advised that with this year's Smart Scale application process a new step has been implemented. This is a process for Smart Scale pre-application review. Mr. Hager relayed the deadline to submit the pre-applications for consideration is six days from now. Mr. Hager advised the pre-application process has a shorter window for submittal with more extensive review to be forthcoming. Currently, there are five pre-applications to be submitted from GWRC. Mr. Hager stated there are four projects for consideration in Stafford County and one project from King George County. Mr. Hager advised the final pre-application process will only have four projects selected for consideration so one of the Stafford County projects will ultimately be removed.

However, Mr. Hager stated that due to the time-line restrictions for the pre-applications to be submitted within the next week, that Resolution 20-05 needs to be adopted tonight. Mr. Hager relayed the resolution will include all five projects as noted.

Upon motion and seconded by Ms. Bohmke and Ms. Cupka respectively, with all others concurring, Resolution 20-05 was adopted by GWRC at the February 24th meeting.

b.) Transportation Planning Board (TPB)/Stafford/FAMPO MOU Status Update – Dr. Linda Millsaps

Dr. Millsaps advised the Stafford County/FAMPO MOU is an ongoing discussion. Currently, the MOU has been sent to GWRC's attorney for review and edits. Dr. Millsaps stated more information on this topic will be addressed at future GWRC meetings.

c.) Line of Credit and Fund Balance – Dr. Linda Millsaps

Dr. Millsaps advised staff has met with Atlantic Union Bank which is the bank that handles GWRC/FAMPO financial transactions. A meeting has been held with bank representatives in regard to determining the establishment of a line of credit account to off-set payments not received in the low periods. Dr. Millsaps advised GWRC has had two other line of credit loans in the past and both have been paid off in full. Dr. Millsaps stated approval was given for up to \$150,000 with a 1% interest added to the current prime interest rate at the time the loan will be processed. However, Dr. Millsaps stated that Atlantic Union was also asking that an RFP be completed before the loan process would move forward. Dr. Millsaps stated that as no other PDC's have had to obtain an RFP for a line of credit loan that it is her personal feeling that GWRC should also request RFP's to be completed for all of the current existing banking services that GWRC utilizes. Dr. Millsaps stated this is an issue that is still being reviewed and re-evaluated and no determination is being requested at this time for GWRC to endorse this action.

Mr. Yakabouski stated that if the purpose of the line of credit loan is strictly to cover low account periods that as this could be costly with the added interest, etc. then why not use the approach of asking localities for additional contributions to be made for the purpose of covering low financial periods. Mr. Kelly advised this request has been made in the past and there was not locality/regional support to include an additional \$20,000 per locality in the GWRC budget. Dr. Millsaps advised she would continue to keep the committee apprised of the process and discuss this item again at future upcoming GWRC meetings.

Ms. Bohmke stated that as there are many contracts GWRC/FAMPO are responsible for that in order to remain consistent with language, topic, etc. that she recommends that all of the existing and future contracts be reviewed by GWRC's attorney.

d.) Executive Director's Report – Dr. Linda Millsaps

Dr. Millsaps advised that the affordable housing study is moving forward and the committee is now looking for locality representation to serve on the committee. This too, is an item that will be discussed at future GWRC meetings.

i. Grants Update

Dr. Millsaps advised that this coming Friday the grant for CoC funding needs to be submitted. The grant request is for \$50,000 with an additional request of \$20,000. Dr. Millsaps stated this request does compete with applications from the local social service agencies. Ms. Gibson advised the grant submittal to the State for Friday is the first step in the regional grant process. Ms. Gibson relayed all projects included within the grant request will be reviewed accordingly before funding would be approved. Dr. Millsaps advised the grant request was received a little late from the State and also came in for review while Ms. Shoukas was still out on maternity leave so these are the two reasons for the short notice request for approval by GWRC.

Upon motion made and seconded respectively by Mr. Kelly and Mr. Yakabouski, with Mr. McLaughlin voting no and all other members concurring, the \$50,000 CoC grant request plus the additional \$20,000 that will be included was adopted by GWRC at the February 24th meeting.

ii. Staffing Update

Dr. Millsaps advised that she will be out of the office on vacation the week of March 9th and that Ms. Shoukas is now back full-time.

ADJOURN GWRC MEETING – The February 24, 2020 meeting adjourned at 7:10 p.m. The next GWRC meeting will be held on March 16, 2020.

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