

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

June 15, 2020
GWRC Conference Room

MEMBERS PRESENT: Chair, Tim McLaughlin, **County of Spotsylvania**; Matt Kelly & Billy Withers, **City of Fredericksburg**; Jeff Black & Nancy Long (in at 6:10), **Caroline County**; Cathy Binder & Annie Cupka, **King George County**; Chris Yakabouski, **Spotsylvania County** & Meg Bohmke & Tom Coen, **Stafford County**

MEMBERS ABSENT: None

OTHERS IN ATTENDANCE: Sara Dunnigan & Matt Weaver, DHCD; Jamie Jackson, FRED; Todd Horsley, DRPT; Dave McLaughlin, CTAC Chair; Paul Agnello, Spotsylvania County; Alex Owsiak & Jason Towery, Stafford County; Suzanne Smith; & Bob Straight, Citizen

STAFF: Linda Millsaps, Leigh Anderson, Kari Barber, Jordan Chandler, Michele Dooling, Stacey Feindt, Kate Gibson, Adam Hager, Anne Marie Kluempfen, Matthew Lehane, Jennifer Morgan, Samantha Shoukas & Leah Vigil

CALL TO ORDER: Mr. Tim McLaughlin called the meeting to order at 6:02 p.m. with a quorum present; which was followed by the Pledge of Allegiance.

*** Due to the nature of the Declaration of a State of Emergency due to Novel Coronavirus (COVID-19) pursuant to Code 2.2-3708.2, this meeting is to be held by electronic communications, via the web platform GoToMeeting. The catastrophic nature of this declared emergency makes it impossible and unsafe to assemble a quorum in a single location and the purpose of this meeting is to discuss or transact the business statutorily required or necessary to continue operations of the public body.*

APPROVAL OF GWRC MEETING AGENDA - Meeting June 15, 2020

Upon motion made by Mr. Kelly & seconded by Ms. Bohmke, with all concurring, the GWRC agenda for the June 15th meeting was approved as amended upon request made by Ms. Bohmke to add presentation on CMAQ 5303 & 5307 funding allocations. Mr. Black also asked for agenda consideration on a new initiative regional committee for broadband internet considerations. Dr. Millsaps advised this item is to be covered under her Executive Director's report so Mr. Black did not need any additional agenda revisions.

APPROVAL OF GWRC MEETING MINUTES – May 18, 2020 - (Action Item)

Upon motion made by Mr. Yakabouski and seconded by Mr. Coen, with all concurring, the minutes from the May 18th meeting were approved as submitted.

PUBLIC INVOLVEMENT – Mr. Bob Straight advised he is with the Fredericksburg Chapter of Virginia Re-organizing and is interested in obtaining more information on a forum GWRC is hosting on affordable housing. Dr. Millsaps advised this item would also be discussed in her Executive Director's report.

FINANCIAL REPORT – Michele Dooling, Director of Finance & Personnel

The income statement, balance sheet and dashboard profile were included in tonight's agenda packet. Ms. Dooling advised to date, there has been a reduction in spending for GWRC by 12.43% for the current budget and a 12.78% decrease in the proposed FY2021 budget. Ms. Dooling stated the overall budget expenditures have decreased; however, a proposal that resulted in a line item increase in the Draft FY2021 budget is a 1.2% increase in office cleaning allocations. Ms. Dooling stated the increase is included in case any GWRC employee contracts COVID-19 and would then result in 1 to 2 deep cleanings from a professional cleaner for the entire GWRC office.

Mr. McLaughlin asked for a report to be provided as quickly as possible indicating how much money has been saved in the FY2020 budget as a result of FAMPO/GWRC employment vacancies whereby positions have still not been filled. Ms. Dooling relayed she can have the report ready for distribution to committee members by 4:00 p.m. on Tuesday, June 16th.

PRESENTATIONS:

- a.) **CDBG Funding** – Matt Weaver, Associate Director of Community Development Policy, Department of Housing and Community Development (DHCD) and Dr Linda Millsaps

Presentation was provided and updates given on CDBG funding for the region. Mr. Weaver relayed CDBG annually receives \$6.5m in funding which can be allocated to a city, town, or county state-wide to off-set funding needs for specific categories. Mr. Weaver relayed an additional \$10.9m in COVID-19 funding and possibly another \$20m from a FEMA match grant funding possibility will also be available for use state-wide for FY2021. Mr. Weaver stated currently the counties of Caroline & King George & the town of Bowling Green have applied for and received funding from CDBG. Mr. Weaver stated he would be glad to come to speak again to the region and/or to individual localities to see if projects here can apply for funding. Mr. Kelly stated the City is definitely interested in pursuing and feels this is something to be discussed at more length at an upcoming GWRC meeting to see if discussions should also be focused on a regional perspective.

- b.) **FRED Regional Transit** – Ms. Jamie Jackson, Director of FRED

Ms. Jamie Jackson introduced herself to the committee as she has recently been hired as the new Director for FRED transit. Ms. Jackson provided presentation and update on FRED's current routing schedules; safety precautions being implemented and FRED's recent new funding allocations as a result of the CARES act distribution. Ms. Jackson stated FRED staff has met with the local jurisdictions to include the City of Fredericksburg and the counties of Spotsylvania & Stafford in regard to revisions in local jurisdictional funding allocations to FRED as a result of the CARES Act funding. Mr. McLaughlin asked that Ms. Jackson forward the report given to each locality to GWRC so that it can be distributed to GWRC commission members.

OLD BUSINESS:

- a.) **5307 Funding Update** – Dr. Linda Millsaps

i. GWRC Section 5307 CARES Act Allocation

Dr. Millsaps advised as a result of the 5307 CARES Act allocations, PRTC is in receipt of additional funding and GWRC can direct \$3.6m in one-time funding that can be expended towards COVID-19 related expenses. Dr. Millsaps stated Resolution 20-09 is authorizing GWRC staff to procure up to \$40,000 for PPE purchases to be awarded to van pool operators for the purchase of safety masks and hand sanitizers to be placed on registered van pools leaving from the GWRC region. Mr. McLaughlin stated he was in opposition of this request as van pools are a private business so why should we be using taxpayer money to provide assistance to them. Mr. McLaughlin stated that as a result of many employers operating on a tele-work basis that before any money is allocated to van pools that we need to re-evaluate what the commuting aspect will look like for the region as we continue to move forward. Mr. Kelly stated that vanpools within the region keep one lane of traffic off of I-95 so he fully supports the Resolution 20-09 to provide PPE equipment to the existing van pools. Ms. Bohmke stated she concurs with both comments made by Mr. Kelly & Mr. McLaughlin; however, as PRTC is making use of the allocated funding received she thinks GWRC should also be a recipient and as van pool operators are responsible for protecting our citizens that she feels we need to be pro-active in our safety efforts.

ii. Resolution 20-09: Authorizing GWRC staff to Procure PPE for Vanpools (Action Item)

Upon motion by Mr. Kelly and seconded by Mr. Withers, with Mr. McLaughlin & Mr. Yakabouski voting no and all other members concurring with a yes vote, Resolution 20-09 was adopted by GWRC at the June 15th meeting.

b.) FY21 GWRC Budget Approval (Action Item) – Dr. Linda Millsaps

i. Draft FY21 GWRC Budget

ii. Changes to FY21 GWRC Budget from May 18, 2020 Draft

iii. Draft FY21 FAMPO UPWP

iv. Changes to FY21 FAMPO UPWP from FY20 UPWP

v. Proposed FAMPO Staffing Model

Dr. Millsaps advised the budget included in tonight's agenda packet for adoption is similar to the one submitted at the last meeting. Dr. Millsaps stated one new item was added which is funding for professional office cleaning should an employee contract COVID-19. A part-time administrative assistant position for GWRC that had been approved by this board was removed and a recommendation for elimination of a FAMPO administrative assistant position is included. Dr. Millsaps stated the revised budget items above were highlighted in red and this updated report was forwarded to all commission members last Thursday for review prior to tonight's meeting. Dr. Millsaps stated staff is diligently trying to align stable funding with salaries and it was decided that the GWRC administrative support position is a position that is not required at this time. In regard to the elimination of an existing FAMPO administrative assistant position, the current FAMPO

leadership staff feels looking for more full-time planners and less administrative assistance positions is more in line with the current and on-going FAMPO work duties.

vi. Budget Presentation – Paul Agnello, Spotsylvania County

Mr. Agnello provided presentation indicating that FAMPO has significant funding available for current year as well as out years to cover full-time funding for 7 full-time FAMPO employees for FY21. Mr. Agnello stated that the FAMPO Technical Committee is recommending that existing FAMPO positions remain in place. Mr. Withers asked Dr. Millsaps if staff concurs with the numbers presented by Mr. Agnello. Dr. Millsaps advised that GWRC was receiving this information for the first time during tonight’s meeting and no previous discussions have occurred. Mr. Kelly asked Mr. Agnello if the numbers presented have been endorsed by both VDOT and FHWA.

There were considerable comments made from GWRC commission members; however, a motion was made to approve the FY21 GWRC budget. This motion was made by Mr. Kelly and seconded by Mr. Withers. A substitute motion was made by Ms. Bohmke and seconded by Mr. Black to request adoption of the FY21 budget at tonight’s meeting be deferred for action at a special called meeting next week for the purpose of adopting the budget only. It was felt that as new information was presented at tonight’s meeting that had not been coordinated with GWRC staff prior to tonight’s meeting that both staff and the commission members needed time to review all the data. The special GWRC meeting will occur on Wednesday, June 24th at 6:00 p.m. under the remote GoToMeeting set-up. The substitute motion was opposed by both Ms. Binder & Mr. Kelly & Ms. Long abstained with all other commission members voting yes.

c.) Executive Director’s Report – Dr. Linda Millsaps

i. Grants Update

1. CMAQ Funding for GWRideConnect

ii. Staffing Update

iii. Legislative Agenda for Special Session

iv. Regional Broadband Discussion

v. Executive Committee Meeting – July 2020 – Approval of Smart Scale projects

Dr. Millsaps provided updates on the following: Grants Updates; CMAQ Funding for GWRideConnect; Staffing Update; and Legislative Agenda for Special Session update. Dr. Millsaps advised Mr. Straight that GWRC oversees an affordable housing committee. Dr. Millsaps stated the committee has only met one time to date and future meetings are being planned. Dr. Millsaps relayed that Mr. Straight is welcome to serve on this committee and asked that he forward his contact information to staff.

Dr. Millsaps advised that GWRC will not meet again before the Legislative Special Session meeting that will be held in August. Dr. Millsaps asked for commission members and locality contacts be

made so the list of agenda items the region wants discussed at the upcoming August meeting be submitted to staff so they can be presented to Mr. James for presentation.

Dr. Millsaps relayed that per Mr. Black's request regarding discussion of a regional broadband committee being formed and overseen by GWRC, that this is something GWRC can oversee. Upon motion by Mr. Black and seconded by Mr. Coen, with all members concurring, a request was made for Dr. Millsaps to contact local administrative staff from each jurisdiction to receive a nomination for each locality to provide representation to serve on the broadband regional committee.

Dr. Millsaps stated that traditionally GWRC does not meet in the month of July. However, the final approval on Smart Scale applications for submission in Round 4 of this year's Smart Scale process will be required in July. Dr. Millsaps asked for motion for approval of the Executive Committee meeting in July for the purpose of adopting Smart Scale applications to be submitted for consideration. Upon motion by Mr. Withers and seconded by Mr. Coen with all members concurring, the Executive Committee is approved to hold a special called July meeting for the purpose of Smart Scale application approvals only.

NEW BUSINESS:

a.) Resolution 20-10: Approving the Slate of Officers to Serve in FY21 (Action Item)

– Dr. Linda Millsaps

Dr. Millsaps advised the slate of officers for GWRC for FY2021 are as follows: Chair – Ms. Binder; 1st Vice-Chair – Mr. Black; 2nd Vice-Chair – Mr. Kelly; Treasurer – Ms. Bohmke; & Secretary – Mr. McLaughlin

Upon motion by Mr. Withers and seconded by Ms. Bohmke, with all concurring, Resolution 20-10 adopting the slate of officers for GWRC for FY2021 was endorsed at the June 15th GWRC meeting.

b.) FAMPO On-Call Consultant Discussion

i. VDOT On-Call Consultants

ii. GWRC On-Call Consultants

Dr. Millsaps advised that the current FAMPO On-Call Consultant contracts have expired and have also exceeded a two-year extension and as a result of the vacant FAMPO Administrator's position being un-filled, it is being recommended that during this interim time period that FAMPO utilize either the VDOT On-Call consultants and/or GWRC On-Call consultants should the need arise. Dr. Millsaps advised that an RFP will be brought to the commission's attention for endorsement at a meeting later in the summer. There was unanimous consent from the GWRC Commission to accept this staff recommendation.

c.) Resolution 20-11: Recognizing the Dedicated Service of Timothy McLaughlin (Action Item)

Upon motion by Ms. Bohmke and seconded by Ms. Binder, with all in concurrence, Resolution 20-11 was adopted which endorsed the dedicated service of Mr. McLaughlin as chair of the GWRC Commission for the FY2019-FY2020 year.

ADJOURN GWRC MEETING – The June 15, 2020 meeting adjourned at 7:40 p.m. The next GWRC meeting will be held on **Wednesday**, June 24, 2020. The June 24th meeting is a special called meeting for the purpose of approving the FY2021 GWRC budget.

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