

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

September 21, 2020  
GWRC Conference Room

**MEMBERS PRESENT:** Chair, Cathy Binder, **County of King George**; Jason Graham & Matt Kelly, **City of Fredericksburg**; Jeff Black & Nancy Long (In at 6:20), **Caroline County**; Annie Cupka, **King George County**; Tim McLaughlin & Chris Yakabouski, **Spotsylvania County** & Meg Bohmke & Cindy Shelton (Alternate), **Stafford County**

**MEMBERS ABSENT:** Tom Coen, Stafford County

**OTHERS IN ATTENDANCE:** Denise Nelson, Berkley Group; Jennifer DeBruhl, Todd Horsley & Ciara William, DRPT; Jamie Jackson, FRED; Bob Schneider, PRTC; Christine Hoeffner, VRE; Paul Agnello, Spotsylvania County; & Jason Towery, Stafford County

**STAFF:** Linda Millsaps; Leigh Anderson, Aisha Balogun, Jordan Chandler, Michele Dooling, Stacey Feindt, Kate Gibson, Adam Hager, Matthew Lehane, Samantha Shoukas, & Leah Vigil, GWRC

**CALL TO ORDER:** Ms. Binder called the meeting to order at 6:01 p.m. with a quorum present; which was followed by the Pledge of Allegiance.

Ms. Binder read the Declaration in regard to the September 21st meeting being held in a virtual and remote setting.

*\*\* 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 September 21, 2020**

Upon motion made by Mr. Kelly & seconded by Ms. Bohmke, with all concurring, the September 21st GWRC meeting agenda was approved as submitted.

**APPROVAL OF MINUTES:**

**a.) August 17, 2020 GWRC Meeting (Action Item)**

Upon motion by Ms. Bohmke and seconded by Mr. Kelly, with Ms. Shelton abstaining and all others concurring, the August 17th GWRC minutes were approved as submitted at the September 21st GWRC meeting.

**PUBLIC INVOLVEMENT:** None

**FINANCIAL REPORT:** Michele Dooling, Director of Finance & Personnel

- a.) Monthly Financial Report (August 2020)**
- b.) Audit Update**

Ms. Dooling provided updates to the Monthly Financial Report for August, 2020. Ms. Dooling stated the reports are included in tonight's member agenda packet. There were no questions asked of Ms. Dooling from the GWRC committee members.

Ms. Bohmke asked Ms. Dooling for an FY2020 end-of-year report for and unspent surplus funding remaining within specific categories. Ms. Dooling advised this report could be provided for member review at the upcoming October GWRC meeting.

#### **PRESENTATIONS:**

- a.) Update on 2020 Chesapeake Bay Watershed PDC Locality Implementation Program – Denise Nelson, Berkley Group**

Ms. Nelson advised the Berkley Group had worked with GWRC in regard to the FY2020 Chesapeake Bay Watershed PDC Locality Implementation Program. Mrs. Nelson provided a presentation and update on the Watershed Implementation program.

#### **OLD BUSINESS:**

- a.) GWRC 5307 Funding through Vanpool Alliance**

- i. GWRC Resolution 21-05: 5307 Reprogramming Request from FRED (Action Item) – Jamie Jackson, Director of Public Transit, FRED**

Ms. Jackson provided update and clarification on the request for approval of Resolution 21-05 as a result of questions raised from commission members at the August GWRC meeting.

Ms. Jackson stated that Resolution 21-05 is requesting to allow FRED to re-allocate 5307 funding that was approved and allocated to FRED from Resolution 18-18. Ms. Jackson advised that as a result of the CARES Act funding that FRED was a recipient of, that by re-allocating the previous \$625,000 this would enable FRED to enhance the start-up time of approved FRED projects and would also result in locality dues being reduced.

There was considerable discussion on this item from committee members; however, Mr. Kelly made a motion with Ms. Long seconding to approve Resolution 21-05.

Mr. McLaughlin made a substitute motion that was seconded by Ms. Shelton that requested approval of Resolution 21-05 be tabled for further discussion at the upcoming October 19<sup>th</sup> GWRC meeting.

Both motions resulted in a 5/5 tie (with 5 yes & 5 no votes) which resulted in neither motion being approved at the September 21<sup>st</sup> GWRC meeting. This item will be included again on the October 19<sup>th</sup> GWRC agenda.

ii. **Process for Allocating Additional 5307 Funds** – Dr. Linda Millsaps and Kate Gibson

Dr. Millsaps advised that the allocation of 5307 funding to GWRC could result in any of the following three options being endorsed:

**1. Option 1: Competitive Funding Process**

Dr. Millsaps advised Option 1 would allow GWRC to develop a competitive funding process that would begin in January. This would be a pre-application process time frame and eligible applicants would be allowed to submit up to three projects for endorsement by GWRC.

**2. Option 2: Leveraging 5307 to Reallocate CMAQ and STBG**

Dr. Millsaps stated that Option 2 would result in the Board establishing a funding amount up to \$3m of 5307 funding that would be transferred to FAMPO for allocating to eligible projects. Dr. Millsaps relayed this Option would require an MOU update by both Boards (GWRC/FAMPO) and would need to be effective by October 31, 2020 in order to leverage funding for Smart Scale. The GWRC board decides how to expend 5307 funding and is voted on by members of all five localities. If Option 2 is approved, FAMPO would designate how funding is utilized and would be voted on by member representation from the three FAMPO localities which includes; the City of Fredericksburg and the Counties of Spotsylvania and Stafford.

**3. Option 3: Hybrid of Options 1 and 2**

Dr. Millsaps relayed that Option 3 could be a combination of both Option 1 and 2.

Dr. Millsaps advised that after the conclusion of tonight's meeting, she will forward the original MOU and the October, 2017 revisions to the MOU that reflects how PRTC works; the roles of the GWRC Board on specific types of projects, etc. so that members can review these documents prior to the upcoming October 19<sup>th</sup> GWRC meeting.

**NEW BUSINESS:**

**a.) Banking RFP** – Dr. Linda Millsaps

Dr. Millsaps advised no action is required tonight on the Banking RFP but work continues to move forward on this topic. Currently, banking services provided to GWRC are handled by numerous entities in the area. The purpose of the RFP is to request four proposals from local banking institutions for the purpose of consolidating contracts, paperwork, accounts, etc. Dr. Millsaps stated the RFP proposals are to be received by October 21<sup>st</sup>; finalized by October 28<sup>th</sup>; & enacted on November 1<sup>st</sup>.

**b.) Review of Draft FY2020 GWRC Annual Report** – Dr. Linda Millsaps

Dr. Millsaps advised a draft copy of the FY2020 GWRC Annual Report is included in tonight's agenda packet for member review. Dr. Millsaps this report was completed internally by GWRC

staff. Dr. Millsaps asked for member review, feedback and comments to be made by week end so these can be made and finalized for distribution at the **upcoming October 19<sup>th</sup> GWRC meeting.**

**c.) Review of Draft FY21 Annual Dues Proposal – Dr. Linda Millsaps**

Dr. Millsaps advised that a draft review of FY21 Annual Dues Allocation is included in tonight's agenda packet. This is for review only and will be presented at the October 19<sup>th</sup> GWRC meeting for approval. Dr. Millsaps stated the per captain of 6.344 request is the same amount that has been requested for the last several years.

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

**i. Grants Update**

Dr. Millsaps provided updates on the existing GWRC grants.

**ii. Staffing Update**

Dr. Millsaps advised that with the exception of the FAMPO Director's position, that all other staffing positions have been filled. Dr. Millsaps relayed the new staff would be introduced to the Commission at the upcoming October 19<sup>th</sup> meeting.

Dr. Millsaps advised that a new round of interviews has occurred for the Director of Transportation position. Dr. Millsaps stated she interviewed eight candidates last week and has forwarded four for further review by the Executive Committee.

**iii. RFP and Contract Templates**

Dr. Millsaps advised that for the first time, GWRC has developed both a standardized RFP and Contract template that will be used by both GWRC and FAMPO. This will allow for both entities to utilize the same formats and provide for consistency in moving forward.

**iv. FOIA Training**

Dr. Millsaps advised that FOIA training has been held and all GWRC staff participated in the training session.

**CORRESPONDENCE:**

Included in September 21st agenda packet for member review – required no action from the committee.

**ADJOURN GWRC MEETING** – The September 21st George Washington Regional Commission meeting adjourned at 7:06 p.m. The next scheduled GWRC meeting will be held on October 19th at 6:00 p.m.

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