

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

March 22, 2021
GWRC Conference Room

MEMBERS PRESENT: Chair, Cathy Binder (In-Person), **County of King George;** Jason Graham (Virtual) & Matt Kelly (In-Person), **City of Fredericksburg;** Jeff Black (In-Person) & Jeff Sili (Virtual), **Caroline County;** Annie Cupka (Virtual), **King George County;** Tim McLaughlin (In-Person) & Chris Yakabouski (Virtual), **Spotsylvania County** & Meg Bohmke (In-Person) & Tom Coen (Virtual), **Stafford County**

MEMBERS ABSENT: None

OTHERS IN ATTENDANCE: (All attending virtually): Todd Horsley & Kate Youngbluth, DRPT; Jamie Jackson, FRED; Bob Schneider & Joe Stainsby, PRTC; Christine Hoeffner, VRE; Paul Agnello, Spotsylvania County; Brandon Brown, Alex Owsiak & Jason Towery, Stafford County

STAFF: Kate Gibson (In-Person), Leigh Anderson, Natalie Beyer, Michele Dooling, Adam Hager, Jennifer Morgan, Ian Ollis & Sam Shoukas (All attending virtually)

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 March 22nd 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 March 22, 2021

Upon motion made by Mr. Kelly and seconded by Ms. Bohmke, with all concurring, the March 22nd GWRC meeting agenda was approved as submitted.

APPROVAL OF MINUTES:

a.) February 22, 2021 GWRC Meeting (Action Item)

Upon motion by Ms. Bohmke and seconded by Mr. Kelly, and all others concurring, the February 22nd minutes were approved as submitted.

PUBLIC INVOLVEMENT: None

FINANCIAL REPORT:

a.) Banking Services Update – Kate Gibson & Michele Dooling

i. Resolution 21-15: Signers for Wells Fargo Bank Account (Action Item)

Resolution 21-15 is requesting approval for updated signers for the GWRC Wells Fargo Bank Account. The following individuals: Ruby Brabo, Laura Sellers, Paul Trampe and Timothy Ware were to be removed; the following individuals would remain: Jeffrey Black and Matthew Kelly; and the following individual was added: Katherine Gibson, Interim Executive Director.

Upon motion by Ms. Bohmke and seconded by Mr. Kelly, with all concurring, Resolution 21-15 was adopted by the George Washington Regional Commission at the March 22nd meeting.

ii. Resolution 21-16: Signers for Carter Bank & Trust Accounts (Action Item)

Resolution 21-16 is requesting approval for signers for the GWRC Carter Bank & Trust Account. The following signers are as follows: Katherine Gibson, Interim Executive Director; Catherine Binder, Chair; Jeffrey Black, First Vice Chair; Matthew Kelly, Second Vice Chair; and Mary “Meg” Bohmke, Treasurer.

Upon motion by Mr. Kelly and seconded by Ms. Bohmke, with all concurring, Resolution 21-16 was adopted by the George Washington Regional Commission at the March 22nd meeting.

b.) Monthly Financial Report (February, 2021) – Michele Dooling

Ms. Dooling advised all financial reports to include: Balance Sheet, Agency-wide Income Statement, Dashboard and Cash Flow statement are all included in tonight’s agenda packet. Ms. Dooling advised the Dashboard report is the first month that reflects just 1 outstanding payroll due to Stafford County. Ms. Dooling also relayed this is the first month where account payables are in the green. Ms. Dooling stated the year-to-year comparison reflects a 77% decrease, from \$76,000 outstanding to \$7,000. Both Ms. Binder and Ms. Bohmke expressed thanks to Ms. Dooling for her outstanding efforts in GWRC’s accounting processes. There were no questions asked of Ms. Dooling from the GWRC committee members.

OLD BUSINESS:

a.) Vanpool Alliance Section 5307 Funding Discussion

i. 5307 Overview and Answers to GWRC Board Questions – Bob Schneider & Betsy Massie, PRTC

Mr. Schneider, Executive Director with PRTC, provided presentation, discussion, and question/answer session to GWRC board for the Vanpool Alliance 5307 funding resources that the GWRC region is a recipient of.

Mr. Schneider explained what the 5307 funding program is; explained who is eligible to receive funding; explained what projects are and are not eligible to have 5307 funding resources allocated to them. Mr. Schneider advised 5307 funds come to this region from 3 sources. Mr. Schneider relayed that GWRC is not a transit provider; however, local vanpool operators within the region who participate in providing data to the National Transit Database (NTD) generate 5307 funding for GWRC that can be allocated to FRED, VRE, etc. as they are eligible transit agencies.

Mr. Schneider stated 5307 funding is a funding resource allocated specifically to urbanized areas. Mr. Schneider advised that both 5310 and 5311 funding sources are designated for rural areas and eligible projects; however, both 5310 and 5311 do require local matches.

ii. Recommended Approach to Allocating Vanpool Alliance Section 5307 Funding – Kate Gibson

Ms. Gibson advised a document recommending an approach for allocating Vanpool Alliance Section 5307 funding is included in tonight's agenda packet. Ms. Gibson stated about \$3 million in monies generated from the 5307 Vanpool Alliance program is still available to be allocated by the GWRC Board. Ms. Gibson advised the current allocations do have a time limit on when funds can be fully expended. Ms. Gibson advised it is staff's recommendation that the funding be allocated in two phases. Phase 1 would be for an initial allocation to be awarded to FRED and VRE to support transit eligible projects from these two entities and to also allocate funding to FAMPO for transit planning endeavors. Ms. Gibson stated more refined eligible allocations from a list of potential projects developed with PRTC review will be presented for review and discussion at the upcoming April GWRC meeting.

A recommendation from Ms. Binder, that was unanimously endorsed by the GWRC Board, was for each locality/entity to send a list of potential 5307 projects to GWRC staff by close of business on Friday, April 2nd. The list of projects each wishes to submit in moving forward for approvals based on project eligibility, will be brought to the April GWRC meeting for further review, discussion, approvals, etc. Mr. McLaughlin asked that prior to the April Board meeting, these projects be reviewed for eligibility.

b.) GWRC Executive Director Transition Plan

i. Executive Search Discussion – Chair Cathy Binder

Ms. Binder relayed quotes have been obtained in regard to hiring an outside agency to initiate, monitor and finalize the Executive Director search. The two quotes obtained are from outside agencies and range in price from \$10,000 to \$25,000. It was committee consent to compile requested list of outside agency duties, responsibilities, expectations, etc. and for GWRC staff to initiate this process. A draft is requested to be presented for member review at the upcoming April meeting, with action to be taken by the Board at the May meeting.

Upon motion by Ms. Bohmke and seconded by Mr. Kelly, with all concurring, approval was made for GWRC staff to pursue moving forward with the hiring of an outside agency to handle all aspects as directed for an independent entity to conduct the search for filling the vacant Executive Director's position.

NEW BUSINESS:

a.) Executive Director's Report – Kate Gibson

i. Staffing Updates

Ms. Gibson advised a part-time CoC employee has resigned and the CoC Program Director is scheduled to go out on maternity leave. Ms. Gibson stated staff is looking at creating a shared administrative assistant or coordinator position through the FY22 budget process. Ms. Gibson advised this position was previously presented for discussion to GWRC as a part-time position for 20 hours a week. However, now with recent staff reductions, consideration is being given by staff to have this position become a full-time rather than part-time new hire.

ii. Program Updates

Ms. Gibson provided brief updates on all current GWRC programs and no questions were asked from GWRC members. Ms. Gibson also asked if GWRC is now ready to resume in-person monthly meetings. There was concurrence from the members that in-person meetings could safely begin resuming.

CORRESPONDENCE: Included in tonight's agenda packet for board member information and review.

ADJOURN GWRC MEETING – The March 22nd George Washington Regional Commission meeting adjourned at 8:23 p.m. The next scheduled GWRC meeting will be held on April 26, 2021 at 6:00 p.m.

Respectfully Submitted, Kate Gibson, Interim Executive Director
(Draft Minutes prepared by JoAnna Roberson)