

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

October 25, 2021
GWRC Conference Room

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

MEMBERS ABSENT: Tom Coen, Stafford County

OTHERS IN ATTENDANCE: (Attending In-Person): Meghann Cotter, Micah Ecumenical Ministries; Cassie Kimberlin, Greater Fredericksburg Habitat for Humanity; & Jason Tickle, Caroline Habitat for Humanity; (Attending Virtually): Paul Agnello, Spotsylvania County; Brandon Brown, Stafford County; Eric Gregory, Hefty, Wiley, & Gore; Christine Hoeffner, Virginia Railway Express; Jamie Jackson, FRED; Jim Lynch, Bike & Pedestrian Advisory Committee, Potomac Heritage Trail Association (PHTA), & Friends of the Dahlgren Railroad Heritage Trail (DRHT); & Kim Payne, Luke Peters & Michael Zehner, Berkley Group

STAFF: (Attending In-Person): Kari Barber, Chip Boyles, Michele Dooling, Kate Gibson, Anne Marie Kluempfen, Kim Mitchell, Ian Ollis & Sam Shoukas; (Attending Virtually): Matthew Lehane, Jennifer Morgan, & Todd Rump

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

APPROVAL OF GWRC MEETING AGENDA – Meeting October 25, 2021

Upon motion made by Mr. Kelly & seconded by Ms. Bohmke, with all concurring, the October 25th GWRC meeting agenda was approved as submitted.

There was an additional motion made by Ms. Binder and seconded by Ms. Bohmke, with all concurring, to add item 10g for Approval of Executive Director's Employment Agreement to the October 25th GWRC meeting agenda. The additional motion was endorsed with unanimous approval.

APPROVAL OF MINUTES:

a.) September 27, 2021 GWRC Meeting (Action Item)

Upon motion by Mr. Kelly and seconded by Ms. Binder, with Ms. Bohmke abstaining and all other members concurring, the minutes of the September 27th meeting were approved as submitted.

PUBLIC INVOLVEMENT: None

FINANCIAL REPORT:

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

Ms. Gibson advised the line of credit account has been opened with Carter Bank & Trust. Ms. Gibson stated this line of credit is established for supplementing emergency financial obligations only.

b.) Monthly Financial Report (August, 2021; September, 2021; and Quarterly Reports from July to September, 2021) – Michele Dooling

Ms. Dooling advised all financial reports to include: Balance Sheet, Agency-wide Income Statement, Dashboard & Cash Flow statement for the months of August and September, 2021, are included in tonight’s agenda packet. Ms. Dooling relayed the Quarterly financial reports for July-September, 2021, are also included in tonight’s agenda packet. There were no questions asked of Ms. Dooling from the GWRC committee members.

PRESENTATIONS: None

OLD BUSINESS:

a.) Resolution 22-03: Adopting the GWRC Greenway Feasibility Study & Plan (Action Item) – Kari Barber

i. GWRC Greenway Feasibility Study & Plan

Ms. Barber advised the Greenway Feasibility Study has been previously presented to GWRC for review. The plan included in today’s agenda packet includes two revisions which are a route change map from King George County and a new route included from Caroline County. Ms. Barber relayed there are no additional changes/amendments to the plan previously submitted for member review.

Upon motion by Mr. Kelly and seconded by Ms. Binder, with all concurring, Resolution 22-03 was adopted by GWRC at the October 25th meeting.

b.) Resolution 22-04: Allocating Vanpool Alliance CARES Act Section 5307 Funding (Action Item) – Kate Gibson

Ms. Gibson advised that on September 27th, GWRC voted to allocate CARES Act Section 5307 funding in the amounts of \$2.2m to FRED and \$269,000 to OmniRide to offset FY23 jurisdictional subsidies. Ms. Gibson stated Resolution 22-04 affirms the action from the September 27th meeting.

Upon motion by Mr. McLaughlin and seconded by Mr. Kelly, with all concurring, Resolution 22-04 was adopted by GWRC at the October 25th meeting.

c.) Resolution 22-05: Approving the GWRC FY23 Annual Dues Structure (Action Item) – Kate Gibson

Ms. Gibson advised the FY23 GWRC Annual Dues Structure was presented to GWRC at the September meeting for review and discussion. Ms. Gibson stated the dues structure is comprised of three components which are; Per Capita Dues rate; Fund Locality Fund Balance Contributions; & Legislative Services.

Ms. Gibson advised the per capita rate of \$0.6433 is requested for FY23 and this includes an additional \$20,000 increase proportionately to the five jurisdictions. Lastly, a \$5,000 funding structure for legislative services per locality was approved in previous budgets; however, was removed from consideration in the FY2022 budget. Ms. Gibson stated it is included again for FY2023 so both the new GWRC Executive Director and/or the individual localities can discuss further and fund if it is the desire of the Commission. Ms. Gibson advised Resolution 22-05 is requesting adoption by GWRC at tonight's GWRC meeting.

Mr. McLaughlin stated that Spotsylvania County will not be paying any additional fees and he felt each of the three components noted above should be voted on as separate items. Mr. McLaughlin made a motion to deny Resolution 22-05. There was no second to the motion so the original motion failed.

Upon motion by Mr. Kelly and seconded by Ms. Binder, a motion to accept Resolution 22-05 was made. A substitute motion by Mr. McLaughlin and seconded by Ms. Cupka to vote on the three components noted above as individual items was brought to the Commission. Mr. Black, Mr. Sili, Mr. Kelly, Mr. Graham, Mr. Yakabouski, and Ms. Bohmke voted no, and Ms. Binder, Ms. Cupka, and Mr. McLaughlin voted yes, so the motion to vote for the FY2023 dues structure to be endorsed individually was denied. A final motion was made by Ms. Bohmke and seconded by Mr. Graham, specifying that should the \$5,000 legislative services not be utilized that these funds be transferred back to each respective locality. With Mr. McLaughlin voting no, and all other members concurring, Resolution 22-05 was adopted by GWRC at the October 25th meeting.

d.) Planning District Commission Housing Development Program – Kate Gibson

Ms. Gibson advised the newly approved Virginia Housing grant has been discussed at several past GWRC meetings. Ms. Gibson relayed there were questions presented from GWRC members that staff has now received answers too that are included in tonight's agenda packet. Ms. Gibson advised examples of projects the grant money could be utilized for are also included in tonight's agenda packet per member request. Ms. Gibson advised more information will continue to be received and

presented and the next steps would be to work with entities and non-profit agencies to establish a call for projects. There was no vote requested from GWRC at the October meeting. However, there was a request for endorsement for staff to continue to move forward in finalizing the process so that GWRC can be more prepared for a vote whether to accept the available grant at a later GWRC meeting. Mr. Black received verbal acknowledgement for staff to continue moving forward on the application process, viable projects, etc.

- i. **Clarification on Grant Guidance**
- ii. **Affordable Housing Examples/Potential Project Ideas**
- iii. **Recommended Next Steps**

NEW BUSINESS:

- a.) **Resolution 22-06: Adopting the George Washington Region Resilience Plan (Action Item) – Kate Gibson**

Ms. Gibson advised the George Washington Regional Resilience Plan has been brought to the Commission for review at previous meetings and it is requested tonight that Resolution 22-06 be adopted.

Mr. Sili advised the DEQ models do not adequately address the direct impacts of solar panels and the direct run-off water impacts this will present to the region. Mr. Sili stated the region needed more information before consideration of endorsing Resolution 22-06.

- i. **George Washington Resilience Plan**

Upon motion by Mr. Sili and seconded by Mr. McLaughlin, with all members concurring, consideration of endorsement of the George Washington Resiliency Plan will be brought back for further review at the upcoming January, 2022 GWRC meeting.

- b.) **Resolution 22-07: Authorizing the GWRC Executive Director to Execute the Sub-Recipient Agreement and Related Documents for Federal Transit Administration Section 5307 Grant Funds (Action Item) –Ian Ollis and Kate Gibson**

- i. **Draft GWRC-PRTC Subrecipient Agreement**

Mr. Ollis advised Resolution 22-07 funding of \$40,000 from PRTC has been endorsed by GWRC and the resolution is to complete the required housekeeping paperwork for MOU between both the GWRC and PRTC entities.

Upon motion by Mr. Graham and seconded by Mr. McLaughlin, with all other members concurring, Resolution 22-07 was adopted by the Commission at the October 25th GWRC meeting.

c.) Vanpool Alliance Section 5307 Funding Discussion – Kate Gibson

Ms. Gibson advised the Vanpool Alliance Section 5307 Funding allocations are the normal 5307 funding allocations and are not the special CARES Act funding source. Ms. Gibson advised more information has been requested from PRTC on whether the CARES Act funding can be re-allocated to other projects thereby providing more revenue for the region from the regular Vanpool Alliance Section 5307 category. Ms. Gibson advised this item would be an action item at the upcoming November, 2021 GWRC meeting.

d.) Review of GWRC HUD Applications – Sam Shoukas

i. Homeless Management Information System (HMIS) Application

Continuum of Care Planning Application

Ms. Shoukas advised GWRC has submitted two HUD planning grants. The CoC Planning grant is for \$15,078 and will be utilized for staff time, grant completion process, point in time contacts and annual data reporting. The second HMIS grant is a \$55,125 grant and will also be utilized for staff time, maintenance and updates by staff to the homeless data base processes and input and maintenance of homelessness logs and reports.

e.) AmeriCorps VISTA Opportunity – Sam Shoukas

Ms. Shoukas advised GWRC has had six AmeriCorps Vista projects in the past and these positions have resulted in policies/procedures being developed at local levels and Virginia Housing allowance counter-part liaisons for the homeless and the region's affordable housing plan. Ms. Shoukas stated after this year, GWRC will not have access to continuing with a AmeriCorp Vista employee. Ms. Shoukas advised the Vista program has afforded GWRC to hire college graduates who work from this office on the development and maintenance of the housing allowance plans. Ms. Shoukas stated should GWRC be awarded additional Vista positions this would require a \$6,500 annual match from the localities to cover the expenses of the salary for the Vista employee. Ms. Shoukas stated the position offers GWRC an opportunity to receive college graduates, master students, and even a PHD student to become an employee at a relatively lower salary range. Ms. Shoukas advised this is for informational purposes only tonight and will be brought before the Commission at the upcoming November for meeting for endorsement.

f.) Executive Director's Report – Kate Gibson

i. Staffing Updates

Ms. Gibson advised the new GWRideConnect employee who began work on October 4th is Kim Mitchell and she is in attendance tonight so that the Commission can be introduced to the newest GWRC employee. Ms. Gibson relayed FAMPO has also hired a part-time intern.

ii. Program Updates

Ms. Gibson advised both the CoC and Environmental departments in the office have already been discussed previously at tonight's meeting by Ms. Shoukas and Ms. Barber. For Go Virginia, the University of Mary Washington cyber security program trained 30 students for the first quarter. Ms. Gibson stated the Germanna Community College's pipeline and first dual cyber-search program is fully operational and is currently the only one in the State that is offering this program to students.

Ms. Gibson relayed the Resiliency Plan has been approved by the Virginia Department of Conservation and Round Two is now open for project input. Ms. Gibson stated staff will be working with locality representatives for upcoming project submissions.

Ms. Gibson stated the state is holding meetings in Aquia and Dahlgren in regard to flood planning.

For GWRideConnect, a vanpool session at the recent ACT conference in Chesapeake was conducted by staff. For FAMPO, the Ladysmith Bike/Ped plan will be presented to the Board of Supervisors in Caroline County at the upcoming Tuesday board meeting. Ms. Gibson stated FAMPO is also underway with update efforts to the Air Quality Conformity Plan, the CMAQ/RSTP project update lists and the pre-application process for Smart Scale projects for VDOT review. Ms. Gibson stated FAMPO is overseeing the East/West corridor study and this study will cover the entire region.

g.) Executive Director Contract

Enter Closed Session (Action Item)

Upon motion by Ms. Binder and seconded by Mr. Graham, with all concurring, the George Washington Regional Commission convened to Closed Meeting for the purpose of discussion on the following two items:

1. Discussion or consideration of the potential acquisition of real property for a public purpose, or of the potential disposition of publicly held real property, where discussion in an open meeting would adversely affect GWRC's bargaining position or negotiating strategy; and
2. Discussion and consideration of a personnel matter concerning the Executive Director's position

CLOSED SESSION

RETURN TO OPEN SESSION

Upon motion by Mr. Kelly and seconded by Ms. Binder, with all concurring, the George Washington Regional Commission returned to open session and certified by roll call vote that only public business matters identified in the motion were discussed in Closed Session.

Upon motion by Mr. Kelly and seconded by Ms. Binder, with Mr. McLaughlin voting no and all other members concurring, motion to amend the GWRC budget to maintain Kate Gibson's salary at its current level was approved.

In regard to Executive Director's Contract, approval of the employment agreement for Chip Boyles as Executive Director to GWRC as presented for authorization as Executive Committee Chair to execute the agreement and authorized by the Board. Upon motion by Ms. Binder and seconded by Mr. Kelly, with Mr. McLaughlin voting no, and all other board members concurring Executive Director's contract was approved.

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

ADJOURN GWRC MEETING – The October 25th George Washington Regional Commission meeting adjourned at 7:32 p.m. The next scheduled GWRC meeting will be held on November 22, 2021 at 6:00 p.m.

Respectfully Submitted, Chip Boyles, Executive Director
(Draft Minutes prepared by JoAnna Roberson)