

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

February 28, 2022  
GWRC Conference Room

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

**MEMBERS ABSENT:** None

**OTHERS IN ATTENDANCE:** (Attending In-Person): Jonathan Gerlach, Alternate, City of Fredericksburg City Council; Monica Gary, Stafford County Board of Supervisors; Lisa Stevens, Jason Tickle & David Upshaw, Caroline County Habitat for Humanity; Cassie Kimberlin, Greater Fredericksburg Habitat for Humanity; Meghann Cotter, Micah Ecumenical Ministries; & (Attending Virtually): Rodney White, Spotsylvania County; Noah Hughes; Marc Simes, Tricord Incorporated; & Ted Schubel, WFVA

**STAFF:** (Attending In-Person): Chip Boyles, Michele Dooling, Kate Gibson, Anne Marie Kluempfen, & Samantha Shoukas; (Attending Virtually): Leigh Anderson

**CALL TO ORDER:** Mr. Black 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 – Meeting February 28, 2022**

Upon motion made by Mr. Kelly and seconded by Ms. Bohmke, with all concurring, the February 28th GWRC meeting agenda was approved as submitted

**APPROVAL OF MINUTES:**

**a.) January 24, 2022 GWRC Meeting (Action Item)**

Upon motion by Ms. Bohmke and seconded by Ms. Cupka, with all other members concurring, the minutes of the January 24th meeting were approved as submitted.

**PUBLIC INVOLVEMENT:**

The following spoke at the February 28<sup>th</sup> GWRC meeting to include: Meghann Cotter, Cassie Kimberlin, Lisa Stevens, Jason Tickle & David Upshaw. All public speakers were in support of the region moving forward with the Virginia Housing Planning District Affordable Housing Grants for the purpose of establishing more affordable housing within the region. All speakers asked that GWRC consider endorsement of the Housing Grant that is on tonight's agenda.

**FINANCIAL REPORT:**

**a.) Monthly Financial Report (January 2022) – Michele Dooling**

Ms. Dooling presented all financial reports to include: Balance Sheet, Agency-wide Income Statement, Dashboard & Cash Flow statement for the month of January, 2022. Copies are included in the meeting agenda packet. There were no questions asked of Ms. Dooling from the GWRC committee members.

**PRESENTATIONS:** None

**OLD BUSINESS:**

**a.) GWRC Office Space Considerations– Chip Boyles, GWRC**

Mr. Boyles advised staff and the GWRC Executive Committee met since the last GWRC meeting for the purpose of discussing office space considerations for GWRC. Mr. Boyles stated this is an item that will be discussed with the entire GWRC commission later in tonight’s meeting during the Closed Session portion of the agenda.

**b.) Virginia Housing Alliance VISTA AmeriCorps Member MOU (Action Item) – Sam Shoukas, CoC Director**

**i. GWRC VHA Memorandum of Understanding**

Ms. Shoukas advised the GWRC granted permission for GWRC to apply for the VISTA AmeriCorps VISTA application and the MOU is included in tonight’s agenda packet for endorsement. Ms. Shoukas stated GWRC was selected as a grant designee, and this will make the seventh VISTA employee for GWRC. Ms. Shoukas stated there is a \$6500 match requirement; however, the experience and expertise of the previous VISTA candidates that have worked or are currently working for GWRC have been immeasurable and the applicants have brought a lot of knowledge and resources to the agency. Ms. Shoukas stated tonight’s agenda item request is to receive endorsement from GWRC for staff to move forward with the application process to hire a new VISTA employee.

Upon motion by Mr. Kelly and seconded by Ms. Bohmke, with all members concurring, the GWRC VHA Memorandum of Understanding was adopted by the GWRC commission members at the February 28<sup>th</sup>, 2022 GWRC meeting.

**c.) Virginia Housing Planning District Commission Affordable Housing Grant (Action Item) – Chip Boyles**

Mr. Boyles stated the Virginia Housing Planning District Commission Affordable Housing Grant request has been on several previous GWRC agendas and additional information was requested to be provided from staff. Mr. Boyles advised the follow-up information and documentation requested has been completed and provided to GWRC board members for review.

- i. Revised Grant Agreement**
- ii. Regional Proof of Concept Submissions**
- iii. Virginia Housing Program Description**

Mr. Boyles advised the Revised Grant Agreement; the Regional Proof of Concept Submissions; and the Virginia Housing Program descriptions are included in tonight's agenda packet. Mr. Boyles stated that endorsement of the housing grant would allow staff to move forward in accepting and reviewing projects that meet the regulations and criteria. Mr. Boyles stated that it is anticipated the housing grant program will continue after the initial one provided for multiple additional rounds of funding opportunities. Mr. Boyles advised this region is the last region to accept the grant from Virginia Housing and that each region has evaluated the best project uses for its specific locality. Mr. Boyles stated the request tonight is for GWRC to endorse PDC16 to become a grant designee and for project applications to be received, evaluated and reviewed by both GWRC staff and GWRC board members before any project is accepted or denied.

Commissioners Black, Kelly, Cupka, Yakabouski and Bohmke volunteered to serve on a temporary housing advisory committee for this grant development.

Upon motion by Mr. Kelly and seconded by Ms. Bohmke, with all members concurring, endorsement was given for GWRC to move forward for funding allocations to be distributed to the region for the purpose of developing affordable housing opportunities for citizens of PD16.

**d.) Resolution 22-06: George Washington Region Resilience Plan (Action Item) –  
Kate Gibson, Deputy Director**

Ms. Gibson advised Resolution 22-06 for endorsement of the George Washington Regional Resilience Plan is back on tonight's agenda as it was an item that was tabled from the January GWRC meeting agenda. Ms. Gibson advised tonight's agenda item is presented tonight exactly as it was presented in January.

Ms. Gibson advised that included in tonight's agenda packet items is the original Resolution 22-06 asking that GWRC endorse a regional resilience plan and includes responses received since the January meeting from the respective jurisdictions. Ms. Gibson stated it is not a requirement that GWRC adopt a regional plan; however, the data is available and can be shared with each locality as they so choose.

- i. Resolution 22-06**
- ii. Jurisdiction Responses**

Ms. Gibson advised that included in tonight's agenda items is a letter from Stafford County who has indicated they are not at this time interested in pursuing a regional resilience plan and instead wish to complete their own which makes it locality specific to the needs of Stafford County. Ms. Gibson stated conversations with other jurisdictions have also resulted in the same intent so it is staff's recommendation that individual localities pursue as they so desire. There was a request to table Resolution 22-06 indefinitely so that if a regional need would arise, the support and endorsement would already be in place.

Upon motion by Mr. McLaughlin and seconded by Mr. Sili, with all members concurring, Resolution 22-06 was indefinitely tabled.

### **NEW BUSINESS:**

#### **a.) Annual Review of GWRC-FAMPO Memorandum of Understanding– Chip Boyles**

Mr. Boyles advised of the month of February is designated for the annual review of the GWRC-FAMPO Memorandum of Understanding. Mr. Boyles stated the MOU is included in tonight's agenda packet and requires no action at tonight's meeting. Mr. Boyles relayed the existing MOU has been in effect since August of 2019 and GWRC acts as the fiscal agent for FAMPO. Mr. Boyles stated the document is being brought to the attention of both GWRC & FAMPO respectively. The FAMP Policy Board will review during their meeting of February 28, 2022. Either/both board(s) may initiate a request to make changes, edits, amendments or to leave as currently in place.

##### **i. GWRC-FAMPO MOU (in agenda packet for member review)**

Mr. McLaughlin stated the annual MOU reminder is an indicator for both GWRC/FAMPO that changes can be made; however, also to be noted that changes are not required.

#### **b.) Executive Director's Report – Chip Boyles**

Mr. Boyles advised that as a follow-up to the financial report provided by Ms. Dooling, that currently GWRC has on-hand cash available for a 70-day operating expenses coverage period. Mr. Boyles stated it is still his ultimate goal and desire that the agency get to a 6-month coverage period but also wanted to recognize that many similar agencies operate under a 120-day coverage period. Mr. Boyles relayed that the 70-day period is still lower than desired; however, much higher than it was a year ago so he is pleased with GWRC's current financial standing.

Mr. Boyles stated GWRC has two new employees, both of whom started today so they will be attending the March GWRC meeting to be introduced to the commission members. Mr. Boyles relayed one employee is an intern working for CoC and the other is a new FAMPO employee

who is the new Title VI Coordinator. Mr. Boyles stated GoVirginia is focusing efforts on enhancements of nursing projects/careers as it has been determined this trade field is needed state-wide. Mr. Boyles also advised the vacant GoVirginia Director's position has been re-advertised and applications have been received so interviewing process will begin shortly. Lastly, Mr. Boyles advised the next GWRC Commission meeting will be held on March 28<sup>th</sup> at 6:00 p.m.

**CORRESPONDENCE:**

Included in tonight's agenda packet is an environmental letter in regard to shellfish safety in King George County. Ms. Cupka relayed that it is not that environmental issues for shellfish safety are not important concerns and are ones that should not be ignored; however, this particular letter referenced an emergency closing. Ms. Cupka wanted the GWRC commission members to know the closure of this specific King George County creek is one whereby emergency closure has already occurred and been on-going since 2015. Ms. Cupka stated the recent issues and concerns are already made known as the creek has been in a long-term closure status prior to the emergency closure status being imposed. Ms. Cupka stated the letter in the agenda packet is important and significant; however, wanted the GWRC members to know it is not a new concern for King George County.

**ENTER CLOSED SESSION (Action Item)**

Upon motion by Mr. Kelly and seconded by Ms. Bohmke, with all members concurring, the GWRC meeting on February 28<sup>th</sup> proceeded into closed session. The purpose of the closed session meeting is for discussion of office re-location sites for GWRC.

**CLOSED SESSION** – Meeting minute recording stopped and Closed Session business was conducted.

**RETURN TO OPEN SESSION (Action Item)**

Upon motion by Mr. Kelly and seconded by Ms. Cupka, with all members concurring, the Closed Session of the February 28<sup>th</sup> meeting ended; with a request to return back to Open Session. Upon meeting regulation requirements, each individual GWRC member present tonight, either in-person or attending virtually, expressed verbal roll-call votes of "yes" authorizing the return to an Open Session meeting format.

Upon motion by Mr. Kelly and seconded by Ms. Cupka, with all members concurring, GWRC endorsed staff to extend existing lease and office up-grades for office space at 406 Princess Anne Street.

**ADJOURN GWRC MEETING** – The February 28th George Washington Regional Commission meeting adjourned at 7:17 p.m. The next scheduled GWRC meeting will be held on March 28, 2022 at 6:00 p.m.

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