

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

April 25, 2022

GWRC Conference Room

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

MEMBERS ABSENT: Tim McLaughlin, **Spotsylvania County**

OTHERS IN ATTENDANCE: (Attending In-Person): Jonathan Gerlach, Alternate, City of Fredericksburg City Council Attending Virtually: Jamie Jackson, FRED

STAFF: (Attending In-Person): Chip Boyles, Kate Gibson, Ian Ollis & Kari Barber (Attending Virtually): Michele Dooling, Ian Ginger & Anne Marie Kluempfen

CALL TO ORDER: Mr. Black called the GWRC 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 April 25, 2022

Upon motion made by Mr. Yakabouski and seconded by Mr. Graham, with all concurring, the April 25th GWRC meeting agenda was approved as submitted

APPROVAL OF MINUTES:

a.) March 28, 2022, GWRC Meeting (Action Item)

Upon motion by Ms. Cupka and seconded by Ms. Binder, with all other members concurring, the minutes of the March 28th meeting were approved as submitted.

PUBLIC COMMENT: There were neither any written comments received prior to tonight's meeting; nor any verbal comments provided at the April 25th meeting. There were also no presentations provided.

FINANCIAL REPORT:

a.) Monthly Financial Report (March 2022) – Michele Dooling

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

b.) Year-to-Date Financial Report (July 2021-March 2022) – Michele Dooling

Ms. Dooling advised all financial reports to include: Balance Sheet, Agency-wide Income Statement, Dashboard & Cash Flow statements for the year-to-date period from July 2021 to March 2022 are included in tonight's agenda packet. There were no questions asked of Ms. Dooling from the GWRC committee members.

PRESENTATIONS: None

OLD BUSINESS:

**a.) FY23 Rural Transportation Planning Work Program– Kari Barber,
Transportation Planner**

Ms. Barber advised the FY23 Rural Transportation Planning Work Program for the Counties of Caroline & King George have been completed by FAMPO staff. Ms. Barber advised the completed plan is included in tonight's agenda packet for member review.

i. FY23 Rural Transportation Planning Work Program

Ms. Barber advised VDOT allocates SPR funding to provide annual transportation planning assistance for non-urbanized areas within the State. Ms. Barber advised the funding received annually is \$58,000 from VDOT with a \$14,500 local match. Mr. Boyles relayed the annual funding amount allocated has been the same amount for the last twenty years. Ms. Barber advised the projects staff has been involved in for Caroline County includes the following: assistance with development of the transportation component to Caroline's Comprehensive Plan; expansion of the Ladysmith Transportation Plan to encompass all transportation modes; and preparation for and participation in FAMPO's upcoming freight summit report. For King George County, staff will assist in grant applications for development, analyzation, and prioritizing recommendations from the Trailways Feasibility study; staff will explore options for improved access to Barnesfield Park; staff will assist with preliminary data collection analysis and grant application developments at new or existing industrial sites; and preparation for and participation in FAMPO's upcoming freight summit report.

**ii. Resolution 22-15: Endorsing the FY23 Rural Transportation Planning
Work Program – (Action Item)**

Upon motion by Ms. Cupka and seconded by Ms. Binder, with all GWRC committee members concurring, Resolution 22-15 was endorsed by GWRC at the April 25th meeting.

b.) Resolution 22-16: Allocating Vanpool Alliance CARES Act Section 5307 Funding – (Action Item)

Ms. Gibson advised that FTA has reached out to GWRC and PRTC for both agencies to distribute the remaining 5307 CARES Act funding allocations previously awarded. Ms. Gibson advised the \$3.6m awarded can only be designated to transit agencies which would include the following for this region: FRED, OMNI and VRE. Mr. Boyles stated the 5307 CARES Act funding can only be used to off-set operational costs and must be tied back to specific operational expenses and not generic operational expenses. Mr. Graham stated he has spoken with Ms. Jackson from FRED and FRED plans to utilize the 5307 CARES Act funding allocated to their agency to off-set the cost of the three existing locality contributions for both the FY2023 and FY2024 funding years.

Upon motion by Mr. Graham and seconded by Ms. Cupka, with all GWRC committee members concurring, Resolution 22-16 was endorsed by GWRC at the April 25th meeting.

NEW BUSINESS:

a.) GWRC FY23 Operating Budget Introduction– Chip Boyles

Mr. Boyles advised an introduction to GWRC’s FY23 Operating Budget report is included in a hand-out in tonight’s agenda packet for member review. Mr. Boyles stated the hand-out is a draft presentation as numbers being received from localities as each is finalizing and/or working on individual locality budgets continues to change daily and be updated as needed. Mr. Boyles stated this year’s budget presentation will be an effort from staff to ensure the monthly line-item expenses actually match with budgeted item requests. Mr. Boyles stated the Executive Committee will meet for an initial budget review process prior to the upcoming May GWRC meeting for review, questions, comments, etc. Mr. Boyles also advised that staff is developing individual spreadsheets for the grants for affordable housing, GO VA, etc. that are strictly pass-through accounts so this can be more easily tracked for the budgeting review process. Mr. Boyles stated that spreadsheets will also be developed that shows specifics on each of the federal, state and locality grants; the monies to be received; the local matches required, etc. Mr. Boyles stated the biggest expenses for GWRC are personnel and monthly leasing expenditures.

Mr. Boyles stated the draft budget request includes the hiring of two new full-time positions. One position will be an Environmental Planner’s position which was a recommendation from the recently completed Strategic Plan. Currently, the environmental duties are being completed by a consultant and this existing contract will expire in December of 2022 and those services will convert to an in-house position. A part-time FAMPO Planning position is included, should this position be needed at a later point. Lastly, a planning position is being recommended to assist with the housing grant programs and the homeless programs. Mr. Boyles stated that thanks to Stafford County, the fringe rate for indirect costs has remained close to the same as the FY2022

cost rates. Mr. Boyles stated each locality has indicated they are recommending a 4% to 4.5% salary increase to its employees. Mr. Boyles stated these increases will result in either COLA, merit, or combinations of both COLA and merit increases. Mr. Boyles stated GWRC is requesting just a COLA increase of 4.5% to be effective July 1st for all employees.

b.) Executive Director's Report

Mr. Boyles advised the GWRC agenda format has been slightly revised to include the minutes and financial reports to occur above the public comment period and this change coincides with GWRC By-Law stipulations.

- i. Staffing Updates** – No specific report given; however, staffing re-cap is included in tonight's agenda packet for member review
- ii. Program Updates** – No specific report given; however, program updates are included in tonight's agenda packet for member review

CORRESPONDENCE: None

ADJOURN GWRC MEETING – The April 25th George Washington Regional Commission meeting adjourned at 6:48 p.m. The next scheduled GWRC meeting will be held on May 23, 2022, at 6:00 p.m.

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