

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

November 28, 2022

GWRC Conference Room

MEMBERS PRESENT: All Attending In-Person: **Chair**, Jason Graham, **City of Fredericksburg**; Jeff Sili, **Caroline County**; Jon Gerlach, **City of Fredericksburg**; Cathy Binder & Annie Cupka, **King George County**; Lori Hayes (Alternate), Tim McLaughlin & Chris Yakabouski, **Spotsylvania County**; & Meg Bohmke, Darrell English & Pamela Yeung (Alternate), **Stafford County** Attending Virtually: None

MEMBERS ABSENT: Caroline County: Jeff Black; City of Fredericksburg, Matt Kelly; Spotsylvania County: David Ross (Alternate); Stafford County: Crystal Vanuch (Alternate)

OTHERS IN ATTENDANCE: Attending In-Person: Ryan Green & Hannah Somers, DEQ; Brent Hensinger, Friends of the Rappahannock; Eldon James, Rappahannock River Basin Commission; Andrew Grossnickle & Mike Moran, Robinson, Farmer & Cox; & Gavin Guardon, Spotsylvania County Citizen Attending Virtually: Jamie Jackson, FRED; & Anonymous “iPhone” recipient

STAFF: Attending In-Person: Michele Dooling, Kate Gibson, Ian Ginger; Meredith Keppel, Sarah Oldaker, Ian Ollis & Colie Touzel Attending Virtually: Chip Boyles

CALL TO ORDER: Mr. Graham called the GWRC meeting to order at 6:00 p.m. with a quorum present; which was followed by the Pledge of Allegiance. Mr. Graham expressed appreciation to the following three board members (Ms. Binder, Mr. Black & Ms. Bohmke) for their past/current VACO representation. Mr. Graham stated it is a plus for the region to have state-wide board representation on the VACO committee who are also members of the GWRC board.

APPROVAL OF GWRC MEETING AGENDA – November 28, 2022 (Action Item)

Upon motion made by Ms. Bohmke and seconded by Ms. Binder, with all other members concurring, the November 28th GWRC meeting agenda was approved as submitted.

APPROVAL OF MINUTES:

a.) October 24 2022 GWRC Meeting (Action Item)

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

FINANCIAL REPORT:

a.) Monthly Financial Report (October 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 October, 2022 are included in tonight's agenda packet. There were no questions asked of Ms. Dooling from the GWRC committee members that required further reporting from staff.

PUBLIC INVOLVEMENT:

There were neither no written public comments received prior to tonight's meeting nor any additional verbal comments presented during the November 28th GWRC meeting.

PRESENTATIONS:

a.) Rappahannock River Basin Commission – Eldon James, RRBC Executive Director

Mr. James advised the Rappahannock River Basin Commission provides an update report to GWRC each November. Mr. James stated meetings are held quarterly in September, December, March & June. Mr. James advised the River Basin Commission communicates the activities from the Commission with each of its member localities and is accomplished both in writing and with staff/member visits. Mr. James stated the River Basin Commission continues to pursue efforts to recommend public policies that will address relationships between growth and water quality as well as for other natural resources. Mr. James stated a Technical Committee was formed in December 2021 and its focus has been on surveying perspectives on utility scale solar plants. These efforts have been coordinated with a variety of stakeholders. Mr. James advised all video records, meeting notes, and presentation materials are posted on the Rappahannock River Basin's website. Mr. James stated a preliminary report will be given at the December 7th meeting, with a final summary report to follow in early 2023. Mr. James stated the River Basin Commission will strongly encourage the Governor and the General Assembly to properly fund the implementation of the Rappahannock elements to the Chesapeake Bay TMDL & Watershed Implementation Plan and the Commonwealth's water supply planning efforts. Mr. James stated the focus of the meetings is on the following items:

Impact on the basin of the Chesapeake Bay TMDL Watershed Implementation Plan, Phase III

Review and provide comments/feedback on the outcomes of the three phases of Healthy Watershed Forest TMDL efforts

To seek opportunities to promote the findings of the HWF/TMDL efforts and to begin implementing the highest priorities

To highlight successful local water resource efforts

i. RRBC Solar Sub-Committee on Solar Projects

Mr. James stated meetings continue to occur with entities on the pros and cons of development of solar projects. Mr. James stated that there are always trade-offs and pros/cons with each project and the more information that can be obtained and distributed allows local, state & federal elected officials to make better decisions.

ii. Regional Water Supply Planning Regulations – Ryan Green, DEQ

Mr. Green advised the General Assembly has assigned DEQ the task for managing water supplies on a local, regional & state level. Mr. Green stated that as a result of the 1999 drought in Virginia, the urgency to address water shortage needs became critical. Mr. Green stated the latest regulations require that local governments determine what the current water usage is as well as determining what the availability will be 15 years out. Mr. Green stated the General Assembly wants localities to become better educated/trained on how to begin to recognize when detriments/shortages are forming. Mr. Green stated even though each locality is responsible for staying on top of its own water supply needs, that many missed opportunities for shared resources, shared information, shared support, etc. occur when there is no regional water supply protocol in place. Mr. Green stated by coordinating regionally, we can all think on the bigger picture and potentially become eligible for more leverages, funding opportunities, etc. Mr. Green stated the region is currently divided into two areas – one which covers the City of Fredericksburg & the Counties of Spotsylvania & Stafford; the second one covers Caroline & King George. Mr. Green stated more involvement with outside stakeholders is also going to become a focal point in moving forward. Mr. McLaughlin stated it appears that DEQ is creating another level of regulations that will be imposed to county/locality staff and asked if DEQ would be applying a budget increase to the localities. Mr. Green stated the new measures and recommendations are General Assembly implemented and not DEQ mandated so no additional funding allocations from DEQ would become available.

OLD BUSINESS:

a.) Resolution 23-03: Employee Handbook, Personnel Policies & Procedures Revisions (Action Item)– Chip Boyles

Mr. Boyles advised Resolution 23-03 is included in tonight's agenda packet for member review and results in no action being required at the November 28th meeting. Mr. Boyles stated the Resolution will be included in the January, 23rd, 2023, meeting packet with a request that GWRC adopt at that time. Mr. Boyles stated the employee handbook additions, revisions and updates have been presented for member discussion, comments and feedback at several previous GWRC meetings. Mr. Boyles relayed the policies will be re-written in a broader manner for GWRC approval; whereas the procedures will be implemented and overseen by GWRC staff and will become more specific in nature. Rather than submitting the entire document at one time for review and approval, Mr. Boyles advised GWRC will receive three to five sections every several months. Mr. Boyles relayed the first four updates will include the following employee items: Driver's license checks, insurance status, etc. – this is actually a new policy as we have been advised by current insurance company that even though GWRC does not own a company car; however, employees are often times travelling to/from

meetings; possibly transporting other employees or interagency members, etc. that valid license/insurance verifications need to be in place. The second revision will include updates to the existing Travel policy to ensure reimbursement requests are in compliance with GSA allocations; etc. The third item will include updates to the existing employee office dress code. Lastly, Professional Association memberships, requirements, etc. will be revised to determine which membership fees will be allowed and to ensure the allowance amount established is also pre-approved within the GWRC's annual budget.

b.) Calendar Year 2023 GWRC Meeting Schedule (Action Item) – Chip Boyles

With a request to edit typo to reflect, January, 2023, the Calendar Year 2023 GWRC meeting schedule was approved. Motion was made by Ms. Bohmke, seconded by Mr. Yakabouski, with all other members concurring.

NEW BUSINESS:

a.) FY22 GWRC Financial Audit– Chip Boyles – Mr. Boyles introduced Robinson, Farmer & Cox as the new auditing firm selected by GWRC.

i. FY22 Financial Report – Robinson Farmer Cox

Robinson, Farmer & Cox provided a draft report for the GWRC audit for fiscal year ending June 30, 2022. During the audit fieldwork exercise, certain matters involving internal control structures were presented to GWRC management team for future consideration. The recommendations were to improve the internal control structures and to provide additional operational efficiencies. In regard to the “Communication with Those Charged with Governance” recap, GWRC was also provided a Government Auditing Standard summary and the Uniform Guidance summary. Results of the audit showed no transactions entered by the entity during the year for which there is a lack of authoritative guidance or consensus. It was noted that all significant transactions have been recognized within the financial statements provided. The audit findings showed the financial statement disclosures are neutral, consistent and clear. There were no difficulties in dealing with management in the performance and completion of the audit process. The audit review showed no misstatements that required correction by management. It was noted that any disagreement with management is a financial, accounting, reporting or auditing matter whether resolved or not, could be shown as a financial statement to the auditor's report and there were no such disagreements that arose during the audit process.

The summary indicates George Washington Regional Commission complied in all material respects with the types of compliance requirements for direct and material effects on its major federal programs for the year ending June 30, 2022. The summary showed no federal award findings or questioned costs, nor are there any prior year audit findings. Robinson, Farmer & Cox advised the FY22 Audit Report concluded the Commission's FY22 financial statements fairly represent the Commission's financial position as of June 30, 2022. The summary also stated the Commission has

adequate controls in place that ensures accurate financial reporting, compliance, regulations, contracts and grant agreements are all to be acceptable.

ii. Resolution 23-02 Acceptance of FY22 GWRC Financial (Action Item) – Chip Boyles

Upon motion by Ms. Bohmke, seconded by Ms. Binder, with all other members concurring, Resolution 23-02 was adopted by GWRC at the November 28th meeting of draft acceptance of audit report for finalization of audit documents to be in compliance with state/federal regulation requirements.

iii. VDEQ Septic Local Partner Program Grant Application

Mr. Boyles advised the VDEQ Septic Local partner grant application requires no action from GWRC at tonight's meeting and is a topic that has been presented at several past GWRC meetings. GWRC will be submitting grant applications to the grant program for septic tank maintenance, upgrades, etc. to be of benefit to residents in Planning District 16. Mr. Boyles advised the grant applications need to be submitted for consideration by December 15th. If GWRC is a recipient of the grants, actual grant approval to move forward would be brought to GWRC for endorsement before any projects would be undertaken.

b.) Executive Director's Report – Chip Boyles

Mr. Boyles advised the Executive Director's report is included in tonight's agenda packet for member review.

a.) Program Updates

b.) Correspondence - None

ENTER CLOSED SESSION (Action Item) – Upon motion by Mr. English & seconded by Ms. Binder, with all other members concurring, the GWRC November 28th, 2022 meeting moved to Closed Session.

RETURN TO OPEN SESSION (Action Item) – Upon motion by Ms. Bohmke & seconded by Mr. Sili, with all other members concurring and indicating with a roll-call vote, that matters designated were addressed as required for a closed session & that session was returned to open session status. As there were no additional agenda items to discuss, the November 28th GWRC meeting was thusly adjourned.

ADJOURN GWRC MEETING – The November 28th George Washington Regional Commission meeting adjourned at 7:36 p.m. The next scheduled GWRC meeting will be held on January 23, 2023 at 6:00 p.m. There is no GWRC meeting scheduled for December, 2022.

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

DRAFT