



MEETING OF THE GEORGE WASHINGTON REGIONAL COMMISSION

April 16, 2018, 6:00 p.m.

The Robert C. Gibbons Conference Room
406 Princess Anne Street, Fredericksburg, Virginia

AGENDA

- 6:00 p.m.**
1. **Call GWRC Meeting to Order** – Chairman Matthew Kelly
 2. **Pledge of Allegiance**
 3. **Determination of Quorum** – Executive Director Tim Ware
 4. **Approval of GWRC Agenda (ACTION ITEM)**
 5. **Approval of Minutes of GWRC Meeting of March 19, 2018 (ACTION ITEM)**
 6. **Public Involvement**
Comments and questions from members of the public are welcome at this time.
 7. **Draft Financial Report**
 8. **Executive Director's Report**
 9. **Regional Composting** – Ms. Ann Little and Mr. Robert Courtney
 10. **Old Business**
 - a.) Unsheltered Homelessness Update – Ms. Kate Gibson
 - b.) Other Old Business *(if any)*
 11. **New Business**
 - a.) 2019 Preliminary Budget – Mr. Tim Ware
 - b.) Vanpool Alliance Revenue Discussion – Ms. Diana Utz
 - c.) Executive Director Search and GWRC Strategic Direction – Chairman Matthew Kelly
 - d.) Other New Business *(if any)*
- 6:50 p.m.**
12. **Adjourn GWRC Meeting**
Next GWRC meeting: May 21, 2018



5.) Approval of Minutes of GWRC Meeting of March 19, 2018

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

March 19, 2018

The Robert C. Gibbons Conference Room
406 Princess Anne Street, Fredericksburg Virginia

MEMBERS PRESENT AND VOTING: Chair – Matt Kelly, **Fredericksburg;** **Caroline County:** Jeff Black & Nancy Long; **King George County:** Ruby Brabo & John Jenkins & **Spotsylvania County:** Greg Benton (in at 6:12); Meg Bohmke & Cindy Shelton, **Stafford County**

MEMBERS ABSENT: Chris Yakabouski, Spotsylvania County

OTHERS IN ATTENDANCE: Susanna Finn, City Planning Department; Tim Baroody, Fredericksburg City Manager (In at 6:21)

STAFF: Diana Utz (Presiding for Tim Ware); Paul Agnello & Nick Quint; FAMPO; Kate Gibson & Sam Shoukas, CoC; & JoAnna Roberson, GWRC

CALL TO ORDER: Mr. Kelly called the meeting to order at 6:03 p.m. with a quorum present; which was followed by the Pledge of Allegiance.

APPROVAL OF GWRC MEETING AGENDA: Upon motion made by Ms. Bohmke and seconded by Ms. Brabo, with all concurring, the agenda for the March 19th meeting was accepted as presented.

APPROVAL OF GWRC MEETING MINUTES (February 26, 2018) - (Action Item)

Upon motion by Ms. Bohmke and seconded by Ms. Brabo, and all others in concurrence, the minutes from the February 26th meeting were approved as submitted, with typographical error noted by Ms. Bohmke to be made after conclusion of tonight's meeting.

PUBLIC INVOLVEMENT - None

DRAFT FINANCIAL REPORT

Ms. Utz advised the draft financial report is included in tonight's agenda packet and per comments from Mr. Ware; the report speaks for itself, with nothing new or alarming. Ms. Utz stated that if there are questions/concerns with the Draft Financial Report to please notify Mr. Ware who will be back in the office on Wednesday.

EXECUTIVE DIRECTOR'S REPORT – No Report

OLD BUSINESS

a.) Executive Director Search – Mr. Matt Kelly

Mr. Kelly advised the members of the Executive Director Search committee are: Mr. Benton, Ms. Bohmke, Ms. Brabo, Mr. Kelly & Ms. Long. Mr. Kelly advised the search committee has met and received ratings from the search group consultants.

Mr. Kelly advised approximately 10-12 applications have been received and the closing date for submitting applications has now ended. Mr. Kelly stated the search committee will be meeting at FRA on March 22nd at 2:00 p.m. to discuss the next steps and make determination on how many applicants will be interviewed.

Ms. Bohmke stated the search committee also needs to determine which County Administrator/City Manager should be asked to be involved in the process. Mr. Kelly stated it was also recommended that Mr. Curry Roberts with the Fredericksburg Regional Alliance be asked to serve on the search committee as well. Mr. Kelly stated that both Mr. Foley (Stafford County Administrator) & Mr. Baroody (Fredericksburg City Manager) have both volunteered to serve on the search committee. Ms. Bohmke stated she did not see any reason why both of them should not serve as it would bring different perspectives from different localities to the search committee. Ms. Brabo stated she felt the extra individuals mentioned above should only be involved in the interview process and not be involved in the preliminary work being done by the search committee. This recommendation was endorsed by the search committee.

Mr. Kelly stated that with the Commission in the process of hiring a new Executive Director, he feels it is also time for the Commission to re-focus. Mr. Kelly stated that over the years numerous discussions have occurred on supporting a regional concept for dealing with issues such as: homelessness, emergency command systems, trash composting, waste management, broadband, affordable housing, etc. to mention a few. Mr. Kelly stated there is consent from the members to pursue these issues regionally; however, when a cost for these issues is presented, the issues seem to subside.

Ms. Brabo stated that while she as an individual member is in favor of sharing resources regionally; however, when the concern/issue is brought before her respective Board, they often times do vote to not participate.

Mr. Kelly stated he understands this occurs; however, feels the Commission needs for the start/stop process that has been ongoing for years to end. Regionally, if a commitment is made then we need to follow through. Mr. Kelly stated that the Commission needs to set 4-5 specific goals they want to pursue and establish deadlines on when the issue will become attainable.

Ms. Long stated the heart of an issue is not the problem. However, the structural process, the expense & the procedures for an item to materialize needs to be in place early in the year – before localities adopt their budgets for the upcoming year. Ms. Long stated having a detailed item with

cost estimates, benefits, etc. early in the year will be helpful as each locality begins its budget process.

Mr. Benton stated he too feels the Commission has bounced all over the place and we need better communication and on-going communication from all agencies in a more timely manner. Mr. Black stated he feels at times the Commission is its own worst enemy. Mr. Black stated 2 years ago the Commission established its top 5 regional goals; however, last year it was decided the top goal would be to jump to increasing awareness on the legislative agendas. Mr. Black stated we need to get away from the “flavor of the month” idea and set 3-5 regional goals that are going to be pursued and accomplished.

Mr. Black also stated that he feels the new executive director should be visible at board meetings within each jurisdiction, at least twice a year. Mr. Black stated the presence from the executive director at board meetings would enhance the Commission’s visibility; allow the director to have interaction with board members; develop a rapport; and when issues are presented for consideration and have already been explained by the executive director, they likely stand a better chance of getting approved.

Mr. Withers concurred that it seems the Commission has constantly changed its priorities and that the top five goals need to be established and pursued. Mr. Withers stated he feels it will be important for the new executive director to stay on task with these goals and to keep the Commission members on task as well.

Both Mr. Kelly & Ms. Brabo stated that while establishing 3-5 top priorities, that staying involved with the legislative agendas is critical. Both relayed this should not come to an “either/or” decision by the commission but instead should be two on-going issues at all times (legislative agenda & top regional projects).

Ms. Bohmke stated she will take the list of the many issues that have been addressed by the Commission for regional approaches back to her respective Board in Stafford County and get them to prioritize as well. She will bring their feedback to the April meeting and encouraged the other localities to do the same. At least this will give a fresh start to developing regional priorities and determine like needs/interests regionally. Ms. Bohmke also concurred that commissions/committees that meet from within GWRC need to constantly keep the GWRC committee updated and apprised on its endeavors.

There was committee concurrence to take these issues back to the respective Boards and for this item to be included on the April agenda for further and more in-depth conversation/discussion.

b.) GWRC Resolution No. 18-12, Approving the Selection of Audit for the George Washington Regional Commission for FY2018-2021 Under an On-Call Contract – Ms. Diana Utz, GWRC

Ms. Utz advised the above-referenced resolution is asking for approval of selecting Dunham, Aukamp & Rhodes to serve GWRC for FY2018-2021 as Audit under an on-call contract. Ms. Utz advised staff was authorized on January 22nd to solicit proposals for an on-call financial auditing service to be consistent with the approved GWRC Procurement Policy.

Ms. Utz stated two bids were received and a selection committee comprised of GWRC staff reviewed and rated both proposals. Ms. Utz advised all three of the committee members independently rated the two proposals and selected Aukamp & Rhodes as being the best for GWRC. Ms. Utz advised this firm has been the Commission's auditor for the last several years and have been pleased and satisfied with the work they have performed in the past. Ms. Utz also advised that effective June 30th, the Commission will have vacant employment positions in both the Executive Director's position and the Bookkeeper's positions and this may not be a time to consider pursuing a new auditor firm.

Ms. Utz advised the on-call contract requires four annual financial audits to be conducted beginning in FY2018 and ending in FY2021 with fees not to exceed \$48,925 over the life of the contract. Ms. Utz stated the resolution also includes a provision for Dunham, Aukamp & Rhodes to provide additional accounting services as needed beyond the \$48,925 stated price above. Ms. Utz stated this additional provision would not exceed \$4,000 per year (total of \$16,000 for the 4-year time period). Ms. Utz stated this provision has been included in previous contracts and to date, has never been needed.

Upon motion by Ms. Brabo and seconded by Ms. Long, with all members concurring, Resolution No. 18-12 was adopted by the George Washington Regional Commission at its March 19th meeting.

c.) Other Old Business - None

NEW BUSINESS

a.) Fredericksburg Affordable Housing Plan – Ms. Susanna Fin, Fredericksburg Planning Department

Ms. Fin advised she is tasked with developing a regional housing and homeless plan. Ms. Fin stated this plan is not designed to replace the on-going efforts by the CoC but is an effort to work with stakeholders and GWRC on establishing a regional housing and homeless plan.

Ms. Fin relayed the establishment of the regional work group will include GWRC representation and non-profit stakeholders to work with FAAR to undertake and develop a housing stock assessment. Ms. Fin stated the target populations will be defined and a two-tiered process developed that will include a regional housing plan effort to serve no income/low income families as well as workforce households.

Ms. Fin stated options/solutions will be compared to other successful best practices implemented in other jurisdictions outside of PD16 and that funding sources will also be identified. Ms. Fin stated after plans are identified organizations will be engaged to implement and manage the proposed programs.

Ms. Fin stated there will be categories defined which are having regional affordable units that include LIHTC, project based and other affordable housing financing that would establish a standard affordable amount of rent; and establish project based housing rents that are based strictly on a resident's household income. Ms. Fin advised that regionally 31% of households are paying too much rent in compared to their incomes.

Ms. Bohmke stated she understands the math in regard to family incomes and appreciates the education on the regional endeavor; however, would like to know how this region is different from all other areas nation-wide and how does it directly affect GWRC.

Ms. Fin stated that GWRC last worked on this issue in 2008 and currently the General Assembly is discussing mandates that could be imposed region-wide so PD16 needs to begin establishing new procedures.

Ms. Brabo stated the hardest obstacle is instilling in builders that the needs are for housing that accommodates lower income families, seniors, etc. Ms. Brabo stated the builders have the mindset that they want to only build 20 \$600,000 custom-made homes rather than building 60 \$200,000 rambler homes that the average populations within the region could afford.

Mr. Kelly stated that regional land use is part of the problem. Ms. Long asked what type of information is being relayed to developers in regard to the housing needs that exist within the region. Ms. Long stated builder/developer workshops need to be held so needs can clearly be explained and builders can then comply.

Ms. Fin stated regionally, the housing burden is greater than 30% of a family's income and is broken down by the following jurisdictions: Fredericksburg = 63%; Stafford = 50%; Spotsylvania = 47%; King George = 43%; & Caroline = 42% (i.e. 63% of homes available in Fredericksburg exceed a greater than 30% ratio of a family income that is designated for rent/mortgage). Ms. Fin stated that even though rentals are higher region-wide, the owners have more choices – i.e. they could agree to purchase a higher-priced home in Spotsylvania, knowing that the mortgage exceeds more than 30% of their monthly income or they could consider purchasing in either Caroline/King George and then driving 30+ miles to work sites, commercial developments, etc.

Ms. Fin stated that for the City of Fredericksburg, the median family household income is \$53,980 so the housing affordability ratio should be \$1,350 a month (this includes \$350 a month in utilities & actual rent for \$1,000 a month). Ms. Fin stated there are limited available rentals in the City that rent for \$1,000 a month. Ms. Fin stated there are 4,800 households under the median income and rental units under \$1,000 are 2,750 which presents a 2,050 gap of housing units.

Ms. Fin stated that since 1993 other regions state-wide to include: Alexandria (1993); Arlington (1998); Charlottesville (2007); & Fairfax/Norfolk (2015) implemented a local housing trust fund. Ms. Fin advised a Local Housing Trust fund is both a federal/state money generated option that allows regions to contribute to a trust fund that provides more resources to assist the populations. Mr. Withers asked if the current State funding service equates to \$6m and if this is an annual amount of funding available. Ms. Fin concurred.

Ms. Fin stated a Local Housing Trust fund allows for a region to be flexible in funding mechanisms for housing related projects. It is a program that can be funded by specific revenue sources from portions of real estate revenue or fees through other CIP dedications. Ms. Fin stated that on an average, there is \$6 leveraged for every Housing Trust fund dollar that is invested.

Ms. Fin stated that Affordable Dwelling Unit policy mandates are in effect in Albemarle, Alexandria, Fairfax & Loudoun. Ms. Fin advised these plans are offered to developers as incentives for increased densities requiring a percentage of an increase. Ms. Fin stated if these are approved by State legislature, it can then be mandated as a percentage of all by right developments. Ms. Fin stated it can also be set-up; to include a scaled fee to fund the necessary affordable developments through use of other mechanisms.

b.) Fiscal Year 2019 Rural Transportation Work Program (RTWP) – Mr. Paul Agnello

Mr. Agnello advised that the Long Range Transportation Plan (LRTP) is the planning tool utilized for determining needs and projects for the urban areas within the region that includes the City of Fredericksburg and Spotsylvania/Stafford counties. The Rural Transportation Work Program (RTWP) is the planning tool used for the rural areas within a locality. For GWRC, this includes Caroline and King George Counties.

Mr. Agnello advised the RTWP is an annual State grant to the PDC's that is used for performing transportation planning in the rural areas. Mr. Agnello relayed the FY2019 RTWP funding is \$72,500 which includes \$58,000 State/VDOT contributions and a GWRC match of 20% which equals \$14,500. Mr. Agnello stated the 20% GWRC match is paid by the locality dues paid to the MPO. Mr. Agnello stated that FAMPO performs the transportation planning for GWRC which includes development of the long-range plan; studies; and Smart Scale assistance. Mr. Agnello stated the FY2019 application grant deadline date is April 13th.

Mr. Agnello stated that some planned major FY2019 activities for the RTWP include the following:

- Round 3 – Smart Scale assistance
- On-going study/data for the US301/Rt. 207 planning efforts
- Development of a 2050 LRTP (this will include all updates from 301/207 studies, Smart Scale Round 3 results, &

updates per new federal requirements)

Mr. Agnello advised FAMPO is looking for endorsement tonight from GWRC for approval of Resolution No. 18-13 that endorses the FY2019 RTWP.

- i. GWRC Resolution No. 18-13, Endorsing the Fiscal Year
2019 Rural Transportation Planning Work Program – Paul Agnello

Upon motion by Mr. Black and seconded by Ms. Brabo, with all concurring, Resolution No. 18-13 was approved by GWRC at the March 19th meeting.

c.) Other New Business – None

ADJOURN GWRC MEETING – The March 19th GWRC meeting was adjourned at 7:00 p.m. The next meeting will be held on April 16, 2018.

Respectfully Submitted, Timothy Ware, Executive Director
(Draft Minutes prepared by JoAnna Roberson)



7.) Draft Financial Report

Balance Sheet

George Washington Regional Commission

Period From : 07/01/17 to 03/31/18

Run Date: 4/12/18
Run Time: 10:02:13 am
Page 1 of 2

Assets:

10300	Union First Market Bank Operating	24,482.84
10301	AdVANtage Vanpool Insurance	24,927.29
10400	Petty Cash	75.00
10800	Union First Market MMA	25,134.52
11100	Accounts Receivable	560,887.16
15400	Furniture,fixtures&equipment	88,160.00
15450	Accum Depr-Furn, Fix & Equip	-18,004.95
Total Assets:		\$705,661.86

Liabilities:

20000	Accounts Payable	167,535.32
21000	Payroll Liability-Leave Balances	49,760.20
27711	Loan Payable UnionBank	43,205.75
Total Liabilities:		\$260,501.27

Projects

30000	Unrestricted Net Assets	111,433.68
31000	VDRPT 5303	-4,410.42
31017	FTA 5303 FY 2017	-37.07
31200	FHWA PL	-3,471.84
31417	RSTP FY2017	-20.47
31500	USHUD HMIS CoC	-6,110.63
31501	HMIS Conversion	-1,165.00
31503	HUD CoC Planning FY17	-696.16
31553	VHSP CoC	-1,184.05
31560	VDHA VISTA	1,000.00
31600	FHWA SPR (Rural Transportation)	-1,264.28
31700	CMAQ-	2,205.29
31800	CZM-Technical Assistance	2,763.29
31807	USDA Haz Mitigation	-766.53
31811	DEQ Native Plants	-5,494.75
31817	CZM Technical Assistance 2017	-7,482.00
34000	DHCD Planning	56,978.00
34003	GoVA	67,944.67
34100	VDRPT-RideShare	112,629.65
36002	floodplains workshop	560.37
37000	Local Allocations	103,380.00
38000	HMIS User Fee	-6,238.85
38016	Legislative Liaison pass thru	-319.60
38018	AdVANtage Insurance	24,927.29
Total Projects		\$445,160.59

Net Difference to be Reconciled

\$0.00

Balance Sheet

George Washington Regional Commission

Period From : 07/01/17 to 03/31/18

Run Date: 4/12/18
Run Time: 10:02:13 am
Page 2 of 2

Total Adjustment	<u>\$0.00</u>
Unreconciled Balance	<u>\$0.00</u>

Reconciling Items

(1) Paid Salaries are	637,440.19	
Timesheets show	637,440.20	
Difference		0.01
(2) Leave accrued this year	0.00	
(3) Fringe Pool is	207,921.89	
Fringe allocated	207,921.89	
Difference		0.00
(4) Indirect Pool is	364,325.35	
Indirect Allocated	364,325.34	
Difference		-0.01
Total adjustments	<u>\$0.00</u>	

Agencywide Line Item Revenues and Expenditures

George Washington Regional Commission

Run Date: 04/12/2018
Run Time: 10:03:55 am
Page 1 of 1

Period: 07/01/2017 to 03/31/2018

Without Indirect Detail

Code & Description		Budget	Current	YTD	Un/Ovr	% Bud
Revenues						
45100	REV-Federal Contracts/Fees	2,125,304.00	290,810.04	1,449,181.30	676,122.70	68.19%
45200	REV-State Contracts/Fees	673,649.00	33,368.08	520,143.46	153,505.54	77.21%
45202	State Technical Assistant	75,971.00	0.00	0.00	75,971.00	0.00%
45300	REV-Local Government Contract	225,499.00	6,525.00	248,449.00	-22,950.00	110.18%
45400	REV-Miscellaneous Revenue	0.00	0.00	7,675.00	-7,675.00	0.00%
45700	REV-Other Income	7,983.00	0.00	4,740.00	3,243.00	59.38%
47600	pass thru AdVANtage	0.00	2,993.97	311,251.58	-311,251.58	0.00%
	Revenues	3,108,406.00	333,697.09	2,541,440.34	566,965.66	81.76%
Expenses						
50000	Salaries	660,247.00	74,673.19	490,811.65	169,435.35	74.34%
50500	Fringe Benefits	243,023.00	18,806.03	151,639.86	91,383.14	62.40%
59700	Indirect Costs	489,993.00	50,136.91	364,325.34	125,667.66	74.35%
67560	Consulting Services	984,678.00	93,013.27	719,842.92	264,835.08	73.10%
81100	Supplies Expense	39,250.00	68.36	663.04	38,586.96	1.69%
81600	Equipment, Rental, & Maintenance	0.00	100.00	3,009.20	-3,009.20	0.00%
81620	Equipment Purchase	15,000.00	0.00	0.00	15,000.00	0.00%
81750	Public Relations	0.00	2,043.17	6,002.02	-6,002.02	0.00%
81751	Van Pool Assistance	15,000.00	300.00	1,200.00	13,800.00	8.00%
81752	Leased Spaces	33,850.00	2,860.00	25,350.00	8,500.00	74.89%
81760	RideShare Van Subsidies/GRH	0.00	300.00	2,850.00	-2,850.00	0.00%
81770	Marketing/Educationhj	160,355.00	23,224.46	137,637.52	22,717.48	85.83%
83000	Travel/Training	4,000.00	0.00	3,995.17	4.83	99.88%
83100	Travel	20,112.00	541.95	4,434.12	15,677.88	22.05%
83200	Conference, Convention, & Meetin	34,983.00	1,264.63	10,863.27	24,119.73	31.05%
85000	Miscellaneous Expense	96,782.00	0.00	40.00	96,742.00	0.04%
85300	Membership Dues-Organization	0.00	120.00	2,120.43	-2,120.43	0.00%
93010	Legislative Liaison Income	0.00	0.00	-37,250.00	37,250.00	0.00%
93020	Legislative Consultant Expenses	0.00	3,412.50	35,113.35	-35,113.35	0.00%
95000	RRBC Expenses	0.00	0.00	-1,218.75	1,218.75	0.00%
97000	AdVANtage	0.00	28,094.71	349,004.34	-349,004.34	0.00%
	Expenses	2,797,273.00	298,959.18	2,270,433.48	526,839.52	81.17%
	Agency Balance	311,133.00	34,737.91	271,006.86		



11a.) 2019 Preliminary Budget

**GEORGE
WASHINGTON**

REGIONAL COMMISSION

2019

PRELIMINARY

ANNUAL

BUDGET

APRIL 16, 2017

GEORGE WASHINGTON REGIONAL COMMISSION
2018/2019 ANNUAL BUDGET HIGHLIGHTS

- The total budget of \$2,447,079 represents a \$661,327 decrease from the previous fiscal year.
- Total Local Governmental contributions are budgeted at \$227,108 based on a per capita request of \$0.6433. In addition, a request of \$20,000 was made to local jurisdictions for the funding of the Regional Emergency Planning Committee (REPC).
- Total Discretionary/Local Contributions equals \$323,079. After satisfying local match requirements and program support, the agency will realize a surplus of \$95,012.
- Staffing levels will be set at 12 full time employees and 3-part time employees. This is an additional 2 part-time employees. Considerations have been made for a 2% cost of living increase for employees.
- GwRide Connect will realize a budget decrease of \$85,171. This decrease is a result of the CMAQ allocation.
- FAMPO funding will decrease by \$452,932. It is anticipated that \$171,000 can be carried over to FY 2020. The decrease is primarily the result of additional RSTP Funding.
- Planning Services revenue will decrease by \$136,037 This decrease is primarily due to completion of the Regional Hazard Mitigation Update and completion of the Start-Up phase for the Go Virginia Program within the region.
- Fringe Benefits will increase by approximately \$29,270 for the coming year This is due to a modest increase in health insurance premiums. GWRC currently participates in the Stafford County Health Insurance Plan. The overall Fringe Benefit rate is increasing by 4.3%.
- Indirect Cost will decrease by approximately \$3,114 for Fiscal Year 2018 The Indirect Cost rate is decreasing by 2.16%.

GEORGE WASHINGTON REGIONAL COMMISSION
 2019 BUDGET
 DEPARTMENTAL FORECAST

	<u>GWRIDE CONNECT</u>	<u>FAMPO</u>	<u>PLANNING SERVICES</u>	<u>UNALLOCATED</u>	<u>TOTAL</u>
REVENUES					
Federal	\$ 125,000	\$ 1,196,811	\$ 121,114		\$ 1,444,925
State	396,817	60,302	152,000		609,119
Local Dues	\$ 247,108	99,204	74,802	19,041	247,108
State Technical Assistance	\$ 75,971			75,971	75,971
Other Revenue		62,500	7,456		69,956
Total Revenue	\$ 621,021	\$ 1,396,415	\$ 334,631	\$ 95,012	\$ 2,447,079
EXPENDITURES					
<u>Personnel Expenditures</u>					
SALARY	\$ 225,354	\$ 329,934	\$ 107,059		\$ 662,347
FRINGE	41.11% 92,844	135,637	44,012		\$ 272,293
INDIRECT	52.09% 165,653	242,528	78,697		\$ 486,879
Personnel Expenses	\$ 483,851	\$ 708,099	\$ 229,769		\$ 1,421,518
<u>Other Expenditures</u>					
Consulting	\$ -	435,000	57,250		\$ 492,250
Marketing/Education	85,400				\$ 85,400
Subsidies					\$ -
Travel		11,000	4,000		\$ 15,000
GRH Local					\$ -
Van Start					\$ -
Van Start/Save					\$ -
Leased Spaces					\$ -
Training		2,000	1,000		\$ 3,000
Equipment	6,550	25,900	17,983		\$ 50,433
Supplies	5,500	22,500	19,450		\$ 47,450
Other	7,000	20,500			\$ 27,500
HMIS System					\$ -
Pass-Thru					\$ -
Total Other Exp.	\$ 104,450	\$ 516,900	\$ 99,683		\$ 721,033
Total Expenditures	\$ 688,101	\$ 1,224,999	\$ 329,452	\$ -	\$ 2,142,551
Surplus/(Deficit)	\$ 32,920	\$ 171,416	\$ 5,179	\$ 95,012	\$ 304,528

DISCRETIONARY/LOCAL SOURCES

Dues	\$ 247,108
Reduction by Local Governments	-
State DHCD	75,971
Total	\$ 323,079
<u>Uses</u>	
GWRide Connect	\$ 99,204
FAMPO	\$ 74,802
Planning	\$ 54,061
Total Used	\$ 228,067
REMAINING	\$ 95,012

GWRC
 Indirect Cost Allocation-Provisional
 FY 2019

4/11/2018

	<u>Salaries</u>	<u>Indirect</u>	<u>g&a</u>	<u>Total</u>	
Total Salaries	\$ 845,947			\$ 845,947	\$ 845,947
Total fringe benefits				\$ 347,772	\$ 347,772

Fringe Benefits

Rate				41.11%
Fringe	\$ 347,772	\$ -		\$ 347,772

Indirect Costs

Indirect Salaries	\$ 183,600
Fringe on ID Sal	\$ 75,479
Indirect Costs	\$ 227,800
Fringe on indirect	\$ -
Total indirect	\$ 486,879
Indirect Base	\$ 934,640
Rate	52.09%

GWRC
Fringe Benefit Pool
FY19

I. Schedule of Benefits

B. Social Security	\$	52,449
C. Medicare	\$	12,266
D. Unemployment Ins	\$	-
E. Workers Comp	\$	1,200
F. Retirement	\$	82,857
H. Health Insurance	\$	186,000
I. Life & Disability Ins	\$	13,000
Total Value of Benefits	\$	347,772

GEORGE WASHINGTON REGIONAL COMMISSION

Indirect Expenses

Provisional

FY 2019 - Provisional

Space and Equipment

Occupancy	\$ 97,000	
Telephone	\$ 9,000	
Equipment Rental/RepairsMaint	\$ 38,000	
Furn/Fixture Replacement	\$ 15,000	
Equipment Purchase	\$ 2,000	
Total Value Equipment and Space		\$ 161,000

Operations

Supplies	\$ 11,000	
Postage	\$ 6,000	
Subscriptions/Publications	\$ 300	
Local Government Management	\$ 1,000	
Professional Fees	\$ 23,000	
Membership	\$ 8,000	
Travel	\$ 11,000	
Insurance	\$ 2,500	
Interest	\$ 2,000	
Public Relations	\$ 1,000	
Consultant	\$ 1,000	
Total Value of Operations		\$ 66,800

Total Indirect Cost **\$ 227,800**



11b.) Vanpool Alliance Revenue Discussion



VANPOOL SECTION 5307 PROGRAM

PRELIMINARY RECOMMENDATIONS

FY 2020

APRIL, 2018

Introduction

Vanpool Section 5307 Funds

- In 2013, GWRC, PTRC, and NVTC entered a Memorandum of Understanding (MOU) to form the Vanpool Alliance, to generate Section 5307 funds from the Federal Transit Administration (FTA) by reporting vanpool data to FTA.
- The Alliance Program now generates between \$5-6 million annually in Section 5307 funds.
- GWRC receives about \$1.25 million in these funds. Funds do not require a local match and can only be drawn down from FTA by PRTC on GWRC's behalf.
- Section 5307 funds may be used for multi-modal planning, transit capital improvements and transit preventive maintenance.

Introduction

5307 Funds

- This presentation will show the regulatory guidance, observations and recommendations on how these new funds from Section 5307 may be used going forward.



Ineligible Uses of Funds

How Funds Can Not Be Used

General Operations Expenses of Transit Systems

Highways, intersections, bike paths, park and ride lots, and sidewalks

EXCEPTION: Projects specifically shown to benefit a public transit system

Administration of GWRideConnect
Transportation Demand Management
Program



Beat the I-95 Construction ★ Save Time and Money
★ Vanpool to Washington, DC or NoVa in HOV Lanes

Free Ride Matching Service

www.GWRideConnect.org ★ 540.373.POOL (7665)



Eligible Uses of Funds

How Funds Can Be Used

Direct Transit Capital Improvements

- Purchase of expansion/replacement buses, passenger rail rolling stock and other improvements
- Bicycle, pedestrian, & highway facilities that benefit a transit service

Preventative Maintenance

- All maintenance costs undertaken to maximize useful lifespan of transit capital assets

Multi-modal Planning

- As a supplement to PL, Rural, Section 5303 funds, and/or replacement for some RSTP Funds that are used to fund FAMPO's annual UPWP

Observations

5307 Funds

- This funding is a new undertaking for GWRC that involves a new level of regulatory oversight from the FTA, enforced by PRTC.
 - It is prudent and logical to keep this program as simple and straight forward as possible, mainly at the outset.
 - All five local governments are full members of GWRC, so it seems advisable that these funds be used in a way so as to benefit as much of the George Washington Region as possible.
-
- New funds will total \$1.25 million per year, with a “shelf-life” of 5 years before they lapse.

Observations

5307 Funds

- Investing in comparatively large, more complex, and expensive projects would be risky due to lapsing of funds while there are funding sources available for these purposes.
- FREDericksburg Regional Transit has experience with using 5307 funds and has a relationship with PRTC. FRED has many capital needs such as buses for new service, a transfer station, preventative maintenance and more. Any of these funds allocated to FRED will result in a savings to local governments and will reduce local contributions.
- Transit service is extremely expensive for FRED to provide in rural areas. It would appear advisable, then, to find a way to utilize a portion of these funds to supplement existing resources for these purposes.



Observations

5307 Funds

- 5307 funds currently cannot be used to administer GWRideConnect (GWRC), even though GWRC is responsible for forming and maintaining 400 vanpools in the region, that generate the funds.
- It may be in the Region's best interest to pursue a change in FTA ruling so that TDM Programs may use Section 5307 funds to administer their programs.
- Using a portion of the 5307 funds to help FAMPO's UPWP in trade for an equal fund amount to help administer the GWRideConnect Program would help both FAMPO and GWRC.
- FAMPO would gain funding to supplement UPWP and/or free up RSTP funds that are currently financing UPWP in order to help fund highway capital improvements. GWRC will also gain by being able to supplement the highly cost-effective GWRideConnect program.

Recommendations

Staff has four recommendations for the first years of these new funds

- Provide a to be determined amount of funds to FRED for preventive maintenance, buses for new services, shelters and other capital needs, as determined by GWRC. Part of these funds can be used to free up existing local funds and reduce the cost of rural services.
- Pursue a change in FTA policy in order to allow the administration of TDM Programs, like GWRideConnect, to be paid for with Section 5307 funds.
- Revisit the above recommendations after the first year, with the goal of setting a long term allocation policy.
- Beginning in FY2021, provide a negotiated amount of funds to FAMPO for planning, to be swapped for an equal amount of CMAQ funds to help support GWRideConnect.

Discussion and Next Steps

5307 Funds

- GWRC reviews and considers general recommendations
- Staff works with FRED and Healthy Generations Area Agency on Aging (HGAAA) to obtain specific recommended funding levels for preventive maintenance, buses, shelters and other capital improvements and reports back to GWRC
- GWRC reviews and considers specific recommendations
- Staff works with PRTC to develop an MOU for expenditure of funds
- GWRC adopts MOU
- PRTC draws down new Section 5307 funds for expenditure by GWRC and FRED

Schedule

5307 Funds

- **April:** Current GWRC discussion
- **May:** Follow-up GWRC discussion; staff works with FRED, HGAAA, and other agencies as directed
- **June:** Staff presents specific recommendations for consideration
- **August:** GWRC considers specific recommendations; staff presents draft MOU with PRTC for consideration by GWRC
- **September:** GWRC considers/executes MOU; staff develops detailed list of projects for PRTC submittal to FTA
- **February 2019:** GWRC considers detailed list of projects; staff provides list to PRTC
- **Fall 2019:** PRTC draws down funds for FY20 project funding

VANPOOL SECTION 5307 PROGRAM

RECOMMENDATIONS FOR THE USE OF FUNDS

Introduction: In 2013 GWRC entered into a Memorandum of Understanding (MOU) with the Potomac and Rappahannock Transportation Commission (PRTC) and the Northern Virginia Transportation Commission (NVTC) to form the Vanpool Alliance, an organization dedicated to reporting the passenger and mileage data from Regional vanpools to the National Transit Data Base (NTD), thereby providing a new revenue stream of Section 5307 funds from the Federal Transit Administration (FTA) to the three Alliance members.

The Alliance program is generating between \$5 and \$6 million annually, of which GWRC will receive a little less than 25% in any given year, or about \$1.25 million per year. These funds do not require a match. The funds are apportioned annually and must be obligated to a project within five years. In FTA accounting the funds are “first in, first out,” meaning that the oldest funds are always obligated first.

Because of the unique nature of the Vanpool Alliance and how these funds are derived, the funds are subject to the rules and procedures governing the Washington Metropolitan Area Transportation Authority’s (WMATA) use of Section 5307 funds. To actually draw the funds down for use in specific projects, PRTC will act as the grantee, while GWRC and/or FRED (or potentially other entities) may act as sub-grantees. In essence, for the purpose of these funds, GWRC and FRED will have much the same relationship with PRTC as they currently have with DRPT.

The purpose of this paper is to provide regulatory guidance, observations and recommendations to the GWRC Board on how these new funds might be used going forward. FTA Circular 9030E, January 16, 2014, is the basis for the regulatory guidance. That Circular is attached to this document.

Regulatory Guidance: 5307 funds are primarily intended as transit capital funds, so it is important to begin by defining what these funds **cannot** be used for, after which a listing of eligible uses is provided, along with clarifications as needed.

Ineligible Uses of the 5307 Funds: First the funds cannot be used for the general operating expenses of transit systems. Again 5307 funds are transit funds, and so may not be used for highway or intersection improvements in general, except as projects are specifically shown to benefit a public transit service. The same rule applies to bike paths, sidewalks and park and ride lots, where the funds cannot be used, unless a specific benefit to a transit service can be shown. Administration of the GWRideConnect Transportation Demand (TDM) Program is also an **ineligible** use of these funds.

Eligible Uses of the 5307 Funds: Broadly speaking these 5307 funds can be used for direct transit capital improvements, such as purchase of expansion or replacement buses, passenger rail rolling stock and improvements, facilities and related equipment and appurtenances. This broad category would include bicycle and pedestrian facilities, or highway facilities, which specifically benefit a transit service. In the case of bike paths, an improvement must be within three miles of a transit service; sidewalks must be

within one-half mile. In the case of park and ride lots, where a commuter bus or VRE service exists, the funds could be used for lot expansion and passenger sheltering, etc.

The funds can also be used for “preventive maintenance,” to maximize the useful life of the transit physical plant. “Preventive maintenance” includes essentially all maintenance costs associated with transit services.

The funds can be used for general planning, as a supplement to PL, Rural and Section 5303 funds, and/or as a replacement for some RSTP funds, currently used to fund FAMPO’s annual Unified Planning Work Program (UPWP). The total UPWP currently runs about \$2 million in a typical year.

Observations: Seven observations are taken from the above, as follows:

First, this is a new undertaking for GWRC, and it involves a new level of regulatory oversight. Therefore it would seem both prudent and logical to keep the program as simple and straight forward as possible, particularly at the outset.

Second, another important point to consider is that the new funds will only amount to \$1.25 million per year, and they have a “shelf-life” of five years before they lapse. Therefore investing in comparatively larger, more complex and more expensive projects, like facilities construction, rail service improvements, bike paths or park and ride lot expansions, would, because of lapsing, appear risky, and, while not always adequate, other funding sources are available for these purposes.

Third, DRPT has a bus replacement program which is to date capable of meeting FRED’s needs and is expected to be sufficient for the foreseeable future. Moreover FRED staff state that their current maintenance facility is adequate for the long term. FRED does however need assistance with buses for service expansions requested by local governments and for shelter development. VRE and VDOT may also require assistance with passenger shelters at park and ride lots. Therefore setting aside some funds for these purposes may be advisable.

Fourth, as shown above, these 5307 funds cannot be used to administer GWRideConnect, even though GWRideConnect is responsible for forming and maintaining the nearly 400 vanpools in the Region, and these very vanpools generate these new 5307 funds. It seems advisable that a method be identified to leverage a portion of these 5307 funds, such that they can be put to use in an eligible activity and swapped for other funds like CMAQ which can be used to supplement GWRideConnect’s modest budget. This could be done by using a portion of these 5307 funds to help fund FAMPO’s UPWP, and to trade for a like amount of funds which can be used to help administer the GWRideConnect program. FAMPO will gain funding to supplement its UPWP, and/or to free up other funds currently financing the UPWP in order to help fund capital improvements. GWRC will gain by being able to supplement the highly cost-effective GWRideConnect program.

Fifth, it is well known that transit services for the aged, the disabled and the transit dependent are severely oversubscribed in the Region, and these services are very expensive for FRED to provide in rural

areas of the Region. It would appear advisable, then, to find a way to utilize a portion of these funds to supplement existing resources for these purposes.

Sixth, the use of a portion of these 5307 funds to charge to “preventive maintenance,” and to therefore help supplement FRED services in rural areas noted above, and/or to reduce local contributions.

Seventh and finally, since all five local governments are full members of GWRC, it seems advisable that these funds should be used in a manner which will have benefits for as much of the George Washington Region as possible.

Recommendations: Staff has four recommendations for the first year use of these new funds as follows:

Recommendation 1: Provide a to-be-determined amount to FRED for preventive maintenance new buses for new services, shelters and other capital needs as determined by GWRC. Part of these funds can be used to free up existing local funds and/or to help support rural services.

Recommendation 2: Pursue a change in FTA policy in order to allow the administration of TDM programs like GWRideConnect to be paid for with Section 5307 funds.

Recommendation 3: Revisit the above allocation recommendations after the first year, with the goal of setting longer term allocation policy.

Recommendation 4: Beginning in 2021, provide a negotiated amount to FAMPO for planning, to be swapped for an equal amount of CMAQ to help support GWRideconnect.

Parking lot at FRED Central	Acquisition of land and construction of parking lot at FRED Central; potential development of air rights in the future; initial phase project to last 1-2 years; air rights phase TBD	Avoidance of local jurisdiction match; allocation of saved local funding to other projects/services; allocation of saved local funding to other projects/services; potential generation of revenue due to sale of air rights;	\$ 400,000	\$ 320,000	\$ 20,000	\$ 60,000	
Electronic fareboxes	Acquisition of electronic fareboxes and related software to permit a variety of fare media, fare structures, fare analyses, etc. Entire fleet could be done in a single year or project could be spread over several years.	Avoidance of local jurisdiction match; closer monitoring of fare revenue; inducement to greater ridership;	\$ 450,000	\$ 360,000	\$ -	\$ 90,000	

Potential Annual Draw on Van Pool Program Match	
Expansion Buses @ 1/year	\$ 25,000
Replacement Buses @ 6/year	\$ 75,000
Preventive Maintenance	\$ 125,000
Total	\$ 225,000

Additional Projects for Further Analysis
Conversion of fleet to alternate fuel system, to include construction of alternate fuel storage and pumping station
Contracting out of FRED's lightest density routes, whereby a portion of FRED's contract expenses would be eligible for 80% FTA funding