

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

April 16, 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; Meg Bohmke & Cindy Shelton, **Stafford County**

MEMBERS ABSENT: Billy Withers, City of Fredericksburg & Chris Yakabouski, Spotsylvania County

OTHERS IN ATTENDANCE: David Cooper, Brisben Center; Tim Barody, Fredericksburg City Manager; Robert Courtnage, Fredericksburg Clean & Green; Jennifer Falknor & Denis Paddeu, Healthy Generations Agency on Aging (HGAAA); Jane Yaun, RACSB; & Dave McLaughlin, CTAG-Fredericksburg

STAFF: Tim Ware, GWRC; Paul Agnello, Marti Donley & Nick Quint; FAMPO; Kate Gibson & Sam Shoukas, CoC; & Diana Utz, Lloyd Robinson & 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. Brabo and seconded by Mr. Benton, with all concurring, the agenda for the April 16th meeting was accepted as presented.

APPROVAL OF GWRC MEETING MINUTES (March 19, 2018) - (Action Item)

Upon motion by Ms. Bohmke and seconded by Ms. Brabo, and all others in concurrence, the minutes from the March 19th meeting were approved as submitted.

PUBLIC INVOLVEMENT - None

DRAFT FINANCIAL REPORT

Mr. Ware advised the balance sheet is included in tonight's agenda packet. Mr. Ware relayed as of March 31, 2018, the GWRC total assets are \$705,661.86; total liabilities are \$260,501.27; with a balance of \$445,160.59. Mr. Ware also relayed that in regard to the agency-wide line item revenues and expenditures sheet, GWRC currently has a \$271,006.86 surplus.

EXECUTIVE DIRECTOR'S REPORT

Mr. Ware advised that a Local Emergency Planning Committee (LEPC) was formed two years ago. The committee deals with hazardous waste within the region. Mr. Ware relayed that Mr. Jim Howard was previously on this committee; however, is no longer an elected official and a replacement member needs to be appointed. Mr. Ware advised the meetings occur approximately four times a year; they are held during the day at GWRC; and meetings last approximately two hours. Mr. Ware stated he has asked Mr. Benton to consider serving in this capacity.

Upon motion by Ms. Brabo and seconded by Ms. Bohmke, with all concurring, Mr. Benton was appointed to serve on the LEPC replacing Mr. Jim Howard.

Mr. Ware advised that GWRC is currently looking to hire three new employees as three staff members will be retiring effective June 30, 2018. Mr. Ware stated the positions that will need to be filled include the following: Executive Director, Finance Director, & Public Participation Coordinator/Title VI Coordinator/Transportation Planner. Mr. Ware advised all three positions have been advertised, applications received, and interviews scheduled over the next several weeks. Mr. Ware advised that it is the commission's desire to have the applicants hired to begin work on June 1st.

Mr. Ware also relayed that effective today, GWRC has a new employee. Mr. Ware stated that Ms. Sam Shoukas who has been working as a Vista employee over the last year has now been hired as a CoC Coordinator.

Mr. Ware stated that per follow-up from request from Ms. Brabo at the March meeting in regard to the annual elected official's dinner, both the date and location have now been confirmed. Mr. Ware advised the dinner is going to be held on June 11th at the Meadows Event Park in Caroline County. Mr. Ware stated that invitations would be going out soon but wanted the members to know the date for planning purposes.

Ms. Brabo advised the main focus for the elected official's dinner will be discussion of the Chesapeake Bay Watershed and storm water management concerns and regulations for the region. Ms. Brabo stated she has been appointed by the Governor to serve on this committee at the state level. Ms. Brabo relayed Ms. Ann Jennings, Deputy Secretary of Natural Resources for the Chesapeake Bay, will be the speaker. Ms. Brabo stated that feedback, comments, & concerns from locality representatives are encouraged. Ms. Brabo relayed that each locality needs to discuss this issue with board members, staff & advocates for clear direction on how a locality wants to move forward with the forthcoming Chesapeake Bay rules. Ms. Brabo relayed that if localities do not provide feedback and express specific desires that regulations enforced will then be mandated by the State in establishing EPA targets and guidelines. Ms. Long asked if the dinner was open to everyone, including locality staff members, etc. Ms. Brabo advised the dinner is open to all board members/city council members within the FAMPO region and to delegates and legislators; however, is not open to locality staff members.

REGIONAL COMPOSTING - Ms. Ann Little & Mr. Robert Courtnage

Mr. Kelly advised discussion of regional landfills was discussed several months ago. Mr. Kelly stated that he realizes there is varied support on this item becoming a regional concern as currently King George County has a private vendor; Caroline & Spotsylvania have their own independent waste management facilities; & the City of Fredericksburg/Stafford County share resources and facilities. However, it is staff desire to ensure that landfills become more effective and ultimately have a much longer life span. Mr. Kelly stated this is an item that in future years will result in the region being faced with landfills that are at capacity and have been expanded as much as is possible and a regional cooperative effort may be required.

Mr. Courtnage stated he made a presentation to the Commission several months ago. Mr. Courtnage stated a meeting was held on October 27, 2017 at the University of Mary Washington which was a kick-off meeting with stakeholders, staff, locality representatives, etc. Mr. Courtnage stated the purpose of this meeting was to determine the best path in moving forward; determining pros/cons of the economics involved regionally; etc.

Mr. Courtnage stated another meeting is planned to be held in late summer and at this time he is asking each locality to provide GWRC with names and representatives from each respective locality on who should be invited to attend and participate in these discussions.

Ms. Brabo advised that the Waste Management staff in King George County has advised the Board of Supervisors that they are not interested in pursuing this issue as one of regional participation. However, due to a recent turn of events in regard to plastic bag disposal, this has become a serious need to be addressed and could also impact the region.

Ms. Bohmke asked Mr. Courtnage if the composting concerns are for individual homes or specifically at landfills. Mr. Courtnage stated the program moving forward will address both composting scenarios. Mr. Courtnage advised that educating the public on backyard composting is a component in making the program effective. Ms. Bohmke asked if property owners are already voluntarily composting, what else can be done.

Mr. Kelly stated that again education is part of the process as many landowners who do have adequate acreage are not composting and maybe this is strictly due to the fact that they are unaware. Mr. Kelly also advised Ms. Brabo that even though King George County has indicated they are not interested in discussing this issue that they have in fact had a representative in attendance at the previous meetings.

Mr. Kelly stated that now the City of Fredericksburg/Stafford County are looking at a 5-7 year time frame where landfills may need to be closed and re-opened. Mr. Kelly advised it cost \$1.5 m to close a site & \$2 m to re-open one.

Mr. Kelly advised the first meeting identified what is currently being implemented. The second meeting is to determine what other options exist and can be done long-term. Mr. Kelly asked that Mr. Courtnage and Mr. Ware work on compiling a general agenda outline and to identify a roster list of representatives to be contacted from each locality. Mr. Kelly stated a meeting date of August is planned. Mr. Kelly asked that members provide contacts from each locality to GWRC staff so the general outline & roster list can be reviewed and discussed at the May GWRC meeting.

Mr. Courtnage also advised that the landfill in the Livingston District of Spotsylvania County is ahead of the other localities in that they already have a lot of capacity for composting alternatives. Mr. Courtnage stated possibly this site that is already up and running could become a regional potential site. Mr. Courtnage stated that at the very least, as well as contacting other localities outside of PD16, that contacts can be made asking what has worked; what has not worked; how the process began; etc.

OLD BUSINESS

a.) Unsheltered Homelessness Update – Ms. Kate Gibson

Ms. Gibson advised she was going to give a brief update on the homelessness issue that has been discussed by the Commission over the last year. Ms. Gibson stated that she has met with City Council and Board of Supervisors in all five localities. Ms. Gibson relayed she has met with private partners as well and is still willing to continue this effort if there are other agencies to approach. Ms. Gibson stated the meetings with local staff representatives have been positive and a lot of information was obtained. Ms. Gibson relayed that additional matrix will be compiled and presented regularly to the commission members so they have more data available and updated needs throughout the region.

Ms. Gibson relayed the City of Fredericksburg has adopted its budget and they did include \$50,000 to be awarded to ending the homelessness issue within the city. Ms. Gibson advised that staff has also received notice of \$10,000 to be awarded from Mary Washington Hospital. To date, Ms. Gibson stated GWRC has not heard back from the counties of Caroline, King George, Spotsylvania or Stafford.

Mr. Benton stated that he was sorry; however, Spotsylvania County has adopted its budget and it did not include any funding to support the homelessness initiatives. Ms. Brabo relayed King George County has adopted its budget as well and did not provide any assistance at this time. Ms. Brabo stated that she felt having more detailed and more frequent matrix data would be beneficial. Both Ms. Long with Caroline County & Ms. Bohmke with Stafford County stated the budgets have not been finalized to date; however, both have a request for funding considerations to be included during the budget review processes.

Ms. Gibson stated she appreciated the issue being brought up for discussion and at this time, the CoC will be focusing on smaller projects that can be accommodated with the \$60,000 that has been designated.

b.) Other Old Business (if any) - None

NEW BUSINESS

a.) 2019 Preliminary Budget – Mr. Tim Ware

Mr. Ware advised the FY2019 preliminary annual budget is provided in tonight's agenda packet for member review. Mr. Ware relayed a request for it to be adopted will be an agenda item for the upcoming May 21st meeting.

Mr. Ware stated the highlights of the FY2019 budget are as follows:

Total budget requested = \$2,447,079 and represents a decrease in \$661,327 from FY2018

Total local government contributions are budgeted at \$227,108 and are based on a \$0.6433 per capita rate. Also 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 and after the local match requirements are satisfied, the agency will realize a surplus of \$95,012

Total staff levels will be set at 12 full-time employees and 3 part-time employees (2 of which will be new positions) with a 2% cost of living increase designated for all employees

GWRideConnect will realize a budget decrease of \$85,171 as a result of a decrease in the annual CMAQ allocations

FAMPO funding will decrease by \$452,932, with \$171,000 that can be carried over to FY2020 and the decrease is primarily the decrease in annual funding from RSTP allocations

Planning services revenues will decrease by \$136,037 as a result of the completion of the Regional Hazard Mitigation update and the completion of the start-up phase of the Go Virginia program

Fringe benefits will increase by approximately \$29,270 which are due to slight increases in health insurance premiums from Stafford County and the overall fringe benefit rate is increasing by 4.3% (Mr. Ware advised that GWRC staff are members of Stafford County's Health program and appreciates Stafford County for affording employees this option)

Indirect cost to decrease by approximately \$3,114 for FY2018 with an overall indirect cost rate being decreased to 2.16% (Indirect cost are for all funds not allocated to specific programs – i.e. FAMPO, CoC, etc. & this figure could change because salaries of Finance Director & Executive Director are unknown at this time)

Mr. Kelly stated that at a previous meeting discussion occurred on the Commission designating a regional funding allocation source that could be utilized for new projects. Mr. Kelly stated this item would be on the May agenda for further discussion.

b.) Vanpool Alliance Revenue Discussion – Ms. Diana Utz

Ms. Utz advised that in 2013, GWRC, PRTC & NVTC entered into a MOU to form the Vanpool Alliance program that would generate 5307 funds from FTA by reporting vanpool data to NTD. Ms. Utz relayed this program now generates between \$5-6 m annually and GWRC receives about \$1.25 m from the funds that have a shelf-life of five years before they would lapse. Ms. Utz stated the funds do not require a local match but can only be drawn down from FTA by PRTC on GWRC's behalf. The 5307 funds can be used for multi-modal planning, transit capital improvements and transit preventive maintenance.

Mr. Benton asked if the funds can be used to provide studies for new or improved FRED routes within the region. Mr. Robinson yes they can as long as the study is administered by either FAMPO or FRED.

Ms. Utz relayed ineligible uses of the funding are as follows:

General operational expenses of the transit systems

Highway, intersection, bike paths, park & ride lot or sidewalk projects (exceptions are if a project specifically

is demonstrated to benefit a public transit system)
Administration of the GWRideConnect TDM program

Ms. Utz advised that the 5307 funding cannot be used to administer the GWRideConnect program, even though they are responsible for forming and maintaining over 400 vanpools within the region that generates the funding. Ms. Utz stated this may be a point for the region to consider pursuing in regard to requesting a change in this FTA ruling to enable the TDM programs to utilize Section 5307 funding for the administration of its program.

Ms. Utz relayed a portion of the 5307 funding could be used for allocation to FAMPO's UPWP in trade for an equal fund amount to help administer the GWRideConnect program which would be a benefit to both organizations. FAMPO would gain additional funding to supplement the UPWP requirements and/or free up some RSTP funding that is currently being financed by the UPWP. This will help to fund highway capital improvement projects and GWRC would gain by being able to supplement running a highly & cost-effective GWRideConnect program.

Ms. Utz relayed that no vote or action is being requested from the Commission at tonight's meeting; however, feedback and comments are needed. Ms. Utz stated staff has four recommendations for consideration for the first years of implementing the new funds and these are as follows:

Provide a determined amount of funds to FRED to be used for preventive maintenance, buses for new service, bus shelters, or other capital needs determined by GWRC – Ms. Utz stated a portion of these funds could be used to free up existing local funds that would reduce the cost of services to the rural areas

Pursue a change in FTA policy that would allow the funding to be used for the administration of TDM programs such as GWRideConnect

Revisit the above recommendation after the first year of funding implementation with a goal of setting a long-term allocation policy

In FY2021, to provide a negotiated amount of funding to be allocated to FAMPO for planning that would be swapped for an equal amount of CMAQ funding that would help support the GWRideConnect program

Ms. Utz stated the next steps are to obtain feedback from GWRC; to have GWRC review and consider general recommendations; to have staff work with FRED and HGAAA to obtain specific funding levels for preventive maintenance, buses, etc. with this being reported to GWRC; staff will work with PRTC to develop an MOU for an expenditure of funds; GWRC adopts the MOU; & PRTC draws down new Section 5307 funds for expenditure by GWRC and FRED.

Ms. Brabo advised that King George County pulled out of providing FRED service to the county because staff had met with FRED with requests to alter existing routes and FRED refused to comply with the county's needs.

Ms. Long stated Caroline County is considering whether they will be pulling out of funding existing services to their county as well. Ms. Long stated the county is aware that options need to be available for citizens without regular transportation, even if it is still a small minority of the county's population; however, are looking at other options of providing service with private service operators – i.e. hiring drivers that would transport citizens via a single occupancy vehicle instead of paying to run a bus.

Mr. Black stated that FRED came before the Caroline Board of Supervisors and instead of altering rates/routes for the small number of citizens who utilize FRED that FRED's prices actually increased.

Mr. Robinson advised that staff has met consistently with FRED and expressed concerns and needs in regard to services in the rural areas. Mr. Robinson stated that FRED has expressed an interest in services continuing and/or re-initiating to the rural areas and he believes they now are approaching solutions with more flexibility than was previously in place.

Ms. Utz advised the schedule moving forward is as follows:

April – GWRC discussion at April GWRC meeting

May – follow-up with GWRC discussion with staff working 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 endorsement by GWRC

September – GWRC considers/executes MOU and staff develops detailed list of projects for submittal to FTA

February, 2019 – GWRC considers detailed project list

& staff forwards list to PRTC
Fall, 2019 – PRTC draws down accrued funds for FY2020
project funding

c.) Executive Director Search & GWRC Strategic Direction – Mr. Matt Kelly

Mr. Kelly advised the Executive Director search committee has met and interviewed 5 applicants via skype. Mr. Kelly relayed 3 of the 5 of the skype interviews will result in face-to-face interviews on the 2nd & 3rd of May. All search committee members concurred that the meetings have gone well; discussion has been varied with a lot of different topics addressed; etc. Mr. Kelly did state the 3 with face-to-face interviews have been advised of the salary range being considered. Ms. Bohmke asked Mr. Ware to follow-up with a memo to the City Manager and County Administrators to advise the interview dates with the 3 candidates is set and a request that they also plan to attend and participate in this phase of the interview process.

d.) Other new Business (if any) – None

ADJOURN GWRC MEETING – The April 16th GWRC meeting was adjourned at 7:02 p.m.
The next meeting will be held on May 21, 2018.

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

