

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

September 17, 2018  
The Robert C. Gibbons Conference Room  
406 Princess Anne Street, Fredericksburg Virginia

**MEMBERS PRESENT AND VOTING:** **Chair** – Meg Bohmke, **Stafford;** **Caroline County:** Jeff Black & Nancy Long; **Fredericksburg:** Matt Kelly & Billy Withers; **King George County:** Ruby Brabo & John Jenkins; **Spotsylvania County:** Chris Yakabouski; & **Stafford County:** Cindy Shelton

**MEMBERS ABSENT:** Greg Benton, Spotsylvania County

**OTHERS IN ATTENDANCE:** Eldon James, Legislative Liaison; Bryan Bullock, Marcie Parker & Michelle Shropshire, VDOT; Tim Barody, City of Fredericksburg; & Eric Gregory, Hefty, Wiley & Gore, PC

**STAFF:** Linda Millsaps, Michele Dooling & Kate Gibson GWRC; Paul Agnello, Nick Quint, Briana Hairfield, Kari Barber, John Bentley & Colin Cate, FAMPO; Sam Shoukas, CoC; & Diana Utz & Leigh Anderson, GWRideConnect

**CALL TO ORDER:** Ms. Bohmke called the meeting to order at 6:02 p.m. with a quorum present; which was followed by the Pledge of Allegiance.

**APPROVAL OF GWRC MEETING AGENDA:** Upon motion made by Mr. Kelly and seconded by Ms. Brabo, with all concurring, the agenda for the September 17th meeting was accepted as presented.

**APPROVAL OF GWRC MEETING MINUTES (August 20, 2018) - (Action Item)**

Upon motion by Mr. Kelly and seconded by Ms. Long, with Ms. Brabo & Mr. Yakabouski abstaining and all others concurring, the minutes from the August 20th meeting were approved as revised per request from Chair, Ms. Bohmke to include additional information under the Closed Meeting session category.

**PUBLIC INVOLVEMENT** - None

**DRAFT FINANCIAL REPORT**

Ms. Dooling advised the balance sheet and expenditure report is included in tonight's agenda packet. Ms. Dooling stated we are currently in the second month of the new fiscal year and also included in tonight's agenda packet is a Cash Flow report. Ms. Dooling relayed she is closely monitoring the incoming and outgoing cash flow to ensure payments are being made on time.

Ms. Bohmke stated she had the following question. In regard to local contract fees, which she assumes are the local fees each jurisdiction pays to GWRC, (Ms. Dooling concurred this is correct); Ms. Bohmke stated it shows we are at 73% of the budget but we are only in the first fiscal month of the new year so how is the percentage already at 73%?

Ms. Dooling stated the figures are somewhat off right now because audits are coming up tomorrow and then June will be closed out after the completion of the audit review. Ms. Millsaps stated that to follow-up on what Ms. Dooling shared, that while we list all bills to jurisdictions as account receivables; we have all but one jurisdiction that pays quarterly. The City of Fredericksburg pays annually upfront and the other four localities pay quarterly so the adjustment Ms. Dooling referenced the numbers will reflect a much lower number for the first part of the new fiscal year.

Ms. Bohmke stated that she was not aware that localities paid quarterly and sometimes in an arrear status. Ms. Bohmke relayed that GWRC cannot take salaries into arrears so she feels this may be a conversation that is needed between locality representatives and the respective county administrators.

Ms. Brabo stated that she too was not aware that King George County, or the other localities as well, paid on a quarterly basis. Ms. Brabo stated that King George County would likely not be in a position to pay its dues upfront annually; however, possibly could make payments twice a year.

Ms. Shelton asked if Stafford County pays on time. Ms. Bohmke stated that as far as she knows they do; however, she also knows that Stafford County does not pay in advance. Ms. Dooling confirmed that the City of Fredericksburg pays upfront in July; Caroline, King George & Stafford counties pay quarterly; & Spotsylvania County pays the last month of each quarter.

Ms. Bohmke stated as the locality payment terms seem to have been unknown to the Commission members that you cannot change something you are not aware of; however, again reiterated this is an issue that needs to be brought before the respective County Administrators.

Ms. Brabo stated that as taxes are collected twice a year in each locality that it should be easy to request the locality reimbursements to GWRC come in twice a year. Ms. Long stated that it would be difficult to request a change in the approved budgets for this year being amended. Ms. Bohmke also advised that we do not know what each locality's tax load issues are and that every jurisdiction could have different cash requirements.

Mr. Withers stated that he concurs that conversations should begin with locality county administrators and if changes can be implemented this year then that's great; however, if they cannot, then a new payment schedule could be implemented to begin next fiscal year.

Ms. Shelton stated on behalf of all the localities, we do not want to put GWRC in a position of not being able to pay staff and if this is because the localities are not paying in a timely manner, then this is the Commission's fault and action needs to be taken to ensure this is no longer an issue.

Ms. Bohmke stated that as chair, she has also looked into bills and disbursements issued from VDOT and these bills/requests do not sit for a long period of time on someone's desk and that bills

received are processed and paid promptly. Ms. Bohmke stated there is a positive working relationship with VDOT and GWRC.

Ms. Millsaps stated that she and Ms. Dooling continue to work on the financial issues and one was presented tonight. Ms. Millsaps stated the Commission's support is appreciated and she and Ms. Dooling will continue to work on improving the submittal/reimbursement process.

Ms. Millsaps stated this is the time of the year where some lapses occur in receiving grant funding reimbursements; however, Ms. Millsaps also relayed that GWRC will be in receipt of \$76,000 from the State over the next several weeks and will also receive the GWRideconnect's quarterly payment within the next six weeks.

Ms. Millsaps advised that at the upcoming October GWRC meeting the following items will be discussed and she is mentioning them tonight to give the Commission members time to ponder them.

Ms. Millsaps stated GWRC has spent a lot of money over the years on GMS which is the grant's management bookkeeping system that GWRC currently utilizes. Ms. Millsaps stated this program required an upfront fee and a \$300.00 monthly licensing fee. Ms. Millsaps stated that Ms. Dooling is comparing Quick Books, etc. to see if applicable software is available at a lesser cost.

## **PRESENTATIONS**

a.) VDOT Presentation – Ms. Marci Parker

### **i. VDOT Cost Estimating Process for Commuter Lots**

Ms. Bohmke advised that the Commission members had questions in regard to recent cost estimates VDOT has provided in constructing a new commuter park & ride lot on the Route 3 east corridor in Stafford County. Ms. Bohmke stated there have been questions in regard to how commuter lot cost estimates are done; etc. Ms. Millsaps stated that when Mr. Ware was here questions had also risen at previous meetings and some had been answered by Ms. Utz; however, felt a more thorough explanation of the process was needed by VDOT experts so Ms. Parker was asked to provide presentation at tonight's meeting.

Ms. Parker advised that the more information you have readily available about a project the more accurate VDOT's cost estimators can come to the project cost. Ms. Parker stated that all project request costs occur in the following phases; Planning/Pre-scoping = +/-40%; Scoping = +/-30%; Preliminary Design = +/-25%; Detailed Design = +/-20%; Final Design/RW Acquisition = +/-15%; Project Advertisement = +/-10%.

Ms. Parker stated VDOT utilizes the following estimating tools:

Statewide planning level cost estimate sheet (planning level tool for Concept projects)

PCES – (Project Cost Estimating System) – (primary tool for Preliminary design cost estimates)

Transport – design and construction estimating tool (based on State-wide averages)

Other Techniques (includes cost per lane mile; cost per square foot; & three times pavement)

Ms. Parker advised the statewide planning cost estimate sheet includes a spread sheet of menu options with estimate cost ranges and include the following projects:

Roadway projects cost per mile for an urban typical or a rural typical project (cost per mile includes signals, turn lanes, sidewalks, drainage, etc.)

Bridge projects (cost per square foot)

Commuter Parking Lot projects (cost per space)

Shared Use Paths (cost per mile)

Noise Wall (cost per square foot)

Grade Separation Interchanges (cost per each separation)

Design & Contingency costs (included in the unit estimates)

Right-of-Way & Utility costs (added as percentage of the project)

Ms. Parker advised that % ranges from 25% (rural areas) to 125% (central business district) costs are added at the end of each project. Ms. Parker stated that the statewide cost planning estimate sheets also include a 3.0% annual inflation rate until the year the project is to be completed. Ms. Parker stated the costs also include 25% for PE and Construction Contingencies calculated at cost per mile and that include a low cost estimate and a high cost estimate for each project. Ms. Parker stated there are 2 low/high classifications with the first being applicable to all regions state-wide with the exception of Northern Virginia & Hampton Roads which have cost estimates applicable from the second cost tier noted in tonight's handout.

Ms. Parker stated that current cost estimates for construction of a park & ride lot includes the cost per standard parking space from \$8,600 to \$11,000. PE, Construction, & Contingencies are included in the initial cost estimate; however does not include cost for land acquisition, utilities, or road-way improvements.

Ms. Parker relayed that VDOT utilizes the statewide planning cost sheet for commuter parking lot planning cost estimates that includes the following:

Parking Lot = # of spaces X unit cost per space

Roadway Improvements = length X cost per mile or

Turn Lanes = # of turn lanes X cost per turn lane

Shared Use Path = length X cost per mile

Ms. Parker advised that the total planning cost estimate for FY2018 calculations parking lot + roadway improvements (or turn lanes) + shared use path + RW/Utilities % - for example, if GWRC would like to build a 300-space commuter lot on Route 3 in Stafford County a few miles east of the city line, the property being considered has an existing crossover at the property with a substandard left turn lane and no right turn lane. There is no traffic signal required based on the recent traffic count data from VDOT. There is a neighborhood shared use path about 1/2 mile away that would be connected to the new parking lot. The cost estimate calculations for this project are as follows:

Parking Lot – 300 spaces X \$11,000 (per space) (& using highest tier cost estimate) = \$3,300,000

Turn Lanes – assuming a right turn lane & a left turn lane on a 4-lane divided road at an existing crossover = \$500,000

Shared Use Path (1/2 mile of shared usage) = 0.5 miles X \$1,800,000 per mile = \$900,000

Right-of-Way & Utilities = assumption of low density residential area = 65% includes the 3 cost estimates listed above = \$3,055,000

Total Planning Cost Estimate = Sum of all listed above = \$7,755,000 m at 2018 pricing

The question was asked how often the planning cost estimates are updated. Ms. Shropshire stated the planning cost estimates currently utilized by VDOT were updated in 2015.

Ms. Parker stated that before the PCES can be completed would require more project specifics and specific key information is needed such as: traffic counts; length of project, number of lanes, lane width, turn lanes, curb/gutter/shoulder needs, pedestrian/bicycle facilities, bridges/drainage structures/storm water facilities; traffic signals/sign structures/lighting; right-of-way impacts/utility impacts; & comments/documenting scoping details and assumptions.

Ms. Shelton stated if GWRC was already paying \$15,000 annually to lease parking spaces then why don't we just continue to lease rather than build a new facility. Mr. Agnello stated that funding is allocated for leased parking spaces; however, this allocation is only approved and funded for a short-term basis and is not funded indefinitely. Funding is designated for a specified period of time until the leased spaces are replaced with a permanent facility.

ii. **VDOT Hackathon**

Ms. Parker advised that VDOT will present its next installment of the SmarterRoads Hackathon and Idea Jam series on September 28-29 and will be held at Germanna Community college Fredericksburg Center for Advanced Technology at 1325 Central Park Boulevard in Fredericksburg. Ms. Parker stated this is the 4<sup>th</sup> hackathon conducted across the State. Ms. Parker stated the purpose of the hackathon is to have a diverse group of developers, planners, futurists, big data lovers and problem solvers to help address the greatest transportation needs in Virginia through the use of open data sets that includes VDOT's SmarterRoads data portal. Ms. Parker stated all were invited to participate and respective expertise in a specific area is the key for the hackathon being successful. Ms. Parker stated additional information and registration information is included in today's agenda packet.

b.) AdVANtage Vanpool Self-Insurance Program – Ms. Leigh Anderson

Ms. Millsaps advised that Ms. Utz has provided numbers for rideshare clients entered into the program for the last fiscal year. Ms. Millsaps stated 1,073 new rideshare clients have been entered into the rideshare data base. Match assists to previous/existing rideshare clients is 13,000 contacts and social media impressions are approximately 12,000 which goes into the marketing expense category.

Due to the lateness of tonight's meeting with other presentations still pending, Ms. Bohmke asked if the AdVANtage Vanpool Self-Insurance Program presentation could be deferred to the October meeting. This request was accepted.

## **OLD BUSINESS**

a.) Legislative Committee & Goals – Mr. Matt Kelly & Mr. Eldon James

Mr. James advised the draft legislative goals for consideration by the General Assembly's process began in June/July. Mr. James stated the first contact was made for item input to the local administrators. Mr. James stated follow-up has also occurred with discussion with staff members via emails, phone calls, presentations being made regionally at meetings such as at tonight's GWRC meeting. Mr. James stated input is still being received and if any additional items/concerns have arisen to please ensure the information is relayed to him.

i. **Draft Legislative Goals for Consideration**

Mr. James advised to date the following legislative agenda items have been requested, either by the FAMPO region and/or other localities across the State, for General Assembly discussion and action. Mr. James advised the number one agenda item state-wide is broadband.

Mr. James advised that within the GWRC region, 4 of the 5 jurisdictions do not have adequate broadband availability. The region has approximately 20,000 citizens who have no access to broadband. The lack of broadband and high-speed internet capability continues to hamper the

region's economic prosperity, its agricultural productivity and the ability to create higher-paying job opportunities.

Ms. Brabo stated that regional impacts, educational impacts, and transportation impacts are issues that should be items that are stressed as high priority items that need to continue moving forward.

Mr. James stated the other agenda items expressed to date from the region in moving forward are the following items:

Children's Service Act

Proffers & Impact Fees

Smart Scale

Taxing Authority

Mr. Kelly stated the Children's Service Act will have limited impacts directly to the region as, if approved, these will be mandated to the region from the State. Mr. Kelly also asked if the proffers & impact fee issue needs to be more specific in the region's requests rather than generic. Mr. Kelly stated the Smart Scale changes recommended have been supported regionally from FAMPO and agrees this is an item that needs to repeatedly be brought up for discussion. Mr. Kelly stated that in regard to the taxing authority, this is an issue that is applicable to our 4 counties; however, does not apply to the City of Fredericksburg. Mr. Kelly recommended consideration of separating the agenda items rather than submitting them as a package deal request.

Ms. Bohmke stated the Legislative Committee is scheduled to meet again prior to the next GWRC meeting so the comments received today from Ms. Brabo & Mr. Kelly would be included for General Assembly considerations. Ms. Bohmke asked if there are additional comments/questions, etc. from Commission members to please forward these items to 1 of the designated Legislative Committee members or to Ms. Millsaps at GWRC.

b.) Executive Director's Report – Dr. Linda Millsaps

i. **Strategic Plan Update & Information**

Ms. Millsaps advised that the Commission has authorized her to move forward in looking to compile strategic planning efforts with both staff and the Commission. Ms. Millsaps stated she has spoken to 2 different consultants and received a vast difference in cost estimates. The first estimate was \$6,000 to \$8,000 & the second estimate was \$50,000. Ms. Millsaps stated she is pursuing a 3<sup>rd</sup> and more creative option in sharing these expenses with other PDC's and she is also making contact with a personal friend from North Carolina to get a price cost estimate from that source as well. Ms. Millsaps advised she will be sending out meeting data availability for the Commission members

to meet for the better part of a day for further discussion on how to move forward with the strategic planning efforts.

ii. **Economic Development Plan**

Ms. Millsaps relayed that a revised budget request may also be coming before the Commission at the October meeting. Ms. Millsaps stated she has spent some time with Ms. Gibson on the GO Virginia funding sources. As GWRC is the sponsoring support agency for GO Virginia, we have access to utilize more of the GO Virginia funding allocations for staff support than has been utilized in the past. Ms. Millsaps stated that Mr. Ware's leadership role in this program was conservative and had previously not utilized additional funding for staff support. Ms. Millsaps stated the reason for this was that at the time there was uncertainty as to whether the GO Virginia program would be one of consistency and continuance. Ms. Millsaps stated she is now glad to report that it does appear that GO Virginia is here to stay. Ms. Millsaps advised a proposal will be forthcoming to the Commission requesting approval to utilize more funding being allocated for staff support as well as additional funding opportunities for future economic development plans.

iii. **Reports, Grants & Other Activities of GWRC Staff**

Ms. Millsaps advised that currently there is no new information or topics on reporting, grants, etc. and the Commission will be kept apprised as new items arise.

c.) FAMPO Update – Mr. Paul Agnello

Mr. Agnello advised there is an on-line update on major transportation news for the month of September with further discussion to be held at tonight's FAMPO meeting. Mr. Agnello stated that highlights and updates on all major VDOT projects such as the Rappahannock River Crossing project, the Harry Nice Memorial Bridge, etc. are now available on-line. This link provides updates, schedules, project completion dates, etc. Mr. Agnello stated that due to VDOT/FAMPO coordination efforts, over the next 4-5 years, the region will have a number of projects being delivered so information and updates can be checked regularly.

d.) Other Old Business - None

**NEW BUSINESS** - None

b.) Other New Business

Ms. Brabo advised that the US Coast Guard has voted to not approve the lowering of the height requirements for the Harry Nice Bridge project so the design will now be a new design that provides for the same height restrictions that currently exist. Ms. Brabo stated a meeting will be held at Dahlgren on November 6<sup>th</sup> in the a.m. for discussion of the new bridge design.

Ms. Millsaps stated also that Mr. Agnello has made a request for moving an existing part-time employee to a potential full-time position with benefits. Ms. Millsaps stated that without a change in the existing approved budget, this request would exceed what is currently allocated for FAMPO staff and benefits. Ms. Millsaps relayed that Mr. Agnello has shared that he believes he has access to

additional funding which will be part of his presentation later tonight at the FAMPO meeting. Ms. Millsaps stated that ultimately all 3 multiple budgets would need to come back to GWRC for endorsement.

## **ADJOURN**

The September 17<sup>th</sup> GWRC meeting adjourned at 7:21 p.m.

Respectfully Submitted, Linda Millsaps, Executive Director  
(Draft Minutes prepared by JoAnna Roberson)