GEORGE WASHINGTON
REGIONAL COMMISSION

**MEETING OF THE GEORGE WASHINGTON REGIONAL COMMISSION**
January 22, 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 November 20, 2017 (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. **Old Business**
   a.) Legislative Committee Appointments – Mr. Tim Ware
10. **New Business**
    a.) Solid Waste Forum – Ms. Anne Little and Mr. Robert Courtnage

    b.) Rappahannock Health Community Advisory Council Update – Ms. Donna Krauss

    c.) Appointment of Rappahannock Health Community Advisory Council – Mr. Tim Ware **(ACTION ITEM)**

    d.) Approval of GWRC Resolution No. 18-08, Authorizing Execution of Agreement with the Virginia Department of Rail and Public Transportation – Ms. Diana Utz **(ACTION ITEM)**

    e.) Approval of GWRC Resolution No. 18-09, Approving the Amended Slate of Officers to Serve in Fiscal Year 2018 – Mr. Tim Ware **(ACTION ITEM)**

    f.) Appointment to Local Emergency Planning Committee – Mr. Tim Ware **(ACTION ITEM)**

GEORGE WASHINGTON
REGIONAL COMMISSION

**5.) Approval of Minutes of GWRC Meeting of November 20, 2017**

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

November 20, 2017
The Robert C. Gibbons Conference Room
406 Princess Anne Street, Fredericksburg Virginia

**MEMBERS PRESENT AND VOTING: Chair** – Matt Kelly, Fredericksburg; Tim Barody & Billy Withers, **City of Fredericksburg**; **Caroline County:** Nancy Long; **King George County:** Ruby Brabo & Jim Howard; **Spotsylvania County:** Greg Benton & Paul Trampe; and **Stafford County:** Meg Bohmke & Laura Sellers

**MEMBERS ABSENT:** Jeff Black

**OTHERS IN ATTENDANCE:** Meghann Cotter, Micah; Randy Comer, Thrasher Group

**STAFF:** Tim Ware, Executive Director; Paul Agnello, Marti Donley & Nick Quint , FAMPO; Kate Gibson & Sam Shoukas, CoC; and Diana Utz & JoAnna Roberson, GWRC

**CALL TO ORDER:** Mr. Kelly called the meeting to order at 6:00 p.m. with a quorum present; which was followed by the Pledge of Allegiance.

**APPROVAL OF GWRC MEETING AGENDA:** Upon request made from Mr. Kelly, an item was added to the New Business category which is Item 11-e – Executive Director Search. Upon motion by Ms. Sellers and seconded by Mr. Howard, with all concurring, the agenda was approved as amended.

**APPROVAL OF GWRC MEETING MINUTES (October 16, 2017) - (Action Item)**

Upon motion by Ms. Sellers and seconded by Mr. Withers, with Ms. Brabo & Ms. Bohmke abstaining, and all others in concurrence, the minutes from the October 16th meeting were approved as submitted.

**PUBLIC INVOLVEMENT -** None

**DRAFT FINANCIAL REPORT**

Mr. Ware advised that the Financial Report is included in tonight's agenda packet. Mr. Ware advised that the Commission's total assets through November 13th are $720,176.72 with total liabilities of $298,385.96. Mr. Ware relayed agency balance for revenues and expenditures are $227,182.86.

**EXECUTIVE DIRECTOR'S REPORT**

Mr. Ware advised that last month FAMPO requested a sub-committee to be formed for the purpose of looking to obtain federal government agencies, as well as new businesses, to locate in this region rather than in Northern Virginia, Washington, DC, etc. The purpose of this sub-committee is to

look for additional ways of reducing congestion on I-95, Route 301, etc. Mr. Ware stated that each member locality needed to appoint a representative to serve on the sub-committee. The GWRC committee members will be: City of Fredericksburg, Mr. Matt Kelly; County of Caroline, Ms. Nancy Long; County of King George, Ms. Ruby Brabo; County of Spotsylvania, Mr. Paul Trampe & County of Stafford, Ms. Meg Bohmke.

As the possibility of having federal government agencies re-locate to this region this could occur either/or on the I-95 corridor and/or Routes 301/207, both Ms. Brabo and Ms. Long requested that this sub-committee be under the direction of GWRC and not FAMPO. The reason for this request is that the localities of Caroline County & King George County are non-voting members to the FAMPO Policy Committee; however, are voting members on GWRC.

**2017 GWRC Annual Audit** – Mr. Michael Aukamp, Dunham, Aukamp & Rhodes, PLC

Mr. Aukamp advised the Commission's annual audit has been completed. Mr. Aukamp stated they have completed the audits for several years for GWRC and he wanted to thank Mr. Ware & Ms. Bigelow for all of their assistance that is provided to them when the audit is being conducted.

Mr. Aukamp stated he has good news to report in that the audit went very well and all records were intact, accurate, and available as needed. Mr. Aukamp stated there were no issues noted. Mr. Aukmap stated that they provide audits for eight MPO's and the one here runs the smoothest by far.

Mr. Aukamp stated that for several years, the Commission was operating on negative equity and he is happy to report that there is now positive equity that continues being re-accomplished. Mr. Aukamp stated the region received a non-modified rating which showed no gaps within the auditing process.

Mr. Aukamp advised the draft annual report is written by Mr. Ware and he does the best job of any of other PDC's in providing a concise report. Mr. Aukamp advised the net position for the Commission is $120,000, with a net value of $80,000 and depreciated assets of $40,000. This year's positive direct cash flow is $24,000 compared to $3,000 last year so is definitely heading in the right direction. Mr. Aukcamp stated the $24,000 of positive equity equates to approximately one month of equity on hand.

Mr. Aukamp did relay that even though the Commission does not have a lot of equity on hand, as the standard equity available should equate to three months of expenses, however, the Commission has recovered from the years where negative equity existed and continuing the way we are now going we will attain the standard three months of on-hand income/equity.

Upon motion by Ms. Sellers and seconded by Mr. Withers, with all concurring, the 2017 audit was accepted as presented.

**OLD BUSINESS**

a.) Draft Regional Legislative Platform – Mr. Tim Ware

Mr. Ware advised that several months ago a presentation was given by Mr. Eldon James in regard to upcoming legislative issues the General Assembly would be considering. Mr. Ware advised that included in tonight's agenda packet is a draft copy of the legislative issues.

Mr. Ware advised that the only significant issue is that the taxing authority and tax reform bill was pulled and will not be presented for consideration in the upcoming General Assembly session. There was committee consent that a request would be made for the executive committee to meet with the legislative board to provide a more collective voice of concerns, requests, etc. to the General Assembly.

Ms. Bohmke distributed a letter from the State Police that was sent to elected officials in the City of Fredericksburg and the Counties of Spotsylvania & Stafford (Caroline & King George were not included because the information did not relate to the rural areas as their staffing needs were in line with where they needed to be).

Ms. Bohmke stated she had met with a captain from the Virginia State Police at a ribbon cutting ceremony in Stafford County. Ms. Bohmke stated that she learned that for 20 years consistently, the Virginia State Police headquarters has received no increase in funding for new positions, etc. Ms. Bohmke advised this region is lowest staffed branch of the State Police and that 45 new positions are needed for this region.

Ms. Bohmke stated it is easy to think that the State Police departments have no impact on the local Sheriff's Departments/Police units. However, this is a serious problem that confronts the region. If the State Police in this region are understaffed by 45 positions, this does in fact fall to the local law enforcement agencies to provide the coverage and assistance needed to fill in these gaps. Ms. Bohmke asked that locality representatives take the letter back to their respective Boards/City Council for consideration as budgets are developed/supported for upcoming years.

b.) Support for Community Initiative to End Unsheltered Homelessness in Planning District 16 – Ms. Kate Gibson

Ms. Gibson advised the Fredericksburg Regional Continuum of Care plan for ending unsheltered homelessness in PD16 is being presented to the Commission for endorsement consideration. Ms. Gibson advised the Plan has been submitted and endorsed by the City of Fredericksburg. Presentation has been given to the King George Board of Supervisors and a presentation is scheduled to be made to the Spotsylvania Board of Supervisors on November 28th. Ms. Gibson stated that at this time no presentation dates have been scheduled for either Caroline or Stafford counties.

Ms. Gibson advised that unsheltered homelessness in PD16 relates to those who are sleeping outside, in tents, in cars, or any other place not meant for habitation. Ms. Gibson relayed there are four components in the plan that include: identifying all unsheltered persons (this goal is on task

with the annual point in time counts that are completed within the region); shelter (providing immediate access to shelters – this goal is working and is on-going); re-housing (having funding and programs in place that provides an opportunity for a homeless citizen to move back into permanent housing within 30 days; & prevention of new episodes of homelessness.

Ms. Gibson advised that to date, 93 citizens have been re-housed; however, the regional need is affordable housing available for 365 citizens. Ms. Gibson advised that there is an 81% success rate of persons re-housed through RRH or PSH that do not return to homelessness within two years and these are for citizens who have been homeless for some time so the program is successful.

Ms. Gibson stated that additional funding for housing is a viable solution; however, does require increased funding being allocated. Ms. Gibson stated the current system of emergency re-housing in shelters, etc. will continue and the current system will be enhanced.

Ms. Gibson advised there are three pieces to the re-housing portion of the plan that include the following:

Housing locations – help citizens find a place to live
Housing subsidy – help citizens with security deposits/rent
Case Management – help citizens maintain housing stability

Ms. Gibson advised that if funding is approved, GWRC would become the fiscal agent; however, each individual jurisdiction would determine whether funding would occur. Ms. Brabo stated at this time, the King George Board of Supervisors has not endorsed because it is felt their homeless population is sufficiently being services by the county's social service department.

Mr. Kelly stated that several meetings ago a presentation was given to the Commission and at that time the Thurman Brisben Shelter was also in opposition of the re-housing program. Mr. Kelly asked if these feelings still exist.

Ms. Gibson advised the Board of Directors at Thurman Brisben have now endorsed an initiative of support for the program as long as the funding remains separate and apart from the funding allocated to emergency shelters.

Ms. Gibson advised the funding requested would be for a two-year period of time. Ms. Sellers asked if funding is approved for year one are you automatically committed to funding for year two. Ms. Gibson stated that approval of both years would make the region more competitive and potentially allow for more grants to be awarded, etc. but if funding for only a year is approved, the program timeframes would need to be re-adjusted. Mr. Kelly stated the request for two years is a recommendation only and a locality would not be committed to the funding in year two.

Ms. Gibson provided the following program details:

Year 1 – Initial infusion to re-house 73 unsheltered persons = $484.700
(This figure includes housing locations, short-term housing subsidy (RRH)),
long-term housing subsidy (PSH) & case management)

Year 2 – Ongoing Resources to re-house 34 unsheltered person & maintain 26 PSH units = $416,000

Ms. Gibson advised the CoC proposal for consideration is as follows:

Part 1 – Community Challenge (to house as many unsheltered persons as possible within the first 100 days in FY2019)

Part 2 – On-going Initiative (over 2 fiscal years and beyond) Obtain & sustain functional ends to unsheltered homelessness) Beginning in FY2019, FY2020 and beyond

Ms. Long asked what is our success rate from last year. Ms. Gibson stated the program so far is doing well; however, as this plan, if approved, would not begin until FY2019, no initiatives on data are available or started at this point. Ms. Gibson advised though localities would be kept apprised after the plan was implemented.

Mr. Benton asked what happens to the program if smaller portions of funding requested is actually received. Ms. Gibson stated the programs would still continue; however, decisions would need to be made on scaling back the goals and serving fewer citizens. Mr. Benton asked what will happen to the funding currently approved that is distributed to Micah, Thurman Brisben, etc. Ms. Gibson stated these funding sources to the designated entities would remain in place and one would not compete as this program would be a new and additional funded program.

Ms. Sellers asked if landlords have been identified throughout the region that will provide housing for $600.00 a month. Both Ms. Gibson & Ms. Cotter (Micah) stated that each jurisdiction has identified landlords on board – whether they are single family homes or whether they are rates based on a four-bedroom house that accommodates up to four residents.

Mr. Withers asked how qualifications are made on last permanent address because unfortunately for the City, citizens are in hotels/shelters because they need to be available to amenities such as job sites, public transportation, etc. and these residents may only have been housed in the city for a short period of time.

Ms. Gibson concurred this is a situation they deal with regularly and last permanent addresses are coded differently from program to program; however, this program determines last permanent address by the zip code of where last home was. Ms. Gibson stated this is a hard factor to perfect as the population is transient. Ms. Gibson stated that efforts are continually being made in fine-tuning this component.

Mr. Kelly stated endorsement of the program could begin as a pilot program with regional consent and allow it to grow from here. Mr. Kelly asked if RACSB is in support of the program. Ms. Gibson stated this is the beauty of the program because it takes what is already ongoing to a higher level and that the CoC is aware of the initiatives. Ms. Gibson stated that shelter funding is leveled out and it is still important to provide funding for the shelters; however, need additional resources if the homelessness goal is to be achieved.

Mr. Kelly requested the program/plan be taken back to the respective Boards and have the item again on the January agenda. This will then give time for the localities to voice their opinions accordingly. Mr. Kelly stated that it may be helpful if a presentation can be given to localities that does provide success rates as to how re-sheltering here and other places has in fact proven to be effective and less costly. Mr. Kelly reiterated that he felt this is a regional issue and would like to see the program set-up as a pilot program if nothing else. The pilot program could establish program, goals, etc. from a regional perspective and even if not approved for funding this year could be on-going on a regional "wish" list.

Mr. Kelly stated that as of now there does not appear to be regional consent; the City has endorsed; King George has had presentation and has voted not to support; presentation is scheduled for next week with Spotsylvania; and presentations waiting to be scheduled in both Caroline & Stafford counties. (Ms. Long advised that this initiative was in fact supported by Caroline County last year and appears as of now to have support again this year).

Resolution No. 18-03, Issuing Support Community Initiative to End Unsheltered Homelessness in Planning District 16.

There was no action taken at the November GWRC meeting as this matter has been taken back for additional presentation and discussion to the respective local Boards of Supervisors/City Council. The Resolution will be added to the January agenda for discussion/endorsement.

c.) Approval of GWRC Resolution No. 18-04, Approving the Selection of the Berkley Group and the Thrasher Group to Provide the George Washington Regional Commission Ono-Call Planning Services – Mr. Tim Ware

Mr. Ware advised that Resolution no. 18-04 is asking support for renewal of the Commission's on-call consultants to include proposals from both the Berkley Group and the Thrasher Group. Ms. Bohmke asked how much funding allocated to be awarded to the consultants. Mr. Ware stated the consultants remain on call; however, are only utilized as needed. Mr. Ware stated the budgeted amount for on-call consultant fees is $100,000; however, in the past, the Commission has only expended up $30,000 for services as needed.

Upon motion by Mr. Withers and seconded by Ms. Sellers, with all concurring, Resolution No. 18-04 was endorsed by GWRC at the November 20th GWRC Commission meeting.

**NEW BUSINESS**

a.) Approval of GWRC Resolution No. 18-05, in Support of King George County's Revenue Sharing Program Request for the King George Middle School Turn Lane Project – Mr. Tim Ware

Mr. Ware advised that upon request from King George County, it is requested that the Commission endorse Resolution No. 18-05 which is supporting revenue sharing project funding for turn lanes at King George Middle School.

Upon motion by Ms. Long and seconded by Mr. Howard, with all members in consent, Resolution No. 18-05 was endorsed by the GWRC Commission at the November 20th meeting.

b.) Managing Waste in the 21st Century – Mr. Tim Ware

Mr. Kelly advised that included in tonight's agenda packet are notes from the Waste Management group that met last month. Mr. Kelly stated that currently the City of Fredericksburg and Stafford County have reviewed the draft; however, does not think regionally the other localities have had a chance to review the draft at this time.

Mr. Kelly stated that due to the lateness of tonight's meeting that it was his request for this matter to be reviewed by all of the localities and to take ideas for moving this effort to a higher level. Mr. Ware stated the localities need to look at both short-term and long-term effects of potentially forming a regional program. Mr. Kelly advised this item would be added again to the upcoming January agenda for further discussion.

c.) Approval of GWRC Resolution No. 18-06, Recognizing the Distinguished Service of James B. Howard – Mr. Matt Kelly

Upon motion by Ms. Long and seconded by Mr. Withers, with all concurring, Resolution No. 18-06 was endorsed by the GWRC Commission at its November 20th meeting.

d.) Other New Business – None

e.) Executive Director Search – Mr. Matt Kelly

Mr. Kelly stated a representative from each locality needs to be nominated to serve on the employment search committee for the replacement of Executive Director as Mr. Ware will be retiring from this position in June of 2018. Mr. Kelly stated this committee will begin meeting after the first of the year to establish criteria, position duties, etc. The following members will serve on this committee: City of Fredericksburg – Mr. Kelly; Caroline – Ms. Long; King George – Ms. Brabo; Spotsylvania – Mr. Benton; & Stafford – Ms. Bohmke.

**ADJOURN GWRC MEETING** – The November 20th GWRC meeting was adjourned at 7:08 p.m. The next meeting will be held on January 15, 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 12/31/17**



**Assets:**

| | | |
|---|---|---|
| 10300 | Union First Market Bank Operating | 2,576.60 |
| 10301 | AdVANtage Vanpool Insurance | 39,336.06 |
| 10400 | Petty Cash | 75.00 |
| 10800 | Union First Market MMA | 66,898.01 |
| 11100 | Accounts Receivable | 569,072.67 |
| 15400 | Furniture,fixtures&equipment | 88,160.00 |
| 15450 | Accum Depr-Furn, Fix & Equip | -18,004.95 |
| | **Total Assets:** | **$748,113.39** |

**Liabilities:**

| | | |
|---|---|---|
| 20000 | Accounts Payable | 186,904.50 |
| 21000 | Payroll Liability-Leave Balances | 49,760.20 |
| 27711 | Loan Payable UnionBank | 51,917.86 |
| | **Total Liabilities:** | **$288,582.56** |

**Projects**

| | | |
|---|---|---|
| 30000 | Unrestricted Net Assets | 111,433.68 |
| 31000 | VDRPT 5303 | -3,047.98 |
| 31017 | FTA 5303 FY 2017 | 570.12 |
| 31200 | FHWA PL | -6,611.30 |
| 31417 | RSTP FY2017 | -17.09 |
| 31500 | USHUD HMIS CoC | -5,434.30 |
| 31501 | HMIS Conversion | -1,165.00 |
| 31503 | HUD CoC Planning FY17 | 647.46 |
| 31551 | VDHA match | 4,000.00 |
| 31553 | VHSP CoC | -939.68 |
| 31560 | VDHA VISTA | -4,000.00 |
| 31600 | FHWA SPR (Rural Transportation) | -2,981.71 |
| 31717 | CMAQ 103685 | -0.01 |
| 31800 | CZM-Technical Assistance | -630.32 |
| 31807 | USDA Haz Mitigation | -766.53 |
| 31811 | DEQ Native Plants | -6,327.75 |
| 31817 | CZM Technical Assistance 2017 | -7,482.00 |
| 34000 | DHCD Planning | 37,985.00 |
| 34003 | GoVA | 53,066.55 |
| 34100 | VDRPT-RideShare | 78,196.10 |
| 36002 | floodplains workshop | 560.37 |
| 37000 | Local Allocations | 163,006.00 |
| 38000 | HMIS User Fee | -6,238.85 |
| 38016 | Legislative Liaison pass thru | 16,372.08 |
| 38018 | AdVANtage Insurance | 39,336.06 |
| | **Total Projects** | **$459,530.90** |

# Balance Sheet

**George Washington Regional Commission**

**Period From : 07/01/17 to 12/31/17**



| | |
|---|---|
| **Net Difference to be Reconciled** | **$-0.07** |
| **Total Adjustment** | **$-0.07** |
| **Unreconciled Balance** | **$0.00** |

## Reconciling Items .....

| | | | |
|---|---|---|---|
| (1) | Paid Salaries are | 411,381.01 | |
| | Timesheets show | 411,381.02 | |
| | Difference | | 0.01 |
| (2) | Leave accrued this year | -0.05 | |
| (3) | Fringe Pool is | 133,893.04 | |
| | Fringe allocated | 133,893.01 | |
| | Difference | | -0.03 |
| (4) | Indirect Pool is | 229,017.81 | |
| | Indirect Allocated | 229,017.81 | |
| | Difference | | 0.00 |

| | |
|---|---|
| Total adjustments | $-0.07 |

# Agencywide Line Item Revenues and Expenditures

**George Washington Regional Commission**

Run Date: 01/18/2018
Run Time: 2:35:16 pm


**Period:** 07/01/2017 to 12/31/2017

**Without Indirect Detail**

| Code & Description | | Budget | Current | YTD | Un/Ovr | % Bud |
|---|---|---|---|---|---|---|
| **Revenues** | | | | | | |
| 45100 | REV-Federal Contracts/Fees | 2,125,304.00 | 206,343.47 | 945,110.45 | 1,180,193.55 | 44.47% |
| 45200 | REV-State Contracts/Fees | 673,649.00 | 76,607.51 | 386,362.73 | 287,286.27 | 57.35% |
| 45202 | State Technical Assistanct | 75,971.00 | 0.00 | 0.00 | 75,971.00 | 0.00% |
| 45300 | REV-Local Government Contract | 225,499.00 | 8,340.00 | 236,804.00 | -11,305.00 | 105.01% |
| 45700 | REV-Other Income | 7,983.00 | 0.00 | 3,350.00 | 4,633.00 | 41.96% |
| 47600 | pass thru AdVANtage | 0.00 | 17,240.77 | 220,470.09 | -220,470.09 | 0.00% |
| | **Revenues** | **3,108,406.00** | **308,531.75** | **1,792,097.27** | **1,316,308.73** | **57.65%** |
| **Expenses** | | | | | | |
| 50000 | Salaries | 660,247.00 | 49,720.35 | 319,061.47 | 341,185.53 | 48.32% |
| 50500 | Fringe Benefits | 243,023.00 | 15,575.41 | 98,775.43 | 144,247.57 | 40.64% |
| 59700 | Indirect Costs | 489,993.00 | 37,865.39 | 229,017.81 | 260,975.19 | 46.74% |
| 67560 | Consulting Services | 984,678.00 | 14,777.71 | 505,619.93 | 479,058.07 | 51.35% |
| 81100 | Supplies Expense | 39,250.00 | 0.00 | 3.02 | 39,246.98 | 0.01% |
| 81600 | Equipment, Rental, & Maintenance | 0.00 | 0.00 | 2,501.30 | -2,501.30 | 0.00% |
| 81620 | Equipment Purchase | 15,000.00 | 0.00 | 0.00 | 15,000.00 | 0.00% |
| 81750 | Public Relations | 0.00 | 547.28 | 3,261.05 | -3,261.05 | 0.00% |
| 81751 | Van Pool Assistance | 15,000.00 | 0.00 | 450.00 | 14,550.00 | 3.00% |
| 81752 | Leased Spaces | 33,850.00 | 2,730.00 | 16,900.00 | 16,950.00 | 49.93% |
| 81760 | RideShare Van Subsidies/GRH | 0.00 | 0.00 | 1,650.00 | -1,650.00 | 0.00% |
| 81770 | Marketing/Educationhj | 160,355.00 | 14,396.68 | 91,278.66 | 69,076.34 | 56.92% |
| 83000 | Travel/Training | 4,000.00 | 157.72 | 3,710.96 | 289.04 | 92.77% |
| 83100 | Travel | 20,112.00 | 433.66 | 3,263.65 | 16,848.35 | 16.23% |
| 83200 | Conference, Convention, & Meetin | 34,983.00 | 621.04 | 6,664.82 | 28,318.18 | 19.05% |
| 85000 | Miscellaneous Expense | 96,782.00 | 0.00 | 40.00 | 96,742.00 | 0.04% |
| 85300 | Membership Dues-Organization | 0.00 | 0.00 | 755.00 | -755.00 | 0.00% |
| 93010 | Legislative Liaison Income | 0.00 | 0.00 | -37,250.00 | 37,250.00 | 0.00% |
| 93020 | Legislative Consultant Expenses | 0.00 | 4,993.26 | 18,421.67 | -18,421.67 | 0.00% |
| 95000 | RRBC Expenses | 0.00 | 0.00 | -1,218.75 | 1,218.75 | 0.00% |
| 97000 | AdVANtage | 0.00 | 43,699.38 | 243,814.08 | -243,814.08 | 0.00% |
| | **Expenses** | **2,797,273.00** | **185,517.88** | **1,506,720.10** | **1,290,552.90** | **53.86%** |
| | **Agency Balance** | **311,133.00** | **123,013.87** | **285,377.17** | | |

GEORGE WASHINGTON
REGIONAL COMMISSION

## 8.) Executive Director's Report

## Approving GWRC Resolution 18-11, Approving the Issuance of a Professional Services Request for Proposals to Procure Financial Auditing Services

George Washington Regional Commission
406 Princess Anne Street
Fredericksburg, Virginia 22401
(540) 373-2890
Fax (540) 899-4808
www.gwregion.org

Matt Kelly
Chairman

Tim Ware
Executive Director

# RESOLUTION NO. 18-11

## APPROVING THE ISSUANCE OF A PROFESSIONAL SERVICES REQUEST FOR PROPOSALS TO PROCURE FINANCIAL AUDITING SERVICES

**WHEREAS,** the George Washington Regional Commission ("the Commission") is the Planning District Commission serving the City of Fredericksburg and Caroline, King George, Spotsylvania and Stafford counties, known together as Planning District 16, and;

**WHEREAS**, the Commission has a need to engage a firm of Certified Public Accountants to perform the required annual financial audits for Fiscal Year 2018 and the three following fiscal years, and;

**WHEREAS**, the Commission approved the *George Washington Regional Commission Procurement Policy* ("Procurement Policy") on April 16, 2007, which requires "competitive negotiation," the process for which is initiated with the issuance of a Request for Proposals (RFP), and;

**WHEREAS**, the Procurement Policy requires that RFPs be approved by an affirmative vote of the Board of Commissioners before they are issued.

**NOW, THEREFORE, BE IT RESOLVED** that the George Washington Regional Commission approves the issuance of a "Request for Proposals for Professional Services: Financial Auditing,"

Adopted by the George Washington Regional Commission at its duly called meeting of January 22, 2018, in the City of Fredericksburg, Virginia, a quorum being present.

_____ January 22, 2018

Matthew J. Kelly, Chairman

GEORGE WASHINGTON
REGIONAL COMMISSION

# 9a.) Legislative Committee Appointments

George Washington Regional Commission
406 Princess Anne Street
Fredericksburg, Virginia 22401
(540) 373-2890
Fax (540) 899-4808
www.gwregion.org

Matthew Kelly
*Chairman*

Timothy Ware
***Executive Director***

Date : January 22, 2018

To : GWRC Board

From : Tim Ware

Re : Appointment of GWRC Legislative Committee

During the summer and fall of 2017 GWRC produced a set of regional priorities. This process entailed meeting with state legislative candidates to highlight and ask for support on these priorities. During the November 2017 GWRC Board of Directors meeting, Chairperson Kelly suggested that appointing a Legislative Committee at the Regional Level might be in order.

Volunteers will be solicited at the January 2018 GWRC Meeting

GEORGE WASHINGTON
REGIONAL COMMISSION

**10a.) Solid Waste Forum**

# Climate, Environment, and Readiness (CLEAR) for the George Washington Region

## *Thinking Forward on Waste Management*

Anne Little,
CLEAR Executive Committee

Robert Courtnage
Fredericksburg Clean and Green Commission

GWRC Meeting
January 22, 2018

# Overview

- What is Climate, Environment and Readiness (CLEAR)?
- CLEAR goals and achievements
- Fredericksburg City Clean and Green Commission
- CLEAR Waste Forum on October 11, 2017
- GW Region's composting programs currently underway
- Expanding waste diversion (recycling and composting) from landfills

# CLEAR's Mission and Goals

*Mission*:

- To build environmental and economic resilience and a sustainable high quality of life for the community to adapt and thrive despite changing environmental, social, and economic conditions.

*Goals*:

- Inform community about natural, climate-related, and man-made challenges;
- Educate community about resiliency planning;
- Creating and coordinating plans for floods and severe weather emergencies;
- Sustain the Region's resources and open spaces;
- Provide tools to engage in strategic plan development; and
- Build community resilience through prevention and planning.

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FROM SEA TO STARS

UMW

# Fredericksburg City Clean and Green Commission

- Service commission that works on environmental initiatives to help make a cleaner and greener city.

- Subcommittees:
  - Clean (litter reduction)
    - Ordinance increases litter penalty in 2015
    - Annual “Butts are Litter Too” campaign
    - Street and river clean-ups
    - Doggy Waste Stations
  - Green (tree planting)
    - Nearly 6,000 trees planted in the City since 2008.
  - Sustainability (solar energy, energy efficiency, recycling and composting)
    - Solar property tax incentive passed in 2017
    - Low-income solar project
    - Composting initiative

CLEAN & GREEN COMMISSION

# Forum on Managing Waste in the 21st Century– October 11, 2017

- Over 50 stakeholders met to discuss regional collaboration around long-term solutions for solid waste management.
- Discussed technologies for managing waste beyond landfills.
- Highlighted the need for public education on alternatives to landfilling.
- Held break-out sessions on:
  - Environmental and Economic Benefits of Recycling
  - Exploring the Successes of New Technologies
  - School and Restaurant Food Waste
  - Opportunities for Composting

# Forum on Managing Waste in the 21st Century

- Recycling
  - Chinese restrictions on recycling imports starting Jan.1 (due to contamination concerns) are creating challenges that will require new demand for recycled materials elsewhere.
  - New state mandates and incentives can encourage market improvements.

- Composting
  - A regional composting market will help further divert materials from the landfills (from pick-up to processing and sale). Composting will become more economically viable as composing programs further develop, starting with ramping up operations that already exist.

Waste Management Hierarchy
Most Preferred
Source Reduction & Reuse
Recycling / Composting
Energy Recovery
Treatment
& Disposal
Least Preferred

# Why Compost?

- Composting is a natural biological process, carried out under aerobic conditions (requires oxygen) where microorganisms, including bacteria and fungi, break down organic matter into simpler organic material.

- Diverting waste through composting prolongs the life of landfill cells saving money over time
  - Stafford Regional Landfill Cost Examples
    - Closure of Cell E and F1: $2 million by FY2022
    - Closure costs for Cell F2 is $1.4 million
    - Construction of (Cell F3) the next cell planned for the Regional Landfill – $4.5 million.

- Produces a beneficial product that enriches soil, helps retain moisture, suppresses plant diseases and reduces the need for chemical fertilizers.

# Municipal Composting Operation Examples in GW Region

- Stafford Regional Landfill Composting
  - *Rappa-Grow* product is made from composting yard waste and treated wastewater biosolids. Sold as soil amendment.
  - R-Board staff also provide backyard composting seminars.

- Spotsylvania Livingston Composting Facility
  - *Livingston Blend* product is also made from composting yard waste and other organics and treated wastewater biosolids.

# Example Food Composting Operations in VA

- Alexandria Farmers Market – drop-off program
- Arlington County– drop-off program
- Falls Church – drop-off and curbside programs
- Charlottesville Farmers Market –drop-off program
- Charlottesville Residential – curbside program
- UVA– roll-cart program
- Va Tech – roll-cart program
- JMU– roll-cart program
- Volvo Dublin plant – roll-cart program
- Manassas Freestate Farms – 88,000 ton/year composting/digestion complex – (operational late 2018)

# Addressing Waste through Recycling and Composting

- **Reduce the amount of waste flowing into regional landfills to prolong cell life:**
  - Improve recycling rates in GW Region to 50% (currently, 30-40% recycling rate).

- **Ramp-up composting operations for diversion and reuse of organic materials**
  - Start with yard waste and waste water biosolids.
  - Eventually expand to additional organics/ food waste.

# Moving Forward

GWRC and local jurisdictions' support for:

1. A follow-up workshop on waste diversion (including composting) between experts and community members in mid 2018 by helping to identify potential attendees.

2. Investigating curbside yard waste composting pilots (as is currently underway in Alexandria and Arlington) with local jurisdictions putting the topic on council/board agendas.

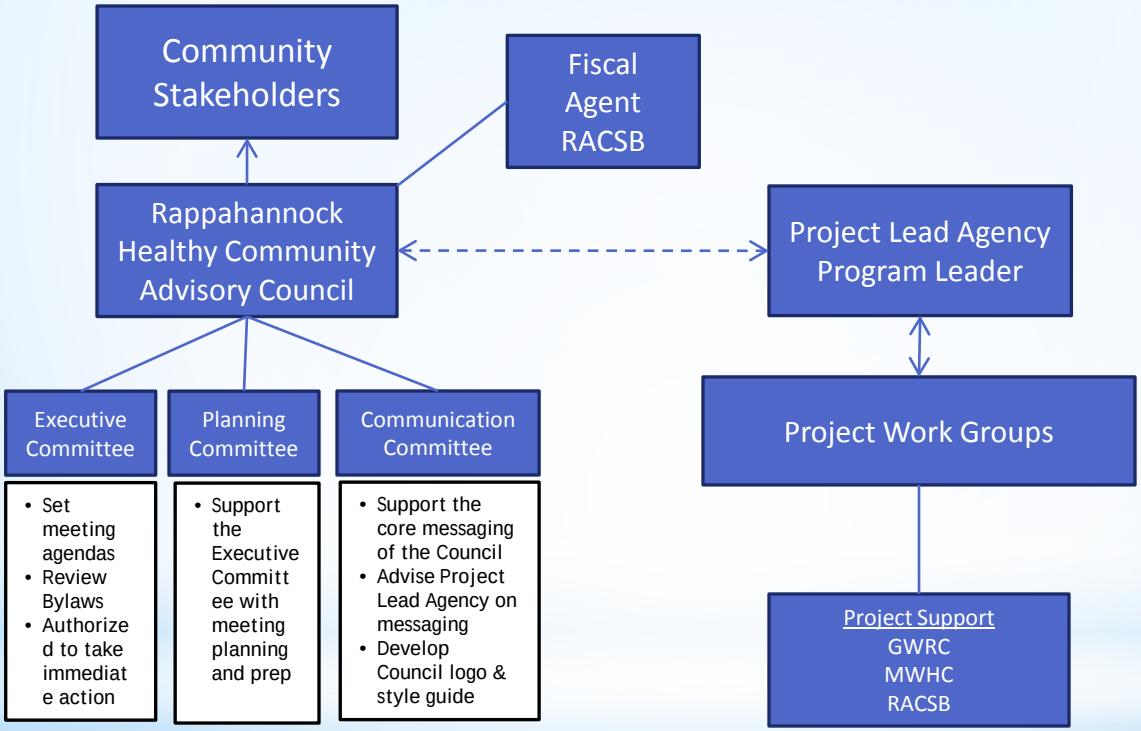
**10b.) Rappahannock Health Community Advisory Council Update**

# GWRC Update
# Impacting Community Health Initiatives

* Donna Krauss, Human Services and Community Engagement Director, Stafford County;
  Chairman, The Community Collaborative for Youth and Families
* Phil Brown, Director, Corporate Strategy Strategic Planning and Business Development, Mary Washington Healthcare
* Jane Yaun, Executive Director, Rappahannock Area Community Services Board

# *Overall goal is to impact the health & well being of our community*

# Rappahannock Healthy Community Advisory Council Organizational Structure



# * Rappahannock Healthy Community Advisory Council - Composition and Roles

## Advisory Council Composition:

1. George Washington Regional Commission
2. Mary Washington Healthcare
3. Mental Health America Fredericksburg
4. Rappahannock Area Community Services Board
5. Community Collaborative for Youth and Families
6. Rappahannock United Way
7. School Administration – Rotate Jurisdiction
8. Physician (ED., Psy., PM)
9. Local Law Enforcement – Rotate Jurisdiction
10. Rappahannock Area Health District
11. Community Advocate
12. Pharmacy
13. Public Defender
14. Department of Social Services – Rotate Jurisdiction
15. Commonwealth Attorney – Rotate Jurisdiction
16. Mary Washington Hospital Foundation
17. Higher Education

## Advisory Council Roles:

- Identify priority health and social needs of the Rappahannock Region from existing community assessments.
- Solicit input from community stakeholders on select key health and social concerns for focused improvement efforts.
- Work in partnerships with other community groups/agencies to develop goals, strategies and tactics addressing focused community improvement efforts.
- Serve as an advocate in the Rappahannock Region for the people affected by the health and social concerns identified in the assessments.
- Serve as a communication liaison, increasing awareness of the health and social issues of the region and promote ways for members of the community to be involved.
- Provide support, insight and leadership to groups working on community initiatives.
- Promote partnerships/collaboration to improve the health and social concerns in the Rappahannock Region.
- Actively support the financial sustainability of community improvement efforts focused on the health and social concerns of the Rappahannock Region.

# *Case Study - Live Well San Diego

*Live Well San Diego* is a regional vision adopted by the San Diego County Board of Supervisors in 2010 that aligns the efforts of County government, community partners and individuals to help all San Diego County residents be healthy, safe and thriving.

Three Goals:

1. Building Better Health - focuses on improving the health of residents and supporting healthy choices
2. Living Safely - focuses on protecting residents from crime and abuse, making neighborhoods safe, and supporting resilient communities
3. Thriving - focuses on cultivating opportunities for all people to grow, connect and enjoy the highest quality of life.

*Live Well San Diego* strives to connect organizations of every kind—cities and governments, businesses, healthcare organizations, schools, and community- and faith-based organizations—through a shared purpose. Cities and local governments throughout the region have the potential to reach residents and policy makers throughout San Diego County. Working together, partner cities and governments are sharing best practices and advancing policies and programs that support healthy, safe and thriving communities.

# *Efforts To Date

Workgroups established in the following areas: Prevention/Harm Reduction and Treatment

Accomplishments:

- Establishment of four(4) permanent medication collection bins within Planning District 16. Bins have been installed at Spotsylvania and Stafford County Sheriff's Office and the Fredericksburg Police Department.
- School resource officers now carry Narcan.
- Caroline County Sheriff's Office was trained in REVIVE and provided Narcan
- The Community Collaborative for Youth and Families hosted a series of five (5) town halls. More than 500 people attended and more than 3,000 viewed online videos from the Spotsylvania County event.
- Nearly 200 community members have been trained through REVIVE!
- Mary Washington Healthcare hosted department trainings on the topic of substance abuse and prescribing practices. They are also reviewing their entire pain management protocol.
- Spotsylvania County school nurses requested a presentation from the Sheriff's Office on opioids. This occurred in December.
- King George High School provided training for teachers on January 2nd.
- An educational training has been developed to education various key groups on opiates and addiction.

# *Efforts To Date

Ongoing Efforts from work groups:

Prevention Initiatives

- Social Norms Campaign
- Photoshoot

Provider

- Physician-to-Physician Campaign
- Pain Management Policy/Procedure Review

Education

- School Survey
- School Board Outreach
- DEA's Operation Prevention
- Regional resource guide to access treatment

# *Efforts To Date

Rappahannock Area Community Services Board

Impact: Prevention/Harm Reduction

- 14 REVIVE! Trainings since July 1, 2017. REVIVE! Educates participants about this crisis and instructs individuals on how to administer Narcan. In collaboration with the Rappahannock Health District, Narcan is provided to individuals who attend this training.
- 155 individuals trained in use of Narcan since July 1, 2017, to include treatment participants, professionals
- Increased education opportunities being provided to schools regarding Substance Abuse awareness
- Early intervention services for substance exposed infants (includes all substances)

# *Efforts To Date

Rappahannock Area Community Services Board

Impact: Treatment

- Medication assisted treatment – since September 1, 2017 – 54 lives touched, remain engaged in treatment
- Intensive support and treatment, not just handing out medications
- Includes referrals to physicals, lab work; rental assistance, childcare assistance, parenting education
- RACSB prescribers and contracted psychiatrist
- Peer support
- Continued engagement a challenge but key, but we are seeing success stories

-Individual who lost baseball scholarship, heroin for 6 years; early in treatment relapsed, now following treatment regimen and doing well, seeking employment
-Individual in minimum wage job living with others who use; rental subsidies, commitment, following through with treatment

# *Efforts To Date

Rappahannock Area Community Services Board

Challenges

- Engagement – need to want treatment; we continue to reach out
- Funding – federal grant ends in April. Indications that it will be renewed but no formal notice.
- Limited provider network
- Impact of trauma and understanding of impact of Adverse Childhood Experiences
- Community -wide effort to chip away at this local, state, and federal crisis

# *Efforts To Date

- The Council has met three times
  - Meeting #1:
    - The Council agreed on its purpose, structure and reviewed bylaws
  - Meeting #2:
    - Approved the bylaws
    - Reviewed the progress of the Opioid Work Groups
    - Discussed issue of babies exposed to opioids
  - Meeting #3:
    - Provided feedback on the Suicide Prevention Summit
    - Reviewed the progress of the Opioid Work Groups
    - Discussed VDH Health Needs Assessment

# Suicide Prevention Professional Workshop

- **School Age:**
  - Create a dialogue with parents and children to foster a safe place to discuss feelings, educate parents on respect and boundary setting, review the exposure to social media and electronic devices
  - Reach out to schools for additional programs to be included in the curriculum
- **LGBTQ:**
  - Need to create and leverage existing material and resources that focus directly to the needs of this unique population.
- **Youth/Young Adults:**
  - Need to explore National support groups and other networking opportunities in the schools—King George HS has an after school club.. could this be replicable to other interested schools? Need to investigate various inclusion and diversity policies in businesses and in schools.

- **Adults and Veterans:**
  - Address the stigma, increase awareness of problem, social media usage
  - Engage the ACT program
  - 10-wave—5—smile---1 speak
  - Warning signs and awareness campaign
- **Larger Themes**
  - What already exists—"Burgundy book"—leverage what is out there to connect to the
  - Create a community-wide campaign to address Suicide prevention and awareness—what is support look like in Fredericksburg
  - Post-vention resources for survivors of suicide
  - Reach out to churches and the faith-based community for a closer partnerships
  - SPRC.org

# *Moving Forward

- 2018 RHCAC Focus
  - Determine how to promote the Council and the work of the Council to the Community
  - Look for ways for the Council to increase awareness, assist with removing barriers, and help secure resources select community health improvement
  - Plan for Adverse Childhood Experiences (ACE's) Summit
- Council will be identifying additional strategies that will impact specific community concerns
- Invite Council members to your community to build awareness and remove barriers where they exist
  - Councils
  - Schools
  - Public Safety Officials
- Social media campaign into the school/Prevention Group
- Help to determine key health and well being indicators that each jurisdiction is tracking and create a dashboard that can be utilize to measure progress over time

GEORGE WASHINGTON
REGIONAL COMMISSION

**10d.) Approval of GWRC Resolution No. 18-08, Authorizing Execution of Agreement with the Virginia Department of Rail and Public Transportation (DRPT)**

George Washington Regional Commission
406 Princess Anne Street
Fredericksburg, Virginia 22401
(540) 373-2890
Fax (540) 899-4808
www.gwregion.org

Tim Ware
Executive Director

**RESOLUTION NO. 18-08**

**AUTHORIZING EXECUTION OF AGREEMENT WITH THE VIRGINIA DEPARTMENT OF RAIL AND PUBLIC TRANSPORTATION**

**BE IT RESOLVED**, by the George Washington Regional Commission ('the Commission') that it's Executive Director is authorized, for and on behalf of the Commission, hereinafter referred to as THE PUBLIC BODY, to execute and file an application with the Department of Rail and Public Transportation, Commonwealth of Virginia, hereinafter referred to as THE DEPARTMENT, for a grant of financial assistance in the amount of $396,817 to defray eighty percent (80%) of the cost borne by THE PUBLIC BODY for a ridesharing program, and to accept from THE DEPARTMENT grants in such amounts as may be awarded, and to authorize the Executive Director to furnish to THE DEPARTMENT such documents and other information as may be required for processing the grant request.

The George Washington Regional Commission certifies that the funds shall be used in accordance with the requirements of Section 58.1-638.A.4 of the Code of Virginia; that THE PUBLIC BODY will provide funds in the amount of $99,204 which will be used to match State funds in the ratio as required in such Act, that the records of receipts of expenditures of funds granted THE PUBLIC BODY may be subject to audit by THE DEPARTMENT and by the State Auditor of Public Accounts; and that funds granted to THE PUBLIC BODY for defraying the expenses of THE PUBLIC BODY shall be used only for such purposes as authorized in the Code of Virginia. The undersigned duly qualified and acting Secretary of THE PUBLIC BODY certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the George Washington Regional Commission held on the 22nd day of January, 2018, in the City of Fredericksburg, Virginia.

_____ January 22, 2018
Matthew Kelly, Chairman

# *TDM Operating*

| | |
|---|---|
| Application Status: | |
| Applicant: | George Washington Regional Commission |
| Application Number: | 11521 |
| Fiscal Year: | 2019 |
| Last Updated: | 01/17/2018 by Diana Utz |

## Project Information

Project Name: GWRideConnect

Project Description:

GWRideConnect will conduct the following work components for FY19 to achieve the Goals, Objectives & Strategies set forth in the program's Six Year Transportation Demand Management Plan: 1)Free rideshare matching program, 2)Maintain and expand the GWRideConnect website, 3)Provide follow up assistance to all new GWRideConnect clients to track placement & provide additional assistance, 4)Facilitate the formation of vanpools/ maintain the existing vanpool fleet. This includes administering the Van Start program and education and promotion of Vanpool Alliance, transit benefits and Advantage, 5)Operate the Advantage Self-insurance Program for vanpools, 6)Facilitate the formation of carpools & provide support, 7)Promote and assist clients with transit options including: VRE /Amtrak/METRO, 8)Assist FRED transit by serving on the PTAB and promote routes, 9)Promote & assist private commuter buses in region to maintain existing routes & expand future routes, 10)Advertise and promote GWRideConnect to grow and maintain the program,11)Work with VDOT and FAMPO to establish commuter parking lots, 12)Lease commuter parking spaces, 13)Outreach to Employer/ Realtor/New residents in the region, 14)Promote bike and pedestrian use and help plan bicycle infrastructure, 15)Reduce annual gasoline consumption, vehicle emissions, and VMT's 16)Work with the State to establish TDM strategies & techniques for major corridors & the region 17)Continue to implement the TDM Strategic Six Year Pla

Project Justification:

GWRideConnect is the ridesharing agency operated by the George Washington Regional Commission (GWRC). The region,one of the fastest growing in the State, consists of Stafford, Spotsylvania, Caroline, & King George counties & the City of Fredericksburg. GWRideConnect promotes ridesharing & transportation demand management techniques to assist persons seeking transportation options to their workplaces & other destinations. It is the goal of the program to promote, plan & establish transportation alternatives to the use of the single occupant vehicle, improving air quality, reducing congestion & improving the overall quality of life for the citizens of the region. GWRideConnect strives to be the recogonized source for Transportation Demand Management planning and techniques in the region. The agency will perform a wide range of daily TDM activities in addition to supporting and maintaining the largest vanpool fleet in the State. GWRideConnect offers an effective suite of vanpool services including the ADVANTAGE vanpool self-insurance pool for all vanpools in the State. GWRideConnect actively promotes and advertises the GWRideConnect program utilizing all advertising mediums.
GWRideConnect evaluates the program by collecting and tracking rideshare data daily and on a monthly and annual basis. Twelve types of rideshare data are collected including new & existing clients assisted, vanpools, carpools and buses formed and website and Facebook traffic

Technical Capacity:

Diana Burton Utz
Director
GWRideConnect
540-373-2890
utz@gwregion.org

| | |
|---|---|
| Total Revenues: | $0 |
| Total Federal Aid: | $0 |
| Federal Fund Source: | None |

## Project Information

| | |
|---|---|
| Federal: | $0 |
| Source: | 0 |
| Description: | |
| Other: | $0 |
| Source: | |
| Total Revenues: | $0 |

| Expense Item | Account | Amount |
|---|---|---|
| Advertising & Promotion Media | 2360 | $85,400 |
| Data Processing Supplies | 2250 | $5,500 |
| Fringe Benefits | 2120 | $67,605 |
| Indirect Costs | 2460 | $136,310 |
| Rental of Real Property | 2410 | $6,550 |
| Salaries and Wages | 2110 | $183,656 |
| Services & Maintenance Contracts | 2440 | $7,000 |
| Travel | 2310 | $4,000 |
| | Total: | $496,021 |

Funding Deficit $496,021

## Project Schedules

Start Date: 7/1/2018

End Date: 6/30/2019

| Date | Milestone / Event |
|---|---|
| 07/03/2018 | Other - Begin free ridematching and commuter assistance program for FY19 |
| 07/03/2018 | Other - Administration of the Advantage program for FY 19 - renew policies for enrolled vanpool operators |
| 07/03/2018 | Other - Advantage Program / increase rates for Advantage policy holders / update cash values on vehicles |
| 07/03/2018 | Other - Begin strategies and program components in the Annual Work Plan for FY19 |
| 07/06/2018 | Other - Conduct GWRideConnect Database survey of 3,000 applicants |
| 07/09/2018 | Other - GWRideConnect Website - update and maintain as needed throughout FY19 |
| 07/11/2018 | Other - Weekly Activity / marketing - Display Ads Free Lance-Star, Google Ad-words, Facebook Ads |
| 07/11/2018 | Other - Weekly activity / marketing - Post up to 3 articles weekly on GWRideConnect Facebook Page |

| | |
|---|---|
| 07/16/2018 | Other - Promote Metro, VRE and all forms of transit throughout FY19 |
| 07/27/2018 | Other - Weekly activity - follow up surveys of all new applicants to determine placement |
| 07/28/2018 | Other - Attend ACT National Conference for staff training |
| 08/01/2018 | Other - ADVANTAGE Program Website Update |
| 08/01/2018 | Other - Extend the lease agreement with property owner to lease 25 spaces in Ladysmith, Caroline County |
| 08/01/2018 | Other - Administer the Van Start program |
| 08/06/2018 | Other - Vanpool Alliance Program - Promote, market and educate vanpool operators about program benefits |
| 09/03/2018 | Other - Promote bicycle and pedestrian use and safety throughout FY19 |
| 09/10/2018 | Marketing Campaign Begins - Begin Fall Marketing Campaign with print, radio and social media |
| 10/01/2018 | Other - Extend annual lease agreements for 105 parking spaces in Stafford and Spotsylvania counties |
| 10/05/2018 | Other - Quarterly Activity / Prepare quarterly reports to track activity and progress |
| 11/23/2018 | Marketing Campaign Completed - Fall Marketing Campaign ends |
| 12/17/2018 | Other - Prepare FY20 TDM Grant Application and Annual Work Plan |
| 01/04/2019 | Other - Conduct GWRideConnect Database survey of over 3,000 applicants to ensure data accuracy and provide |
| 01/07/2019 | Marketing Campaign Begins - Begin Winter Marketing Campaign with print, radio, and social media |
| 02/28/2019 | Marketing Campaign Completed - Winter Marketing Campaign ends |
| 03/01/2019 | Other - Conduct GWRideConnect database survey of all vanpools and carpools to ensure accuracy |
| 05/03/2019 | Marketing Campaign Begins - Begin Spring / Summer Marketing Campaign with print, radio, and social media |
| 06/28/2019 | Marketing Campaign Completed - Spring / Summer Campaign ends |
| 06/28/2019 | Other - Prepare 4th quarter final report with status on activities and outcomes |

GWRideConnect
Transportation Options for Work and Play

# TDM Operating Assistance Grant

## *Annual Work Plan*

## FY 2019

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# Section 1.0 Program Overview

GwRideConnect is the ridesharing agency that serves the George Washington Regional Commission (GWRC) area, one of the fastest growing regions in the State. This region consists of Stafford, Spotsylvania, Caroline, and King George counties and the City of Fredericksburg. GWRideConnect promotes ridesharing and transportation demand management (TDM) techniques to assist persons seeking transportation options to their workplaces and other destinations. It is the mission of the program to promote, plan and establish transportation alternatives to the use of the single occupant vehicle (SOV), improving air quality, reducing congestion and improving the overall quality of life for the citizens of the region.

GWRideConnect will continue to be the recognized source for TDM and transportation information and assistance in the George Washington Region. The program will offer an expanded portfolio of TDM services. GWRideConnect will work to be an integrated component of transportation, land use and development planning and processes, and will continue to engage local businesses in TDM programs in the region. In addition to performing a wide range of daily TDM activities, GWRideConnect supports the largest vanpool fleet in the State, manages the ADVANTAGE vanpool self-insurance pool for the entire State and is an active partner in regional transit and transportation planning.

## *Section 1.1 Needs Statement*

The Rappahannock Area Development Commission (RADCO) was formed in 1968. The Commission is one of 21 Planning District Commissions (PDCs), established to facilitate local government cooperation in addressing regional problems and issues in Virginia. Planning District 16, the region overseen by RADCO, consists of the region described above.

In 1974, the RADCO Rideshare program was created in response to the OPEC oil embargo, which spurred increased fuel prices and peaked interest in carpooling and other non-SOV transportation options. RADCO Rideshare provided ride matching, carpool, and vanpool services to residents, employees, and employers in Planning District 16 until 2007 when RADCO was renamed the George Washington Regional Commission (GWRC) and RADCO Rideshare became GWRideConnect.

GWRC is one of the fastest growing regions in the State of Virginia. One of the most congested corridors, I-95 runs through four of the region's localities. The stretch of I-95 between Stafford County and Washington, D.C. has been named the most congested highway in the Country. GWRideConnect staff works diligently to try to offer shared ride solutions to the residents of the region to improve their commute and to reduce congestion. The region is underserved with transit and relies heavily on the 350 private vanpools that GWRideConnect helps form and maintain in the region. Over 60,000 residents commute out of the region each day to work.

## *Section 1.2 Program Description*

GWRideConnect has grown and evolved over the years to provide a wide range of TDM programs in addition to ride matching to meet the demands of citizens in the region. This fiscal year GWRideConnect will conduct the following work components and related activities to achieve the Goals, Objectives and Strategies set forth in the program's Six Year TDM Strategic Plan. The work components performed will be: 1) Free rideshare matching program that provides transit solutions/alternatives to commuters in the region. 2) Enhance and update the GWRideConnect website. 3) Provide follow up assistance to all new GWRideConnect clients to track placement and provide additional assistance. 4) Vanpool formation, maintenance and assistance of the existing vanpool fleet. 5) Operate the Advantage self-insurance program for vanpools in the State. 6) Facilitate the formation of carpools & provide support. 7) Transit Options: assist clients with VRE /Amtrak/METRO as well as promote and assist private commuter buses in the region to maintain existing routes. Support FRED transit by serving on the Public Transit Advisory Board (PTAB) and promote FRED's routes by distributing schedules. 8) Advertise and promote GWRideConnect in all forms of media. 9) Work with the Virginia Department of Transportation (VDOT) and FAMPO to establish commuter parking lots and lease commuter parking spaces from private property owners. 10) Engage local employers in establishing TDM techniques at their workplaces. Work with local realtors and extended stay hotels to distribute rideshare material to new residents in the region. 11) Promote the use of the bike and pedestrian facilities in the region. 12) Reduce annual gasoline consumption and motor vehicle emissions. 13) Work with the State to establish TDM strategies and techniques for major corridors. 14) Continue to implement the Six Year TDM plan.

GWRideConnect monitors and self-evaluates the program and the work components to determine their effectiveness. Elements are added, deleted or adjusted to meet the needs of the citizens of the region and the ultimate goals of the program. GWRideConnect collects data on a daily basis and reviews this data monthly to determine program progress.

# Section 2.0 TDM Program Demographics and Areas Served

## Description of Service Area

Since 2000, GWRideConnect's service area, shown in Figure 2, has grown more rapidly than any other region in Virginia. The majority of the region's growing population lives in the urbanized area surrounding the City of Fredericksburg.

Located about 50 miles southwest of the District of Columbia, GWRideConnect's 1,410 square-mile service area is currently home to approximately 333,000 residents and 163,000 jobs. The region primarily serves as a feeder market for Washington, D.C. to the northeast, and to a lesser extent, Richmond to the southeast. The City of Fredericksburg and military installations at Quantico, Fort A.P. Hill, Dahlgren, and the Naval Surface Warfare Center are also significant local employment centers.

### Demographic Profile

The population of GWRideConnect's service area has increased by more than 400 percent since 1960. In 1980, the region surpassed Northern Virginia as the fastest growing region in the State. Since 2000, the population of the George Washington Region has grown at nearly triple the rate of the Commonwealth as a whole.

Stafford County has the largest population of any jurisdiction in the region, followed by Spotsylvania County. More than 75% of the region's population resides in these two counties. The Table below shows total population and population projections in each of GWRC's member jurisdictions from 2000 to 2040.

**Population by Jurisdiction**
2000 to 2040

| Jurisdiction | 2000* | 2010* | 2020* | 2030** | 2040 ** |
|---|---|---|---|---|---|
| Caroline County | 22,121 | 28,545 | 34,867 | 41,217 | 46,600 |
| King George County | 16,803 | 23,585 | 30,234 | 37,819 | 44,700 |
| Spotsylvania County | 90,395 | 122,397 | 161,473 | 202,735 | 240,570 |
| Stafford County | 92,446 | 128,961 | 169,778 | 212,678 | 251,850 |
| City of Fredericksburg | 19,279 | 24,286 | 27,163 | 30,565 | 33,620 |
| *Total* | *241,044* | *327,773* | *423,515* | *525,014* | *617,340* |

*****U.S. Census Bureau, Decennial Census of Population. ** GWRC/FAMPO Population Projections.

## Population Profile

**Figure 1** shows how the population of the GWRC has grown in comparison to Virginia as a whole between 2000 and 2010 and projected out to 2040. While population in Virginia grew 13 percent between 2000 and 2010, the population in the GWRC region grew at three times the rate during the same time span. Similarly, population in the GWRC region is projected to grow at two to three times the rate of the rest of the Virginia each subsequent decade.

Figure 1: Population Growth: GWRC and Virginia

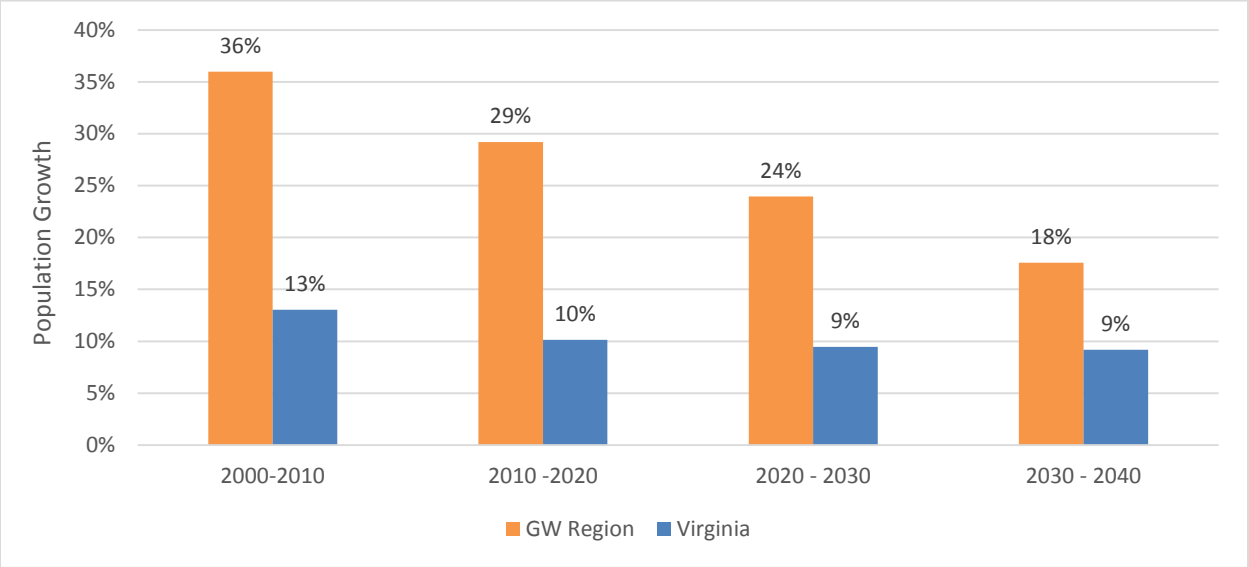
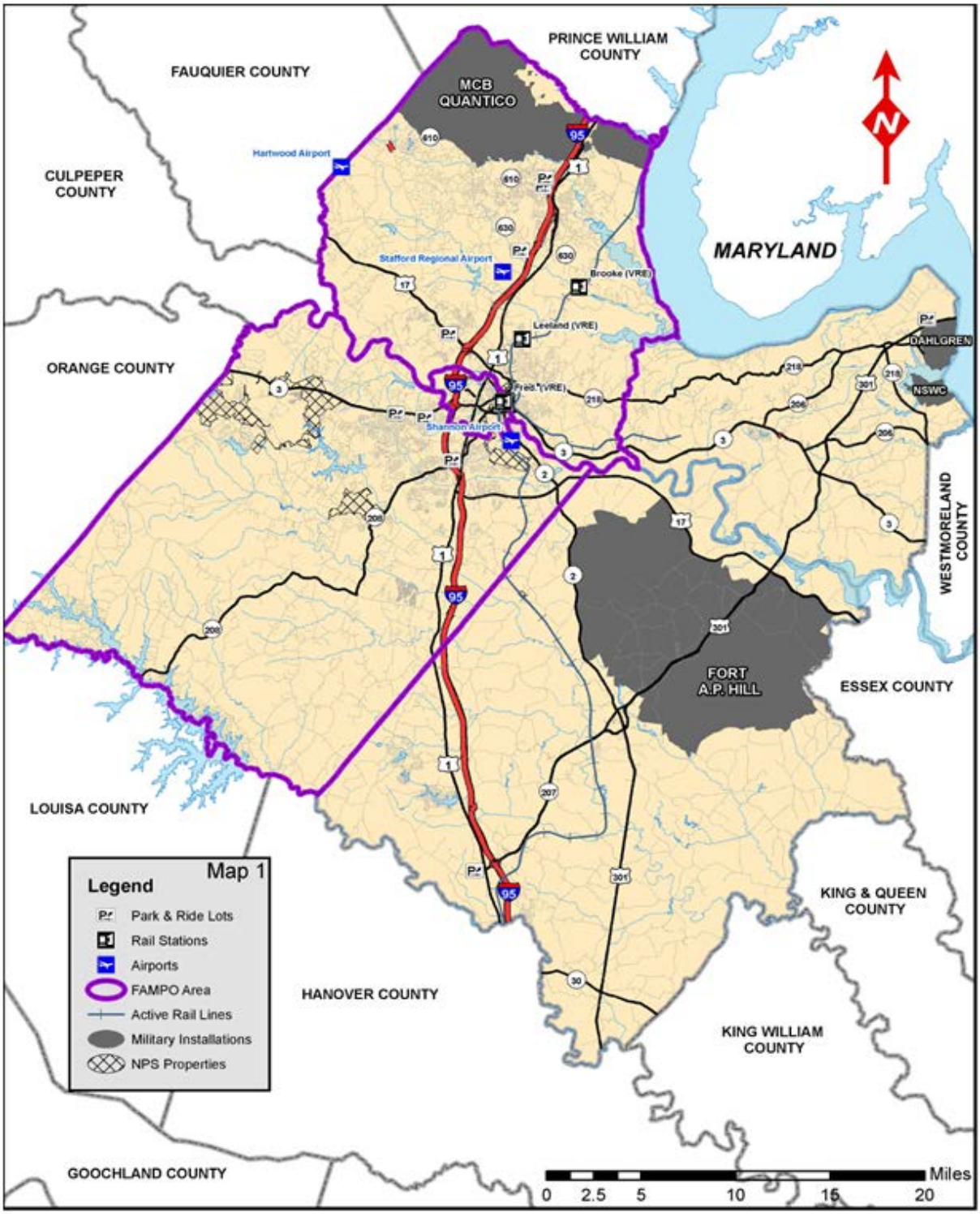
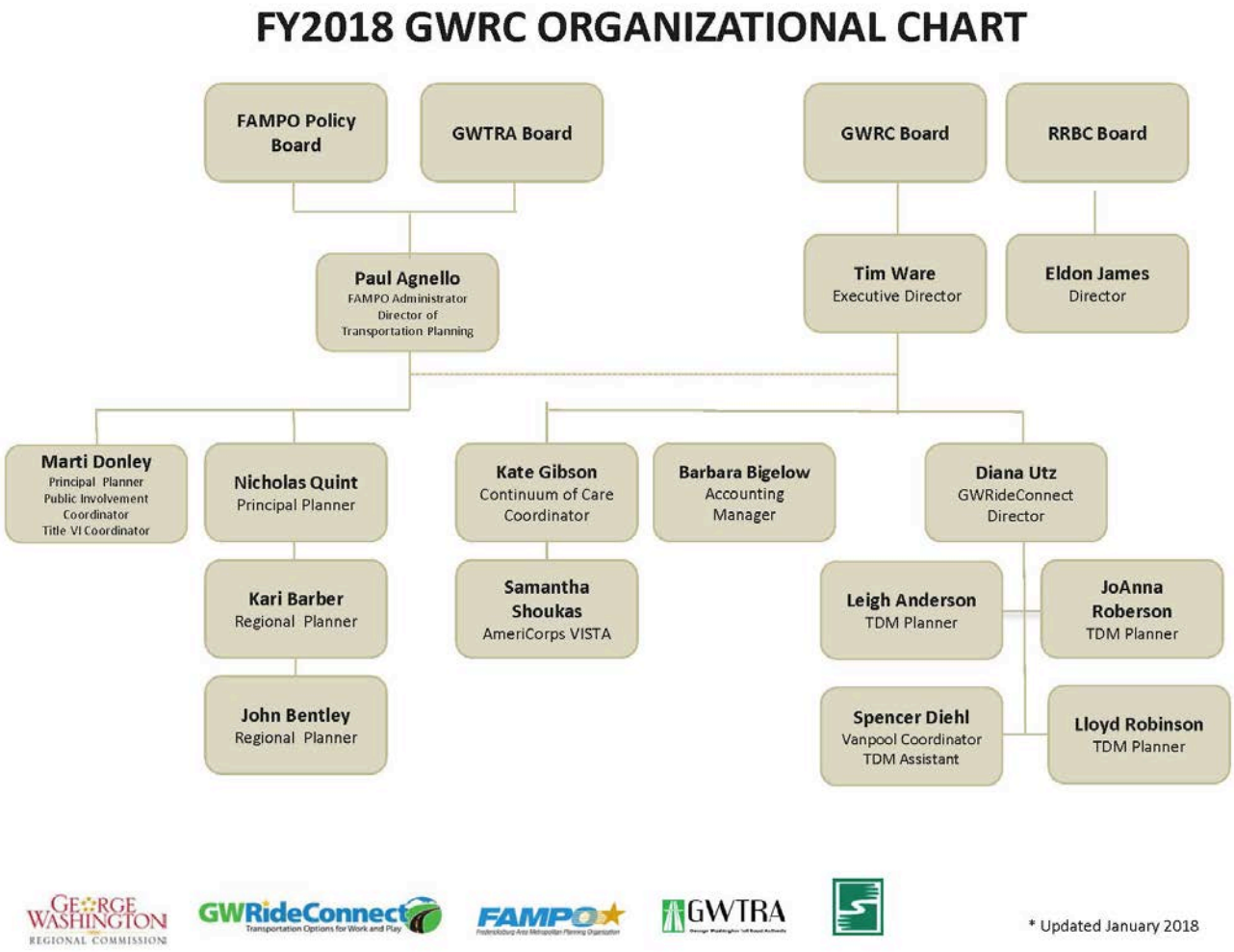


Figure 2 GWRideConnect Service Area



# Section 3.0 TDM Program Structure

## *Section 3.1 Organization Chart of GWRC*



## *Section 3.2 Staff Duties and Percent Charged to Grant*

| Staff Name | Staff Title | Description/Duties | % of Salary/Wage Charged to Grant |
|---|---|---|---|
| Diana Utz | Director | Manage and direct the GWRideConnect Program which includes the Advantage Self-Insurance Pool Program. Oversee all work components / activities of the daily operation of the GWRideConnect program and supervise two TDM Planners and one TDM Assistant. | 100 |
| JoAnna Roberson | TDM Planner | Assist all clients with Rideshare information via phone, email, fax or other. Input Rideshare client data into GWRideConnect database and Commuter Connections database. Keep both databases updated and keep records of all Rideshare related activities. | 75 |
| Leigh Anderson | TDM Planner | Update GWRideConnect Website, Assist with GWRideConnect Database Programing and software development. Assist TDM Director with operating the Advantage Self-Insurance Pool Program which involves accounting, enrollment, billing, etc. Assist with all daily Ridesharing activities as instructed. | 50 |
| Spencer Diehl | TDM Assistant | Provide ridesharing and transportation information to clients and interact with clients, visitors and citizens. Answer GWRideConnect telephone and assist all clients and transfer to appropriate staff members. Act as a vanpool liaison between GWRideConnect and the local vanpools. Assist with formation and maintenance of the vanpool fleet. | 70 |

# Section 4.0 Budget

## *Section 4.1 Budget Narrative and Increase Justification*

GWRC is requesting a 3% increase in DRPT funding this year from $481,192 to $496,021 which does not include the 20% local match. In order to grow the program as outlined in the GWRideConnect Six Year TDM Strategic Plan, this increase is necessary. The Six Year TDM Plan outlines a 3% increase for baseline expenses annually and another $100,000 of unfunded program enhancements for FY19. The requested 3% increase covers the 3% baseline increase which includes: a portion of the administration in each work element outlined in Section 5.0, 3% COLA for employee wages, $7,000 for Advantage Database management and hosting, a $9,900 increase in marketing and $5,500 for computer replacement. GWRideConnect will utilize CMAQ funding to grow the GWRideConnect program this fiscal year and supplement this grant. All salaries in this application are supplemented by CMAQ with the exception of the Director's. CMAQ will be utilized to operate Van Start, lease 105 leased parking spaces and greatly support marketing efforts.

Due to increased work activities, GWRideConnect staff increased a part-time position to full time and now once again will have a full time vanpool liaison and a community outreach person. GWRideConnect staff is taking on more work activities with little compensation. The operation of the Advantage Self-Insurance Program is a labor intensive program that GWRideConnect operates for the State of Virginia with no assistance with administrative costs. Staff estimates that a minimum of 2 to 3 hours each day is spent on this program in addition to time spent monitoring the program after normal business hours. With continued funding and support GWRideConnect will be able to continue to operate one of the most effective TDM programs in the Commonwealth.

## *Operating Budget Narrative*

| Operating Budget Item | Description of Costs | Associated Program Component(s) |
|---|---|---|
| Advertising and Promotion Media | Costs include weekly advertising in Free Lance-Star, Google Ad-words, and Facebook advertising and management fees.<br><br>Conduct the Fall, Winter and Spring advertising campaigns utilizing mixed media. | ▪ Advertising and Promotion Media |
| Data Processing | Replace 4 computers, monitors, printers and software | ▪ Ridematching, Websites |
| Fringe Benefit | Healthcare, dental, for 4 employees | ▪ N/A |
| Indirect Costs | These costs are outlined in the approved Indirect Cost Allocation Plan. | ▪ N/A |
| Advantage Management | Costs for web-hosting from Parsons Brinckerhoff and for consultant to upkeep database and software | ▪ Advantage Self-Insurance Pool Program |
| Rental | Lease 25 parking spaces for private property owner in Ladysmith located in Caroline County Va. | ▪ Commuter Lots |
| Salaries and Wages | Provides for a percentage of salaries and wages for 4 full time employees | ▪ N/A |
| Travel | Attendance at meetings, job fairs and Act Conference for training | ▪ Travel |

## *Section 4.3 Operating Budget*

*Using the table below insert the budget that was/will be submitted in your OLGA online application. Examples have been provided.*

| Account | Operating Budget Item | Amount |
|---|---|---|
| 2360 | Advertising and Promotion Media | $85,400 |
| 2250 | Data Processing Supplies (Computer Equipment) | $5,500 |
| 2120 | Fringe Benefits | $67,605 |
| 2460 | Indirect Costs | $136,310 |
| 2410 | Rental of Real Property (Lease 25 parking spaces in Ladysmith) | $6,550 |
| 2110 | Salaries and Wages | $183,656 |
| 2440 | Services and Maintenance Contracts (Advantage Website) | $7,000 |
| 2310 | Travel | $4,000 |
| | | |
| | **Total** | **$496,021** |

## Section 5.0 Program Components

| Component: | **Free Rideshare Matching Program** | |
|---|---|---|
| **Description:** | Matching service that produces a match letter that is emailed or sent in a complete Rideshare packet with pertinent transit related material and GRH information. | |
| **Estimated Cost:** | Administrative costs for staff | **FTE: 4.0** |
| **Start and End Date:** | (07/18 – 06/19) | |
| **Outputs** | **Output Description** | **Output Target** |
| | Match 4,000 clients with existing vanpools, carpools or transit services and produce 4,000 letters/packets | Produce 4,000 matchlists |
| | Express match 3,300 vanpools with new GWRideConnect clients going to the operator's respective worksite. | Express match 104 times per year |
| | Assist all residents, non-residents, applicants, and operators that contact GWRideConnect. | Assist 2,500 persons |
| **Outcome(s)** | Asist thousands of residents each year, matching them to existing transit providers and resources that they were not previously aware of. | |

| Component: | **GWRideConnect Website** | |
|---|---|---|
| **Description:** | The GWRideConnect website has evolved as the source in the region for information regarding transportation solutions. The site provides a ride match application, posts vanpools and carpools with vacancies, features the GWRideBoard that is posted with local rides and advertises GWRideConnect's Facebook Page. Links to all transit modes can be found on the website along with commuter tools, commuter lot information and the popular Vanpool Connections Page. | |
| **Estimated Cost:** | Administrative costs for staff | **FTE: 2.0** |
| **Start and End Date:** | (07/18 – 06/19) | |
| **Outputs** | **Output Description** | **Output Target** |
| | Continue to operate, improve and update the GWRideConnect Website to keep it a vital source for regional transportation sources. | 60,000 visitors to the website annualy |
| **Outcome(s)** | Provides information on transportation solutions and alternatives online to everyone. | |

| Component: | Follow-up | | |
|---|---|---|---|
| **Description:** | A Follow up is a call back / email survey for all new applicants and all new carpools and vanpools. This survey determines if the applicant found a ride or riders for their pool. | | |
| **Estimated Cost:** | Administrative costs for staff | **FTE: 2.0** | |
| **Start and End Date:** | (07/18 – 06/19) | | |
| **Outputs** | **Output Description** | | **Output Target** |
| | Staff conducts follow up surveys and tracks placement. The follow up survey is used to obtain valuable feed-back from clients, helps self-evaluate the ride matching program and keeps the databases clean. | | Conduct 1,000 Follow up surveys |
| **Outcome(s)** | Tracks placement of all new clients and helps maintain correct ridematching data. | | |

| Component: | Vanpool formation, maintenance and assistance | | |
|---|---|---|---|
| **Description:** | Facilitate the formation of new vanpools in the region and maintain the existing fleet of 350 vanpools. | | |
| **Estimated Cost:** | Administrative costs for staff | **FTE: 2.0** | |
| **Start and End Date:** | (07/18 – 06/19) | | |
| **Outputs** | **Output Description** | | **Output Target** |
| | Assist new operators in forming new vanpools. Educate operators about any new incentives or programs that may affect their operations and formation. Assist vanpools with getting and maintaining passengers. | | Assist with the formation of 40 new vanpools in the region |
| **Outcome(s)** | Increases and maintains the number of vanpools in the region which reduces vehicle miles travelled and number of trips in the regiona and along the I-95 corridor. | | |

| Component: | AdVANtage Self-Insurance Pool Program | |
|---|---|---|
| **Description:** | AdVANtage provides self-insurance liability protection program for all vanpools in the State of Virginia in cooperation with the Division of Risk Management (DRM). The ADVANTAGE program is run entirely with staff from GWRC and the Division of Risk Management. The program charges no overhead for its operation and the vanpool operators pay for "accidents" from the self-insurance pool which consists of their premiums. | |
| **Estimated Cost:** | $7,000 plus Administrative costs for staff | **FTE: 2.0** |
| **Start and End Date:** | (07/18 – 06/19) | |
| **Outputs** | **Output Description** | **Output Target** |
| | Provide limited liability self-insurance for vanpool operators in the State of Virginia with claims assistance from the Division of Risk Management. | Provide self-insurance to 80 operators with 290 vanpools in the program |
| **Outcome(s)** | Helps to maintain and grow the existing vanpool fleet in the State by providing reliable, effective self-insurance at a reasonalble cost. Advantage is one of two insurance programs for private vanpools in the Country. | |

| Component: | Carpool Formation, Maintenance and Assistance | |
|---|---|---|
| **Description:** | This program facilitates the formation of new formal carpools, provides support and facilitates the continuation of instant carpooling or slugging. | |
| **Estimated Cost:** | Administrative costs for staff | **FTE: 4.0** |
| **Start and End Date:** | (07/18 – 06/19) | |
| **Outputs** | **Output Description** | **Output Target** |
| | Assist with the formation and assistance of new formal carpools and instant (slugging) carpools in the region. Promote the benefits of the I-95 express lanes to formal and informal carpools. | Assist and form 100 carpools per year |
| **Outcome(s)** | Increase and maintain the number of carpools in the region thus reducing the VMTs, and trips traveled in the region and along the I-95 corridor. Provide an inexpensive, alternative transportation solution other than transit and vanpooling. | |

| | | |
|---|---|---|
| **Component:** | **Transit Options: Commuter Bus, FRED, VRE and METRO / Promotion and Support** | |
| **Description:** | Assist and promote the private Commuter bus company in the region and continue to support and promote the Fredericksburg Regional Transit System. Promote VRE and Metro through promotional materials and advertising campaigns. | |
| **Estimated Cost:** | Administrative costs for staff | **FTE: 2.0** |
| **Start and End Date:** | (07/18 – 06/19) | |
| **Outputs** | **Output Description** | **Output Target** |
| | Help grow and maintain the number of commuter bus runs and support and promote the local FRED bus system in the region. Promote bus runs by distribution of schedules, advertising and updating the Transit Options webpage. | Distribute 1,300 bus schedules |
| | Promote VRE and the Washington Metro System to residents in the region for both commuter and personal trips. | Distribute 2,000 VRE Riders Guides and Metro Maps |
| | Transit Options Webpage on the GWRideConnect website promotes VRE, Metro, commuter bus and all transit available in and outside of the region. | Attract 15,000 visitors to the webpage |
| | Serve on the Fredericksburg Regional Transit Advisory Board (PTAB) as a voting member of the George Washington Regional Commission | Attend 6 meetings per year |
| **Outcome(s)** | Reduce VMT's, and trips traveled and provide support for all modes of tranist. | |

| Component: | Advertising and Promotion | | |
|---|---|---|---|
| **Description:** | Advertise and promote the GWRideConnect program through print media, radio, website and social media in every locality in the region. | | |
| **Estimated Cost:** | $85,400 plus Administrative costs for staff | **FTE:1.0** | |
| **Start and End Date:** | (07/18 – 06/19) | | |
| **Outputs** | **Output Description** | | **Output Target** |
| | Display Ads – Design and advertise large color display ads advertising the GWRideConnect program. | | Place 100 Display ads in the Fredericksburg Free Lance-Star and other regional newspapers |
| | Fall, Winter, Spring/Summer themed Marketing Campaigns utilizing all media modes including radio commercials on 3 local stations. | | In addition to Display ads, place 400 radio commercials on three stations |
| | Social Media Marketing, monthly and during Fall, Winter, Spring/Summer campaigns. | | Place apx. 350,000 Google Ads, maintian 16,000 click throughs to the website and maintain Facebook followers and increase number by 1,000 |
| **Outcome(s)** | Increase the number of rideshare clients, push relevant information out to the commuting public through fresh website content and the GWRideConnect Facebook Page, increase awareness of the programs and transportation alternatives, increase applicant placement, increase carpool and vanpool formation and keep existing pools full of passengers. | | |

| Component: | Commuter Lots | |
|---|---|---|
| **Description:** | Work with VDOT and FAMPO to plan and develop placement for new commuter lots in the region. Continue to lease 25 parking spaces from a private property owner in Ladysmith, Caroline County. These spaces are leased due to a lack of VDOT parking in this area of the region. The funding to lease these spaces comes from the GWRideConnect DRPT grant. The cost of $6,550 to lease these spaces is included in the Rental of Real Property line item. | |
| **Estimated Cost:** | $6,550 plus Administrative costs for staff | **FTE: 1.0** |
| **Start and End Date:** | (07/18 – 06/19) | |
| **Outputs** | **Output Description** | **Output Target** |
| | Lease 25 total spaces for commuter parking | Lease 25 spaces |
| | Monitor utilization of existing VDOT commuter lots and provide assistance to FAMPO and VDOT to plan for future lots. | Inspect all commuter lots quarterly |
| **Outcome(s)** | Provide leased commuter parking in areas of the region where it is needed and provide assistance for planning for adequate parking in the future. GWRideConnect also leases additional spaces in the region with CMAQ funds. | |

| Component: | Employer / Realtor / New Resident Outreach | |
|---|---|---|
| **Description:** | **Employer Outreach** - GWRideConnect outreaches to major employers in the region (NSWC and Quantico) to help establish transportation demand management techniques at their worksites and assist with established programs. Staff attends job fairs outside of the region when invited to major employment sites.<br><br>**Realtor Outreach** - GWRideConnect works with realtors in every locality in the region and provides them with informational packets to distribute to home buyers and new residents to the region. Packets include transit and TDM information. GWRideConnect currently works with the "Extended Stay" hotels in the region. Typically there are commuters that live at these hotels while waiting to move into a permanent residence. Staff provides GWRideConnect packets to the residents with general commuting information. | |
| **Estimated Cost:** | Administrative costs for staff | **FTE: 2.0** |

| | | |
|---|---|---|
| **Start and End Date:** | (07/18 – 06/19) | |
| **Outputs** | **Output Description** | **Output Target** |
| | Reach out to employers in the region through meetings and be available to assist employers with TDM activities at their workplace. | 4 to 8 meetings per year |
| | Attend Job Fairs outside of the region. | 4 job fairs per year |
| | Reach out to local realtors, libraries and extended stay hotels to educate them about GWRideConnect and to provide information that can be distributed to residents. | 2,000 rideshare information packets distributed |
| **Outcome(s)** | Establish GWRideConnect as a resource to employers in developing TDM strategies at their workplace. To reduce VMTs in the George Washington region thus reducing congestion in commuting to the workplace. | |

| | | |
|---|---|---|
| **Component:** | **TDM / Bike and Pedestrian Planning** | |
| **Description:** | Work to help enhance bike and pedestrian infrastructure in the Region. Promote existing bicycle and pedestrian trails in the region thus increasing awareness of the benefits of bike and pedestrian use in the region. | |
| **Estimated Cost:** | Administrative costs for staff | **FTE: 1.0** |
| **Start and End Date:** | (07/18 – 06/19) | |
| **Outputs** | **Output Description** | **Output Target** |
| | Promote and advertise existing bicycle and pedestrian facilities in the region and encourage use. | Advertise and promote bi-monthly on GWRideConnect Facebook page |
| **Outcome(s)** | Increase use of existing bicycle and pedestrian facilities. | |

| Component: | Travel and Training | | |
|---|---|---|---|
| **Description:** | Staff will attend meetings and Rideshare employment fairs to further the promotion of GWRideConnect services. Staff will attend workshops and conferences for training purposes. | | |
| **Estimated Cost:** | $4,000 | **FTE: 3.0** | |
| **Start and End Date:** | (07/18 – 06/19) | | |
| **Outputs** | Travel to meetings, job fairs, VTA and ACT conferences | | Attend meetings, job fairs and conferences when necessary. |
| **Outcome(s)** | Assist residents with transportation alternative solutions at their workplaces through attendance at job fairs. Obtain crucial TDM training for staff. | | |

| Component: | Computer / IT Needs | |
|---|---|---|
| **Description:** | Staff operates three databases for GWRideConnect and the Advantage Pool Program. This requires 4 computers and related software, printers and display monitors. Existing equipment is aging and will require replacing. | |
| **Estimated Cost:** | $5,500 | **FTE: 1.0** |
| **Start and End Date:** | (07/18 – 06/19) | |
| **Outputs** | **Output Description** | **Output Target** |
| | Aquire much needed computer and software equipment to keep databases and websites operating efficently and effectively. | Purchase 4 computers, monitors and associated software |
| **Outcome(s)** | Increase GWRideConnect daily work effectiveness and efficency and improve security to database and website infrastructure. | |

# Section 5.1 Program Activities

| Program Component | Planned Activities | Time Frame | | | |
|---|---|---|---|---|---|
| | | Q 1 | Q 2 | Q 3 | Q 4 |
| Free Matching Program | Match 4,000 rideshare clients and produce 4,000 letters/packets | X | X | X | X |
| | Express match / email 3,300 new applicants to vanpools with vacancies | X | X | X | X |
| | Conduct database surveys of 4,800 applicants to maintain database accuracy and improve matching effectiveness | X | | X | |
| | Conduct database surveys of all 720 vanpools and carpools to maintain database accuracy and improve matching effectiveness | | X | | X |
| | Assist all clients that contact GWRideConnect and help provide or answer transportation / TDM related questions. | X | X | X | X |

| Program Component | Planned Activities | Time Frame | | | |
|---|---|---|---|---|---|
| | | Q 1 | Q 2 | Q 3 | Q 4 |
| GWRideConnect Website | Update the GWRideConnect website weekly throughout FY19 | X | X | X | X |
| | Monitor the Vanpool Webpage Vanpools Seeking riders section, monitor requests to view page and provide email follow up offering additional assistance. | X | X | X | X |
| | Monitor the number of visitors to the website and the specific pages to include in quarterly reports and to determine visitor traffic. | X | X | X | X |

| Program Component | Planned Activities | Time Frame | | | |
|---|---|---|---|---|---|
| | | Q 1 | Q 2 | Q 3 | Q 4 |
| Follow Up | Email out follow up surveys on weekly basis to all new applicants. | X | X | X | X |
| | Track Placement of returned surveys to determine placement from SOV to HOV and record the modes. | X | X | X | X |
| | Update the database as required by any corrections made on returned surveys. | X | X | X | X |

| Program Component | Planned Activities | Time Frame | | | |
|---|---|---|---|---|---|
| | | Q 1 | Q 2 | Q 3 | Q 4 |
| Vanpool Formation, maintenance and assistance | Assist new operators or groups via email, phone, or in person in forming vanpools. | X | X | X | X |
| | Vanpool Connections Webpage -maintain, monitor visitors, and provide follow up to all vanpool page requests, post new vanpools with vacancies on page. | X | X | X | X |
| | Van Start -conduct Van Start program for the I-95 corridor through the I-395 TMP funding and through GWRideConnect CMAQ funding | X | X | X | X |

| | | | | | |
|---|---|---|---|---|---|
| | Express Match- continue program conducted through the GWRideConnect database where all new vans or vans with vacancies are emailed new riders as they come into the GWRideConnect Program. | X | X | X | X |
| | Vanpool Alliance - staff will assist in educating, promoting and encouraging vanpool operators both existing and new start up pools to participate in the Vanpool Alliance program. This program generates 5307 funds that flow back to the region. | X | X | X | X |

| Program Component | Planned Activities | Time Frame | | | |
|---|---|---|---|---|---|
| | | Q 1 | Q 2 | Q 3 | Q 4 |
| AdVANtage Self-Insurance Pool Program | Assist new operators in the State of Virginia in enrolling vanpools into the program. | X | X | X | X |
| | Provide DRM with monthly reports on program activity and premiums collected; provide 4 quarterly reports to DRM. | X | X | X | X |
| | Assist active Advantage members in billing, enrollment, issuing Certificates of Insurance, providing general claims information and working with DMV. | X | X | X | X |
| | Renew the web hosting certificate with Parsons Brinckerhoff. | X | X | X | X |
| | Develop an annual contract with Parsons Brinckerhoff to provide Advantage website maintenance and software assistance. | X | X | X | X |

| Program Component | Planned Activities | Time Frame | | | |
|---|---|---|---|---|---|
| | | Q 1 | Q 2 | Q 3 | Q 4 |
| Carpool Formation, Maintenance and Assistance | Assist existing carpools with obtaining riders and email match lists. | X | X | X | X |
| | Form new carpools and list new carpools on website to generate riders, provide match lists. | X | X | X | X |
| | Promote and advertise the Carpool Connections website through advertising campaigns. | X | X | X | X |
| | Assist slugging with on-going promotion and support. | X | X | X | X |

| Program Component | Planned Activities | Time Frame | | | |
|---|---|---|---|---|---|
| | | Q 1 | Q 2 | Q 3 | Q 4 |
| Transit Options: Commuter bus FRED Bus, VRE and Metro Promotion and Support | Support Commuter bus in the region by listing the runs in the GWRideConnect database which appear on match lists that go out to commuters. | X | X | X | X |
| | Distribute FRED Bus schedules. | X | X | X | X |
| | Attend FRED Public Transit Advisory Board meetings and serve on committees. | X | X | X | X |

| | | | | | |
|---|---|---|---|---|---|
| | Assist all residents with VRE and distribute VRE Riders Guides to all new GWRideConnect applicants. | X | X | X | X |
| | Assist all residents with the METRO system and distribute Metro Guides to all new GWRideConnect applicants. | X | X | X | X |
| | Advertise and promote buses through Advertising campaigns, Facebook and the Transit Options page on the GWRideConnect website. | X | X | X | X |

| Program Component | Planned Activities | Time Frame | | | |
|---|---|---|---|---|---|
| | | Q 1 | Q 2 | Q 3 | Q 4 |
| | Design new color display ads for seasonal campaigns. | X | | X | |
| Advertising Campaigns | Place large color display ads in the newspaper monthly. | X | X | X | X |
| | Advertise Google AdWords on a weekly basis each month. | X | X | X | X |
| | Advertise GWRideConnect Facebook page on a weekly basis each month. | X | X | X | X |
| | Conduct Fall Marketing Campaign / place all ads, book radio spots | X | X | | |
| | Conduct Winter Marketing Campaign / place all ads, book radio spots | | | X | |
| | Conduct Spring / Summer Marketing Campaign / place all ads, book radio spots | | | | X |

| Program Component | Planned Activities | Time Frame | | | |
|---|---|---|---|---|---|
| | | Q 1 | Q 2 | Q 3 | Q 4 |
| Commuter Lots | Renew lease agreement with property owner in Ladysmith to lease 25 commuter parking spaces at the Ladysmith Professional Office building. | X | | | |
| | Make monthly payments for leased spaces of $1.00 per space per work day. | X | X | X | X |
| | Inspect all of the commuter lots in the region and monitor utilization throughout the year. | X | | | X |

| Program Component | Planned Activities | Time Frame | | | |
|---|---|---|---|---|---|
| | | Q 1 | Q 2 | Q 3 | Q 4 |
| Employer / Realtor Outreach | Set up meetings with employers in the region | X | X | X | X |
| | Distribute Rideshare information packets and cards to local realtors, hotels, libraries and employers and tourism departments | X | X | X | X |
| | Attend job fairs throughout the year as invited by employers. | X | X | X | X |

| Program Component | Planned Activities | Time Frame | | | |
|---|---|---|---|---|---|
| | | Q 1 | Q 2 | Q 3 | Q 4 |
| TDM, Bike and Ped Planning | Attend meetings with FAMPO regarding Bike and pedestrian planning | X | X | X | X |
| | Promote bike and pedestrian trails in the region through GWRideConnect Facebook page. | X | X | X | X |

| Program Component | Planned Activities | Time Frame | | | |
|---|---|---|---|---|---|
| | | Q 1 | Q 2 | Q 3 | Q 4 |
| Travel and Training | Travel to meetings throughout the year. | X | X | X | X |
| | Travel to job fairs. | X | X | X | X |
| | Attend conferences and workshops. | X | X | X | X |

| Program Component | Planned Activities | Time Frame | | | |
|---|---|---|---|---|---|
| | | Q 1 | Q 2 | Q 3 | Q 4 |
| Computer / IT Needs | Purchase 4 new computers, software, and monitors. | | X | | |
| | Set up computer equipment and install software. | | X | | |
| | Renew hosting for GWRideConnect website. | X | | | |
| | Renew hosting for GWRideConnect database. | | | | X |

# GWRideConnect Program and Services FY 2019

GWRideConnect
Transportation Options for Work and Play

# GWRideConnect Program Scope

- TDM Agency operated by the GWRC Commission that serves the residents of Planning District 16.
- *GWRideConnect* promotes ridesharing and TDM techniques to assist citizens seeking transportation options to workplaces and other destinations.
- Program Goal: to promote, plan and establish transportation alternatives to the single occupant vehicle, improving air quality, reducing congestion & improving quality of life.

# GWRideConnect Program Funding

Transportation Demand Management Grant
Department of Rail & Public Transportation

**FY 2019: $396,817**
20% local match of $99,204
**Total: $496,021**

**$11,863 increase in DRPT funding**
**$2,966 increase in local match**

CMAQ funding: $225,000

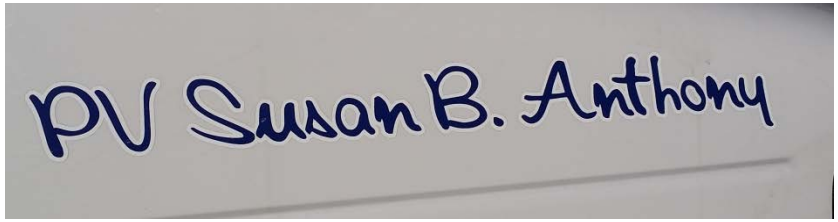
**Total program funding: $721,021**

# GWRideConnect Program Services Includes 11 Work Components

- **Ridematching**
- **GWRideConnect Website**
- **Follow Up and Database surveys**
- **Vanpool Formation**
- **Advantage**
- **Carpool Formation**
- **Transit Options Promotion and Support**
- **Advertising and Promotion**
- **Commuter Lots**
- **Employer/Realtor/New Resident Outreach**
- **TDM, Bike and Pedestrian Promotion**

# Vanpool Services

**Van Start, Advantage Self-Insurance Pool, Vanpool Express Match Vanpool Alliance and Vanpool Connections Webpage**



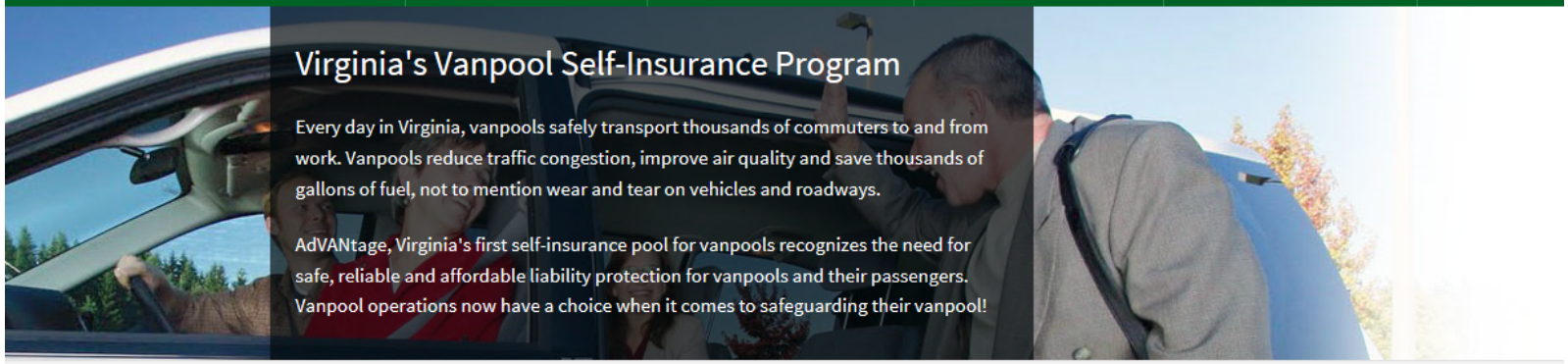
# Vanpool Alliance Program

- Partnership between PRTC, NVTC and GWRC
- Vanpools in these regions report data to PRTC who reports to the National Transit Database
- Vanpool operators receive $200 per month stipend for reporting
- Vanpools generate 5307 funds. A portion of excess funds flow back into the GW Region
- Funds may be used for Transit / TDM capital projects

ADVANTAGE
VANPOOL SELF-INSURANCE PROGRAM

Contact Us | Resources | Member Login | 540.373.POOL

HOME | WHY SELF INSURE? | WHAT IS ADVANTAGE? | WHAT IS THE COST? | HOW CAN I ENROLL? | FAQS



# Virginia's Vanpool Self-Insurance Program

Every day in Virginia, vanpools safely transport thousands of commuters to and from work. Vanpools reduce traffic congestion, improve air quality and save thousands of gallons of fuel, not to mention wear and tear on vehicles and roadways.

AdVANtage, Virginia's first self-insurance pool for vanpools recognizes the need for safe, reliable and affordable liability protection for vanpools and their passengers. Vanpool operations now have a choice when it comes to safeguarding their vanpool!

## It Makes Sense!

### Why Self-Insure?

Self-insurance pools operate similarly to insurance companies. In fact, pool members rarely notice a difference—especially when it comes to claim service and legal defense.

### What is AdVANtage?

AdVANtage is a self-insurance pool that provides affordable liability, uninsured motorist and physical damage protection for commuter vanpools.

### What is the Cost?

The membership fee is an actuarially-calculated flat rate that is combined with comprehensive and collision fees, which are based on the vehicle's seating capacity and the deductible chosen by the vanpool operator.

### FREQUENTLY ASKED QUESTIONS

Answers to your questions on eligibility and coverage, reporting and incidents, cost, and online payment.

### ENROLL ONLINE TODAY!

Enrolling is easy! Complete a short data form online to get started.

# AdVANtage Self-Insurance Pool

- Provides limited liability insurance for private vanpools in the State of Virginia
- Excellent coverage includes $1 million of limited liability protection, physical damage and more
- Costs estimates available on website
- Enroll vans and make payments on website

# GWRideConnect Database Vanpool Statistics FY 18

- 350 Existing Vanpools:

- Transport 4,200 persons daily
- Transport 1,058,400 annually

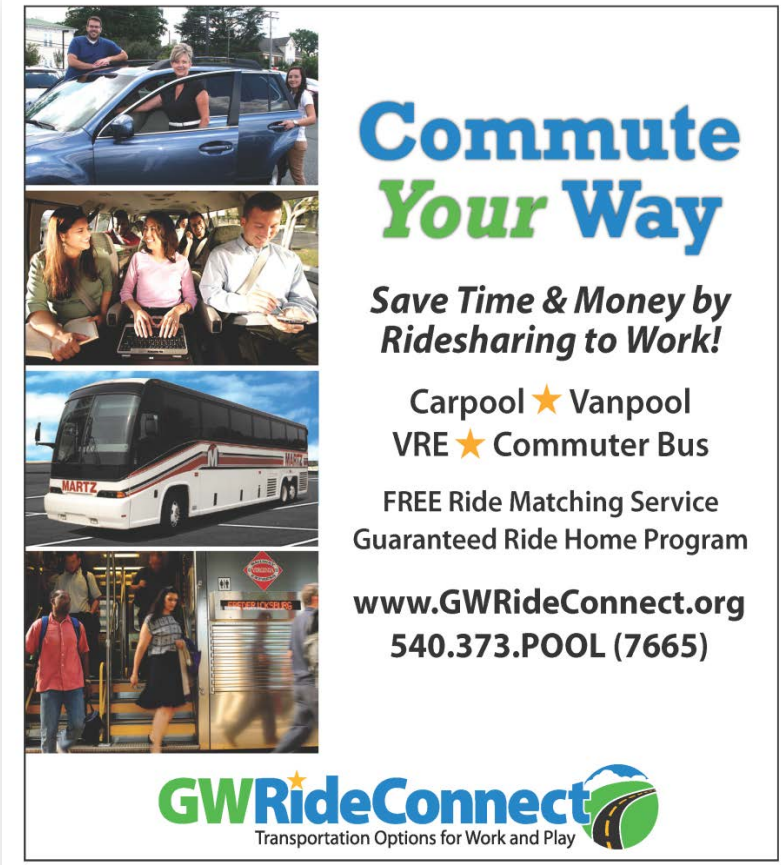
- Reduce 8,400 work trips daily
- Reduce 2,116,800 annually

- Reduce 504,000 vehicle miles traveled daily
- Reduce 127,008,000 vehicle miles traveled annually

# Promoting Vanpools, Carpools, Commuter and Local Buses and VRE

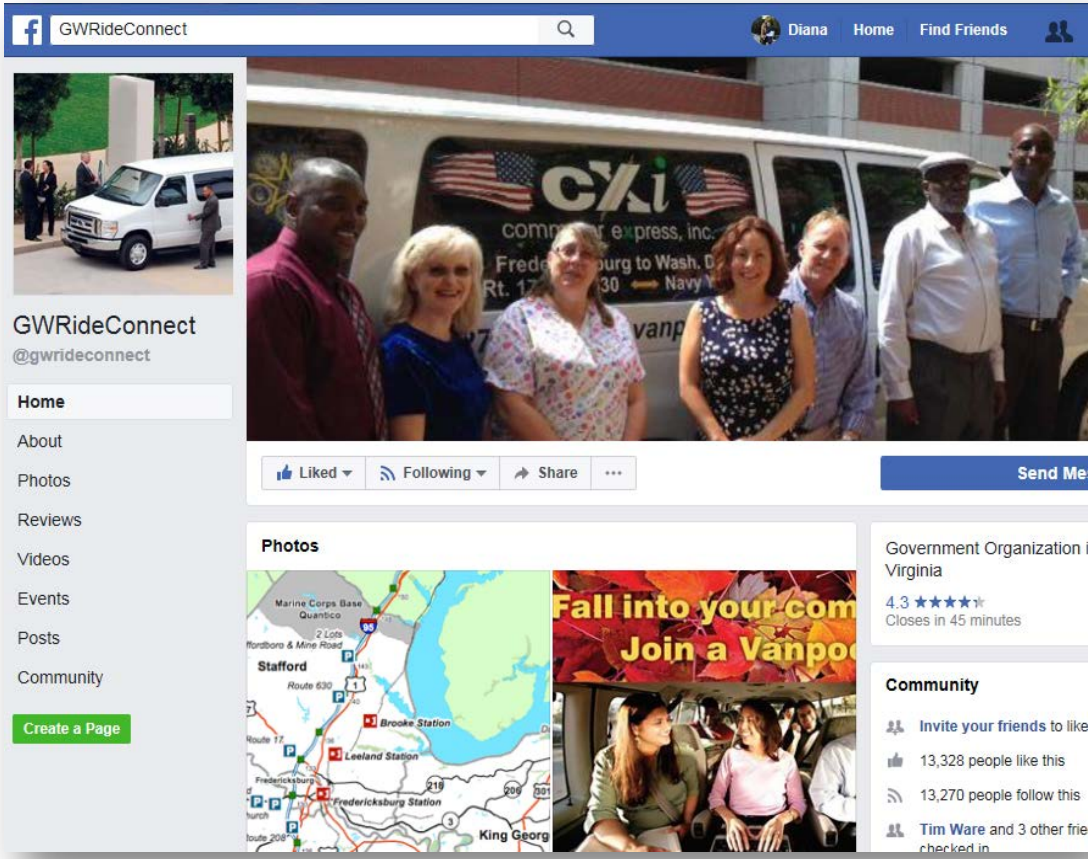
# GWRideConnect Advertising

- Fall, Winter, Spring / Summer campaigns- print media and radio advertising
- Display Ads in newspapers
- Social Media Advertising
- Facebook
- Highway signs
- GWRideConnect Website
- Community Outreach
- Commuter Job Fairs



# GWRideConnect Social Media

- Website Visitors
  - 60,000 per year
  - Vanpool Connections
    - 16,000 visitors
  - Transit Options
    - 16,000 visitors
- Facebook Followers
  - 13,265 Followers



# GWRideConnect FY 17 Program Results

| | |
|---|---|
| New applicants | 1,360 |
| Applicants assisted | 11,920 |
| New vanpools formed | 24 |
| Vanpools Assisted | 12,966 |
| Applicant & Vanpool surveys | 3,000 |
| FRED Bus distribution | 2,054 |
| VRE & Metro info. dist. | 2,000 |
| Facebook | 12,000 |
| GWRideConnect Website Hits | 13,057 per month |

**More than 85,000 people received assistance in FY 2017**

# GWRideConnect Database All Pools Statistics FY 17

**Vanpools, Carpools, Buses**

- Reduce 9,140work trips daily
- Reduce 2,303,280 work trips annually

- Reduce 1,096,800 vehicle miles traveled daily
- Reduce 276,393,600 vehicle miles traveled annually

**10e.) Approval of GWRC Resolution No. 18-09, Approving the Amended Slate of Officers to Serve in Fiscal Year 2018**

George Washington Regional Commission
406 Princess Anne Street
Fredericksburg, Virginia 22401
(540) 373-2890
Fax (540) 899-4808
www.gwregion.org

Tim Ware
Executive Director

# RESOLUTION NO. 18-09

## APPROVING THE AMENDED SLATE OF OFFICERS TO SERVE IN FISCAL YEAR 2018

**WHEREAS**, the George Washington Regional Commission ("the Commission") is the Planning District Commission serving the City of Fredericksburg and Caroline, King George, Spotsylvania and Stafford counties, known together as Planning District 16, and

**WHEREAS**, the Commission is governed by a ten-member Board that includes a Chairperson, First Vice Chairperson, Second Vice Chairperson, Treasurer and Secretary, which collectively constitute the Commission's Executive Committee, and;

**WHEREAS**, the Commission's By-Laws include a provision for the annual rotation among the member localities that determines which locality shall fill each of the officer's positions, such that the locality represented by the outgoing Secretary shall then fill the Treasurer's seat, the locality of the outgoing Treasurer shall then fill the Second Vice Chairperson's seat and so forth, with the locality of the outgoing Chairperson then filling the Secretary's seat, and:

**WHEREAS,** in the event that an officer vacancy occurs during the fiscal year, that seat shall be filled, for the remainder of the term by a Commission member from the same locality as that of the member vacating the office, and;

**WHEREAS,** the position of First Vice Chairperson and Second Vice Chairperson is now vacant, and;

**NOW, THEREFORE, BE IT RESOLVED** by the George Washington Regional Commission that it hereby appoints the following First Vice Chairperson and Second Vice Chairperson to serve for the remainder of Fiscal Year 2018:

, Stafford County – First Vice ChairPerson
Greg Benton, Spotsylvania- Second Vice Chairperson

Adopted by the George Washington Regional Commission at its duly called meeting of January 22, 2018 in the City of Fredericksburg, Virginia, a quorum being present.

_____ January 22, 2018

Matthew Kelly, Chairperson

**10f.) Appointment to Local Emergency Planning Committee**

George Washington Regional Commission
406 Princess Anne Street
Fredericksburg, Virginia 22401
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Fax (540) 899-4808
www.gwregion.org

Matthew Kelly
*Chairman*

Timothy Ware
***Executive Director***

Date : January 22, 2018

To : GWRC Board

From : Tim Ware

Re : Regional Emergency Planning Committee Member

In 2014 the George Washington Regional Emergency Planning Committee was formed. The By-Laws state that two elected officials be appointed to the committee. Mr. Matt Kelly and Mr. Jim Howard were appointed to this committee By the GWRC Board. As Mr. Howard is no longer an elected official, it is necessary to appoint a replacement.

Requirements of the committee are to attend 4 quarterly meetings per year. The meetings are held during regular office hours.

For your information **t**he purpose of the George Washington Regional Emergency Planning Committee (GW-REPC) is to:

- Develop, maintain and update a regional Hazardous Materials Emergency Response Plan for the George Washington PDC Region. This includes procedures for regulated facilities to provide information to the GW- REPC and member local governments in accordance with SARA Title III and notifications of accidental releases of hazardous chemicals.

- To establish procedures for receiving and processing requests from the public for information about and/or copies of emergency response plans, material safety data sheets and chemical inventory forms.

- To devise, observe and critique regional emergency operations exercises annually.

- To educate the public about risks from accidental and routine releases of chemicals and work with facilities to minimize such risks within the region.

- To encourage hazardous materials training of public and quasi-public personnel within the region.

**10g.) Approval of GWRC Resolution 18-10, Authorizing Execution of Agreement with Virginia Department of Rail and Public Transportation**

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Tim Ware
Executive Director

**RESOLUTION NO. 18-10**

**AUTHORIZING EXECUTION OF AGREEMENT WITH THE VIRGINIA DEPARTMENT OF RAIL AND PUBLIC TRANSPORTATION**

**BE IT RESOLVED**, by the George Washington Regional Commission ('the Commission') that it's Executive Director is authorized, for and on behalf of the Commission, hereinafter referred to as THE PUBLIC BODY, to execute and file an application with the Department of Rail and Public Transportation, Commonwealth of Virginia, hereinafter referred to as THE DEPARTMENT, for a Technical assistance grant of financial assistance in the amount of $125,000 to defray fifty percent (50%) of the cost borne by THE PUBLIC BODY for a Multimodal Study of Lafayette Boulevard in the City of Fredericksburg and Spotsylvania County, and to accept from THE DEPARTMENT grants in such amounts as may be awarded, and to authorize the Executive Director to furnish to THE DEPARTMENT such documents and other information as may be required for processing the grant request.

The George Washington Regional Commission certifies that the funds shall be used in accordance with the requirements of Section 58.1-638.A.4 of the Code of Virginia; that THE PUBLIC BODY will provide funds in the amount of $125,000 which will be used to match State funds in the ratio as required in such Act, that the records of receipts of expenditures of funds granted THE PUBLIC BODY may be subject to audit by THE DEPARTMENT and by the State Auditor of Public Accounts; and that funds granted to THE PUBLIC BODY for defraying the expenses of THE PUBLIC BODY shall be used only for such purposes as authorized in the Code of Virginia. The undersigned duly qualified and acting Secretary of THE PUBLIC BODY certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the George Washington Regional Commission held on the 22nd day of January, 2018, in the City of Fredericksburg, Virginia.

_____ January 22, 2018

Matthew Kelly, Chairman