

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

April 15, 2019  
GWRC Conference Room

**MEMBERS PRESENT:** Vice-Chair – Tim McLaughlin, **Spotsylvania**; Matt Kelly & Billy Withers, **City of Fredericksburg**; Jeff Black & Nancy Long, **Caroline County**; John Jenkins, **King George County**; David Ross (In at 6:20), **Spotsylvania County**; Wendy Maurer (Alternate) & Cindy Shelton (Alternate), **Stafford County** **MEMBERS ABSENT:** Meg Bohmke, Ruby Brabo & Tom Coen

**OTHERS IN ATTENDANCE:** Tim Barody, City of Fredericksburg; Ed Petrovitch, County of Spotsylvania; Ivan Rucker, FHWA; Rupert Farley (In at 6:12), CTAC; George Millsaps, US Census; Dee Smith, CVHC; Elaine Dispenbrock & Gerald Anderson, LWV; & Suzanne Armstrong, VHDA

**STAFF:** Linda Millsaps, Executive Director, Michele Dooling & Kate Gibson, GWRC; Paul Agnello, Briana Hairfield, Kari Barber, John Bentley & Colin Cate, FAMPO; Sam Shoukas, GWRC and; Leigh Anderson & JoAnna Roberson, GWRC

**CALL TO ORDER:** Mr. McLaughlin 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:** Dr. Millsaps requested that both of the presentation items on tonight's agenda, which include: Virginia Housing Development Authority from Item 8-a & Census Count Committee from Item 9-b, be moved to occur after Item 6, Public Involvement.

Upon motion by Mr. Kelly & seconded by Ms. Maurer, with all concurring, the agenda for April 15<sup>th</sup> meeting was approved as amended.

**APPROVAL OF GWRC MEETING MINUTES (January 28, 2019) - (Action Item)**

Dr. Millsaps advised the January 28<sup>th</sup> minutes were deferred from action as a result of comments needing amendment from Mr. Ivan Rucker who made a joint presentation from FHWA to both the FAMPO/GWRC committees at the January meeting. Dr. Millsaps stated the minutes have been amended accordingly & are included in tonight's agenda packet in revised format.

- i. Written Statement from Ivan Rucker, FHWA

Dr. Millsaps advised a written statement from Mr. Rucker in regard to questions/answers on items that needed additional feedback that came from the January 28<sup>th</sup> meeting are also included in tonight's agenda packet for member review.

Upon motion by Mr. Kelly & seconded by Ms. Maurer, with Mr. Black & Mr. McLaughlin abstaining & all others concurring, the minutes from the January 28<sup>th</sup> meeting were adopted as presented.

## **APPROVAL OF GWRC MEETING MINUTES (March 18, 2019) – (Action Item)**

Upon motion by Mr. Kelly & seconded by Ms. Maurer, with Ms. Shelton abstaining & all others concurring, the minutes from the March 18<sup>th</sup> meeting were adopted as submitted.

### **PUBLIC INVOLVEMENT**

Mr. Gerald Anderson representing League of Women Voters, asked that the committee highly consider support of the Affordable Housing Grant application to be discussed later in tonight's meeting by Ms. Armstrong with VHDA. Mr. Anderson stressed this is an item that is a regional concern.

### **FINANCIAL REPORT – Michele Dooling**

Included in tonight's agenda packet is the revenues & expenditures spreadsheet; the balance sheet; the monthly financial report; the cash flow report; & the financial reports on both an accrual & cash basis. Ms. Dooling advised the cash flow statement for month ending on March 31<sup>st</sup> reflects that 49% of accounts payable have been paid & 15% accounts receivable received. Ms. Dooling advised that as of tomorrow morning, all payroll expenses to Stafford County are now up to date & currently paid in full.

Ms. Maurer asked if these payments are made via ACH transactions. Ms. Dooling stated they previously were mailed; however, there has been mail that has been returned to us over the last several months, even though the address used for mailing has been verified as being the correct address so now Ms. Dooling drives them to Stafford County to hand-deliver. Ms. Maurer stated she will work with Ms. Dooling at another time & separate from this meeting time on how to get the accounts set-up with ACH capabilities.

There was a request from the committee to have more specifics included in the line item budget submittals. There was a request for an executive finance committee be set-up so all of the line items can be reviewed with staff & executive committee members prior to being submitted for review at the actual meeting. Dr. Millsaps stated this was a topic that GWRC entertained last fall & at that time there was no interest in pursuing. Upon motion by Ms. Maurer & seconded by Mr. Withers, with all concurring, it was requested that before the May meeting, an executive committee meeting be held with a FAMPO member, a GWRC member, Ms. Dooling & a GWRC committee member so any budget clarifications can be made prior to the May 20<sup>th</sup> meeting. It was requested from Mr. McLaughlin that Ms. Maurer serve as the finance committee member. There was no vote or second obtained; however, there was concurrence from all members to move forward accordingly.

#### **a.) Draft FY20 Budget Presentation**

Draft FY20 budget was submitted for committee member review. There is no action requested at the April 15<sup>th</sup> meeting. There was committee member request for the budget to also be broken down & detail explanation included on a line by line basis.

## PRESENTATIONS

a.) Virginia Housing Development Authority – Suzanne Armstrong, VHDA

i. Affordable Housing Grant (**Action Item**)

Ms. Armstrong with VHDA advised that Virginia state-wide has a shortage of affordable housing to accommodate citizens' needs. Ms. Armstrong stated that failure to address affordable housing concerns has had significant impacts to state policies. Ms. Armstrong stated Virginia needs to produce substantial new & affordable housing opportunities that will accommodate the anticipated workforce growth. Ms. Armstrong stated that for this region, the average teacher makes \$59,000 annually & the average police officer makes \$44,000 resulting in neither of these 2 groups of people being able to live in the area where they work.

Ms. Armstrong advised this region & its 5 localities are eligible to receive a Go Virginia grant up to \$20,000 per locality to have a study completed on what housing opportunities are needed in a specific location. Ms. Armstrong relayed the \$20,000 grant is a no-match grant. Mr. Black asked if there were any other localities who have taken advantage of the grant opportunity & if so, how much did the study cost. Ms. Armstrong advised that the Thomas Jefferson Planning District just completed their study & included the localities of Charlottesville, Albemarle, Greene, etc. (many of which are very rural areas) & the total cost was \$84,000 (which was less than the \$100,000 that was allocated).

Ms. Armstrong stated if this region decides to pursue that it can use any consultant it desires for completion of the study. Ms. Armstrong advised they are a 501C & 40% of net revenue goes back into the Commonwealth & does not impact tax payers or the federal government. Ms. Armstrong stated the last plan completed for this region was 10 years ago when the market was falling out. Ms. Armstrong stated the new study will provide a current plan; it will provide guidance on where a locality wants to go; & will provide steps on how to get there.

Mr. Black asked how a region gets local developers to conform on building the types of housing that a locality needs. Mr. Kelly stated it was his impression that both a locality & regional study would serve as a "tool box" that would provide options & allow a locality to work with developers to advise what housing needs a locality wants to see pursued. Ms. Armstrong concurred with Mr. Kelly's assessment. Mr. McLaughlin stated he felt Ms. Armstrong was "selling" a product & if each locality automatically qualifies for up to \$20,000 then why doesn't VHDA just come in & complete a study. Ms. Armstrong stated VHDA is authorized to provide no-match funding; however, are not authorized to select the entities that can become recipients.

Upon motion by Mr. Kelly & seconded by Mr. Black, with all concurring, the Affordable Housing grant for \$20,000 per locality, with no match required, to be performed regionally for the GWRC district as well as individually for each of the 5 localities was adopted at the April 15<sup>th</sup> GWRC meeting.

ii. Strategic Planning Grant

Ms. Armstrong advised a regional strategic planning grant of \$20,000 with no match is also available to PDC-16. Ms. Shelton stated Stafford County completed this last year & received a lot of good

information to follow up on. Dr. Millsaps advised this was previously listed on the agenda as an Action Item; however, found out prior to the meeting beginning tonight that this grant will automatically be allocated to this region & does not require a vote of approval for proceeding.

## **OLD BUSINESS**

### **a.) Resolution 19-06, Rural Transportation (Action Item)**

Mr. Agnello advised that Resolution 19-06 is asking that support be given for FAMPO to conduct transportation planning activities in its rural areas that include Caroline & King George Counties in the GWRC region. Upon motion by Ms. Long & seconded by Mr. Jenkins, with all concurring, Resolution 19-06 was adopted at the April 15<sup>th</sup> GWRC meeting.

### **b.) Resolution 19-07, Census Count Committee (Action Item)**

Dr. George Millsaps advised that every 10 years the US Constitution mandates a census count of all people living in the United States. Even though this a monumental task, it is one that affects the distribution of approximately \$675b from the federal government that is then returned back to the region. Dr. George Millsaps stated the 2020 census will address every household in the nation with a simple questionnaire & goal of counting every person, only one time, & in the right place. Dr. George Millsaps advised that every missed person not counted cost the region money. For example, if 50 people are undercounted then this will cost the region \$1,000.00 in federal funds over the next 10 years. Dr. George Millsaps stated it is recognized that by an entity working together in partnerships more can be accomplished collectively.

Dr. Linda Millsaps advised that Resolution 19-07 is authorizing staff to develop & convene with a regional complete count committee to help guide, inform, coordinate & support the efforts of each local jurisdiction's Complete County Committee.

Dr. George Millsaps stated that each locality will be responsible for establishing a Complete County Committee & the Census department is going to provide training, assistance & support. Ms. Maurer asked what the implications to GWRC are for implementing a committee. Mr. Ross asked who forms the committee.

Dr. Linda Millsaps stated that as a result of direction from the CAO's at the April meeting, they have requested that GWRC be the lead in ensuring a committee is formed; to provide meeting space; & to utilize GWRC staff for creation of maps & data. Dr. Linda Millsaps advised that if FAMPO staff is asked to provide GIS assistance that they will be compensated for their time & efforts from the GWRC budget.

Mr. Withers advised the City of Fredericksburg has already started this process in their locality. There was a motion made by Mr. Ross and seconded by Ms. Maurer, with all concurring. For this request to be tabled until the May meeting so that GWRC staff can provide more specifics of what

will be achieved; the time commitment needed by GWRC, the desired outcomes, etc. Dr. Linda Millsaps also asked that locality representatives work with staff & determine who should be selected to serve on the regional committee from each respective locality & these contact names be forwarded to GWRC for follow-up as well at the upcoming May 20<sup>th</sup> meeting.

**ADDITIONAL ITEMS OF INTEREST** - Executive Director's Report & Update

Dr. Millsaps advised there are updates for staffing positions. The GO Virginia clerical administrative position has selected 6 candidates for a phone interview; with the top 2 moving forward with a full interview. Mr. McLaughlin stated he has concerns about filling a GO Virginia position as he sees the GO Virginia funding source as a short-term funding opportunity. Dr. Millsaps advised all 6 candidates who have received a phone interview have all been told the position is only "permanent" as long as GO Virginia remains the financial entity.

Dr. Millsaps stated that FAMPO has interviews scheduled for filling the vacant transportation planner's position that has been vacant with Mr. Quint's resignation. Dr. Millsaps advised FAMPO has a strong candidate & are in the process of scheduling a follow-up interview with the candidate. Dr. Millsaps relayed it is hoped the new candidate will be on staff within the next several months.

Dr. Millsaps advised GWRC has been selected to receive a Vista volunteer funded through the Housing Alliance. This position will be for a year's time & will be the coordinator working with all 4 of the CoC providers to enable each of them to become more efficient.

Lastly, Dr. Millsaps relayed that Mr. Ivan Rucker with FHWA is in attendance at tonight's meeting & originally was going to provide a brief update from the recent federal certification process that just occurred last week. However, the final report from FHWA is due to be released by June 19<sup>th</sup> so Mr. Rucker indicated he would like to defer his presentation from tonight to the upcoming May 20<sup>th</sup> joint FAMPO/GWRC meeting as he will be in receipt of more data and certification results at that time.

**ADJOURN GWRC MEETING** – The April 15th GWRC meeting adjourned at 7:10 p.m. with the next committee meeting scheduled to occur on May 20, 2019.

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