

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

May 20, 2019
GWRC Conference Room

MEMBERS PRESENT: Chair – Meg Bohmke, **Stafford County**; Matt Kelly & Billy Withers, **City of Fredericksburg**; Nancy Long, **Caroline County**; Ruby Brabo, **King George County**; Tim McLaughlin & David Ross (In at 6:07), **Spotsylvania County**; & Tom Coen, **Stafford County**
MEMBERS ABSENT: Jeff Black, John Jenkins & Wendy Maurer

OTHERS IN ATTENDANCE: Ed Petrovitch, County of Spotsylvania; David Jackson, Cambridge Systematics; & Eduardo Guity & George Millsaps, US Census

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

CALL TO ORDER: Ms. Bohmke 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 motion by Mr. Kelly & seconded by Mr. Coen, with all concurring, the agenda for the May 20th meeting was approved as submitted.

APPROVAL OF GWRC MEETING MINUTES (April 15, 2019) - (Action Item)

Upon motion by Mr. Kelly & seconded by Ms. Long, with Ms. Bohmke, Ms. Brabo & Mr. Coen abstaining & all others concurring, the minutes from the April 15th meeting were adopted as submitted.

PUBLIC INVOLVEMENT - None

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 April 30st reflects that 86% of account payables have been paid & 52% account receivables collected. Ms. Dooling advised all payroll expenses to Stafford County are now up to date & currently paid in full & the new ACH transfer for this pay period will occur on Friday, May 24th. Ms. Dooling relayed that currently the Commission has zero past due accounts that need to be rectified.

PRESENTATIONS

- a.) Census Complete County Committees – Mr. Eduardo Guity & Dr. George Millsaps, US Census

Dr. George Millsaps advised the 2020 Census counts will create new jobs that are available in each locality at a pay rate of \$20.00 per hour and an informational card is included in tonight's agenda packet if anyone is interested in pursuing this temporary job opportunity.

Dr. George Millsaps stated that data reflects that 2% of a region's population have no desire to complete the census forms. Dr. George Millsaps relayed the 2020 census counts are designed to be more effective and more efficient to ensure that everyone is counted once. Dr. George Millsaps advised that with the 2% of the population who have no desire to complete the census counts, this results in a loss of \$146m of funding to the FAMPO region.

Dr. George Millsaps stated that there is a 2020 Census guide include in tonight's presentation packet and he addressed highlighted items on pages 5 & 10 that members can review outside of tonight's meeting. Dr. George Millsaps stated these highlighted items describe the 3 kinds of Complete Census Count committees (page 5) & describe the subcommittee structure of a Complete Count Committee (CCC) (page 10).

Mr. Guity stated the Census Bureau understands the value of quality census counts and realizes inaccurate counts result in underfunding of federal dollars to a region. Mr. Guity advised it is the recommendation from the Census Bureau for regions to form a Complete Count Committee as soon as possible.

Mr. Guity stated that many localities have already formed their own committee; however, consideration of forming a regional committee is of value as it will influence the quality of the census counts; allow for additional funding to be returned to the region; & will allow the regional entity to work with the locality representatives to have voices heard from a regional perspective and not just from a specific locality.

Dr. Linda Millsaps advised that if a regional Combined Count Committee is formed with GWRC being the central entity, that GWRC will serve as the liaison organization & will provide training and help, guide, inform, coordinate and support the efforts from each local jurisdiction.

Ms. Bohmke advised Resolution 19-07 has minor typographical errors that need to be amended; however, no discrepancies occur with the Resolution content.

- i. Resolution 19-07 – Census Combined Count Committee (**Action Item**)

Upon motion by Mr. Kelly and seconded by Mr. Coen, with Mr. McLaughlin voting no & all others in concurrence, Resolution 19-07 was adopted by the GWRC commission at the May 20, 2019 meeting.

b.) GWRC Finance Committee Proposal (**Action Item**) – Dr. Millsaps

Dr. Linda Millsaps advised that as part of the Commission building a stronger financial base that will deliver important service, support & value to the region, it is being recommended to create a short-term Finance Working Group committee which will later evolve into a permanent GWRC Finance Committee.

Dr. Linda Millsaps stated the short-term goals will include assuming a leadership role along with the Executive Director & Finance Director in developing core documents, metrics & processes to ensure the organization remains on a strong financial path. Dr. Linda Millsaps stated this committee will meet regularly through the end of FY2020. Dr. Millsaps advised the first meeting for the short-term committee is scheduled to occur at 5:30 p.m. on Thursday, May 23rd & the committee will meet two times before a vote is asked for from the GWRC commission at the June 17th meeting. Dr. Linda Millsaps advised the permanent committee will begin in April of 2020 and will focus on 8 specific goals to begin with strategic planning for a long-term financial structure for GWRC.

Mr. McLaughlin stated the upcoming meeting for Thursday, May 23rd seems to have been implemented at the very last minute & if members from each locality will be serving on the short-term committee that this constitutes a public meeting; therefore, resulting in not enough time to properly advertise the meeting. Dr. Millsaps advised an email was submitted to GWRC members several days ago; however, no public announcement has occurred. Ms. Brabo stated that as long as the meeting information is posted on the web-site this should satisfy the public notice that would be needed. Mr. Ross advised that a 3-day notice is required for advertisement of a meeting prior to the meeting date.

Upon motion by Mr. Kelly & seconded by Ms. Long with all concurring, recommendation was made for the short-term committee to meet on Thursday with the 2 initial committee members (Ms. Maurer as Chair & Mr. Withers) who will be meeting with both Dr. Linda Millsaps & Ms. Dooling and they will be providing information for further review by GWRC at the upcoming June meeting to determine the direction of the short-term committee's goals, responsibilities, expectations, etc.

c.) FY20 GWRC Budget (Preliminary) – Dr. Millsaps & Staff

Dr. Linda Millsaps, Ms. Gibson & Mr. Agnello presented a preliminary budget proposal for review at the May 20th meeting. No action is being asked for at tonight's meeting and a vote will be presented at the upcoming June 17th meeting.

Dr. Linda Millsaps advised the total anticipated revenue for FY20 is estimated to be \$5,143,518. Dr. Linda Millsaps stated this is a substantial increase from the FY2019 approved budget of \$2,501,579. Dr. Linda Millsaps relayed the primary reasons for the changes are increases in FAMPO related funding; an increased investment by GO Virginia; an opportunity for increased state funding for continued work toward meeting the goals outlined in the Phase III Watershed Implementation Plan (WIP III); & the inclusion of pass-through funding that was not previously reflected in the GWRC budget. Dr. Linda Millsaps stated the FY2020 budget includes additional detailed information and has resulted in more and effective transparency of documents.

Dr. Linda Millsaps stated the largest funding categories are personnel and consultants. Dr. Linda Millsaps advised the FY2020 budget also includes a 3% COLA raise for all GWRC employees. Mr. McLaughlin questioned the 3% COLA and stated he felt this was relatively high. Dr. Linda Millsaps stated that recommendation is based on the national rate of 2.8%. Mr. McLaughlin stated Spotsylvania County had approved a 1.5% COLA rate for employees and asked what rate the other jurisdictions have implemented: City of Fredericksburg = 3%; Caroline = 2.5%; King George = 3%; & Stafford = 5%. Dr. Linda Millsaps stated the indirect cost for FY2020 have also decreased from 55% to 47.24%.

- i. ROI Infographic (Spreadsheet included in agenda packet)
- ii. Major Budget Modification

Dr. Linda Millsaps advised there are additional modifications from the FY2019 approved budget to the FY2020 budget that will be submitted for approval in June. These include the following items/entries:

Retirement of the building loan – this has resulted in an annual expense of approximately \$30,000 & the loan will be satisfied in full in November of 2019

Equipment Rental & Maintenance – this was estimated to be \$38,000 in the FY2019 budget; however, actual expenses show this category to cost \$28,995

Equipment Purchase category – reflects an increase of \$2,000 in the FY2020 budget proposal – the FY2019 budget assumed \$2,000 of expenditures; however, no purchases were made in this fiscal year that could not be billed to an award – going forward, funds are being requested for replacement of new computer for Executive Director and to purchase new/updated equipment for more professional recording of public meetings

Local Government Management – included in the FY2019 budget; however, no funds have been expended & none are anticipated so line item was removed from FY2020 budget proposal

Professional Fees – these fees relate primarily to legal fees & accounting services – as more extensive legal assistance is anticipated as creation of a procurement manual; a document retention program; agency FOIA policies; & governmental agreements/interagency MOU's will be implemented in FY2020 this line item was increased from \$1,000 to \$2,000

Creation of meeting line item – this covers snacks/light meal at GWRC Board meetings, monthly CAO meetings, etc.

Creation of a better-defined organizational line item that specifies conferences, conventions & professional development that staff members attend and/or pursue

Inclusion of interest payments to Stafford County for serving as payroll host (Dr. Millsaps stated when Stafford County assumed responsibility for GWRC payroll services, per motion from Mr. Dudenhefer, a request was made to include interest payments to Stafford County if they were

needed to “float” payroll expenses from GWRC). When interest rates became prohibitive, Stafford County agreed to waive these fees temporarily – the FY2020 budget proposal assumes a resumption of interest payments to be re-instated when needed

iii. Local Allocation Issue/Options

Dr. Linda Millsaps advised that the \$20,000 reduction in local funding from Spotsylvania County for the FY2020 budget year results in a total potential financial loss of \$130,240 which is the worst-case scenario. Dr. Linda Millsaps stated there is approximately \$4,000 of local dues that are currently unallocated against grants. Mr. Agnello stated the FAMPO match requirement is 10% of the total while other grant match requirements are 25% of the total awarded.

Mr. Agnello advised FAMPO can provide an alternate option for this year’s reduction rate from Spotsylvania County; however, this option is a one-time allocation and should not be considered as an option for long-term funding needs.

Mr. Agnello stated FAMPO’s PL Planning funding is allocated on a re-occurring annual basis from FHWA through VDOT and are expected to be \$431,000 for FY2020. Mr. Agnello stated these funds are 80% federal funds with a 10% state match paid by VDOT and a 10% local match paid by GWRC.

Mr. Agnello advised staff has worked with VDOT and confirmed that if all the yearly funds allocated are not used in a designated fiscal year that the funding cannot be lost to FAMPO and any funds not used can then be carried over to the next one-year incremental timeframe. Mr. Agnello stated that since the May 1st FAMPO meeting, the region’s PL funding allocations have increased by \$203,000. Mr. Agnello stated staff proposes using this extra RSTP funding in place of \$200,000 in PL funding that was planned for FY2020 UPWP activities. Mr. Agnello stated the RSTP funding has no GWRC local match requirement whereas the FAMPO PL funding has a 10% GWRC local match requirement so approval of this change would save GWRC \$20,000 in the local matches that would have been needed for FY2020. Mr. Agnello relayed approval of this action would result in no loss of funding to FAMPO nor will have any impacts to the FY2020 UPWP or any other adverse impacts on any of GWRC’s programs for FY2020.

Mr. Ross stated that once the MOU is corrected and amended between GWRC & FAMPO that it is possible the Spotsylvania County Board of Supervisors could re-allocate the total amount of its local dues back to GWRC.

d.) Executive Director’s Report & Update (Included in agenda packet)

- i. CAO Report Status (Update given)
- ii. Staffing (Updates given)
- iii. Other (None)

ADDITIONAL ITEMS OF INTEREST - GWRideConnect presentation included in tonight's agenda packet for member review – actual presentation not given at May 20th meeting.

Mr. Kelly stated he would like to have discussion at the upcoming June meeting on current GWRC meeting days/times. Mr. Kelly stated he felt the GWRC meeting is always rushed as the FAMPO Policy meeting is held directly after. Mr. Kelly stated there are a lot of discussion items on the GWRC agenda & these items should be properly addressed without always feeling like you have to “beat the clock”. Mr. Kelly stated he would like to request discussion to occur to either schedule the GWRC meetings to begin earlier than 6:00 p.m. or to move them to another night that works for members' schedules.

ADJOURN GWRC MEETING – The May 20th GWRC meeting adjourned at 7:20 p.m. with the next committee meeting scheduled to occur on June 17, 2019.

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