

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

June 17, 2019
GWRC Conference Room

MEMBERS PRESENT: Chair – Meg Bohmke, **Stafford County**; Matt Kelly & Billy Withers, **City of Fredericksburg**; Jeff Black & Nancy Long, **Caroline County**; Ruby Brabo & John Jenkins, **King George County**; Tim McLaughlin & David Ross, **Spotsylvania County**; & Wendy Maurer, **Stafford County** **MEMBERS ABSENT:** None

OTHERS IN ATTENDANCE: Tim Barody, City of Fredericksburg; Ed Petrovitch, County of Spotsylvania; Tom Foley, County of Stafford; Rupert Farley & Dave McLaughlin, CTAC; Ivan Rucker, FHWA; Stephen Haynes & Linda LaSut, VDOT; Byron Counsell & Jason Towery, Stafford County Staff; Rich Denbow, Cambridge Systematics; & Randy Comer, Thrasher Group

STAFF: Linda Millsaps, Executive Director, Michele Dooling & Kate Gibson, GWRC; Paul Agnello, Briana Hairfield, Kari Barber, John Bentley, Colin Cate & Matthew Lehane, FAMPO; Jennifer Morgan, GO Virginia and; Leigh Anderson, GWRideConnect

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 Ms. Maurer & seconded by Mr. Kelly, with all concurring, the agenda for the June 17th meeting was approved as submitted.

APPROVAL OF GWRC MEETING MINUTES (May 20, 2019) - (Action Item)

Upon motion by Ms. Brabo & seconded by Mr. Kelly, with Mr. Black & Ms. Maurer abstaining, & all others concurring, the minutes from the May 20th 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; & the GWRC dashboard. Ms. Dooling advised the cash flow statement for month ending on May 31st reflects that 68% of account payables have been paid & 32% account receivables collected. Ms. Dooling advised that 1 pay roll transaction to Stafford County is outstanding and there are four small amount bills outstanding from a 3-month period of time & 4 from a 2-month period of time.

Ms. Dooling advised that effective July 1st, GWRC will be switching over software programs from the GMS program currently in use to Quick Books. Ms. Dooling stated this software program is

already available on site & will result in a monthly program cost savings of \$280.00 to \$320.00 per month. Ms. Dooling stated the Quick Books software program calculates indirect & direct costs into its program and will coincide with federal/government contract criteria. Ms. Maurer stated Quick Books will also be in compliance with federal requirements into DLAA compliance regulations which was a recommendation requested from the Executive Finance committee.

Ms. Bohmke advised that as a result of discussion from a previous GWRC meeting in regard to localities paying its local revenues possibly on annual basis, Ms. Bohmke relayed she had met with her County Administrator regarding this request. For Stafford County only, Ms. Bohmke relayed that payments to outside agencies are currently handled on a procedural basis; however, no policies are in place and if it is GWRC's desire to request revenue funding be allocated annually each July then the request would need to come to Stafford County from the GWRC committee.

Ms. Brabo stated that for King George County, approved outside agency funding does not require any additional requirements and invoices are paid as received, whether the funding is designated as monthly, quarterly, semi-annually or annually.

OLD BUSINESS

a. Resolution 19-08: Approving the FY20 GWRC Budget (Action Item)

i. Report of the Finance Committee – Supervisor Ms. Maurer & Council Member Mr. Withers

Ms. Maurer advised that the GWRC Finance Committee, who is comprised of herself, Mr. Withers, Dr. Millsaps & Ms. Dooling have met several times to date. Ms. Maurer stated the committee's initial focus was to look at ways of significantly cutting overhead. Ms. Maurer stated the lease on the building was just renewed for another 5-year period directly prior to Dr. Millsaps coming on board. Ms. Maurer stated the building lease runs approximately \$100,000 annually and is a large expense for an office of this size. There were questions asked as to whether the lease could be broken; who signed the lease, etc. It was committee concurrence that a copy of the existing lease be forwarded to all members for their review.

Ms. Maurer stated the finance committee is addressing both the actual budget and the finance polices. Ms. Maurer relayed the finance committee will be bringing back recommendations for the committee to consider at upcoming meetings. Ms. Maurer stated that both organizations, GWRC & FAMPO, need to better track projects and funding and that a specified project should not run out of money before that project has been completed. Ms. Maurer stated this recommendation is one that also is in line with recommendations made from FHWA in regard to staff time cards.

Ms. Maurer stated that 2 changes have been recommended & these are as follows: the approval authority on specified dollar amounts that do not need committee approval and instead are just noted in the report (i.e. – Ms. Maurer stated that in all jurisdictions approvals of \$50,000 to \$100,000, depending on jurisdiction, are given without specific votes & agenda meeting items); & implementation of a cash reserve account set aside to reduce interest paid to jurisdictions.

Ms. Maurer stated that allocation of cuts to be proposed will be across the board for each jurisdiction and will be charged to the following areas: GWRC, FAMPO, Legislative Charges; & Emergency Preparedness.

Ms. Maurer stated that currently there is some misunderstandings on how indirect costs are accounted for and these costs include all administrative staff & is based on 9 FAMPO employees that is concurrent with the UPWP.

Ms. Brabo asked if the budget considerations are based on current revenues or whether they are completed based on Spotsylvania County's decision to not fully fund for FY2020. Ms. Maurer stated budget projections and allocations were run based on both scenarios. Ms. Brabo asked for clarification that if Spotsylvania County does not pay the \$20,000 they have indicated would be cut from this budget then does this not also affect approximately \$90,000 of state/federal funding that would come to the region so the revenue deficit is actually \$110,000 & not just \$20,000. Ms. Maurer concurred this is correct.

Mr. McLaughlin stated this decision was a majority vote from Spotsylvania County and it was the county's understanding that there is more match able money available that GWRC can utilize to offset the deficit.

Dr. Millsaps concurred that additional grant money is available but these are currently limited in availability. Dr. Millsaps also relayed that these grant requests need to be submitted for consideration in either January or February and the budget process occurs after the grant deadline has expired. Ms. Maurer stated that how FAMPO makes budgetary decisions will affect the GWRC budget. Ms. Maurer also stated that there was \$600,000 of monies flowing through the agency last year and no one was aware of this revenue because it was not specified in any budget.

- ii. **Presentation of the Revised FY20 GWRC Budget – Dr. Millsaps**
 - 1. **Appendix A: Impact of \$20,000 Reduction in Local Dues**
 - 2. **Appendix B: Rates with Leave & Holidays Under Fringe Benefits**

Dr. Millsaps advised both Appendix A & B that was noted above is included in tonight's agenda packet & that staff has worked to cut corners within the budget presented tonight for approval by the George Washington Regional Commission.

Upon motion by Mr. Kelly & seconded by Ms. Brabo, with all concurring, Resolution 19-08 was adopted by the George Washington Regional Commission at the June 17, 2019 meeting.

b. Executive Director's Report & Update – Dr. Millsaps

Dr. Millsaps advised that included in the budget that was just approved is a new computer for her as hers needed to be replaced and was not cost effective to repair it. Dr. Millsaps also introduced Ms. Jennifer Morgan as the new Go Virginia staff member. Dr. Millsaps relayed that Ms. Shoukas who is in charge of the CoC program just recently won an award selected from her peers for Behavior Services recognitions.

Dr. Millsaps stated the regional census committee is moving forward and the regional training date has been set for July 31st. Dr. Millsaps stated the place of the training is still to be determined & once confirmed notices will be sent out to all members, localities, county administrators, etc. Dr. Millsaps stated that 90% of the committee members have committed to participate in the training.

Dr. Millsaps stated the “good jobs here” initiative is moving forward and 3 committee dates have been scheduled. The first date is September 19th at the UMW campus in Stafford from 8:00 a.m. to 11:30 a.m. and the meetings will be held consecutively on the 3rd Thursday of each month with a different location site selected for each of the 3 meetings. Dr. Millsaps stated street interviews will be conducted with citizens to obtain feedback on what types of jobs would be needed in order to keep citizens working here in the community versus commuting outside of the region.

Dr. Millsaps advised that she & Mr. Agnello have been working to assist the Rappahannock Area on Aging which is a partnering agency and they have received a 47% reduction in funding from DRPT which will result in 67% cut in services so the agencies are working together to see if any additional funding sources are available to provide assistance to them. Dr. Millsaps advised that per request from GWRC, the leased park & ride lot counts are on-going and reports are regularly being submitted to VDOT for their review.

Lastly, Dr. Millsaps stated she was going to defer reference to Mr. Agnello for updates on FAMPO staff member status change. Mr. Agnello advised that effective July 3rd, Mr. Bentley would be leaving FAMPO and going to work for an engineering firm in Charlottesville. Mr. Agnello stated Mr. Bentley has filled in on completing duties that were previously assigned to Mr. Quint so FAMPO staff will be sorry to see him leave; however, wish him well on his new career endeavors.

NEW BUSINESS

a. Resolution 19-09: Approving the Slate of Officers to Serve in FY20 (Action Item)

There was committee discussion regarding Resolution 19-09 which is to approve the Slate of Officers to serve in FY20. Some members felt that as things stand the way they are now with Spotsylvania County making decision to not fully fund their locality dues for the upcoming year that this should remove them from serving in a chairman position (the rotation schedule in place indicates that the rotation cycle for next year will revert to a Spotsylvania County GWRC member serving as chair for the upcoming year). There was also committee member comment that the by-laws need to be reviewed & updated as well because they are in conflict to the issue at hand. There was recommendation that the by-laws be reviewed & amended as needed at the next upcoming meeting. There was also committee member request for historical data to be provided to the committee in regard to other localities who have not fully funded in the past & if any of these localities were also in-line for assuming chairperson duties.

There was a motion made by Mr. Withers and seconded by Mr. Ross, for Resolution 19-09 to be approved. The motion was approved with a 6-4 vote count as follows: Yes: Mr. Black; Mr. Kelly; Ms. Long; Mr. Ross; Mr. McLaughlin; & Mr. Withers & No: Ms. Bohmke, Ms. Brabo, Mr. Jenkins & Ms. Maurer.

There was an additional motion made by Mr. Kelly & seconded by Mr. Ross, with all concurring, that a by-law review be conducted at the next meeting.

b. Honoring Outgoing Chairman Bohmke

Dr. Millsaps recognized Ms. Bohmke for her service as chair to GWRC & acknowledged Ms. Bohmke's genuine interest in GWRC, FAMPO & GWRC staff. Dr. Millsaps stated that Ms. Bohmke's assistance has been most helpful to her as being new to GWRC and appreciates the efforts from her for preparing agendas for GWRC meetings; for making commuting contacts with her; etc.

GWRC/FAMPO MOU (Joint Session with FAMPO)

a. Presentation by CAO's & GWRC/FAMPO Subcommittee

Mr. Foley advised that per request from GWRC, the City Manager from Fredericksburg and the County Administrators from Spotsylvania & Stafford counties review the current MOU for validity, clarity & content.

Mr. Foley relayed the 3 localities have met several times to review the existing MOU. Mr. Foley stated conversations were also held with GWRC's attorney & other MPO's to review how their MOU's were written. Mr. Foley stated it was this sub-committee's intent to produce a document that clearly defined the roles & responsibilities of both GWRC/FAMPO and that is a document that both organizations agree & concur with. Mr. Foley relayed changes & revisions were made by the 3 from the existing MOU & these changes/revisions can be provided to the committee for their review.

b. Approval of GWRC/FAMPO MOU (Action Item)

There were considerable committee concerns with the MOU included in tonight's agenda packet. Members requested all draft copies to be provided for review from previous MOU, to recommendations made from the locality county administrators/city manager; to recommendations made from staff, etc. to all be included & changes highlighted in red so members could clearly review all previous drafts to ensure language, updates, etc. are clear in the new MOU being prepared for submission, review & approval.

Upon motion by Ms. Brabo and seconded by Mr. Kelly, with Mr. Ross voting no, & all others concurring, it was requested that a special GWRC meeting be scheduled to occur in July for the purpose of having ample time to receive drafts, review administrator recommendations, etc. before a final copy is presented for approval on the revised joint GWRC/FAMPO MOU. It was requested that documents be forwarded to members 2 weeks prior to meeting so July meeting date.

ADDITIONAL ITEMS OF INTEREST

a. FHWA Federal Certification Review Presentation from May FAMPO Policy Committee Meeting

- b. FHWA Comments on Draft FAMPO 2020 UPWP**
- c. Letters of Agreement for Rural Transportation & FAMPO PL Funds**

Dr. Millsaps advised that the 3 items noted above are follow-up from FHWA in regard to the most recent federal certification review process that occurred in April of this year. Dr. Millsaps stated the documents are included strictly for member review & require no action from the committee.

ADJOURN GWRC MEETING – The June 17th GWRC meeting adjourned at 7:20 p.m. with the next committee meeting scheduled to occur at a meeting date to be determined in July. Ms. Bohmke stated the purpose of scheduling a July GWRC meeting will be for obtaining committee member feedback on the joint GWRC/FAMPO MOU that was included in tonight’s agenda packet.

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