

MEETING OF THE GEORGE WASHINGTON REGIONAL COMMISSION

January 26, 2015, 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 Chris Yakabouski
 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 17, 2014**
(*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** (if any)
 10. **New Business**
 - a.) Continuum of Care (CoC) – Mr. Teiji Epling
 - b.) George Washington Planning District Regional Strategic Plan Update – Mr. Tim Ware
 - c.) Other New Business (*if any*)
- 6:50 p.m.**
11. **Adjourn GWRC Meeting**
Next GWRC meeting: February 23, 2015



5.) Approval of Minutes of GWRC Meeting of November 17, 2014

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

November 17, 2014

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

MEMBERS PRESENT AND VOTING: **Chair** – Chris Yakabouski, **Spotsylvania County;**
City of Fredericksburg: Matthew Kelly, Bill Withers; **King George County:** Jim Howard, Dale
Sisson; **Spotsylvania County:** Paul Trampe; **Stafford County:** Laura Sellers - Alternate

MEMBERS ABSENT: Jeff Black & Jeff Sili – Caroline County; Gary Snellings & Cord Sterling –
Stafford County

OTHERS IN ATTENDANCE: Elizabeth Borst – Farmer’s Market

STAFF: Tim Ware, Executive Director; Andy Waple, FAMPO; Marti Donley, FAMPO; Daniel
Reese, FAMPO; Diana Utz, GWRC; JoAnna Roberson - GWRC

CALL TO ORDER:

Mr. Yakabouski 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 and seconded by Mr. Sisson, with all in consensus, the agenda for the
November 17th meeting was approved as submitted.

APPROVAL OF GWRC MEETING MINUTES (October 20, 2014) - (Action Item)

Upon motion by Mr. Sisson and seconded by Mr. Kelly, with Mr. Yakabouski abstaining, and
all others in consensus, the minutes from the October 20th meeting were approved as submitted.

PUBLIC INVOLVEMENT - None

FINANCIAL REPORT

Mr. Ware relayed that the Financial Report is included in tonight’s agenda packet. Mr. Ware stated
that funding negotiations for next year are being compiled now and that with the diligent efforts
made by staff that the agency is financially stable at year-end. Mr. Ware relayed that within the next
two years that the agency will be completely out of the red.

Mr. Sisson complimented Mr. Ware for his efforts and stated that this end-of-year report looks by
far more promising than some in years past and he thinks the agency has come a long way. Mr.
Sisson stated that everything appears to be moving forward in a positive manner.

EXECUTIVE DIRECTOR'S REPORT

Mr. Ware advised that there will be a Broadband meeting held tomorrow at GWRC and three providers will be providing presentations on options the region can consider. Mr. Sisson asked that Mr. Ware forward copies of each of the presentations to all of the commission members.

Mr. Ware relayed that he would be leaving today for a conference in Little Rock and that there is no December Commission meeting scheduled. Mr. Ware did advise however that on December 17th at 2:00 p.m. there is an Outdoor Plan meeting scheduled.

OLD BUSINESS:

a.) Farmer's Market Grant Opportunity – Ms. Elizabeth Borst

Ms. Borst advised that the AFID Grant outline focuses more interest on impacts of an enhanced agricultural sales opportunity and less interest on education and advocacy. Ms. Borst stated that the grant the Farmer's Market is interested in pursuing will be a multi-jurisdictional planning grant application for PD16. The requested grant amount that would be considered is \$35,000; that also requires a 100% direct jurisdictional match.

Mr. Howard inquired as to whether this grant would result in new agricultural developments. Ms. Borst stated that no new developments are planned but just request to enhance and increase what is already here.

Mr. Sisson stated that it was his understanding that the local jurisdictional matches could be in-kind matches in lieu of direct financial matches from the local jurisdictions. Ms. Borst stated that in order for the State to make an AFID investment into a community that AFID does require 100% match from the localities. Ms. Borst stated that this match demonstrates that the localities prioritize and support local and regional agricultural developments. Ms. Borst stated that 50% of the match can come from current salaries for the market managers and program leaders; GWRC dues; support from VCE offices, etc. and then 50% must be a direct financial locality match.

Mr. Ware relayed that the 50% grant match will also encompass a two-year time frame that would lessen the local matches annually from each jurisdiction.

The question was asked if a decision had to be made tonight & if not, would the region be in jeopardy of losing the grant application consideration status. Ms. Borst stated that the grant in question is a rolling grant and is designed to keep the current work being done moving forward. Mr. Ware stated that the region is not in peril of losing the money.

It was consensus from the Commission that no action be taken on this request tonight and that additional information regarding the grant process; the actual jurisdictional funding that would be required; etc. be brought back before this group for further review.

b.) PD16 Commuter Parking Data – Ms. Diana Utz, GWRC

Ms. Utz stated that she was asked to provide current park & ride lot utilization data on the park & ride lots located within the region at the October meeting. Ms. Utz stated that Mr. Kelly had asked if the region is on track for the future growth that will occur within the Long Range Transportation Plans. Mr. Waple stated that FAMPO is on track with this and has projected the need for an additional 10,000 park & ride spaces across the region by 2040. Mr. Kelly stated that he thought it was time that the commission begin looking for increased leased parking lot spaces in lieu of building new park & ride lot locations.

Ms. Utz advised that currently there is still some room remaining within the region to accommodate future growth; however, active slug lines can quickly fill up an existing park & ride lot. Ms. Utz stated that data has shown the biggest need for new park & ride lots are on the major corridors – specifically the Route 3 East corridor and the Route 1 corridor.

Mr. Kelly stated that he felt there needs to be better coordination between the local planning departments to ensure that as a region everyone is aware that this is going to be an immediate need in the very near future. Mr. Waple relayed that FAMPO staff works consistently with the planning representatives from each locality as well as VDOT staff when the LRTP is being compiled. Mr. Waple also relayed that a member from each jurisdiction’s planning department serves as an active member on the FAMPO Technical committee.

Ms. Utz gave the following re-cap on the Park & Ride lots within the region:

Caroline County

Carmel Church VDOT Lot – 40 spaces with roughly 30 empty spaces – this lot is Extremely under utilized

Ladysmith Professional Building – 25 leased spaces; 80% utilization rate – lot is Overbooked

King George County

Route 301 Corridor at the Welcome Center – 40 spaces; 15% utilization rate – lot is Under utilized

Spotsylvania County

Route 1 & I95 Corridor at Route 208 Houser Drive – 805 spaces; 68% utilization Rate – lot had 200 empty spaces on day of count

Route 3 Corridor – Rt. 3 West lot at Gordon Road – 700 spaces; 80% utilization Rate – recent expansion ongoing that will add an additional 800 new spaces

Route 3 Corridor – Rt. 3 Salem Church – 672 spaces; 96% utilization rate

Rt. 2 Corridor – Fredericksburg Field House – used to supplement Dahlgren Commuters – 60 leased spaces; 80% utilization rate

Stafford County

Route 1 & I95 Corridor at Route 17 – 1,024 spaces; 54% utilization rate – Definitely has room that could be utilized

Route 630 – 534 spaces; 86% utilization rate

Route 610 Mine Road – 740 spaces; 99% utilization rate – lot completely full

Route 610 Staffordboro – 1,890 spaces; 50% utilization rate – lot definitely has Options for additional utilization

Ms. Utz advised that there are plans for an additional 1,000 parking spaces to be built on the Route 610 corridor in Garrisonville.

Chatham Heights – 30 leased spaces; 80% utilization rate

Claiborne Run – 15 leased spaces; 50% utilization rate

Ms. Utz stated that there is a proposed new commuter lot on the Route 3 East Corridor included in the current Six-Year Plan and \$100,000 is allocated as a place holder in FY19 – currently CMAQ is being utilized for payment of the leased spaces.

Ms. Utz advised that she also got with VRE to obtain the data maintained by them on the VRE Commuter lots and the utilization in these areas are as follows:

Fredericksburg – 810 spaces; 83% utilization rate

Spotsylvania – 1,500 spaces to be constructed – utilization to be determined

Stafford – Brooke Station – 727 spaces; 82% utilization rate

Stafford – Leeland Station – 1,029 spaces; 90% utilization rate

In summary, Ms. Utz relayed that there are 13 commuter lots, either VDOT owned and/or GWRC leased within the FAMPO region. There are a total of 6,575 spaces available and currently we have 1,998 empty spaces. There is an 800+ expansion project & a 1,000+ expansion project planned respectively on Route 3 at Gordon Road and Route 610 in Stafford. Regarding VRE, currently there are 2,566 total spaces regionally with 355 empty spaces & a 1,500 proposed lot being constructed in Spotsylvania County.

NEW BUSINESS:

a.) GWRC Annual Audit – Mr. Michael Aukamp

Mr. Aukamp stated that this year in Virginia their agency now has 10 different PDC's as clients. Mr. Aukamp stated that previously GWRC used quick books for their recordkeeping data. Mr. Aukamp stated that it was recommendation from the auditing company last year that GWRC convert over to a new program called the Grant Management System. Mr. Aukamp stated that this is the first full year that GWRC has used the new program.

Mr. Aukamp stated that he was happy to report the following findings from the audit just recently completed for GWRC:

GWRC received no unqualified opinions which means there were no changes needed
GWRC received the highest level of scoring given to a respective agency
GWRC received no compliance issues
GWRC received no audit findings & records were noted, recorded, & available in a very efficient manner
GWRC received a clean audit & no additional comments or recommended changes were noted

Mr. Aukamp stated that the audit results from three years ago reflected a \$300,000 deficit and even though now should the agency close tomorrow a deficit remains. However, the deficit now is \$5,600 so Mr. Aukamp relayed that good efforts have been made to re-organize and get the agency back to a solid financial standing.

Mr. Sisson complimented Mr. Ware and the staff at GWRC for the positive efforts made and thanked everyone for their efforts to rectify the agency's financial situation. Upon motion by Mr. Kelly & seconded by Mr. Sisson, with all in consensus, the 2014 audit report was approved as submitted.

b.) Approval of GWRC Resolution No. 15-05, Establishing the 2015 George Washington Regional Commission Meeting Schedule – Mr. Tim Ware

Mr. Ware advised that the 2015 GWRC meeting schedule dates are included in tonight's agenda packet. Mr. Ware stated that the meetings will be held at 6:00 p.m. at GWRC on the third Monday of each month for the following months: January 26th; February 23rd; March 16th; April 20th; June 15th; July 20th; September 21st; October 19th; & November 16th. The meeting for May, will be held on the second Monday, May 11th, as Mr. Ware will be attending an annual conference on Monday, May 18th.

Upon motion by Mr. Kelly and seconded by Mr. Sisson, with all in consensus, Resolution No. 15-03 was adopted.

c.) The Meadow State and National Register Nomination – Ms. Diana Utz, GWRC

Ms. Utz stated that GWRC has been tasked with completing something that the agency has not participated in for quite some time. Ms. Utz relayed that Caroline County's Economic Development department approached GWRC with a request for assistance in getting the Meadows become a part of the National Registry.

Ms. Utz stated that she has met with representatives from the Caroline County Economic Development and the application process is underway. Ms. Utz stated that as Caroline County is the home to Secretariat and the stables and grounds are still functional that it was staff recommendation that the Meadows receive this recognition.

Ms. Utz stated that both a State application and a National application process are required and both are due to be submitted on December 8th. Ms. Utz advised that the application process is almost completed and ready for submission. Ms. Utz stated that if the application request for the Meadows is approved, that a presentation will be made to the Caroline County Board of Supervisors at their March 2015 meeting.

Upon motion by Mr. Sisson and seconded by Mr. Withers, with all in consensus, this request was endorsed by the GWRC Commission.

d.) Other New Business (if any) - None

Adjourn The GWRC meeting was adjourned at 6:59 p.m. The next GWRC meeting is January 26, 2015 at 6:00 p.m.

Respectfully submitted,
Timothy Ware
Executive Director
(Draft minutes prepared by JoAnna Roberson)



7.) Draft Financial Report

Balance Sheet

George Washington Regional Commission

Period From : 07/01/14 to 12/31/14

Run Date: 1/20/15
Run Time: 12:17:30 pm
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Assets:

10300	StellarOne checking	43,547.68
10400	Petty Cash	75.00
10800	StellarOne-GWRC Money Market	21,222.07
11100	Accounts Receivable	483,412.98
15400	Furniture,fixtures&equipment	304,915.26
15450	Accum Depr-Furn, Fix & Equip	-156,591.87
Total Assets:		\$696,581.12

Liabilities:

20000	Accounts Payable	89,444.40
20010	Accounts Payable @ 06.30.2014	64,610.80
21000	Payroll Liability-Leave Balances	44,020.78
22310	Deferred Contract Revenue	16,701.03
25700	Short-Term Liability-LOC	94,500.00
27710	Loan Payable-StellarOne	52,607.07
Total Liabilities:		\$361,884.08

Projects

30000	Unrestricted Net Assets	16,414.52
31015	FTA 5303 FY2015	-737.27
31200	FHWA PL	-2,184.61
31400	FHWA RSTP Projects	-0.01
31500	USHUD (HMIS)	-12,865.30
31550	Continuum of Care	-8,779.28
31600	FHWA SPR (Rural Transportation)	-1,221.58
31700	CMAQ-	277.97
31814	CZM TechAssist 2014	10,264.81
31815	CZM T/A FY 2015	-22,391.27
32000	Caroline Co. Analysis	-0.21
34000	DHCD Planning	75,971.00
34100	VDRPT-RideShare	105,810.29
34101	I95 Express VanStart/Save	150.00
34102	I-95 Bus StartUp	1.16
34103	AdVANtage Self-Insurance Pool	-3,285.27
36001	Strmwtr Mgmt Trang	753.00
37000	Local Allocations	158,676.00
37900	HMIS Local	746.50
38016	Legislative Liaison pass thru	23,808.75
38102	MWHC Farmers Market	-6,712.20
Total Projects		\$334,697.00

Net Difference to be Reconciled

\$0.04

Balance Sheet

George Washington Regional Commission

Period From : 07/01/14 to 12/31/14

Run Date: 1/20/15
Run Time: 12:17:30 pm
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Total Adjustment	<u>\$0.03</u>
Unreconciled Balance	<u>\$0.01</u>

Reconciling Items

(1) Paid Salaries are	347,546.08	
Timesheets show	347,546.08	
Difference		0.00
(2) Leave accrued this year	0.01	
(3) Fringe Pool is	111,461.29	
Fringe allocated	111,461.31	
Difference		0.02
(4) Indirect Pool is	212,969.25	
Indirect Allocated	212,969.25	
Difference		0.00
Total adjustments	<u>\$0.03</u>	

Agencywide Line Item Revenues and Expenditures

George Washington Regional Commission

Run Date: 01/20/2015
Run Time: 12:21:37 pm
Page 1 of 1

Period: 07/01/2014 to 12/31/2014

Without Indirect Detail

Code & Description		Budget	Current	YTD	Un/Ovr	% Bud
Revenues						
45100	REV-Federal Contracts/Fees	1,471,398.00	187,240.97	753,909.31	717,488.69	51.24%
45200	REV-State Contracts/Fees	783,674.00	25,118.46	215,744.91	567,929.09	27.53%
45300	REV-Local Government Contract	216,360.00	0.00	2,596.50	213,763.50	1.20%
45301	Local Revenues-Caroline County	0.00	0.00	18,730.00	-18,730.00	0.00%
45302	Local Revenues King George Co	0.00	0.00	15,573.00	-15,573.00	0.00%
45303	Local Revenues Spotsylvania Count	0.00	0.00	80,108.00	-80,108.00	0.00%
45304	Local Revenues Stafford County	0.00	0.00	85,378.00	-85,378.00	0.00%
45305	Local Revenues City of Fredericks	0.00	0.00	16,740.00	-16,740.00	0.00%
45500	REV-HMIS User Fees	2,500.00	0.00	2,805.00	-305.00	112.20%
45700	REV-Other Income	95,000.00	0.00	0.00	95,000.00	0.00%
	Revenues	2,568,932.00	212,359.43	1,191,584.72	1,377,347.28	46.38%
Expenses						
50000	Salaries	437,122.00	38,018.30	259,898.53	177,223.47	59.46%
50500	Fringe Benefits	284,951.00	12,258.57	80,101.66	204,849.34	28.11%
59700	Indirect Costs	183,600.00	32,120.05	212,969.25	-29,369.25	116.00%
59900	Common Costs	257,424.00	0.00	0.00	257,424.00	0.00%
67560	Consulting Services	408,800.00	0.00	77,456.41	331,343.59	18.95%
81100	Supplies Expense	5,000.00	0.00	2,573.00	2,427.00	51.46%
81600	Equipment, Rental, & Maintenance	0.00	0.00	15,577.95	-15,577.95	0.00%
81750	Public Relations	0.00	80.00	2,240.86	-2,240.86	0.00%
81751	Van Pool Assistance	25,000.00	0.00	0.00	25,000.00	0.00%
81752	Leased Spaces	0.00	2,990.00	14,405.00	-14,405.00	0.00%
81760	RideShare Van Subsidies/GRH	15,000.00	0.00	2,725.00	12,275.00	18.17%
81766	GRH Local	25,000.00	0.00	0.00	25,000.00	0.00%
81770	RideShare Marketing	184,651.00	777.15	57,579.99	127,071.01	31.18%
81778	I95 VanStartSave	50,000.00	13,500.00	21,600.00	28,400.00	43.20%
81779	I-95 Bus Start-Up	170,000.00	5,558.00	137,228.84	32,771.16	80.72%
83000	Travel/Training	0.00	0.00	1,557.21	-1,557.21	0.00%
83100	Travel	9,000.00	147.84	1,492.56	7,507.44	16.58%
83200	Conference, Convention, & Meetin	2,373.00	0.00	2,442.53	-69.53	102.93%
85300	Membership Dues-Organization	0.00	0.00	550.00	-550.00	0.00%
85900	Pass-Thru	95,000.00	0.00	0.00	95,000.00	0.00%
93000	Farmers' Market	0.00	0.00	6,712.20	-6,712.20	0.00%
93010	Legislative Liaison Income	0.00	0.00	-37,250.00	37,250.00	0.00%
93020	Legislative Consultant Expenses	0.00	2,235.00	13,441.25	-13,441.25	0.00%
	Expenses	2,152,921.00	107,684.91	873,302.24	1,279,618.76	40.56%
	Agency Balance	416,011.00	104,674.52	318,282.48		