

Mary Ball Washington Regional Council - Executive Committee
GO Virginia Region 6
May 17, 2019
Rappahannock Community College, Warsaw Campus

Call to Order	Kim McClellan
March 29, 2019 Meeting Minutes Approval	Kim McClellan
Financial Report	Kate Gibson
Support Organization Agreement Review and Approval	Kim McClellan
FY20 Capacity Building Budget Review and Approval	Kim McClellan
Project Pipeline Development Proposals Determination	Kim McClellan
Review Committee Recommendations	
Growth & Diversification Plan Update Report	Kate Gibson & Neal Barber
Staffing Update and Discussion	Kate Gibson
Adjournment	Kim McClellan

**MINUTES OF THE MEETING OF THE
MARY BALL WASHINGTON REGIONAL COUNCIL
EXECUTIVE COMMITTEE**

March 29, 2019
Rappahannock Community College
Warsaw, Virginia

MEMBERS PRESENT AND VOTING: Chair – William Beale, Lisa Hull, Kim McClellan
MEMBERS ABSENT: Vice-Chair – Carlton Revere, Wally Beauchamp
OTHERS IN ATTENDANCE: None
STAFF: GWRC – Kate Gibson, **Community Futures** – Neal Barber

CALL TO ORDER

Ms. Gibson called the meeting to order at 11:05 am with a quorum present.

FINANCIAL REPORT

Ms. Gibson presented the financial report for April 2017-February 2019. Committee members did not raise any issues with the financial report.

PROJECT PIPELINE DEVELOPMENT PROPOSALS DISCUSSION

The Committee discussed the Review Committee’s recommendation that the three Requests for Proposals (RFPs) for the project pipeline development efforts in the subregions be revised and reissued. The Review Committee feels that the RFPs should be revised to clarify the deliverables and outcomes the Regional Council is hoping to achieve through this effort. Staff will present revised language for the three RFPs to the Regional Council for approval at its April 8 meeting.

GROWTH & DIVERSIFICATION PLAN UPDATE DISCUSSION

Ms. Gibson overviewed the Growth and Diversification Plan Amendment Guidelines, which were adopted by the State Board at its March 12 meeting. The plan update will be more involved than initially anticipated, and could cost as much as \$40,000. Currently, \$32,518 is set aside in the budget for the plan update. Additional funds from the FY20 capacity building allocation could be used to supplement that amount. The plan update also has a very tight schedule, with a draft plan due to DHCD by August 1, 2019. Staff suggested splitting the work into two components, one for data analysis and the other for stakeholder engagement and drafting the plan update. Per GWRC’s Procurement Policy, non-professional planning services costing between \$5,000 and \$30,000 may be acquired by informal solicitations from at least four contractors, without public advertising. The GWRC Executive Director may award contracts up to \$30,000 without Board approval. GWRC could solicit bids and select a contractor for each component without a full RFP process and without Regional Council approval, which would allow the work on the plan update to start sooner. Ms. McClellan moved that GWRC move forward with this approach, pending approval by the Regional Council at its April 8 meeting. Ms. Hull seconded the motion. The motion passed unanimously.

The Committee also discussed how to incorporate findings from TEconomy's Entrepreneurial Ecosystem Study into the plan update. Staff suggested that the individuals that volunteered at the last Regional Council meeting to serve on a working group for this effort partner with other stakeholders in the community to provide input through the stakeholder engagement component of the plan update.

ENTREPRENEURIAL ECOSYSTEM FUNDING

Ms. Gibson reported that the State Board adopted guidance for a Regional Entrepreneurship Initiative at its March 12 meeting. The guidance allows each GO Virginia region to identify a coordinating entity to apply for up to \$300,000 from the region's exiting project funding to develop a regional entrepreneurial investment plan, based on the recommendations of TEconomy and other input from the Regional Council and interested stakeholders. The guidance waives the local match requirement and cuts the 1:1 match requirement in half (e.g. A \$300,000 request would require \$150,000 match of non-state matching sources). The Committee feels that the Regional Council should explore this opportunity after completing the Growth & Diversification Plan update.

FY20 FUNDING UPDATE

Ms. Gibson reported that the State Board approved FY20 funding allocations for Region 6 at its March 12 meeting. Region 6 will receive \$250,000 in capacity building funding, for which the State Board waived the match requirement. These funds support GWRC operations and planning efforts. Region 6 will receive \$1,008,621 in project funding. This will be combined with the approximately \$1.2-million in project funding from previous fiscal years that Region 6 has not yet awarded, bringing the total amount available for project applications to about \$2.2-million.

COMMUNITY FUTURES CONTRACT DISCUSSION

The Committee discussed the Regional Council's current contract with Community Futures (Neal Barber). The contract, which is for assistance with the generation, solicitation, evaluation, and scoring of project ideas and proposals, ends on April 1, 2019. However, only \$9,100 of the \$16,000 contract amount has been spent, due to the fewer-than-expected number of project applications submitted. The Committee determined that the Regional Council should consider extending the end date of the exiting contract at its April 8 meeting.

CHAIR/VICE CHAIR MEETING REPORT

Mr. Beale gave a report from the GO Virginia Chair/Vice Chair meeting that he and Ms. Gibson attended on March 19. In addition to discussing the Growth & Diversification Plan update, entrepreneurial ecosystem funding, and FY20 funding levels, the group received a presentation on the Commonwealth Cyber Initiative. This effort, which will be overseen by Virginia Research Investment Committee (VRIC), calls on higher education institutions and industry to build an ecosystem of cyber-related research, education, and engagement. The effort received \$25-million in the 2018-20 Virginia budget. Mr. Beale asked Ms. Gibson to send information about the Commonwealth Cyber Initiative to Regional Council members.

SET STANDING MEETING TIME

The Committee discussed setting a standing meeting time of the third Friday of each month that the Regional Council does not meet. Staff will follow up with absent Committee members to confirm that this meeting time works for everyone.

ADJOURNMENT

Being no further business, the meeting was adjourned at 12:52 am.

Respectfully submitted,
Kate Gibson, Deputy Director
George Washington Regional Commission

DRAFT

Financial Report - Capacity Building Funding

Mary Ball Washington Regional Council (GO Virginia Region 6)

Report Period: April 2017 - April 2019

Report Date: 5/17/2019


GO VIRGINIA



VIRGINIA INITIATIVE FOR
**GROWTH &
OPPORTUNITY**
IN EACH REGION

	FY17 Capacity Building (No Match)	FY18 Capacity Building (100% Match) MOVED TO PROJECT FUNDING	FY19 Capacity Building (No Match)	FY19 Capacity Building (50% Match)	FY20 Capacity Building (No Match)	Total	Expenditures (since April 2017) by Line Item	Under/Over by Line Item
Region 6 Allocation								
Total	\$400,000.00	\$0.00	\$250,000.00	\$111,111.00	\$250,000.00	\$1,011,111.00		
Budget								
GWRC Staffing (Salary, Fringe, and Indirect)	\$95,988.00	\$0.00	\$49,873.00	\$0.00	\$210,000.00	\$355,861.00	\$114,185.10	\$241,675.90
Community Futures Staffing	\$4,000.00	\$0.00	\$12,000.00	\$0.00	\$0.00	\$16,000.00	\$9,100.00	\$6,900.00
Meetings	\$3,374.00	\$0.00	\$1,073.00	\$0.00	\$2,000.00	\$6,447.00	\$3,650.00	\$2,797.00
Travel	\$2,217.00	\$0.00	\$536.00	\$0.00	\$3,000.00	\$5,753.00	\$3,370.05	\$2,382.95
Marketing/Outreach	\$521.00	\$0.00	\$0.00	\$0.00	\$2,000.00	\$2,521.00	\$852.68	\$1,668.32
Legal Expenses	\$0.00	\$0.00	\$4,000.00	\$0.00	\$0.00	\$4,000.00	\$0.00	\$4,000.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	\$0.00	\$1,000.00
G&D Plan Development	\$93,900.00	\$0.00	\$32,518.00	\$0.00	\$4,482.00	\$130,900.00	\$93,900.00	\$37,000.00
Capacity Building Efforts (no match)	\$200,000.00	\$0.00	\$0.00	\$0.00	\$23,000.00	\$223,000.00	\$0.00	\$223,000.00
Project Pipeline Development	\$0.00	\$0.00	\$150,000.00	\$0.00	\$0.00	\$150,000.00	\$0.00	\$150,000.00
Future Consulting Needs	\$0.00	\$0.00	\$0.00	\$0.00	\$4,518.00	\$4,518.00	\$0.00	\$4,518.00
Project Reserves	\$0.00	\$0.00	\$0.00	\$111,111.00	\$0.00	\$111,111.00	\$0.00	\$111,111.00
Total	\$400,000.00	\$0.00	\$250,000.00	\$111,111.00	\$250,000.00	\$1,011,111.00	\$225,057.83	\$786,053.17
Expenditures (since April 2017)								
Total	\$225,057.83	\$0.00	\$0.00	\$0.00	\$0.00	\$225,057.83		
Under/Over								
Total	\$174,942.17	\$0.00	\$250,000.00	\$111,111.00	\$250,000.00	\$786,053.17		

Financial Report - Project Funding

Mary Ball Washington Regional Council (GO Virginia Region 6)					
Report Period: April 2017 - Present					
Report Date: 5/17/2019					
	FY18 Per Capita (100% Match)	FY18 Capacity Building (100% Match)	FY19 Per Capita (100% Match)	FY20 Per Capita (100% Match)	Total
Region 6 Allocation					
Total	\$640,182.00	\$250,000.00	\$1,000,000.00	\$1,008,621.00	\$2,898,803.00
Projects Funded					
Flexible Office Space Due Diligence	\$50,000.00	\$0.00	\$0.00	\$0.00	\$50,000.00
PamunkeyNet Business Plan	\$50,000.00	\$0.00	\$0.00	\$0.00	\$50,000.00
VASG Planning Grant	\$49,996.00	\$0.00	\$0.00	\$0.00	\$49,996.00
Welding Training Program	\$130,000.00	\$0.00	\$0.00	\$0.00	\$130,000.00
Total	\$279,996.00	\$0.00	\$0.00	\$0.00	\$279,996.00
Projects in Pipeline					
Apprenticeship Network	\$289,200.00	\$0.00	\$0.00	\$0.00	\$289,200.00
Cybersecurity Certification Program	\$110,000.00	\$0.00	\$0.00	\$0.00	\$110,000.00
Total	\$399,200.00	\$0.00	\$0.00	\$0.00	\$399,200.00
Under/Over					
Total	-\$39,014.00	\$250,000.00	\$1,000,000.00	\$1,008,621.00	\$2,219,607.00

SUPPORT AGREEMENT

This SUPPORT AGREEMENT (“Agreement”) made this 17th day of May, 2019 (“effective date”), by and between the **MARY BALL WASHINGTON REGIONAL COUNCIL (“MBWRC”)**, also known as Region Number 6, a public body and certified regional council established pursuant to the Virginia Growth and Opportunity Act (§ 2.2-2484, *et seq.*, of the *Code of Virginia*), and the **GEORGE WASHINGTON REGIONAL COMMISSION (“GWRC”)**, a public body corporate and politic, also known as Planning District 16, a planning district commission established by its member jurisdictions, pursuant to the Regional Cooperation Act (§ 15.2-4200, *et seq.*, of the *Code of Virginia*), collectively referred to hereinafter as the “Parties”.

WHEREAS, Region Number 6 was designated and established by the Virginia Growth and Opportunity Board (“GO Virginia Board”), to include the member jurisdictions within the GWRC, the Northern Neck Planning District Commission, and the Middle Peninsula Planning District Commission (collectively, the “PDCs”), pursuant to its authority under the Virginia Growth and Opportunity Act; and,

WHEREAS, the Region Number 6 Regional Council Formation Committee, comprising a diverse group of business, private sector, educational, and governmental interests, representing the economic character of the region, was organized and timely submitted its Statement of Intent of Formation (“Letter of Intent”) to the GO Virginia Board through the Virginia Department of Housing and Community Development (“DHCD”), with all necessary components included, noting that the Region 6 committee would be known as the Mary Ball Washington Regional Council; and,

WHEREAS, at its March 14, 2017 meeting, the GO Virginia Board reviewed the MBWRC’s Letter of Intent and certified the MBWRC as the Region 6 Council, pursuant to the Virginia Growth and Opportunity Act; and,

WHEREAS, the MBWRC must be affiliated with or supported by an organization whose purposes and competences include collaborative planning, economic development, or workforce activities within its region, pursuant to the GO Virginia Board’s approved Regional Council Guidelines; and,

WHEREAS, the GWRC was organized and established on January 1, 1970, by mutual agreement among the Counties of Spotsylvania, Stafford, King George, and Caroline and the City of Fredericksburg, pursuant to the Regional Cooperation Act (§ 15.2-4200, *et seq.* of the *Code of Virginia*), which agreement was amended, pursuant to the Amended and Restated Charter Agreement approved in 2006, which was also amended in 2007; and,

WHEREAS, pursuant to the Regional Cooperation Act and its Charter Agreement, the purpose of the GWRC is to encourage and facilitate local and state-local government cooperation in addressing, on a regional basis, matters of greater than local significance in the areas of economic, transportation, and physical infrastructure planning and development, and to provide administrative, management, financial, and staff support for member jurisdictions and interdistrict entities which perform governmental or quasi-governmental functions directly benefiting the commission's district, and to cooperate with other localities, the Commonwealth of Virginia and its agencies, including the Department of Housing and Community Development; and,

WHEREAS, the GWRC is authorized and empowered to enter into contracts or agreements and to provide the services set forth herein, pursuant to the Regional Cooperation Act and its Amended and Restated Charter Agreement;

NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL COMMITMENTS HEREIN CONTAINED AND OTHER GOOD AND VALUABLE CONSIDERATION, THE RECEIPT OF WHICH IS HEREBY ACKNOWLEDGED, AND INTENDING TO BE LEGALLY BOUND, THE PARTIES AGREE AS FOLLOWS:

1. The GWRC shall serve as the MBWRC's "support organization" and perform the duties incumbent upon such "support organizations", as prescribed by the GO Virginia Regional Council Guidelines and the MBWRC's Bylaws.
2. The GWRC shall support the MBWRC by providing the following services to the council and all of its subcouncil organizations and committees:
 - a. Providing administrative and staff support services, including but not limited to securing meeting space, sending notifications, recording meeting minutes, maintaining records, correspondence and communications deemed necessary to fulfill the duties of the MBWRC;
 - b. Providing fiduciary management and oversight and administrative services for activities funded by monies received from the Virginia Growth and Opportunity Fund and other sources of matching funds;
 - c. Receiving and managing the use of funds received and auditing accounts utilized for these purposes on an annual or as-needed basis;
 - d. Reviewing and making recommendations concerning best practices;
 - e. Assisting with and providing for the development and ongoing maintenance and updating of the MBWRC's economic growth and diversification plan, including the procurement of consultancy services for this purpose, if necessary;
 - f. Reviewing and analyzing project proposals, including but not limited to:
 - i. Application acknowledgement,

- ii. Initial application review to assure compliance with application criteria,
 - iii. Prepare and present an analysis of qualified proposals to the MBWRC
 - iv. Notification to applicants of MBWRC action
 - g. Providing project recommendations for submission to the GO Virginia Board;
 - h. Providing project oversight, tracking progress metrics, monitoring impacts of projects in carrying out the economic growth and diversification plan, and reporting;
 - i. Assisting with and providing for the development and submission of the MBWRC's annual report to the GO Virginia Board;
 - j. Procuring goods and services necessary for the operation of the MBWRC;
 - k. Providing for compliance with applicable provisions of the Virginia Freedom of Information Act, including meeting notices, open meeting requirements, and meeting facilities;
 - l. Providing for compliance with the State and Local Government Conflicts of Interest Act;
 - m. Providing other duties and services as determined by the MBWRC and agreed to by the GWRC.
3. The GWRC shall demonstrate good accounting practices, grant administration, project management experience, tracking and reporting of performance metrics and audit protocols.
 4. In matters related to the Virginia Growth and Opportunity Act, the GWRC shall operate and provide the services set forth herein with the advice and consent of the MBWRC.
 5. The MBWRC and its members shall comply with applicable provisions of the Virginia Freedom of Information Act and the State and Local Government Conflicts of Interest Act and shall cooperate with and support GWRC's efforts to assure compliance therewith.
 6. The MBWRC shall approve an annual budget. Payments for goods purchased or services rendered in compliance with the approved budget shall be made by the GWRC and approved by the Chairman of the MBWRC, with monthly expenditure reports provided to the MBWRC. Other expenses must be approved by the MBWRC and the budget amended accordingly.
 7. The MBWRC shall pay the GWRC promptly for the services rendered under this Agreement, pursuant to monthly invoices to be submitted to and approved by the MBWRC, from funds derived from any and all sources.
 8. The term of this Agreement shall be from the effective date to June 30, 2021 and may be renewed for additional 2-year terms, by mutual consent of the Parties, in writing. Either party may terminate this Agreement without ramification or recourse by the other Party with 60 days

advanced notice. The GWRC shall be entitled to payment for services rendered up to the date of notice of termination.

9. Notice shall be effective if delivered in writing to the other Party by regular mail at their last known address or via electronic mail sent to the Party's last known e-mail address.
10. This Agreement may be amended, in writing, by mutual agreement of the Parties.
11. By signing below, the agent or representative of each Party certifies that he is authorized to do so by his respective organization.

MARY BALL WASHINGTON REGIONAL COUNCIL

BY: _____

G. William Beale
Chairman
Mary Ball Washington Regional Council

DATE: _____


GEORGE WASHINGTON REGIONAL COMMISSION

BY: _____

Linda S. Millsaps
Executive Director
George Washington Regional Commission

DATE: _____

ATTACHMENT 1: FY20 Capacity Building Funds Budget

Date:	05/31/19	Region:	6
Agency Name: Department of Housing & Community Development			
Agency Address: 600 East Main Street Suite 300 Richmond, VA 23219			
Budget Period: From: 07/01/19 Through: 06/30/20			
Budget Item			Amount
A Administration			
Salaries (Fringe if applicable)			\$135,000.00
Admin (General)			\$75,000.00
Meetings and Workshops			\$2,000.00
Travel			\$3,000.00
Marketing, Outreach, and Websites			\$2,000.00
Supplies & Equipment			\$1,000.00
Total Administration Budget:			\$218,000.00
B Planning Services:			
Growth and Diversification Plan Development			\$4,482.00
Planning Grants			\$23,000.00
Contract Services			\$4,518.00
Total Planning Services Budget:			\$32,000.00
TOTAL Expense Budget:			\$ 250,000.00
Narrative:			
A. Administration			
Salaries (Fringe if applicable): Includes salary and fringe (at 39.91% of salary) for GO Virginia Coordinator (1 FTE) and Deputy Director (.25 FTE) for 1 year plus a .5-year contingency			
Admin (General): Includes indirect costs (at 55.69% of salary + fringe) for 1 year plus a .5-year contingency			
Meetings and Workshops: Includes meals and other meeting costs (if applicable) for Regional Council, subcommittee, and other stakeholder meetings			
Travel: Includes mileage, parking, hotel, etc. for meetings and conferences			
Marketing, Outreach, and Websites: Includes website costs and advertising			
Supplies & Equipment: Includes funding to purchase a computer for the GO Virginia Coordinator			
B. Planning Services			
Growth and Diversification Plan Development: Includes a portion of the funding needed for the 2019 plan update			
Planning Grants: Includes a portion of the funding needed for planning grants awarded in 2019			
Contract Services: Includes funding set aside for future consulting needs			
See attached budget narrative for more information.			

**Mary Ball Washington Regional Council
GO Virginia Region 6
FY20 Capacity Building Budget Narrative**

The George Washington Regional Commission (GWRC), planning district commission for Virginia Planning District 16, is the support organization and fiscal agent for GO Virginia Region 6. Of the \$250,000 in FY20 capacity building funding allocated to Region 6, \$218,000 is budgeted for Administration and \$32,000 is budgeted for Planning Services.

Administration Line Items

Salaries (Fringe if applicable) - \$135,000

These funds will support salary and fringe for GWRC's GO Virginia Coordinator (1 FTE) and Deputy Director (.25 FTE) for 1 year plus a .5-year contingency, which would be used to close out the program in the event that GO Virginia is not funded in FY21. Fringe is calculated as 39.91% of salary.

Admin (General) - \$75,000

These funds will support indirect costs for the staff positions listed above for 1 year plus a .5-year contingency. Indirect costs include audit, fiscal/accounting services, general legal expenses, rent, supplies and equipment, taxes and insurance, and executive director oversight. Indirect costs are calculated as 55.69% of salary and fringe.

Meetings and Workshops - \$2,000

These funds will be used for costs associated with Regional Council, subcommittee, and other stakeholder meetings, including meals and other meeting costs, if applicable.

Travel - \$3,000

These funds will be used for travel costs, including mileage, parking, hotel, etc., for GO Virginia staff to attend meetings and conferences relevant to GO Virginia.

Marketing, Outreach, and Websites - \$2,000

These funds will be used for website and advertising costs.

Supplies & Equipment - \$1,000

These funds will be used to purchase a computer for the GO Virginia Coordinator.

Planning Services Line Items

Growth and Diversification Plan Development - \$4,482

These funds will be used in conjunction with \$32,518 in previously-allocated capacity building funding to support the 2019 Growth and Diversification Plan update. The total cost will be \$37,000.

Planning Grants - \$23,000

These funds will be used in conjunction with \$200,000 in previously-allocated capacity building funding to support the following planning grants, awarded in 2019:

- Good Jobs Here - GWRC Region Community Based Economic Development Plan (\$50,000)
- Northern Neck Region-Wide Site, Building & Infrastructure Study (\$88,000)
- Middle Peninsula Alliance Business Site Readiness Planning (85,000)

Contract Services - \$4,518

These funds will be set aside for future consulting needs.

**MINUTES OF THE MEETING OF THE
MARY BALL WASHINGTON REGIONAL COUNCIL
REVIEW COMMITTEE**

May 8, 2019
Rappahannock Community College
Warsaw, Virginia

MEMBERS PRESENT: Wally Beauchamp, Kimberly Young

MEMBERS ABSENT: William Beale, Stephanie Heintz

STAFF: Kate Gibson

OTHERS IN ATTENDANCE:

- **Fredericksburg Regional Alliance:** Todd Gillingham
- **Thomas P. Miller & Associates:** Brittany Dougherty, Tony Waterson, and Mason Bishop (all via phone)
- **Northern Neck Planning District Commission:** Jerry Davis
- **Middle Peninsula Alliance:** Liz Povar

The Review Committee of the Mary Ball Washington Regional Council met to review proposals submitted in response to the three revised Requests for Proposals (RFPs) for the development of a pipeline of projects for GO Virginia funding within each subregion of GO Virginia Region 6. Four proposals were received:

- Fredericksburg Regional Alliance (FRA) for the George Washington subregion
- Northern Neck Planning District Commission (NNPDC) for the Northern Neck subregion
- Middle Peninsula Alliance (MPA) for the Middle Peninsula subregion
- Thomas P. Miller & Associates (TPMA) for each subregion separately, or all three at a discounted rate

OFFEROR MEETINGS

The Review Committee met with each offeror to better understand each proposal and to develop recommendations for the Executive Committee. For each proposal, Ms. Gibson went over the meeting purpose and process, the offeror gave a summary of the proposal, and committee members and staff asked questions of the offeror. The Review Committee conducted meetings with the following offerors, each lasting 30 minutes:

- FRA
- TPMA (via phone)
- NNPDC
- MPA

DISCUSSION

Following the meetings with the offerors, the Review Committee discussed the overall suitability and approach of each proposal. Overall, the Committee felt that FRA, NNPDC, and MPA, as the three Regional Economic Development Organizations (EDOs) within Region 6, would be essential partners in the effort, leveraging their expertise, relationships, and knowledge within their own subregions. The three EDOs also demonstrated that they would coordinate their efforts across the three subregions. The Review Committee did express a desire for more specificity on how NNPDC will meet the deliverables outlined in the RFP. While the Committee felt that TPMA would bring a fresh perspective and a clear and detailed plan to meet the deliverables, the Committee was concerned with their lack of familiarity with each subregion, lack of engagement with the three EDOs, and emphasis on research and data collection.

The Review Committee determined the following recommendations for the Executive Committee:

- Contract with FRA for the George Washington subregion
- Contract with NNPDC for the Northern Neck subregion, and include as the first deliverable of the contract a more detailed scope of work for the project, for approval by the Executive Committee or Regional Council
- Contract with MPA for the Middle Peninsula subregion

Wally Beauchamp abstained from the final determination for the Northern Neck subregion, as he is the Chairman of the Northern Neck Chesapeake Bay Region Partnership.

ADJOURNMENT

Being no further business, the meeting was adjourned at 3:50 pm.

Respectfully submitted,
Kate Gibson, Deputy Director
George Washington Regional Commission