

Mary Ball Washington Regional Council  
GO Virginia  
June 29, 2017  
Bowling Green Town Hall

Call to Order	William Beale
Introductions	William Beale
Public Involvement	William Beale
May 31, 2017 Meeting Minutes Approval	William Beale
Conflict of Interests Act (COIA) Training	Kate Gibson
Electronic Meeting Policy Discussion & Approval	Kate Gibson
DHCD Contract Discussion & Approval	Kate Gibson
Potential Additional Members	Tim Ware
Meeting Schedule	Kate Gibson
Economic Growth & Diversification Plan Presentation & Discussion	Mangum Economics
Adjournment	William Beale



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

May 31, 2017  
Rappahannock Community College  
Warsaw, Virginia

**MEMBERS PRESENT AND VOTING: Chair** – William Beale, Wally Beauchamp, Elizabeth Crowther, Bruce Davis, Jeron Hayes, Lisa Hull, Mike Jenkins, Kim McClellan, Leslye McDade Morrison, Anne Richardson, Bryan Teliarferro, John Wells

**MEMBERS ABSENT: Vice-Chair** – Carlton Revere, Lou Belcher, Mike Broz, Kent Farmer, Darryl Fisher, Troy Paino, Deidre Powell-White

**OTHERS IN ATTENDANCE:** Eric Gregory, Lewie Lawrence, Bill Newborg, Liz Povar

**STAFF: GWRC** – Kate Gibson, Tim Ware

**CALL TO ORDER:**

Mr. Beale called the meeting to order at 11:00 am with a quorum present.

**APRIL 6, 2017 MEETING MINUTES APPROVAL**

Ms. Crowther moved to approve the April 6, 2017 Meeting Minutes, and Mr. Davis seconded the motion. The motion passed unanimously.

**BYLAWS APPROVAL**

Ms. Crowther moved to approve the Bylaws, and Mr. Beauchamp seconded the motion. The motion passed unanimously.

**BUDGET DISCUSSION & APPROVAL**

Mr. Ware presented the initial budget for the \$650,000 in capacity building funds. The budget includes \$61,100 for administration and \$139,890 for direct planning expenses, including \$95,990 for the Economic Growth and Diversification Plan. \$444,010 is budgeted for project reserves, as any capacity building funds not expended on administration or direct planning expenses can be used for regional project grants. The budget will be submitted to the State Board for approval at its June 13, 2017 meeting. GWRC may have to revise the budget upon feedback from DHCD, and will bring any changes back to the Regional Council.

Mr. Davis moved to approve the budget, and Mr. Jenkins seconded the motion. The motion passed unanimously.

**SUPPORT AGREEMENT DISCUSSION & APPROVAL**

Mr. Ware presented the draft support agreement between the Regional Council and GWRC, which was drafted by Eric Gregory of Hefty Wiley & Gore. Mr. Jenkins proposed two grammatical edits to the document.

Mr. Jenkins moved to approve the support agreement as amended, and Ms. Crowther seconded the motion. The motion passed unanimously.

## **ECONOMIC GROWTH & DIVERSIFICATION PLAN CONSULTANT SELECTION**

Ms. Gibson overviewed the proposal evaluation process for the Economic Growth and Diversification Plan. GWRC posted a Request for Proposals on April 28, with proposals due May 14. Proposal Evaluation Committee members reviewed the 4 proposals received, and met on May 24 to share their evaluations and make a final determination. The Proposal Evaluation Committee made the decision to recommend Mangum Economics to the full Regional Council, with George Mason University as the second choice.

Ms. Richardson moved to select Mangum Economics, with George Mason University as second choice, to prepare the Economic Growth and Diversification Plan. Ms. Hayes seconded the motion. The motion passed unanimously.

## **ECONOMIC GROWTH & DIVERSIFICATION COMMITTEE DISCUSSION**

Ms. Gibson informed the Regional Council that Mangum Economic's proposal calls for 5 meetings of the Council in 10 weeks, and asked if the Council wanted to create a committee to oversee the Economic Growth and Diversification Plan development. The Council determined it would be better for all Council members to be involved, and decided not to form a committee.

## **MEETING SCHEDULE**

Ms. Gibson and Mr. Ware will meet with Neal Barber, who is the point of contact for the Mangum Economics proposal, and will then send the Regional Council a schedule for future meetings.

## **PUBLIC BODY REQUIREMENTS**

Mr. Beale suggested that Mr. Gregory give a brief presentation on the requirements of public bodies during the remainder of the meeting time. Mr. Gregory explained that as a subcommittee of the State GO Virginia Board, the Regional Council is a public body and subject to FOIA requirements. All meetings and records of the Regional Council are open to the public.

## **ADJOURNMENT**

Being no further business, the meeting was adjourned at 12:40 pm.

Respectfully submitted,  
Kate Gibson, Senior Planner  
George Washington Regional Commission



**TITLE:** Electronic Participation in Mary Ball Washington Regional Council Meetings

**EFFECTIVE DATE:** \_\_\_\_\_

**AUTHORITY:** § 2.2-3708 - § 2.2-3708.1 of the Code of Virginia

**POLICY STATEMENT:** It is the policy of the Mary Ball Washington Regional Council that individual Council members may participate in meetings of the Council by electronic communication means as permitted by Virginia Code § 2.2-3708 and § 2.2-3708.1. This policy shall apply to the entire membership and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting.

Whenever an individual member is to participate from a remote location that is open to the public, the following conditions must be present:

1. A quorum of the Council must be physically assembled at the primary or central meeting location.
2. Notice of the remote location must be given three working days in advance of the meeting.
3. There must be arrangements for the voice of the remote participant to be heard by all persons at the primary or central meeting location. All persons attending the meeting in the remote location shall be afforded the same opportunity to address the public body as persons attending the primary or central location. Any interruption in the telephonic or video broadcast of the meeting shall result in the suspension of action at the meeting until repairs are made and public access restored.
4. All materials that will be distributed to members of the public body shall be made available to all remote locations at the time of the meeting.
5. Any vote taken shall be recorded by name in roll-call fashion and included in the minutes.

In the event a Council member participates electronically from a remote location that is open to the public, the Council shall hold at least one meeting annually where members in attendance at the meeting are physically assembled at one location and where no members participate by electronic communication means.

Whenever an individual member is to participate from a remote location that is not open to the public, the following conditions must be present:

1. A quorum of the Council must be physically assembled at the primary or central meeting location.

2. There must be arrangements for the voice of the remote participant to be heard by all persons at the primary or central meeting location.
3. The individual participation must be in an event of emergency or personal matter, a temporary or permanent disability or other medical condition, or the Council member's principal residence is more than 60 miles from the meeting location.
4. The reason the member is unable to attend the meeting and the remote location from which the member participates must be recorded in the meeting minutes.

In the event a Council member participates electronically due to an emergency or personal matter, such electronic participation is limited by law to 25 percent of the meetings of the public body or two meetings if the Council meets more than 8 times per calendar year, whichever is fewer.

Automatic approval; vote required if challenged

Individual participation from a remote location shall be approved unless such participation would violate this policy or the provisions of the Virginia Freedom of Information Act. If a member's participation from a remote location is challenged, then the Council shall vote whether to allow such participation and the results of such vote shall be recorded in the minutes with specificity.

**APPROVAL AND REVIEW:** This Council policy was reviewed and approved on \_\_\_\_\_.

**SUPERSESION:** This Council policy is new.

**COMMONWEALTH OF VIRGINIA  
FINANCIAL ASSISTANCE CONTRACT  
NUMBER 10RC6-17**

**July 1, 2017 to June 30, 2018**

THIS AGREEMENT by and between the COMMONWEALTH OF VIRGINIA, DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (herein called the "Department"), Regional Council 6 (Mary Ball Washington Regional Council) and the GEORGE WASHINGTON REGIONAL COMMISSION (herein called the "Organization"), WITNESSETH THAT:

**WHEREAS**, the Organization has been selected by Regional Council 6 pursuant to the Virginia Growth and Opportunity Act for the purpose of promoting collaborative planning, economic development, or workforce activities within the region of Regional Council 6 through data analysis, review of best practices, review and analysis of project proposals, and other duties as determined by the Regional Council; and

**WHEREAS**, the Organization desires to secure financial support from the Department on behalf of the Regional Council under the terms of the Virginia Growth and Opportunity Act; and

**WHEREAS**, the Organization has entered into a Memorandum of Understanding (MOU) with Regional Council 6 outlining their role to act as the fiduciary for the Regional Council; and

**WHEREAS**, the Department is empowered to provide state financial support to the Organization on behalf of the Regional Council to help them achieve the aforementioned objectives;

**NOW, THEREFORE**, the parties hereto mutually agree as follows:

**COMPENSATION**

1. Based upon the Virginia Growth and Opportunity Act and the Appropriation Act of the Commonwealth of Virginia for the **2016-2018** Biennium, as amended, the Department agrees to pay to the Organization for the fiscal year beginning July 1, 2017, and ending June 30, 2018, \$650,000 in capacity building funds, subject to the approval of the budget submitted by the Regional Council to the GO Virginia Board and provided that the Organization shall meet the requirements in the GO Virginia financial manual, financial reporting documents and those listed below.

**METHOD OF PAYMENT**

2. The Department shall obligate funds after receipt of the MOU with the Regional Council, and any other entities contracted with, work plan and Council approved budget for the economic growth and diversification plan, and executed contract. Payments will require financial reports to be submitted on time and with proper documentation.

The Organization agrees to draw cash only as needed for its disbursement. Failure on the part of the Organizations to comply with this condition may cause the financing method to be changed to a reimbursable basis.

## **SCOPE OF SERVICES**

3. The Support Organization shall furnish to the Department the following items during the term of this Contract, or as specified below:
  - a. An MOU, submitted no later than July 1, 2017. This MOU shall include, at a minimum, the following information:
    1. A description of each entity included in the MOU
    2. The purpose of the MOU
    3. The agreed upon roles and responsibilities each organization will be providing to ensure project success. The roles and responsibilities should align with project goals, objectives and outputs;
    4. Describe the resources each partner would contribute to the project. This can be a time commitment, in-kind contributions, or grant funds
    5. A statement that the MOU is in compliance with the Virginia Growth and Opportunity Act.
    6. The MOU must be signed by all partners. Signatories must be officially authorized to sign on behalf of the entity and include title and entity name.
  - b. A current list of authorized signatories of the Organization, including their full name and title.
  - c. A description of the activities conducted by the Support Organization during the preceding fiscal year, describing how they met the provision of the Growth and Opportunity Act.

## **FINANCIAL REQUIREMENTS**

4. The Organization must adhere to the GO Virginia Financial Manual and any updates that may occur. Updated manuals will be sent to recipients within five business days.
5. Recording and Documentation of Receipts and Expenditures
  - a. Funds awarded are to be expended only for the purposes and activities covered by the Organization's approved project plan and budget. The Organization is required to have accounting procedures that provide for accurate and timely recording of receipt of funds by source of expenditures made from such funds and unexpended balances. These records must contain information pertaining to this award, obligations, unobligated balances, assets, liabilities, receipts and expenditures. Controls must be established which are adequate to ensure that expenditures charged to this award are for allowable purposes. Accounting records must be supported by such source documentation as bank statements, cancelled checks, invoices, paid bills, payrolls, etc.

6. Financial Reports

- a. The Organization shall submit financial reports reflecting activity in the Fund electronically to the Department on a quarterly basis. Financial reports shall be in the format required by the Department and shall be submitted no later than 30 days after the end of the calendar quarter (i.e. Financial reports for the period covering January through March is due no later than April 30<sup>th</sup>). Failure to submit timely reports may delay processing of funding requests.

7. Annual Project Reports

- a. The Organization shall submit project reports reflecting progress made to the Department on an annual basis. Annual project reports shall be submitted electronically and shall be submitted by August 30<sup>th</sup>. Failure to submit timely reports may delay processing of funding requests.

**REQUEST FOR INFORMATION**

8. Upon request of the Department, the Organization will promptly, and in all cases within 30 days, provide any information and/or documentation related to the Organization's use of GO Virginia funds.

**AUDIT REQUIREMENTS**

9. The Organization shall submit an annual audit report of GO Virginia funds to the Department. Financial statements to be audited shall include a Balance Sheet, Income Statement, Statement of Cash Flows and a Budget to Actual Statement. Financial statements shall be in conformance with generally accepted accounting principles (GAAP) and audits are to be conducted by an Independent Certified Public Accountant (CPA). Audit reports shall be submitted to the Department no later than September 30<sup>th</sup> of each year.

COMMONWEALTH OF VIRGINIA  
Department of Housing and  
Community Development

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Bill Shelton, Director

Date: \_\_\_\_\_

REGIONAL COUNCIL 6 (Mary Ball  
Washington Regional Council)

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William Beale, Chair

Date: \_\_\_\_\_

GEORGE WASHINGTON REGIONAL  
COMMISSION

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Tim Ware, Executive Director

Date: \_\_\_\_\_

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## **GO Virginia Region 6 Upcoming Meetings**

### **Mary Ball Washington Regional Council Meetings**

**June 29: 11 AM-1 PM**

Bowling Green Town Hall  
117 Butler St  
Bowling Green, VA 22427

**July 24: 11 AM-1 PM**

Location TBD

### **Growth & Diversification Plan Stakeholder Meetings**

**June 28: 2-4 PM**

Rappahannock Community College Glens Campus  
12745 College Dr  
Glens, VA 23149

**June 28: 7-9 PM**

Middle Peninsula Planning District Commission  
125 Bowden St  
Saluda, VA 23149

**June 29: 2-4 PM**

Bowling Green Town Hall  
117 Butler St  
Bowling Green, VA 22427

**June 29: 7-9 PM**

George Washington Regional Commission  
406 Princess Anne St  
Fredericksburg, VA 22401

**July 17: 3-5 PM**

The Transportation Building  
73 Monument Pl  
Heathsville, VA 22473