

NORTHERN VIRGINIA REGIONAL COMMISSION

Minutes of the Commission Meeting Held Thursday, April 26, 2018

COMMISSIONERS

(The names of those members present are highlighted.)

Hon. Marc T. Aveni	<i>City of Manassas</i>
Hon. Willie F. Bailey	<i>City of Alexandria</i>
Hon. Sharon Bulova	County of Fairfax
Hon. Kelly Burk	Town of Leesburg
Hon. Peter Candland	<i>County of Prince William</i>
Hon. John C. Cook, NVRC Treasurer	County of Fairfax
Hon. Laurie A. Dirocco, NVRC Chairman	Town of Vienna
Hon. Gerald M. Foreman II	<i>Town of Dumfries</i>
Hon. Libby Garvey	<i>County of Arlington</i>
Hon. Penelope A. Gross	County of Fairfax
Hon. Pat Herrity	<i>County of Fairfax</i>
Hon. Geary Higgins	County of Loudoun
Hon. Catherine Hudgins	<i>County of Fairfax</i>
Hon. Jeffrey C. McKay	<i>County of Fairfax</i>
Hon. David Meyer	<i>City of Fairfax</i>
Hon. Martin E. Nohe	County of Prince William
Hon. Sheila Olem	Town of Herndon
Hon. Redella S. Pepper	<i>City of Alexandria</i>
Hon. Frank J. Principi	<i>County of Prince William</i>
Hon. Phyllis J. Randall	<i>County of Loudoun</i>
Hon. Jeanette Rishell	City of Manassas Park
Hon. Kathy L. Smith	County of Fairfax
Hon. David Tarter, NVRC Vice-Chairman	City of Falls Church
Hon. John Vihstadt	<i>County of Arlington</i>

STAFF PRESENT

Robert Lazaro	<i>Executive Director</i>
Linda M. Tenney	<i>Deputy Director</i>
Gina Kesselmann-Smith	<i>Executive Assistant</i>
Normand Goulet	<i>Director, Environmental Services</i>
Michelle Simmons	<i>Director, Human Services</i>
Peggy Tadej	<i>Director, Military Partnerships</i>

OTHERS PRESENT

Deborah Johnson	<i>Dominion Energy</i>
Demetra J. McBride	<i>Arlington County</i>
John Morrill	<i>Arlington County Staff</i>
Bill Murray	<i>Dominion Energy</i>
Scott Reamy	<i>Dominion Energy</i>
Brendon Shaw	<i>Dominion Energy</i>
Tim Sargeant	<i>Dominion Energy</i>
Tim Stevens	<i>Falls Church City Planning Commission</i>
Ellen Volo	<i>Fairfax County Government Relations</i>
Mark Webb	<i>Dominion Energy</i>

CALL TO ORDER

Chairman DiRocco called the meeting to order at 7:32 p.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited by all present.

ROLL CALL

The roll was called and all members present or absent were noted for the record.

DISCUSSION AND PRESENTATIONS

Energy Legislation Update

At the Commission's January meeting the Commission received a presentation from Mr. Mark Webb of Dominion Energy regarding proposed legislation that would impact regulated utilities in Virginia. Mr. Webb returned to the Commission to inform the Commission on the legislation that was passed by the General Assembly and signed into law by Governor Northam.

Mr. Webb's presentation was emailed to all Commissioners after the Commission meeting.

Commissioner Bulova brought up concerns in regards to the LED Street Light discussions with Dominion Energy. There were fears of a lack of progress. Originally, a larger selection of lights was offered. This amount has been downsized by a large amount. The color temperature is also a concern. Therefore, Commissioner Bulova pointed out that Fairfax County is frustrated with the current status. Chairman DiRocco added that this is a regional issue.

Ms. Johnson from Dominion Energy commented that there is progress in sight in regards to the selection of lights offered and the color temperature problem. Dominion Energy is currently negotiating with the manufacturer for these lights. This issue should be resolved soon and the Commission will be notified as soon as more information is available.

Mr. Lazaro emphasized that the intensity of the lighting is a big concern.

Commissioner Olem commented on the outage app that Dominion Energy offers and complimented on the functionality of it.

LED Street Light Update

A brief update was provided by Mr. Lazaro with respect to the ongoing dialogue on the regional level with Dominion Energy regarding the availability and pricing of LED Street Lights.

Mr. Lazaro also added that there was another meeting scheduled with Dominion Energy on May 1, 2018 and that hopefully, everything should be resolved by May 4, 2018.

ACTION ITEMS

Commissioner Gross moved approval of the Resolution No. P18-32 – General Adjustment of NVRC Pay Plan and Reassignment of Three Positions to New Pay Grades. The motion was seconded by Commissioner Bulova and carried unanimously.

Background:

NVRC engaged HR Extension, Inc., to conduct an assessment of the NVRC's pay plan in comparison with a reasonable array of similar employers in the labor market. HR Extension, Inc., identified, for each of

NVRC's current positions, from two to six reasonable matches among current jobs within City of Alexandria; Counties of Arlington, Fairfax and Prince William; Town of Vienna; and Metropolitan Washington Council of Governments – in terms of the level of duties and responsibilities. This has not been done in a decade. At its last meeting the Commission eliminated five vacant positions.

As part of its assignment HR Extension, Inc., compared midpoints of the pay ranges for each matched set of jobs, and found that NVRC's pay ranges were as much as 19% lower than the average of the comparators. HR Extension, Inc., recommends adjusting NVRC's pay plan upward by 5%, which brings all but three positions within 10% of the market average. Making the recommended general adjustment of NVRC's pay plan, and the recommended reassignment of pay grades for three positions, will improve the future earning potential of staff, but does not result in any immediate costs to NVRC.

Commissioner Gross moved approval of the Resolution No. P18-33 – Merit Salary Adjustment for Executive Director. The motion was seconded by Commissioner Bulova and carried unanimously.

Background:

The Employment Agreement between the Commission and Robert W. Lazaro, Jr., provides that "NVRC will conduct an annual performance evaluation and consider a compensation adjustment as part of such evaluation". On behalf of the Commission, and inviting participation by any and all Commissioners, the Executive Committee completed Mr. Lazaro's performance evaluation on March 22, 2018, in advance of the first anniversary of his engagement as Executive Director (March 25, 2018).

The Executive Committee rated Mr. Lazaro's performance as strong and recommends an annualized pay rate increase of \$5,000 (approximately 3.57%), effective March 26, 2018, which is the beginning of the first pay period following Mr. Lazaro's anniversary. This adjustment will increase Mr. Lazaro's annualized pay rate from \$140,000 to \$145,000 and is within the allowance for pay increases in the adopted Annual Budget for FY 18 and the adopted Preliminary Budget for FY 19.

Commissioner Gross moved approval of the Resolution No. P18-34 – Implementation of Market-Based Salary Adjustments. The motion was seconded by Commissioner Bulova and carried unanimously.

Background:

NVRC engaged HR Extension, Inc. to conduct an assessment of NVRC's pay plan and its pay competitiveness. For planning purposes in preparation of its draft FY2019 Annual Budget and Program, approval of this item permits the Executive Director include such adjustments in the proposed budget. Such adjustments are not finalized until the adoption of the budget by the Commission in June.

Commissioner Olem moved approval of the Resolution No. P18-35 – Extension of Auditor Engagement. The motion was seconded by Commissioner Rishell and carried unanimously.

Background:

The NVRC Personnel and Administrative Policies and Practices manual and Commission Resolution No. 17-20, provide that engagement of Robinson, Farmer, Cox Associates for auditing services may be extended annually for up to four years after initial engagement for the FY 2017 audit, contingent upon the assessment. Robinson, Farmer, Cox Associates has provided a cost proposal for \$17,700, for the first optional year of extending the engagement – less than 2% above the price for the initial engagement (\$17,375). Robinson, Farmer, Cox Associates continues to meet qualifications for serving as the Commission's independent auditor. Therefore, it is recommended that the auditor's contract be extended.

EXECUTIVE
DIRECTOR'S
REPORT

Mr. Lazaro presented his report to the Commission, which included the financial report for March 2018 and the following:

- Recognizing Our Regional Efforts
 - VML highlighted our regional SolSmart initiative that the Cities of Falls Church, Alexandria and Fairfax and Arlington County participated in.
 - To date, Alexandria, Fairfax City and Arlington were awarded Bronze status. Falls Church will receive word on their status shortly.
- Solarize NoVA Information Sessions
 - Seven information sessions have been scheduled for the Solarize NoVA program.
- Four Mile Run Restoration Project Wins Governor's Environmental Excellence Award
 - NVRC was pleased to join colleagues from Alexandria and Arlington in receiving the Governor's Environmental Excellence Award for the Four Mile Run Restoration Project. This collaborative effort has been ongoing for more than a decade and serves as a great example of intergovernmental cooperation.
- Sharing Information on Cyber Security
 - NVRC hosted a Cyber Security expert from Germany through our relationship with the American Council on Germany to hear why it is important to have trans-Atlantic cooperation in the realm of cyber security. The event was well attended by several jurisdictions and local companies.
- Promoting Safety in the Region
 - NVRC sponsored training that helped the region graduate a class of licensed instructors in pedestrian and bicyclist safety. The instructors are available to do trainings in the community.
- Sharing Solar Best Practices
 - NVRC presented at a gathering of local government officials and others at a well attended meeting put together by the Rappahannock/Rapidan PDC and the Piedmont Environmental Council.

- Opioid Conference at GMU
 - NVRC pleased to participate in Opioid conference at GMU. Possible role for Commission in coordinating regional activities.
- Booz Allen Ideas Festival – 2018
 - NVRC staff was pleased to be invited to serve on panels at the Booz Allen Hamilton Ideas Festival held at the Ronald Reagan Building in Washington, D.C. Booz announced at the event a \$5 million company Foundation that will focus on the following issues: Global Health, Veterans, Youth & Education, and Disaster Relief.
- Leesylvania Shoreline Restoration Project
 - Phase 2 of our Leesylvania Shoreline Restoration project has been completed. We are waiting on the plantings to be planted as part of the project.
 - Overall NVRC helped restore some 800 linear feet of shoreline in this well-visited State park. In addition, the project helped create 22,000 square feet of enhanced riparian buffer habitat; and 25,000 square feet of created freshwater tidal marsh and beach habitat.
- Only Rain
 - NVRC provided our local government partners with special stencils and biodegradable solution that is only visible when it is wet to help promote our OnlyRain.org campaign.
- Communicating Our Message
 - NVRC utilizes a host of social media and traditional internet platforms to make our partners and the public aware of our programs and services.

CHAIRMAN'S REPORT

Chairman DiRocco informed the Commissioners that she is currently putting together a nominating committee for the officers for next year. She also asked that if anyone is interested in being on the nominating committee to please contact her.

MINUTES

Commissioner Gross moved approval of the Commission meeting minutes of March 22, 2018. The motion was seconded by Commissioner Smith and carried. Commissioner Tarter, Commissioner Higgins and Commissioner Burk abstained.

OTHER BUSINESS

Commissioner Gross invited Commissioners to attend the next Community and Military Partnership meeting May 17, 2018 from 10 am to Noon at the NVRC office location. The agenda for this meeting was distributed.

Commissioner Gross also reminded the Commission of the upcoming one-day conference on June 26, 2018 at George Mason University, that will focus on teachers and transitioning military to address the cyber security crisis in the region.

ADJOURNMENT

Chairman DiRocco adjourned the meeting at 9:01 p.m.

Respectfully submitted:

Robert W. Lazaro, Jr.
Executive Director

Approved by:

Laurie A. DiRocco
Chairman