

Richmond Regional Planning District Commission
Minutes of Meeting
April 12, 2001

Members/Alternates Present

Joseph E. Brooks (M), Chairman.....City of Richmond
Patricia S. O'Bannon (M), Vice Chairman.....County of Henrico
Rebecca M. Ringley (M), Treasurer.....County of New Kent
Angela L. LaCombe (M), Secretary.....Town of Ashland
Richard W. Ayers (M).....County of Powhatan
Malvern R. Butler (M).....County of Goochland
Richard W. Glover (M).....County of Henrico
John E. Gordon (M).....County of Hanover
Russell J. Gulley (M).....County of Chesterfield
Roy J. Harrison (M).....County of Powhatan
William Russell Jones, III (M).....City of Richmond
David A. Kaechele (M).....County of Henrico
John L. McHale (M).....County of Chesterfield
Floyd H. Miles, Sr. (M).....County of Charles City
Kelly E. Miller (M).....County of Chesterfield
George K. Roarty (M).....County of Chesterfield
Allen J. Taylor (M).....County of Henrico
James T. Taylor (A).....County of Goochland
Arthur S. Warren (M).....County of Chesterfield

Members Absent

Gregory R. Baka (M).....County of Henrico
Edward B. Barber (M).....County of Chesterfield
Mark S. Daniel (M).....County of New Kent
John G. Dankos (M).....County of Hanover
James B. Donati (M).....County of Henrico
Thomas F. Giles (M).....County of Hanover
Gwen C. Hedgepeth (M).....City of Richmond
Renny B. Humphrey (M).....County of Chesterfield
Timothy M. Kaine (M).....City of Richmond
Joseph T. Lacy, Jr. (M).....County of Goochland
Delores L. McQuinn (M).....City of Richmond
Joseph D. O'Connor (M).....County of Hanover

Others Present

John R. Amos..... RRPDC Legal Counsel
Beverly Beck.....Senior Connection
Jo Ann Hunter.....County of Henrico

Staff Present

Jo A. EvansAssistant Executive Director
Katherine E. BarrettExecutive Secretary
Daniel N. Lysy Director of Transportation
Larry J. McCarty.....Director of Planning
Peter M. Sweetland Finance and Contracts Administrator
Jackie S. StewartPrincipal Planner
Alan GregoryPrincipal Planner
Chester A. ParsonsSenior Planner
Christine Holt.....Associate Planner
Wanda Moore.....Principal Planner

CALL TO ORDER

Chairman Joseph E. Brooks called the regular monthly meeting of the Richmond Regional Planning District Commission to order at 1:00 p.m. on April 12, 2001.

I. ADMINISTRATION

A. Certification by Commission Assistant Executive Director of Meeting Quorum Including Required Majority of Elected Officials

Ms. Evans certified that a majority of the Richmond Regional Planning District Commission members were present to constitute a quorum of eighteen members (13 elected and five non-elected).

B. Approval of Minutes of March 8, 2001 Meeting

There being no corrections or additions, on motion of Mr. McHale, seconded by Mr. Kaechele, the Richmond Regional Planning District Commission unanimously approved the minutes of the March 8, 2001 meeting.

C. Open Public Comment Period

There were no requests to address the Richmond Regional Planning District Commission at this time and Chairman Brooks closed the public comment period.

D. Approval of February 2001 Financial Report

Ms. Ringley presented the financial report for February 2001. There being no corrections, on motion of Mr. McHale, seconded by Mr. Kaechele, the Richmond Regional Planning District Commission unanimously accepted the financial report for audit.

E. Chairman's Report

Mr. Brooks reported that he attended the Greater Richmond Chamber of Commerce InterCity Visit to Seattle on March 30, 2001 – April 3, 2001, representing the RRPDC as Chairman.

Mr. Brooks presented a Certificate of Appreciation to Ms. Wanda Moore, RRPDC Principal Planner. Ms. Moore has resigned her position effective April 13, 2001 to work for Hanover County Department of Public Works.

F. Assistant Executive Director's Report for March 2001

Ms. Evans presented the written status report for March 2001, a copy having been included in the agenda.

Ms. Evans also distributed a copy of the *Yeas and Nays* Report summarizing legislation to date passed during the 2001 General Assembly session.

II. OLD BUSINESS

A. Regional Competitiveness Program Update

Ms. Evans reported that the Regional Competitiveness Committee Sector Leaders met on April 5, 2001 to look at applications received to date requesting funding beginning July 1, 2001. Two requests for funding have been received—one from WorkForce One and one from The Retail Institute, which is affiliated with Retail Merchants Association and Goodwill Industries. Further, those applications will be considered by the full Regional Competitiveness Committee at their meeting on May 3, 2001 at 1:00 p.m. in

the RRPDC conference room. The Committee is charged with making a recommendation on how next year's funds should be allocated and conveying that recommendation to the Richmond Regional Planning District Commission who will be asked at its May 10 meeting to make a final decision on how those competitiveness funds will be allocated for the year starting July 1, 2001.

Ms. Evans also stated that for each of the past three years, this region has received over \$1 million. At this time, it is not known how much money will be available. That will depend on what the legislature and the Governor decide to do.

Ms. O'Bannon, Chairman of the Government Sector Leaders, indicated she would be unable to attend the May 3 Regional Competitiveness Committee meeting, and encouraged other members of her group to attend. Ms. Evans noted that all nine Chief Administrative Officers and Chairmen of the Boards of Supervisors/Councils are members of the Regional Competitiveness Committee. Because of the significance of what will be discussed at the May 3 meeting, Mr. Brooks asked that staff call the members to see if they plan to attend. If not, please send an appropriate person to attend.

III. NEW BUSINESS

A. Authorization to File and Execute FY 2002 Federal and State Grant Applications on Behalf of the Commission for the Richmond Area MPO's FY 2002 Unified Work Program

Mr. Lysy, RRPDC Director of Transportation, reported that each year the RRPDC, as staff to the Richmond Area Metropolitan Planning Organization (MPO), executes and administers several contracts which support the functions of the MPO planning process. The Commission's authorization is required to ensure funding for FY 2002 (i.e. July 1, 2001 to June 30, 2002).

As staff agency for the MPO, the RRPDC prepares and submits grant applications to the Virginia Department of Transportation (for Federal Highway Administration PL grant and state matching funds) and to the Virginia Department of Rail and Public Transportation (for federal Transit Administration Section 5303 planning grant funds and Commonwealth Mass Transit matching funds). These applications are based on the MPO's Unified Work Program (UWP), which serves as the MPO's budget and work program document. The UWP identifies work task budgets and funding sources.

The UWP has programmed \$1,205,124 in PL and Section 5303 federal, state and local matching funds which are broken down as follows:

	<u>Federal</u>	<u>State</u>	<u>Local</u>	<u>Total</u>
FHWA/PL [?]	\$ 839,951	\$104,993	\$104,994	\$1,049,938
FTA Section 5303	\$ 124,149	\$ 15,518	\$ 15,519	\$ 155,186
TOTAL [?]	\$ 964,100	\$120,511	\$120,513	\$1,205,124

NOTES:

?? Includes \$204,141 in FY 01 FHWA/PL transfer funds (i.e., PL funds from FY 2001 UWP that are being transferred into FY 2002).

?? Does not include CMAQ funds programmed in the UWP at the request of CRAC for UWP task 8.1, CRAC Intermodal Transportation Facility Study.

Mr. Lysy noted that the MPO is scheduled to take action at its meeting later today to adopt the FY 2002 UWP, and information included in the MPO agenda attachments on the FY 2002 UWP Funding Sources and Work Tasks Budget Summary were also included in the PDC agenda. Copies of the complete FY 2002 UWP draft document are also available from staff.

Mr. Lysy presented the two resolutions for Commission approval.

On motion by Mr. Glover, seconded by Mr. Warren, the Richmond Regional Planning District Commission unanimously adopted the following Resolution:

WHEREAS, the Richmond Regional Planning District Commission (RRPDC) acting pursuant to designation by the Governor of Virginia on September 11, 1995 is responsible for the administration of PL Funds (Section 104 (f) (1) of title 23, U.S. Code) to be used by the RRPDC and other member organizations of the Richmond Area Metropolitan Planning Organization (MPO), pursuant to a Memorandum of Understanding (MOU) dated September 11, 1995, for the MPO's continuing, comprehensive, and cooperative (i.e., "3-C") transportation planning process as required by Section 134, title 23, U.S. Code; and

WHEREAS, the RRPDC will be responsible for meeting requirements imposed upon recipients of Federal and/or State funds as part of Title VI of the Civil Rights Act of 1964, as amended; and

WHEREAS, the responsibility for the administration of PL Funds imposes certain financial obligations upon the RRPDC including the assurance by the Commission that the local share of projects will be available;

NOW, THEREFORE, BE IT RESOLVED, that the Richmond Regional Planning District Commission this 12th day of April, 2001, does hereby approve the following actions:

1. The Assistant Executive Director is authorized to file an application with the Virginia Department of Transportation (VDOT), seeking FY 2002 PL Funds for the maintenance of the Richmond Area “3-C” transportation process, as carried out by the MPO, RRPDC, and others;
2. The Assistant Executive Director is authorized to execute and administer with the VDOT the FY 2002 PL Funds Letter of Authorization and such amendments to the Agreement for the Utilization of PL funds, dated June 21, 1988, as may be necessary and appropriate for the maintenance of the MPO’s “3-C” transportation process.
3. The Assistant Executive Director is authorized to execute any assurances or other documents required by the U.S. Department of Transportation (USDOT) and/or the VDOT effectuating the purposes of Title VI of the Civil Rights Act of 1964, as amended, or any other federal or state legal requirements.
4. The Assistant Executive Director is authorized to furnish such additional information as the USDOT and/or the VDOT may require in connection with this application and Letter of Authorization; and
5. The Assistant Executive Director is authorized to set forth and execute minority, disadvantaged and women’s business enterprise policies and procedures in connection with this Letter of Authorization.

On motion of Mr. Glover, seconded by Mr. Warren, the Richmond Regional Planning District Commission unanimously adopted the following Resolution:

WHEREAS, the contract for financial assistance will impose certain obligations upon the Richmond Regional Planning District Commission (RRPDC), including the provision by it of the local project costs;

WHEREAS, it is required by the U.S. Department of Transportation in accord with the provisions of Title VI of the Civil Rights Act of 1964, that in connection with the filing of an application for assistance under the Federal Transit Act of 1991, as amended, the RRPDC give an assurance that it will comply with Title VI of the Civil Rights Act of 1964 and other pertinent directives and the U.S. Department of Transportation and the Virginia Department of Rail and Public Transportation requirements thereunder; and

WHEREAS, it is the goal of the RRPDC that minority business enterprise (disadvantaged business enterprise and women business enterprise) be utilized to the fullest extent possible in connection with the project, and that definitive procedures shall be established and administered to ensure that minority business shall have the maximum feasible opportunity to compete for contracts and purchase orders when procuring supplies, equipment contracts, or consultant and other services;

NOW, THEREFORE BE IT RESOLVED BY, the Richmond Planning District Commission:

1. That the Assistant Executive Director is authorized to execute and file an application on behalf of the Richmond Regional Planning District Commission with the Virginia Department of Rail and Public Transportation, to aid in the financing of the Federal Transit Administration Section 5303 Planning and Technical Studies Grant Program.
2. That the Assistant Executive Director is authorized to execute and file with such application any assurance or any other document required by Virginia Department of Rail and Public Transportation effectuating the purposes of this grant;

3. That the Assistant Executive Director, is authorized to furnish such additional information as the Virginia Department of Rail and Public Transportation may require in connection with the application or the project.
4. That the Assistant Executive Director is authorized to set forth and execute minority business enterprise, (disadvantaged and women business enterprise) policies and procedures in connections with the project's procurement.
5. That the Assistant Executive Director is authorized to execute a grant agreement on behalf of the Richmond Regional Planning District Commission with the Virginia Department of Rail and Public Transportation to aid in the financing of the Federal Transit Administration's Section 5303 Planning and Technical Studies Grant Program.

B. Staff Presentation – Census Data

Ms. Christine Holt, RRPDC Associate Planner, presented the Census 2000 and redistricting processes. Ms. Holt distributed a CD-Rom of the Census data to each member government. The latest Census 2000 data has been posted on the RRPDC website at www.richmondregional.org. Census information is also available on the website at www.census.gov, then click on American Fact Finder.

IV. OTHER BUSINESS

A. Announcements

Ms. O'Bannon announced that she attended a Housing Conference through the Large Urban County Caucus last week in Louisville, Kentucky. Specifically, she discussed the federal government funded program of Section 8 vouchers that instead of for rental properties, they are used for down payments on single family home purchases. Additional information may be found on the NACo web site.

B. Committee Reports

At Mr. Kaechele's request, Ms. Ringley reported that the Executive Committee is scheduled to interview four candidates for the Executive Director's position on May 2, 2001. Information on the candidates is confidential, and has not yet been released to the public.

V. ADJOURNMENT

There being no further business, the Chairman adjourned the meeting at 1:50 p.m.

Joseph E. Brooks
Chairman

Jo A. Evans
Assistant Executive Director