

Richmond Regional Planning District Commission
Minutes of Meeting
October 11, 2001

Members/Alternates Present

Patricia S. O'Bannon (M), ChairmanCounty of Henrico
Rebecca M. Ringley (M), Vice Chairman County of New Kent
Angela L. LaCombe (M), TreasurerTown of Ashland
John E. Gordon (M), SecretaryCounty of Hanover
Richard W. Ayers (M)County of Powhatan
Gregory R. Baka (M)County of Henrico
Edward B. Barber (M) County of Chesterfield
W. R. Britton, Jr. (A)County of Charles City
Malvern R. Butler (M)County of Goochland
Mark S. Daniel (M)..... County of New Kent
John G. Dankos, Jr. (M).....County of Hanover
Russell J. Gulley (M) County of Chesterfield
Roy J. Harrison, Jr. (M)County of Powhatan
Joseph T. Lacy, Jr. (M) County of Goochland
Floyd H. Miles, Sr. (M)County of Charles City
Kelly E. Miller (M)County of Chesterfield
M. D. Stith (A) County of Chesterfield
Allen J. Taylor (M)County of Henrico
Arthur S. Warren (M) County of Chesterfield

Members Absent

Joseph E. Brooks (M)City of Richmond
James B. Donati (M)County of Henrico
Richard W. Glover (M).....County of Henrico
Gwen C. Hedgepeth (M).....City of Richmond
Renny B. Humphrey (M) County of Chesterfield
William Russell Jones, III (M).....City of Richmond
David A. Kaechele (M).....County of Henrico
Charles D. McGhee (M)County of Hanover
John L. McHale, III (M)County of Chesterfield
Delores L. McQuinn (M)City of Richmond
Joseph D. O'Connor (M)County of Hanover
George K. Roarty (M).....County of Chesterfield
Frank J. Thornton (M).....County of Henrico

Others Present

John R. Amos..... RRPDC Legal Counsel
Felicia Woodruff..... Ridefinders, Inc.
Jameson Auten..... Ridefinders, Inc.

Staff Present

Paul E. Fisher..... Executive Director
Katherine E. Barrett..... Executive Secretary
Jo A. Evans..... Assistant Executive Director
Daniel N. Lysy..... Director of Transportation
Peter M. Sweetland..... Finance and Contracts Administrator
Jackie S. Stewart..... Director of Planning and Information Systems
Patricia A. Villa..... Communications Coordinator
Daniel E. Rudge..... Principal Planner
Chester A. Parsons..... Senior Planner

Call to Order

Chairman Patricia S. O'Bannon called the regular monthly meeting of the Richmond Regional Planning District Commission to order at 1:00 p.m. on October 11, 2001.

I. ADMINISTRATION

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

Mr. Fisher certified that a majority of the Richmond Regional Planning District Commission members were present to constitute a quorum of 18 members (nine elected and nine non-elected).

B. Approval of Minutes of September 13, 2001 RRPDC Meeting

Mr. Gordon presented the minutes for approval. There being no corrections or additions, on motion of Mr. Butler, seconded by Mr. Harrison, the Richmond Regional Planning District Commission unanimously approved the minutes of the September 13, 2001 meeting.

C. Open Public Comment Period

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

D. Approval of August 2001 Financial Report

Ms. LaCombe presented the financial report for August 2001. There being no corrections, on motion of Mr. Harrison, seconded by Mr. Miles, the Richmond Regional Planning District Commission unanimously accepted the financial report for August 2001 for audit.

E. Chairman's Report

There was no Chairman's report.

F. Executive Director's Report for September 2001

Mr. Fisher reported on the following activities undertaken during September:

- ?? Regional Competitiveness Committee – Roy Harrison, Chairman of the Committee, has directed staff to contact the Sector Leaders (government, civic, education, business and citizen) for the Competitiveness Committee to set up a meeting. The Sector Leaders have agreed to serve. The Sector Leaders are scheduled to meet on November 5, 2001. The Department of Housing and Community Development representatives will give a briefing to the Sector Leaders on the changes and guidelines for the Regional Competitiveness Program.
- ?? Jackie Stewart has been promoted to the position of Director of Planning and Information Systems, replacing Larry McCarty who resigned the position.
- ?? Regional Planning Commissioners Forum – As a follow-up from last month's meeting, Mr. Fisher reported that he met with the Planning Directors at their monthly meeting and Mr. Fisher will be working with a subcommittee of four planning directors from Henrico, Charles City, Goochland, and City of Richmond to develop a suggested agenda, date, and location.
- ?? Additional report of work tasks included in the agenda packet.

At the Chairman's request, Mr. Harrison noted that the Regional Competitiveness Committee Sector Leaders include Mr. Fred Pribble, Goochland County, Citizen Sector Leader; Dr. S. A. Burnette, President of J. Sargeant Reynolds Community College, Education Sector Leader; Mr. Lane Ramsey, Chesterfield County Administrator, Government Sector Leader, Mr. Irving Taylor, Chairman of Leadership Metro Richmond, Civic Group Sector Leader; and Ms. Jo Ann Cash, President of Richmond Association of Realtors, Business Sector Leader. The Sector Leaders are scheduled to meet on November 5, 2001.

Mr. Allen Taylor complimented Mr. Fisher and staff on the new agenda format.

II. OLD BUSINESS

A. Workforce One Reimbursement Request FY 01 Program

Mr. Fisher stated that Workforce One has requested reimbursement for \$9,309.00 in expenditures made during August for work under the FY 01 contract. This request is the second of six monthly requests that are anticipated to be received from Workforce One through January, 2002 for a total of \$320,000.00. Mr. Fisher recommended approval of the request.

On motion of Mr. Harrison, seconded by Mr. Ayers, the Richmond Regional Planning District Commission unanimously approved the Workforce One request for reimbursement in the amount of \$9,309.00.

III. NEW BUSINESS

A. ABCs of the PDC and MPO Presentation

Mr. Fisher explained the purpose of the presentation was originally an orientation session for new Commissioners appointed to the Planning District Commission who may not have been familiar with what the responsibilities of being a Planning District Commissioner were or what even a Planning District Commission or Metropolitan Planning Organization did. On September 7, 2001, staff conducted an Orientation Session for new Commissioners and other interested parties. Mr. Allen Taylor was the only new Commissioner who attended the orientation. Both the RRPDC Chairman and Vice Chairman attended and thought it would be useful for all Commissioners to have the opportunity to see and hear the presentation.

Mr. Fisher gave a PowerPoint presentation on the PDC and MPO missions, staff and its functions, key legislation, regional strategic plan, regional competitiveness strategic plan, PDC and MPO membership and organizational structure, PDC and MPO meetings, and calendar of budget events.

Mr. Dan Lysy, RRPDC Director of Transportation, discussed the work tasks in support of the Metropolitan Planning Organization (MPO).

Ms. Jackie Stewart, Director of Planning and Information Systems, presented the planning and information systems work tasks.

Ms. Patricia Villa, Communications Coordinator, discussed the RRPDC website (www.richmondregional.org) which includes members, census, meeting agendas and minutes, RRPDC reports, employment opportunities, Strategic Plan, Annual Report, member jurisdictions and state and federal agencies.

Ms. Jo Evans, Assistant Executive Director, presented an overview of the budget and operating revenue sources.

Ms. LaCombe asked Mr. Fisher if he planned to take the presentation out to the local jurisdictions. Ms. LaCombe said she would like for Mr. Fisher to make the presentation to the Town of Ashland Council. Mr. Fisher responded that he would be happy to accommodate any jurisdiction interested in the presentation.

B. Amendments to the RRPDC Rural Transportation Work Program

Mr. Fisher presented the amendments to the FY 02 Rural Transportation Planning Work Program for Goochland and Powhatan Counties and Ridefinders. The requests were as follows:

Delete: Goochland County Oilville Area Plan

Justification: Requested by Goochland County staff.

Background: In the last fiscal year, PDC staff worked with Goochland County staff to develop an area plan for the Goochland Courthouse Village as part of the Rural Transportation Planning Work Program. Goochland County was pleased with the results of this planning effort, and wants to continue this effort to other villages within the county. This year, PDC staff was scheduled to work on one village plan under the Rural Transportation program and one village plan under the MPO program. At this point, the MPO-funded project has taken precedence with the county and they wish to focus on this project before beginning other villages.

Add: Goochland County GIS Technical Assistance

Justification: Requested by Goochland County staff.

Background: Goochland County is presently attempting to bring the level of their GIS system up to the level of service required to better analyze the relationships between land use and transportation facilities. Two key issues in this effort are the need to convert paper zoning maps to a GIS layer and also to assign land use classifications to their GIS parcel data. These two processes will greatly enhance the efficiency of county staff activities. The county has asked PDC staff to help with this effort and to also train county staff on the necessary GIS methods.

Amend: Powhatan Courthouse Public Parking Assessment and Design

Justification: Requested by Powhatan County staff.

Background: Powhatan County wants to reduce the scope of work for the parking assessment and focus on the design and cost estimates of a parking facility on county-owned land near the courthouse and eliminate the task for a detailed current and future parking assessment. By reducing the work scope, this will allow staff to complete the design by December and better assist the county in deciding how current and future TEA-21 enhancement grants will be applied in the courthouse area.

Amend: Ridefinders Rural Transit Expansion

Justification: Requested by Ridefinders staff.

Background: Ridefinders has requested PDC staff to inventory current commuter-related signs in the Richmond region's rural counties and provide a recommendation for new and/or additional signs. This task will be in addition to the current tasks of geo-coding park-and-ride facilities and major employers in the rural areas. This additional task will strengthen commuter ride-matching and vanpool information services, improve the region's transportation efficiency, reduce peak period vehicle trips, and maintain air quality.

On motion of Malvern Butler, seconded by Roy Harrison, the Richmond Regional Planning District Commission unanimously adopted the following resolution:

WHEREAS, Federal Highway Planning and Research (HPR) funds are being made available by the Virginia Department of Transportation for transportation planning in rural localities; and,

WHEREAS, the purpose of the HPR funds shall be to provide transportation planning assistance in the counties of Charles City, Goochland, New Kent and Powhatan; and,

WHEREAS, the HPR funded planning activities will be administered in accordance with the provisions of 23 CFR Part 420, Highway Planning and Research Program Administration; and,

WHEREAS, the Richmond Regional Planning District Commission formally accepts the responsibility to administer the HPR funds for rural transportation planning; and,

WHEREAS, the Commission directs its staff to administer the HPR funds, and to provide transportation planning assistance to each of the four named counties; and,

WHEREAS, Goochland and Powhatan Counties, and Ridefinders staffs have requested respective changes to the work program for FY 2002; and,

WHEREAS, Goochland and Powhatan Counties, and Ridefinders staffs requested the respective amendments be submitted to appropriate bodies for approval; and,

WHEREAS, the Richmond Regional Planning District Commission has reviewed the proposed amendments to the work program previously approved by the Virginia Department of Transportation; now therefore,

BE IT RESOLVED, that the Commission approves the amendments and authorizes the Executive Director to submit the amendments to the Virginia Department of Transportation for approval.

C. Resolution Recognizing Ridefinders 20th Anniversary

Mr. Lysy introduced Ms. Felicia Woodruff, Executive Director of Ridefinders. Mr. Lysy stated that Ridefinders was created in 1981 in response to the national energy crisis of the mid- and late-1970's. The RRPC staff developed the region's first ridesharing programs. However, it was soon recognized that ridesharing was an important long-term program. A separate organization to actively promote and implement car and van pool matching services was needed, and as a result, Compool (now Ridefinders) was created.

Ridefinders works with public and private employees throughout the region, maintaining a network of approximately 350 employee transportation coordinators to actively promote car and van pool services, and to provide awareness for Ridefinders' other important services and programs.

Ms. O'Bannon read the resolution and requested Commission approval.

On motion of Angela LaCombe, seconded by Greg Baka, the Richmond Regional Planning District Commission unanimously adopted the following Resolution of Recognition to Ridefinders:

For twenty years of outstanding service to employees, employers and citizens of the Richmond region, the Richmond Regional Planning District Commission hereby recognizes Ridefinders, this eleventh day of October, 2001, as the region's leader in providing car and van pool services, and for conducting other programs and activities to enhance mobility, ease traffic congestion and improve air quality, by providing important alternative transportation services.

Ms. O'Bannon then presented the Resolution to Ms. Felicia Woodruff in recognition of Ridefinders 20th Anniversary.

Ms. Woodruff thanked the Commission for the Resolution and their support of Ridefinders.

D. Proposed RRPDC Bylaws Amendment

Mr. Fisher stated that his review of the RRPDC Bylaws has revealed an apparent oversight that occurred when the Bylaws were revised in 1989. Article VIII, Section 2. (g) of the present Bylaws read as follows:

“A quorum of the Executive Committee shall consist of five members. Any action of the Executive Committee shall require at least six affirmative votes for ratification or adoption.”

Mr. Fisher stated that it did not seem logical that the Executive Committee could have a quorum but not be able to take action. After review, and concurrence of legal counsel, Mr. Fisher recommended that Article VIII, Section 2. (g) be amended to read as follows:

“A quorum of the Executive Committee shall consist of five members. In making any recommendation, adopting any plan or approving any proposal, action shall be taken by a majority vote of all members present; provided, a quorum is present.”

The proposed Bylaws amendment cannot be acted on until the November meeting according to Article X of the Bylaws, which read:

“Any proposed amendment to these Bylaws shall be proposed in writing to the members of the COMMISSION at a regular COMMISSION meeting at least thirty (30) days prior to the date that such proposed amendment is voted upon by the COMMISSION. A majority vote of all members of the COMMISSION shall be required to adopt any proposed amendment to the Bylaws.”

Mr. Fisher also stated that if the Commission believes the proposed amendment is of such significance to warrant review by the Charter and Bylaws Committee a meeting of that Committee could be held prior to the November Commission meeting.

Ms. O’Bannon reported that the Executive Committee met earlier today and recommended approval of the amendment.

Following general discussion, on motion of Mr. Butler, seconded by Mr. Harrison, the Richmond Regional Planning District Commission unanimously voted to have the first reading of the Bylaws amendment at the November Commission meeting, and a final vote at the December meeting.

E. Presentation on Environmental Justice

Mr. Dan Rudge, Principal Transportation Planner, gave a PowerPoint presentation on what is environmental justice, who does it apply to, and why are people interested in it.

The term Environmental Justice was coined by President Clinton in 1994. Under Executive Order 12898, the President called on all federal agencies to include in their mission, “Federal actions to address environmental justice and social equity in minority and low income communities.” Although the term environmental justice was new, the Executive Order was intended to push federal agencies and federally-funded programs to practice non-discrimination as set forth in the 1964 Civil Rights Act.

By 1999, all federal agencies had adopted environmental justice provisions into their programs and mission. Any state, local, or regional organization that accepts federal funds must abide by the non-discrimination provisions as set forth in several federal Acts and reiterated by Executive Order 12898. Because the Richmond Regional Planning District Commission (RRPDC) receives federal funding, the programs and projects of the RRPDC must be non-discriminatory and meet federal environmental justice provisions.

Key requirements of environmental justice include balancing the benefits and burdens of federally-funded projects and programs so that no population group in general, and minority and low-income populations in particular, might be subjected to disproportionate adverse impacts without receiving direct benefits or mitigation measures. Another key issue in environmental justice is the requirement that low-income and minority populations are better involved in planning and decision-making when projects or programs receive federal aid.

The staff of the RRPDC has begun to address some of the requirements of environmental justice. The staff has developed a series of maps showing the geographic distribution of minority and low-income communities in the region, has hired a consultant to examine public participation practices (including effective ways to conduct outreach to environmental justice communities), and conducted analysis of the “benefits and burdens” of the adopted long range transportation plan. Finally, staff has begun a program of environmental justice education with all regional entities under the auspices of the RRPDC, including the Metropolitan Planning Organization (MPO) and all of its committees.

IV. OTHER BUSINESS

A. Announcements

There were no announcements at this time.

B. Committee Reports

There were no committee reports at this time.

C. For Your Information

There were no items of information.

V. ADJOURNMENT

There being no further business, the Chairman adjourned the meeting at 2:25 p.m.

Paul E. Fisher
Executive Director

Patricia S. O’Bannon
Chairman