

**Richmond Regional Planning District Commission**  
**Minutes of Meeting**  
**April 11, 2002**

**Members/Alternates Present**

Patricia S. O'Bannon (M), Chairman .....County of Henrico  
Rebecca M. Ringley (M), Vice Chairman ..... County of New Kent  
Angela L. LaCombe (M), Treasurer .....Town of Ashland  
John E. Gordon, Jr. (M), Secretary .....County of Hanover  
Chris W. Archer (M).....County of Henrico  
Richard W. Ayers (M) .....County of Powhatan  
Gregory R. Baka (M) .....County of Henrico  
Edward B. Barber (M) .....County of Chesterfield  
Joseph E. Brooks (M) .....City of Richmond  
Malvern R. Butler (M) .....County of Goochland  
Mark S. Daniel (M)..... County of New Kent  
Russell J. Gulley (M) .....County of Chesterfield  
Harvey L. Hinson (A) .....County of Henrico  
Michael L. Holmes (M) ..... County of Charles City  
Renny B. Humphrey (M) .....County of Chesterfield  
David A. Kaechele (M).....County of Henrico  
John L. McHale (M) .....County of Chesterfield  
Kelly E. Miller (M).....County of Chesterfield  
George K. Roarty (M).....County of Chesterfield  
James Taylor (A) .....County of Goochland  
Frank J. Thornton (M) .....County of Henrico  
J. T. Jack Ward (M) .....County of Hanover  
Arthur S. Warren (M) .....County of Chesterfield

**Members Absent**

John G. Dankos, Jr. (M).....County of Hanover  
James B. Donati (M).....County of Henrico  
Richard W. Glover (M).....County of Henrico  
Roy J. Harrison, Jr. (M) .....County of Powhatan  
Gwen C. Hedgepeth (M).....City of Richmond  
William Russell Jones, III (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 (Amos & Amos)  
Captain Alan Brooke ..... City of Richmond Fire Department

**Staff Present**

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

**Call to Order**

Chairman Patricia O’Bannon called the regularly scheduled April 11, 2002 meeting to order at 1:00 P.M.

**I. ADMINISTRATION**

**A. Certification by Commission Executive Director of Meeting Quorum**

Mr. Fisher certified that a majority of the members (20) were present to constitute a quorum.

**B. Request for Additions or Changes in Order of Business**

There were no additions or changes in the order of business.

**C. Approval of Minutes of March 14, 2002 RRPDC Meeting**

There being no corrections or additions, on motion of Mr. Butler, seconded by Mr. McHale, the Richmond Regional Planning District Commission unanimously approved the minutes of the March 14, 2002 meeting.

**D. Open Public Comment Period**

There were no requests to address the Commission at this time and Chairman O’Bannon closed the public comment period.

**E. Approval of February 2002 Financial Report**

Ms. LaCombe presented the financial report for February. There being no corrections, on motion of Mr. McHale, seconded by Mr. Brooks, the Richmond Regional Planning District Commission unanimously accepted for audit the financial report for February 2002.

**F. Chairman's Report**

Chairman O'Bannon reported that the Richmond Regional Planning District Commission will be co-sponsoring a "Creating Pedestrian and Bicycle Friendly Communities" seminar at VCU on May 8, 2002. Beginning at 7:30 A.M. to 9:00 A.M. there is a Leadership session for public officials. The seminar is free to participants.

Chairman O'Bannon also reported that there will be a dedication of a new Education Center on Friday, April 19 from 2:00 P.M. – 4:00 P.M. at Henricus Historical Park. Guest speaker will be Lord Henningfield.

**G. Executive Director's Report for March 2002**

Mr. Fisher presented the Executive Director's report, a copy having been included in the agenda.

**II. OLD BUSINESS**

**A. Summary of RRPDC Regional Planning Commissioners Forum**

Mr. Fisher reported that the first Annual RRPDC Area Planning Commissioner's Forum was held on March 8, 2002. The City of Richmond was the host community and the Forum was held at the new Greater Richmond Convention Center.

The purpose of the Forum was to provide an information sharing opportunity where local planning commissioners could share experiences and learn from one another, as well as from knowledgeable speakers.

Attendance at the Forum was excellent with forty-three local planning commissioners and staff attending. Every RRPDC area local government had at least one planning commissioner in attendance and most jurisdictions had several attend. Henrico County has volunteered to host the 2003 Forum.

**B. Regional Competitiveness Program Update**

Mr. Fisher reported that the Regional Competitiveness Program (RCP) funding as constituted in the past has been eliminated. In place of RCP funds, the State Budget Conference Committee made the following amendment:

“Included in this Item shall be \$2,000,000 the first year and \$2,000,000 the second year from the general fund for a workforce services program. Regional partnerships qualified under the provisions of Section 15.2-1306 through 15.2-1310, Code of Virginia, may apply for the funds under an application process prescribed by the Department of Housing and Community Development. In evaluating the applications, the Department shall consider the number of program participants, the availability of jobs within the region for the specific workforce services provided, the median income and the unemployment rate of the region, the participation and contributions of local governments, local Workforce Investment Boards, the private sector, and others in proposed workforce services projects, and other related factors.”

As of this date, Mr. Fisher stated that he has not received guidance from the Department of Housing and Community Development as to the application process.

Based on this General Assembly action, it is most likely the Richmond Regional Competitiveness Committee/Commission will have substantially less RCP funds to distribute than in prior years.

Mr. Roy Harrison, Chairman of the RRPDC Competitiveness Committee, has suspended the Sector Leaders and Competitiveness Committee review of applications pending guidance from the Department of Housing and Community Development on the application process and criteria for applications

**C. Grant Application – Chesapeake Bay Preservation Act**

Mr. Fisher reported that in December 2001, the Richmond Regional Planning District Commission adopted a resolution seeking \$6,805 in grant funding from the Chesapeake Bay Local Assistance Board (CBLAB) to conduct the first phase of a two phase inventory of storm water management facilities throughout the region. The planning district commission matched the grant with \$3,195. Phase I will inventory

facilities in the rural areas of the region. Phase II will inventory facilities in the urban areas. The completed project will create a GIS database for storm water management BMPs throughout the region.

The CBLAB completed a review of all funding requests, and the planning district commission's proposal ranked 12<sup>th</sup> out of 28. However, due to the state budget shortfall and adjustments still being made in CBLAB's budget, CBLAB has yet to determine the amount of funds available for the competitive grant program. CBLAB has decided that grants will be awarded in order of ranking once funding is available.

Planning district commission staff plans to include the project in next year's work program. However, until funds become available this project will be on hold.

Ms. Humphrey stated that Chesterfield County can give the staff the storm water management plan from their GIS database. She said that the Planning District Commission staff did not need to spend the funds since Chesterfield County has information on GIS. Mr. Fisher responded that this grant was to inventory BMPs from the four rural counties but that the PDC would get the Chesterfield data as well.

### **III. NEW BUSINESS**

#### **A. Authorization to File and Execute FY 2003 Federal and State Grant Applications and Agreement on Behalf of the Commission for the Richmond Area MPO's FY 2003 Unified Work Program**

Mr. Lysy 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 2003 (i.e., July 1, 2002 to June 30, 2003).

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 \$1,199,794 in PL and Section 5303 federal, state and local matching funds which is broken down as follows:

	<u>Federal</u>	<u>State</u>	<u>Local</u>	<u>Total</u>
FHWA/PL	827,649	103,456	103,457	1,034,562
FTA Section 5303	132,185	16,523	16,524	165,232
TOTAL	\$959,834	\$119,979	\$119,981	\$1,199,794

Mr. Lysy noted that the MPO is scheduled to take action at its meeting today to adopt the FY 2003 UWP, and information included in the MPO agenda attachments on the FY 2003 UWP Funding Sources and Work Tasks Budget Summary was also attached in the Commission agenda for information. Copies of the complete FY 2003 UWP draft document are also available from staff.

On motion of Mr. McHale, seconded by Mr. Barber, the Richmond Regional Planning District Commission unanimously adopted the following resolution authorizing the filing of an application with the Virginia Department of Transportation for Federal Highway Administration (FHWA) PL grant funds:

**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** by the Richmond Regional Planning District Commission this 11<sup>th</sup> day of April, 2002, does hereby approve the following actions:

1. The 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 Executive Director is authorized to execute and administer with the VDOT the FY 2003 PL Funds Letter of Authorization and such amendments to the Agreement for the Utilization of PL funds, dated June 21, 1998, as may be necessary and appropriate for the maintenance of the MPO's "3-C" transportation process.
3. The 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 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.
5. The 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. Kaechele, seconded by Mr. McHale, the Richmond Regional Planning District Commission unanimously adopted the following resolution authorizing the filing of an application with the Virginia Department of Rail and Public Transportation, Commonwealth of Virginia, for a grant for federal funds under Section 5303 of the Federal Transit Act of 1991, as amended, in the amount of \$132,185 in federal funds (matched by \$33,047 in state and local funds for a grant program total of \$165,232):

**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; and

**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 this project, and that definitive procedures shall be established and administered to ensure that minority businesses shall have the maximum feasible opportunity to compete for contracts and purchase orders when procuring construction contracts, supplies, equipment contracts, or consultant and other services;

**NOW, THEREFORE, BE IT RESOLVED** by the Richmond Regional Planning District Commission:

1. That the 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 Executive Director is authorized to execute and file with such application and assurance or any other document required by Virginia Department of Rail and Public Transportation effectuating the purposes of this grant.
3. That 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 Executive Director is authorized to set forth and execute Minority business enterprise (disadvantaged and women business enterprise) policies and procedures in connection with the project's procurement.
5. That the 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 Section 5303 Planning and Technical Studies Grant Program.

**B. Grant Application – Virginia Coastal Resources Management Funds**

Mr. Fisher reported that on March 4, 2002, the planning district commission received a request for proposals from the Virginia Department of Environmental Quality (DEQ) for the Virginia Coastal Resources Management Program. The grant provides \$25,000 for coastal program planning in the region, and requires a match of \$25,000. Staff prepared the application and submitted it to DEQ by the due date of March 25, only three weeks after receiving the request.

The work tasks in the application are similar to those in applications previously submitted. The grant will allow the planning district commission to continue working with member governments on coastal projects such as GIS data development, tributary strategy development, and support of the commission's Environmental Resources Technical Advisory Committee.

The major difference in the grant submitted this year is the amount of in-kind match contributed by the commission. The grant would be matched with \$35,043 in funds from the commission rather than our usual \$25,000. This increase was due to our increase in indirect cost that is currently 112% based on our annual audit. Last year our indirect rate was 76% based on last year's audit.

On motion of Mr. McHale, seconded by Mr. Brooks, the Richmond Regional Planning District Commission unanimously endorsed the Executive Director's request to file for a Virginia Coastal Resources Management Program grant application.

**C. Metropolitan Medical Response System Summary Report**

Mr. Fisher reported that in early 2001, the City of Richmond was awarded a grant from the U.S. Public Health Services to develop a Metropolitan Medical Response System (MMRS) Plan for responding to and managing major medical emergencies that result from an attack by weapons of mass destruction (WMD). (The U.S. Public Health Service stipulates that *only* cities may receive grant funding.) The seven major components of the plan include public and mental health, hospitals and clinics, treatment protocols, communications, first response, transport, and law enforcement and mass fatality. The MMRS plan is being prepared for the region with support from emergency personnel from all of the region's local governments.

Planning district commission staff serve on the steering committee that oversees the development of the plan and each of the seven major

components. Dr. William Nelson, Chesterfield County Director of Health serves as Chairman of the Steering Committee. PDC staff share information about the development of the plan with members of the Regional Emergency Response Technical Advisory Committee that is comprised of emergency response staff appointed by each locality's chief administrative official.

As planning efforts evolve, two major issues have developed: the need for increased federal grant funding to adequately support the development of the plan for the Richmond Region, and how the plan should be sustained to ensure long term effectiveness in the event of a weapons of mass destruction (WMD) attack.

Originally, the City received \$400,000 in grant funding to develop the plan. Soon thereafter the City was able to justify the need for a \$200,000 increase since planning efforts cover the entire Richmond region and includes portions of the Crater Planning District Commission. In comparison, the Hampton Roads area has received about \$1.2 million in funding for the same approximate geographical area only because there are more cities in the area. The U.S. government does not recognize Virginia's structure of cities and counties although many counties in Virginia and our region are urban. There continues to be discussions about how to equitably increase the level of federal grant funding for the Richmond region recognizing the urban nature of Chesterfield, Hanover, and Henrico counties.

The second key issue is long term maintenance of the MMRS plan. One of the key elements (and associated costs) of the plan includes the stockpiling of medications at key locations throughout the region. To date the city has spent about \$200,000 to purchase medicines that have already been stockpiled. At some point these medications will expire and will need to be replaced. Other factors may also enter into the long-term cost such as the addition of other types of medications or the need to increase the volume of the stockpile.

Mr. Fisher noted the following key points of the Richmond Regional MMRS:

- ✍ Designed to help communities respond to and manage the health and medical consequences of a weapons of mass destruction (WMD) attack, including a nuclear, biological or chemical (NBC) incident.
- ✍ Enhances the local capability of the existing emergency response system that includes local, regional and state emergency response plans, while identifying resident federal and state assets.

- ✍ Created by a 2001 contract between the City of Richmond and the U.S. Public Health Services to create an MMRS and to develop a regional response plan that will be approved by the federal government and in operation by 2003.
- ✍ Involves a partnership made up of the City of Richmond and the counties of Chesterfield, Hanover, Henrico, Goochland, Powhatan, New Kent and Charles City counties in Planning District 15, and adjacent areas in Planning District 19 including Petersburg, Colonial Heights and Hopewell.
- ✍ Directed by a Steering Committee and planning and work groups that represent key stakeholders including emergency medical services, public health, fire, police, local government and other components of the regional emergency response system.
- ✍ Based on the region's existing Central Virginia Mass Casualty Incident (MCI) Plan, while specifically addressing nuclear, biological or chemical (NBC) incidents.
- ✍ Directly involves 12 of Central Virginia's 16 acute care hospitals, including four trauma centers, while encouraging cooperation and coordination among all 16 hospitals.
- ✍ Includes stockpiling special pharmaceuticals and the equipping of hospitals, health departments and emergency response providers. The Plan also identifies the training requirements for an effective response to a WMD attack now and in the future.

#### **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**

Mr. Fisher noted informational items included in the agenda.

**V. ADJOURNMENT**

There being no further business, Chairman O'Bannon adjourned the meeting at 1:50 P.M.

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Paul E. Fisher  
Executive Director

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Patricia S. O'Bannon  
Chairman

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