

**Richmond Regional Planning District Commission
Minutes of Meeting
February 13, 2003**

Members/Alternates Present

Rebecca M. Ringley (M), Chairman..... County of New Kent
Angela L. LaCombe (M), Vice Chairman Town of Ashland
John E. Gordon, Jr. (M), Treasurer..... County of Hanover
Roy J. Harrison, Jr. (M), Secretary..... County of Powhatan
Edward B. Barber (M) County of Chesterfield
Gentry Bell (M)..... County of Henrico
W. R. Britton, Jr. (A) County of Charles City
Joseph E. Brooks (M) City of Richmond
Mark S. Daniel (M)..... County of New Kent
James B. Donati (M) County of Henrico
Richard W. Glover (M)..... County of Henrico
Russell J. Gulley (M) County of Chesterfield
Harvey L. Hinson (A) County of Henrico
Michael L. Holmes (M) County of Charles City
E. Ray Jernigan (M)..... County of Henrico
William Russell Jones, III (M)..... City of Richmond
David A. Kaechele (M)..... County of Henrico
Joseph T. Lacy, Jr. (M)..... County of Goochland
John L. McHale (M)..... County of Chesterfield
Kelly E. Miller (M) County of Chesterfield
Patricia S. O'Bannon (M) County of Henrico
George K. Roarty (M)..... County of Chesterfield
Robert R. Setliff (M)..... County of Hanover
James Taylor (A)..... County of Goochland
Frank J. Thornton (M)..... County of Henrico
Arthur S. Warren (M)..... County of Chesterfield

Members Absent

Richard W. Ayers (M) County of Powhatan
Malvern R. Butler (M)..... County of Goochland
John G. Dankos, Jr. (M)..... County of Hanover
Gwen C. Hedgepeth (M)..... City of Richmond
Renny B. Humphrey (M) County of Chesterfield
Delores L. McQuinn (M) City of Richmond
J. T. Jack Ward (M) County of Hanover

Others Present

John R. AmosRRPDC Legal Counsel (Amos & Amos)

Staff Present

Paul E. FisherExecutive Director
Katherine E. BarrettExecutive Secretary
Jo A. EvansAssistant Executive Director
Daniel N. LysyDirector of Transportation
Jackie S. StewartDirector of Planning and Information Systems
Peter M. SweetlandFinance and Contracts Administrator
Patricia A. VillaCommunications Coordinator

Call to Order

Chairman Rebecca Ringley called the regularly scheduled February 13, 2003 meeting to order at 1:00 P.M. in the RRPDC conference room.

I. ADMINISTRATION

A. Certification by Commission Executive Director of Meeting Quorum

Mr. Fisher certified that a majority of the members/alternates (24) were present to constitute a quorum.

B. Requests for Additions or Changes in Order of Business

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

C. Approval of Minutes of December 12, 2002 RRPDC Meeting

There being no corrections or additions, on motion of Mr. Brooks, seconded by Mr. Miller, the Richmond Regional Planning District Commission unanimously approved the minutes of the December 12, 2002 meeting.

D. Open Public Comment Period

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

E. Approval of November and December 2002 Financial Reports

Mr. Gordon presented the November and December 2002 financial report, noting a correction to the November and December Cash Basis Income statement. Line 16 for the November Cash Basis Income statement and Line 12 for the December Cash Basis Income statement should show \$28,378.61, not \$18,668.61. There being no further corrections, on motion of Mr. Holmes, seconded by Mr. Barber, the Richmond Regional Planning District Commission unanimously accepted for audit the financial reports for November and December 2002 as corrected.

F. Chairman's Report

Chairman Ringley introduced and welcomed Mr. Ray Jernigan, representing the Henrico County Planning Commission and Mr. Gentry Bell as Henrico County's citizen representative on the Richmond Regional Planning District Commission.

Chairman Ringley also reported that the Executive Committee met earlier today and discussed the proposed organization changes. By a very narrow margin, the Executive Committee voted to table the matter indefinitely.

G. Executive Director's Report for December 2002 and January 2003

In addition to the written status report included in the agenda, Mr. Fisher presented a brief report on the following items:

1. Workforce Services Grants Program (formerly the Regional Competitiveness Program) – This program was eliminated from the Governor's budget in his December 20 presentation of the budget. As of now, there is one amendment in the General Assembly to restore the workforce services money. But, based on the Governor's announcement, staff notified all of the applicants that came through the Regional Competitiveness Committee and the Planning District Commission that it is unlikely that they would receive funding for their projects for the current fiscal year and the upcoming fiscal year. If that changes, Mr. Fisher noted that he would let everyone know and take the appropriate actions.
2. Regional Planning Commissioner's Forum – Scheduled for March 14, hosted by Henrico County, at the Cultural Arts Center in Glen Allen. All PDC Board members are invited to attend.

II. OLD BUSINESS

A. Legislative Update

Ms. Patricia Villa, Communications Coordinator, gave a brief presentation on activities of the General Assembly. A copy of the update was distributed to Commission members.

Following general discussion, Mr. Warren stated that Chesterfield County is discussing a report card approach where they will determine at the end of the General Assembly how legislators in Chesterfield vote on every piece of legislation that Chesterfield Board of Supervisors had an interest in. Mr. Warren suggested that Mr. Fisher provide a report card at the end of the General Assembly on how all of the delegates that represent this region voted on specific pieces of legislation that local governments are interested in. Mr. Fisher responded that staff could put that information together if it is the desire of the Commission.

Mr. Glover also asked if the PDC staff could research for the past 10 years of General Assembly actions on legislation which negatively impacted local land use and planning authority. Mr. Fisher said he was not sure it was readily available for the last 10 years, but he could get a document that the Coalition of High Growth Localities has put together addressing what Mr. Glover has requested. Mr. Glover stated that this information would be helpful to go to their legislators and say, "here's what you are doing and do you realize what you did when you did it." Chairman Ringley agreed that the information would be helpful and requested Mr. Fisher's assistance in the matter.

III. NEW BUSINESS

A. The Retail Institute Reimbursement Request

Mr. Fisher reported that staff received and reviewed a final reimbursement request from Richmond Goodwill Industries for The Retail Institute ("TRI") in the amount of \$23,301.80 for expenditures made in the second quarter, FY 2003. An extension, through December 31, 2002, was granted by the Commission to The Retail Institute on their FY 2002 competitiveness funding. Through December 31, 2002, The Retail Institute has expended 99.8 per cent of their original budget of \$137,711.28.

Of the highlights reported by TRI over the past quarter, 63 individuals were referred to them and 52 individuals were served with training and/or placement. The National Retail Federation customer service certification

assessment is now ready for use and will be marketed in the near future. TRI staff has hosted additional seminars through the Retail Merchants Association of Greater Richmond, with 30 individuals participating. Training seminars were also given at the Goochland County library.

Mr. Fisher recommended that the request for reimbursement in the amount of \$23,301.80 for the quarter ended December 31, 2002 be approved.

On motion of Mr. Harrison, seconded by Ms. O'Bannon, the Richmond Regional Planning District Commission unanimously approved the Retail Institute reimbursement request for \$23,301.80.

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 correspondence included in the agenda containing informational items.

V. ADJOURNMENT

There being no further business, the Chairman adjourned the meeting at 1:40 p.m.

Paul E. Fisher
Executive Director

Rebecca M. Ringley
Chairman