

**Richmond Regional Planning District Commission**  
**Minutes**  
**June 12, 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  
Richard W. Ayers (M) ..... County of Powhatan  
Gentry Bell (M)..... County of Henrico  
Joseph E. Brooks (M) ..... City of Richmond  
Malvern R. Butler (M) ..... County of Goochland  
James B. Donati (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  
Renny B. Humphrey (M) ..... County of Chesterfield  
E. Ray Jernigan (M)..... County of Henrico  
David A. Kaechele (M)..... County of Henrico  
Kelly E. Miller (M)..... County of Chesterfield  
Patricia S. O'Bannon (M) ..... County of Henrico  
Robert R. Setliff (M)..... County of Hanover  
M. D. "Pete" Stith (A)..... County of Chesterfield  
James T. Taylor (A) ..... County of Goochland  
J. T. "Jack" Ward (M)..... County of Hanover  
Arthur S. Warren (M) ..... County of Chesterfield

**Members Absent**

Edward B. Barber (M) ..... County of Chesterfield  
Mark S. Daniel (M)..... County of New Kent  
John G. Dankos, Jr. (M)..... County of Hanover  
Richard W. Glover (M)..... County of Henrico  
William Russell Jones, III (M)..... City of Richmond  
Joseph T. Lacy, Jr. (M) ..... County of Goochland  
John L. McHale (M) ..... County of Chesterfield  
Delores L. McQuinn (M) ..... City of Richmond  
William J. Pantele (M)..... City of Richmond  
George K. Roarty (M)..... County of Chesterfield  
Frank J. Thornton (M)..... County of Henrico

**Staff Present**

Paul E. Fisher ..... Executive Director  
Katherine E. Barrett ..... Executive Secretary  
Jo A. Evans ..... Assistant Executive Director  
Jackie S. Stewart ..... Director of Planning & Information Systems  
Peter M. Sweetland ..... Finance and Contracts Administrator

**Call to Order**

Chairman Rebecca Ringley called the regularly scheduled June 12, 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 voting members/alternates (21) 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 May 8, 2003 RRPDC Meeting**

Mr. Harrison presented the minutes of the May 8, 2003 meeting. There being no corrections or additions, on motion of Mr. Harrison, seconded by Ms. O'Bannon, the Richmond Regional Planning District Commission unanimously approved the minutes of the May 8, 2003 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 April 2003 Financial Report**

Mr. Gordon presented the financial report for April 2003. There being no corrections, on motion of Mr. Gordon, seconded by Ms. O'Bannon, the Richmond Regional Planning District Commission unanimously accepted for audit the financial report for April 2003.

**F. Chairman's Report**

Chairman Ringley reported that she attended the Urban Land Institute meeting on Tuesday, and Mr. Fisher was one of the speakers. Chairman Ringley stated that Mr. Fisher did an excellent job of giving a summary of the PDC's and MPO's mission, how the PDC and MPO operates, and a very good PowerPoint presentation showing some of the transitions of the transportation system throughout the Richmond region from the 1970s to present. Chairman Ringley suggested that Mr. Fisher give the presentation to the Board sometime in the future.

**G. Executive Director's Report for May 2003**

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

1. The Virginia Association of Planning District Commission's (VAPDC) Summer Meeting is scheduled to be held on July 24-26, 2003 at the Virginia Beach Resort Hotel and Conference Center. Since there was no Executive Committee meeting this month where attendees are normally decided, Mr. Fisher requested that any member who would like to attend, please let him know by Monday, June 16, 2003. Mr. Harrison noted that he would like to attend the conference.
2. Mr. Fisher stated that the PDC e-mail was out of service last week and staff was unable to retrieve information. Mr. Fisher apologized for any inconvenience, and asked if any Commissioners had sent e-mails during that time to let the staff know.
3. Mr. Fisher stated that he has been accepted into Leadership Metro Richmond (LMR) program.

**II. OLD BUSINESS**

**A. Approval of Revised Personnel Policies of the Richmond Regional Planning District Commission**

Chairman Ringley stated that the Commission, at its April and May meeting, deferred action pending review of the draft Personnel Policies by local Human Resources and Legal personnel. The results of that review were incorporated in the draft document included in the agenda packet. The Personnel Committee and Executive Committee have recommended the revised Personnel Policies for approval by the Commission.

Mr. Holmes made a motion, seconded by Mr. Ayers, to approve the revised Personnel Policies of the Richmond Regional Planning District Commission.

Chairman Ringley then asked if there was any discussion.

Mr. Holmes asked if the errata sheet distributed at last month's meeting had been incorporated in this document. Mr. Fisher said yes.

Mr. Hinson asked if there were any changes made regarding the proposed benefits. Mr. Fisher responded that he received comments regarding the benefits after the final version incorporating the technical comments. Mr. Fisher stated that he received a letter signed by Jack McHale on behalf of Chesterfield County, which was received in time to put in the agenda packet. He then received a letter by fax signed by Mr. Kaechele on behalf of Henrico County on Friday, June 5, 2003 after the agenda had been mailed. A copy of Henrico County's letter was distributed to all Board members.

Mr. Gulley stated that there was discussion last month of the legality of holding an employee's pay until the return of agency equipment. Mr. Fisher stated that the matter was resolved and incorporated the language desired by Henrico County. The Commission cannot withhold from a regular paycheck; however, if there is a sick leave or annual leave balance, then the Commission could withhold from that source.

Mr. Warren then requested that the Commission discuss the proposed items of concern raised by Henrico County, particularly the holiday schedule.

Mr. Kaechele then discussed Item 1, paid holiday schedule, by stating that Henrico County has reviewed this item with a great deal of detail. The County was concerned that the Commission holidays exceeded the days that have been granted by local governments. Also, most governments do not grant the Governor's additional days. Mr. Kaechele stated that he was looking at a figure of 12 holidays and eliminating the days that have been granted by the Governor.

Mr. Fisher stated that he was not proposing any changes to the holidays that have already been granted by the Commission. This is the existing holiday table in the current Personnel Policies and an action taken by the Commission in 1998 to add the benefit of accepting whatever the Governor grants.

Mr. Gordon then made an amendment to the motion, seconded by Mr. Ward, to eliminate Election Day holiday and add language that the Governor's days would require approval by the Executive Committee or, in the absence of a meeting of the Executive Committee, the Executive Director and Chairman.

Chairman Ringley called for a vote on Mr. Gordon's amendment to the motion. Motion carried.

Mr. Warren then discussed Item 2 of concern by Henrico County regarding sick leave accrual and payout provisions. Mr. Warren noted that the Commission's sick leave policy is much more liberal than the State and a majority of the local governments. The State has a \$5,000 maximum payout.

Mr. Brooks stated that from the standpoint of the Personnel Committee's work on this document, he stated that the reduction from \$7,500 to \$5,000 is an acceptable adjustment, but would encourage the Commission not to put in the policies that it has to be upon retirement

Mr. Gordon stated that he felt the proposed changes was intended to be an incentive to not abuse the policy and after five or six years of perfect attendance there should be some potential reward.

Following further discussion and proposed amendments, Mr. Butler then made a substitute motion, seconded by Mr. Miller to limit the sick leave payout to a maximum of \$5,000 and upon retirement only.

Chairman Ringley then called for a vote on Mr. Butler's substitute motion. The motion carried with a vote of 13 ayes and 8 nays.

Mr. Brooks then made a motion, seconded by Mr. Gordon to approve the Personnel Policies as presented by the Personnel and Operating Policies Committee, with the two amendments: 1) to eliminate Election Day holiday and add language that the Governor's days would require approval by the Executive Committee or, in the absence of a meeting of the Executive Committee, the Executive Director and Chairman; and 2) that the sick leave payout be limited to a maximum of \$5,000 upon retirement only. Motion carried.

### **III. NEW BUSINESS**

#### **A. Nominating Committee Report and Election of Officers**

Mr. Brooks reported that the Nominating Committee, consisting of himself and Mr. Harrison, recommended the following slate of officers for FY 04:

Chairman	Angela L. LaCombe, Town of Ashland
Vice Chairman	John E. Gordon, Jr., Hanover County
Treasurer	Roy J. Harrison, Jr., Powhatan County
Secretary	Malvern R. Butler, Goochland County

On motion of Mr. Brooks, seconded by Mr. Butler, the Richmond Regional Planning District Commission unanimously approved the recommended RRPDC slate of officers for FY 04.

**B. MPO Amended Memorandum of Understanding (MOU)**

Mr. Fisher stated that as a result of action by the U.S. Census Bureau merging the Richmond and Petersburg urbanized areas into one area, the Memorandum of Understanding (MOU) for the MPO's planning and programming process will need to be amended. Revision to the MOU is needed since the current MOU states that the Richmond Area MPO is responsible for the regional transportation planning and programming process in the Richmond urbanized area which, as a result of the merger, now includes the Tri-Cities MPO study area. Amending the MOU will provide for language which states that the Richmond Area MPO and Tri-Cities Area MPO are responsible for the planning and programming process in their respective study areas.

The MPO took action at its February 13, 2003 meeting to adopt these amendments. Staff has submitted this amended MOU for review and action by the other three signatory parties (i.e., RRPDC, VDOT, and GRTC Transit System) to this agreement.

Mr. Fisher requested that the Commission take action to authorize the Executive Director to execute, on behalf of the RRPDC, the following MOU amendment document "Amendment to the Memorandum of Understanding For Conducting the Metropolitan Transportation Planning and Programming Process in the Richmond Urbanized Area."

In accordance with **ARTICLE IX** of the subject Memorandum of Understanding, the following amendments are hereby agreed to and the subject Memorandum of Understanding is revised to incorporate these amendments:

1. Page one, Title – The previous title, "A MEMORANDUM OF UNDERSTANDING FOR CONDUCTING THE METROPOLITAN TRANSPORTATION PLANNING AND PROGRAMMING PROCESS IN THE RICHMOND URBANIZED AREA," is changed to read as follows: "A MEMORANDUM OF UNDERSTANDING FOR CONDUCTING THE METROPOLITAN TRANSPORTATION PLANNING AND PROGRAMMING PROCESS IN THE RICHMOND METROPOLITAN PLANNING AREA."

2. Page one, first sentence – Following the date “...this 19th day of September, 1995,” add the following, “and as amended this 13th day of February, 2003.” This date will be recorded based on the date that the Richmond Area Metropolitan Planning Organization takes action to approve this amendment.
3. Page one, second sentence – Replace “the Intermodal Surface Transportation Efficiency Act of 1991” with “PL 105 – 178, Transportation Equity Act for the 21st Century (signed June 9, 1998)”
4. Page three, third sentence – Replace “Richmond Urbanized Area” with “transportation study area of the **MPO.**”
5. ARTICLE I – GEOGRAPHIC SCOPE, first sentence – Following the word “Bureau,” add the following: “(except for that portion of the urbanized area covered as part of the Tri-Cities Area Metropolitan Planning Organization’s transportation study area as agreed to by the **MPO** and the **DEPARTMENT**).”
6. ARTICLE I – GEOGRAPHIC SCOPE, fourth sentence – Following the word “adjusted,” add the following: “in cooperation with the Tri-Cities Area Metropolitan Planning Organization.”
7. ARTICLE V – METROPOLITAN TRANSPORTATION PLANNING AND PROGRAMMING PROCESS, first sentence – Replace the words “Intermodal Surface Transportation Efficiency Act of 1991” with “Transportation Equity Act for the 21st Century.”

All other provisions of the subject Memorandum of Understanding remain in full force and effect except insofar as they conflict with this amendment.

IN WITNESS WHEREOF, all concerned parties have executed this amendment effective this 13th day of February, 2003.

On motion of Mr. Harrison, seconded by Mr. Ward, the Richmond Regional Planning District Commission unanimously approved the Memorandum of Understanding amendment document as presented.

#### IV. OTHER BUSINESS

**A. Announcements**

Mr. Harrison announced that Powhatan County recently lost their Planning Director and, in the spirit of regional cooperation, he owed Chesterfield County a public thank you. Chesterfield County has loaned Powhatan County an individual to help them through the transition period at no cost to Powhatan County. On behalf of the Board of Supervisors and Powhatan County, Mr. Harrison expressed his appreciation to Chesterfield County for their help.

Mr. Ward announced that the Hanover County Tomato Festival will be held on July 5, 2003 from 9:00 a.m. to 4:00 p.m. at the Pole Green Park in Mechanicsville, Virginia.

**B. Committee Reports**

There were no committee reports at this time.

**C. For Your Information**

There were no information items.

**V. ADJOURNMENT**

There being no further business, the Chairman adjourned the meeting at 1:55 p.m.

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Paul E. Fisher  
Executive Director

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Rebecca M. Ringley  
Chairman