

**RICHMOND REGIONAL PLANNING DISTRICT COMMISSION  
MINUTES OF MEETING  
DECEMBER 9, 2004**

**Members/Alternates Present**

Malvern R. Butler (M), Vice Chairman.....	County of Goochland
Russell E. Holland (M), Treasurer.....	County of Powhatan
Richard W. Ayers (M) .....	County of Powhatan
Gentry Bell (M).....	County of Henrico
Amy M. Cheeley (M).....	County of Hanover
James B. Donati (M).....	County of Henrico
John C. Grier (M).....	City of Richmond
Frank M. Hartz (M).....	County of Goochland
Harvey L. Hinson (A) .....	County of Henrico
Michael L. Holmes (M) .....	County of Charles City
David A. Kaechele (M).....	County of Henrico
R. M. “Dickie” King, Jr. (M).....	County of Chesterfield
Angela L. LaCombe (M).....	Town of Ashland
Sherman W. Litton (M).....	County of Chesterfield
Kelly E. Miller (M).....	County of Chesterfield
Patricia S. O’Bannon (M) .....	County of Henrico
William J. Pantele (M).....	City of Richmond
Robert R. Setliff (M).....	County of Hanover
Stran L. Trout (M).....	County of New Kent
Lisa D. Ware (M).....	County of Henrico
Arthur S. Warren (M) .....	County of Chesterfield

**Members Absent**

John R. Gordon, Jr. (M), Chairman .....	County of Hanover
Edward B. Barber (M), Secretary .....	County of Chesterfield
Mark S. Daniel (M).....	County of New Kent
Richard W. Glover (M).....	County of Henrico
Renny B. Humphrey (M) .....	County of Chesterfield
Robert B. Jones, Jr. (M).....	City of Richmond
William Russell Jones, III (M).....	City of Richmond
Delores L. McQuinn (M) .....	City of Richmond
Elizabeth W. Moorhouse (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 (Amos & Amos, PLLC)  
W. R. Britton, Jr..... County of Charles City  
George Homewood..... County of New Kent

**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  
Peter M. Sweetland..... Finance and Contracts Administrator  
Patricia A. Villa..... Communications Coordinator  
Lory Pendergraph..... Associate Planner

**Call to Order**

Vice Chairman Malvern Butler called the regularly scheduled December 9, 2004 RRPDC 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 (20) were present to constitute a quorum.

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

At Mr. Fisher’s request, the Commission approved the addition of Item III. D., Cancellation of January 13, 2004 Richmond Regional Planning District Commission and Executive Committee meetings, and approved the agenda, as amended.

**C. Open Public Comment Period**

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

**D. Approval of Minutes of November 18, 2004 RRPDC Meeting**

There being no corrections, on motion of Mr. Holland, seconded by Mr. Pantele, the Richmond Regional Planning District Commission approved the minutes of the November 18, 2004 meeting. Ms. O'Bannon abstained.

**E. Approval of October 2004 Financial Report**

Mr. Holland presented the financial report for October. There being no corrections, on motion of Mr. Pantele, seconded by Mr. Ayers, the Richmond Regional Planning District Commission unanimously accepted for audit the financial report for October 2004.

**F. Vice Chairman's Report**

There was no Vice Chairman's report at this time.

**G. Executive Director's Report for November 2004**

Mr. Fisher presented the written staff status report, a copy having been included in the agenda.

**II. OLD BUSINESS**

**A. Legislative Program Update**

Mr. Fisher stated that the Commission, at the November meeting, adopted one item as the regional legislative agenda for the Commission to go forward to the Capital Region Caucus which was protecting and enhancing local land use authority. The other items were to be sent back to the local legislative liaisons, and in the jurisdictions without the liaisons the Chief Administrative Officials, for final review of the language. There had to be unanimous agreement from all nine of the jurisdictions for any of the additional items to be presented Tuesday evening to the Capital Region Caucus as regional legislative priorities. There was not unanimous endorsement among the localities in terms of that language being a planning district commission agenda. Therefore, the only item that did go forward to the Capital Region Caucus as a planning district commission item was the local land use authority issue.

Mr. Fisher stated that no further action was needed on this item.

### **III. NEW BUSINESS**

#### **A. Approval of Revised FY 05 Budget and Work Program**

Ms. Jo Evans, Assistant Executive Director presented the revised FY 05 Budget and Work Program. Ms. Evans noted that in December of each year revisions to the current fiscal year's budget and work program are prepared and presented for Board review and approval. The revisions were incorporated into the budget and work program last reviewed by the Board in May. Ms. Evans presented the following summary of changes:

Revenues - With three months of activity, it is estimated that current year revenues will need to be supplemented by \$174,300 in funds from the agency's unrestricted fund balance. This is a reduction of \$27,900 from the May estimate of \$202,000 and reflects the increase in fiscal year 2005 revenues from the Hazard Mitigation Plan grant which is expected to be fully realized in the current year rather than over eighteen months as previously assumed.

Expenditures - Minor adjustments appear on the expenditure side to reflect changes in staffing and program costs for the current year. The Personnel estimate reflects filling the Senior Planner position for the Planning and Information Systems Division on November 16, 2004, and the Principal Planner position is assumed to remain vacant until January 1, 2005. Additionally, the consultant's fee for the Hazard Mitigation Plan grant is expected to be fully passed through in fiscal year 2005 rather than partially carried into next fiscal year.

On motion of Mr. Holland, seconded by Ms. O'Bannon, the Richmond Regional Planning District Commission unanimously approved the revised FY 05 Budget and Work Program as presented.

#### **B. Approval of Preliminary FY 06 Budget and Work Program**

Ms. Jo Evans presented the preliminary Budget and Work Program for fiscal year beginning July 1, 2005, as summarized below:

Revenues - Estimates of revenue from the state appropriation and urban transportation planning funds are held constant at the fiscal year 2005 level with small adjustments to funds that would be available from prior years. An increase in the coastal management grant effective with federal fiscal year 2005 will be fully realized in fiscal year 2006. A small increase is also projected for member dues based on revised population estimates. Apart from these adjustments, the revenue estimate for next fiscal year is reduced by \$123,000 to reflect the close-out of the one-time Hazard Mitigation Plan grant in fiscal year 2005. The unrestricted fund

balance is anticipated to be used to offset this loss and to produce a balanced budget for fiscal year 2006 that shows growth of 2.5% over the current year. With all other changes, Ms. Evans indicated that the Commission will need a total of \$339,000 from the fund balance next year to supplement next year's revenues to get a balanced budget. That represents an increase of \$165,000 from what is needed this year.

Expenditures - Expenses for fiscal year 2006 are estimated to be \$47,200 more than in the current year. The net change results from an increase in Personnel to reflect full staffing for the entire year and, for discussion and planning purposes, a four percent salary increase on July 1, 2005. Intern time is included for both the urban transportation and geographic information systems programs. Various small increases and decreases in other expenditures reflect program cost assumptions. Of note is the \$80,000 reduction in the Hazard Mitigation Plan expenditure item reflecting the conclusion of that program in fiscal year 2005.

Mr. Ayers noted that the Powhatan Comprehensive Plan was included in the FY 2005 work program but was not reflected in the FY 2006 work program. Mr. Ayers then requested that the FY 2006 work program include the Powhatan Comprehensive Plan.

On motion of Ms. O'Bannon, seconded by Mr. Holmes, the Richmond Regional Planning District Commission unanimously approved the preliminary FY 06 Budget and Work Program and amendment to include the Powhatan County Comprehensive Plan in the Work Program for FY 2006.

**C. Resolution of Appreciation for Katherine E. Barrett Upon Her Retirement**

Prior to action on this item, Vice Chairman Butler announced that Kathy Barrett's husband passed away on December 1. Vice Chairman Butler asked members to rise for a moment of silence in respect for Kathy and her family.

On motion of Mr. Warren, seconded by Mr. Kaechele, the Richmond Regional Planning District Commission unanimously adopted the following resolution for presentation at the February meeting:

**WHEREAS**, Katherine E. Barrett has been employed by the Richmond Regional Planning District Commission since July 1, 1968; and

**WHEREAS** she has effectively and proficiently contributed greatly to the advancement of the Richmond Regional Planning District Commission; and

**WHEREAS**, Katherine, as Executive Secretary, has devoted her time, talent, and resources to the success of the Richmond Regional Planning District Commission; and

**WHEREAS**, she provided significant support whenever necessary to the Richmond Regional Planning District Commission, providing valuable service and assistance critical to the success of the agency during her tenure; and

**WHEREAS**, her dedicated commitment to discharging her duties with confidence and competence enabled many achievements;

**NOW, THEREFORE BE IT RESOLVED**, that the Richmond Regional Planning District Commission sincerely appreciates her important contributions, leadership and steadfast loyalty;

**AND, BE IT FURTHER RESOLVED**, that the Richmond Regional Planning District Commission, this 9th day of December 2004, acknowledges and commends her dedicated efforts and contributions.

Vice Chairman Butler thanked Mrs. Barrett for her work at the Commission for the past 36 ½ years.

**D. Cancellation of January 13, 2005 Richmond Regional Planning District Commission and Executive Committee Meetings**

On motion of Ms. LaCombe, seconded by Mr. Donati, the Richmond Regional Planning District Commission approved the cancellation of the January 13, 2004 Executive Committee and Richmond Regional Planning District Commission meetings.

**E. Update on Amelia County Joining RRPDC**

Mr. Fisher stated that the Commission, after a great deal of discussion, indicated that it would endorse Amelia County becoming a member of the Richmond Regional Planning District Commission (RRPDC) if the Department of Housing and Community Development (DHCD) changed the boundaries of the planning district. Since that time, a couple of things have happened. The most significant is the Executive Director of the Piedmont Planning District Commission (PPDC) is no longer employed at PPDC. Amelia County is reconsidering leaving PPDC and joining the RRPDC exclusively. Mr. Fisher stated that he received a call from the Amelia County Administrator on November 22 asking if the RRPDC would consider granting Amelia County associate membership in the RRPDC while they remained a member of PPDC. He asked Mr. Fisher to bring the matter to the Executive Committee for consideration which Mr.

Fisher did earlier today. By associate membership, their County Administrator meant that they would sit at the table and participate in discussions, but would not be voting members of the RRPDC. They would not pay dues, but if they requested special services they would pay the appropriate compensation for the staff time involved in providing those services. The Amelia County Administrator asked that Mr. Fisher bring the request to the attention of the Executive Committee for informal feeling of whether or not the RRPDC would be interested.

Mr. Fisher stated that Amelia County is still considering dual membership in both planning districts. There is still potential for the boundary change, but the DHCD is pushing that further back on their agenda waiting to see what happens.

Mr. Fisher also stated that he has discussed the matter with Mr. Amos, RRPDC Legal Counsel, and even an associate membership status that would formally include Amelia County in some fashion as a member of RRPDC would require Charter and Bylaws changes to add Amelia County as a signatory.

Mr. Fisher noted another option not included in his discussion and that being until such time that Amelia County decides what they want to do that the RRPDC extend to Amelia County a formal invitation to come to the meetings to observe. If the RRPDC Chairman wants to recognize them to speak on any issue then they could do so.

Mr. Fisher reported that the Executive Committee met earlier today and agreed they are not in favor of the associate membership status, and until Amelia County is a full member of the RRPDC then they can attend meetings as a guest. Before communicating action to Amelia County, Mr. Fisher will discuss the matter with Henrico, Chesterfield, and Hanover Chief Administrative Officials since their planning district representative was not at today's Executive Committee meeting.

Vice Chairman Butler stated that no action is requested at this time.

#### **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 information items to report at this time.

**V. ADJOURNMENT**

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

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Paul E. Fisher  
Executive Director

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Malvern R. Butler  
Vice Chairman