

**RICHMOND REGIONAL PLANNING DISTRICT COMMISSION  
MINUTES OF MEETING  
JULY 8, 2004**

**Members/Alternates Present**

John E. Gordon, Jr. (M), Chairman .....County of Hanover  
Malvern R. Butler (M), Vice Chairman.....County of Goochland  
Russell E. Holland (M), Treasurer.....County of Powhatan  
Edward B. Barber (M), Secretary .....County of Chesterfield  
Gentry Bell (M)..... County of Henrico  
W. R. Britton, Jr. (A) ..... County of Charles City  
Amy M. Cheeley (M).....County of Hanover  
Richard W. Glover (M)..... County of Henrico  
John C. Grier (M).....City of Richmond  
Michael L. Holmes (M) ..... County of Charles City  
William Russell Jones, III (M).....City of Richmond  
Sherman W. Litton (M).....County of Chesterfield  
Elizabeth W. Moorhouse (M) ..... County of Hanover  
Patricia S. O’Bannon (M) ..... County of Henrico  
William J. Pantele (M).....City of Richmond  
George K. Roarty (M).....County of Chesterfield  
Robert R. Setliff (M).....County of Hanover  
Millard D. “Pete” Stith (A) ..... County of Chesterfield  
Stran L. Trout (M)..... County of New Kent  
Lisa D. Ware (M)..... County of Henrico  
Arthur S. Warren (M) .....County of Chesterfield

**Members Absent**

Richard W. Ayers (M) .....County of Powhatan  
Mark S. Daniel (M)..... County of New Kent  
James B. Donati (M)..... County of Henrico  
Peter R. Grimm (M).....City of Richmond  
Frank M. Hartz (M).....County of Goochland  
Renny B. Humphrey (M) ..... County of Chesterfield  
David A. Kaechele (M)..... County of Henrico  
R. M. “Dickie” King, Jr. (M) ..... County of Chesterfield  
Angela L. LaCombe.....Town of Ashland  
Delores L. McQuinn (M) .....City of Richmond  
Kelly E. Miller (M).....County of Chesterfield  
Frank J. Thornton (M)..... County of Henrico

**Others Present**

John R. Amos.....RRPDC Legal Counsel (Amos & Amos PLLC)  
Rob Dwyer ..... Henrico County School Intern  
Katy Kasper ..... Henrico County School Intern  
William R. Nelson, M.D.,M.P.H ..... Director of Health, Chesterfield County

**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

**Call to Order**

Chairman John Gordon called the regularly scheduled July 8, 2004 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 were present to constitute a quorum.

**B. Introduction of New Member and Guests**

Chairman Gordon introduced and welcomed Ms. Amy Cheeley, new citizen representative from Hanover County on the Richmond Regional Planning District Commission. Ms. O’Bannon introduced Katy Kasper and Rob Dwyer, Henrico County School interns, who are spending time with Mrs. O’Bannon this summer to learn more about Henrico County government.

**C. Installation of RRPDC Officers for FY 05**

Mr. Fisher administered the oath of office for the following FY 05 officers:

Chairman.....John E. Gordon, Jr., Hanover County  
Vice Chairman.....Malvern R. Butler, Goochland County  
Treasurer.....Russell E. Holland, Powhatan County

Secretary.....Edward B. Barber, Chesterfield County

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

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

**E. Open Public Comment Period**

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

**F. Approval of Minutes of June 10, 2004 RRPDC Meeting**

There being no corrections or additions, on motion of Mr. Barber, seconded by Mr. Pantele, the Richmond Regional Planning District Commission unanimously approved the minutes of the June 10, 2004 meeting.

**G. Approval of May 2004 Financial Report**

Mr. Holland presented the financial report noting a change in column 3, lines 23 and 29 of the total operating expenses and total operating and pass through expenses as follows:

	<u>From</u>	<u>To</u>
Total Operating Expenses	\$1,440,983	\$1,586,292
Total Operating & Pass Thru Expenses	\$1,445,889	\$1,591,199

There being no further corrections, on motion of Mr. Holland, seconded by Mr. Pantele, the Richmond Regional Planning District Commission unanimously accepted for audit the financial report for May 2004 as amended.

**H. Chairman’s Report**

Chairman Gordon stated it is an honor to serve each member as Chair of the RRPDC for the year 2004-2005. He said that this body exemplifies a shining example of cooperation and collaboration in the Richmond Region. Each jurisdiction at this table offers unique contributions to the region. Richmond offers jobs, excellent schools of higher education and many cultural and sporting events. Henrico offers leadership in public education, the region’s international airport, and of course, NASCAR. New Kent offers a natural wonderland and Colonial Downs. Goochland offers its scenic beauty and the great potential of West Creek. Hanover offers the home of Virginia’s first Governor, offers historic sites, Kings Dominion and of course - the tomatoes. Powhatan offers the example of the true value of preservation with 195 working farms averaging 221 acres

in size. Charles City offers historic plantations. Ashland, the center of the universe, offers its small town charm. Chesterfield offers beautiful countryside and meandering rivers and streams. Ashland, Charles City, Chesterfield, Goochland, Hanover, Henrico, New Kent, Powhatan, and Richmond are all wonderful places to call home. Together we are a unique family of localities complimenting each other and creating what he referred to as **The Region** – capital T, capital R – **The Region**.

The region presents this team – the people around this table - many opportunities and challenges. We have been entrusted to react to the challenges and to be proactive in accepting the opportunities. Having worked with this Commission for the past four years he is confident in the Commission's ability to succeed.

Following general remarks, Chairman Gordon then presented a number of goals for consideration for the coming year. Chairman Gordon's goals included the following issue areas:

#### Organization Changes

It's been almost two years since staff provided the Commission with an analysis of the advantages and disadvantages of making organization changes that could significantly strengthen the RRPDC and provide for a more efficient delivery of services. The two major changes considered were 1) engaging the Chief Administrative Officials as members of the Commission, and 2) empowering the Executive Committee to conduct business eight months of the year with the full Commission meeting quarterly. Chairman Gordon said he intended to revisit this issue and is prepared to meet with any Commissioner who has reservations about making some level of change.

#### Collaboration with the Greater Richmond Chamber of Commerce

The Richmond Area Metropolitan Planning Organization recently adopted the "2026 Long Range Transportation Plan." The Plan includes the transportation projects and strategies, constrained by anticipated revenue, to meet the mobility needs of the region. However, revenue to complete the projects and strategies are not assured. The Greater Richmond Chamber of Commerce and others are working on long term strategies to address the need for revenue to assure future mobility in the region. Chairman Gordon said his goal is to have the RRPDC and MPO closely work with the Greater Richmond Chamber of Commerce and other entities toward putting in place the institutions and "things" necessary to assure implementation of the "2026 Long Range Transportation Plan."

### Local Technical Planning Assistance

The RRPDC has a long history of providing quality planning assistance to its member jurisdictions. Each year the work program, at the request of the smaller population jurisdictions, includes numerous projects to assist with comprehensive planning, village and special area plans, zoning and subdivision ordinances and other projects. On a rotating annual basis, the PDC staff also conducts a project for one of the four large jurisdictions. The technical assistance planning provided by the staff for the smaller jurisdictions, in particular, is critical and the Commission should do everything it can, including a dues structure that would support the Commission's ability to do so.

### Increased Visibility

The Richmond Regional Planning District Commission and Metropolitan Planning Organization are not well understood by some elected officials who have not represented their jurisdiction on the PDC or MPO. RRPDC and MPO are not acronyms on the tips of the tongues of most residents of the Region. Chairman Gordon noted that Mr. Fisher has invested significant effort in promoting awareness of the organization through his participation on the Executive's Roundtable—a group of non-profit regional entities that meets monthly—and as a member of the Leadership Metro Richmond class of 2004 and a host of other activities. Chairman Gordon indicated he wanted to emphasize this issue.

### Legislative

Local governments in Virginia are increasingly at the mercy of the General Assembly and the U.S. Congress. General Assembly budgetary actions and aggressive attacks on local authority, particularly related to growth management and local land use authority, have huge impacts on the Region and individual jurisdictions. Several of the individual jurisdictions have legislative liaisons who help educate legislators. Prior to each General Assembly session the liaisons work with the PDC staff to identify legislative priorities that can be presented as having region-wide importance. Chairman Gordon proposed formally establishing a strong regional legislative agenda with the Commission adopting a list of legislative priorities. This will need to be done no later than the November Commission meeting in order for the priorities to be communicated to the Capital Region Caucus at their December meeting. The Commission should also explore the value of a more unified presence on many issues in Washington by way of a federal legislative agenda. Along with the General Assembly members and Congressional delegation, most RRPDC Commissioners are elected by the people.

### Dues Restructuring

Staff has provided the Commission with statistics demonstrating a need to update the RRPDC dues structure. The last dues restructuring occurred in 1991. The RRPDC current dues rate of 60 cents per capita compares to the statewide median of 69 cents and an average of 78 cents. The RRPDC is the third largest PDC by far, being smaller than only Hampton Roads and Northern Virginia. Chairman Gordon has asked the Executive Committee to bring a proposal to the full Commission at the October meeting, and be prepared to take action in November.

### Setting Priorities

Chairman Gordon proposed that a half day work session be held in late summer or early fall to prioritize the issues he presented, along with those of other Commissioners, and develop a plan of action.

Chairman Gordon requested Commission members to provide any additional goals they might have to staff by July 23, 2004 so that they could be included for discussion in the September Executive Committee agenda.

Chairman Gordon also requested that the Executive Committee meet on August 19, 2004 at 12:00 Noon in the RRPDC conference room to discuss the goals and plan the work session.

#### **I. Executive Director's Report for June 2004**

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

#### **II. OLD BUSINESS**

There was no Old Business.

#### **III. NEW BUSINESS**

##### **A. Plaque and Resolution of Appreciation for Outgoing Chairman**

On motion of Mr. Pantele, seconded by Mr. Barber, the Richmond Regional Planning District Commission unanimously approved the plaque and resolution for presentation at the September meeting.

##### **B. Appointments to Standing Committees**

Chairman Gordon appointed members to serve on the following committees:

**Executive Committee**

John E. Gordon, Jr., **Chairman**, Hanover County  
Angela L. LaCombe, Town of Ashland  
Stran L. Trout, New Kent County  
Richard W. Glover, Henrico County  
William J. Pantele, City of Richmond  
Michael L. Holmes, Charles City County  
Malvern R. Butler, Goochland County  
Russell E. Holland, Powhatan County  
Edward B. Barber, Chesterfield County

**Charter and Bylaws Committee**

Michael L. Holmes, **Chairman**, Charles City County  
Malvern R. Butler, Goochland County  
Stran L. Trout, New Kent County  
John E. Gordon, Jr., Hanover County  
William J. Pantele, City of Richmond  
Arthur S. Warren, Chesterfield County  
Richard W. Glover, Henrico County  
Russell E. Holland., Powhatan County  
Angela L. LaCombe, Town of Ashland

**Personnel & Operating Policies Committee**

William J. Pantele, **Chairman**, City of Richmond  
John E. Gordon, Jr., Hanover County  
Stran L. Trout, New Kent County  
Malvern R. Butler, Goochland County  
Michael L. Holmes, Charles City County  
Edward B. Barber, Chesterfield County  
Russell E. Holland, Powhatan County  
Angela L. LaCombe, Town of Ashland  
Patricia S. O'Bannon, Henrico County

**Audit Committee**

Malvern R. Butler., **Chairman**, Goochland County  
John E. Gordon, Jr., Hanover County  
Angela L. LaCombe, Town of Ashland  
Edward B. Barber, Chesterfield County  
Russell E. Holland, Powhatan County

**C. Cancellation of August 2004 RRPDC Meeting**

On motion of Mr. Barber, seconded by Mr. Holland, the Richmond Regional Planning District Commission unanimously approved cancellation of the August RRPDC meeting.

**D. Richmond Region Metropolitan Medical Response System Briefing**

Dr. William Nelson, Chairman of the Richmond Region MMRS and Director of Health for Chesterfield County, presented an overview of the region's planning efforts. Following is a summary of Dr. Nelson's report:

- 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 are 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.
- Original funding \$400,000, currently up to \$880,000.
- Accomplishments:
  - Established area pharmaceutical stockpile



- Training
- Inter-department and Inter-agency planning
- Regional Exercise
  
- Proposed current projects
  - Regional planning for volunteers; credentialing
  - Patient tracking
  - Planning for massive casualties—“surge” planning
  - Reformulating pharmaceutical cache

Chairman Gordon thanked Dr. Nelson for the informative presentation.

**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 at this time.

**V. ADJOURNMENT**

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

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Paul E. Fisher  
Executive Director

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John E. Gordon, Jr.  
Chairman