

RICHMOND REGIONAL PLANNING DISTRICT COMMISSION
MINUTES OF MEETING
December 8, 2005

Members/Alternates Present

W.R. Britton, Jr. (A) County of Charles City
Malvern R. Butler (M), Chairman County of Goochland
Amy M. Cheeley (M)..... County of Hanover
Robert R. Cosby (M)..... County of Powhatan
James B. Donati (M)..... County of Henrico
John E. Gordon, Jr. (M) County of Hanover
Frank M. Hartz (M)..... County of Goochland
Harvey L. Hinson (A) County of Henrico
Michael L. Holmes (M), Secretary County of Charles City
David A. Kaechele (M)..... County of Henrico
R. M. “Dickie” King, Jr. (M) County of Chesterfield
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
George K. Roarty (M)..... County of Chesterfield
Robert R. Setliff (M)..... County of Hanover
Frank J. Thornton (M)..... County of Henrico
Stran L. Trout (M)..... County of New Kent
Carson L. Tucker (A)..... County of Powhatan
Ernest B. Vanarsdall (M) County of Henrico
David T. Williams (M) County of Powhatan

Members Absent

Edward B. Barber (M), Treasurer County of Chesterfield
Gentry Bell (M)..... County of Henrico
Thomas W. Evelyn (M) County of New Kent
Richard W. Glover (M)..... County of Henrico
Kathy C. Graziano (M) City of Richmond
John C. Grier (M)..... City of Richmond
Russell E. Holland (M), Vice Chairman County of Powhatan
Renny B. Humphrey (M) County of Chesterfield
William Russell Jones, III (M)..... City of Richmond
Angela L. LaCombe (M)..... Town of Ashland
Eugene A. Mason (M)..... City of Richmond
Elizabeth W. Moorhouse (M) County of Hanover
Ellen F. Robertson (M) City of Richmond
Arthur S. Warren (M) County of Chesterfield

Others Present

John Amos RRPDC Legal Counsel
George Homewood County of New Kent
Dr. Bob Holsworth..... L. Douglas Wilder School of Government & Public Affairs, VCU

Staff Present

Paul E. Fisher Executive Director
Jo A. Evans Assistant Executive Director
Julie H. Fry..... Executive Secretary
Daniel N. Lysy Director of Transportation
Barbara Nelson..... Principle Planner
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 Butler called the regularly scheduled December 8, 2005, RRPDC meeting to order at approximately 1:10 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 (22) was present to constitute a quorum.

At this time, Chairman Butler led the Commission in the pledge of allegiance to the flag.

B. Requests for Additions or Changes in Order of Business

There were no requests to change the order of business.

C. Open Public Comment Period

As there were no requests to address the Commission, Chairman Butler closed the public comment period.

D. Approval of Minutes, November 10, 2005 Meeting

Chairman Butler presented the minutes of the RRPDC meeting held on November 10, 2005. On motion made by Mr. Pantele and seconded by Mr. Setliff, the minutes were approved as presented.

E. Approval of October 2005 Financial Reports

Chairman Butler presented the financial reports on behalf of Mr. Barber, who was not able to attend. On motion made by Mr. Vanarsdall and duly seconded, the October financial reports were unanimously approved as presented and accepted for audit.

F. Chairman's Report

Chairman Butler thanked members of the Commission for participating in the work session held during the November meeting. He would like to continue the discussion during the February Commission meeting to come to a conclusion on suggestions to bring back to staff on how to continue forward. He asked the members to be prepared to offer input toward these suggestions.

Chairman Butler announced there will be no Commission meeting or MPO meeting in January and offered his wishes for a good holiday season.

G. Executive Director's Report for November 2005

Mr. Fisher presented the written staff status report, a copy having been included in the agenda. He urged the Commission members to read the report which details activities staff has undertaken in each of the localities. Mr. Fisher thanked Jackie Stewart and Dan Lysy on their leadership in their respective divisions in coordinating with their staff to accomplish the work tasks and the work report summary.

At this time Mr. Fisher introduced Barbara Nelson, who has joined RRPDC as a principle planner in the Transportation Division.

Mr. Fisher reported on a follow up meeting to the Regional Transportation Summit that was held on December 2, 2005. He thanked Chairman Butler for his participation in this meeting.

II. OLD BUSINESS

A. Amendments to the RRPDC Rural Transportation Planning Work Program

Chairman Butler recognized Jackie Stewart, RRPDC Planning/IT Director, who outlined amendments, as requested by New Kent County and Goochland County, to the Rural Transportation Planning Work Program. A copy of the resulting resolution was included in the agenda packet. On motion made by Mr. Trout and seconded by Mr. Holmes, the resolution to amend the plan was approved.

III. NEW BUSINESS

A. Legislative Update

Chairman Butler recognized Patricia Villa, RRPDC Communications Coordinator, who introduced Dr. Bob Holsworth, Director of the L. Douglas Wilder School of Government and Public Affairs at Virginia Commonwealth University. Dr. Holsworth spoke to the Commission on the results of the recent gubernatorial election and other legislative issues.

B. Revised FY 06 Budget and Work Program

Mr. Fisher indicated this is the mid-year review and update of the FY 06 budget. He called on Jo Evans to give specific details on the FY 06 budget. She indicated revenues will be affected by (1) Hazard Mitigation Plan Grant carries over in FY 06; (2) interest income adjusted to more accurately reflect current market; and (3) overall decrease in the use of funds from Fund Balance due to items 1 and 2.

On the expense side, factors affecting the budget are (1) personnel decreased due to a three and one-half month unfilled vacancy; (2) computer expenses for FY 05 were made in FY 06; (3) consultant work continues in FY 06 for the Hazard Mitigation Plan; (4) miscellaneous adjustments due to changes in program requirements, cost savings, and increased fuel costs for travel.

A copy of the FY 06 Work Program was included in the agenda packet with a summary sheet of changes. The final budget will be presented to the Commission in May, 2006.

Mr. Pantele asked if revisions could be made to the budget if necessary. Mr. Fisher answered that minor adjustments could be made to the budget at any time, but if, however, the Commission recommended changes following its February work session meeting, he would recommend those changes be incorporated into the FY 07 budget and work program.

On motion made by Mr. Miller and seconded by Mr. Holmes, the Commission approved the revised FY 06 budget and work program as presented. Copies of the budget and work program were included in the full agenda packet.

C. Preliminary FY 07 Budget and Work Program

Ms. Evans continued with a presentation on a preliminary FY 07 budget. The FY 07 Work Program was included as a separate document in the agenda packet. Based on results of the February work session follow up, the figures in the preliminary budget may change.

Revenues will be affected by (1) PL Funds estimate decreased slightly due to a Federal funding adjustment in FY 06; (2) Section 5303 has remained unchanged over the past three years; (3) interest income adjusted to more accurately reflect

current market; and (4) use of unrestricted fund balance due to decrease in FHWA funding. Population increases are documented in the Work Program Appendix A.

Expenses will be affected by (1) full staffing for FY 07 including a 2% merit and 2% COLA; (2) computer operations and supplies brought back to basic operating levels; (3) printing increases for LRTP and Regional Mass Transit Study; (4) Hazard Mitigation Plan ends in FY 06; and (5) other changes due to anticipated increases or changes in program requirements.

A final review of FY 06 and revised FY 07 budgets and work programs will be presented to the Executive Committee in April 2006, with presentations on a final FY 06 budget and revised FY 07 budget and work program being presented to the Executive Committee and full Commission in May 2006.

Ms. O'Bannon asked if the increase in postage costs scheduled for January will have any impact on the budget. Ms. Evans indicated this will be monitored, but at this time, no impact was anticipated. She further stated that some savings will be realized by utilizing sharing of documents electronically whenever possible. Chairman Butler suggested that if there are any members who would prefer to receive the agenda electronically, they should contact staff. Ms. Evans stated the agenda could also be posted on the RRPDC internet site.

Chairman Butler called the Commission's attention to the chart in the budget summary that indicated, at the current rate, funds in the undesignated fund will begin to approach the target level of \$1 million by FY 08. He indicated that a discussion will need to take place prior to that time on how to react to this, whether by raising member dues or adjusting services. Personnel, computer operations, and rent are major components of the FY 07 budget. The Executive Committee has begun looking into alternatives to current office space due to the current lease expiring in May 2007. Attention should be made in the Work Program to make sure funds are being spent efficiently in products being produced by staff.

On motion made by Mr. Pantele and seconded by Mr. Holmes, the FY 07 preliminary budget and work program was approved as presented.

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

1. Chairman Butler directed the Commission's attention to items that had been

included in the agenda for their information.

V. **ADJOURNMENT**

Chairman Butler wished the Commission members a happy holiday season. There being no further business to come before the Commission, Chairman Butler adjourned the meeting at approximately 2:15 p.m.

Paul E. Fisher
Executive Director

Malvern R. Butler
Chairman