

**RICHMOND REGIONAL PLANNING DISTRICT COMMISSION  
MINUTES OF MEETING  
October 13, 2005**

**Members/Alternates Present**

Edward B. Barber (M), Treasurer ..... County of Chesterfield  
 Gentry Bell (M)..... County of Henrico  
 Malvern R. Butler (M), Chairman ..... County of Goochland  
 Robert R. Cosby (M)..... County of Powhatan  
 Thomas W. Evelyn (M) ..... County of New Kent  
 Kathy C. Graziano (M) ..... City of Richmond  
 John C. Grier (M)..... City of Richmond  
 Frank M. Hartz (M)..... County of Goochland  
 Russell E. Holland (M), Vice Chairman ..... County of Powhatan  
 Michael L. Holmes (M), Secretary ..... County of Charles City  
 David A. Kaechele (M)..... County of Henrico  
 Kelly E. Miller (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  
 Ellen F. Robertson (M) ..... City of Richmond  
 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  
 Arthur S. Warren (M) ..... County of Chesterfield  
 David T. Williams (M) ..... County of Powhatan

**Members Absent**

Amy M. Cheeley (M)..... County of Hanover  
 James B. Donati (M)..... County of Henrico  
 Richard W. Glover (M)..... County of Henrico  
 John E. Gordon, Jr. (M) ..... County of Hanover  
 Renny B. Humphrey (M) ..... County of Chesterfield  
 R. M. “Dickie” King, Jr. (M)..... County of Chesterfield  
 Angela L. LaCombe (M)..... Town of Ashland  
 Sherman W. Litton (M)..... County of Chesterfield  
 William Russell Jones, III (M)..... City of Richmond  
 Eugene A. Mason (M)..... City of Richmond

**Others Present**

John Amos ..... RRPDC Legal Counsel  
Michael D. Aukamp..... Dunham & Aukamp  
Thomas E. Jacobson..... County of Chesterfield  
Senator Walter A. Stosch..... Virginia State Senate

**Staff Present**

Paul E. Fisher ..... Executive Director  
Jo A. Evans ..... Assistant Executive Director  
Julie H. Fry..... Executive Secretary  
Allyson Finchum..... Principal Planner  
Michelle Fults ..... GIS Manager  
Daniel N. Lysy ..... Director of Transportation  
Lory Markham ..... Associate 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 October 13, 2005, RRPDC meeting to order at approximately 1:15 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 (24) was present to constitute a quorum. Chairman Butler then led the Commission in the pledge of allegiance to the flag.

**B. Installation of Vice Chairman**

Chairman Butler administered the oath of office to Russell E. Holland as Vice Chairman of the Commission, having been duly elected to the position at the Commission’s July 14, 2005 meeting. Oaths of office for the Chairman and Treasurer, Malvern R. Butler and Edward B. Barber respectively, had been administered by the Executive Director and witnessed by the Executive Secretary in August. Michael L. Holmes had been sworn in as Secretary of the Commission at the September 8, 2005 Commission meeting.

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

There were no requests to change the order of business.

#### **D. Open Public Comment Period**

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

#### **E. Approval of Minutes, September 8, 2005 Meeting**

Mr. Holmes presented the minutes of the RRPDC meeting held on September 8, 2005. On motion made by Mr. Holmes and seconded by Mr. Setliff, the minutes were approved as presented. Ms. O'Bannon and Mr. Holland abstained from the vote due to their absence from the September meeting.

#### **F. Approval of September, 2005 Financial Reports**

Mr. Barber presented the financial reports. On motion made by Mr. Barber and seconded by Mr. Pantele, the September financial reports were unanimously approved as presented and accepted for audit.

#### **G. Chairman's Report**

Chairman Butler introduced Mr. Robert R. Cosby of Powhatan County and welcomed him to the Commission as a new member.

Chairman Butler reported that he had attended the National Folk Festival on Sunday, October 9, 2005. He indicated that the Festival was well attended on that day and encouraged everyone to attend the event next year. Chairman Butler also noted that the Festival will be held in Richmond in 2007, which will coincide with Jamestown 2007 celebrations.

#### **H. Executive Director's Report for September 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.

### **II. OLD BUSINESS**

There was no old business to be concluded.

### **III. NEW BUSINESS**

#### **A. Audit Committee Report and Recommendation**

Chairman Butler recognized Ms. O'Bannon as chairman of the Audit Committee. She stated the committee had met earlier this morning to review the report. Ms. O'Bannon in turn introduced Michael D. Aukamp, of Dunham & Aukamp, to review highlights of the audit report for Commission members.

Mr. Aukamp stated that the annual audit had been performed and that the company has given the Commission an unqualified opinion, meaning that there were no negative findings in the Commission's accounting or internal control practices. There were no compliance issues discovered during the audit.

Ms. O'Bannon noted that the audit was not designed to look for fraud specifically but for fraud risk factors. The audit did not find any of these risk factors. She reported that the "unfavorable" entries to the balance sheet were to show use of prior years' reserves in accordance with direction from the Commission to use these reserves to provide member services as opposed to raising member dues.

On motion duly made and seconded the recommendation from the Executive Committee and Audit Committee to accept the report on the fiscal year 2005 audit was carried.

Chairman Butler thanked Ms. O'Bannon and members of the Audit Committee for their service.

Chairman Butler recognized Mr. Warren who asked for clarification on the use of reserve monies. Mr. Fisher stated that the Commission had determined the set level of reserve monies in order to meet normal operating expenses and services to the jurisdictions. The Commission had further stipulated that money above the set level should be used to maintain these services as opposed to asking for a per capita dues increase from member jurisdictions. Mr. Fisher reminded the Commission that RRPDC currently receives \$0.18 per capita from the basic state grant, which is down from \$0.28 per capita.

Mr. Warren thanked Mr. Fisher for the explanation and suggested that use of the reserves be closely monitored. Chairman Butler said this would be a topic for discussion during the upcoming November Work Session.

## **B. Virginia Legislative Update**

Chairman Butler introduced Virginia State Senator Walter A. Stosch, who spoke to the Commission on the state budgetary process, specifically items within the General Fund. Senator Stosch indicated that one of the hot button issues in this coming year's General Assembly session will likely be transportation funding.

Senator Stosch answered questions regarding state employee salary increase funding, the impact of higher fuel costs, roadway maintenance costs being transferred to localities, and finding sources of new and sustainable funding dedicated to transportation projects.

Mr. Fisher indicated that due to time constraints until the MPO meeting needed to begin, staff presentations that comprised the remainder of the agenda would proceed until the allotted amount of time was depleted. Any remaining items will be moved to an upcoming Commission meeting.

### **C. Presentation on Current GIS Software and Products**

Mr. Fisher introduced Jackie Stewart, Director of Planning and Information Systems. Ms. Stewart noted that the following presentations would give the Commission insight into the types of work products being generated by staff on behalf of the jurisdictions.

Michelle Fults, GIS Manager, gave the first presentation on current GIS software being used by staff and the types of products this software can produce. The RRPDC uses ArcGIS 9.1 from Environmental System Research Institute (ESRI), which is a geographic information system (GIS) software package. The software allows for complex spatial analysis of data such as population, housing, environmental features, and transportation characteristics. A full list of work products was included in the agenda packet.

Chairman Butler thanked Ms. Fults for her presentation and noted that the remaining staff presentations would be postponed to a future Commission meeting.

## **IV. OTHER BUSINESS**

### **A. Announcements**

1. Chairman Butler stated that the special Work Session will be held on November 10, 2005, following a brief Commission meeting which will begin at 1:00 p.m.. Mike Chandler will be in attendance to facilitate the meeting. Staff will make recommendations and Commission members will offer input on the types of work products they would like to see staff undertake on behalf of the jurisdictions. Chairman Butler invited Commission members to bring their county administrators/managers/mayors, planning directors, or others as they deem appropriate. Staff will not be in attendance during part of the meeting to allow time for members to candidly discuss the direction of the PDC.
2. A committee was named during the Executive Committee meeting to help research office space options. This committee will be chaired by Mr. Pantele (Mr. Barber and Mr. Holland will also serve on the committee) and will work with staff to determine office space needs and to research other space options.

### **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**

There being no further business to come before the Commission, Chairman Butler adjourned the meeting at approximately 2:30 p.m.

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Paul E. Fisher  
Executive Director

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Malvern R. Butler  
Chairman