

**RICHMOND REGIONAL PLANNING DISTRICT COMMISSION**  
**MINUTES OF MEETING**  
**May 11, 2006**

**Members/Alternates Present**

Chris W. Archer (M)..... County of Henrico  
W.R. Britton, Jr. (A) ..... County of Charles City  
Malvern R. Butler (M), Chairman .....County of Goochland  
Amy M. Cheeley (M).....County of Hanover  
Richard W. Glover (M)..... County of Henrico  
Jerilynn T. Grigsby (M) ..... County of Henrico  
Frank M. Hartz (M).....County of Goochland  
Harvey L. Hinson (A) ..... County of Henrico  
Russell E. Holland (M), Vice Chairman .....County of Powhatan  
Michael L. Holmes (M), Secretary ..... County of Charles City  
William Russell Jones, III (M).....City of Richmond  
David A. Kaechele (M)..... County of Henrico  
R. M. “Dickie” King, Jr. (M) ..... County of Chesterfield  
Angela L. LaCombe (M).....Town of Ashland  
Kelly E. Miller (M) .....County of Chesterfield  
Elizabeth W. Moorhouse (M) .....County of Hanover  
Patricia S. O’Bannon (M) ..... County of Henrico  
George K. Roarty (M).....County of Chesterfield  
Robert R. Setliff (M).....County of Hanover  
Millard D. Stith, Jr. (A).....County of Chesterfield  
Frank J. Thornton (M)..... County of Henrico  
Stran L. Trout (M)..... County of New Kent  
Arthur S. Warren (M) .....County of Chesterfield  
David T. Williams (M) .....County of Powhatan

**Members Absent**

Edward B. Barber (M), Treasurer ..... County of Chesterfield  
Robert R. Cosby (M).....County of Powhatan  
James B. Donati (M)..... County of Henrico  
Thomas W. Evelyn (M) ..... County of New Kent  
John E. Gordon, Jr. (M) .....County of Hanover  
Kathy C. Graziano (M) .....City of Richmond  
John C. Grier (M).....City of Richmond  
Renny B. Humphrey (M) .....County of Chesterfield  
Sherman W. Litton (M).....County of Chesterfield  
Eugene A. Mason (M).....City of Richmond  
William J. Pantele (M).....City of Richmond  
Ellen F. Robertson (M) .....City of Richmond

**Others Present**

K Alferio ..... City Celebrations  
John Amos ..... RRPDC Legal Counsel  
George Homewood ..... County of New Kent

**Staff Present**

Paul E. Fisher ..... Executive Director  
Jo A. Evans ..... Assistant Executive Director  
Julie H. Fry ..... Executive Secretary  
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 Butler called the regularly scheduled May 11, 2006, RRPDC meeting to order at approximately 1:10 p.m. in the RRPDC conference room. Chairman Butler then led the Commission in a moment of silence out of respect for two Virginia police officers who recently had lost their lives in the line of duty, followed by the pledge of allegiance to the flag.

**I. ADMINISTRATION**

**A. Certification by Commission Executive Director of Meeting Quorum**

Mr. Fisher certified that a quorum of 24 members/alternates was present.

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

Chairman Butler stated there would be a change in the order of business to allow Ms. O’Bannon to present a report from the Emergency Broadcast Communications Committee. This will be added under Other Business. There were no other changes or additions.

**C. Open Public Comment Period**

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

#### **D. Approval of Minutes, April 13, 2006 Meeting**

Mr. Holmes presented the minutes of the RRPDC meeting held on April 13, 2006. On motion made by Mr. Holmes and seconded by Ms. O'Bannon, the minutes were approved as presented.

#### **E. Approval of March 2006 Financial Reports**

Chairman Butler presented the financial reports for March 2006 on behalf of Mr. Barber, who was unable to attend. On motion made by Mr. Holland and seconded by Ms. O'Bannon, the March financial reports were unanimously approved as presented and accepted for audit.

#### **F. Chairman's Report**

Chairman Butler encouraged members of the Commission to contact their state legislators and urge them to reach an agreement on the state budget. He stated that transportation issues should remain a priority, especially funding for secondary roads.

Chairman Butler reported on his attendance at the American Planning Association (APA) Conference, along with other members of the Commission and local jurisdictions, which was held in San Antonio, Texas on April 22-26. He was very impressed with economic development in the area. He indicated that after touring the botanical gardens in San Antonio, he was very proud of the facilities at Lewis Ginter Botanical Gardens here in Richmond. Chairman Butler indicated that city sanitation in Nashville appeared to be top notch. He noted that hotels had been built around the River Walk, making logistics for tourism and conventions very easy.

Some of the seminars he attended dealt with Affordable Housing, Planning and Zoning for Transportation, Farm Land Preservation Development, Evaluation of Development Proposals, New Urbanization in Development Plans, Evaluating Growth Management Plans, Planning at the Water's Edge, Transferring of Development Rights for Farmland Preservation, Development of Retail Areas in New Urbanization, and Next Generation of Growth Management Plans.

Mr. Holland added this was one of the best APA conferences he had attended. One of the seminars he participated in dealt with reclamation of quarries. San Antonio reclaims these areas for retail and other economic development sites.

Next year's APA conference will be held in Philadelphia.

Chairman Butler also participated in the InterCity Visit to Nashville on April 27-28. He indicated one of the most impressive things he noted was the cleanliness of the city. Mr. King also agreed that it was a very worthwhile trip and noted, in

light of recent events surrounding Richmond's minor league baseball team, Nashville's Triple A ballpark was financed in part by the sponsoring ball team. Chairman Butler reported on Nashville's premier children's hospital. He noted that Henrico County's manager, Virgil Hazelett, has worked to bring the same caliber of children's hospital to Richmond and toured the Nashville facility.

#### **G. Executive Director's Report for March/April 2006**

Mr. Fisher stated that he also thought the InterCity Visit provided valuable information. He had been asked to facilitate a break-out session on transportation during the visit. He briefed the group attending that session on Richmond's long-range transportation plans, including a study on light and commuter rail. He indicated work on this session made him understand how important funding for the public transit study will be in making public transportation available to those who need it.

Mr. Fisher then presented the written staff status report, a copy having been included in the agenda, and urged the Commission members to read the report which details activities staff has undertaken in each of the localities over the past month.

### **III. NEW BUSINESS**

#### **A. National Folk Festival**

Chairman Butler noted during the Nashville trip, they were made aware of the number of people who come into the city for music-related activities each weekend. He stated the National Folk Festival can do the same for Richmond and encouraged everyone to attend the event this year.

Chairman Butler recognized Mr. Fisher, who introduced K Alferio, executive director of City Celebrations. Ms. Alferio presented an overview of last year's National Folk Festival and highlights of what will be brought to Richmond for this year's Festival, which will be held October 13-15.

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

Mr. Fisher indicated information will be presented on the final revisions to the FY 06 budget as well as revisions to the draft FY 07 budget. He asked Ms. Evans to present this information.

Ms. Evans stated that expenses for FY 06 will be reduced by \$45,200 due in part to staffing vacancies and resulting reductions in training and travel; savings are being realized in other areas such as supplies, vehicles, and board travel, along with programmatic savings in areas such as printing, software, and postage.

Revenues are being impacted by increased interest earnings and a reduction in the amount of monies that will be needed from the undesignated fund to balance the budget.

FY 06 year end financial statements will be presented to the Commission, as well as a draft audit report to the Audit Committee, in September. The audit report will be presented to the Executive Committee in October for recommendation to the full Commission for action.

On motion made by Mr. Jones and seconded by Ms. O'Bannon, the Commission accepted the FY 06 revised budget as presented. A copy will be filed with these minutes.

### **C. Approval of Draft FY 07 Budget and Work Program**

Ms. Evans presented information on revisions made to the initial FY 07 budget which had been approved by the Commission in December.

Increases in expenses are due in part to the expectation of being at full staffing (2% cost of living and 2% merit; VRS rate increases; increase in fringe rate), the use of a consultant for the Regional Mass Transit Study and resulting transportation modeling software, and a small savings in recording equipment, copier lease charges, and storage facility rent. The programmatic increases for use of the consultant and resulting software are the largest portion of the increase in expenses.

Revenues will be increased as a result of the urban transportation and coastal grants amounts being known as well as an increase in interest income. State appropriations are unknown and as a result, those amounts have been left flat. Population estimates made by staff in December, as they relate to member dues, have been adjusted down following receipt of population figures from Weldon-Cooper. Compared to FY 06, the estimated FY 07 budget amount is an increase of 17%, based primarily on one-time expenditures such as the Regional Mass Transit Study consultant and anticipated full staffing levels. If these one-time factors are filtered out, the increase is approximately 6%.

Monies required from the undesignated fund balance are being adjusted down in this revision. In 2004, the long-term outlook for the undesignated fund balance was that the one million dollar threshold would be reached in FY 09. Based on current long-term estimates, this threshold will not be reached until approximately FY 11. Factors considered in this long-term outlook include increased revenues from SAFETEA-LU and interest earnings and flat-funding in state appropriations. Expenses have been estimated liberally to give a worst-case scenario outlook.

Dues impact based on this revised long-term outlook is minimal should the Commission determine a dues increase is needed by FY 08.

Other considerations are no change in state appropriations from FY 06 and adjusting the undesignated funds balance as necessary. In addition, adjustments will be made in December based on the outcome of office space negotiations in anticipation of current lease expiration in May 2007.

In November, the Executive Committee will be given revisions to the FY 07 budget and a preliminary look at the FY 08 budget, with a presentation to the full Commission for review and action in December.

On motion made by Mr. Jones and seconded by Ms. O'Bannon, the revised FY 07 budget was accepted as presented. A copy will be filed with these minutes.

Chairman Butler indicated the Executive Committee had determined during its meeting earlier in the day that it would be involved in revising and determining the scope of work program tasks for FY 07 and FY 08. This work session will occur later in the year.

**D. Resolution on Behalf of MPO Authorizing Agreement with VDOT for Administration of State Transportation Planning Grant Pilot Program Funds**

Chairman Butler asked Mr. Lysy to review the proposed resolution regarding funding for the Regional Mass Transit Study (RMTS).

Mr. Lysy stated the RMTS will be conducted by a consultant with RRPDC staff administrative support and some technical assistance (primarily socioeconomic data). The budget for consultant services is \$275,000, of which \$125,000 will be State Transportation Planning Grant Pilot Program Funds and \$150,000 from the MPO's FHWA/PL funds.

Mr. Glover asked if the end result would include suggestions on how transportation projects could be funded. Mr. Lysy verified that funding sources would be included. He further clarified that part of the study would include gathering information from other cities on how those mass transit systems operate. Mr. Lysy stated that under SAFETEA-LU, federal funding would be increased for transportation projects.

Chairman Butler asked who would give the consultant specific instructions on what would be expected from the consultant's services. Mr. Lysy stated a committee will be formed from TAC members to oversee the consultant's work, most of which has already been included in the United Work Program for FY 07 (copy included in agenda packet).

Mr. Jones stated that the consultant should be directed by staff to include multimodal issues in all jurisdictional areas, including rural areas. Mr. Lysy indicated the MPO study area does include all jurisdictional rural and urban areas.

Mr. Kaechele asked if taxi service would be included in the study. Mr. Lysy said he did not believe taxi service would be included. Mr. Amos confirmed the scope of work does not include taxi service. Chairman Butler encouraged Commission members to contact their TAC members to suggest taxi service be included in the study.

Mr. Glover moved that the Commission accept the resolution on behalf of the MPO authorizing agreement with VDOT for administration of state transportation planning grant pilot program funds, with a caveat or amendment adding rural areas to the study and to set up a committee to help determine what areas the study will include. The motion was seconded by Mr. Holland, and the resolution was carried as amended. An amended copy will be filed with these minutes.

#### **E. Resolution Authorizing Amendment to FY 06 Rural Transportation Work Program**

Mr. Fisher stated that Goochland County had requested the pedestrian plan work task associated with the County's courthouse village be deleted from the FY 06 Rural Transportation Planning Work Program, requiring no budget changes. On motion made by Mr. Setliff and seconded by Ms. O'Bannon, the resolution was approved. A copy will be filed with these minutes.

### **IV. OTHER BUSINESS**

#### **A. Announcements**

There were no announcements.

#### **B. Committee Reports**

1. Chairman Butler announced he had appointed a Nomination Committee to develop a slate of officers for FY 07. Those appointed to the committee were:

Stran Trout, Chairman	New Kent County
Pat O'Bannon	Henrico County
Robert Setliff	Hanover County

2. Emergency Broadcast Communications

Ms. O'Bannon presented information on a meeting held by the Emergency Broadcast Communications Committee, which she chairs, on May 10, 2005. Other members of the committee are Bill Britton (Charles City), Kathy Graziano (Richmond), John Gordon (Hanover), Bill Pantele (Richmond), Stran Trout (New Kent), and David Williams (Powhatan), Ms. O'Bannon reported that the committee had met with staff of WCVE radio at their studios

for a tour of the facility. During this meeting, radio station staff addressed several concerns raised by the committee including geographic area covered by the station's transmission ability, times and content of emergency broadcasts allowed, establishment of a recovery level alert system, cost recuperation, and grant monies available from FEMA.

A Memorandum of Understanding for emergency broadcast services to be provided by WCVE to the local jurisdictions will be developed by staff for consideration by committee members prior to being brought back to the Commission for its consideration.

### **C. For Your Information**

Items included for the Commission's information:

1. A pilot program for a communications system in the Hampton Roads area that will allow local, state, and federal emergency responders to communicate with one another via a wireless network; this will be one of the first such systems to be tested in the country.

## **V. ADJOURNMENT**

Chairman Butler encouraged the Commission members to promote all local, jurisdictional activities and events. He stated such events would lead to economic development that could in turn stimulate increased interest in regional issues.

Mr. Kaechele stated one event (NASCAR) held in Henrico County brings about \$200 million into the region twice a year. Chairman Butler suggested the executive director of Richmond International Raceway (RIR), Mr. Doug Fritz, be invited to speak before the Commission. Mr. Kaechele suggested Mr. Fritz be contacted to ask if the Commission could hold a meeting at RIR. Staff will follow up with the appropriate persons to determine if this is possible.

Other Commission members gave information on events to be held in their jurisdictions during the upcoming months.

There being no further business to come before the Commission, Chairman Butler adjourned the meeting at approximately 3:00 p.m.

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Paul E. Fisher  
Executive Director

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Malvern R. Butler  
Chairman