

RICHMOND REGIONAL PLANNING DISTRICT COMMISSION
MINUTES OF MEETING
October 12, 2006

Members/Alternates Present

Chris W. Archer (M)..... County of Henrico
W.R. Britton, Jr. (A) County of Charles City
Malvern R. Butler (M)County of Goochland
Amy M. Cheeley (M).....County of Hanover
Robert R. Cosby (M).....County of Powhatan
Richard W. Glover (M)..... County of Henrico
John E. Gordon, Jr. (M)County of Hanover
Kathy C. Graziano (M)City of Richmond
John C. Grier (M).....City of Richmond
Jerilynn T. Grigsby (M) County of Henrico
Harvey L. Hinson (A) County of Henrico
Russell E. Holland (M), ChairmanCounty of Powhatan
David A. Kaechele (M)..... County of Henrico
Kelly E. Miller (M).....County of Chesterfield
Elizabeth W. Moorhouse (M)County of Hanover
William J. Pantele (M), SecretaryCity of Richmond
Robert R. Setliff (M).....County of Hanover
Brenda L. “Sam” Snyder (M) County of New Kent
Millard D. “Pete” Stith, Jr. (A).County of Chesterfield
Frank J. Thornton (M)..... County of Henrico
Stran L. Trout (M)..... County of New Kent
David T. Williams (M)County of Powhatan

Members Absent

Terri C. Beirne (M).....County of Chesterfield
James B. Donati (M)..... County of Henrico
Frank M. Hartz (M).....County of Goochland
Michael L. Holmes (M), Treasurer County of Charles City
Renny B. Humphrey (M)County of Chesterfield
William Russell Jones, III (M).....City of Richmond
R. M. “Dickie” King, Jr. (M), Vice Chairman.....County of Chesterfield
Sherman W. Litton (M).....County of Chesterfield
Eugene A. Mason (M).....City of Richmond
Patricia S. O’Bannon (M) County of Henrico
Faye O. Prichard (M)Town of Ashland
George K. Roarty (M).....County of Chesterfield
Ellen F. Robertson (M)City of Richmond
Arthur S. Warren (M)County of Chesterfield

Others Present

John Amos RRPDC Legal Counsel
Michael Aukamp..... Dunham, Aukamp, and Rhodes
Brian Brown..... VCU
Mark Douglas..... Thalhimer/Cushman & Wakefield
George Homewood..... County of New Kent
Robert Hofrichter VDOT – Asset Management
Dr. Eugene Trani..... 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
Jackie S. Stewart..... Director of Planning/IT
Peter M. Sweetland Finance and Contracts Administrator
Patricia A. Villa Communications Coordinator
Lee Yolton Principal Planner

Call to Order

Chairman Holland called the regularly scheduled October 12, 2006 RRPDC meeting to order at approximately 1:10 p.m. in the RRPDC conference room. Chairman Holland then led the Commission in 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 22 members/alternates was present.

B. Requests for Additions or Changes in Order of Business

Chairman Holland asked if there were any changes or additions to the order of business. There were no changes.

C. Open Public Comment Period

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

D. Approval of Minutes – September 14, 2006 Meeting

Mr. Pantele presented the minutes of the RRPDC meeting held on September 14, 2006. On motion made by Mr. Pantele and seconded by Ms. Graziano, the minutes were approved as presented.

F. Approval of August 2006 Financial Reports

Mr. Fisher presented the financial reports for August 2006 on behalf of the treasurer, Mr. Holmes, who was unable to attend the meeting. On motion made by Mr. Britton and seconded by Ms. Moorhouse, the August 2006 financial reports were unanimously approved as presented and accepted for audit.

G. Chairman's Report

Chairman Holland noted that his written report had been included in the agenda package under Tab 3.

H. Executive Director's Report for August/September 2006

Mr. Fisher 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.

II. OLD BUSINESS

A. New Office Space Update

Chairman Holland recognized Mr. Pantele, who had chaired the Office Space Sub-Committee, and asked Mr. Pantele to report on the committee's activities during the past month.

Mr. Pantele reported that the committee had continued its work following direction from the Commission that no more than 13,000 square feet be leased for new office space. Staff is working with Mr. Mark Douglas (Thalhimer/Wakefield & Cushman) on plans for space located on the first floor of the Stony Point II building. There is no pricing information at this time; however, pricing should be available by the November meeting. The committee will continue to keep members of the Commission advised on developments.

III. NEW BUSINESS

A. Dr. Eugene P. Trani, President, Virginia Commonwealth University

Mr. Fisher introduced Dr. Trani, who spoke to the Commission regarding the University's extensive capital construction projects and significant programmatic issues, as well as information on the University's partnerships worldwide. Following his presentation, Dr. Trani entertained questions from Commission members, including the need for signage to direct visitors to the parking deck off Clay Street and the creation of a children's hospital within the expanded medical facilities.

Chairman Holland recognized Mr. Butler who thanked Dr. Trani for his efforts on behalf of the community. Chairman Holland also expressed his thanks to Dr. Trani and stated the Commission would look forward to an update on the University's expansion projects next year.

B. Presentation and Acceptance of FY 06 Audit Report

Chairman Holland recognized Mr. Gordon, who presented the report of the Audit Committee. Mr. Gordon informed the board that he had chaired the meeting at the request of Ms. O'Bannon, the chairman, who was not able to attend. The committee did not have a quorum of members present; however, according to RRPDC bylaws and verified by Mr. Amos, the committee may make a recommendation to the Commission even though a quorum was not present as long as the Commission is so informed. Mr. Gordon called on Mr. Michael Aukamp, of Dunham, Aukamp, and Rhodes PLC, to summarize the audit findings.

Mr. Aukamp stated he had conducted the audit in accordance with standards generally accepted in the United States and by standards applicable to financial audits contained in *Government Auditing Standards* (GAS). The firm gave RRPDC an unmodified opinion, which is the highest opinion they can give. The firm found RRPDC to be in compliance with all GAS standards, and in compliance with all applicable laws, regulations, and contracts. He commended staff on their efforts to maintain the agency's financial records so well. Even with a \$46,000 decrease in assets, the cash and liquid assets were held at \$1.6 million, well within the recommendation to have four months' operating surplus on hand. Mr. Aukamp indicated that of the other planning district commissions he audits during the year, he has found RRPDC to be the best financially managed.

On motion made by Mr. Gordon and seconded by Mr. Setliff, the report of the audit committee was accepted by the Commission members.

Mr. Gordon brought to the Commission's attention that the three-year contract with Dunham, Aukamp, and Rhodes, PLC will end this year. Based on the results

of a Request for Proposal issued previously, for which the firm offered a reasonable rate, and the length of time the firm has been working with RRPDC (nine years), Mr. Gordon presented a motion from the Audit Committee that Dunham, Aukamp, and Rhodes, PLC be offered a three-year contract extension. The motion was seconded by Mr. Britton and carried unanimously.

Mr. Fisher indicated the final contract will be brought to the Commission for its approval in November.

C. VDOT Proposed Traffic Impact Analysis Regulations

Mr. Fisher reported that due to legislation passed by the General Assembly, VDOT will now be required to examine local development and rezoning requests and provide recommendations to the localities on resulting traffic impacts.

A meeting was held at RRPDC with regional planning and redevelopment directors and legislative liaisons to discuss the proposed regulations and possible implications to localities. The committee determined it would be more beneficial for localities to develop their own comment letters to submit to VDOT and to forward copies of these letters to RRPDC staff, who would compile a list of any commonalities. The resulting list will be brought back to the Commission for its information at a future meeting. A representative from VDOT, Mr. Robert Hofrichter, is present if any members have questions.

Mr. Britton noted that planning commissions have a specific amount of time to deal with applications. The timelines prescribed in the regulations may require that the legislation be changed.

IV. OTHER BUSINESS

A. Announcements

There were no announcements.

B. Committee Reports

There were no additional committee reports.

C. For Your Information

There was no other information to impart to the members.

V. **ADJOURNMENT**

There being no further business to come before the Commission, Chairman Holland asked for a motion to adjourn. Such a motion was duly made by Mr. Pantele and seconded by Mr. Britton. The meeting adjourned at approximately 2:10 p.m.

Paul E. Fisher
Executive Director

Russell E. Holland
Chairman