

RICHMOND REGIONAL PLANNING DISTRICT COMMISSION
Minutes of Meeting
September 13, 2007

Members/Alternates Present

Malvern R. Butler (M) County of Goochland
James B. Donati (M), Secretary County of Henrico
John E. Gordon, Jr. (M) County of Hanover
Kathy C. Graziano (M) City of Richmond
Jerilynn T. “Jeri” Grigsby (M) County of Henrico
Harvey L. Hinson (A) County of Henrico
Michael L. Holmes (M), Vice Chairman County of Charles City
David A. Kaechele (M) County of Henrico
R. M. “Dickie” King, Jr. (M), Chairman County of Chesterfield
Beverley C. Lacy (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
Faye O. Prichard (M) Town of Ashland
Brenda L. “Sam” Snyder (M) County of New Kent
Stran L. Trout (M) County of New Kent
Arthur S. Warren (M) County of Chesterfield
David T. Williams (M) County of Powhatan

Members Absent

Thomas M. Branin (M) County of Henrico
Amy M. Cheeley (M) County of Hanover
Robert R. Cosby (M) County of Powhatan
Richard W. Glover (M) County of Henrico
John C. Grier (M) City of Richmond
Russell E. Holland (M) County of Powhatan
Courtney Hyers (M) County of Goochland
Renny B. Humphrey (M) County of Chesterfield
Delores L. McQuinn (M) City of Richmond
Kelly E. Miller (M) County of Chesterfield
William J. Pantele (M), Treasurer City of Richmond
George K. Roarty (M) County of Chesterfield
Ellen F. Robertson (M) City of Richmond
Robert R. Setliff (M) County of Hanover
Donald D. Sowder (M) County of Chesterfield
Frank J. Thornton (M) County of Henrico

Others Present

John Amos RRPDC Legal Counsel
George Homewood County of New Kent

Staff Present

Jo A. Evans Interim Executive Director
Julie H. Fry Executive Secretary
Daniel N. Lysy Director of Transportation
Barbara Nelson Principal Planner
Jackie S. Stewart Director of Planning/IS
Peter M. Sweetland Finance and Contracts Administrator
Patricia A. Villa Communications Coordinator

Call to Order

Chairman King called the regularly scheduled September 13, 2007 RRPDC meeting to order at approximately 1:15 p.m. in the RRPDC board room. At this time Chairman King asked Mr. Hinson to lead the Commission in the pledge of allegiance to the flag.

I. ADMINISTRATION

Chairman King stated that a quorum of members was not present; however, he would proceed with agenda items that required no action.

At this time, Chairman King recognized Ms. O’Bannon. Ms. O’Bannon thanked Chairman King for noting in the minutes that the reason she missed the Commission meeting in July was due to her involvement with the annual National Association of Counties (NACo) meeting. She reported that she had helped raise over \$17,000 for NACo. She had also met with the editorial staff with the Richmond Times-Dispatch on behalf of NACo.

Ms. O’Bannon said that she had been greatly disturbed in reading the minutes of the July 12, 2007 Commission meeting. She wanted the record to state that she disagreed with Mr. Glover’s suggestion. She said she felt he was badgering the Commission and that what he said was incorrect. She was sorry the Commission followed through on some of what Mr. Glover had suggested. Ms. O’Bannon said she wanted to state for the record that she disagreed with segregating the smaller counties from the larger counties. She stated it is very important for the organization to do the very opposite of that, of segregating the larger from the smaller counties. She agreed with what Chairman King had said and what she read in the minutes. She appreciated his comments and those of Mr. Amos. Ms. O’Bannon said she did not think bullying was a good tactic, it’s not leadership, and it concerns her greatly.

Chairman King thanked Ms. O’Bannon for her comments.

Chairman King noted that Ms. Graziano had joined the meeting, and that a quorum was present. He indicated he would now follow the agenda as printed.

A. Certification by Commission Interim Executive Director of Meeting Quorum

Ms. Evans stated that a quorum of members was present.

B. Requests for Additions or Changes in Order of Business

Chairman King asked if there were any changes or additions to the order of business. No changes or additions were requested.

D. Open Public Comment Period

Chairman King asked if there was anyone from the public in attendance who wished to make a comment. As there were no requests from the public to address the Commission, Chairman King closed the public comment period.

E. Approval of Minutes – July 12, 2007 Meeting

Mr. Donati presented minutes of the RRPDC meeting held on July 12, 2007. On motion made by Mr. Donati and seconded by Mr. Butler, the minutes were unanimously approved as presented. The following members abstained from the vote as they were not present at that meeting: Ms. O'Bannon, Mr. Hinson, and Ms. Snyder.

F. Approval of June/July 2007 Financial Reports

Chairman King presented the financial reports for June and July 2007 on behalf of Mr. Pantele. Chairman King stated that if there were any questions, Mr. Sweetland could address those. Motion to approve was made by Mr. King and seconded by Mr. Holmes. Ms. O'Bannon asked if any of the additional office space had been sub-let. Ms. Evans stated that the realtor is currently looking for a full time tenant. In the interim, about one-third of the space is being sub-let by a firm which currently has other offices in this building. Ms. O'Bannon asked if this was bringing in any income. Ms. Evans reported that the space is being rented at \$2.00 more per square foot than RRPDC is paying. It had been included in the contract with the broker that RRPDC is not to make any less in income than what RRPDC must pay out in rent.

Mr. Kaechele asked if there was a fund balance for the end of the fiscal year. Mr. Sweetland indicated that was listed under Tab 2 on the second page, Income Balance. This is the balance as of June 30, 2007. Mr. Hinson asked if there was carryover from the previous year. Mr. Kaechele asked where this year's fund

balance is shown. Ms. Evans pointed out that on the next page, Column 4, Line 22, shows the amount not spent in FY 07.

There being no further questions, the June and July 2007 financial reports were unanimously approved as presented and accepted for audit.

Chairman King stated he would like to move down on the agenda to Other Business and hear reports from the Ad-Hoc Committees.

IV. OTHER BUSINESS

A. Committee Reports

Chairman King stated that during the July meeting, there had been a request made that he appoint two Ad-Hoc Committees to discuss the future direction of RRPDC. It had been the consensus of the Commission that these committees be appointed. The Small Jurisdictions Committee was chaired by Ms. Prichard; the Large Jurisdictions Committee was chaired by Mr. Gordon. Chairman King asked them to give a brief report. He has also asked the two committees to have a joint meeting and report to the full Commission during the October meeting.

Ms. Prichard said her group had a very productive meeting and met for about two and a half hours. The group talked about two specific areas: what the PDC does and how the PDC might go about getting those things accomplished. There was some general consensus about those and lengthy discussion about long-term projects. Since the group understands that no organization can be all things to all people, their list of long-term jobs was recirculated. They now have a list of priorities that was generated from the longer list. This list will be shared with Chairman King and Mr. Gordon.

Mr. Gordon said he had not been in attendance during the July Commission meeting when the two committees were appointed. He was very disturbed when he heard the committees had been appointed. However, when he talked with other members as to why the committees had been formed, he was less disturbed. After meeting with the group on two occasions, Mr. Gordon indicated he feels this was a good move. Regardless of the intent, he feels the result is going to be very positive. He is as optimistic as he has ever been as a part of the Commission. Both of his meetings were well attended. All CAOs were in attendance or represented at both meetings. Each jurisdiction was represented at both meetings, and the Richmond mayor's office has been in communication and has been kept up to date via email. At the second meeting, a representative from the Richmond CAO's office, Michael Jackson, was in attendance, and Mr. Gordon has spoken with Mr. Jackson since that meeting. The committee worked very hard. Everyone came to the table with contributions. Everyone was upbeat and positive. The committee's recommendations will be shared with the Small Jurisdictions Committee. It is hoped that a combined list of recommendations can

be brought back to the Commission in October. Mr. Gordon reemphasized that the meetings have been very upbeat and that everyone had come to the meetings to contribute.

I. ADMINISTRATION

F. Chairman's Report

Chairman King stated the reason he'd asked the Ad-Hoc Committees to report out of order is because he also had shared the same enthusiasm about the committees. He thinks members of the Small Jurisdictions Committee will be pleased with some of the recommendations made by the Large Jurisdictions Committee. Chairman King thanked Mr. Gordon and Ms. Prichard for their diligence in getting the meetings completed prior to today's meeting.

Chairman King stated that he understood exactly why Ms. O'Bannon had reacted the way she did when she read minutes of the July meeting. He said that he was sure Mr. Gordon had felt the same way. In defense of Mr. Glover, in this case, Chairman King felt that it wasn't so much intimidation as trying to offer some sort of solution. Chairman King said he used that opportunity to appoint the committees in an effort to move forward with identifying the future direction of the Commission. The motive was to identify the different issues of each jurisdiction and to identify common goals that the region can share and focus on. If the smaller and larger jurisdictions could brainstorm and discuss issues among themselves, then a solution could be found. In Mr. Gordon's meeting, everyone in attendance said good things. Chairman King believes both committees will have good recommendations.

Chairman King asked that the listing of his appointments to the Standing Committees be distributed. He doesn't believe there have been any objections to the appointments.

As a reminder, an Open House will be held here on October 3, from 11:00 a.m. until 2:00 p.m. Invitations were sent out last week. State and local officials as well as members have been invited.

In consultation with both chairmen of the Ad-Hoc Committees, it is Chairman King's recommendation that the Personnel and Operating Policies Committee begin a review of search firms in order to hire a new executive director. This had been put on hold at his request until the committees made recommendations to the Commission on the future direction of RRPDC. It is the consensus of those committees that the search for a new executive director begin as soon as possible. While the recommendations of the committees have not been brought before the full Commission yet, ideas coming out of the Ad-Hoc Committees have been so positive that Chairman King feels delaying the search any longer would not be the right thing to do. He has asked the Personnel and Operating Policies Committee

chairman, Mr. Pantele, and the vice chairman, Ms. Prichard, who he appointed today, to begin looking for a search firm. At the October meeting, a recommendation on a search firm will be presented along with reports from both Ad-Hoc Committees on how the RRPDC should move forward. There is no timeline. Staff is continuing to work independently, but there is no direction being given to staff. To delay this any longer would not be a good use of taxpayers' money.

Chairman King recognized Ms. O'Bannon who reminded members that when the search process began about a year ago, she contacted the human resource departments of different counties. These departments said that while they could not take on the actual search, they would be glad to assist in the search process with ad preparations or other administrative services.

Chairman King asked Ms. Prichard to contact Ms. O'Bannon for any additional information and to share that with Mr. Pantele. Chairman King asked Ms. Prichard to be diligent and expedient in getting the process started.

G. Interim Executive Director's Report for July/August 2007

In follow-up to Chairman King's comments regarding staff direction, Ms. Evans stated the way the budget and work program process was set up in May, the members approved a work program for FY 08. This is what staff is working on at this time. These tasks are detailed in the Staff Status Report. Some of the work involves technical assistance to the jurisdictions. Staff has hired five interns from local planning schools to help with some of the groundwork in preparation for the projects. When time comes to prepare the FY 09 work program, a new executive director will be needed to help set up that program.

II. OLD BUSINESS

A. Presentation of Resolution of Appreciation and Plaque to RRPDC FY 07 Outgoing Chairman, Russell E. Holland

B. Presentation of Resolution of Appreciation to Retired Executive Director, Paul E. Fisher

Chairman King stated that he would not read the resolutions as they were included in the agenda book. He further stated that the members appreciated the contributions of both of these gentlemen. Mr. Holland did an exceptional job as chairman, and Chairman King understands that Mr. Fisher is busy with other activities. The contributions of Mr. Fisher are also appreciated. The resolutions speak for themselves. The entire board appreciates their service.

Mr. Kaechele asked if the resolutions were included in the agenda book. It was noted that the resolutions should be under Tab 5 and Tab 6 of the agenda book.

III. NEW BUSINESS

A. Appointment of FY 08 Standing Committees

A handout of these appointments was distributed earlier in the meeting, during the Chairman's Report. If there is no further discussion on the appointments, Chairman King stated he would move on with the agenda.

B. Request for Approval of RRPDC/DHCD Contract

Chairman King asked Ms. Evans to present this item. Ms. Evans stated this is the annual contract the agency has with the Department of Housing and Community Development. This contract provides state funding pursuant to the provision of certain items as required by the Regional Cooperation Act. The amount is flat, at last year's amount of \$165,277. The annual report has been delivered to DHCD.

Mr. Butler moved that the contract be accepted; Mr. Warren seconded the motion. Mr. Kaechele asked what is involved with the contract. Ms. Evans stated RRPDC must coordinate with state and local agencies on regional planning work such as the urban transportation work done on behalf of the MPO. Other activities include census reports in preparation for the 2010 census and promoting regional cooperation.

There being no other discussion, the motion was carried.

C. Resolution of Appreciation for Outgoing Member Mr. Frank M. Hartz

Chairman King noted the resolution is under Tab 9 in the agenda book. On motion made by Mr. Butler and seconded by Mr. Williams, the resolution was approved and will be presented to Mr. Hartz during an upcoming meeting.

Mr. Butler noted that Mr. Hartz is now chairman of the Conservation Easement Commission for the state of Virginia.

IV. OTHER BUSINESS

B. Announcements

Ms. O'Bannon commented on the grant discussed during the July meeting. This grant is being offered by the Department of Homeland Security in the amount of \$25 million. Eighty percent of that amount will go to the localities. The state does qualify for the grant because it has a statewide plan for interoperability of emergency communications. Localities must also have a plan for interoperability in order for the grant to be awarded. Applications must be made by the end of October. She sits on the selection committee and noted that no applications have been submitted from the central Virginia area. The maps used are the same as

those used by the state police districts. Interoperability is expected between large and small jurisdictions.

Ms. Stewart added that the region's emergency managers have been meeting to discuss the grant. An interoperability strategy was developed by the group a while ago, and staff had assisted with this planning. The next meeting of this group will be on October 2. A plan is being developed for a permanent microwave system in the 700 MHz range at a cost of about \$4 million. Once the proposal is finalized, it will be brought to the Commission for approval.

Mr. Kaechele announced that Mr. Hinson, ~~Assistant County Administrator~~ *Deputy County Manager for Community Development*, in Henrico, will be retiring after 46 years of service. Mr. Kaechele thanked Mr. Hinson for his service to Henrico County and the Commission. Mr. Hinson remarked that it has been a privilege for him to serve in many capacities at RRPDC, including many technical committees, MPO, environmental committees, and as an alternate to the RRPDC board. He has been honored to represent Henrico County. The decision was difficult and emotional. Mr. Hinson is looking forward to spending more time with his family and pursuing other interests such as his painting. Mr. Hinson said that it has been an honor to be associated with this group. He has had the best boss ever in Mr. Hazelett. His official retirement date is January 1, 2008. Mr. Hinson said he appreciates the time and support he has been given by Commission members over the years.

Chairman King commended Mr. Hinson on his work and stated that it has been a real pleasure to have known him.

C. For Your Information

Included for the Commission's information was a copy of a letter from the governor's scheduling director, Cathy Ghidotti, declining the Commission's invitation to the governor to speak to the Commission at a future meeting. Chairman King noted that he believes politicians should not miss any opportunity to speak before a gathering of local government officials. This makes him wonder if the Commission is not developing the clout that it needs in order to set the vision for the region instead of having other organizations do that. He feels this is a good opportunity to emphasize to the members that, through the Ad-Hoc Committees, some common goals and projects can be determined.

Chairman King stated again that the Personnel and Operating Policies Committee, under the leadership of Mr. Pantele and Ms. Prichard, should work aggressively to identify a search firm so that the process for hiring a new executive director can move forward.

Another item included in this section was a copy of the memo to members of the Commission notifying them that Mr. Donati had been sworn in as RRPDC Secretary by Chairman King on July 26, 2007.

V. ADJOURNMENT

There being no further business to come before the Commission, on motion duly made by Mr. Butler and seconded by Ms. Graziano, Chairman King adjourned the meeting at approximately 2:00 p.m.

Jo A. Evans
Interim Executive Director

R.M. "Dickie" King, Jr.
Chairman