

**RICHMOND REGIONAL PLANNING DISTRICT COMMISSION**  
**Minutes of Meeting**  
**April 9, 2009**

**Members/Alternates Present**

Willie L. Bennett (M) ..... County of Henrico  
Malvern R. “Rudy” Butler (M).....County of Goochland  
Deborah B. Coates (A).....County of Hanover  
Douglas G. Conner (M) .....City of Richmond  
Robert R. Cosby (M).....County of Powhatan  
Timothy W. Cotman, Sr., Chairman (M)..... County of Charles City  
James B. Donati (M), Treasurer..... County of Henrico  
Marleen K. Durfee (M) .....County of Chesterfield  
Evan Fabricant (M) .....County of Hanover  
Richard W. Glover (M)..... County of Henrico  
Kathy C. Graziano (M), Vice Chairman .....City of Richmond  
Russell J. Gulley (M) .....County of Chesterfield  
James M. Holland (M) .....County of Chesterfield  
Courtney G. Hyers (M).....County of Goochland  
Dorothy Jaeckle (M) .....County of Chesterfield  
Beverly C. Lacy (M) .....City of Richmond  
Patricia S. O’Bannon (M) ..... County of Henrico  
C. Harold Padgett (M).....County of Hanover  
George K. Roarty (M).....County of Chesterfield  
Robert R. Setliff (M).....County of Hanover  
Millard D. Stith (A).....County of Chesterfield  
Frank J. Thornton (M)..... County of Henrico  
Stran L. Trout (M), Secretary ..... County of New Kent  
Joseph B. Walton (M) .....County of Powhatan  
Arthur S. Warren (M) .....County of Chesterfield

**Members Absent**

Karin Carmack (M).....County of Powhatan  
John E. Gordon, Jr. (M) .....County of Hanover  
Daniel A. Gecker (M) .....County of Chesterfield  
John C. Grier (M).....City of Richmond  
E. Martin Jewell (M).....City of Richmond  
Bonnie-Leigh Jones (M) ..... County of Henrico  
David A. Kaechele (M)..... County of Henrico  
Faye O. Prichard (M) .....Town of Ashland  
Charles R. Samuels (M).....City of Richmond

**Others Present**

John R. Amos..... RRPDC Legal Counsel  
Nora Amos .....Town of Ashland  
John T. Benton .....Citizen, Chesterfield County  
Rick Chess .....Citizen, Chesterfield County  
Suzette Denslow.....City of Richmond  
Gerry Fuss.....County of Chesterfield  
Tommy Hicks..... County of New Kent  
George Homewood..... County of New Kent  
Mayor Dwight Jones.....City of Richmond  
Todd Pugh..... County of Henrico

**Staff Present**

Robert A. Crum, Jr..... Executive Director  
Jo A. Evans ..... Assistant Executive Director  
Julie H. Fry..... Executive Secretary  
Anne Darby .....Associate Planner  
Allyson Finchum.....Principal Planner  
Jin Lee.....Senior Planner  
Daniel N. Lysy .....Director, Transportation  
Barb Nelson .....Principal Planner  
Sarah Smith.....Senior Planner  
Randy Selleck .....Senior Planner  
Jackie S. Stewart ..... Director, Planning/IS  
Peter M. Sweetland..... Finance and Contracts Administrator  
Matt Weaver..... Intern

**Call to Order**

Chairman Cotman called the regularly scheduled April 9, 2009 RRPDC meeting to order at approximately 1:05 p.m. in the RRPDC board room. He then led the Commission members in the pledge of allegiance to the flag.

**I. ADMINISTRATION**

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

Mr. Crum certified that a quorum of members was present.

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

Chairman Cotman asked if there were any additions or changes to be made to the agenda. There being no changes to make to the agenda, the agenda was accepted as printed.

### **C. Open Public Comment Period**

Chairman Cotman asked if there was anyone from the public in attendance who wished to make a comment. He reminded speakers that their time is limited to three minutes. As there were no requests from the public to address the Commission, the Chairman closed the public comment period.

### **D. Chairman's Report**

Chairman Cotman noted that many of the members were aware that Commission member Sam Snyder had passed away last week. She was appointed to the Commission Board in 2006, representing the New Kent County Planning Commission. During today's Executive Committee meeting, a resolution in appreciation of Ms. Snyder's service on the Board was approved. It will be forwarded to her family. Chairman Cotman asked members to join him in a moment of silence to remember Ms. Snyder.

Mr. Trout commented that he had worked together with Ms. Snyder on a number of things and she was a good friend of his. He said she will be missed in the County and he thanked members of the Commission for the resolution. He said he was certain her family would also appreciate the gesture.

### **E. Approval of Minutes – March 12, 2009 Meeting**

Chairman Cotman asked Mr. Trout to present this item.

Mr. Trout noted the minutes were included in the agenda book. Mr. Trout made a motion that the minutes be approved as presented. The motion was seconded by Mr. Warren. There being no further discussion, the motion carried.

### **F. Approval of February 2009 Financial Reports**

Chairman Cotman asked Mr. Donati to present this item.

Mr. Donati stated the financial report is included in the agenda book under Tab 2. There being no discussion, on motion made by Mr. Donati and seconded by Ms. Graziano, the February 2009 financial reports were accepted for audit as presented.

### **G. Executive Director's Report**

Mr. Crum brought the members' attention to the monthly staff activity report which is included in the agenda book under Tab 3.

At this time, Mr. Crum introduced Randy Selleck, who has been hired to fill the Senior Planner position in the Urban Transportation Division. He was most recently employed by VDOT.

Mr. Crum reported that the Capital Region Collaborative has adopted a mission statement and endorsed a process to move forward. A report should be ready to give to members of the Commission within the next couple of months. A lot of progress is being made in bringing government and business leaders together.

Dates have been set for an orientation session for all new board members. Staff will give them an overview of the PDC.

In this month's Status Report, there is no update from the Urban Transportation Division. This is because the Division has been busy working with representatives from the federal government on a recertification review for the MPO. This required a lot of preparation work by staff as well as two full days of meeting with the representatives. Public meetings were also held. Mr. Crum said staff did a tremendous job in preparing for this. A final report will be available within the next two months.

This year's Technical Assistance Project for Hanover County is almost complete. A report will be given on this project to Commission members during the June meeting. This is a regional parks inventory that will benefit other jurisdictions as well.

Staff has been working with a design class from John Tyler Community College to create a new logo for the agency. This is part of efforts to rebrand the PDC in the community. Fourteen students presented designs following research on the organization. Staff chose a winning design which will be presented to members of the Executive Committee during the May meeting. The design will then go to the Jurisdictional Committees for their review and input.

Mr. Donati asked what product will be received from the Technical Assistance Project.

Mr. Crum said this is an inventory of all existing parks and recreational areas in the Richmond Region which will be used in the development process of Hanover County's park plan. Other localities can use this information when working with developers. Mr. Donati noted that Henrico County kept track of how many visitors came from outside the County to use its parks, but now that County decals are no longer used, it's hard to gauge who is using the parks.

## **II. OLD BUSINESS**

### **A. Jurisdictional Committees Reports**

Chairman Cotman reported that neither committee met in April and asked Mr. Crum to give a report in the absence of both Ms. Prichard and Mr. Gordon.

Mr. Crum said both committees did cancel the April meetings as there were no agenda items that needed discussion. May meetings will be held: Large Jurisdictions on Thursday, May 7; Small Jurisdictions Committee on Tuesday, May 12. He said during the Small Jurisdictions Committee meeting, members will hear a presentation by the area director for the USDA, who will discuss alternate sources of funding for rural projects.

## **III. NEW BUSINESS**

### **A. James River Interpretive Guide**

Mr. Crum said Allyson Finchum, RRPDC Principal Planner, would present this item. At last month's meeting, the Commission received a presentation on the Chickahominy River Recreation Study completed by the RRPDC and discussed the findings and recommendations of this effort. During this discussion, Commission members asked if a similar study had been completed for the James River.

Ms. Finchum reviewed the interpretive guides which had been distributed to each member. She said these were produced in September 2005. The Chickahominy study dealt with future access points to the river and the pros/cons of current access points. The James River guides are for those who use the river for recreational purposes. On one side of the brochure is a history of the river, safety tips, and landings, and on the other side of the brochure is a map with numbers that correspond to the information on the reverse side.

Ms. Finchum said the maps were produced through a grant from the National Oceanic and Atmospheric Association and administered through the Virginia Coastal Zone Management Program. Two maps were produced to provide more information. One goes from Goochland County to the City of Richmond, and the second map covers area from the City of Richmond to eastern Henrico County. Most PDC localities participated in this effort along with the James River Council (JRC).

Ms. Finchum indicated there is no longer a supply of the maps available. If there is an interest in having more maps produced, staff can update the information and have another print run made. She indicated there was a very limited printing. Copies were given to the counties to distribute as they felt appropriate. Ms.

Finchum said the maps are currently available on the RRPDC website, but they are not on a scale that is easily printed.

Mr. Fabricant asked if there would be a benefit to have these maps available at locations such as the Belle Island footbridge downtown that are accessible to the river. Ms. Finchum agreed this would be a good location for the maps. Mr. Fabricant asked if a lack of funding was the primary reason no additional maps had been printed. Ms. Finchum said originally the JRC wanted to mass produce the maps. However, because federal funds had been used for the project and copyright laws, RRPDC could not allow another organization to print the maps. Approximately 5,000 had been printed.

Mr. Crum added that one reason these had been provided to the Board was to make members aware of the project that had been completed by staff as a companion to the Chickahominy project. If members think this product has value, printing costs can be obtained for a reprint.

Ms. O'Bannon said a similar map on the John Smith trail is being promoted this year. This involves three different maps. One of the maps covers the James River. She asked if this was a duplication of effort. Ms. Finchum noted that the James River Interpretive Guides had been used as a resource to produce the John Smith maps. Ms. Finchum noted that staff would be glad to update the James River map and work with other localities such as Charles City County to include more areas.

Mr. Walton asked if a locality could download the maps from the RRPDC website and take it to a printer for duplication.

Mr. Glover asked why JRC had not been able to print the maps. Ms. Finchum said it was because federal grant monies had been used for the project. She said she thought the original grant amount had been \$5,000.

Ms. Stewart noted that with regard to other agencies printing the map, these other entities wanted to sell the maps once they were printed. The sale of the maps was not allowed.

Mr. Gully said he did not see a copyright on the maps.

Mr. Glover asked what the printing costs had been. Ms. Stewart said she thought the printing costs were \$5,000, not the original grant amount.

Mr. Crum said there is no reason the PDC can't reprint the maps with its own funds for distribution to the community.

Mr. Fabricant said the maps should be available for visitors to use when they go to Belle Isle or some other access point in the downtown area.

Mr. Crum said if the Board would like for staff to research printing costs, that could be done.

Mr. Fabricant made a motion that staff research the cost for reprinting the James River Interpretive Guides to present to members of the Commission during the May meeting. Ms. Durfee seconded the motion.

Mr. Stith asked if a limit could be set so that if the costs came in under that amount, staff could proceed with the printing without needing to bring the estimate back to the Commission for approval.

Mr. Fabricant said he would accept that as a friendly amendment to his motion. Ms. Durfee said she would accept this as well.

Chairman Cotman asked if this was a substitute motion or if Mr. Fabricant would accept this as a friendly amendment. Mr. Fabricant said he would accept this as a friendly amendment as did Ms. Durfee, who seconded the original motion.

Mr. Fabricant was asked to restate the motion: To have RRPDC staff research the printing costs of the James River Interpretive Guides and if these costs do not exceed \$5,000, staff may proceed with printing without bringing the quote back to the Commission for approval.

Mr. Setliff asked how many maps would be printed.

Chairman Cotman restated the motion.

Ms. O'Bannon asked if there was money in the current budget to print the maps. Mr. Crum said there was money available.

Mr. Butler asked if the money would be taken from the fund balance. Mr. Crum said there is a miscellaneous budget line item that could accommodate this expense.

Mr. Fabricant asked where the maps would be placed if they were printed.

Chairman Cotman asked again how many maps would be printed.

Ms. Graziano recommended that the motion be defeated and go back to the original motion to have Mr. Crum bring back a cost that would include the number of maps that could be printed.

Mr. Fabricant said he would like to withdraw the motion.

Mr. Warren made a motion that the Executive Director present to the Commission during its May meeting a recommendation on the cost to reprint the maps, how

many maps could be printed for the amount of the cost, and which organizations would receive copies of the maps. Mr. Butler seconded the motion. There being no further discussion, the motion carried.

## **B. Regional Emergency Response Interoperability**

Mr. Crum stated that members of the Commission had been asked for topics to include on meeting agendas, and this item had been identified as one of interest. He introduced Todd Pugh, Communication Systems Manger in Henrico County; Gerry Fuss, Radio Systems Manager in Chesterfield County; and Tom Hicks, Fire Chief in New Kent County. Mr. Crum said he appreciated the willingness of each guest to participate in today's discussions.

Mr. Pugh thanked the Board for the opportunity to speak to members today. He said he would be giving an update on the Public Safety Interoperable Communications (PSIC) grant. This is a regional effort that began in August 2007. He noted it was determined that a regional group be formed to identify regional projects for this grant. In cooperation with Jackie Stewart, RRPDC Planning and Information Systems Director, a group was named that included a representative from each of the nine RRPDC member localities. The project selected was a regional microwave project that would allow all localities in the region to communicate with one another via video conferencing. This would also include the regional jails, the state Emergency Operations Center, and the Hampton Roads region. This was based on a similar project undertaken in the Hampton Roads area. The State Police COMLINC system would also be included to tie all T-1 lines together and eliminate recurring costs.

Henrico County was named to manage the project and to be the fiscal agent for the project. All localities appointed a contact person to participate. Features to be included were:

- collaborative tools
- video conferencing
- VoIP
- DS1 interface
- COMLINC
- Radio Gateway
- Aviation video
- Video applications

It was the intent to make all network applications more cost effective.

Ms. O'Bannon noted that the reason this project received the grant was because it focused on a regional approach.

Henrico County was awarded a total grant of \$3 million which meant the plans were scaled back to allow the installation of the basic network without any of the applications running on it.

It is anticipated the project – Richmond Area Microwave Interoperability System (RAMIS) – will be completed in September of 2010.

Ms. O'Bannon noted that she sat on the committee that reviewed all of the grant applications. Because this grant included so many jurisdictions, it was awarded the grant. The project indicated a cost savings after implementation. RAMIS has become a model for other similar projects on a nationwide basis.

Mr. Crum introduced Mr. Fuss, from Chesterfield County. Mr. Fuss thanked members for the opportunity to be able to present an overview of the Regional Preparedness Advisory Committees for Interoperability (RPAC-I).

He said the purpose of this effort is to share knowledge and build relationships; gain regional input to a statewide plan; two-way information flow to stakeholders; establishment of subcommittees and/or regional work groups.

Scope and responsibilities of this effort will include planning, coordination, information, and knowledge sharing and prioritizing initiatives; participation; determine regional needs and a regional perspective while considering each locality; to share and work together.

There are 21 counties and four cities participating in this project and includes public safety and first responders as well as any agency that supports these groups. A meeting will be held on April 27 and will be held bi-monthly. All localities are encouraged to make sure they are represented.

Ms. O'Bannon noted that this program has been very successful because of its bottom-up approach. While first responders make up the core membership of this group, it is hoped that elected officials will also become involved.

Mr. Walton noted that Virginia began this type of conversion after the September 11, 2001 attacks when first responders could not communicate with one another.

Ms. O'Bannon said work began on interoperability issues after the 1993 attacks on the World Trade Center. In 1998, Richmond, Henrico, Chesterfield, and Hanover began work on interoperability capabilities. When the 9/11/01 attacks happened, Virginia was one of eight regions in the country that did already have interoperability.

Mr. Crum introduced Tom Hicks, Fire Chief from New Kent County. Mr. Hicks thanked members of the Commission for the chance to speak to them.

Mr. Hicks said regionalism is alive and well in the public safety community. He noted within the PDC area, the three major revenue streams coming into the region include all PDC member localities. Mr. Pugh and Mr. Fuss talked about two of those grants.

The third is the Urban Area Strategic Initiative (UASI). This region includes 20 localities surrounding the Richmond Region. Last year UASI received a grant in the amount of \$1.7 million; this year it is anticipated to receive \$2.5-2.7 million. All 20 localities are active within the UASI district. It is divided into nine justifications each year, from communications to needs for bomb squads to emergency shelters.

UASI has been able to work with the Virginia Department of Emergency Management (VDEM). For about a year, VDEM has been using satellite technology for communication systems. With the limited amount of funding received in FY 08, UASI has been able to obtain for each of the 20 localities one satellite phone for each locality's command unit. This will allow communications to continue with the localities in the region, with state agencies, and with FEMA in the event that cell towers were damaged.

Everyone in the public safety community is beginning to approach needs in a regional manner. Each locality interacts with the others in the event of emergencies and must communicate with one another. Interoperability also fosters cost savings.

Mr. Trout noted that Mr. Hicks has made valuable contributions to New Kent County since he has been in his current position as Fire Chief.

Chairman Cotman thanked all three speakers for attending today's meeting.

### **C. Regional Grants Warehouse and Update on Federal Stimulus Package**

Mr. Crum noted this item was for informational purposes and requires no action from Commission members. He asked Ms. Evans to make the presentation.

Ms. Evans said this effort was identified as a priority of the Commission by the Small Jurisdictions Committee. It is being developed with current staff and is expected to be fully operational by FY 2010. She said the term "warehouse" is a working term only. The mission of the grants warehouse will be to use the regional resources of the PDC to leverage local resources through communication of grant opportunities, to provide education on what resources are available and assist with applying for grants, and to develop partnerships to apply for grants together.

Once grant opportunities are found, information would be sent to each locality. As with the Regional GIS Coordinators, it is hoped that a similar group could be formed to include contacts from each locality to meet on a regular basis to share information on available grants and other funding sources.

In conjunction with grant opportunities, Ms. Evans noted that the American Recovery and Reinvestment Act (ARRA) was signed into law in February of this year. It provides federal funding over two years through the Office of Management and Budget and the U.S. Treasury. There will be 29 federal agencies distributing the monies in accordance with current programs and laws.

The primary objective of ARRA is to create and retain jobs and stimulate economic growth. If some funds are not used within a specific time frame, they will be lost and redirected. There is to be transparency, accountability, and economic stimulus. Funds can be used on infrastructure, energy, education, health, jobs, and tax relief.

A total of \$789.5 billion will be used over two years. The breakdown of these funds is

- \$288 billion for tax relief
- \$144 billion for state and local fiscal relief
- \$111 billion for infrastructure and science
- \$81 billion to protect the vulnerable
- \$59 billion for health care
- \$43 billion for energy
- \$8 billion for other areas

Virginia will receive \$4.8 million. Funds will be made available by use of formulas (current law), competition (grants), agency plans (federal and state), and on-demand (tax relief and loans). Announcements will be made on funding via the internet. Applications for funds will also be made online.

For the grants warehouse project, staff has received grant writing training and the PDC has applied for and been given a DUNS number, which is required for federal grants. All state PDCs will be surveyed to see how they handle grant writing and identifying grant opportunities. Both Jurisdictional Committees will be asked to provide a contact person in each locality to be a part of the coordinating group and to identify needs in each locality.

There will be an opportunity to hold a seminar with the USDA and Rural Development Administration for the local contacts on grant opportunities and how to identify other funding sources.

Ms. Jaeckle asked if private organizations could apply for ARRA funds or if this was limited to governments only. Ms. Evans said private organizations may also apply and she will forward the information to Ms. Jaeckle.

Mr. Holland said he would like a list of the local contacts once those have been identified. He also thanked Ms. O'Bannon for her work on the interoperability effort.

Ms. Durfee asked for a timeline on when the grants warehouse would be ready to proceed. Ms. Evans said she is only now beginning to coordinate this effort and thought that early in FY 10 everything would be in place. She would like input from the Jurisdictional Committees prior to implementation.

**D. Authorization to File and Execute FY 10 Federal and State Grant Applications and Agreements on Behalf of the Commission for the Richmond Area MPO's FY 10 Unified Work Program**

Chairman Cotman asked Mr. Lysy to review this item.

Mr. Lysy noted that each year the RRPDC, as staff to the Richmond Area Metropolitan Planning Organization (MPO), executes and administers several contracts which support the functions of the MPO planning process. Authorization from the RRPDC Board is required to ensure funding for FY 10 (July 1, 2009 to June 30, 2010). Enclosed for the Board's review is background information on these contracts for the upcoming fiscal year.

Staff requests that the Commission take action on the two attached resolutions authorizing the RRPDC Executive Director to:

1. File, execute, and administer the FY 10 PL funds contract between the RRPDC and VDOT; and
2. File, execute, and administer the FY 10 Section 5303 Planning and Technical Studies Grant Agreement between the RRPDC and VDRPT.

Mr. Glover asked if any of the PL funds were carried over from last year. Mr. Lysy responded that \$125,000 from this year will be transferred to next fiscal year due to staff vacancies. Mr. Lysy noted that staff vacancies were the main reason the funds have not been used. Mr. Lysy said the last time all funds were spent was about 5-6 years ago.

Mr. Glover asked if the items were mandated by the federal government. Mr. Lysy said all are mandated and the approval is a formality.

Ms. Graziano moved that the resolutions as presented be approved. The motion was seconded by Ms. Durfee. There being no further discussion, the motion carried.

#### **IV. OTHER BUSINESS**

##### **A. Committee Reports**

There were no other committee reports.

##### **B. Announcements**

Ms. O'Bannon stated that localities should be aware that an announcement from the FCC will be forthcoming soon regarding a decision on a rule to take away a locality's ability to site telecommunication towers in residential districts. The public comment period was extended; Henrico County's comment was that the FCC should not hamper a locality's ability to do this. Localities may sign up to be notified by email when the rule announcement is made.

Chairman Cotman announced that during today's meeting, the Executive Committee lifted the probationary period for the Executive Director.

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

There were no items included in this section.

#### **V. ADJOURNMENT**

There being no further business to come before the Commission, on motion duly made and seconded, Chairman Cotman adjourned the meeting at approximately 2:45 p.m.

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Robert A. Crum, Jr.  
Executive Director

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Timothy W. Cotman, Sr.  
Chairman