

**RICHMOND REGIONAL PLANNING DISTRICT COMMISSION**  
**Minutes of Meeting**  
**December 9, 2010**

**Members/Alternates Present**

L. Ray Ashworth (M).....City of Richmond  
Willie L. Bennett (M) ..... County of Henrico  
Malvern R. “Rudy” Butler (M).....County of Goochland  
Douglas G. Conner (M) .....City of Richmond  
Robert R. Cosby (M).....County of Powhatan  
Marleen K. Durfee (M).....County of Chesterfield  
Evan Fabricant (M).....County of Hanover  
Richard W. Glover (M)..... County of Henrico  
John E. Gordon, Jr. (M), Secretary .....County of Hanover  
Kathy C. Graziano (M) .....City of Richmond  
Russell J. Gulley (M) .....County of Chesterfield  
James M. Holland (M) .....County of Chesterfield  
Dorothy Jaeckle (M) .....County of Chesterfield  
E. Martin Jewell (M).....City of Richmond  
David A. Kaechele (M)..... County of Henrico  
John F. Miniclier (A) ..... County of Charles City  
C. Harold Padgett (M).....County of Hanover  
Edward W. Pollard (M)..... County of New Kent  
Robert R. Setliff (M).....County of Hanover  
Randall R. Silber (A) ..... County of Henrico  
Millard D. Stith (M).....County of Chesterfield  
Stran L. Trout (M), Vice Chairman ..... County of New Kent  
Ernest B. Vanarsdall (M) ..... County of Henrico  
Arthur S. Warren (M) .....County of Chesterfield  
Deborah B. Winans (A) .....County of Hanover

**Members Absent**

Richard Ayers (M) .....County of Powhatan  
Timothy W. Cotman, Sr. (M)..... County of Charles City  
James D. Crews (M) .....County of Goochland  
James B. Donati (M), Chairman ..... County of Henrico  
Daniel A. Gecker (M) .....County of Chesterfield  
Lynn McAteer (M).....City of Richmond  
Patricia S. O’Bannon (M) ..... County of Henrico  
Faye O. Prichard (M), Treasurer .....Town of Ashland  
Charles R. Samuels (M).....City of Richmond  
Frank J. Thornton (M)..... County of Henrico  
Joseph B. Walton (M) .....County of Powhatan

**Others Present**

John R. Amos..... RRPDC Legal Counsel  
John T. Benton .....Citizen, Chesterfield County  
George Homewood ..... County of New Kent

**Staff Present**

Robert A. Crum, Jr..... Executive Director  
Jo A. Evans ..... Assistant Executive Director  
Julie H. Fry..... Executive Secretary  
Tom Dunn .....Principal Planner  
Chuck Gates ..... Communications Coordinator  
Jin Lee..... Senior Planner  
Travis Lindsey .....Senior Planner  
Barbara S. Nelson .....Principal Planner  
Randy Selleck .....Principal Planner  
Peter M. Sweetland ..... Finance and Contracts Administrator  
Kathy Wright .....Senior Planner  
Lee Yolton .....Principal Planner

**Call to Order**

Vice Chairman Trout called the regularly scheduled December 9, 2010 RRPDC meeting to order at approximately 1:05 p.m. in the RRPDC board room. He announced that Mr. Donati was not able to attend today’s meeting. He then led 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**

Vice Chairman Trout asked if there were any additions or changes to be made to the agenda. Mr. Crum said he would like to add an item under New Business, as Item IV.C. – Review of Legal Contract. This is being requested as a recommendation from the Executive Committee. Vice Chairman Trout said the agenda would be amended to include this item if there were no objections.

**C. Open Public Comment Period**

Vice Chairman Trout asked if there was anyone from the public in attendance who wished to make a comment to members of the Commission. He reminded

speakers that their time is limited to three minutes. Vice Chairman Trout recognized Mr. John Benton.

Mr. Benton stated he is a resident of Chesterfield County and has spoken before the Board previously. He said he has great admiration for the work done by the Commission, especially since Mr. Crum's arrival. Mr. Benton said during today's Executive Committee meeting, Mr. Crum presented the 2012 work program or work list. He said there are many things on the list he would consider falling into the area of comprehensive planning. Mr. Benton said he would like to see a master plan or strategic plan added to the work list. He said he's spoken to members about this before.

Mr. Benton said he's not sure where the Commission is headed and would like someone to pull all of the pieces of work together to form a strategic plan. He said the law states that a strategic plan must be in place and he does not understand why the agency does not have one in place. Mr. Benton said he did not know what else to do other than to take this to the Governor or Attorney General, which he does not want to do. Mr. Benton suggested that members should discuss whether or not the agency needs a strategic plan as required by law.

Vice Chairman Trout thanked Mr. Benton for his comments. Mr. Crum asked if he could address Mr. Benton's comments. Mr. Crum said he believes the work being done with the Capital Region Collaborative to develop regional priorities will address this issue. He said this will be ready to bring before members during the coming summer months. Mr. Crum said he believes this will be a regional strategic plan and will help direct work done by the RRPDC.

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

Ms. Graziano introduced the new Citizen Representative to the Board from the City of Richmond, Ray Ashworth.

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

Vice Chairman Trout welcomed Mr. Ashworth to the Commission and noted that when he moved to New Kent County, Mr. Ashworth was the county's representative in the Virginia House of Delegates. Vice Chairman Trout said Mr. Ashworth was also part of the group which traveled to England in preparation for the 400th anniversary of Jamestown. Mr. Ashworth replaces John Grier, who has rotated off of the Board.

Vice Chairman Trout reported that the Large and Small Jurisdictions Committees had not met and there would be no report from either committee. The committees are scheduled to meet jointly in March; a date will be determined at a later time.

During today's Executive Committee meeting, a vote was taken to cancel the January Commission meeting. A formal notice of this cancellation will be sent out later this month.

The Executive Committee also took action to authorize RRPDC staff to take an additional holiday on December 23. The Governor announced last week he will be giving state employees the additional time off, and RRPDC staff follows state employee holidays with approval of the Executive Committee. Employees are scheduled to have off on December 24 for Christmas because Christmas Day falls on a Saturday this year. Most all jurisdictions follow the same schedule.

#### **E. 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 1, and details work being advanced by staff on behalf of the localities. He said staff would be happy to address any questions on what is included in the report.

Mr. Crum reminded members that they had approved the 2011 Legislative Agenda during last month's meeting. The RRPDC will be hosting its second annual legislative reception to announce this agenda on January 4, 7:30 a.m. at the Greater Richmond Convention Center. Members of the Capital Region Caucus will be invited to attend along with all local elected officials. An email was sent to all members yesterday asking that the date be held. Formal invitations will be sent out next week. Mr. Crum said he would encourage all members to attend if possible.

Mr. Crum asked Mr. Gates to provide an update on federal collective bargaining legislation. Mr. Gates reported that yesterday the US Senate voted against continuing the bill mandating local governments to participate in collective bargaining with public safety employees. The bill has been introduced each year for the past thirteen years. This action is in line with the RRPDC's legislative agenda which was adopted last month. Prior to the vote, Chairman Donati sent a letter to Virginia's two senators expressing the Commission's stand against this legislation. Senator Warner voted against the bill. Mr. Gates said he will be working with Chairman Donati to write a letter of thanks to Senator Warner.

Mr. Gates reported that Senator Webb's office is working with staff in support of restoring the historic tax credit for schools.

Vice Chairman Trout noted the letters sent to both senators are included in the agenda book under Tab 5.

## **II. CONSENT AGENDA**

Vice Chairman Trout indicated items on today's Consent Agenda include:

- A. Approval of Minutes – November 11, 2010 Meeting**
- B. Approval of the October 2010 Financial Reports**

Vice Chairman Trout asked if anyone wished to have either of these items pulled from the Consent Agenda for additional discussion.

As there were no requests for discussion, on motion made by Mr. Butler and seconded by Ms. Graziano, the Consent Agenda items were approved unanimously as presented.

## **III. OLD BUSINESS**

There were no Old Business items for discussion.

## **IV. NEW BUSINESS**

- A. Review of Revised FY 11 Budget and Preliminary FY 12 Budget and Work Program**

Vice Chairman Trout asked Mr. Crum to present this item for discussion.

Mr. Crum said this item has been recommended to the Board by the RRPDC Executive Committee. He said this will be a status report on the current fiscal year budget and a preliminary look at next year's budget and work program.

The agency operates on a fiscal year basis. The current fiscal year, FY 11, began on July 1, 2010 and will end on June 30, 2011. Fiscal year 2012 will run from July 1, 2011 through June 30, 2012. Detailed information on both budgets is included in the agenda packet.

The current fiscal year began on July 1, 2010 with an undesignated fund balance of \$512,203. This is more than the budgeted amount of \$368,532 due in part to the fact that some equipment was purchased in FY 11 instead of FY 10. Also, the Commission approved the purchase of the eCivis grant software license in the amount of \$70,000. Staff also underspent on several line items. Per direction from the Board, the designated fund balance remains at \$1 million. The total fund balance was \$1,512,203 at the end of FY 10. The Board has previously authorized staff to use the undesignated fund balance to help meet operating expenses. Staff may not access the designated fund balance without permission from the Board.

The FY 11 budget was developed based on the following:

- no annual cost of living or merit increase for RRPDC staff; the last adjustment was made in July 2008
- indirect rate has dropped from 108% to 95%; state and federal grant funds are received by the agency; the agency can charge direct costs (staff time) and indirect costs (overhead – rent, utilities, etc.); FY 10 indirect rate was 108% (for every \$1.00 charged for direct costs, another \$1.08 was charged for indirect costs); this rate is now at 95%. The change in rate is possible by the diversification of funding sources being identified. Staff’s goal is to continue to bring down the indirect rate by pursuing additional grant and income sources.
- elimination of all out of state travel with one exception; Executive Committee authorized the Executive Director to participate in the InterCity Visit due to the relationship with the Capital Region Collaborative
- sublease revenue will begin in February at \$11 per square foot; lease is being finalized with Leadership Metro Richmond
- reduction in state funding (decrease of \$29,500 from budgeted amount)
- reduction of local dues by 5% over FY 10 rates

Revenue sources are as follows:

Urban Transportation	52.6%
Local Dues	20.0%
VDEM	12.7%
State Appropriations	3.6%
Other	10.9%

Staff estimates that \$151,000 will be used from the undesignated fund for FY 11. This will result in a balance of \$361,103 at the end of the current fiscal year on June 30, 2011. The designated fund balance will remain intact at \$1 million. The total fund balance is estimated to be \$1,361,103 on June 30, 2011. The operating budget for the next fiscal year will be about \$2.9 million.

Mr. Crum said he will present information on the FY 12 budget as he presented it to the Executive Committee and will then discuss the change made by the Executive Committee during today’s meeting.

The FY 12 budget was developed with the following proposals:

- 3% merit based salary increase for employees (about \$60,000 total); the Executive Committee has recommended this proposal be removed from the budget at this time; it will be revisited in May and a decision will be made based on circumstances in the localities at that time
- no additional full time staff will be added

- reinstatement of limited out of state travel; InterCity Visit for the Executive Director and one out of state conference for each of the two division directors

Proposed Work Program tasks will include:

- Regional Priorities
  - Capital Region Collaborative; this is staff's effort to create a regional strategic plan for the Region; 60 public meetings have been held with more scheduled; updates will be presented in the next calendar year
  - regional legislative agenda
  - Regional Area Funding Team; all jurisdictions are represented
  - Large and Small Jurisdictions Committee
  - Regional Infrastructure
  - PDC to PDC Collaboration; staff met with Hampton Roads PDC and peers in Raleigh-Durham to discuss the high speed rail initiative; Mr. Trout is vice president of VAPDC
- regional existing land use map
- regional vacant land inventory
- vacant land by zoning classification
- analysis of census data
- energy conservation program
- regional pedestrian/bicycle facility inventory
- update regional affordable housing report
- regional hazard mitigation plan update; required to receive federal assistance during disasters
- Strategic Transportation Initiatives for Richmond – STIR (Richmond is one of 19 test markets for Ford's new electric vehicle; Richmond is the only small market area; meeting with all local planning/zoning directors with Dominion Power)
- Henrico County Technical Assistance Project
- UASI Program
- 2035 Long Range Transportation Plan Update (18-month project)
- travel demand modeling program
- congestion management system
- staff support for MPO committees
- intermodal planning
- James River Barge project
- regional priorities project list; Region is considered a model by the Commonwealth Transportation Board for development of this list

At the end of FY 12, it is anticipated that \$55,300 will be used from the undesignated fund. This is a worst case scenario and includes \$60,000 for the staff merit increase. The merit increase will be removed per direction from the Executive Committee. An application was made for grant funds to develop a

regional economic development plan; the Board previously authorized this grant application. Staff was informed yesterday that the Region is a finalist for this grant award.

On June 30, 2012, it is projected that the undesignated fund balance will be at about \$305,803. With the \$1 million designated fund balance, the total fund balance is projected to be \$1,305,803.

The RRPDC Executive Committee recommended that the Commission Board approve the revised FY 11 budget and the preliminary FY 12 budget (with removal of the 3% staff salary adjustment) and preliminary work program. The FY 12 budget will be presented again in May. At that time, if the economic situation in the localities has improved, there will be discussion on the addition of the salary adjustment.

Vice Chairman Trout asked if there were any questions. He noted the only change from what was included in the agenda book is the removal of the 3% salary adjustment for staff.

Mr. Pollard asked if revenue from grant sources will remain unchanged or if it is anticipated the levels will decrease. Mr. Crum said staff has budgeted a worse case scenario, expecting that federal monies will not increase. Staff also did not include the economic development grant funds. Mr. Crum said staff hopes to be able to secure additional funds for the economic development strategy, which will be included in the May update.

Mr. Gulley asked for clarification on the travel allowances. Mr. Crum said about \$1,500 was added to the travel line on the detailed sheets enclosed in the agenda packet. It was not included in last month's presentation to the Executive Committee but was added back in per the Executive Committee's direction and is shown on the budget sheets provided today. This is for Mr. Crum to attend the InterCity Visit. He had originally proposed that he not attend. The Executive Committee felt that because of the RRPDC's relationship with the Capital Region Collaborative, this travel was essential and it was added back to the budget for today's presentation.

Mr. Glover asked if the budget being voted on included the legislative program. He said the format seemed different than what had been presented in the past. Mr. Crum said he provided a summary format for today's presentation. He said the proposed budget does include funding to support the legislative program.

Mr. Glover asked if the legislative program presented by Mr. Gates during last month's meeting was being voted on today. Mr. Crum said action was taken last month to approve the legislative program.

Mr. Glover said that on page 11, a question was asked on what was meant by the statement “We support the development of funding mechanisms to meet the state’s current and future transportation funding needs.” He said it was agreed there would be research on this and a report presented to members of the Commission. He said there is no report included other than a statement to go to the legislators. Mr. Glover said legislators were not the people to ask about funding. He said the statement on the top of page 12 is not totally correct. The statement reads, “Mr. Glover said in the state of Virginia roads are paid for with revenue from the gasoline tax.” Mr. Glover said roads are paid for with a portion of this tax.

Mr. Crum said as background, Mr. Glover is referring to a conversation held last month related to revenue collected in the Region, what leaves the Region, and what is returned to the Region in terms of transportation dollars. The question was whether Richmond is a donor region for transportation funding. Staff proposes to proceed with this by letting the legislators know, during the legislative reception, that members of the Commission are concerned about this perception. Staff will work with the legislators’ staffs to gather information which will be reported back to Commission members during a future meeting .

Mr. Glover said there is a statement that says assistance from the legislators be requested and information be collected to determine if this is the case. Mr. Glover said the best place to go for this information is to each of the local directors of transportation. He said they will know whether they receive any revenue from gasoline taxes that are collected.

Mr. Glover said he feels that the way this is being explained is that staff did not have time to deal with the issue.

Mr. Crum said his direction to staff was not to have a report ready for today’s meeting. He said what the legislators need to know is that members of the Commission are concerned about the perception that the Richmond Region is a donor region. He said he appreciates the suggestion to work with local staffs as information is being collected. Mr. Crum said the information will be collected to document what is happening. He said follow-up will be provided once due research is completed.

Vice Chairman Trout thanked Mr. Glover for his statements regarding the meeting minutes. Mr. Glover asked if the statement on the top of page 12 can be changed. He said he thought MPO information had been incorporated in with PDC information. He said the RRPDC is not privileged to MPO information.

Vice Chairman Trout said he would like to continue with discussions on the budget and come back to the question Mr. Glover has on the minutes.

Mr. Fabricant said it appeared to him that if the 3% salary adjustment was given, there would still be a \$300,000 buffer in the fund. He asked, given the tough economic times, would Mr. Crum have difficulty handling day to day operations if members of staff left. Mr. Crum said that was correct. Mr. Fabricant said if the 3% increase was given, there would still be a 35% buffer to the reserve fund of \$1 million. Mr. Crum said that was why he felt it was appropriate to ask for the salary adjustment.

Mr. Fabricant stated that he realizes these are tough economic times, and it would be different if the reserve account had one million fifty thousand dollars. He said there will be revenue coming in with the sublease payments that were not available last year. He said he would be in favor of showing appreciation for staff by giving the increase given there is a buffer of \$350,000 above where the agency wants to be at the \$1 million.

Vice Chairman Trout said this is similar to the discussion had during the Executive Committee meeting. The concern is whether to include the salary adjustment with the chance it would need to be taken out in May.

Ms. Durfee said she didn't think much would change in the localities between now and May. This line item is only \$60,000. She said this is not a large amount in the total scheme of things. Ms. Durfee said she felt staff should be rewarded for their efforts to spend conservatively and to identify other revenue sources. She said she would support including the merit based adjustment.

Mr. Fabricant said if staff is lost, dollars will be lost in trying to replace them.

Mr. Kaechele asked if the action should be taken in two steps: vote on the amended current budget and then vote on the proposed budget and work program. Mr. Crum said the revised FY 11 budget needs to be approved as does the preliminary FY 12 budget and work program.

Mr. Butler made a motion that the revised FY 11 budget be approved as presented. Mr. Kaechele seconded the motion. There was no additional discussion and the motion was carried unanimously.

Mr. Kaechele made a motion that the preliminary FY 12 budget, without the proposed 3% salary adjustment for staff, and the preliminary FY 12 work program be approved. The motion was seconded by Mr. Setliff.

Mr. Jewell said he concurred with the recommendation of the Executive Committee – to wait until May to discuss the proposed salary adjustment for staff. He said good management should be rewarded and he did not think anyone was saying this should not be the case.

Mr. Pollard said staff in his locality would not be given raises and he did not think it was appropriate to give raises to RRPDC staff unless this was going to be done throughout the Region.

Mr. Stith asked if any locality has given staff increases since 2008. No one else reported salary increases for local staff. Vice Chairman Trout said New Kent County will be giving staff a \$300 bonus this year but no salary increase. It was noted that Chesterfield County employees also received a bonus but no salary increase.

Vice Chairman Trout said this will be revisited in May. He asked if there was any other discussion on the motion. There was none and the motion carried unanimously.

Mr. Crum asked if Mr. Glover's question regarding the November meeting minutes could be addressed.

Mr. Glover said at the top of page 12, he would like the statement to be changed to read "...roads are *partially* paid for..." He said the gasoline tax does not pay for all of the roads. Mr. Glover said he would make a motion that this change be made. Mr. Gordon seconded the motion. There was no discussion and the motion to amend the minutes was carried unanimously.

## **B. Emergency Management Program Overview**

Vice Chairman Trout said Tom Dunn will provide members with an overview of the new Emergency Management Program.

Mr. Crum said Commission members had previously approved adding the Emergency Management program. The program is funded by federal grant monies. Mr. Crum introduced Tom Dunn, Principal Planner, and Travis Lindsey, Senior Planner. He noted that Kathy Wright, Senior Planner, is seated in the audience.

Mr. Lindsey provided information on the Urban Areas Security Initiative (UASI).

- federal grant program established by the Department of Homeland Security (DHS) after the September 11, 2011 events
- any emergency impacts not only the locality but the region around the locality
- based on enhanced regional collaboration
- focus on developing integrated regional systems to respond to emergencies and prevent emergencies through mitigation
- over \$800 million appropriated nationally; 25% of all UASI funds are designated to law enforcement and terrorism prevention activities
- UASI regions based on metropolitan statistical areas, similar to MPOs

- regions selected according to formula developed by DHS that quantifies risk and vulnerability; formula not released to localities
- 64 UASI areas in the country: Tier I (10 major urban centers) and Tier II (54 smaller localities)

The Central Virginia UASI was formed in 2008 as a Tier II UASI area. Over \$2 million in funding is provided annually. Twenty localities are included in the Central Virginia UASI, varying from urban to rural. Rural areas are included because they all have critical infrastructure and key resources that are vital to the Region's security as a whole.

Mr. Dunn provided a map to show the three Virginia UASI areas. He said funding is divided as follows: Hampton Roads - \$7.3 million; National Capital Region - \$53 million; Central Virginia - \$2.6 million.

Each UASI area is managed by an Urban Area Work Group (UAWG). The UAWG includes representatives from each locality who represent various disciplines. The UAWG has a committee structure and elects a chairperson. The current chair is Curt Nellis from Chesterfield County. The incoming chair will be Anna McRay from Henrico County. A meeting will be held next week to elect the new chairperson. State agencies provide support. The UAWG meets monthly to share information, discuss projects, allocate UASI funds, and to track the progress of projects. There is an executive committee that oversees the UAWG.

Mr. Dunn provide an organizational chart to show the structure of the Central Virginia UASI area. Assistance can be provided to local emergency managers for help with writing or updating emergency plans, annexes, emergency exercise planning, etc.

Some previous projects have included updating equipment for two local bomb squads as well as the Virginia State Police bomb squad. A radio cache provides 100 radios that can be used in the event of an emergency to allow localities to communicate with one another. Three large portable shelters have been purchased. These include HVAC capabilities. Regional training has also been provided on shelter management.

Upcoming projects include:

- local assistance in any emergency management capacity
- National Incident Management System (NIMS) Resource Typing (this ensures that localities will receive the type of emergency equipment needed in the locality)
- Regional Staging Areas (documentation of all staging areas in the Region)
- Regional Sheltering (hurricane evacuation from Hampton Roads to the Richmond area; develop regional sheltering plan)
- Emergency Operations Center (EOC) Coordination (assist localities in being able to communicate with each other)

- Incident Management Team (develop policy and procedures for this team)

Mr. Gulley asked if the radio cache has been stress tested to failure. Mr. Dunn said this has not been done to his knowledge. He said the cache has been deployed but has not been tested regionally. Mr. Dunn said the UAWG has proposed that all emergency managers in the Region be brought together for a work shop with technical experts to review communications.

Mr. Gulley asked if funding can be found to allow this type of testing to take place. Mr. Crum said this can be taken back to UAWG to see how the RRPDC can assist with obtaining funding for this type of test.

Mr. Kaechele asked about annual funding. Mr. Dunn said the Central Virginia UASI received \$2.6 million. The state keeps a percentage of this amount and 25% goes to law enforcement. The Virginia Department of Emergency Management oversees the entire grant; VDEM keeps 5% of the grant for this oversight responsibility. Mr. Crum said in FY 11, the RRPDC is receiving about \$338,000; in FY 12 the amount will be about \$393,000.

Mr. Padgett asked if Fort Lee is included in the UASI area. Mr. Dunn said the UAWG has approached Fort Lee to encourage them to participate. Many of the planning tasks will overlap. Fort Lee does attend the meetings but they are not a voting member.

Mr. Crum encouraged members to contact any of these staff members with questions. Vice Chairman Trout thanked the Emergency Management Planners for their presentation.

### **C. Legal Services Contract**

Vice Chairman Trout reminded members this new item was added to the agenda. He asked Mr. Amos, current RRPDC legal counsel, to leave the room during this discussion. He said this item can be deferred to the February meeting if members are not comfortable voting on the recommendation once it is presented by Mr. Crum.

Mr. Crum reported that since December 2000, legal services have been provided to RRPDC by Amos and Amos. Staff spoke with Mr. Amos earlier in the year about renewing the contract and it was determined that a Request for Proposals be advertised in the normal method. Only one response was received and it was from Mr. Amos' firm.

The proposal was reviewed this morning by the Executive Committee and the Executive Committee is recommending that the Commission Board approve a new contract with Amos and Amos for legal services for calendar years 2011, 2012, and 2013. The total budget amount for services will remain unchanged at

\$10,500 per year. The Executive Committee also recommends an option for renewal of the contract on December 31, 2013.

Mr. Crum said he initially proposed that this be presented to the Commission in February, but the Executive Committee felt comfortable with presenting the information today.

Mr. Glover made a motion that the contract for legal services provided by Amos and Amos be approved as presented by Mr. Crum. Mr. Butler seconded the motion. There was no additional discussion and the motion carried unanimously.

**V. OTHER BUSINESS**

**A. Committee Reports**

There were no other committee reports.

**B. Announcements**

Mr. Crum invited members to stay to enjoy the holiday refreshments being provided today. He also thanked members of the Commission on behalf of RRPDC staff for their service, support, and commitment of time over the past year.

**V. ADJOURNMENT**

There being no further business to come before the Commission, Vice Chairman Trout adjourned the meeting at approximately 2:40 p.m.

---

Robert A. Crum, Jr.  
Executive Director

---

Stran L. Trout  
Vice Chairman