

RICHMOND REGIONAL PLANNING DISTRICT COMMISSION
Minutes of Meeting
October 14, 2010

Members/Alternates Present

Richard Ayers (M)County of Powhatan
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
James D. Crews (M)County of Goochland
James B. Donati (M), Chairman County of Henrico
Marleen K. Durfee (M).....County of Chesterfield
Evan Fabricant (M).....County of Hanover
Daniel A. Gecker (M)County of Chesterfield
Richard W. Glover (M)..... County of Henrico
Kathy C. Graziano (M)City of Richmond
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
Patricia S. O’Bannon (M) County of Henrico
Edward W. Pollard (M)..... County of New Kent
Faye O. Prichard (M), Treasurer.....Town of Ashland
Frank J. Thornton (M)..... County of Henrico
Stran L. Trout (M), Vice Chairman County of New Kent
Ernest B. Vanarsdall (M) County of Henrico
Joseph B. Walton (M)County of Powhatan
Arthur S. Warren (M)County of Chesterfield
Deborah B. Winans (A)County of Hanover

Members Absent

Timothy W. Cotman, Sr. (M)..... County of Charles City
John E. Gordon, Jr. (M), SecretaryCounty of Hanover
John C. Grier (M).....City of Richmond
Russell J. Gulley (M)County of Chesterfield
Lynn McAteer (M).....City of Richmond
C. Harold Padgett (M).....County of Hanover
George K. Roarty (M).....County of Chesterfield
Charles R. Samuels (M).....City of Richmond
Robert R. Setliff (M).....County of Hanover
Millard D. Stith (M).....County of Chesterfield

Others Present

John R. Amos..... RRPDC Legal Counsel
Michael Aukamp..... Dunham, Aukamp and Rhodes
Jon Baliles..... City of Richmond
Andy Boenan AECOM
Robert Crigler Verizon Wireless
George Homewood..... County of New Kent
Rob Sinclair Branscome
John Taylor City of Richmond

Staff Present

Robert A. Crum, Jr..... Executive Director
Jo A. Evans Assistant Executive Director
Julie H. Fry..... Executive Secretary
Sulabh Aryal Intern
Anne Darby..... Associate Planner
Billy Gammel..... Intern
Chuck Gates Communications Coordinator
Barbara Jacocks Principal Planner
Jin Lee..... Senior Planner
Travis Lindsey Senior Planner
Daniel N. Lysy..... Director, Transportation
Greta Ryan Project Specialist
Randy Selleck Senior Planner
Jackie S. Stewart..... Director, Planning/IS
Sarah Stewart Senior Planner
Peter M. Sweetland..... Finance and Contracts Administrator
Kathy Wright Senior Planner

Call to Order

Chairman Donati called the regularly scheduled October 14, 2010 RRPDC meeting to order at approximately 1:10 p.m. in the RRPDC board room. Chairman Donati 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 Donati asked if there were any additions or changes to be made to the agenda. As there were no changes requested, the agenda was accepted as presented.

C. Open Public Comment Period

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

D. Chairman's Report

Chairman Donati thanked Mr. Trout for chairing the meeting in his absence last month.

Chairman Donati noted that several Commission members also sit on the Board of the Capital Region Airport Commission (CRAC), which is supported by the four large jurisdictions – the Counties of Chesterfield, Hanover, Henrico, and the City of Richmond. He said it was recently announced that Air Tran and Southwest Airlines will merge. He said CRAC has been trying to attract Southwest Airlines to the Richmond Region for a number of years. Chairman Donati said he has been on CRAC for 19 years and is very proud of the achievements and improvements made to the airport over that time, especially the addition of the low cost carriers.

Chairman Donati said with the addition of Southwest Airlines, this will have a great effect on the Region. With the low cost carriers, economic development will be impacted with the ability to attract new businesses and tourists. Air fares at Richmond International used to be very high. The low cost carriers have been a great boon to the Region. He encouraged members to use the low cost carriers as much as possible in order to keep Southwest at the airport. He said Southwest will be undertaking an evaluation period once the merger is finalized, and the more business the low cost carriers can generate will ensure that Southwest will remain in Richmond.

Mr. Fabricant reported he heard a presentation given by Mr. Mathiasen (CRAC administrator) earlier in the week. He said he would also encourage everyone to use the low cost carriers whenever possible. Mr. Fabricant noted he and his wife recently traveled on Jet Blue and there were no checked luggage fees charged to them.

Chairman Donati asked if Mr. Mathiasen could be invited to attend the November Commission meeting in order to provide an update on airport activities and improvements. Mr. Crum said staff will contact Mr. Mathiasen to determine if he will be available to attend that meeting.

Mr. Butler asked if a resolution of support to Southwest would be in order. Chairman Donati said he would recommend any official action such as a resolution be postponed for the time being. He said he would speak with Mr. Mathiasen to see if this type of action would be well received. He said if this would be helpful, he will bring this back to the Commission for action.

Mr. Fabricant suggested that if a resolution was developed, it should encompass all low cost carriers so as not to be perceived as leaning toward one carrier over another.

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 done 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 reported that the first board meeting of Richmond's Future was held on September 24; this is the think tank being headed by Dr. Eugene Trani. He said he felt this was a productive first meeting. The board is very committed to working with the RRPDC to support the work being done, and Richmond's Future is very committed to supporting the Capital Region Collaborative (CRC). The first project of Richmond's Future will be a study to identify key region drivers from other successful metropolitan areas. It is hoped that the information gathered can be forwarded to the PDC for its planning use and to the CRC to help the CRC identify priorities for the Richmond Region.

Some members of the CRC, including Mr. Gordon and Ms. Graziano, met with Dr. Trani to discuss how the CRC and Richmond's Future can work with RRPDC.

Mr. Crum said work with Richmond's Future will be a closely coordinated effort and there is a great opportunity for everyone to benefit.

The CRC has completed over 40 public review meetings on the CRC strawman draft priorities. Seven presentations are scheduled for next week. One of the presentations, to be held on Wednesday evening, will be a Richmond Times-Dispatch Public Forum meeting. This meeting will focus on members of the community who are 29 years old and younger. Contact is being made with local colleges and high schools to get as many young people as possible to attend the meeting. This is one portion of the community that has not given feedback on the

priorities. Mr. Crum asked Commission members to reach out to any of their school contacts to promote this event.

II. CONSENT AGENDA

Chairman Donati indicated items on today's Consent Agenda include:

- A. Approval of Minutes – September 9, 2010 Meeting**
- B. Approval of the August 2010 Financial Reports**

Chairman Donati 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

A. Jurisdictional Committees Reports

Chairman Donati asked Ms. Prichard to give a report on meetings held by these committees.

Ms. Prichard reported that the committees met jointly on September 23. The primary item for discussion was the 2011 legislative agenda. She said discussions will continue on the legislative agenda when the committees meet jointly again on October 28.

IV. NEW BUSINESS

A. FY 10 Audit Committee Report

Chairman Donati asked Ms. Prichard to give this report.

Ms. Prichard introduced Mr. Michael Aukamp, of Dunham, Aukamp and Rhodes, who performed the FY 10 audit of the agency's financial operations. He provided a report on the audit findings to members of the Audit Committee during a meeting held earlier today. Ms. Prichard said members of the Audit Committee (Ms. Prichard, chairman; Mr. Cosby, Mr. Holland, Mr. Trout; Mr. Gordon, absent) accepted the report and recommended that the Executive Committee accept the report and forward it to the full Commission for review and action, which was done during the Executive Committee meeting this morning. She asked Mr. Aukamp to review the key points of the audit.

Mr. Aukamp thanked members of the Commission for the opportunity to meet with them today to review the FY 10 audit report. He said his firm has worked with the RRPDC over the last several years, and he always appreciates the time and efforts of staff to keep the financial records in good order.

Mr. Aukamp reported there were no findings in the audit, which is presented in accordance with auditing standards generally accepted in the United States that are applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States and *Specifications for Audits of Authorities, Boards, and Commissions* issued by the Auditor of Public Accounts for the Commonwealth of Virginia. The report shows that all internal controls are operational and working as intended. There were no compliance issues on any requirements for use of federal grants funds received by the agency.

On the statement portion of the report, there was a slight decrease in net assets, about \$67,000, which is less than was budgeted for the year. Overall, there is a net asset balance of about \$1.5 million, of which \$135,000 is assets. The unrestricted fund balance is about \$1.4 million. This shows the organization to be very strong. Staff has conscientiously spent down some of the fund balance over the past years to put the funds into programs and activities that benefit the Region.

Mr. Pollard said, on page 23, he noted there was no opinion issued on the effectiveness of internal control over compliance. Mr. Aukamp said the responsibility of effective internal controls is that of management. The responsibility of the auditors is to test that item. It is a specific engagement to test the controls for the purpose of expressing an opinion. That is a compliance audit which looks only at controls and how these flow through the organization. The audit that was conducted is an overall audit which does not go into this level of detail, and requires no opinion on the system of internal controls. However, there is a statement that says nothing came to the attention of the auditors that needed to be noted. Service organizations would have an internal controls audit. Controls are tested in conjunction with transactions, but this is a standard report that has no opinion expressed on internal controls.

Mr. Pollard asked if management would have the controls to address those issues. Mr. Crum said that the auditor pointed out to staff that there is some redundancy in the agency's processes in terms of checks and balances. Mr. Crum said he feels comfortable with these safeguards and that the system that is set up works well and promotes sound financial management.

Chairman Donati asked if there were any other questions. There being none, on motion made by Ms. Graziano and seconded by Mr. Holland, the audit report was accepted unanimously as presented.

Mr. Crum recognized Ms. Evans and Mr. Sweetland for the work they do to keep the agency's financial operations in check and the records in good order.

B. Regional Hazards Mitigation Plan

Chairman Donati asked Mr. Crum to introduce this item.

Mr. Crum noted that Ms. Jackie Stewart will provide details of this item. He said action will be requested on this item to authorize the Executive Director to sign a contract allowing the agency to have access to funds for updating the regional hazards mitigation plan.

Ms. Stewart said this grant is offered every five years by the Virginia Department of Emergency Management for localities to participate in a planning process to determine natural hazards and to identify ways to mitigate the hazards. Each of the local governments have opted to participate. A grant application has been submitted on behalf of the localities. RRPDC also partnered this year with Crater PDC in the application process. The combined PDC areas most closely mirror the UASI program area. The grant is for \$120,000 to be matched with local in-kind services by the two PDC staffs. The current regional plan expires at the end of December, 2011. A new plan must be in place in order for localities to be able to apply for FEMA funding after an emergency.

Chairman Donati asked if this is the funding received from FEMA that localities must apply for after an emergency. Ms. Stewart said that was correct. If the plan was not in place, the locality may not be eligible to apply for certain kinds of relief funds. Chairman Donati noted that there is a very long delay in receiving funds once the application is made.

There was no additional discussion and on motion made by Ms. Graziano and seconded by Mr. Thornton, the request to authorize the Executive Director to execute the Pre-Disaster Mitigation Grant Program Agreement for funding to update the Regional Hazards Mitigation Plan was approved unanimously.

C. City of Richmond Technical Assistance Project

Mr. Crum said the next two reports are given as updates on work being done on behalf of the jurisdictions.

Each year, the RRPDC staff completes a technical assistance project for one of the Region's four large jurisdictions on a rotating basis. The FY10 Technical Assistance project for the City of Richmond has involved the preparation of a report entitled: *Green Infrastructure Assessment, Phase I: A Green Print Pilot Program for Richmond*. This report evolved from work accomplished last year under a Virginia Coastal Zone Management (CZM) Program grant through which the PDC teamed with the Crater Planning District Commission, the Green Infrastructure Center (GIC), and the Capital Region Land Conservancy to produce the *Richmond-Crater Region Green Infrastructure Project*. The regional report

was prepared at a large scale without opportunity to provide sufficient detail in urban areas to highlight specific green infrastructure resources.

The City of Richmond *Green Infrastructure Assessment* will serve as a local assistance assessment tool for the city to identify existing green infrastructure assets and estimate the economic and environmental value of these resources.

Mr. Crum introduced Barbara Jacocks, Principal Planner, and Sarah Stewart, Senior Planner.

Ms. Jacocks noted PDC staff worked on this project in conjunction with City of Richmond staff. Other partners included the Green Infrastructure Center and E², Inc. Key points of the presentation as made by Ms. Jacocks and Ms. Stewart included:

- definition of green infrastructure as “the interconnected natural systems and ecological processes that provide clean water, air quality, and wildlife habitat; green infrastructure sustains a community’s social, economic and environmental health”
- map illustration of green infrastructure within the Richmond Region
- green infrastructure assets in a community: water resources; conservation lands; sustainable features, parks and recreation; transportation; and heritage and culture
- removal of existing green space can have a detrimental impact on the ecological, aesthetic, and economic benefits of the network
- with green infrastructure more connections are always better; it maximizes a community’s resources
- aggregation of smaller natural areas can yield greater economic and ecological benefits for humans and wildlife populations
- study focused on a smaller geographic area at an urban scale: to identify existing assets and opportunities (Green Print); to provide quantifiable measures of improvement resulting from green asset enhancement; and begin to identify vacant, underutilized parcels (Brown Print) to create a greener, healthier city
- City of Richmond has 42% tree canopy; 23% non-tree vegetation; 24% non-building impervious surface; 11% building impervious surface
- study area was selected by amount of viable intact habitat; amount of vacant/underutilized parcels; amount of existing park land; and highest watershed priority area
- study area neighborhoods included Manchester, Blackwell, Oak Grove, Maury, Bellemeade, Hillside Court, and Ancarows Landing
- exiting conditions in the study area (land cover analysis): 20% tree canopy; 31% non-tree vegetation; 34% non-building impervious surface; and 15% building impervious surface; data provided by the Virginia Department of Forestry Urban Tree Canopy analysis

- used CITYgreen[®] Analysis which sets up a model for testing alternative future scenarios for development or redevelopment to measure air pollution removal; carbon storage and sequestration; stormwater quality; and stormwater quantity
- key findings for the study area – an increase of existing tree canopy to city-wide levels would result in economic benefits such as \$500,000 annual savings in reduced stormwater treatment loads; 10% reduction in nitrogen and 17% reduction in phosphorous from stormwater runoff; 147% increase in removal of air pollution; and additional storage of 21,000 tons of carbon
- deliverables included a report Green Infrastructure Assessment Phase I: A Green Print Pilot Program for Richmond Report; comprehensive green asset inventory; CITYgreen analysis of Manchester Study Area; urban tree canopy analysis by Virginia Department of Forestry; updatable vacant lands database
- study area flows into the study area for the FY 11 Chesterfield County Technical Assistance project

Mr. Crum asked if there were any questions. Chairman Donati asked about creating wildlife habitats and how this will affect the possible pollution of streams and other waterways. Ms. Stewart said localities should work with the Department of Game and Inland Fisheries to determine the stress that will be placed on the types of green infrastructure desired in the locality.

Mr. Jewell asked for a definition of sequestration. Ms. Stewart said this refers to the amount of carbon stored in trees at any given time and over the lifetime of the tree. A tree will sequester, or store, a certain amount of carbon over its lifetime.

Mr. Crum said one of the key takeaways is what can be accomplished using the CITYgreen software. Staff is continuing to learn how to use this software and will be glad to use this software to assist localities with their own comprehensive planning efforts.

Mr. Glover asked if new stormwater regulations will have any impact on the analysis as presented. Ms. Stewart said the new regulations will urge the necessity of developing green infrastructure to mitigate the requirements.

Mr. Crum said this is an inventory to use as a tool for future planning. There is currently a lot of green space in the Region, and he believes the Region should get credit for these areas in its efforts to meet the stormwater regulations.

Mr. Glover said he was more interested in retrofitting to meet the new regulations. Ms. Jacocks said this would be a consideration as comprehensive plans are developed.

Mr. Crews asked about implementation of recommendations of the study. Ms. Jacocks said the city is being given a database to use on site-by-site decisions for implementation and priority setting in planning.

Mr. Glover asked how new laws regarding the amount of tree cover to impervious surface fit in to the analysis. Ms. Jacocks said the study findings will be used as a baseline.

Chairman Donati thanked Ms. Jacocks and Ms. Stewart for their presentation.

D. Jeff Davis Economic Development Revitalization Study

Mr. Crum said this item will be presented by Jackie Stewart. This is an update on the FY 11 Technical Assistance Project for Chesterfield County. He noted the project has been underway for about two months. He said that Ms. Jaeckle participated in a meeting to develop the scope of work for this project. Henrico County will be the next in line for the Technical Assistance Project.

Ms. Stewart indicated the project is just getting underway. Fieldwork is being done by RRPDC interns Sulabh Aryal, Jacob Epstein, and Billy Gammel.

The study area is a nine mile area along the Jefferson Davis Corridor between the City of Richmond/Chesterfield County line to south of Route 288 and between I-95 and the main CSX rail line running parallel to the corridor. An assessment is being made of all commercial, office, and industrial uses in the corridor. The purpose of the study is to identify economic opportunities in the Jefferson Davis Corridor through physical assessment of commercial, office, and industrial uses and the analysis of real estate data.

Ms. Stewart noted that the study area has been broken down into nine smaller areas. The interns are visually inventorying the structures and entering information into an Access database. More than half of the nine smaller areas have been inventoried. When the database is complete, it will be shared with the county.

The next steps include

- complete field work (sections 6-9)
- generate database and merge with county real estate data
- develop supply-side of market analysis
- develop demand-side of market analysis

Recommendations will be made based on each analysis and passed on to the county. Ms. Jaeckle said she has heard very good feedback from the community groups that the interns have been working with and she said this will give a thorough analysis and comprehensive look at the entire area to assist with revitalization and strategic planning.

E. Regional Legislative Agenda

Mr. Crum said Mr. Gates will provide a brief update on the development status of the legislative agenda. The legislative agenda will be the main agenda topic for the November meeting.

Mr. Gates distributed a copy of the second draft agenda as completed following the joint meeting of the Jurisdictions Committees in September. He encouraged members to discuss any concerns with their representatives on the Jurisdictions Committees. Mr. Gates reviewed the legend on the front of the handout to assist members with reading the document.

Mr. Gates said the section on transportation issues is being reviewed by the MPO, which will offer feedback during today's MPO meeting. In the Environment section on page 8, the section is in italics because this has not been considered officially by any of the committees. The language was proposed by the RRPDC Environmental Technical Advisory Committee.

On page 11, the developmental process is noted. Mr. Gates asked that feedback on the process and what is included in this draft be sent to him. The document as it stands now is very lengthy. The Jurisdictions Committees will work to narrow down the issues to three or four priorities.

A calendar is provided to show applicable deadlines.

Ms. O'Bannon asked if the agenda will be shortened. Mr. Gates said the final agenda will be formatted to fit the same brochure format as last year. The Jurisdictions Committees are being asked to select a few priorities with the remainder of the issues as background issues.

Mr. Glover asked if public safety issues were included. Mr. Gates said the public safety section is on page 10. The items included are identical to last year with two new additions from Hanover County. Mr. Glover noted that the state has never met its required financial obligations for public safety or education. He said the state issues unfunded mandates. Mr. Gates said that a new statement has been added, at the top of page 10, to indicate that the RRPDC supports the state meeting its constitutional obligations for education. Mr. Glover said he feels the key issues are education, public safety, and economic development.

Chairman Donati thanked Mr. Gates for providing an update on the legislative agenda.

V. OTHER BUSINESS

A. Committee Reports

There were no other committee reports.

B. Announcements

There were no announcements.

C. For Your Information

There were no items included in this section.

V. ADJOURNMENT

There being no further business to come before the Commission, Chairman Donati adjourned the meeting at approximately 2:20 p.m.

Robert A. Crum, Jr.
Executive Director

James B. Donati, Jr.
Chairman