

RICHMOND REGIONAL PLANNING DISTRICT COMMISSION
Minutes of Meeting
May 12, 2011

Members/Alternates Present

Chris W. Archer (M)..... County of Henrico
Richard Ayers (M)County of Powhatan
Willie L. Bennett (M) County of Henrico
Malvern R. “Rudy” Butler (M).....County of Goochland
Robert R. Cosby (M).....County of Powhatan
Timothy W. Cotman, Sr. (M)..... County of Charles City
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
John E. Gordon, Jr. (M), SecretaryCounty of Hanover
Kathy C. Graziano (M)City of Richmond
Dorothy Jaeckle (M)County of Chesterfield
E. Martin Jewell (M).....City of Richmond
David A. Kaechele (M)..... County of Henrico
Patricia S. O’Bannon (M) County of Henrico
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
Frank J. Thornton (M)..... County of Henrico
Stran L. Trout (M), Vice Chairman County of New Kent
Arthur S. Warren (M)County of Chesterfield
Deborah B. Winans (A)County of Hanover

Members Absent

L. Ray Ashworth (M).....City of Richmond
Douglas G. Conner (M)City of Richmond
James D. Crews (M)County of Goochland
Russell J. Gulley (M)County of Chesterfield
James M. Holland (M)County of Chesterfield
Lynn McAteer (M).....City of Richmond
Faye O. Prichard (M), TreasurerTown of Ashland
Charles R. Samuels (M).....City of Richmond
Joseph B. Walton (M)County of Powhatan

Others Present

John Amos RRPDC Legal Counsel
Andrew Hagy The Hagy Group
Robert Sinclair Branscome, Inc.

Staff Present

Robert A. Crum, Jr..... Executive Director
Jo A. Evans Assistant Executive Director
Julie H. Fry..... Executive Secretary
Sulabh Aryal Associate Planner
Michelle Fults Principal Planner
Billy Gammel..... Associate Planner
Chuck Gates Communications Coordinator
Jin Lee Senior Planner
Daniel N. Lysy Director, Transportation
Leigh Medford Associate Planner
Randy Selleck Principal Planner
Jackie Stewart Director, Planning
Sarah Stewart Senior Planner
Peter Sweetland..... Finance and Contracts Manager
Tiffany Tran Senior Planner
Lee Yolton Principal Planner

Call to Order

Chairman Donati called the regularly scheduled May 12, 2011 RRPDC meeting to order at approximately 1:05 p.m. in the RRPDC board room. He then led members in the pledge of allegiance to the flag.

[NOTE: Recording equipment malfunctioned and this meeting was not recorded. Minutes are written from staff notes.]

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. There were no changes and 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 said while he did not have a formal report, he would like to note that there are some indications that the economy has begun to improve. He said he has seen improvement in unemployment numbers and revenues seem to be increasing.

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 will be happy to address any questions on what is included in the report.

Mr. Crum announced that RRPDC staff will be visiting with each of the governing bodies over the next couple of months to review the transportation priorities projects process and to receive feedback prior to the start of updating the Long Range Transportation Plan.

He said staff facilitated a meeting of planning and permitting staff from the Region's jurisdictions to discuss the introduction of electric vehicles to the area. He noted that Richmond has been selected as a pilot city to test Ford's new totally electric Focus. There are only two charging stations in the Richmond area. The meeting was held to begin discussions with Dominion Virginia Power on how to prepare the Region's infrastructure to accommodate additional charging stations. He said as use of electric vehicles begins to increase, businesses will be coming to the localities requesting permits to build charging stations. Statistics have shown that the Richmond Region already has a significant number of hybrid vehicles, which suggests there could be a local market for electric vehicles.

Ms. O'Bannon said she served on an electric vehicle committee a few years back and there should be a lot of data available from the efforts of that committee. Mr. Crum assured members that all previous research data will be evaluated.

Mr. Crum said that each member has received an invitation today to attend the June 16 College and University Presidents Panel Discussion, which will be held on June 16, at the Henrico Theatre. He said the discussion will begin at 6:30 p.m. Each speaker is being allotted about seven minutes to provide information on

projects underway at each school. There will be an opportunity for questions and answers from audience members. Following the discussion, there will be an informal reception to allow more time for speakers and guests to share information.

Ms. Jaeckle asked if the event will be recorded. Chairman Donati said arrangements can be made to have the discussion recorded as the Theatre does have that capability.

Mr. Crum said each Board member may bring a guest and to please RSVP to Ms. Fry. He also provided information on the groups which have been invited to attend.

Mr. Glover suggested that all of the Region's planning commission members be invited. Mr. Crum said invitations will be sent out to those members.

II. CONSENT AGENDA

Chairman Donati said the Executive Committee has recommended approval of the items on the Consent Agenda:

A. Approval of Minutes – April 14, 2011 Meeting

B. Approval of the March 2011 Financial Report

Chairman Donati asked if anyone wished to have any 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. Large and Small Jurisdictions Committees

Mr. Gordon reported that a joint meeting of the Large and Small Jurisdictions Committees was held on April 18. There was good attendance and the members discussed the state's Watershed Implementation Plan (WIP) and Total Maximum Daily Loads (TMDL) requirements. He asked Mr. Crum to provide additional details of the discussions.

Mr. Crum said all of the jurisdictions were represented at the meeting, including planning and utilities directors, elected officials, and county administrators and managers. He said all localities will receive nutrient and sediment reduction goals by July 1, 2011.

Members of the committees and their guests discussed the financial and economic impact the goals will have on the localities and citizens. He said the new goals will increase water and sewer rates, impact farming operations, and have an impact on infill development.

Mr. Crum reported that everyone attending the meeting voiced concerns regarding the EPA model, which was developed by using very general data on land use. He said the group also discussed how the RRPDC can assist localities in obtaining more accurate data on existing land use and best management practices to provide to the EPA so that the model can be adjusted.

Ms. O'Bannon noted that the EPA has set a baseline and will expect the localities to make improvements to meet the baseline.

Mr. Crum said RRPDC staff will work with local staffs to obtain current land use data. RRPDC staff has already begun this task as part of the current work program. Data collection should be completed by the fall. Input layers used by the EPA were very general in nature.

Ms. O'Bannon said the baseline will have a profound impact on farm land. Mr. Crum said concern regarding farm land was also voiced during the meeting. He said the RRPDC will work with localities to make sure more accurate data is provided to EPA for input into the model.

Ms. Durfee said the discussions during the meeting were very detailed.

IV. NEW BUSINESS

A. RRPDC Legislative Program Update

Chairman Donati asked Mr. Gates to present this information.

Mr. Gates provided several handouts to members for their information and reference.

He began by reporting that a working draft of the Six-Year Improvement Program (SYIP) was presented to the Commonwealth Transportation Board (CTB) on April 20. The CTB is expected to approve the final SYIP at its June 15 meeting. A public hearing will be held on May 18, beginning at 6:00 p.m. at the VDOT Central Office.

Mr. Gates said when this process began (HB 2527 and SB 1446), there was grave concern regarding the number of Richmond area projects and funding being provided to the Richmond Region.

RRPDC staff worked with VDOT staff to identify additional projects that could be added to the governor's illustrative list of projects. He noted that because the MPO had its priority projects list set, staff was able to show that there are projects in the Region that are ready for funding. He said the CTB has indicated that the MPO's priority list should be a model for all regions in the state. Mr. Gates said copies of the priorities list are available for members who wish to have one.

Mr. Kaechele asked if the priority list was for all six years or if it was broken down to show projects for each of the six years. Mr. Gates said the list shows projects that are ready to move forward when funding is available over the six-year period. Some of these are short-term projects that can be started right away while others are long-term projects.

Mr. Glover asked if the funding provided in the SYIP included the funds that the governor intends to borrow. Mr. Gates said the bond funds will add an additional \$3 billion.

Mr. Gates said he wanted to quickly review last year's legislative agenda and asked if feedback could be given on how to proceed with the 2012 agenda. He said the 2011 agenda included three action items. Two of those items were achieved, and the third item has generated interest within the Caucus – the addition of a third CTB member from the Richmond Region. He said this third item was not fully achieved because it required more research before legislation could be prepared for introduction to General Assembly members.

Mr. Gates said he will ask for input on the 2012 legislative agenda from each of the RRPDC and MPO committees. However, he would like direction on whether the agenda should be broad or focused. As an example, last year Henrico County had one action item on its agenda, which was accomplished during the legislative session.

Mr. Butler said he felt the agenda should be more focused. Ms. O'Bannon said she felt the current agenda was not really an agenda but more of a policy statement. Mr. Gordon said he agreed that the agenda should be more focused.

Mr. Crum said while it is important to be inclusive and receive input from all committees, it will be necessary for Mr. Gates to set the tone when he goes to each committee meeting. He said if the agenda is to be more focused, then Mr. Gates will be able to let the various committees know up front that they should concentrate on one or two items instead of several.

Mr. Gates continued by pointing out that members of the Capital Region Caucus have indicated they would like to be part of the process in an ongoing manner instead of being brought in at the end of the year. He said he would like to work with the Large and Small Jurisdictions Committees to engage members of the Caucus.

Mr. Gates said members of the Large and Small Jurisdictions Committees will begin to identify issues. He asked that if a jurisdiction did not have a legislative liaison or a legislative point of contact, he would appreciate one being designated. He would like to work with these individuals in each of the localities to receive input on issues that are important in the localities. He said any requests for discussion should be sent to his attention.

Mr. Gates said he would request that members of the Commission take action to authorize him to begin working with the Large and Small Jurisdictions Committees to develop the 2012 legislative agenda.

Mr. Fabricant made a motion that the Commission Board authorize Mr. Gates to begin working with members of the Large and Small Jurisdictions Committees to develop the 2012 legislative agenda. Ms. Durfee seconded the motion. There was no additional discussion and the motion carried unanimously.

B. Review of Final FY 11 Budget and Proposed FY 12 Budget and Work Program

Chairman Donati asked Mr. Crum to lead the discussion on this item.

Mr. Crum said before he began discussion on the budget, he would like to point out that he is hearing that members of the Capital Region Caucus are taking notice that the RRPDC is actively involved in legislative matters. He thanked staff for stepping up to the plate to make sure that the Region was more fairly represented in the SYIP.

Mr. Crum said following his presentation, he will ask members to approve the final FY 11 budget and the proposed FY 12 budget and work program. He said this information was presented to the Executive Committee last month and some revisions were made based on those discussions. The Executive Committee received an updated presentation today and is recommending that the Commission approve the final FY 11 budget and the proposed FY 12 budget and work program.

Mr. Crum reminded members that the RRPDC operates on a fiscal year that runs from July through June. When FY 11 ends on June 30, it is anticipated that the undesignated fund balance will be at \$446,503. The designated fund balance remains at \$1 million for a total fund balance on June 30 of \$1,446,503.

The FY 12 budget proposal includes the following as approved by the Executive Committee:

- Locality dues will be maintained at their current level, which is 5 percent below the FY 10 formula amount; the Committee indicated that

localities should be notified that the normal formula will be reinstated for FY 13; this reduction in dues amounts to \$53,908.

- A 2 percent merit increase for staff is included; this increase will be based on performance; staff has not received a bonus, or cost of living adjustment since July, 2008.
- Out-of-state travel for staff will again be restricted; Mr. Crum expressed concern on continuing this trend as it limits opportunities for staff's professional development; he said he would like to revisit this restriction during the mid-year budget review; any out-of-state travel will need to be justified and brought before the Executive Committee for approval.
- No additional staff will be hired during FY 12.

Mr. Kaechele asked if population figures were also frozen. Mr. Crum said that was correct. Membership dues are 5 percent below the FY 10 formula amount.

Mr. Fabricant asked if Mr. Crum could provide more information on his concern related to out-of-state travel. Mr. Crum said he would like to revisit this during the mid-year budget review. For example, not being able to keep up with federal transportation regulations can be problematic. If lead staff can identify a conference that can be shown to be of benefit, Mr. Crum said he will evaluate the request and bring it to the Executive Committee for review and discussion.

For FY 12, sources of revenue will be as follows:

54.9%	FHWA/FTA/VDOT Urban Transportation
20.3%	Local Dues
12.9%	VDEM Emergency Management & Hazard Mitigation
4.5%	Sub-lease Revenue, Miscellaneous, & Fund Balance
4.2%	State Appropriations
2.1%	VDOT Rural Transportation
1.1%	VDEQ Environmental

The FY 12 work program will include tasks associated with the regional priorities as set by the Board. Some additional staff time will be required for work on the Capital Region Collaborative (CRC) as the CRC is ending its public input phase and getting ready to begin advancing some of its priorities. All other regional priorities will remain intact.

Mr. Crum briefly reviewed other work program tasks, including:

- Regional Legislative Agenda
- Regional Area Funding Team (RAFT)
- Large and Small Jurisdictions Committees
- Regional Infrastructure
- PDC-to-PDC Collaboration

- Regional Existing Land Use Map, Vacant Land Inventory, Vacant Land by Zoning Classification
- Census-related Tasks
- Energy Conservation Program
- Regional Pedestrian/Bicycle Facility Inventory
- Update Regional Affordable Housing Report
- Regional Hazard Mitigation Plan Update
- Rural Transportation Planning Program
- Henrico County Technical Assistance Project
- City of Richmond Sustainability Plan
- UASI Program (serving 20 jurisdictions)
- 2035 LRTP Update; staff will visit each governing body to review this process
- Transportation Improvement Program
- RSTP and CMAQ Allocations
- Staff Support to MPO Committees
- Intermodal, Freight Planning

At the end of FY 12, it is expected that \$92,300 will be used from the undesignated fund balance for operating expenses, leaving a balance of \$339,103 on June 30, 2012. Use of the undesignated fund balance has been intentional and the funds are used conservatively. Staff has done a good job over the past several years to maintain the fund balance with minimal impact to services provided to the localities. By freezing member dues, the RRPDC has been able to provide a cost savings of about \$90,000 to the localities for their use during these tough economic times.

The undesignated fund balance was also used to purchase the regional eCivis license at a cost of \$70,000. This is being used in all of the localities and by several area non-profits to help identify available grant funding.

In October, 2004, the Commission Board voted to maintain a \$1 million designated fund balance and to leave the member dues rate at the 1992 level of 60¢ per capita. The Board authorized staff to use funds in excess of the \$1 million for operating expenses. At that time, it was anticipated that there would need to be a significant dues increase by 2009. Staff has been able to maintain the undesignated fund balance so that no dues increase has been needed over the course of those years.

Mr. Crum said he would ask that the Board take action to approve the final FY 11 budget and the proposed FY 12 budget and work program as presented.

Chairman Donati said this action can be taken in one motion or if the members prefer, two motions can be made. He asked if there were any questions.

Mr. Pollard asked if the amount in the Miscellaneous Funds can be reduced. He asked what these funds were used for. Mr. Pollard also asked how much the 2 percent merit increase would cost.

Mr. Crum said a bonus is not tied to salary. If a one-time 2 percent bonus was given, that would be about \$30,000. He said for a 2 percent merit increase, the cost would be about \$40,000. He said the 2 percent merit increase is preferred because many of the salaries for positions within the agency are below those for similar positions in the localities. Mr. Crum indicated that if staff salaries are not brought in line, the agency stands a chance of not remaining competitive in recruiting staff.

Mr. Crum said the Miscellaneous funds are used to support expenses such as food for committee meetings, and expenses related to special events throughout the year such as the College and University Presidents Forum. He noted that this amount is half of what was budgeted in FY 11.

Mr. Kaechele asked if additional staff would be hired in FY 12 and why the amount for FY 12 is less than what is shown for FY 11. Mr. Crum said no additional staff will be hired. He said the amount fluctuates depending on how many interns are hired. Last year the agency undertook a significant socioeconomic data project which required additional intern assistance. This level of intern assistance is not required in FY 12.

Mr. Glover made a motion that the Commission approve the final FY 11 budget and the proposed FY 12 budget and work program as presented. Ms. Durfee seconded the motion. There was no additional discussion and the motion carried. Those voting nay were Mr. Butler, Mr. Cosby, and Mr. Pollard.

Those voting nay said they could not vote for the FY 12 budget as it included the 2 percent merit increase for staff. All three members indicated their localities would not be able to offer their staffs any salary adjustments in FY 12.

V. OTHER BUSINESS

A. Committee Reports

There were no other committee reports.

B. Announcements

There were no announcements.

VI. ADJOURNMENT

There being no further business to come before the Commission, Chairman Donati adjourned the meeting at approximately 2:15 p.m.

Robert A. Crum, Jr.
Executive Director

James B. Donati, Jr.
Chairman