

RICHMOND REGIONAL PLANNING DISTRICT COMMISSION
Minutes of Meeting
May 9, 2013

Members (Alternates) Present

Parker C. Agelasto.....	City of Richmond
Manuel Alvarez, Jr. (A).....	Goochland County
Jonathan T. Baliles	City of Richmond
Timothy M. Davey	Chesterfield County
Steve A. Elswick	Chesterfield County
Daniel A. Gecker	Chesterfield County
Richard W. Glover	Henrico County
Kathy C. Graziano.....	City of Richmond
Russell J. Gulley.....	Chesterfield County
James M. Holland.....	Chesterfield County
Dorothy Jaeckle.....	Chesterfield County
Bonnie-Leigh Jones.....	Henrico County
David A. Kaechele	Henrico County
Angela Kelly-Wiecek, Vice Chairman.....	Hanover County
Kelli Le Duc (A).....	New Kent County
Lynn McAteer	City of Richmond
Floyd H. Miles.....	Charles City County
Tyrone E. Nelson.....	Henrico County
Patricia S. O'Bannon.....	Henrico County
C. Harold Padgett	Hanover County
Ken Peterson, Treasurer	Goochland County
W. Canova Peterson	Hanover County
Edward W. Pollard	New Kent County
Faye O. Prichard, Chairman	Town of Ashland
Randall R. Silber (A).....	Henrico County
C. Thomas Tiller.....	New Kent County
Carson Tucker	Powhatan County
Arthur S. Warren	Chesterfield County
David Williams, Secretary	Powhatan County

Members Absent

L. Ray Ashworth	City of Richmond
Richard Ayers	Powhatan County
Evan Fabricant.....	Hanover County
John H. Mitchell.....	Henrico County
Charles R. Samuels.....	City of Richmond
Frank J. Thornton	Henrico County

Others Present

John AmosRRPDC Legal Council
Tyee DavenportOffice of Sen. Tim Kaine
Emily Dillon Chesterfield County
Joanne Simmelink Chesterfield County

Staff Present

Robert A. Crum Executive Director
Jo A. EvansAssistant Executive Director
Julie H. Fry Executive Secretary
Sulabh AryalAssociate Planner
Billy GammelAssociate Planner
Chuck Gates Communications Coordinator
Barbara JacocksPrincipal Planner
Jin LeeSenior Planner
Daniel N. LysyDirector, Urban Transportation
Kathy RobinsSenior Planner
Greta RyanSenior Planner
Matt Smith Intern
Peter M. Sweetland..... Finance and Contracts Administrator
Lee YoltonPrincipal Planner

Call to Order

Chairman Prichard called the regularly scheduled May 9, 2013 RRPDC meeting to order at approximately 9:05 a.m. in the RRPDC board room. She 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 to the Order of Business

Chairman Prichard asked if there were any additions or changes to be made to the agenda. There were no requests to change the agenda, and the agenda was accepted as presented.

C. Open Public Comment Period

There were no requests from the public to address the Commission, and Chairman Prichard closed the public comment period.

D. Chairman's Report

Chairman Prichard reported that during this morning's Executive Committee meeting, she appointed the following members to serve on a Nominating Committee which will develop a slate of officers to serve during FY14: Ms. Graziano, chair; Mr. Miles, Mr. Tiller, Mr. Glover, and Chairman Prichard.

Those jurisdictions scheduled to serve as officers in FY14, based on the established rotation of jurisdictions, are Hanover County, Chairman; Goochland County, Vice Chairman; Powhatan County, Treasurer; and Chesterfield County, Secretary.

The slate of officers will be presented to members of the Board during the June meeting for consideration and action.

Chairman Prichard introduced Tyee Davenport, who is in attendance representing Senator Tim Kaine's office. She welcomed Ms. Davenport to the meeting on behalf of the members.

E. Executive Director's Report

Mr. Crum brought 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 reported that this past Saturday, the ¿Qué Pasa? Festival was held in downtown Richmond. Several RRPDC staff members spent the day at the Festival distributing handouts on regional projects and initiatives.

The RVA Realty Check event will take place on Tuesday, May 14, at the Siegel Center. This is being sponsored by the Urban Land Institute (ULI) and will involve about 300 participants who will work to identify where growth and density should happen within the Region. RRPDC staff has been assisting with the preparations for this event. Mr. Crum indicated he has been asked to provide a summary presentation at the end of the day to give an overview of the input received from the participants on guiding principles for growth and development.

As a follow-up to last month's presentation on underdeveloped and distressed corridors in the Region, RRPDC staff will be reaching out to all of the Region's planning directors to schedule a meeting in June to discuss this effort.

F. Regional Interest Items

Chairman Prichard asked for Board members to take about thirty seconds to mention something positive going on in their locality.

Items brought up by members going around the table:

- The Town of Ashland recently opened its new municipal parking lot; the lot was refurbished with permeable pavers and rain gardens; this effort will help the town meet TMDL requirements
- The Ashland Strawberry Faire will take place on June 8 at Randolph Macon College in Ashland
- Goochland County has finished its budgeting process; the county hopes economic development and inquiries will begin to increase over the next year as some indicators are showing that will be the trend
- Powhatan County has finished its budget process and will be able to provide a two percent salary increase for county and school employees; this is the first increase to be given in five years
- Timmons Group was honored by the Chesterfield County Board of Supervisors on its 60th anniversary; Timmons has worked in each of the Region's jurisdictions over the past 60 years; thanks to the localities on behalf of Timmons for the opportunity to work with everyone and to Chesterfield County for their recognition
- Chesterfield County is growing in jobs very rapidly with company expansions – Amazon, Capital One, Northrop Grumman, and Sabra Dipping to name a few
- ULI will hold an event on June 13 to present a program on Richmond City's riverfront plan; the event will be held at the Virginia War Memorial
- Women of Ashland and the Hilliard House held a fundraiser to benefit the Henrico Women and Children's Shelter, which serves several jurisdictions
- Sabra Dipping has announced it will begin research on the possibility of growing chick peas in the Region; this will be a great boon to the rural areas of the Region
- New Kent County is hosting two wine festivals over the next two weekends; Mr. Crum and Mr. Lysy will attend and make a presentation to the New Kent Chamber's meeting on May 21
- Forest Hill Park farmers market has opened; this farmers market accepts c-cards (food stamps)
- Hanover County School Board has several outstanding candidates for appointment to two open positions
- Hanover County Planning Commission continues work on the comprehensive plan; there is a contingent that has expressed opposition to any new apartments or multi-family units being built in the county
- Henrico County is looking forward to more construction, especially along the Short Pump corridor; the airport has an aggressive capital improvement plan
- Henrico County Planning Commission is seeing a small uptick in inquiries

- Powhatan County State Park was recently opened; Sen. Watkins was able to secure funding to address safety concerns for the intersection at the entrance to the park; with this park, plus acreage at Belmead and Tucker Park in Goochland County, the area is becoming a river destination place; the county is taking steps to encourage a return to its niche farming roots
- Comcast Cares volunteers worked in Byrd Park to clean up the park in time for Arts in the Park; Carytown hosted a beer fest that sold out by early afternoon; the list of performers for the Richmond Jazz Fest has been announced; Richmond has hired a new parks director – Nathan Burrell
- The Richmond Visitors Center is now known as Richmond Region Tourism and has a new logo
- Dominion River Rock will be held next weekend; Greek Festival will be held during the first week in June

Chairman Prichard thanked members for sharing their information.

II. CONSENT AGENDA

Chairman Prichard said the Executive Committee recommended approval of the items listed on the Consent Agenda:

- A. Approval of Minutes – April 11, 2013
- B. Approval of March Financial Report

There was no request to have either of the items removed from the Consent Agenda for additional discussion and on motion made by Ms. Graziano and seconded by Mr. Gecker, the Consent Agenda was approved unanimously as presented.

III. OLD BUSINESS

There was no Old Business to bring before the Board.

IV. NEW BUSINESS

A. Emergency Management Program Update

Chairman Prichard asked Mr. Crum to introduce today's speaker.

Mr. Crum said Emily Dillon, Emergency Management Coordinator for Chesterfield County, along with Kathy Robins, RRPDC Senior Emergency Management Planner, will provide information on some of the successes of the Emergency Management Program as a result of regional cooperation as well as opportunities for the future. Ms. Dillon is also the current chair of the Urban Area Security Initiative (UASI) Urban Area Work Group.

Ms. Dillon thanked members for the opportunity to speak with them today. She said there are a lot of opportunities for the different localities to work together with regard to emergency planning as disasters do not recognize jurisdictional boundaries. Ms. Dillon indicated that each of the jurisdictions represented by the RRPDC Board are involved in the emergency management planning process that was established under the UASI program and will now move forward to continue efforts as a new work group.

Even though the UASI designation was lost in 2010, each emergency management department in the Region will continue to work together to prepare for emergencies. Ms. Dillon said it is important to establish and maintain good working relationships and networks to provide quality emergency management responses.

The UASI region was established in 2008 and encompasses 6,000 square miles. This area includes 20 jurisdictions, representing 1.2 million in population. The UASI region received over \$7 million in federal Department of Homeland Security funding from 2008 through 2010. As of June 30, grant funding will cease for the UASI region. Many of the regional projects that will be undertaken through 2014 will be funded through state homeland security monies.

The UASI region is comprised of 20 jurisdictions in the central Virginia area that represent emergency management, fire and EMS, law enforcement, health, and social services. This includes seven state agencies, five federal partners, and five planning districts, as well as private and non-profit partners.

Projects that have been undertaken and completed using UASI funding include:

- personnel (RRPDC planning staff, Virginia State Police Fusion Center analyst, program manager)
- regional preparedness, training, and exercises (central Virginia All Hazards Incident Management Team, regional exercises, three Survivor Days)
- readiness initiatives (capabilities assessment, railroad mapping)
- infrastructure hardening (shelter enhancements, generator switch installations)
- equipment (bomb robots, communications, 13 MCI trailers, pet sheltering trailers, shelter registration system)

Ms. Dillon provided information on the Central Virginia Incident Management Team. She noted there are over 100 people trained to be deployed to run an incident and to be self sufficient in the disaster area. Since 2011, the Team has been deployed 12 times including two out of state requests for assistance. The Team meets on a monthly basis to train using different disaster scenarios.

Ms. Dillon noted that the Survivor Day event has earned a national award and is a model for citizen preparedness. While Community Emergency Response Team (CERT) training is effective, not everyone can commit to the time required for CERT training. Survivor Day is a 4-hour exercise that offers information on basic

emergency situations, including information on security and identity theft as well as basic first aid.

Ms. O'Bannon asked if the Survivor Day was CERT. Ms. Dillon said Survivor Day is an opening to CERT, but it is not CERT. Survivor Day is a four-hour class for citizens that offers basic emergency information and training. Over 14 jurisdictions have participated in each of the Survivor Days. Ms. Dillon said these citizens are offered the opportunity to take additional training, such as CERT. Survivor Day gives citizens who want basic information the tools they need to assist their families or neighborhoods in the event of emergencies, such as natural disasters.

Ms. Dillon said with the loss of UASI funding, a new group will continue to work together on emergency planning – Central Virginia Emergency Management Alliance. The group will continue to meet monthly and hold Survivor Day events. More private partners will be added to the Alliance to strengthen it. Ms. Robins, of the RRPDC, will continue to provide big picture analysis to the Alliance. Ms. Dillon noted that the structure for grant opportunities will be maintained. The Alliance will also allow for networking and sharing of best practices.

Mr. Agelasto asked if the Alliance had considered contacting the VCU Masters of Homeland Security and Emergency Preparedness Program for student support. Ms. Dillon noted that RRPDC does have an intern presently from this program. Ms. Robins said that she is contacted each year by the Program asking for suggestions on localities which may need disaster plans that can be developed by the class group.

Mr. Warren asked if any additional Survivor Days are being planned and if the CERT program is emphasized to those participants who may want additional training. Ms. Dillon said a regional Survivor Day will be held in September as part of National Preparedness month, as well as a Survivor Day in the spring for those who have functional/special needs. The Alliance will be looking for grant opportunities to allow a Business Survivor Day to be held. At each Survivor Day, a CERT table with more information is available.

Ms. Robins noted that a regional CERT exercise will be held in October.

Mr. Glover asked if a plan is in place to handle traffic disbursement along I-64 during an evacuation. Ms. Dillon indicated that there is a Hurricane Evacuation work group in place that is coordinated by the state. The focus of this group is the lane reversal on I-64 and sheltering. Colleges have been identified as local shelters. Behavioral studies are underway to determine the types of persons who will need shelter.

Ms. Dillon said the USAI region has completed three traffic exercises to try to determine what the evacuation would look like.

Mr. Kaechele ask if the number of those who might need shelter had been determined. Ms. Dillon said Hampton Roads has been working to determine how many persons they would not be able to shelter.

Mr. Warren said there is a state hurricane master plan that has this information; it is available through the Virginia Department of Emergency Management.

Ms. Dillon said behavioral analysis has shown that people don't want to be sheltered for a long period of time in a distant location. People want a place near their residence to obtain information and shelter on a temporary basis.

Ms. O'Bannon reported that the FAA is holding a mock plane crash exercise on June 15. Ms. Dillon noted that Chesterfield County will be participating in this exercise.

Ms. Dillon reported that the state's tax free holiday for hurricane preparedness month will be May 25-28. On June 20, the last UASI meeting will be held and is being hosted by the Virginia State Police. All of the communications equipment and trailers that have been purchased using UASI funds will be on display.

Chairman Prichard thanked Ms. Dillon and Ms. Robins for their presentation.

B. Review of FY13 Budget and FY14 Budget and Work Program

Chairman Prichard asked Mr. Crum to provide information on this item.

Mr. Crum added his thanks to Ms. Dillon and Ms. Robins for their presentation on the collaborative efforts of the Region's emergency management staffs to continue their work in this area. He said he thought this was a great example of regional cooperation.

Mr. Crum said he will provide information on how the agency is tracking with this year's budget (FY13) as well as a proposed FY14 budget and work program. All of the details for the information he will review are included in the agenda packet under Tab 4. He said he will not provide details on each item, but will give a general overview of the budgets and work program. At the end of the presentation, Mr. Crum said he will ask members of the Board to approve the budgets and work program.

Overall, Mr. Crum said he is pleased with what he is able to present today. He said over the last four to five years, agency staff has been able to anticipate some tough economic times and react accordingly with cost containment measures that began in 2009. These cost containment measures have continued into this year. Mr. Crum said because of these efforts, he believes the budget he is presenting today will allow the agency to sustain the work program, to be sensitive to the economic times, and to allow a reward to agency employees. In four of the last five years, agency staff has not received any type of salary adjustment or bonus.

As a reminder, Mr. Crum noted that the agency operates on a fiscal year that begins on July 1 and runs through June 30. The current fiscal year is FY13, which will end on June 30, 2013. Fiscal year 14 will begin on July 1, 2013.

Mr. Crum provided highlights of the current FY13 budget:

- first year for a credit to Hanover County for overpayment of dues; credit in the amount of \$6,900 to be given for three years; dues calculation is now being made by omitting the population of Ashland from that of Hanover County
- renegotiations of contracts and leases, resulting in a return of funds from the landlord (\$32,000) to forego mid-lease paint/carpet refresh; agency staff is volunteering time to complete some painting in the office
- Virginia Retirement System (VRS) contributions; required 5 percent employee contribution to VRS which was paid in one lump sum; salary offset provided to employees in the amount of 5.72 percent to maintain current take home pay; offset authorized by the Board
- phasing out of UASI Program; staff reduced from three full time planners to one full time planner
- completion of Electric Vehicle Planning Program; elimination of one full time planner when the grant program ended earlier this year

Mr. Crum said at the end of this fiscal year, on June 30, it is anticipated that money will be returned to the fund balance in the amount of approximately \$51,400. This will leave an undesignated fund balance of approximately \$285,877. The Board has directed that a designated fund balance in the amount of \$1 million be maintained, which is important to help with cash flow during the year. The agency is not linked to any of the local governments' financial departments; the agency is a stand-alone agency. The agency operates primarily on a reimbursement basis. It takes about \$280,000 per month to operate the agency. It is very important to have this type of fund balance available to sustain cash flow until reimbursements can be received from state and federal agencies.

At the end of the current fiscal year, it is anticipated that the total fund balance will be approximately \$1,285,877.

Mr. Crum said he will begin the review of the FY14 budget with highlights of the proposed work program. He said the agency will continue to be engaged with the Capital Region Collaborative (CRC), which is the regional strategic plan that planning district commissions are required to maintain. Seven priority areas have been identified, and work groups are beginning to report out recommendations to address implementation strategies. Members of the Board will be given presentations on these reports beginning in the fall. The CRC will recommend implementation steps to consider which will require input from the RRPDC Board. The CRC organizing council includes 18 public sector appointments, including many RRPDC Board members.

The work program will also include the following:

- regional indicators project; funding provided by The Community Foundation and other sources; project to be housed at RRPDC
- emergency management planning
- legislative program
- Sustainable Transportation Initiatives of Richmond (STIR)
- Richmond's Future
- GRTC Downtown Transfer Center Steering Committee
- Regional Age Wave Plan
- Smart Beginnings
- Comprehensive Economic Development Strategy (CEDS); action will be needed by the Board this fall on the CEDS recommendations
- Virginia Coastal Zone Management
- benefits of infill and brownfill development
- Census 2010 and ACS updates
- rural transportation
- City of Richmond – FY14 technical assistance project
- community profile updates
- regional planning directors work group
- Chesapeake Bay TMDLs; coordinated by agency staff to bring together local staffs to provide information on best management practices to address the TMDL program
- Richmond Region Energy Alliance

Within the Urban Transportation Division, the work program will include:

- Unified Work Program; Federal Highway Administration will be on site in the fall to review how the agency is meeting federal requirements
- Socioeconomic Data Development
- LRTP update
- Regional Travel Demand Model
- Transportation Database Development
- Congestion Management Process
- Intelligent Transportation Systems
- Transportation Improvement Program
- elderly and disabled needs and services
- regional public transportation services
- coordinated human services mobility plan
- intermodal planning, including logistics and freight movement
- Port of Richmond
- Air Quality plan and program
- bicycle and pedestrian planning

Mr. Crum reported that the FY14 budget will be a 3.3 percent reduction from the budget for FY13. Mr. Crum said he wanted to thank staff for all of their support in helping with cost containment. There have been cutbacks in out of state travel and personal development opportunities, as well as the elimination of some staff positions since 2009. Staff is being asked to do more with less resources.

The second year of the Hanover County dues credit will take place in FY14. Five grant programs will be eliminated (CEDS, electric vehicle, UASI, Chapel Island, and railroad mapping). The Regional Indicators Project will bring in grant funds of \$25,000; there is an indication that additional grant funds may be available in the fall for this project. Staff has stressed that funding for this project must be received in order for the agency to continue to house the project. Additionally, there is a proposal for a two percent salary adjustment for staff in the FY14 budget. Mr. Crum said he feels it is important to recognize the work of staff as no salary adjustments have been made in four of the last five years.

There have been cost containment measures undertaken in the agency, including:

- elimination of staff positions during 2009 – 2013: 6 full time and 4 part time (interns)
- travel and professional development restrictions
- agency supplies, equipment, and contracts evaluations
- landlord negotiations

Mr. Crum reviewed anticipated revenue sources in FY14:

Urban Transportation	59.8%
Local Member Dues	24.8%
Sublease, Misc., Fund Balance	2.4%
State Appropriation	4.7%
Emergency Management	4.1%
Rural Transportation	2.4%
Environmental	1.2%
Regional Community Indicators	0.5%

Operating costs for the agency in FY14 are expected to be:

Personnel	78.2%
Rent	13.0%
All Other	3.7%
IT Operations	1.9%
Training/Travel/Organization Dues	1.9%
Legal/Audit/Insurance	1.3%

Mr. Crum noted that over 91 percent of the operating costs are related to personnel and rent.

Mr. Crum said it is anticipated that approximately \$27,100 will be used from the undesignated fund balance to meet operating costs in FY14. Combined with the designated fund balance of \$1 million, at the end of FY14, on June 30, 2014, the total fund balance is expected to be approximately \$1,258,777. Mr. Crum said staff feels that the FY14 budget is sensitive to the economic times and provides a lower operating budget while still including a 2 percent salary adjustment for staff. The FY14 budget is a 3.3 percent reduction from the FY13 budget.

Mr. Crum said he would ask that the Board take action to approve the final FY13 budget as well as the proposed FY14 budget and work program. He said this could be done with one motion if there are no concerns.

Chairman Prichard noted that the Executive Committee took action earlier this morning to endorse approval of the FY13 budget and the FY14 budget and work program as presented. She asked if there were any questions or comments.

Ms. Graziano made a motion that the final FY13 budget and the proposed FY14 budget and work program be approved as presented by staff. Mr. Gecker seconded the motion. There was no additional discussion and the motion passed unanimously.

V. OTHER BUSINESS

A. Next Meeting – Chairman Prichard reminded members that the next meeting will be on Thursday, June 13. She noted proposed agenda items are listed in the agenda packet.

VI. ADJOURNMENT

There was no other business to bring before the Board and Chairman Prichard adjourned the meeting at approximately 10:15 a.m.

Robert A. Crum, Jr.
Executive Director

Faye O. Prichard
Chairman