

RICHMOND REGIONAL PLANNING DISTRICT COMMISSION
Minutes of Meeting
July 9, 2015

Members (Alternates) Present

Parker C. Agelasto.....	City of Richmond
Jonathan T. Baliles	City of Richmond
Karin Carmack	Powhatan County
Timothy M. Davey	Chesterfield County
Steve A. Elswick	Chesterfield County
Evan Fabricant.....	Hanover County
Daniel A. Gecker, Vice Chairman.....	Chesterfield County
Richard W. Glover	Henrico County
Kathy C. Graziano, Secretary.....	City of Richmond
Russell J. Gulley.....	Chesterfield County
Jimmy Hancock.....	Henrico County
James M. Holland.....	Chesterfield County
Angela Kelly-Wiecek	Hanover County
Floyd H. Miles, Treasurer	Charles City County
Tyrone E. Nelson.....	Henrico County
Patricia S. O'Bannon.....	Henrico County
C. Harold Padgett	Hanover County
Ken Peterson.....	Goochland County
Edward W. Pollard	New Kent County
Rodney Poole	City of Richmond
Randall R. Silber (A).....	Henrico County
Frank J. Thornton	Henrico County
Carson Tucker	Powhatan County
Arthur S. Warren	Chesterfield County
David Williams, Chairman.....	Powhatan County
Robert Witte	Henrico County

Members Absent

Daniel Arkin	City of Richmond
Dorothy Jaeckle.....	Chesterfield County
David A. Kaechele	Henrico County
Michelle Mosby.....	City of Richmond
W. Canova Peterson	Hanover County
Faye O. Prichard.....	Town of Ashland
C. Thomas Tiller.....	New Kent County

Others Present

John AmosRRPDC Legal Counsel
Mark Olinger..... City of Richmond

Staff Present

Barbara Jacocks Interim Executive Director/Director of Planning
Jo A. EvansAssistant Executive Director
Julie H. Fry Executive Secretary
Sulabh Aryal Planner
Anne DarbySenior Planner
Billy Gammel Planner
Chuck Gates Manager, Community Affairs
Jin LeeSenior Planner
Dan Lysy Director of Transportation
Dillon Massey..... Intern
Josh Mallow Intern
Barbara Nelson Incoming Director of Transportation
Kathy RobinsSenior Planner
Greta Ryan.....Senior Planner
Jackie Stewart.....Manager, Special Projects
Sarah Stewart.....Senior Planner
Peter M. Sweetland..... Finance and Contracts Administrator

Call to Order

Outgoing Chairman Peterson called the regularly scheduled July 9, 2015 RRPDC meeting to order at approximately 9:05 a.m. in the RRPDC Board Room. He then led members in the pledge of allegiance to the flag.

I. ADMINISTRATION

A. Certification by Commission Interim Executive Director of Meeting Quorum

Ms. Jacocks reported that a quorum of members was present.

B. Installation of FY16 Officers

Outgoing Chairman Peterson asked all incoming officers to stand and take the oath of office. Those being sworn into office, having been duly elected by Commission members during the June 11, 2015 meeting, were:

Chairman David Williams, Powhatan County
Vice Chairman Dan Gecker, Chesterfield County
Treasurer Floyd Miles, Charles City County
Secretary Kathy Graziano, City of Richmond

Following the oath of office, members congratulated the new officers with a round of applause.

C. Request for Additions or Changes to the Order of Business

Chairman Williams asked if there were any requests to change the agenda or order of business.

There were no requests and on motion made by Ms. Graziano and seconded by Mr. Miles, the agenda was approved unanimously as presented.

D. Approval of June 11, 2015 Meeting Minutes

Chairman Williams asked Ms. Graziano to present the minutes from the June 11, 2015 meeting.

Ms. Graziano asked if there were any changes or corrections to be made to the minutes.

Ms. O'Bannon thanked Ms. Fry for the well-written minutes that she provides as a record of each meeting.

There were no other comments and on motion made by Mr. Tucker and seconded by Mr. Gecker, the minutes for the June 11, 2015 meeting were approved unanimously as presented.

E. Approval of May 2015 Financial Reports

Chairman Williams asked Mr. Miles to present the financial report for May 2015.

Mr. Miles said if there were no corrections, he would make a motion to accept the May 2015 financial reports as presented. Ms. Kelly-Wiecek seconded the motion. There was no further discussion and the motion carried unanimously.

F. Open Public Comment Period

Chairman Williams opened the public comment period, noting that if anyone wished to address the members, to please come to a microphone and provide his or her name, locality of residence, and if appropriate the name of any organization being represented. Chairman Williams asked that any citizen speaker please limit comments to three minutes. If the speaker is representing a company or organization, the speaker will be allowed five minutes.

As there were no requests from the public to address members of the Board, Chairman Williams closed the public comment period.

G. Chairman's Report

1. Recognition of Outgoing Chairman

Chairman Williams said the Commission was very fortunate to have had Mr. Peterson serve as Chairman over the past year to lead the Commission through the office space lease renegotiations. When the lease was originally signed, it was at the height of the real estate market. One of the agency's largest expenditures has been the rent payment.

With his financial background, Mr. Peterson was able to assist in the negotiations of a lease renewal that will save the agency hundreds of thousands of dollars over the next few years. Mr. Peterson has ensured that the agency is on sound financial ground.

Chairman Williams said he would like to thank Mr. Peterson for doing such a great job over the past year and presented Mr. Peterson with a small gift in appreciation of his service to the RRPDC. Members thanked Mr. Peterson with a round of applause.

Mr. Peterson said he appreciated the support of all members who sit around the table. He said this has been a team effort, and the team is only as good as its members. Mr. Peterson said he agreed to serve as Chairman only if it was felt he could make a difference. He said he feels that by working together, the Region is moving forward with the rollout of the Regional Indicators Project and with the lease renegotiations to stabilize the financial foundation for the agency. He thanked members for their support, and he thanked Mr. Crum (in absentia), Ms. Jacocks, and Ms. Fry for their support during his term as Chairman.

2. Cancellation of August Meetings

Chairman Williams said that, traditionally, the August meetings are cancelled if no major or urgent agenda items are identified. He said as none have been brought forward, he would entertain a motion to cancel the August meetings, noting that during this morning's meeting, the Executive Committee took action to recommend the cancellation of both meetings. Ms. Graziano made a motion that the August meetings be cancelled if no major agenda items are identified. The motion was seconded by Ms. Kelly-Wiecek. There was no additional discussion and the motion carried unanimously. The next regularly scheduled meetings are set for Thursday, September 10, 2015.

3. Update on Search for Permanent Executive Director

Chairman Williams asked Mr. Peterson if he would provide an update to members on the search for a permanent Executive Director.

Mr. Peterson noted that the Search Committee met twice in June. During the meeting held on June 30, advertisements were approved (digital and hard copy forms), in addition to a

solicitation brochure that will be mailed to targeted community partners and agencies. A list of venues in which to place the ads was also approved. The advertisement has been posted online and will be active until July 31.

A budget was approved as well, in the amount of approximately \$15,000, the bulk of which will be used for transportation/lodging for any candidates who are brought in from outside of the Region for interview.

[Please note: At this time the recording equipment malfunctioned, and the remainder of the meeting minutes are written based on staff notes.]

The Search Committee will meet again on August 28 to review applications that have been pre-screened by the regional human resource professionals who sit on the Search Committee. Those applications will be screened further by the Search Committee for presentation to the RRPDC Personnel and Operating Policies Committee (Executive Committee) for their review. Once this review has been completed, dates will be set for interviews in mid to late September.

Mr. Peterson said the Search Committee has set a target date of December 1 to have a person hired. He noted that this date will be variable depending on when candidates can be interviewed and when the person who is hired will be able to begin work.

Chairman Williams thanked Mr. Peterson for his report. Chairman Williams said he has been very impressed with the expertise and knowledge of the regional HR professionals who are on the Search Committee. He said making the decision to use the regional human resource professionals to lead the search for a new Executive Director was a good decision.

Ms. O'Bannon noted that this approach has been used by other regional organizations as well.

H. Interim Executive Director's Report

Ms. Jacocks brought members' attention to the staff activity report, which is included in the agenda book under Tab 3 and details work being advanced by staff on behalf of the localities. She said staff will be happy to address any questions on what is included in the report.

Ms. Jacocks thanked everyone for their support during this period of transition.

Ms. Jacocks said she'd like to recognize Dan Lysy as this will be his last RRPDC Board meeting before his retirement date of September 1. She noted over the last 35 years, Mr. Lysy has probably worked close to 78,000 hours to support the transportation planning efforts of the Region. Members thanked Mr. Lysy for his work with a round of applause.

Ms. Jacocks said she would also like to welcome Barbara Nelson back to the RRPDC. Ms. Nelson will be stepping into the Director of Transportation position when Mr. Lysy retires.

Ms. Jacocks said the agency is lucky to have the benefit of Ms. Nelson's knowledge, expertise, and familiarity with the Region and its transportation projects and processes.

Ms. Jacocks said the final item she'd like to bring to members' attention is an update on the search for the Capital Region Collaborative's (CRC) Project Manager. She reminded members that all nine jurisdictions had agreed to provide funding, in cooperation with the private sector CRC members, for the Project Manager position. Ms. Jacocks reported that interviews for the position will be held on Monday, July 13. It is anticipated a Project Manager will be hired and ready to begin work no later than October 1, with a target date of September 1.

Chairman Williams thanked Mr. Lysy for his service to the RRPDC and Richmond Regional Transportation Planning Organization (TPO) over the past 35 years. He said he has benefited from Mr. Lysy's wealth of knowledge regarding state and federal transportation regulations. Chairman Williams said based on her previous work with Mr. Lysy here at the agency, he's confident that Ms. Nelson will be able to step into the position and continue to lead transportation planning efforts through a smooth transition process.

I. Environmental and Intergovernmental Reviews

Chairman Williams said RRPDC staff contacts partner agencies to ask for comments regarding each review and then compiles the comments to return to the appropriate reviewing agency. This report is provided for members' information only and requires no action. He said these are provided to members to inform them of the work being done by RRPDC staff in cooperation with local staffs as part of the statutory requirements for the agency and to let members know about development activities in their neighboring jurisdictions.

II. CONSENT AGENDA

Chairman Williams asked if there were questions on either of the Consent Agenda items. He noted that the Consent Agenda has been recommended for approval by the Executive Committee.

- A. Authorization for Interim Executive Director to File and Execute an Application for Federal Financial Assistance from the U.S. Department of Homeland Security to Continue Funding for a Position to Support Regional Emergency Management Planning
- B. Authorization for the Interim Executive Director to File and Execute an Application for Federal Financial Assistance from the Federal Emergency Management Agency (FEMA) / Virginia Department of Emergency Management (VDEM) Pre-Disaster Hazard Mitigation Planning Fund to Fund an Update to the Richmond-Crater Multi-Regional Hazard Mitigation Plan

Ms. Kelly-Wiecek made a motion that the Consent Agenda be approved as presented. Ms. Graziano seconded the motion. There was no discussion on either item and the motion to approve the Consent Agenda as presented carried unanimously.

III. UNFINISHED BUSINESS

There was no Unfinished Business to bring before the Board.

IV. NEW BUSINESS

A. Appointment of FY16 Standing and Ad Hoc Committees

Chairman Williams said the listing of these committees is included in the agenda book under Tab 7 for members' information. The RRPDC Bylaws authorize the Chairman to make these appointments with the concurrence of the Executive Committee, which was given during this morning's Executive Committee meeting. Members on the committees have been appointed in cooperation with recommendations from each of the jurisdictions.

B. Bus Rapid Transit (BRT) Special Assessment

Chairman Williams asked Ms. Jacocks to provide information on this agenda item.

Ms. Jacocks reported that the TPO had taken action at its April meeting to accept approximately \$46,000 in transit (Section 5303) funds from the Virginia Department of Rail and Public Transportation (DRPT) for use in development of baseline data for the BRT corridor.

City of Richmond staff has been in discussions with RRPDC staff to arrange for additional RRPDC staff assistance in preparing a strategic plan that will more fully realize the economic potential of the BRT and its interconnectivity to adjacent neighborhoods (7.5 mile corridor from Willow Lawn to Rocketts Landing). Ms. Jacocks introduced Mark Olinger, Director of Planning and Development Review for the City of Richmond. She said he can answer any questions about the work that members may have.

In accordance with the RRPDC Bylaws, the City of Richmond has agreed to a special assessment of \$100,000 to fund RRPDC staff assistance on the BRT project. The funds will pay for thirty (30) days of work by existing RRPDC staff in addition to hiring one full time planner and one intern, both under a one-year contract. Ms. Jacocks noted that much of the needed data has already been collected.

Legal counsels for both the City of Richmond and RRPDC have reviewed a Service Agreement between the City of Richmond and RRPDC. Ms. Jacocks said a summary of the Service Agreement is on the agenda for members' information.

Ms. O'Bannon asked if there was a copy of a resolution for members to review and approve. Ms. Jacocks said it was determined that a resolution was not needed since legal

counsels for the City of Richmond and RRPDC had approved the Service Agreement. The enclosed summary outlines what is included in the Service Agreement.

Chairman Williams asked if there were any other comments or questions.

There was no further discussion and on motion made by Ms. Graziano and seconded by Mr. Miles, members unanimously authorized the RRPDC Chairman to execute the proposed Service Agreement between the City of Richmond and the Richmond Regional Planning District Commission for Planning Assistance for Bus Rapid Transit Connectivity and Land Use Analysis.

C. Discussion of Mission, Goals, and Direction for RRPDC FY16 Meetings

Chairman Williams said a copy of the RRPDC mission statement was provided for members' reference under Tab 9 in the agenda book. He said he'd like for members to provide input, based on the mission statement, as to what the agency should accomplish over the next year. Based on that input, Chairman Williams said the mission statement, which was developed in 2004, may need to be revised in order to better reflect the type of work tasks that are undertaken by the agency.

To strengthen the **quality of life** throughout the Richmond region by serving as a **regional forum** of member local governments to address issues of **regional significance**, providing **technical assistance to localities**, and promoting and enhancing the collective consensus on the **economic, transportation, social, environmental, and demographic interests** of the region.

Chairman Williams reported that members of the Executive Committee had discussed this topic during their meeting this morning. He said there was consensus to move forward with reshaping the monthly RRPDC Commission meetings into more of a regional forum format. During these meetings, he'd like to propose that each jurisdiction bring forward any projects or applications that will be of interest to the entire Region. Chairman Williams said RRPDC staff will work with staffs in the jurisdictions to develop an agenda for the meeting. One jurisdiction will lead discussions each month, beginning with Ashland in September, and continuing in alphabetical order through the remainder of the year.

Ms. Jacocks said that the regional planning directors meet on a quarterly basis and during their last meeting, she presented this idea to them for their feedback. She suggested that the topics should focus on aspects of the RRPDC mission statement. Jurisdictions can provide information on best practices in a roundtable setting that will result in actionable items to take back to the localities for consideration.

Ms. Jacocks said any staff member from the jurisdictions can lead the discussions. She noted some examples of the types of topics:

- provide examples of programs, projects, or initiatives which may have application in other localities
- share best practices or ideas that, if scaled-up, would be regionally significant due to improved operational efficiency, shared capital costs, and/or better outcomes
- contributes to an understanding of the issues that are regional in nature, i.e., economic, transportation, social, environmental, and demographic interests
- addresses one or more of the identified Community Indicators

Ms. Jacocks said it is hoped that these regional forums will focus on how to best serve the localities and either add clarity to the mission statement or indicate that it should be revised. She said this will also provide an opportunity for the localities to share information and learn from one another.

Ms. O'Bannon noted that there was no reference to public safety issues on the listing and said that's one area all localities focus on.

Ms. Jacocks agreed that would be a quality of life issue that could be addressed. She said topics can also relate back to the Regional Indicators, which were rolled out last month.

Mr. Holland said he thought the regional forums concept was good, and he hoped that transportation issues and challenges could be discussed as these relate to every jurisdiction.

Mr. Thornton said he appreciated the new direction as well and hoped that it would provide an opportunity to discuss what he called "uncomfortable" issues that impact the residents of the jurisdictions. He noted that initiatives to address such issues as, for example, predatory lenders through changes in zoning may be a topic that could be addressed.

Chairman Williams added that during this morning's Executive Committee meeting, Ms. Graziano pointed out that the presentations should be more interactive. He said he'd also like for topics to cross tabs with the Regional Indicators. Chairman Williams noted that two of the indicators – high school graduation rates and poverty rates – show that the Region has work to do in those areas. He said he'd like for the discussions to be relevant and offer actionable takeaways.

Mr. K. Peterson said the goal of the RRPDC should be to improve the Region. He said the indicators will provide the greatest opportunities for creative solutions that will increase the Region's potential.

Mr. Holland said he agreed education issues cross jurisdictional boundaries as do safety concerns.

Ms. Graziano said that zoning issues to address blight can be hindered by state laws and regulations that limit how localities can address the issues.

Ms. O'Bannon said that public safety is a very important issue in every jurisdiction and one on which everyone can work together. She noted that, for example, emergency services are already shared when needed.

Mr. Thornton said he would like to determine how to involve the Region's constituents in the discussions as decisions made by the jurisdictions impact the citizens.

Mr. Agelasto said he believed citizen participation needed to begin at the local district level and is the responsibility of the elected officials. He said elected officials should provide an opportunity for their constituents to participate by providing information on agenda topics.

Chairman Williams said any staff member from the jurisdictions can lead the discussions, whether it's the Administrator/Manager, elected official, or planning director, etc.

Mr. Agelasto said that the City of Richmond is getting ready to update its master plan, and he thought this would be a good opportunity to receive feedback on social issues.

Chairman Williams asked members if there was a consensus to move forward with the regional forum approach to future meetings. Members agreed this new format should be initiated. Chairman Williams said outside speakers can be brought into the discussions as topic experts when appropriate. He pointed out a listing of potential speakers included in the agenda book.

Mr. Poole emphasized there should be interaction between members and any speaker who may be brought in and that there should be a key point to the presentation.

Chairman Williams said he agreed with Mr. Poole's suggestion as well as with all of the input he received from members this morning. He thanked members for their feedback.

V. OTHER BUSINESS

Chairman Williams asked if there were other items to bring before members for discussion. No items were identified.

VI. ADJOURNMENT

As there was no additional business to bring before the Board, Chairman Williams adjourned the meeting at approximately 9:45 a.m.

Barbara V. Jacocks
Interim Executive Director

David T. Williams
Chairman