

**RICHMOND REGIONAL PLANNING DISTRICT COMMISSION**  
**Minutes of Meeting**  
**May 14, 2015**

**Members (Alternates) Present**

Parker C. Agelasto.....City of Richmond  
Daniel Arkin.....City of Richmond  
Jonathan T. Baliles.....City of Richmond  
Steve A. Elswick.....Chesterfield County  
Evan Fabricant.....Hanover County  
Daniel A. Gecker, Treasurer.....Chesterfield County  
Richard W. Glover.....Henrico County  
Kathy C. Graziano.....City of Richmond  
Russell J. Gulley.....Chesterfield County  
Jimmy Hancock.....Henrico County  
James M. Holland.....Chesterfield County  
Dorothy Jaeckle.....Chesterfield County  
Angela Kelly-Wiecek.....Hanover County  
David A. Kaechele.....Henrico County  
C. Harold Padgett.....Hanover County  
Ken Peterson, Chairman.....Goochland County  
W. Canova Peterson.....Hanover County  
Edward W. Pollard.....New Kent County  
Rodney Poole.....City of Richmond  
Faye O. Prichard.....Town of Ashland  
Randall R. Silber (A).....Henrico County  
Frank J. Thornton.....Henrico County  
David Williams, Vice Chairman.....Powhatan County

**Members Absent**

Karin Carmack.....Powhatan County  
Timothy M. Davey.....Chesterfield County  
Floyd H. Miles, Secretary.....Charles City County  
Michelle Mosby.....City of Richmond  
Tyrone E. Nelson.....Henrico County  
Patricia S. O'Bannon.....Henrico County  
C. Thomas Tiller.....New Kent County  
Carson Tucker.....Powhatan County  
Arthur S. Warren.....Chesterfield County  
Robert Witte.....Henrico County

**Others Present**

John Amos .....RRPDC Legal Counsel  
Rick Chess ..... Chess Law

**Staff Present**

Robert A. Crum ..... Executive Director  
Jo A. Evans .....Assistant Executive Director  
Julie H. Fry ..... Executive Secretary  
Sulabh Aryal ..... Planner  
Anne Darby .....Senior Planner  
Billy Gammel ..... Planner  
Chuck Gates ..... Manager, Community Affairs  
Barbara Jacocks ..... Director, Planning  
Jin Lee ..... Senior Planner  
Dan Lysy ..... Director of Transportation  
Kathy Robins ..... Senior Planner  
Greta Ryan ..... Senior Planner  
Jackie Stewart ..... Manager, Special Projects  
Sarah Stewart ..... Senior Planner  
Peter M. Sweetland ..... Finance and Contracts Administrator  
Chris Wichman ..... Senior Planner

**Call to Order**

Chairman Peterson called the regularly scheduled May 14, 2015 RRPDC meeting to order at approximately 9:50 a.m. in the RRPDC Board Room. Chairman Peterson thanked members for their indulgence in having the meeting start time delayed as there were some time sensitive items that needed discussing at length during this morning’s Executive Committee meeting. He then led members in the pledge of allegiance to the flag.

**I. ADMINISTRATION**

**A. Certification by Commission Executive Director of Meeting Quorum**

Mr. Crum reported that a quorum of members was present.

**B. Requests for Additions or Changes to the Order of Business**

Chairman Peterson said that because of the later meeting start time and the schedules of some of the members, he would like to move all items requiring action up on the agenda for consideration while a quorum is in attendance. There were no objections to this request. There were no other changes noted, and on motion made by Mr. Gecker and seconded by Ms. Graziano, the agenda was accepted as changed.

## **II. CONSENT AGENDA**

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

- A. April 9, 2015 meeting minutes
- B. March 2015 financial reports
- C. Authorization for RRPDC Executive Director to File and Execute FY15 Federal and State Grant Application and Agreement on Behalf of the RRPDC for the Richmond Regional TPO's Amended FY15 Unified Work Program (provides funding for the RRPDC to complete a land use analysis for the portion of the Bus Rapid Transit corridor located within the City of Richmond)
- D. Authorization for RRPDC Executive Director to File and Execute FY15 Federal and Local Agreement on Behalf of the RRPDC for the Richmond Regional TPO's Bicycle and Pedestrian Count Technology Deployment Pilot Project

Mr. Gecker made a motion that the Consent Agenda be approved as presented. Ms. Graziano seconded the motion.

Chairman Peterson asked if there were any comments regarding the Consent Agenda.

Mr. Crum said there was one modification that needs to be made to Consent Agenda Item D, which is under Tab 6 in the agenda book. He said this is a resolution that authorizes the Executive Director to enter into a contract with the Federal Highway Administration (FHWA) to accept grant funds to conduct a Pedestrian and Bicycle Count Pilot Program. Mr. Crum indicated that out of 75 applicants nationwide, the Richmond Regional TPO was selected as one of ten metropolitan regions to be awarded these funds.

Mr. Crum said throughout the resolution, FHWA is referred to as the granting entity. However, at the end of the resolution, Item 2 indicates the funds will be granted by the Department of Rail and Public Transportation. Mr. Crum apologized for the error and indicated that Item 2 in its entirety needs to be removed from the resolution. He indicated that the formal resolution to be signed by Mr. Miles has already been corrected as stated.

Chairman Peterson asked if those making and seconding the motion would agree to a friendly amendment to make that correction to Consent Agenda Item D. Both Mr. Gecker and Ms. Graziano agreed to the correction. There was no other discussion and the motion to approve the Consent Agenda as amended carried unanimously. Ms. Prichard and Ms. Graziano abstained from the vote with regard to approval of the April 9 minutes as they were not in attendance during the April 9, 2015 meeting.

#### **IV. NEW BUSINESS**

##### **A. Presentation of Final FY15 Budget and Preliminary FY16 Budget and Work Program**

Chairman Peterson asked Mr. Crum to present this item for discussion.

Mr. Crum said that action by the RRPDC Board will be requested following his presentation. He noted that the RRPDC Executive Committee members have recommended this item for approval.

Mr. Crum said he will present a financial update on how the agency is tracking with regard to the current FY15 budget, which will end on June 30, 2015. He will also review a proposed budget for FY16, which will begin on July 1, 2015, and end on June 30, 2016.

The agenda packet includes detailed tables of expenditures and revenues for both fiscal years, and the revenues and expenditures for the RRPDC and the RRTPO portions of the budget have been provided.

For the current fiscal year, staff anticipates being able to add approximately \$27,700 to the undesignated fund balance at the end of the fiscal year. Mr. Crum said staff has worked with the current Chairman and incoming Chairman to be able to return funds to the undesignated fund balance. With this addition, the total fund balance at the end of FY15, on June 30, is anticipated to be approximately \$1,209,693.

Mr. Crum said he will highlight some of the programs in the FY16 work program, which is included in the agenda book under Tab 7. He said staff will be glad to answer any questions related to any of the work tasks.

About 75 percent of work completed by staff is funded by grant funds. Costs are incurred by the agency, and on a quarterly basis, Mr. Sweetland will invoice the grant funding entities for reimbursements. Some of the major grant-supported work tasks in FY16 will include the following:

- Urban Transportation Program – supports the TPO (PL and 5303 funds)
- Bus Rapid Transit Land Use Analysis
- Central Virginia Emergency Management Planning
- Regional Indicators
- Coastal Zone Management
- Rural Transportation Program

The agency also receives over \$600,000 from its local member jurisdictions. A portion of these funds is used to provide local match funds for grant programs. These funds also support planning tasks such as the following:

- Rotating Technical Assistance – Chesterfield (FY15), Henrico (FY16)

- CEDS Initiatives
- Maintain Regional Data Base
  - Land Use
  - Socioeconomic Data
  - Census
  - Data Layers
- Local Planning and Technical Assistance
  - Community Development Block Grant (CDBG) Priorities
  - Charles City County Telecommunications
  - Intergovernmental Reviews
  - GIS Data Development and Coordination
- Liaison with Regional Entities
  - Capital Region Collaborative
  - Partnership for Affordable Housing
  - Regional Age Wave
  - Richmond Region Energy Alliance
  - General Agency Administration

Mr. Crum reported that in FY16, the agency will be able to begin to target specific staff positions that are currently undervalued, while still being able to add funds to the undesignated fund balance.

Since the FY16 budget was first presented to members in December, Mr. Crum reported that staff has been able to confirm revenue sources for FY16, including:

- State funding under the Regional Cooperation Act; this funding has remained level at about \$113,000
- Member dues based on population estimates released in January, 2015
  - invoiced in July 2015 and due by July 31, 2015
- Richmond Regional TPO adoption of the Unified Work Program on May 7, 2015

FY16 revenue projections are expected to be as follows:

Urban Transportation	59.3%
Local Member Dues	23.3%
State Appropriation	4.4%
Emergency Management	3.8%
Community Indicators/Special Projects	3.8%
Rural Transportation	2.2%
Environmental	1.3%
All Other	1.3%

Mr. Crum also provided information on the anticipated dues amounts that will be invoiced to the local member jurisdictions. He noted that as a result of the reduced TPO assessment, local member dues are now under 60 cents per capita. Out of the 21 planning district

commissions in the state, the RRPDC dues rate is one of the lowest. The rate has not been changed since 1992.

Over the past several budget reviews, Mr. Crum said he has told members about his concern regarding the Senior Planner and Planner I positions, which are significantly undercompensated. There are six planners on staff who are earning below \$50,000 per year. Mr. Crum reported that during last month's Executive Committee meeting, staff was authorized to provide a targeted three percent increase to those planners. This will be about a \$1,500 per year increase. There are two administrative support positions that are based in the \$30,000 per year range. These two positions will receive an increase of \$800 per year. The Executive Committee further approved a two percent increase for the remainder of staff.

In the FY16 budget, personnel issues that needed to be considered include:

- Urban Transportation Planning Division
  - Division Director
    - successor to retiring Director; Mr. Crum announced that Barbara Nelson will be returning to RRPDC to assume the Transportation Director's position; Mr. Crum thanked the TPO Executive Committee for its guidance and support through the process.
    - target start date of July 1, 2015
- Senior Planner
  - fill vacancy created by promotion in April 2015
  - target hire date of October 1, 2015
- Agency Management
  - Interim Executive Director
    - assume July 1, 2015 – February 29, 2016 period of service
    - uses current executive director rate
- Executive Director
  - target start date March 1, 2016
  - uses current executive director rate
  - full benefits

For FY16, operating costs are anticipated to be as follows:

Personnel	77.8%
Rent	13.0%
IT Operations	2.5%
All Other	4.2%
Legal, Audit, Insurance	1.3%
Professional Development	1.2%

Mr. Crum reported that during the June RRPDC Board meeting, information on options for the current lease space will be presented to members for their review and consideration.

The budget being presented today assumes that the existing lease as it is currently will remain in effect.

It is anticipated that at the end of FY16, on June 30, 2016, approximately \$44,600 will be added to the undesignated fund balance. This will result in a total fund balance of approximately \$1,254,293 at the end of FY16. Mr. Crum thanked members of the Executive Committee for their support in being able to make staff salary adjustments. He said if the budget is managed conservatively, and if there are savings realized during the year, there may be another opportunity at mid-year for the Executive Committee to discuss additional adjustments to the targeted planner positions in order to make these salaries more competitive.

Mr. Crum said that concluded his presentation, and he asked if there were any questions. He said he would ask that members consider action to approve the final FY15 budget and the proposed FY16 budget and work program.

Chairman Peterson asked if there were any questions.

Ms. Graziano made a motion that the final FY15 budget and the proposed FY16 budget and work program be approved as presented. Mr. Glover seconded the motion. There was no additional discussion and the motion carried unanimously.

Chairman Peterson indicated this concluded the presentations on the items needing action by members. He said he appreciated members' cooperation in maintaining the quorum, and he understands that some members may need to leave in order to meet other schedule commitments.

## **I. ADMINISTRATION**

### **C. Open Public Comment Period**

Chairman Peterson 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 Peterson asked that any speaker please limit comments to three minutes.

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

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

Chairman Peterson reported that during this morning's Executive Committee meeting, members took action to endorse a slate of officers to serve during FY16 based on the established rotation of jurisdictions to serve as officers. That slate will be presented to members during the June meeting for consideration and action.

The Executive Director search process is underway. All nine member jurisdictions were contacted and have agreed to form a Search Team, with jurisdictions contributing human resource personnel to the Team. The four largest jurisdictions have offered to lead the effort, recognizing that the smaller jurisdictions may not have the resources to commit to this type of effort. The Team will hold its first meeting here at the RRPDC on Friday, June 5, 8:00 a.m.

An Interim Executive Director will need to be appointed no later than June 15, which is Mr. Crum's last day.

Chairman Peterson reported that members of the General Assembly who represent the Richmond Region have been invited to attend the June 11 RRPDC meeting during which the regional indicators will be presented. A limited number of indicators have been selected for this first presentation. The number and type of indicators will evolve over time, as may the list of those invited and the venue. Modifications will be made based on feedback received during the meeting.

Chairman Peterson said he would like to have some time during the June meeting to discuss a future strategy for the agency. He said he will solicit input, thoughts, and ideas from Commission members about what the agency can and should accomplish going forward.

#### **E. Executive Director's Report**

Mr. Crum brought members' attention to the 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 noted that a flyer has been distributed with information on farmers markets. This is an initiative of the Capital Region Food Collaborative which resulted from work of the Capital Region Collaborative. The Food Collaborative is being led by Doug Pick. Ms. Anne Darby, RRPDC Senior Planner, is providing staff assistance to the Food Collaborative.

Mr. Crum said this is probably the first time that a complete list of the Region's farmers markets has been compiled for distribution. Mr. Crum provided the Food Collaborative's website to members and said that Ms. Darby will also be able to answer any questions.

#### **F. Environmental and Intergovernmental Reviews**

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

Mr. Crum 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.

### **III. UNFINISHED BUSINESS**

There was no Unfinished Business to bring before the Board.

### **IV. NEW BUSINESS**

#### **B. RRPDC Work Products: Rivers of the Richmond Region Public Access Guide and Citizens Emergency Preparedness Guide**

Chairman Peterson asked Mr. Gates to provide information on this agenda item.

Mr. Gates said he will review two different documents that have become very popular throughout the Region. First, copies of the Rivers guide will be distributed to each member. On one side of the guide, there is a map of all public access points in the Region where the public can access a river. Private access points have not been included on this map. The public access points listed on the map are available at no cost or low cost to the public. On the other side of the guide are descriptions of each site, including the address and any amenities that are available.

Mr. Gates said 15 new sites have been added to this third edition of the guide. During this revision, the size of the map was increased slightly.

Mr. Gates noted that the first edition was released in 2011 as a result of work completed by the agency under the Virginia Coastal Zone Management program. One of the things that was repeated during the public meetings conducted by the Capital Region Collaborative (CRC) was that there was a lack of one central source for information on the Region's rivers. There was funding available through the Coastal Zone Management grant that would allow 3,000 copies of the guide to be printed. The supply of 3,000 guides was depleted in a matter of weeks.

The RRPDC was contacted by MeadWestvaco, through a contact involved with Leadership Metro Richmond (LMR), to ask how much funding would be needed to print another supply of the guides. Mr. Gates said 30,000 copies of the guide were printed in 2012 thanks to a donation from MeadWestvaco. Mr. Gates said the guides were distributed by numerous tourism groups and Sports Backers.

This supply was also quickly depleted. In March of this year, Mr. Gates said that MeadWestvaco was contacted by staff to see if they would be willing to fund a third edition of the guide. With another grant from MeadWestvaco, an additional 17,500 copies were printed. Mr. Gates said he has boxes of guides available for members who would like to distribute them in their localities.

Mr. Gates pointed out various changes and features of the new third edition, including the addition of sites along the Appomattox River, Swift Creek, and the North Anna River. Mr. Gates said some sites are rejected for inclusion on the guide because private property owners can change their minds with no notice about whether or not to allow public access from their property. Sites that require a membership are also not included on the guide. The marinas that are included on the guide are those that charge a daily use fee and do not require a membership.

Mr. Gates said that an offer has been made by DuPont to help print future editions of the guide on Tyvek, which is water resistant.

Mr. Gates noted that staff has already distributed copies of the third edition to tourism centers, the Richmond Metropolitan Convention and Visitors Bureau, river associations, Sports Backers, and some of the localities have also asked for copies.

Mr. Crum added that the guide was designed completely in-house by Mr. Gates and Ms. Darby. He said he would like to thank them for such a great product. Mr. Gates thanked Ms. Darby for being able to reach out to a network of river associations to ask for assistance on the site descriptions. He also said staff visited each site on the map to ensure the site did have public access.

Mr. Gates said the next work product he'll review is the Citizens Emergency Preparedness Guide. The booklet was designed and written by Mr. Gates and Ms. Robins, RRPDC Emergency Management Planner. The booklet came about as a result of a need identified at Survivor Day events. Mr. Gates pointed out that participants were given several different brochures during Survivor Day events that were cumbersome and not easy to manage. This guide has all pertinent information in one place regarding what to do during an emergency.

The guide was developed based on the Survivor Day curriculum. There are several blank pages in the guide for notes to be taken during a Survivor Day class. During Survivor Day, emergency kits are distributed and the guides are intended to be part of the kit. Mr. Gates briefly reviewed each section in the guide.

Mr. Gates said that the guide was developed and printed using state and federal grant funds. The guide proved to be popular enough that there was a demand to have the guide translated into Spanish. A firm was contracted to translate the guide. Once the initial translation was completed, Ms. Robins worked with the Hispanic Liaison at the Virginia Department of Emergency Management to review the translation and to ensure it could be easily understood by an average Hispanic citizen who may not speak English.

Audio versions in both English and Spanish were also produced for those who are unable to read or who are visually impaired.

Distribution of the guides has been made at Survivor Day events and by local emergency management personnel, health districts, partner organizations, church groups, and the localities.

Mr. Gecker asked if the guides are available in digital form. Mr. Gates said the guides are on the RRPDC website in a PDF format. The river guide is also on the RRPDC website.

Chairman Peterson thanked Mr. Gates and Ms. Robins for their presentation.

**V. OTHER BUSINESS**

Chairman Peterson 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 Peterson adjourned the meeting at approximately 10:45 a.m.

---

Robert A. Crum, Jr.  
Executive Director

---

Ken Peterson  
Chairman