

**RICHMOND REGIONAL PLANNING DISTRICT COMMISSION**  
**Minutes of Meeting**  
**October 12, 2017**

**Members and Alternates (A) Present**

Parker C. Agelasto.....City of Richmond  
Angela Cabell ..... Powhatan County  
Timothy M. Davey ..... Chesterfield County  
Steve A. Elswick ..... Chesterfield County  
Evan Fabricant..... Hanover County  
Gloria L. Freye ..... Chesterfield County  
Kimberly Gray.....City of Richmond  
Mike C. Gray.....City of Richmond  
Leslie Haley..... Chesterfield County  
Jimmy Hancock..... Henrico County  
Harvey Hinson..... Henrico County  
James M. Holland..... Chesterfield County  
Dorothy Jaeckle, Chair ..... Chesterfield County  
Angela Kelly-Wiecek ..... Hanover County  
Kristen Larson .....City of Richmond  
Susan Lascolette ..... Goochland County  
Floyd H. Miles..... Charles City County  
John Moyer..... New Kent County  
Tyrone E. Nelson, Treasurer ..... Henrico County  
Cynthia Newbille, Vice Chair ..... City of Richmond  
W. Canova Peterson ..... Hanover County  
Randy Silber (A) ..... Henrico County  
George Spagna, Secretary .....Town of Ashland  
Frank J. Thornton ..... Henrico County  
Randy Whittaker..... Hanover County

**Others Present**

John Budesky .....Goochland County  
Javon Burton ..... Richmond Association of Realtors  
Katherine Busser..... Capital Region Collaborative  
Joe Casey .....Chesterfield County  
Lee Downey ..... City of Richmond  
Josh Farrar..... Town of Ashland  
Elizabeth Greenfield ..... Richmond Association of Realtors  
Eric Gregory.....RRPDC Legal Counsel  
Rhu Harris ..... Hanover County  
Rodney Hathaway..... New Kent County  
Michelle Johnson ..... Charles City County  
Sarah Powers..... Richmond Health District

Deborah Usry ..... Usry Strategy  
 John Vithoulkas ..... Henrico County  
 Ted Voorhees ..... Powhatan County

**Staff Present**

Martha Shickle ..... Executive Director  
 Julie Fry ..... Executive Assistant  
 Chuck Gates ..... Deputy Executive Director  
 Barbara Nelson ..... Deputy Executive Director  
 Sulabh Aryal ..... Senior Planner  
 Ashley Hall ..... Manager, Capital Region Collaborative  
 Barbara Jacocks ..... Director of Planning  
 Jin Lee ..... Senior Planner  
 Kathy Robins ..... Senior Emergency Management Planner  
 Sarah Rhodes ..... Principal Planner  
 Greta Ryan ..... Senior Planner  
 Jackie Stewart ..... Manager, Special Projects  
 Sarah Stewart ..... Senior Planner  
 Brenda Stone ..... HR Coordinator  
 Peter Sweetland ..... Director of Finance  
 Chris Wichman ..... Senior Planner

**Call to Order**

Chairwoman Jaeckle called the regularly scheduled October 12, 2017 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**

Ms. Shickle, RRPDC Executive Director, reported that a quorum of members was present.

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

Chairwoman Jaeckle asked if there were any requests to change the agenda or order of business. As there were no requests to make any changes to the agenda, Chairwoman Jaeckle indicated the agenda would stand as presented.

**C. Open Public Comment Period**

Chairwoman Jaeckle opened the public comment period, noting that if anyone wished to address the members, to please stand and provide his or her name, locality of residence,

and if appropriate the name of any organization being represented. Chairwoman Jaeckle asked that any citizen speaker please limit comments to three minutes, and organizations should limit their comments to five minutes.

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

#### **D. Approval of September 14, 2017 Meeting Minutes**

Chairwoman Jaeckle asked if there was a motion to approve the September 14, 2017 minutes as presented. Dr. Spagna so moved and the motion was seconded by Ms. Lascolette. There was no additional discussion and the minutes of the September 14, 2017 meeting were approved unanimously as presented.

#### **E. Acceptance of the August 2017 Financial Report**

Mr. Nelson said if there were no questions on the report he will make a motion to accept the August, 2017 financial report as presented for file. The motion was seconded by Ms. Newbille. There was no further discussion and the motion carried unanimously.

#### **F. Chair's Report**

Chairwoman Jaeckle indicated she did not have a report this month.

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

Ms. Shickle brought members' attention to the staff Key Tasks report, which is included in the agenda book under Tab 3 and details key projects being advanced by staff on behalf of the localities. She said she will be glad to answer any questions on items in the report.

Ms. Shickle said she wanted to let members know that Kathy Robins, Senior Emergency Management Planner, has accepted a position with the City of Richmond. Ms. Shickle said that while the agency was sad to be losing her, everyone was glad she is staying in the region. Members congratulated Ms. Robins on her new position with a round of applause. Ms. Shickle reported that Ms. Robins' last day with RRPDC will be October 20.

## **II. CONSENT AGENDA**

Chairwoman Jaeckle noted there are no items included on the Consent Agenda this month.

## **III. UNFINISHED BUSINESS**

Chairwoman Jaeckle reported there is no Unfinished Business this month.

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

##### **A. FY17 Draft Audit Report**

Chairwoman Jaeckle asked Mr. Nelson, Treasurer and Chair of the RRPDC Audit Committee, to lead this discussion.

Mr. Nelson reported that the Audit Committee (Ms. Jaeckle, Ms. Newbille, Dr. Spagna, Mr. Tiller [absent]) met in conjunction with the Executive Committee this morning to review the Draft FY17 Audit Report with Mr. Mark Rhodes, who is with Dunham, Aukamp and Rhodes. Mr. Rhodes conducted the audit this year. Members of the Audit Committee and the Executive Committee are recommending acceptance of the Draft FY17 Audit Report by members of the RRPDC Board. Mr. Nelson noted that members received a copy of the draft Audit Report in their agenda packets last week. The report is found under Tab 4 of the agenda book.

Mr. Nelson invited Mr. Rhodes to provide a few comments on the report.

Mr. Rhodes said he is pleased to report that the audit resulted in a clean opinion. He said he will be glad to answer any questions as he reviews the report.

Highlights of the report to focus on include the following:

- Pages 1-3: Standard Auditor's Report stating no issues were found and the audit produced a clean opinion
- Pages 4-8: Management discussion to relate how the agency's finances are handled during the course of the year, including grants, revenues, and expenses
- Page 9: Statement of Net Position to show where the assets and liabilities of the organization sit
- Page 10: Net position shows an increase of \$78,000 for the year, with a detailed breakdown of income expenses
- Page 11: There is only one fund for the Governmental grants that are received
- Page 12: This shows the changes in the fund balance of Revenues over Expenses with an excess of almost \$30,000 to be added back to the General Fund; reconciliation is shown at the bottom of the chart
- Page 13: Footnotes and Notes begin on this page
- Page 31: Information on the Fringe rates
- Page 32: Information on the Indirect rates
- Page 33: Information on grants received over the year
- Page 34: Provides additional information on the auditor's opinion, noting no compliance issues related to grants or internal controls
- Page 39: This shows the budgeted to actual figures for the year with the change in net position

Mr. Rhodes said the audit produced no recommendations or raised any areas for concern. He asked if there were any questions.

Mr. Holland asked if there were any recommendations for the agency to follow going forward. Mr. Rhodes said there were no specific recommendations. He said he discussed alternate ways of managing the agency's finances with staff but noted there is more than adequate oversight and control in place already.

Mr. Nelson said if there are no other questions, he will make a motion that the Draft FY17 Audit Report be accepted as presented. Ms. Newbille seconded the motion. There was no additional discussion and the motion carried unanimously.

Chairman Jaeckle said before moving on with the agenda, she'd like to make sure everyone can hear what's being said. She noted that Ms. Shickle indicated work is still being done to calibrate the new speakers and any feedback from members will be appreciated.

Ms. Shickle added that the speakers are programmed so that when she speaks, those around her should not hear her voice through the speakers, but those on the other end of the room should be able to hear her through the speakers. She said staff wants to confirm that the speakers are programmed correctly.

## **B. Panel Discussion with Region's Chief Administrative Officials (CAO) and Managers**

Chairwoman Jaeckle introduced Mr. Rhu Harris, who is the Chief Administrative Official for Hanover County. He will be introducing those participating in the discussion this morning.

Mr. Harris said he appreciates the invitation for the region's CAOs and Managers to return again this year. The newer CAOs will be given the opportunity to introduce themselves and to provide an overview of their perspectives on how they view regional activities. He noted that the other CAOs and Managers are also in attendance and will be glad to participate in the Q&A session following the presentations.

Mr. Harris indicated that the CAOs and Managers meet on a routine basis, and sometimes see each other weekly during other meetings. All nine of the CAOs and Managers meet quarterly with Ms. Shickle as well to discuss what's going on in the region. During their meetings, they share personal stories and best practices to be able to assist one another with the challenges and successes in each of their communities.

He said this group comprises the Central Virginia area. Mr. Harris said he feels this is an incredible group of managers. He said during their regular discussions, any number of ideas are shared that can result in regional efforts such as the upcoming Regional Opioid Summit, which will take place later this month. He said everyone is invited to attend the Summit.

Mr. Harris said he would like to invite Ms. Johnson to begin the presentations.

Ms. Johnson said she is the new CAO for Charles City County and noted that she was born and raised in Charles City County. She has worked for the County over the past 12 years and was appointed as the CAO in June.

Ms. Johnson said she would like to provide information on what's happening in Charles City County. There are three primary topics of discussion in Charles City: Broadband, C4TG, and Route 106 Master Plan.

Several months ago, the County received a \$600 thousand grant from the State of Virginia to be able to offer broadband services in the County. She said the project is not completed yet; however, local businesses are receiving wireless services at this time.

The C4TG Project is in cooperation with NOVI Energy to construct a new facility in the County. NOVI will produce a 400 megawatt natural gas electric generator power plant. This will be built on 88 acres, breaking ground in 2020. The construction will provide about 1,500 jobs over three years, which will bring additional residents and the resulting economic impacts to the region as a whole. Once the facility is completed, there will be 60 fulltime positions.

Charles City County is working with RRPDC to update its Route 106 Master Plan. These efforts will look at the Route 106 corridor to determine how to develop the corridor to include mixed use, housing, industry, and retail areas that will in turn impact economic development and growth.

John Budesky, Goochland County CAO, said he has worked for three of the localities in the region. About 15 years ago, he moved into the region to serve as the CAO in New Kent County. From there he moved to Hanover County to serve as a Deputy CAO with Mr. Harris, and now he's serving as CAO in Goochland County. Mr. Budesky said he is honored to serve in a region where all of the different boards work so cooperatively together.

Goochland County is comprised of about 23,000 residents and sees approximately a 2 to 3 percent growth annually. The County is very diverse, with some of the highest median incomes in the region, but also with some pockets of poverty. He said the commitment of the County's residents is very strong. The community helped to raise over \$8 million to build a free-standing clinic to serve the area. There is a public-private partnership to operate an animal shelter which has raised funds to cover the majority of the County's portion of that cost.

Mr. Budesky said there is great interest in commercial growth in the County, especially along the eastern corridor of the West Creek development. The County's entire zoning ordinance is being rewritten to address the increased interest. He said this has offered opportunities to partner with RRPDC and other regional partners. Mr. Budesky said he appreciates being able to learn from the challenges in the other localities.

The health care industry is growing in Goochland County. The County was recently selected to house the new Sheltering Arms project. The westerly growth in Henrico County is also impacting Goochland County.

There are currently about 8,500 residential units in the County, with an additional 3,000 units approved. There are about 5,500 more units going through the approval process. Once all of these are constructed, the County will have doubled its residential capacity.

Mr. Budesky said Goochland County has decided not to eliminate its cash proffer system and will continue to accept legally allowed cash proffers. This has changed the way the County addresses its residential cases. All new developments must now submit environmental impact statements. Mr. Budesky said existing units were not taken into consideration with the legal changes. He noted that the County has entered into an agreement with TischlerBise to create a development impact model to address current and future development not listed in the current regulations.

Mr. Budesky said the County is working to develop a 25-year community impact program by the first of the year. This is being done in cooperation with Goochland County Schools.

Mr. Budesky said that while each locality has its individual differences, he has not been able to detect any significant operational differences after working with three different localities. He said the cooperation and collaboration between localities is tremendous and the respect that the local governing boards have for one another allows them to learn from and support each other.

Mr. Budesky said the regional relationships need to be recognized, such as the support with public safety issues and the day to day cooperation of public utilities staffs and similar services.

Mr. Farrar, Ashland Town Manager, said he's been in his position for about eight months, but he's worked for the Town for about ten years.

Mr. Farrar noted that if the localities are going to be the Richmond region, it needs to be understood that the challenges of the region are not just those of the jurisdiction where the challenge originates. Similarly, the challenges in one jurisdiction should be seen as regional in nature. Everyone has pride in their community, but there should be no reluctance to ask for assistance when it's needed.

Mr. Farrar said during last month's Capital Region Collaborative meeting, there was a report on what the region is doing well and what needs to be improved. He said the discussion was on how the collective "we" can help address issues in Richmond City's public schools. How do "we" help the counties address public transportation in a development pattern that has traditionally been for subdivisions? How do "we" help a small town, like Ashland, with clustering of poverty in areas that are walkable, accessible, and have public services. These are regional issues that have regional solutions.

In Ashland, the clustering of poverty was addressed through the collaborative efforts with Hanover County, the State of Virginia's Health Department, the faith community, and Town staff to create 501(c) organizations to address poverty in the Town's hotels, motels, and commercial areas. While the entire issue has not been completely solved, parts of it have.

Mr. Farrar said that people are moving to places because of what the places are. He said this is the opposite approach of how areas have traditionally attracted new residents. In Ashland, the approach is to make the Town a place that people will want to be, and in turn, those people will bring their businesses, ideas, and economic impacts with them.

The things that make the region an attractive place are the things that are unique to the region – history, the James River, the beer/food scene. The region is already a great place, and everyone needs to take advantage of that in ways that will also help address the regional challenges. Mr. Farrar said he encourages everyone to think of the Richmond region as a place in and of itself. Community building is fundamental to what local governments should be.

Mr. Farrar said that during last year's panel discussion, he noted that he sees the Town of Ashland as a macrocosm of the region – small urban inner core, surrounded by suburban areas, with a rural edge. He said the Town of Ashland can be a way to test how to address a certain issue, and he will be glad to assist.

Mr. Voorhees, Powhatan County CAO, said he has only been on the job for five months, but he has been working in local governments for over 25 years. He began his career in local government in Fairfax County, and from there went to Caroline County and on into North Carolina. Most recently he worked for the City of Fayetteville.

Mr. Voorhees said the Richmond region has a lot going for it, and he believes the region needs to do a better job of telling the great stories of the region. He said the issues of local governments are not political issues and need to be addressed in order to move the communities forward.

Mr. Voorhees said he is continuing the work of his predecessor by overseeing the new water tower project, construction of a new middle school, and a new 911 call center. The County is in a rebuilding mode, finishing up a new comprehensive plan. He said work is also being done on a new economic strategy, with the appointment of a new Economic Development Authority.

Mr. Voorhees said he supports regionalism and the benefits it can bring to the region. He said he's been in discussions with localities to the west of Powhatan County to see if there are opportunities to share public safety resources. He said the County is also looking forward to working with its other neighbors on continued public utilities projects. Mr. Voorhees said he thinks the region should work together to encourage a national broadband strategy.

Mr. Voorhees said he's looking forward to working with everyone in the region.

Mr. Harris asked if there were any questions for any of the CAOs or Managers who are in attendance today.

Ms. Kelly-Wiecek said everyone knows there are challenges with transportation funding to the localities. She asked how the region can work together to address this issue.

Mr. Hathaway said there are transportation challenges in New Kent County. Public transit is not a money maker for any locality. All transit is heavily subsidized. This is more challenging in a locality that is rural, like New Kent. He said these types of communities are too dependent on their own vehicles.

Mr. Hathaway noted that New Kent County is looking at establishing points of contact that may connect to Greater Richmond Transit (GRTC) services. Currently GRTC stops its service about three miles from New Kent County's western boundary. He said the County would be interested in establishing a Bottoms Bridge stop. The County has also been in discussions with the Williamsburg Transit Authority to see about setting up a pilot program for stops along the eastern boundary.

There is also an on-call service in cooperation with Charles City County – Bay Transit. He said there are challenges with this service because of the advance notice requirement. Mr. Hathaway said he has discussed with Bay Transit the possibility of establishing a regular service route that could include Bottoms Bridge and then connect with GRTC. He said funding is a big issue.

Mr. Vithoukas said Henrico County partnered with the City of Richmond and obtained a federal grant to pay for half of the Bus Rapid Transit (BRT) project along Broad Street. He said there will be the potential to create spurs to tie into Libby Hill. Henrico County spends over \$7 million per year on transit. There are hopes to expand transit westward in the coming year and to enhance weekend service, especially in eastern Henrico County.

Mr. Vithoukas said with regard to statewide resources, Henrico County decided to opt out of VDOT services several years ago. He said he considers this one of the best decisions the County ever made. The County now has the third largest road network in the State of Virginia.

Mr. Vithoukas said in order for the region to receive what it considers its fair share of transportation funding, it will require a regional response and the realization that in order to receive more funding, there will be a need to raise local taxes. Until there is a unified voice, the struggle will continue.

Henrico County continues its own work by putting in more sidewalks, enhancing train stations, and other road projects.

Mr. Downey noted that there is a change in commuting patterns. There used to be more commuting into the City of Richmond in the mornings with a mass egress in the evenings. Now the reverse is being seen as many people are living downtown and commuting out into the counties. This is requiring a new way of planning to be developed in order to handle traffic flow within the City.

The change in lifestyles is causing the focus to turn to making areas walkable and to allow for bicycle and bus traffic as well as moving residents out into the counties. Mr. Downey said he believes the BRT is the best example of how to start a trend that will eventually grow.

Mr. Casey said that one of the responsibilities of local government is to determine what is needed to allow residents to live well, work well, and get to other destinations for necessities. People do have choices on where to live or work.

For a public transit system to survive as a business, there is a requirement for 20 riders per hour per bus. The operating cost for a bus is about \$100.00 per hour which breaks down to a \$5.00 cost per person. The current GRTC fare is about \$1.50, which means local government subsidizes the cost by \$3.50 per rider. From a business perspective, local governments must decide how much of that \$3.50 they are willing to subsidize. If a bus takes 20 people one way, drops them off, and returns empty to pick up the next 20 people, then that is really only 10 people who are using the service.

Mr. Casey said it's important to recognize the business aspect without impacting the needs of residents. The way people travel is changing so care must be taken to ensure that is taken into consideration. The average Uber ride in the area is about \$10.00 per ride.

In Chesterfield County, there is a program called Access Chesterfield, which is eligibility based and serves the elderly, disabled, and low income residents.

Chesterfield County pivoted from cash proffers for schools, parks, libraries, fire stations, and roads, and put efforts into a roads based proffer. The funds are used for matching funds for revenue sharing or for Smart Scale projects important to the County. The County is also working to encourage developers to build the road network and not just the ingress/egress portions. Developers are given information on the entire road network that will be needed and are given the option of paying a per-house proffer or building the road network, which they may be able to do more quickly and for less money.

Mr. Harris said Hanover County tried a GRTC transit route in Mechanicsville for two years. He said the program failed miserably. It was determined that Mechanicsville was not ready for a transit program.

Mr. Harris said the train conversation has been front and center in the Hanover County area lately. He said rail works well in Hanover County, and they will do whatever they can to support the efforts.

There are many discussions to be had regarding the new State of Virginia road program with Smart Scale, limitations on the revenue sharing program, and the lack of a program for secondary roads. There is no funding mechanism for secondary roads, and these types of projects will not be prioritized under the Smart Scale program. Smart Scale gives advantages to local contributions. The challenge is how to get road projects funded under the new Smart Scale program.

Mr. Harris said Hanover County is working with the Virginia Municipal League and the Virginia Association of Counties to develop a plan to address funding for secondary roads. There is value in prioritizing road projects, but the entire secondary road system cannot be ignored. If the locality is not in one of the pre-determined *corridors of significance* the project does not qualify under Smart Scale. Mr. Harris said in order to have this program modified, it will take the efforts of everyone working together.

Mr. Agelasto noted that the funding formulas for each jurisdiction with regard to transportation funding can be very different. In the City of Richmond, when roads are repaved downtown, it requires the loss of on-street parking. The State of Virginia does not consider areas used for on-street parking and will not provide funding to pave those areas. There are two travel lanes all day long with two parking lanes. The parking lanes turn into travel lanes four hours each day for rush hours. The State will only reimburse for one travel lane. The City of Richmond picks up three-quarters of the cost for repaving in the downtown area because of how the State calculates funding. The counties in the region don't have this problem because most don't have on-street parking.

Mr. Agelasto said he believes the region needs to take a look at the differences in funding calculations and develop a unified approach.

Mr. Harris said the formulas have been developed over time and the State has admitted adjustments need to be made.

Mr. Harris asked if there were additional questions. As none were raised, he thanked the Board on behalf of the CAOs and Managers for inviting them to attend today's meeting.

## V. **OTHER BUSINESS**

No other business was identified.

**VI. ADJOURNMENT**

As there was no additional business to bring before the Board, on motion duly made and seconded, Chairwoman Jaeckle adjourned the meeting at approximately 10:10 a.m.

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Martha Shickle  
Executive Director

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Dorothy Jaeckle  
Chair