

RICHMOND REGIONAL PLANNING DISTRICT COMMISSION
Minutes of Meeting
June 8, 2017

Members and Alternates (A) Present

Angela Cabell	Powhatan County
Evan Fabricant.....	Hanover County
Kimberly Gray.....	City of Richmond
Mike C. Gray.....	City of Richmond
Leslie Haley.....	Chesterfield County
Harvey Hinson.....	Henrico County
Wayne Hazzard (A).....	Hanover County
Dorothy Jaeckle, Vice Chairman.....	Chesterfield County
Angela Kelly-Wiecek	Hanover County
Kristen Larson	City of Richmond
Susan Lascolette	Goochland County
Eric Leabough	Henrico County
Floyd H. Miles, Chairman.....	Charles City County
Tyrone E. Nelson, Secretary.....	Henrico County
Larry Nordvig.....	Powhatan County
Patricia S. O'Bannon.....	Henrico County
W. Canova Peterson	Hanover County
Randy Silber (A)	Henrico County
George Spagna	Town of Ashland
Frank J. Thornton	Henrico County
Randy Whittaker.....	Hanover County

Members Absent

Parker C. Agelasto.....	City of Richmond
Tommy Branin	Henrico County
Karin Carmack	Powhatan County
Timothy M. Davey	Chesterfield County
Steve A. Elswick	Chesterfield County
Gloria L. Freye	Chesterfield County
Jimmy Hancock.....	Henrico County
James M. Holland.....	Chesterfield County
John Moyer.....	New Kent County
Cynthia Newbille.....	City of Richmond
Rodney Poole	City of Richmond
C. Thomas Tiller.....	New Kent County
Christopher Winslow.....	Chesterfield County

Others Present

Eric Gregory.....RRPDC Legal Counsel

Staff Present

Martha Shickle Executive Director
 Julie Fry Executive Assistant
 Chuck Gates Deputy Executive Director
 Barbara Nelson Deputy Executive Director
 Barbara Jacocks Director of Planning
 Jin Lee Senior Planner
 Phil Riggan Planner
 Peter Sweetland Director of Finance

Call to Order

Chairman Miles called the regularly scheduled June 8, 2017 RRPDC meeting to order at approximately 9:10 a.m. in the RRPDC Board Room. He asked Mr. Fabricant to lead 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

Chairman Miles 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, Chairman Miles indicated the agenda would stand as presented.

C. Open Public Comment Period

Chairman Miles 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 Miles 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, Chairman Miles closed the public comment period.

D. Approval of April 13, 2017 Meeting Minutes

Chairman Miles asked Mr. Nelson to present the minutes of the April 13, 2017 meeting to members for their consideration and action.

Mr. Nelson asked if there were any changes or corrections to be made to the minutes. There being no corrections or comments, Mr. Nelson moved for approval of the April 13, 2017 minutes as presented. The motion was seconded by Ms. Lascolette. There was no additional discussion and the minutes of the April 13, 2017 meeting were approved unanimously as presented.

E. Acceptance of the March and April 2017 Financial Reports

Chairman Miles asked Ms. Shickle to present the financial reports for March and April 2017.

Ms. Shickle said if there were no questions, she would ask for a motion to accept the March and April 2017 financial reports as presented for file. Dr. Spagna so moved and the motion was seconded by Mr. Hinson. There was no further discussion and the motion carried unanimously.

F. Chairman's Report

Report from the Nominating Committee

Chairman Miles asked the Nominating Committee (Ms. Kelly-Wiecek and Ms. Lascolette) to make their report.

Ms. Kelly-Wiecek said she and Ms. Lascolette are recommending the following slate of officers to serve during FY18:

Chairman: Dorothy Jaeckle, Chesterfield County
Vice Chairman: Cynthia Newbille, City of Richmond
Treasurer: Tyrone Nelson, Henrico County
Secretary: George Spagna, Town of Ashland

Ms. Kelly-Wiecek said it is hoped that, over the next year, discussions can be continued with New Kent County that will result in a renewed commitment by the county to participate in RRPDC meetings on a regular basis. Once that occurs, the county will be placed back into the leadership rotation. Ms. Kelly-Wiecek said this recommendation is her motion to members.

Chairman Miles asked if there was a second to the motion. Mr. Fabricant seconded the motion to endorse the slate of officers for FY18 as presented by the Nominating Committee. Chairman Miles asked if there was any discussion.

Ms. O'Bannon asked if there is an issue with New Kent County. Ms. Kelly-Wiecek reported that New Kent County has not been represented at RRPDC meetings over the past year. She and others on the RRPDC Board are working with the county to obtain a renewed commitment from the county to participate in RRPDC meetings.

Ms. O'Bannon asked if non-attendance was addressed in the Bylaws. Ms. Kelly-Wiecek said there is no specific recourse in the current Bylaws. She said there are a number of issues regarding membership that are being considered by the Executive Committee.

Ms. Jaeckle added that members of the Executive Committee felt it was not wise to place a member into a leadership position when that member does not attend meetings.

Mr. Hinson asked if there has been any response from the county, noting the county used to be very active on the RRPDC Board. Ms. Kelly-Wiecek said a number of members are reaching out to the county at various levels to see what can be done to improve attendance. She said she has every confidence that the issue can be resolved by next year.

Ms. Jaeckle said the county administrator cannot tell his board members what they should do and it is hoped that by reaching out to other board members, a resolution can be reached. The current member has job conflicts that evidently prohibit his attendance at meetings. It is hoped his peers can apply some pressure to perhaps allow the appointment of another person to serve on the RRPDC Board.

Chairman Miles said county administrators can only suggest to their local governing bodies what should be done, noting this is a delicate situation. By working with other members of the local governing body, it is hoped the situation can be resolved.

Ms. Kelly-Wiecek said it is understood that members have commitments outside of their roles as elected officials. Members of the Executive Committee are trying to ensure that the RRPDC leadership is committed to the responsibilities that come with these positions.

Ms. O'Bannon said she thought there was a policy that if members missed three meetings in a row, they were sent a letter. Ms. Shickle said staff does record attendance and provides this to each of the localities on a regular basis. Ms. O'Bannon said she thought the member who was not attending meetings received a letter to that effect.

Ms. Shickle said the Executive Committee directed staff to draft language to use to communicate to all of the jurisdictions with regard to attendance and representation. It is, however, a local issue per direction from the Executive Committee, and staff is not in a position to enforce attendance. It is up to leadership at the local level to enforce this type of issue.

Ms. Kelly-Wiecek said the letter went out from Chairman Miles to each of the local governing body chairs in addition to all of those who are appointed to serve on the RRPDC Board.

Chairman Miles said it is a lot easier for a member's colleague to apply pressure than it is for the locality administrator or manager to try to tell the elected official what he or she should be doing. This is a local decision. In order for the jurisdiction to have representation on the RRPDC Board, they need to appoint someone who will be willing to make that commitment.

Ms. Lascolette asked if a letter should be sent to New Kent County advising them on action that the RRPDC Board will take regarding this matter. Ms. Kelly-Wiecek said she felt this was not necessary given the previous contact that has been made.

Chairman Miles said New Kent County has been given ample opportunity to respond to all of the inquiries that have been made.

Mr. Fabricant asked how long ago contact was made with New Kent County. Ms. Shickle said this has been an ongoing issue. She said she has spoken with the county administrator and RRPDC Executive Committee members have been discussing this since January through various channels.

Chairman Miles said he has also been in touch with the county administrator and other members of the county's local governing body over the course of the past several months.

Mr. Peterson said, as he sees this as a decision that should be made by the Executive Committee, he will call for the question on the motion to endorse the slate of FY18 officers as recommended by the Nominating Committee and the Executive Committee.

Chairman Miles asked for a vote on the motion. The motion carried unanimously. Chairman Miles said the election will take place during the July 13, 2017 meeting and the new officers will assume their duties at that time.

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.

II. CONSENT AGENDA

Chairman Miles noted there are no items included on the Consent Agenda this month.

III. UNFINISHED BUSINESS

A. Review of Proposed Revisions to RRPDC Bylaws

Chairman Miles asked Mr. Gregory to lead this review.

Mr. Gregory reported the revised Bylaws are being presented this morning for action per discussion during the April 8, 2017 meeting. He said members have had just over 60 days to review the proposed revisions, and he will be glad to answer any questions. Mr. Gregory said there have been some issues raised that continue to be outstanding, including alternate voting members, meeting frequency, and member attendance. He said he would recommend that the proposed Bylaws be adopted today as presented. There will continue to be an ongoing review of the Bylaws and any additional amendments can be brought forward at a future meeting. He said this is a typical practice in most organizations.

Ms. O'Bannon asked if these are being brought back today because of a certain required timeline. Mr. Gregory said the Bylaws do require that any proposed amendments be read twice within a 60-day period. Because of how the RRPDC meetings are scheduled, this morning's meeting provided that 60-day window from the first reading during the April meeting.

Ms. O'Bannon said she did not see any reference to the need to cancel meetings in the event of a weather emergency, such as snow. She said if there is a snow storm on a meeting day, there should be some type of notification process in place.

Mr. Gregory said cancellation of meetings is addressed under new Article VIII, Section 6. He said sub-section B is the closest reference to the issue Ms. O'Bannon has brought up. He said language to address emergency closings can be added during a future review. He said he would recommend that the proposed Bylaws be approved today as presented and additional amendments can be reviewed at a later date, such as at the September meeting. Mr. Gregory said the Chairman could also appoint an ad-hoc committee to work on additional amendments during the interim.

Ms. O'Bannon asked if there are any provisions for using electronic meetings to secure a quorum. She said she knows many organizations have specific policies as to whether or not attendance via Skype, for example, can be allowed. She said she didn't know if RRPDC has the technology to accomplish this type of attendance.

Ms. Kelly-Wiecek said she believed members had discussed this issue previously and it was determined that the agency does not have that technical capability in place.

Ms. Shickle said under the State Code, members cannot vote electronically. A conference call could be used to hold a meeting if the agency had that capability. However, members who were not physically present would not constitute a quorum. Mr. Gregory confirmed that a member needs to be physically present for a quorum to be met. Chairman Miles said he would agree that members need to be physically present to meet the quorum requirement.

Ms. O'Bannon said she is bringing this up because she's aware of the issue being a FOIA matter at another organization.

Chairman Miles asked if there was a motion to approve the proposed amended Bylaws as presented. Mr. Nordvig so moved and the motion was seconded by Ms. Kelly-Wiecek. There was no additional discussion and the motion carried unanimously.

Mr. Gregory said he will continue to work with the Executive Committee on additional amendments.

IV. NEW BUSINESS

A. Review of Proposed FY18 Budget and Work Program

Chairman Miles asked Ms. Shickle to present this item.

Ms. Shickle said this information is included under Tab 6 in the agenda packet. She said members of the Executive Committee reviewed a draft of the materials last month and again this morning. She said she will review highlights from the budget tables and review the recommended changes the Executive Committee has asked her to make. She will also review some of the highlights from the Work Program.

Ms. Shickle said staff has been working to reformat the budget tables. She said she understands that over the past several years, there has been some concern regarding how funds are handled by the PDC with regard to the administration of the TPO. She said staff has tried to reframe the line items to show how funding interacts across programs. She said she will appreciate any feedback members may have on the new format.

Ms. Shickle noted that the left hand column shows each of the seven program areas in the agency. These relate directly to the narrative in the Work Program. At the bottom of the spreadsheet are notes relating to variances from the previous year. Executive Committee members asked for this comparison. She said over time, more detail can be added as staff improves the format. She said she could not provide row-to-row comparisons as some of the rows do not appear in the old format, which was used last year.

Overall, there is a proposed net income for the year of \$5,519. This figure will be higher based on changes the Executive Committee has asked Ms. Shickle to make. Comparatively speaking, this is more modest than the current fiscal year projected net income. The draft proposed budget for FY18 that was presented to members in December showed a projected net loss for the year of \$296,000, so members can see that significant progress has been made by staff in cutting expenses and identifying additional income sources over the course of the past few months.

The top row on the spreadsheet shows allocation of funds by type – state funds, federal funds, General Assembly appropriation, etc. Each of these is broken down by program area. Ms. Shickle asked if there were any questions.

In continuing with the Expense spreadsheet, Ms. Shickle said she and Mr. Sweetland have been working to align the expense lines with those that appear on the agency audit. In the past, these expense lines did not match up.

The largest expense for the agency is Personnel, which includes salary, health insurance, payroll taxes, benefits, retirement, and training/professional development. The Executive Committee has recommended the budget be modified to include a salary increase pool equivalent to 2.5 percent of the existing base salary. This is a change from the five percent shown on the spreadsheet. Ms. Shickle said she will change the related figures accordingly. The Executive Committee recommended the budget be presented this morning with that change and invited Ms. Shickle to come back to the Board during a future meeting with information on position reclassifications to determine if any adjustments need to be made to specific positions to bring them in line with the market.

Information Technology will see some savings as staff is transitioning from a three-year equipment lease period to a five-year lease term.

Contractual and Professional Services line item includes the new legal services retainer, audit services, and payroll/HR software upgrades (taking advantage of services offered by the agency payroll vendor – ADP – and thus reducing staff time needed to administer some of the HR functions).

Ms. Shickle said staff is refining expenses to better monitor how funds are being spent. There are some expenses, however, such as insurance and organizational dues, that are fixed.

Expenses related to the office space will decrease as the subtenant, LMR (Leadership Metro Richmond), has negotiated its own lease with the property manager. This will result in the agency's rate being readjusted to show the lower square footage being occupied by RRPDC. The lease agreement was authorized by members in 2015 and will take affect in July, 2017. Part of this renegotiation included funds for tenant improvements, which were completed last fall. Rent escalation will begin this year and continue through 2022, when the lease term ends.

Ms. O'Bannon asked if the square footage being used by LMR is being removed from the amount used by RRPDC. Ms. Shickle said that was correct. The original lease was for about 16,000 square feet and this will be reduced to approximately 13,000 square feet.

Ms. Shickle said the Miscellaneous line is being reduced since the tenant improvement funds will not reoccur.

In Pass-Through Expenses, amounts for various grants are shown, but as these will pass through to consultants, the amounts will not impact the agency's bottom line. After June 30, 2017, any carryover amounts will be known and can be included.

There are proposed expenses for two capital expenditures – RRPDC web redesign and upgrades to the Board Room audio system. A detailed briefing on both of the projects was provided this morning to members of the Executive Committee. Ms. Shickle said members of the Executive Committee have authorized her to proceed with contract negotiations based on the budget that may be approved during this morning's meeting.

Ms. Shickle said the proposed Work Program has been developed using feedback and suggestions received from local government administrators/managers and key locality staff members. Ms. Shickle said while she was not able to include all of the suggestions, she hopes this will be a step in the right direction that can be improved upon over time. This format is the same as last year, and the section headings relate back to the budget lines on the spreadsheet.

Ms. Shickle said in Section II – Community Development, members may recall that the Comprehensive Economic Development Strategy (CEDS) has been a major project within the agency over the past two years. This document is submitted annually to the federal Economic Development Administration (EDA) and is updated every five years. When a locality applies for funding from the EDA for a local project, in order to receive funding, the project must correspond to the CEDS. Ms. Shickle said this will be an ongoing and more integrated part of the RRPDC work program. Staff will be working to take advantage of the new GO Virginia initiative and will work with the Crater PDC to identify any overlap with that region's CEDS.

On the next page, Ms. Shickle noted that RRPDC staff is redesigning how the agency approaches technical assistance projects. Historically, there have been two levels of local assistance – one with the larger jurisdictions and one in cooperation with the smaller jurisdictions. Ms. Shickle said she has received feedback from the local administrators/managers that the timing of the technical assistance projects wasn't always advantageous for the localities. Staff has been asked to help facilitate a discussion around broadband. Staff will begin to document what localities are doing with regard to facilitating and deploying broadband accessibility. While this is an administrative review, it is hoped the final product will be useful to localities as they work with vendors.

Goochland County has asked for RRPDC staff assistance with an update to the county's zoning ordinance. Staff will incorporate the development of a document that can be distributed to all localities on the process used while assisting Goochland County. This document will outline any challenges, etc., and how any issues are resolved.

Ms. Shickle said she would like to review information included in Section IV – Strategic Partnerships. She said she has been meeting with many of the agency's partners and stakeholders on how to address what is included in Item B – Championing Regional Collaboration, which was brought forward in discussions with the regional administrators/managers. One ongoing theme has been how the localities don't always receive credit for the cooperation that occurs routinely between jurisdictions. Ms. Shickle said RRPDC is working toward connecting all of the public information officers in the region to discuss how to get good news out to the larger community.

Mr. Hinson asked if there is a timeline for this effort. Ms. Shickle said this effort will be launched in FY18. Staff has received information on who in each of the jurisdictions should be invited to participate in a kick-off meeting, which will be scheduled in July or August. This group will be responsible for developing a campaign and process to communicate regional cooperation. Ms. Shickle said she believes social media will be key in the messaging.

Mr. Hinson asked if a survey of the region's citizens will be incorporated into this effort. Ms. Shickle said a survey instrument has been designed though it is being implemented through the Capital Region Collaborative and RRPDC will work closely with the survey team to incorporate results. She said she has discussed with some of the larger jurisdictions the satisfaction surveys that are already in place.

Ms. Cabell confirmed that the CRC has almost completed the funding securement, and she noted that the survey will include each of the region's nine jurisdictions.

Ms. O'Bannon said there has been a lot of media coverage recently on poverty in the region. She said when she speaks with reporters, she refers them to the CEDS document and will provide a link to the document. She said she noted that information from that document was not used in resulting news articles. Ms. O'Bannon said the reporters were not interested in reading background information.

Ms. Shickle said she appreciated that Ms. O'Bannon had provided the link to the document. Ms. Shickle said she has received feedback from members of the media and the general public that the RRPDC website is not easy to navigate. She said the agency will have a great opportunity to address this with the website redesign.

Ms. Shickle said Item B, under Special Projects, includes an activity that has not been fully structured at this time. She said she is interested in convening members of the RRPDC Board who are Planning Commission and Citizen representatives to serve as an advisory group to work with local stakeholders. Ms. Shickle said many jurisdictions are active in promoting local participation in the Land Use Education Program hosted by Virginia Tech. She said there is an interest in moving toward exploring issues that might be assigned to local planning commissions to address, such as poverty, affordable housing, broadband, healthy lifestyles, aging, etc. Ms. Shickle said she and those at Virginia Tech who run the Land Use program are interested in how resources can be provided to planning commissions to tackle such issues.

Ms. Shickle said the TPO certification review has been scheduled with the Federal Highway Administration for mid-August. There is an agency-wide commitment to receive a favorable outcome. It's not just the TPO policies and procedures that will be reviewed but the entire agency's policies and procedures. The indirect cost allocation study that was undertaken earlier in the year will be resulting in about eight to ten administrative policies that are consistent with Office of Management and Budget (OMB) financial and budget procedures. Changes have also been made to the agency's personnel and policies manual.

Ms. Shickle said citizen participation is always a key issue with the Federal Highway Administration, and she is looking forward to the redesign of the website in order to help address the issue of citizen participation.

In response to feedback from those smaller jurisdictions which do not have all of their jurisdictions included in the TPO study area, staff is restructuring the Rural Transportation Program. Staff hopes to be able to offer technical assistance in updating the Rural Long Range Transportation Plan to facilitate better cooperation with the urbanized areas. This will also offer a way for the more rural localities to advance transportation projects through transportation alternatives or SMART SCALE.

Mr. Hinson asked how the consultant for the travel demand model will be assisting. Ms. Shickle said the consultant has been assisting to build the model over the past year. This product will be available to all jurisdictions to use to run scenarios or investment strategies to determine likely outcomes.

Ms. Nelson added that since about 2008, the MPOs and TPOs around the state have been responsible for developing an internal capacity for modeling. Staff has been trying to take this development process to a higher level in order to use the model as a planning tool within agency planning activities as well as similar activities in the jurisdictions. She said the consultant was brought on board to provide directed work tasks, focusing on testing deficiencies in the highway transportation network. Staff has also been testing the model for transit alternatives in the region. Additionally, it will be used for freight modeling to look at various scenarios. The bulk of the consultant's work is to provide directive resources to the staff in order to develop a capacity to do a better job of transportation planning. This is funded through Regional Surface Transportation Program (RSTP) funds that were competitively awarded to the RRTPO through the project selection process.

Ms. Shickle said she will be glad to address any questions members have on the proposed budget or work program.

Mr. Peterson said he would encourage Ms. Shickle to contact HR personnel around the region to determine if agency staff is being appropriately compensated based on similar jobs in the market.

Ms. Shickle said she would ask members to take action to adopt the proposed FY18 budget that will incorporate the Executive Committee's recommendation to include a 2.5 percent salary pool as opposed to the five percent pool that is shown on the spreadsheet. This motion should include the proposed work program as well.

Mr. Peterson so moved and the motion was seconded by Ms. O'Bannon. There was no additional discussion and the motion carried unanimously.

V. OTHER BUSINESS

Ms. Kelly-Wiecek reminded members that the slate of officers for FY18 will be voted on during the July meeting.

No other business was brought forward.

VI. ADJOURNMENT

As there was no additional business to bring before the Board, Chairman Miles adjourned the meeting at approximately 10:00 a.m.

Martha Shickle
Executive Director

Floyd H. Miles, Sr.
Chairman