

RICHMOND REGIONAL PLANNING DISTRICT COMMISSION
Minutes of Meeting
July 13, 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
Jimmy Hancock..... Henrico County
Harvey Hinson..... Henrico County
James M. Holland..... Chesterfield County
Dorothy Jaeckle, Chairman Chesterfield County
Kristen LarsonCity of Richmond
Floyd H. Miles..... Charles City County
John Moyer..... New Kent County
Tyrone E. Nelson, Treasurer Henrico County
Dr. Cynthia Newbille, Vice ChairmanCity of Richmond
Larry Nordvig..... Powhatan County
Patricia S. O'Bannon..... Henrico County
W. Canova Peterson Hanover County
Randy Silber (A) Henrico County
Dr. George Spagna, SecretaryTown of Ashland
Randy Whittaker..... Hanover County
Christopher Winslow..... Chesterfield County

Members Absent

Tommy Branin Henrico County
Karin Carmack Powhatan County
Leslie Haley..... Chesterfield County
Angela Kelly-Wiecek Hanover County
Susan Lascolette Goochland County
Eric Leabough Henrico County
Rodney PooleCity of Richmond
Frank J. Thornton Henrico County
C. Thomas Tiller..... New Kent County

Others Present

Eric Gregory.....RRPDC Legal Counsel
Jen Giovannitti Powhatan County
Molly MacBean Van Go Inc.

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
Kathy Robins Senior Planner
Greta Ryan..... Senior Planner
Sarah Stewart..... Senior Planner
Peter Sweetland Director of Finance

Call to Order

Outgoing Chairman Miles called the regularly scheduled July 13, 2017 RRPDC meeting to order at approximately 9:00 a.m. in the RRPDC Board Room. He asked Dr. Newbille 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. Election and Installation of FY18 Officers

Ms. Shickle said that during last month’s meeting, the following slate of officers was presented to members for their consideration:

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

Ms. Shickle said unless there are any objections or nominations from the floor, a motion will be needed to elect these individuals to serve as RRPDC officers in FY18. Ms. O’Bannon so moved and the motion was seconded by Mr. Holland. There was no additional discussion and the motion carried unanimously.

Ms. Shickle asked each of the officers-elect to stand to take the oath of office. Following the oath, members congratulated the newly elected officers with a round of applause.

C. 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.

D. Open Public Comment Period

Chairwoman Jaeckle 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. 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.

E. Approval of June 8, 2017 Meeting Minutes

Chairwoman Jaeckle asked Dr. Spagna to present the minutes of the June 8, 2017 meeting to members for their consideration and action.

Dr. Spagna asked if there were any changes or corrections to be made to the minutes. There being no corrections or comments, Mr. Peterson moved for approval of the June 8, 2017 minutes as presented. The motion was seconded by Mr. Nordvig. There was no additional discussion and the minutes of the June 8, 2017 meeting were approved unanimously as presented.

F. Acceptance of the May 2017 Financial Reports

Chairwoman Jaeckle asked Mr. Nelson to present the financial reports for May 2017.

Mr. Nelson said if there were no questions, he would ask for a motion to accept the May 2017 financial reports as presented for file. Dr. Newbille so moved and the motion was seconded by Mr. Nordvig. There was no further discussion and the motion carried unanimously.

G. Chair's Report

Chairwoman Jaeckle thanked members for the opportunity to serve as Chair in FY18. She said she's looking forward to working with everyone.

Chairwoman Jaeckle reported that she will be attending the annual summer conference of the Virginia Association of Planning District Commissions (VAPDC) next week.

Chairwoman Jaeckle also stated that she will be working with the Executive Committee members to identify projects the agency can undertake. She said she believes that while each jurisdiction does very well in addressing issues on its own, she thinks some issues will have better outcomes if the entire region works together. As an example, when Fort Lee was being considered for closure during the most recent Defense Base Closure and Realignment Commission (BRAC) efforts, member jurisdictions of the Crater PDC joined together to successfully lobby against closing Fort Lee. Chairwoman Jaeckle reminded members that several years ago, RRPDC jurisdictions worked together successfully to initiate the Richmond Express Barge Project that brought economic development opportunities to the Port of Richmond.

- Cancellation of August Meetings

Chairwoman Jaeckle said that traditionally, the August RRPDC Executive Committee and full Commission Board meetings are cancelled. She said the Executive Committee is recommending cancellation of the August meetings unless agenda items needing attention are identified. She asked if there was a motion to cancel both the RRPDC Executive Committee and full Commission Board meetings as previously scheduled for August 10, 2017. Mr. Nordvig so moved; the motion was seconded by Mr. Gray. There was no additional discussion and the motion carried unanimously. Chairwoman Jaeckle indicated that notice on the status of the August meetings will be sent to members by August 1.

Ms. O'Bannon asked if the RRTPO federal review was going to be held on August 10 as well as August 16-17.

Ms. Nelson clarified that the Federal Highway Administration and the Federal Transit Administration will be conducting a review of RRTPO programs on August 16 (9:00 a.m. – 4:00 p.m.) and 17 (9:00 a.m. – 2:00 p.m.). A public hearing will be held on August 10 (5:30 – 7:30 p.m.) at RRPDC. She said all members will receive a formal notice of the review dates and times.

- Appointment of Standing and Ad Hoc Committees

Chairwoman Jaeckle said that typically RRPDC Standing and Ad Hoc Committees are appointed during this meeting. However, these appointments will be made during the September meeting.

Ms. Shickle added that she and Chairwoman Jaeckle met earlier this week to review the committee appointments. They agreed to continue to appoint members to the Large and Small Jurisdictions Committees. Even though these two committees did not meet over the past year, it was felt that having the structure in place was prudent in case there are issues that need to be discussed by those two committees. The Standing

Committees are largely comprised of members of the Executive Committee and deal primarily with operations of the agency. Ms. Shickle noted that a listing of all committees will be included in the September meeting packet for members' information.

Chairwoman Jaeckle said one of the reasons it was decided to keep the Large and Small Jurisdictions Committees intact is there may be times when issues are brought before the Board that could be discussed in more detail with a smaller group that could, in turn, bring a recommendation back to the full Board for consideration.

- **Recognition of Outgoing Chairman**

Chairwoman Jaeckle said members owe a real debt of gratitude to Mr. Miles for agreeing to take on the additional responsibilities of the Chairmanship over the past eighteen months. Members thanked Mr. Miles with a round of applause.

Chairwoman Jaeckle said she was very grateful that Mr. Miles was willing to step into the Chairman's position as she and Mr. Nordvig were both new to the Executive Committee and didn't feel comfortable assuming that role at the time.

Chairwoman Jaeckle said she would like to present a small gift to Mr. Miles on behalf of the Board to show their appreciation for his service. Members again thanked Mr. Miles with a round of applause.

Mr. Miles said he appreciated all of the assistance provided to him over the last eighteen months. He said everyone tried to do what they believed to be best for the agency and the region. He thanked members for their support.

Chairwoman Jaeckle said there are only three members on the Charles City Board of Supervisors, and she knows Mr. Miles takes on a lot of responsibility on behalf of his governing body.

H. 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'd like to provide some updates to issues that have been discussed over the course of the past year. She said a lot of time was spent discussing how to find funding solutions to support the agency's Emergency Management program. The agency did receive funding that was not expected through the competitive grant application process. In addition, two communities made requests of the Department of Emergency Management (VDEM) to transfer portions of unallocated funds over to the Emergency Management program. Ms. Shickle said six months ago there were discussions on how the program was going to continue to be funded headed into the new fiscal year, and now, the program will

have ample funds to continue to provide support to the Central Virginia Emergency Management Alliance (CVEMA). Staff has worked closely with VDEM to establish a better process and strategy to use in the future when applying for grant funding.

Ms. Shickle reported that the agency has partnered with Virginia Commonwealth University (VCU) to bring on board a Wilder Fellow during the 2017-2018 academic year. The student is part of VCU's Department of Homeland Security program and will work with Ms. Robins and other members of CVEMA.

Ms. Shickle said that over the next several months, all of the region's localities will be asked to review the Multi-Region All Hazards Mitigation Plan. Staff has been working with each of the jurisdictions' emergency management staffs to prepare materials that will be provided to each of the local governing bodies for review. The Plan will become effective once the first jurisdiction approves and adopts the Plan. The five-year timeframe leading up to the next required Plan update will begin at that time.

Ms. Shickle said staff is looking forward to continuing work on behalf of the jurisdictions during the new fiscal year. She said she'd be glad to hear any feedback from members regarding how meeting topics can be improved and how staff can better support each of the jurisdictions.

Mr. Nordvig said that on page 7 of the Key Tasks Report, under Tab 3, with regard to the Strategic Partnerships section, he'd like to bring to members' attention that there is a new organization of which he is now a member – Regional Substance Abuse Awareness Coalition (RSAAC). He said this is a joint effort between Powhatan and Goochland Counties. Mr. Nordvig said he would like to suggest that RSAAC be considered as a strategic partner for the RRPDC. He said RSAAC has received a grant in the amount of \$100,000 to address the heroin/opioid epidemic that has become widespread across the country. Mr. Nordvig said Goochland and Powhatan Counties are above average in the state for deaths and overdoses; Virginia is above average in the country. He said RSAAC would like to partner with other jurisdictions and agencies to bring in additional resources and to work on a coordinated effort to address the issue.

Ms. Shickle reported that the new audio system will be installed in the Board Room in late August. She said when members attend the September meeting, there will no longer be table microphones. Microphones and new speakers will be installed in the ceiling. The new system will allow digital recording and sound amplification simultaneously.

Ms. Shickle said the system will also include the capability for those with some brands of hearing aids to have their devices interface directly with the audio system so they hear sound through their devices. This will eliminate any feedback they might encounter by having sound go through the ceiling speakers and then into their hearing aids. Ms. Shickle said this option will not only assist with the agency's ADA compliance, but it will offer a more welcoming environment for those with hearing issues. Signage will be placed in the Board Room to provide instructions on how to use the new feature.

Mr. Holland asked if the agency has the capability to provide information electronically to members. Ms. Shickle said staff can poll members to see who may be interested in receiving copies of agendas via email. Ms. Fry said agenda packets are already provided to a number of people in this manner, and staff will be glad to add any others to that distribution list. Mr. Holland and Mr. Davey said they would both like to receive information electronically.

Chairwoman Jaeckle said she thought it wouldn't be a bad idea to send the packet out electronically to all members. Ms. Shickle said staff will reach out to everyone over the next few weeks in preparation for the September meeting to receive feedback on how members prefer to receive information and to confirm contact information.

Mr. Holland said he felt receiving information electronically will be more cost effective and efficient.

Mr. Holland said, with regard to Smart Beginnings (under Strategic Partnerships), he met with Rebekah Holbrook (United Way) this week to discuss a regional plan on how to address children's learning needs over the summer. He said Smart Beginnings will be reaching out to the jurisdictions for feedback on this topic.

Mr. Holland said he'd like to remind members to ensure their jurisdictions are prepared for the hurricane season.

Mr. Nordvig said Smart Beginnings recently provided a presentation to the Powhatan County Board of Supervisors. He asked Mr. Holland if he had been able to learn how educational content is determined for the Smart Beginnings program. Mr. Holland said that was not discussed. Mr. Holland said the primary focus of his discussions with Smart Beginnings was to determine how to develop a regional plan for summer engagement to prevent learning loss over the summer months.

Mr. Fabricant added that he is currently reading a book by Malcolm Gladwell entitled *Blink: The Power of Thinking Without Thinking*. He said the topic of learning loss over the summer, particularly for lower income children, is one area addressed in the book.

Mr. Davey asked if there was a particular set of evaluation tools used on the environmental reviews that are completed by RRPDC staff and included in the Key Staff Tasks report. Ms. Shickle said RRPDC serves primarily as a clearinghouse to push out the information to the region's jurisdictions. She said staff will complete a synopsis to provide to the jurisdictions for any comments. If there is a direct relationship to a regional plan that RRPDC has an active role in administering or leading, then staff will provide comment to those reviews. If there is a direct impact on regional transportation planning or emergency management, for example, then staff would provide these to the appropriate agencies, such as CVEMA, for comment.

Mr. Davey said many of the environmental regulations are becoming very onerous, with the addition of many layers of approval. This can impact economic development, which RRPDC works on via the Comprehensive Economic Development Strategy (CEDs). He said he wondered if there had been or could be any review of the environmental regulations with regard to the environmental reviews.

Mr. Davey said there are current conversations being held on Corridors of Statewide Significance, which overlaps with economic development and transportation issues.

Mr. Davey said he is bringing up both of these topics as possible areas where more regional cooperation could take place and where RRPDC could take a more active role in convening the jurisdictions to work together to have one voice.

Ms. Shickle thanked Mr. Davey for those suggestions.

II. CONSENT AGENDA

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

III. UNFINISHED BUSINESS

Chairwoman Jaeckle said no Unfinished Business has been identified for discussion.

Chairwoman Jaeckle recognized Mr. Fabricant. Mr. Fabricant said a considerable amount of time was spent during last month's meeting to discuss one jurisdiction that had not sent a representative to meetings over the past several months. He asked if the Executive Committee has had any further discussions on how to reach out and be proactive with the jurisdiction.

Mr. Moyer, New Kent County Planning Commission representative to the RRPDC Board, noted that he is in attendance today. He said at the last meeting of the Planning Commission, Mr. Pollard read a letter to members that thanked him for his service on the RRPDC Board. Mr. Moyer said he has wondered about the non-attendance comments he's read in RRPDC meeting minutes, because Mr. Pollard routinely reported on RRPDC Board actions during Planning Commission meetings.

Mr. Moyer noted that three months ago, he was appointed by the New Kent County Planning Commission to replace Mr. Pollard on the RRPDC Board. Due to one meeting being cancelled and a conflict while he was out of town on business, Mr. Moyer said today's meeting is the first one that he's been able to attend. He said he plans to attend meetings regularly going forward.

Mr. Fabricant said it was a pleasure to have Mr. Moyer join the RRPDC Board. Chairwoman Jaeckle also welcomed Mr. Moyer to the meeting.

IV. NEW BUSINESS

A. Discussion on FY18 Expectations and Goals

Chairwoman Jaeckle asked Ms. Shickle to lead this discussion.

Ms. Shickle said the conversation earlier in the meeting has already provided some feedback to her with regard to future work tasks and meetings. She said she'd be glad to hear any other feedback members may have. She said some conversations have been held on whether or not a smaller group should be convened to have more in-depth discussions and brainstorming. Ms. Shickle noted that full Board meetings do not always offer the right setting for such discussions. If members have suggestions about how to engage on setting future goals and expectations, she would be interested in hearing those.

Chairwoman Jaeckle said the January meetings may be cancelled and she thought there could be a request for some members to meet in January to hold a brainstorming session.

Ms. Shickle added that in 2019, the RRPDC will celebrate its 50th anniversary. She said she thinks this presents an opportunity to look back over the last 50 years and to look ahead to determine what the agency should look like in the future and how it can best serve the region's localities. Ms. Shickle said there have been many changes over the last 50 years in the region and in the localities. She said it seems appropriate for the agency to think about how its role in service to the localities should change.

Ms. Shickle said she has set, for her own purposes, January 1, 2019, as the date she would like to have an idea in place of what the agency should be and how to look ahead to the next 50 years with regard to structure. It makes a lot of sense to determine what the agency should be doing prior to making any other structural changes as these go hand-in-hand. Ms. Shickle said this will provide an opportunity to think about the agency's identity related to the jurisdictions at all levels – elected officials, planning commissions, citizens, and the agency itself.

Mr. Nordvig asked if an ad hoc group could be formed to discuss the agency's mission, etc., as he believes this goes outside of the Executive Committee's role. He said there is a need to involve a more diverse group.

Ms. O'Bannon noted that in 2011, Henrico County celebrated its 400th anniversary. She said it took five years to plan for the event. Over "the year of shameless self-promotion," as Ms. O'Bannon said she called it, the County reached out into all areas to promote what the County does and how it supports its citizens. Ms. O'Bannon said the region needs to learn about RRPDC and how it serves the localities. Some time and effort is needed to plan for the anniversary. Hanover County has already begun planning for its 300th anniversary in 2020. Ms. O'Bannon said she thought an ad hoc committee would be a good idea to determine how RRPDC can tell the community about itself – what the RRPDC is and what it does. Henrico County's focus was on economic development, and she believes Hanover County is using a similar theme.

Ms. O'Bannon said she would suggest the focus for RRPDC should be on what the federal government looks for when it performs its review of the RRTPO's programs.

Mr. Hinson said he thought it would be a good idea to invite all of the jurisdictions' County Administrators and Managers to the RRPDC so they could provide a regional perspective on what they see going on in their jurisdictions. Chairwoman Jaeckle said this was done last year and there are plans to invite them all again later in the fall.

Chairwoman Jaeckle said if anyone is interested in serving on the ad hoc committee, please contact her or Ms. Shickle.

V. OTHER BUSINESS

No other business was brought forward.

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 9:40 a.m.

Martha Shickle
Executive Director

Dorothy Jaeckle
Chair