

RICHMOND REGIONAL PLANNING DISTRICT COMMISSION
Minutes of Meeting
October 11, 2018

Members and Alternates (A) Present

Steve A. Elswick Chesterfield County
Gloria Freye..... Chesterfield County
Kimberly Gray.....City of Richmond
Mike Gray.....City of Richmond
Harvey Hinson..... Henrico County
James Holland Chesterfield County
Angela Kelly-Wiecek Hanover County
Kristen LarsonCity of Richmond
Susan Lascolette Goochland County
Anne Marie Lauranzon..... Hanover County
William Mackey Henrico County
Sandra Marshall..... Henrico County
Tyrone Nelson, Vice Chair..... Henrico County
John Moyer New Kent County
Cynthia Newbille, Chair.....City of Richmond
Larry Nordvig..... Powhatan County
Patricia O’Bannon Henrico County
Canova Peterson Hanover County
George Spagna, TreasurerTown of Ashland
Randy Whittaker..... Hanover County

Others Present

Eric Gregory RRPDC Legal Counsel
Molly McBean..... Van Go

Staff Present

Martha Shickle Executive Director
Katherine Busser RRPDC Consultant
Diane Fusco..... Office Coordinator
Barbara Jacocks.....Director of Planning
Jin Lee Senior Planner
Sarah Stewart..... Senior Planner
Brenda Stone-CannadayHR Coordinator

Call to Order

Chairwoman Newbille called the regularly scheduled October 11, 2018 RRPDC meeting to order at approximately 9:20 a.m. in the RRPDC Board Room. She then led members in the pledge of allegiance to the flag.

Certification by Commission Executive Director of Meeting Quorum

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

I. ADMINISTRATION

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

Chairwoman Newbille asked if there were any requests to change the agenda or order of business.

Chairwoman Newbille said she would like to remove the Financial Report from the Consent Agenda to be discussed later in the meeting.

Chairwoman Newbille said Ms. Shickle's report will be moved up on the agenda. Ms. Shickle will provide a report on the recent meeting of the Public Outreach and Engagement Committee and an overview of the committee's recommendation on agency branding. This will be discussed immediately following Public Comment.

As there were no other requests to change the agenda, Chairwoman Newbille said the agenda will stand as changed.

B. Open Public Comment Period

Chairwoman Newbille 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 Newbille asked that any 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 Newbille closed the public comment period.

E. Executive Director's Report (Tab 5)

Ms. Shickle said she would first like to provide an update on the status of the newly formed Standing Committees as approved by members during last month's meeting.

The Finance/Audit/Facilities Committee will hold its inaugural meeting later this month. She said volunteers to serve on this committee are welcome. She said staff will begin

reaching out to Commission members to ask for volunteers to serve on this and the other two new Standing Committees – Public Outreach and Engagement and Operations.

Ms. Shickle said the Finance/Audit/Facilities Committee will review the FY18 Audit Report during its upcoming meeting to be held on October 25. Members will also discuss the process to begin development of the FY20 budget.

The Public Outreach and Engagement Committee met on October 4 to review feedback provided by Commission members with regard to the new RRPDC branding identity. Members of the committee discussed the feedback with representatives from West Cary Group (WCG) and additional feedback was provided by Mr. Gregory, RRPDC Legal Counsel, on the Virginia Code section that addresses PDC naming.

During this morning's meeting, members of the Executive Committee discussed the Public Outreach and Engagement Committee's recommendation regarding the brand identity. The Executive Committee is interested in moving forward with WCG to develop the name Plan RVA – The Regional Commission, including work on a logo.

Chairwoman Newbille said she felt the committee did a good job with addressing the concerns brought forward during last month's meeting.

Ms. O'Bannon asked if what was being passed around is what the public will see. Chairwoman Newbille said that is correct. What is being recommended will be the agency's brand. Ms. O'Bannon asked if this had been presented for public input.

Chairwoman Newbille said the Public Outreach and Engagement Committee met first to address with WCG the concerns brought forward by Commission members during last month's Board meeting.

Mr. Nordvig said he will review the slides very quickly. He said the committee reviewed all of the concerns that had been voiced during last month's Board meeting. He said key points discussed were the following:

- RVA – does this really refer to the entire region
- *plan* versus *planning*
- legality of the PDC's name per the Virginia Code

Mr. Nordvig pointed out that currently, there is no consistency with agency branding.

Mr. Hinson asked for the rationale in renaming RRPDC. Mr. Nordvig said the current name is archaic and lengthy. The website is outdated and hard to navigate. All of the different logos currently in use are very confusing. The reading level on the current RRPDC website had been analyzed and is found to be at a college graduate level. Mr. Nordvig noted that the website should be used as an outreach tool to the general public and to all of the agency's partners and stakeholders. As stewards of public funding, the agency needs to do a better job of reaching out to the public.

Mr. Hinson said that by taking *regional* out of the mix, he feels the agency is sending the wrong message. Mr. Nordvig said what is being presented is what has been recommended by the Public Outreach and Engagement Committee. He noted that the word *plan* can be used both as a verb and as a noun. He said the agency has a plan for the region, and the agency also plans for the region. Adding *Regional Commission* seems to address the concern of showing that the agency is a regional body. This also may meet the legal requirement with regard to the Code.

Mr. Nordvig said he feels that all of the concerns have been addressed and noted that a decision must be made fairly quickly in order to meet the proposed website rollout after the first of the year.

Mr. Gregory said during last month's meeting, he brought forward information regarding state requirements for PDC naming. He said he's fleshed out his opinion with additional research. He said he's provided a follow-up memo to Chairwoman Newbille and Mr. Nordvig regarding his opinion.

Mr. Gregory said Section 15.2-4203 of the Virginia Code is as follows:

B. The charter agreement shall set forth:

1. The name of the planning district. An entity organized as a planning district commission under this act may employ the name "regional council" or "regional commission" as a substitute for the name "planning district commission."

He said this is the only statutory guidance provided. There is an attorney general's opinion that touches on the issue by stating when a statute says what can be done specifically, it does not mean there may be other options.

Mr. Gregory said he also reached out to other PDCs and to the Department of Housing and Community Development (DHCD) for input. Most all of the state's PDCs use the language as stated in the Code. Mr. Gregory said his opinion is that he does not know if Plan RVA – The Regional Commission will be Code compliant. He said this does not mean that it can't be used. Mr. Gregory said he's only pointing out the legal issues and the guidance that is available in the Virginia Code.

Mr. Gregory said he's not certain going with what is being proposed will have any legal ramifications. He said he's not sure that anyone would come forward with a claim against using Plan RVA.

Ms. Kelly-Wiecek said after reading the Code, she asked Mr. Gregory if there is anything in the Code about what wording can come before the possible names as stated in the Code. She encouraged everyone to read the Code and determine if what is being proposed is a tagline or a name change.

Mr. Gregory said he does not believe what is being proposed is a legal name change, which would involve a Charter change. As he understands it, the legal name of the agency will remain the same as it is in the Charter – Richmond Regional Planning District Commission. One of the examples provided in the slide deck shows the full legal name at the bottom of the document. This can also be included on the website. He said this would be a good compromise.

The Code is broad in its allowance of using the other two name options. He said as long as *regional commission* is included, this should be acceptable. By keeping reference to the full legal name as it is included in the Charter, Mr. Gregory said he thinks using Plan RVA – The Regional Commission should be acceptable.

Chairwoman Newbille said she thinks the intent is to have a more accessible brand without changing the legal name. The legal name will always be included on whatever is published to the broader community. This is what the Public Outreach and Engagement Committee is recommending.

Mr. Nordvig said originally what was being recommended was Plan RVA – Better Together. In light of what is stated in the Code, this was changed to include The Regional Commission.

Chairwoman Newbille recognized Mr. Hinson.

Mr. Hinson acknowledged all the work that has been done on this issue. He said he apologized for not being up to date on those discussions. He said his gut reaction to what is being proposed is that more confusion is being created, and he wonders how this can be avoided. He said the map of the region shows the geographic area represented by RRPDC. He said he does not want to lose sight of this fact. One concern has always been to keep all of the localities engaged. All of the smaller jurisdictions are just as important as the larger jurisdictions in the region. Mr. Hinson said everyone needs to be represented as everyone is operating under the same enabling legislation. He said he does not want to lose this regional feeling.

Chairwoman Newbille said she agreed with Mr. Hinson that all jurisdictions need to be equally represented.

Mr. Elswick said he thinks there are other regional issues that need to be addressed. He said a lot of time and effort has been put into the brand identity discussions. He said he feels that this effort minimizes the other work that the agency needs to focus on.

Mr. Peterson said he understands that the use of RVA has come to encompass the entire region. He said some confusion is being created with the inclusion of the Richmond Regional Transportation Planning Organization (RRTPO). He said he didn't feel RRTPO should be a part of this effort as it is a totally separate entity that contracts with RRPDC for services. Mr. Peterson said he agrees that the logo and brand are out of date, but he feels more work needs to be done to reach a final product.

Ms. Kelly-Wiecek said this is a broader effort to encompass the entire strategic plan and how the agency interacts with the public. This effort is trying to emphasize the individual localities and the work done on behalf of the localities, minimizing the bureaucratic look the agency now projects. She said efforts are being made to focus on all of the localities. The brand being proposed is to assist in letting others know what the agency is all about. Ms. Kelly-Wiecek said she does not think the use of RVA is Richmond-centric any longer.

Mr. Nelson said the current name uses Richmond, so he's not clear on what the concern is with regard to minimizing attention to all of the localities. He said Richmond Regional Planning District Commission is about the entire region and all of the jurisdictions. Mr. Nelson noted that he read an article referencing the branding of Northern Virginia as NOVA and the Richmond Region as RVA. The Hampton Roads area does not have a similar branding name and the article asked if that is hurting the Hampton Roads region. He asked if the regional map should be included.

Mr. Moyer said the region is Richmond. He noted the new branding name for the Washington, DC area is DMV – District, Maryland, Virginia. Mr. Moyer said he likes the logo, but he doesn't think it tells anyone what the agency actually does.

Chairwoman Newbille agreed that trying to get across what the agency does is why the effort was undertaken.

Ms. O'Bannon said the goal is to have someone not associated with the agency to be able to know what the agency does by looking at the logo. She said she doesn't see that with what is being proposed. She said she likes the use of RVA. She said the region consists of nine jurisdictions. That is not included in this logo. She said she thinks the map needs to be included to show all of the jurisdictions. It does not visually describe the agency.

Ms. Lauranzon said a logo is only as good as the support materials. She asked if this was to be the logo upon which to build other documents and taglines.

Mr. Nordvig said the committee discussed many of these same concerns. He said Richmond is in the current name. No jurisdiction is being discounted in the current name. He said the agency needs a logo that is iconic, quick, easy to identify. He said the current map is not an iconic logo. Mr. Nordvig asked what can be used instead. As stewards of the public's money, he reminded members this effort is costing money.

He said it is very difficult for the entire Board membership to reach a final design decision. The Public Outreach and Engagement Committee was tasked with coming up with a logo that quickly expressed a general concept to drive people to the website or other social media sites. Mr. Nordvig said he's not sure the general public cares how many jurisdictions make up the agency. What the public wants to know is what the agency does, what are the outcomes, and what is the end result. He said he thinks what is being proposed serves that purpose.

Ms. O'Bannon asked about finding another ad agency who will do the work at no cost.

Chairwoman Newbille asked if any members have feedback on agencies that will do pro bono work to take those recommendations to a member of the Public Outreach and Engagement Committee. That committee will in turn bring the information to the Executive Committee which will have authorization to move the effort forward. Chairwoman Newbille said any other feedback should be given to the Public Outreach and Engagement Committee as soon as possible.

Ms. Kelly-Wiecek asked if emails had gone out to members asking for volunteers to participate on each of the new Standing Committees. Chairwoman Newbille said that was correct.

Mr. Gray asked when a final product is needed.

Chairwoman Newbille asked Ms. Shickle to develop a timeline for the work to be presented to the committee and suggested that the Executive Committee hold a special meeting to discuss just this one topic.

Ms. Shickle said with regard to the timeline, the Commission took action last year to complete a website update. In concurrence with that work, the strategic planning process was begun. As the work moved forward, feedback was given to WCG which they used to develop what is now being presented. Ms. Shickle said she feels the desire of the Board has always been to have a more functional website. Work on the website was suspended until the underlying strategic planning and branding work could be completed. Ms. Shickle said a new website cannot be delivered until a new brand is developed. It was the hope that the new website could be launched in conjunction with the agency's 50th anniversary celebrations in 2019.

Chairwoman Newbille said she would like for the Public Outreach and Engagement Committee to meet before the end of October. The Executive Committee should meet in a special session to discuss the outcome reached by the Public Outreach and Engagement Committee. She would like to have a final recommendation to present during the November Board meeting. She thanked members for the feedback as she feels it's important for all members to be able to embrace what is being proposed.

C. CONSENT AGENDA

- 1. September 13, 2018 Meeting Minutes (Tab 1)**
- 3. Resolutions of Appreciation for Outgoing Member (Tab 3)**

Chairwoman Newbille said if there is no request to remove either Item 1 or Item 3 from the Consent Agenda for additional discussion, she will ask for a motion to approve the Consent Agenda as presented. Ms. Kelly-Wiecek so moved and the motion was seconded by Ms. Gray. The motion carried unanimously.

II. OTHER BUSINESS

1. June 2018 Financial Report (Tab 2)

Ms. Shickle noted that the format for the financial report has been modified to include only the past two months of revenues and expenses, which are listed by category. This is not in a final form, and the report will continue to evolve as the agency moves from a cash basis to an accrual basis in order to achieve better performance management. The report format will be discussed with the Finance/Audit/Facilities Committee when it meets later this month. This committee is being chaired by Dr. Spagna.

Ms. Shickle said she hopes the new format will allow members to better track where the agency sits financially within the budget. Staff is also portioning larger amounts of funding received early in the fiscal year, such as member dues, over the entire fiscal year.

Mr. Holland said accrual basis will provide a better idea of how revenues are matched to expenses. He said instead of showing *versus budget*, he would prefer seeing *deviation*. He said a summary income statement would also be helpful.

Chairwoman Newbille thanked Mr. Holland for his feedback and willingness to serve on the Finance/Audit/Facilities Committee.

Ms. Kelly-Wiecek asked how the agency was performing with its use of a finance management company, and she asked if a Director of Finance is being sought. Ms. Shickle said Ms. Swinger is coming in only once per week at this time. She said once the audit is finalized she would like to have a discussion with the Finance/Audit/Facilities Committee about long term staffing.

Ms. O'Bannon asked why there is a budget gap of \$191 thousand. She said this is an increase over the last report by about \$30 thousand. She said she thought there was going to be a meeting about maintaining the \$1 million designated fund. Ms. Shickle said the Finance/Audit/Facilities Committee will meet later this month. She said she hopes to be able to discuss with the committee ways to address budget shortfalls.

Ms. O'Bannon noted that drawing on the designated fund balance for operating expenses should not be a routine practice. Ms. Shickle said the revenues have not been sufficient to meet expenses. She said adjustments have been made to help meet rent expense and efforts are being undertaken to decrease staff expenses. She said other recommendations will be presented to the Finance/Audit/Facilities Committee.

Ms. O'Bannon asked where revenues are coming from. Ms. Shickle said major revenue sources are from local member dues and the programmatic revenues such as those from the RRTPO. There are other smaller grant resources as well, such as those for Emergency Management and Natural Resources. There is also the annual state funding allocation.

Ms. O'Bannon asked if that is related back to the need to hire additional staff in order to charge work hours back to grants. Ms. Shickle said that is correct. She said staff is working to ensure hours being charged back to limited grants are not overstated. Staff is also working to ensure that transportation funding is being maximized. When there is more staff to charge hours back to grant funding, there is a more efficient use of those funds.

Mr. Hinson asked what steps are being taken to stop the use of the designated fund balance. He asked what the net income amount was for the two-month period of May and June. Ms. Shickle said she will ask Ms. Swinger to send that information out to members.

Ms. Shickle said staff is working to reduce expenses in areas where it makes sense to do so. A sub-lease tenant was found to help offset the cost of rent, which is an indirect cost. The next step is to ensure there are staff members working in areas that are funded by a revenue (grant) source. She said this will drive the indirect rate down. Ms. Shickle said staff vacancies are also being reviewed to see where additional staff can be brought in.

Mr. Hinson asked when the agency can be made whole again using those tactics. Ms. Shickle said she expected that to happen by the end of this fiscal year. She said better financial reports will assist in tracking use of funds. Ms. Shickle said it will be important for staff and Commission members to have financial reports that can show the agency's progress throughout the year. She said Ms. Swinger has been able to help develop a new report format to assist in tracking how staff hours are being coded.

Mr. Hinson asked if an update will be provided each month. Ms. Shickle said a report will be provided monthly. She noted with the formation of the Finance/Audit/Facilities Committee, this will provide an opportunity for additional feedback and participation in the agency's financial reporting process.

Chairwoman Newbille confirmed that the Finance/Audit/Facilities Committee will meet later this month and will be tasked with assisting staff in developing a plan to address financial concerns.

Chairwoman Newbille said if there was no more discussion, she would ask for a motion to accept the financial report for this reporting period as presented. Ms. Gray so moved and the motion was seconded by Dr. Spagna. The motion carried unanimously.

I. ADMINISTRATION

D. Chair's Report

Chairwoman Newbille said she did not have a formal report and asked that the next item on the agenda proceed.

1. Review of Committee Membership and Status

Ms. Shickle reported that invitations to participate on the new Standing Committees have been sent to Commission members. She said she appreciates Mr. Holland's willingness to serve on the Finance/Audit/Facilities Committee. She said she will be following up with the committee chairs and Commission members to see if others will be willing to serve on the other Standing Committees. She said she understands the time constraints of members to commit to serving on an additional committee. Ms. Shickle said it will be appreciated if members would volunteer to serve on a committee that matches their interests. This will assist agency staff in being able to move initiatives forward and to provide better information to Commission members during Board meetings.

Chairwoman Newbille reminded members of the three new Standing Committees:

- Public Outreach and Engagement: Larry Nordvig (Powhatan), Chair
- Finance/Audit/Facilities: George Spagna (Ashland), Chair
- Operations: Tyrone Nelson (Henrico), Chair

She said it will be appreciated if members will reach out to Ms. Shickle regarding the proposed listing of membership on each of the Standing Committees to let her know if members will be available to serve.

Ms. Lascolette said during this morning's Executive Committee meeting, it was noted that the proposed membership of the Operations Committee is predominately non-elected individuals. She said it has been recommended that each committee be comprised of at least two-thirds elected officials. Chairwoman Newbille said that request has been noted and staff will work to make that modification.

2. Motion to Approve New Staff Position (Tab 4)

Ms. Shickle noted that there is a memorandum included in the agenda packet under Tab 4 regarding the creation of a new staff position. She reported that earlier this year, she was contacted by Wendy Austin, who serves as the contract executive director of the Friends of the Lower Appomattox River (FOLAR). Ms. Austin requested a meeting to discuss an organizational partnership that had been suggested to her by Dr. Joe Casey, Chesterfield County Administrator.

Ms. Shickle said FOLAR has been awarded a grant from the Cameron Foundation to complete their Appomattox River Trail Master Plan. This is a multi-jurisdictional plan to construct trail facilities along the Appomattox River. There is strong support for this partnership as indicated in the materials included in the agenda packet. In the Richmond region, support is being offered by Chesterfield County.

Ms. Shickle said the request is for RRPDC to host a position that will report back to FOLAR. This will allow FOLAR to have access to a professional individual who will oversee the implementation of the master plan. Ms. Shickle said in conversations she's

had with Ms. Austin, Dr. Casey, and Mr. Morris (Crater PDC), they all agree that this provides an opportunity for RRPDC to offer this service.

Ms. Shickle said she is bringing this to the Commission to see if there is interest to take advantage of this opportunity and to approve the position. Ms. Shickle said the position will be considered an employee of the RRPDC and 100 percent of the employee's time will be allocated to the FOLAR Master Plan. FOLAR will reimburse RRPDC through their grant funds for 100 percent of the salary and fringe costs through June 30, 2019. At that time, it will be determined whether additional funds will be available to cover other indirect costs associated with the position.

Mr. Peterson asked why Crater PDC was not hosting this position. Ms. Shickle said in conversations with both Crater PDC and Chesterfield County, it was felt that RRPDC was better suited to absorb the position. She said RRPDC has a different compensation and benefits package, and Crater PDC felt RRPDC would be a better fit for the position.

Mr. Elswick noted that Crater PDC is much smaller than RRPDC and it was felt that RRPDC was positioned to offer a better compensation package. All costs will be reimbursed. He said the Cameron Foundation also felt that the project may be one that can be tied to future projects along the James River.

Ms. Shickle said from a programmatic perspective, RRPDC is more attractive because of its size and administrative capacity. This allows RRPDC to think more holistically about the trail network in the region. During the RRTPO meeting last week, it was reported that the agency has been approved to participate in a technical assistance project – the Trolley Line Trail in Ashland. She said there is an opportunity to build connectivity in the trail systems going north to south and being able to intersect with the Capital Trail.

Ms. Gray asked if RRPDC staff tracks their time electronically by project. Ms. Shickle said the agency does use a database system (Access) to track time by pay period. Funders are billed based on the time tracking system. Tracking time is a mandatory requirement for most grant funders.

Ms. Lascolette clarified that the position will be supervised by FOLAR and not RRPDC. Ms. Shickle said the position will be supervised at the RRPDC from the personnel management perspective, but the actual work will be directed through the FOLAR Master Plan. This will be similar to how the agency's Emergency Management Program is handled. The Emergency Management Planner participates as an RRPDC employee at all levels, but the actual work is guided by the Central Virginia Emergency Management Alliance (CVEMA). The same is true about the Capital Region Collaborative Manager position.

Ms. Lascolette suggested that there is never any guaranteed way of employee costs being covered 100 percent by other funding sources. She said this should be an important consideration given the current use of the designated fund balance to meet agency

operational expenses. She said she doesn't understand why RRPDC would even consider this position given the fact that the financial situation is losing ground.

Mr. Holland said his understanding is that the costs for the position will be reimbursed making this a net zero position. Ms. Shickle said the salary, fringe, and technology costs will be 100 percent reimbursed. Indirect costs will not be charged through June 30, 2019. While the position will not be a gain for the agency, there will be no costs associated with rent. Over time, if FOLAR can maintain funding for the position, this will offer an opportunity for the agency to spread its base.

Mr. Hinson asked about the source of funding for FOLAR. Ms. Shickle said funding has been received from the Cameron Foundation to support the position.

Ms. Gray pointed out that the Appomattox River encompasses part of the Richmond region.

Ms. Kelly-Wiecek said she understands that the strategic planning process was not meant to evaluate staffing. She said she's curious how a project like this fits into what the agency is trying to accomplish within the framework of the strategic plan. She said this feels like "mission creep" to her. The other concern is that there have been previous discussions on merging PDCs or other organizations. Ms. Kelly-Wiecek said it concerns her that one agency would be determined to have more attractive benefits than another. She said if that's the rationale, then why isn't the agency absorbing everyone from Crater PDC? She asked if the benefits that are anticipated to be received from the position have been vetted against the strategic plan framework.

Ms. Shickle said she thought Ms. Kelly-Wiecek's point was well taken. One of the goals for the strategic plan is to eliminate projects that are random. The request came in from Chesterfield County to find out if this would be a project RRPDC would be willing to explore. In her discussions with Ms. Austin, Dr. Casey, and Mr. Morris, Ms. Shickle said thought has been given to whether this is a project that should be undertaken. She said the overall connectivity from a trail perspective and the effort to bring the current trail systems together offers an opportunity for a dedicated staff person to work holistically on the project in a multi-jurisdictional way.

This proposal will be through June 30, 2019, and funding has been secured for the following fiscal year. Ms. Shickle said she's already communicated to Ms. Austin that thought will need to be given regarding how more indirect costs can be captured if the position is to be maintained after June 30.

Chairwoman Newbille said she feels the benefits are attractive in terms of recruitment. A larger benefit is the potential to bring cohesiveness to the current trail system in the various jurisdictions. She said she feels that the position is consistent with the work done on the strategic plan.

Mr. Holland said he concurs with Chairwoman Newbille's assessment, and he noted that the position will not increase fixed costs to the agency. He said he is prepared to make a

motion to approve a new staff position at RRPDC and to authorize the Executive Director to work with FOLAR and other parties as necessary to develop and execute agreements related to funding and assignment for this position. The motion was seconded by Ms. Gray.

Mr. Elswick said he sees this as an opportunity for a larger PDC to assist a smaller PDC. He said the larger jurisdictions in the Richmond region always assist the region's smaller jurisdictions when the need arises. Mr. Elswick said there is always cooperation between RRPDC and Crater PDC with regard to MPO issues. He said this seems like the right thing to do. Mr. Hinson added he feels this is a reason for continued cooperation among other jurisdictions.

Chairwoman Newbille said she would caution that due diligence be taken with regard to funding during the time period through June 30 to ensure no additional costs are incurred by the RRPDC.

Chairwoman Newbille said if there was no further discussion, she will ask for a vote. The vote was in favor to approve the position. Ms. Lascolette voted against the motion.

Mr. Hinson said he would like to ask Ms. Shickle to investigate the possibility of attracting the RRPDC's own staff member to take a look at the region's trail system. If there is grant money available, he feels this is something that could be a regional project.

Ms. Kelly-Wiecek said she would like to request a review of agency personnel and which staff members are working on which projects. She said she thought this may help members better understand capacity within the RRPDC.

II. OTHER BUSINESS

Chairwoman Newbille said she would not review all of the items listed on the remainder of the agenda but asked members to be aware of them. She pointed out dates for the upcoming Public Outreach and Engagement Committee and the Finance/Audit/Facilities Committee meetings.

Ms. Kelly-Wiecek said she would like to introduce Hanover County's newly appointed Citizen Representative to the RRPDC – Anne Marie Lauranzon, who is the Communications Director at Randolph Macon College. She previously worked for eight years at Reynolds Community College. She is also a former Hanover County Planning Commissioner. Ms. Lauranzon is taking the place of Mr. Evan Fabricant, who recently rotated off the RRPDC Board. Members welcomed Ms. Lauranzon with a round of applause.

No other business was identified, and on motion duly made and seconded, Chairwoman Newbille adjourned the meeting at approximately 10:35 a.m.

Martha Shickle
Executive Director

Cynthia Newbille
Chair