



## AGENDA

**April 14, 2022-- 9 a.m.**  
**James River Board Room- PlanRVA**

Register to attend the meeting virtually at:  
[https://planrva-org.zoom.us/webinar/register/WN\\_82SBRj7xQnWuX9izwZdHnQ](https://planrva-org.zoom.us/webinar/register/WN_82SBRj7xQnWuX9izwZdHnQ)

Members of the public may also observe the meeting on our YouTube Channel at  
[www.youtube.com/PlanRVA](http://www.youtube.com/PlanRVA)

View our complete [Public Participation Guide](#) for other ways to participate.

### **1. Welcome and Introductions** (Winslow)

- a. Pledge of Allegiance to the United States of America**
- b. Roll Call of Attendees and Certification of a Quorum**
- c. Public Comments**

### **2. Consent Agenda** (Winslow)

- a. Approval of Agenda**
- b. February Meeting Minutes** (Paige/page 2)
- c. March Meeting Minutes** (Paige/page 7)

### **3. Standing Committee and Other Reports**

- a. Executive Committee & Chairman's Report** (Winslow)
  - i. Succession Management Plan** (Page 15)
  - ii. Other Items**
- b. Audit, Facilities & Finance Committee Report** (Holland)
  - i. New Office Space Update**
- c. Public Outreach and Engagement Committee Report** (Davey)
- d. Executive Director's Report** (Heeter)
  - i. FY2022 Key Imperatives Report- Qs 2 & 3** (Page 34)  
**Presentation:** Ms. Heeter will summarize activities accomplished through the third quarter of the fiscal year.
  - ii. Intergovernmental and Environmental Reviews** (Page 36)

### **4. Special Program**

- a. Imagining a Regional Home Repair Program – Karen Black, May 8 Consulting**

**Adjourn- Targeted Adjournment is 10:30 a.m.**



**Commission Meeting  
Meeting Minutes  
February 10, 2022  
9 a.m.**

The PlanRVA Regional Commission meeting was held using electronic communication means as set forth by the Emergency Declaration set forth by the Richmond City Council in response to the continued spread of novel coronavirus, or COVID-19. The technology used for this meeting was a web-hosted service created by Zoom. A live stream of the meeting was available through YouTube to assure unrestricted access by members of the public. All recordings are available on our Plan RVA YouTube Channel at [www.youtube.com/PlanRVA](http://www.youtube.com/PlanRVA)

**Members Present (A = Alternate)**

<b><u>Charles City County</u></b>		<b><u>Town of Ashland</u></b>		<b><u>Goochland County</u></b>	
William Coada (virtual)	X	Kathy Abbott (A)		Don Sharpe	X
		Brent Chambers	X	Neil Spoonhower (A)	
		Dr. Daniel McGraw (virtual)	X		
<b><u>Chesterfield County</u></b>		<b><u>City of Richmond</u></b>		<b><u>Hanover County</u></b>	
Kevin Carroll	X	Andreas Addison (virtual)	X	Sean Davis, Vice Chair	X
Tim Davey	X	Jacob Giovia	X	Canova Peterson	X
Gloria Freye	X	Ann-Francis Lambert (virtual)	X	Faye Prichard (A)	
Leslie Haley		Stephanie Lynch		Charlie Waddell	
James Holland	X	Dr. Cynthia Newbille (virtual)	X	Randy Whittaker	X
Jim Ingle	X	Rodney Poole			
Chris Winslow, Chair	X	Ellen Robertson (A) (virtual)	X		
<b><u>Henrico County</u></b>		<b><u>New Kent County</u></b>		<b><u>Powhatan County</u></b>	
Gregory Baka	X	John Lockwood (A)		Michael Byerly, Treasurer	X
Tyrone Nelson	X	Patricia Paige, Secretary	X	Steve McClung	X
Patricia O'Bannon	X	Amy Pearson	X	Bobby Hall (virtual)	X
Frank Thornton					
Melissa Thornton (virtual)	X				

**Others Present:**

Eric Gregory (Hefty, Wiley & Gore, PC)

**Staff Present**

Janice Firestone, Gilbrith Gogel, Martha Heeter, Sidd Kumar, Chet Parsons

**Welcome and Introductions**

Chairman Winslow called the meeting to order at approximately 9 a.m. Mr. Sidd Kumar led the members in the Pledge of Allegiance.

**Roll Call of Attendees and Certification of a Quorum**

**Ashland | Charles City | Chesterfield | Goochland | Hanover | Henrico | New Kent | Powhatan | Richmond**

Richmond Regional Planning District Commission | 9211 Forest Hill Avenue, Suite 200 | Richmond, VA 23235

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Ms. Heeter took attendance by roll call and confirmed a quorum was present. Ms. Heeter announced that she would be stating how many votes each commissioner has throughout the meeting to assure everyone understands the new voting structure following amendments to the Charter which were approved in 2021.

**Public Comment Period**

With no requests from the public to address members of the Commission, Chairman Winslow closed the public comment period.

**Approval of Consent Agenda Items**

Mr. Ingle made a motion to approve the meeting agenda for the meeting. Ms. Paige seconded the motion.

Mr. Giovia made a motion to approve the minutes, seconded by Mr. Byerly. It was noted that the meeting minutes need to be corrected to show Mr. Branin’s absence and Rev. Nelson’s presence as a friendly amendment and accepted by Mr. Giovia and Mr. Byerly. The minutes were approved by voice vote.

**Office Space Leasing**

Mr. Winslow reviewed the summary of events which occurred in the open session of the Executive Committee meeting that morning. The materials provided to the Commissioners reflect the final proposals from the two properties in question. The Executive Committee did vote to recommend on a split vote (6-3) to authorize Mr. Winslow to enter lease discussions for the property known as the Current. A second decision was made with another split vote (6-1) to recommend to the full Commission approval of the preferred property.

Mr. Whittaker and Mr. Coado joined the meeting virtually.

Mr. Winslow advised the commission of a potential action of the Commission by reading the draft motion to enter the closed session. Ms. O’Bannon made a motion to enter a closed session for discussion of PlanRVA’s office lease negotiations pursuant to (Sect. 2.2-3711(A)(3) and (A)(29)) which was seconded by Mr. Peterson and unanimously approved by voice vote.

Following conclusion of the Closed Session, Ms. Heeter asked for certification of the closed session discussion. Each member affirmed the certification (no motion or second was necessary).

<b>Charles City County</b>		<b>Town of Ashland</b>		<b>Goochland County</b>	
William Coado	<b>X</b>	Dr. Daniel McGraw	<b>X</b>	Don Sharpe	<b>X</b>
		Brent Chambers	<b>X</b>		
<b>Chesterfield County</b>		<b>City of Richmond</b>		<b>Hanover County</b>	
Kevin Carroll	<b>X</b>	Andreas Addison	<b>X</b>	Sean Davis, Vice Chair	<b>X</b>
Tim Davey	<b>A</b>	Jacob Giovia	<b>X</b>	Canova Peterson	<b>X</b>

Gloria Freye	<b>X</b>	Ann-Francis Lambert	<b>X</b>	Randy Whittaker	<b>A</b>
James Holland	<b>X</b>	Dr. Cynthia Newbille	<b>X</b>		
Jim Ingle	<b>X</b>	Ellen Robertson (A)X	<b>X</b>		
Chris Winslow, Chair	<b>X</b>	Ellen Robertson (A)	<b>X</b>		
<b>Henrico County</b>		<b>New Kent County</b>		<b>Powhatan County</b>	
Gregory Baka	<b>X</b>	Patricia Paige, Secretary	<b>X</b>	Michael Byerly, Treasurer	<b>X</b>
Tyrone Nelson	<b>X</b>	Amy Pearson	<b>X</b>	Steve McClung	<b>X</b>
Patricia O'Bannon	<b>X</b>			Bobby Hall	<b>X</b>
Melissa Thornton	<b>X</b>				

Mr. Davey left the meeting prior to the conclusion of the Closed Session and was not available for the certification and remainder of the meeting.

Mr. Peterson made a motion to authorize Chair to finalize lease negotiations subject to legal review with the Current, Mr. Giovia seconded. Commissioners voted to approve the motion as summarized on the following page with a vote 22-7.

	<b>Appointed Member</b>	<b>Assigned Votes</b>	<b>Yes</b>	<b>No</b>	<b>Alternate</b>	<b>Present</b>
<b>Town of Ashland</b>						
Elected Official	McGraw, Daniel	1	1		Abbott, Kathy	No
Planning Commissioner	Chambers, Brent	1	1			
<b>Total</b>		<b>2</b>	<b>2</b>	<b>0</b>		
<b>Charles City County</b>						
Elected Official	Coada, Bill	1	1			
<b>Total</b>		<b>1</b>	<b>1</b>	<b>0</b>		
<b>Chesterfield County</b>						
Elected Official	Winslow, Chris	1	1		Holland, Jim	
Elected Official	Holland, Jim	1	1		Winslow, Chris	
Elected Official	Carroll, Kevin	1	1		Winslow, Chris	
Elected Official	Haley, Leslie	1	1		Winslow, Chris	Yes
Elected Official	Ingle, Jim	1	1		Winslow, Chris	
Planning Commissioner	Freye, Gloria	1	1			
Citizen Member	Davey, Tim	1				
<b>Total</b>		<b>7</b>	<b>6</b>	<b>0</b>		
<b>Goochland County</b>						
Elected Official	Sharpe, Don	1	1		Spoonhower, Neil	No
<b>Total</b>		<b>1</b>	<b>1</b>	<b>0</b>		
<b>Hanover County</b>						
Elected Official	Davis, Sean	2	2		Prichard, Faye	No
Elected Official	Peterson, Canova	1	1			
Planning Commissioner	Whittaker, Randy	1				
Citizen Member	Waddell, Charlie	1				
<b>Total</b>		<b>5</b>	<b>3</b>	<b>0</b>		
<b>Henrico County</b>						
Elected Official	Nelson, Tyrone	2	2		Thornton, Frank	No
Elected Official	O'Bannon, Pat	2		2		
Elected Official	Thornton, Frank	1				
Planning Commissioner	Thornton, Melissa	1	1			
Citizen Member	Baka, Greg	1	1			
<b>Total</b>		<b>7</b>	<b>4</b>	<b>2</b>		
<b>New Kent County</b>						
Elected Official	Paige, Patricia	1		1	Lockwood, John	No
Planning Commissioner	Pearson, Amy	1		1		
<b>Total</b>		<b>2</b>	<b>0</b>	<b>2</b>		
<b>Powhatan County</b>						
Elected Official	Byerly, Mike	1		1		
Elected Official	McClung, Steve	1		1		
Planning Commissioner	Hall, Bobby	1		1		
<b>Total</b>		<b>3</b>	<b>0</b>	<b>3</b>		
<b>City of Richmond</b>						
Elected Official	Newbille, Cynthia	1	1			
Elected Official	Addison, Andreas	1	1			
Elected Official	Lambert, Ann-Franc	1	1			
Elected Official	Lynch, Stephanie	1	1		Robertson, Ellen	Yes
Planning Commissioner	Poole, Rodney	1				
Citizen Member	Giovia, Jacob	1	1			
<b>Total</b>		<b>6</b>	<b>5</b>	<b>0</b>		
<b>Total Votes</b>		<b>34</b>	<b>22</b>	<b>7</b>	To pass, Yes Votes must be majority of those in attendance	
Voting Quorum		17				

### **Audit, Facilities, & Finance Committee Report: FY2022 Q2 Financial Statements**

Mr. Holland gave an overview of the financial statements beginning on page 8 of the meeting materials noting a positive net position of \$8,000 year to date through December 2021. The Balance Sheet continues to show improvement indicating a continued improvement of positive financial position since 2019. Following no questions, Mr. Holland made a motion to approve the financial reports. Ms. O'Bannon seconded the motion which carried without opposition.

### **Public Outreach & Engagement Committee Report: Branding Update**

In Mr. Davey's absence, Ms. Heeter gave a brief update regarding the work of Brand Federations in their discoveries and recommendations for branding. These will be discussed in depth at the next meeting.

### **Executive Director's Report**

Ms. Heeter advised she was prepared to defer the Key Imperatives Quarterly Report to a future meeting in the interest of time.

Innovations in Local Planning featuring Nora Amos from the Town of Ashland  
Ms. Amos provided an update on the activities in the Town of Ashland.

### **Adjourn**

With no other business, Mr. Davis made a motion to adjourn. It was seconded by Mr. Baka and the meeting adjourned at 10:57 a.m. by unanimous voice vote.



**Commission Meeting  
Meeting Minutes  
March 10, 2022  
9:00 a.m.**

<b>Charles City County</b>		<b>Town of Ashland</b>		<b>Goochland County</b>	
William Coada		Kathy Abbott (A)		Don Sharpe	<b>X</b>
		Brent Chambers	<b>X</b>	Neil Spoonhower (A)	<b>X</b>
		Dr. Daniel McGraw	<b>X</b>		
<b>Chesterfield County</b>		<b>City of Richmond</b>		<b>Hanover County</b>	
Kevin Carroll	<b>X</b>	Andreas Addison		Sean Davis, Vice Chair	<b>X</b>
Tim Davey		Jacob Giovia	<b>X</b>	Canova Peterson	
Gloria Freye	<b>X</b>	Ann-Francis Lambert		Faye Prichard (A)	<b>X</b>
Leslie Haley		Stephanie Lynch		Charlie Waddell	<b>X</b>
James Holland	<b>X</b>	Dr. Cynthia Newbille	<b>X</b>	Randy Whittaker	<b>X</b>
Jim Ingle	<b>X</b>	Rodney Poole			
Chris Winslow, Chair		Ellen Robertson (A)			
<b>Henrico County</b>		<b>New Kent County</b>		<b>Powhatan County</b>	
Gregory Baka	<b>X</b>	John Lockwood (A)		Michael Byerly, Treasurer	<b>X</b>
Tyrone Nelson		Patricia Paige, Secretary	<b>X</b>	Steve McClung	
Patricia O'Bannon	<b>X</b>	Amy Pearson	<b>X</b>	Bobby Hall	<b>X</b>
Frank Thornton	<b>X</b>				
Melissa Thornton	<b>X</b>				

**Others Present:**

Eric Gregory (Hefty, Wiley & Gore, PC)

**Staff Present:**

Janice Firestone, Gilbrith Gogel, Martha Heeter, Sidd Kumar, Chet Parsons, Greta Ryan, Rashaunda Lanier-Jackson, Phil Riggan

**Welcome and Introductions**

Vice-Chair Davis called the meeting to order at approximately 9 a.m., noting that Chairman Winslow was unable to attend the meeting.

**Roll Call of Attendees and Certification of a Quorum**

Following members standing for the Pledge of Allegiance to the Flag of the United States of America and review of the statement regarding virtual meetings, Ms. Gogel took attendance by roll call and confirmed a quorum was present.

**Public Comment Period**

With no requests from the public to address members of the Commission, Vice-Chair Davis closed the public comment period.

## **Consent Agenda Items**

Vice Chair Davis advised members that staff had requested deferral of the meeting minutes for approval to the next meeting to allow additional time to review the recordings and add further detail given the significance of the decisions made at the February meeting. Members concurred with the recommendation to withdraw that item from the consent agenda with understanding of deferral to the April meeting.

Regarding approval of the Agenda, Mrs. O'Bannon asked that a discussion about the five projects proposed for SMART Scale pre-application be discussed in detail. On motion by Sean M. Davis, with a second by Charlie Waddell, the PlanRVA Commission voted unanimously to approve the consent agenda with the requested modification.

**Executive Committee & Chairman's Report** - Mr. Davis reviewed the items discussed during the Executive Committee with a summary of the key actions.

### **Succession Management Plan**

Ms. Heeter, presented this item and explained that PlanRVA received a grant in the amount of \$20,000 in December 2020 through Virginia Housing's Capacity Building program to support the development of a Succession Management plan.

The purpose of this document is to establish procedures and protocols for what to do if the Executive Director or a lead staff member within the organization (Director of Transportation, Director of Regional Planning and GIS, Environmental Program Manager) if there is a short-term or long-term absence or vacancy in those positions.

There was a recommendation from the Executive Committee to present the proposed Succession management plan to the Full Commission in April for approval.

### **CVTA Update**

Ms. Heeter provided some background on this item. PlanRVA staff members have been providing support to the CVTA since its formation in August 2020. The personnel regularly performing work for the CVTA include Mr. Parsons, Ms. Firestone, Ms. Heeter. Other staff provide support as needed for technical planning and administrative/meeting support.

At the February 25, 2022, meeting of the CVTA, authority members voted to initiate a recruitment process for an Executive Director. The HR Roundtable will manage the selection process; Ms Paige and Mr. Spoonhower will serve as designated representatives of the Authority responsible for screening candidates and making a final recommendation to the full body.

Staff has been collaborating with the Authority leadership and the HR Roundtable over the last nine or so months to identify the best options for our continued support of and



coordination with the Authority. As PlanRVA also supports the RRTPO, it seems natural to continue support on the technical and administrative aspects to assure continuity of regional transportation planning and financial programming.

The Authority is interested in PlanRVA hosting the Executive Director position within PlanRVA. The following are specific benefits of that arrangement:

- o CVTA legal entity already exists
- o Leverage existing admin and technical capacity of PlanRVA, allowing the CVTA Executive Director to focus on high value tasks for CVTA with pathway to scaling in the future
- o May provide additional supports to ED through 3rd party (FA Services, etc.)
- o Most cost effective

Mr. Spoonhower and Ms. Paige explained the work done by CVTA Personnel Committee and the full Authority to get to this point. There was discussion about the importance of having complete clarity about the roles and responsibilities. A strong memorandum of understanding will need to be in place. There will be regular meetings and communication between the PlanRVA Executive Director, the CVTA Executive Director and the RRTPO Transportation Manager.

The Executive Committee discussed the CVTA request to have the CVTA Executive Director have benefits and compensation administered by PlanRVA and to host that individual within PlanRVA. There was a 2-part vote from the Executive Committee to advance this to Full Commission with recommendation for approval.

On motion by Cynthia Newbille, seconded by Patricia Paige, the PlanRVA Commission voted unanimously to direct staff to engage with CVTA to negotiate terms of an MOU agreement to include PlanRVA's responsibility to host the Executive director of CVTA and further that PlanRVA is to provide support to that position as defined by MOU. Further, that the Executive Director will be an employee of PlanRVA with the Executive Director being a direct report to the CVTA and the performance evaluation of the Executive Director will be the CVTA's responsibility. (See Appendix A for the Roll Call Vote Tabulation)

### **RRTPO Update**

Mr. Parsons provided an update on two items following last week's RRTPO meeting. He summarized a proposal to host an annual joint meeting among the RRTPO, CVTA and PlanRVA: In conversation with Mr. Winslow, staff believes the next step on the Joint Annual Meeting is to poll members of PlanRVA, CVTA and RRTPO to determine if the proposed date, June 2nd is one that most people can attend. This meeting would be in lieu of the regularly scheduled meetings for June among all three bodies.

There was a consensus among Commissioners that a Joint Annual meeting will occur in June if schedules permit.

Mr. Parsons then gave a presentation regarding the opportunity for PlanRVA to submit regional transportation priority projects through the SMART Scale application process. He explained that PlanRVA recently learned that planning district commissions are eligible to submit applications. RRTPO screened forty projects against the SMART Scale criteria and prioritized sixteen and selected twelve for submission by the RRTPO as pre-applications. With the news that PlanRVA can submit applications, the TPO has offered to provide staffing to submit the four remaining projects along with one additional project. The pre-application deadline is April 1, 2022.

Ms. Heeter explained the previous guidance that led to the understanding that planning district commissions could submit applications only if they were in an area that was unserved by an MPO. Recently, the guidance from VDOT has changed and has indicated that PlanRVA is eligible to submit applications.

The five projects have gone through the TPO Regional Project Prioritization process resulting in the recommended applications to be submitted for PlanRVA. There was discussion about whether submitting additional projects for funding could potentially water down the funding for each project.

There was discussion about the project selection process, requesting an interpretation from Legislative Services and whether the projects submitted compete for funds. Staff in localities is relied upon to use their expertise to compile the list of recommended projects.

On motion by Dr. Newbille, seconded by Mr. Holland the PlanRVA Commission voted unanimously to direct staff to submit SMART Scale applications as recommended by the RRTPO. (See Appendix B for the Roll Call Vote Tabulation)

Ms. O'Bannon left the meeting at 9:52 a.m.

**Employee Health Insurance Program** – As there was insufficient time for presentation of this matter in the Executive Committee meeting, the Commissioners concurred to defer the item to the next meeting.

## **Audit, Facilities, & Finance Committee Report**

### **New Office Space Update**

Mr. Holland summarized the discussion that occurred in the recent Audit, Facilities and Finance Committee meeting regarding the status of the new office space build out and relocation.

Mr. Davis shared outcomes of the morning's discussion in the Executive Committee meeting resulting recommendation to the full Commission that authority be delegated to the Audit, Facilities and Finance Committee for project management, administrative decisions, logistical matters, and other planning decisions within the parameters of the project's budget.

Ms Paige made the motion to delegate the described authority to the Audit, Facilities and Finance Committee to negotiate and work through all items needed for the move consistent with the budget. The motion was seconded by Mr. Carroll and passed by unanimous roll call vote (See Appendix C for the Roll Call Vote Tabulation). Mr. Ingle left the meeting prior to the vote.

Mr. Holland advised that the Audit, Facilities and Finance Committee accepts the newly delegated responsibility. Mr. Davis did advise that there may be a need to provide for alternative working and meeting opportunities should the new space not be ready for occupancy in time for the scheduled departure from the current office location. He advised that staff is providing information on the cost of moving and storage versus holdover which will be provided to the Committee in the coming months.

## **Public Outreach & Engagement Committee Report**

### **Branding Update**

Ms. Heeter and Mr. Giovia gave a brief update regarding the work of Brand Federation in their discoveries and recommendations for branding. Presenters, Kelly O'Keefe, Rian Chandler-Davis, and Frazier Armstrong with Brand Federation were introduced to provide a presentation of the recommended brand strategy for PlanRVA.

Commissioners were asked to review the document that was distributed at the end of the meeting and provide feedback that will be used by the Public Outreach & Engagement Committee to move forward.

**The Executive Director's Report** was deferred to the next meeting in the interest of time.

### **Adjournment**

With no other business, Mr. Holland made a motion to adjourn which was seconded by Ms. Paige. The meeting adjourned at 10:45 a.m.

## Appendix A

Motion to direct staff to engage with CVTA to negotiate terms of an MOU agreement to include PlanRVA's responsibility to host the Executive director of CVTA and further that PlanRVA is to provide support to that position as defined by MOU. Further, that the Executive Director will be an employee of PlanRVA with the Executive Director being a direct report to the CVTA and the performance evaluation of the Executive Director will be conducted by the CVTA.

Valid Vote	Motion Passed					
2/3 Quorum 23	Present			<b>28</b>	<b>0</b>	<b>0</b>
<b>2/3 Quorum Met</b>	<b>28</b>	Votes Present	Meeting Votes	Yay	Nay	Abstain
<b>2</b>	<b>2</b>		2			
McGraw, Daniel	Virtual	1	1	1		
Abbott, Kathy (A)	Absent	0	0			
Chambers, Brent	Present	1	1	1		
<b>1</b>	<b>0</b>		0			
Coads, Bill	Absent	0	0			
Vacant (A)	Absent	0	0			
<b>7</b>	<b>6</b>		6			
Winslow, Chris	Absent	0	0			
Holland, Jim	Present	1	3	1		
Carroll, Kevin	Present	1	1	1		
Haley, Leslie	Absent	0	0			
Ingle, Jim	Virtual	1	1	1		
Vacant (A)	Absent	0	0			
Freye, Gloria	Virtual	1	1	1		
Davey, Tim	Absent	0	0			
<b>1</b>	<b>1</b>		1			
Sharpe, Don	Present	1	1	1		
Spoonhower, Neil (A)	Present	1	0			
<b>5</b>	<b>6</b>		6			
Davis, Sean	Present	2	3	1		
Peterson, Canova	Absent	0	0			
Prichard, Faye (A)	Present	1	1	1		
Whittaker, Randy	Present	1	1	1		
Waddell, Charlie	Present	1	1	1		
<b>7</b>	<b>7</b>		7			
Nelson, Tyrone	Absent	0	0			
O'Bannon, Pat	Present	2	2	1		
Thornton, Frank	Present	1	3	1		
Vacant (A)	Absent	0	0			
Thornton, Melissa	Virtual	1	1	1		
Baka, Greg	Virtual	1	1	1		
<b>2</b>	<b>2</b>		2			
Paige, Patricia	Present	1	1	1		
Lockwood, John (A)	Absent	0	0			
Pearson, Amy	Present	1	1	1		
<b>3</b>	<b>2</b>		2			
Byerly, Mike	Present	1	1	1		
McClung, Steve	Absent	0	0			
Vacant (A)	Absent	0	0			
Hall, Bobby	Virtual	1	1	1		
<b>6</b>	<b>2</b>		2			
Newbille, Cynthia	Virtual	1	1	1		
Addison, Andreas	Absent	0	0			
Lambert, Ann-Francis	Absent	0	0			
Lynch, Stephanie	Absent	0	0			
Robertson, Ellen (A)	Absent	0	0			
Poole, Rodney	Absent	0	0			
Giovia, Jacob	Present	1	1	1		
<b>34</b>	<b>28</b>		28			

## Appendix B

Motion to direct staff to submit SMART Scale applications as recommended by the RRTPO.

Valid Vote	Motion Passed					
2/3 Quorum 23	Present			<b>26</b>	<b>0</b>	<b>0</b>
<b>2/3 Quorum Met</b>	<b>26</b>	Votes Present	Meeting Votes	Yay	Nay	Abstain
<b>2</b>	<b>2</b>		2			
McGraw, Daniel	Virtual	1	1	1		
Abbott, Kathy (A)	Absent	0	0			
Chambers, Brent	Present	1	1	1		
<b>1</b>	<b>0</b>		0			
Coad, Bill	Absent	0	0			
Vacant (A)	Absent	0	0			
<b>7</b>	<b>6</b>		6			
Winslow, Chris	Absent	0	0			
Holland, Jim	Present	1	3	1		
Carroll, Kevin	Present	1	1	1		
Haley, Leslie	Absent	0	0			
Ingle, Jim	Virtual	1	1	1		
Vacant (A)	Absent	0	0			
Freye, Gloria	Virtual	1	1	1		
Davey, Tim	Absent	0	0			
<b>1</b>	<b>1</b>		1			
Sharpe, Don	Present	1	1	1		
Spoonhower, Neil (A)	Present	1	0			
<b>5</b>	<b>6</b>		6			
Davis, Sean	Present	2	3	1		
Peterson, Canova	Absent	0	0			
Prichard, Faye (A)	Present	1	1	1		
Whittaker, Randy	Present	1	1	1		
Waddell, Charlie	Present	1	1	1		
<b>7</b>	<b>5</b>		5			
Nelson, Tyrone	Absent	0	0			
O'Bannon, Pat	Absent	0	0			
Thornton, Frank	Present	1	3	1		
Vacant (A)	Absent	0	0			
Thornton, Melissa	Virtual	1	1	1		
Baka, Greg	Virtual	1	1	1		
<b>2</b>	<b>2</b>		2			
Paige, Patricia	Present	1	1	1		
Lockwood, John (A)	Absent	0	0			
Pearson, Amy	Present	1	1	1		
<b>3</b>	<b>2</b>		2			
Byerly, Mike	Present	1	1	1		
McClung, Steve	Absent	0	0			
Vacant (A)	Absent	0	0			
Hall, Bobby	Virtual	1	1	1		
<b>6</b>	<b>2</b>		2			
Newbille, Cynthia	Virtual	1	1	1		
Addison, Andreas	Absent	0	0			
Lambert, Ann-Francis	Absent	0	0			
Lynch, Stephanie	Absent	0	0			
Robertson, Ellen (A)	Absent	0	0			
Poole, Rodney	Absent	0	0			
Giovia, Jacob	Present	1	1	1		
<b>34</b>	26		26			

## Appendix C

Motion to delegate the described authority to the Audit, Facilities and Finance Committee to negotiate and work through all items needed for the move consistent with the budget.

Valid Vote	Motion Passed					
2/3 Quorum 23	Present			<b>26</b>	<b>0</b>	<b>0</b>
<b>2/3 Quorum Met</b>	<b>26</b>	Votes Present	Meeting Votes	Yay	Nay	Abstain
<b>2</b>	<b>2</b>		2			
McGraw, Daniel	Virtual	1	1	1		
Abbott, Kathy (A)	Absent	0	0			
Chambers, Brent	Present	1	1	1		
<b>1</b>	<b>0</b>		0			
Coad, Bill	Absent	0	0			
Vacant (A)	Absent	0	0			
<b>7</b>	<b>6</b>		6			
Winslow, Chris	Absent	0	0			
Holland, Jim	Present	1	4	1		
Carroll, Kevin	Present	1	1	1		
Haley, Leslie	Absent	0	0			
Ingle, Jim	Absent	0	0			
Vacant (A)	Absent	0	0			
Freye, Gloria	Virtual	1	1	1		
Davey, Tim	Absent	0	0			
<b>1</b>	<b>1</b>		1			
Sharpe, Don	Present	1	1	1		
Spoonhower, Neil (A)	Present	1	0			
<b>5</b>	<b>6</b>		6			
Davis, Sean	Present	2	3	1		
Peterson, Canova	Absent	0	0			
Prichard, Faye (A)	Present	1	1	1		
Whittaker, Randy	Present	1	1	1		
Waddell, Charlie	Present	1	1	1		
<b>7</b>	<b>5</b>		5			
Nelson, Tyrone	Absent	0	0			
O'Bannon, Pat	Absent	0	0			
Thornton, Frank	Present	1	3	1		
Vacant (A)	Absent	0	0			
Thornton, Melissa	Virtual	1	1	1		
Baka, Greg	Virtual	1	1	1		
<b>2</b>	<b>2</b>		2			
Paige, Patricia	Present	1	1	1		
Lockwood, John (A)	Absent	0	0			
Pearson, Amy	Present	1	1	1		
<b>3</b>	<b>2</b>		2			
Byerly, Mike	Present	1	1	1		
McClung, Steve	Absent	0	0			
Vacant (A)	Absent	0	0			
Hall, Bobby	Virtual	1	1	1		
<b>6</b>	<b>2</b>		2			
Newbille, Cynthia	Virtual	1	1	1		
Addison, Andreas	Absent	0	0			
Lambert, Ann-Francis	Absent	0	0			
Lynch, Stephanie	Absent	0	0			
Robertson, Ellen (A)	Absent	0	0			
Poole, Rodney	Absent	0	0			
Giovia, Jacob	Present	1	1	1		
<b>34</b>	<b>26</b>		26			



# Succession Plan

November 2021



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## **PlanRVA Leadership Development and Emergency Succession Plan**

### **1. Rationale**

Ensuring that the functions of the Executive Director are clear and documented among staff and governing entities is critical to safeguarding the organization in times of unplanned or unexpected change. Such risk management is also helpful in facilitating planned leadership transitions.

This document provides a leadership development and emergency succession plan for PlanRVA. This plan provides guidance for PlanRVA's executive succession procedures and its commitment to sustaining a healthy functioning organization. PlanRVA's governing entity is the Richmond Regional Planning District Commission (the Commission). The purpose of this plan is to ensure that the organization's leadership has adequate information and a strategy to effectively manage PlanRVA in the event the Executive Director is unable to fulfill their duties.

### **2. Plan Implementation**

The Commission authorizes the Commission Chair to implement the terms of this emergency succession plan in the event of a planned or unplanned temporary or short-term absence.

- It is the responsibility of the *Executive Director* to inform the Commission Chair of an unplanned temporary or short-term absence, and to plan accordingly.
- It is the responsibility of the *Director of Transportation* to immediately inform the Executive Director of an unplanned temporary or short-term absence. The Executive Director will notify the chairs of both the Richmond Regional Planning District Commission (RRTPO) and the Commission.
- It is the responsibility of the *Director of Regional Planning and GIS* and the *Planning Manager – Environmental Program* to immediately inform the Executive Director of an unplanned temporary or short-term absence.
- It is the responsibility of the *Director of Finance* and the *Finance Manager* to immediately inform the Executive Director of an unplanned temporary or short-term absence.
- All other employees are responsible for notifying their immediate supervisor of an unplanned temporary or short-term absence.
- As soon as feasible, following notification of an unplanned temporary or short-term absence of the Executive Director, the Commission Chair shall convene an Executive Committee meeting to affirm the procedures prescribed in this plan, or to modify them if needed, at its discretion.

### **3. Priority Functions of the Executive Director at PlanRVA**

The complete Executive Director position description (July, 2015) is attached to this plan. (See Appendix A).

Among the duties listed in the position description, the following are considered to be the key functions of the Executive Director and have a corresponding temporary staffing strategy (see Section #3 for further guidance about temporary staffing).

The positions assigned in the Temporary Staffing Strategy are based on PlanRVA's organizational structure as of November 1, 2021. In the event this plan is implemented and assigned positions are vacant or no longer available, the Commission Chair (or the Director of

Transportation, as Interim Executive Director as appropriate) shall select other senior staff to support each of the key Executive Director functions.

Key Executive Director Functions	Temporary Staffing Strategy
Oversees the work operations and staff	<p>Director of Transportation (Chet Parsons)</p> <p><b><i>In the absence of the Executive Director:</i></b> The Director of Transportation (Chet Parsons) has the authority to act on behalf of the Executive Director.</p> <p>The Finance and Grants Manager (Diane Fusco) will report to the Director of Transportation (Chet Parsons) on Finance and Human Resources matters.</p> <p>The Mobility Coordinator (Ken Lantz) will report to the Director of Transportation (Chet Parsons) on safety issues.</p> <p>The Director of Planning and GIS (Mark Bittner) will coordinate on areas outside of transportation with and report to the Director of Transportation (Chet Parsons).</p> <p>The Planning Manager-Environmental Programs (Sarah Stewart) will report to the Director of Planning and GIS (Mark Bittner) on Environmental Programs.</p> <p>The Community Engagement Manager (Rashaunda Lanier-Jackson) will report to the Director of Transportation (Chet Parsons) on community engagement initiatives.</p>
Supports technical staff	The Director of Planning and GIS (Mark Bittner)
Coordinates, directs, and implements regional programs	<p>The Director of Transportation (Chet Parsons) will continue to have direct oversight of Transportation.</p> <p>The Planning Manager-Environmental Programs (Sarah Stewart) will continue to have direct oversight of Environment (including Emergency Management programs).</p> <p>The Director of Planning and GIS (Mark Bittner) will continue to have direct oversight of regional planning, Housing and Community Development.</p>
Provides strategic oversight and identifies priorities	The Director of Transportation (Chet Parsons) will provide oversight to ensure there is coordination among the leadership team in identifying strategic priorities.

Represents the Commission on regional organizations and makes presentations to internal and external constituents.	<p>The Director of Transportation (Chet Parsons) will be responsible for most general agency presentations. Other staff who will make presentations on behalf of the Commission include:</p> <p>The Director of Planning and GIS (Mark Bittner)- Partnership for Housing Affordability</p> <p>The Community Engagement Project Coordinator (Sidd Kumar)- YRVA and related ChamberRVA Committees. The Mobility Coordinator (Ken Lantz)- Advisory Groups for housing and other human services</p> <p>The Community Engagement Manager (Rashaunda Lanier-Jackson)- RVA Engage.</p>
Leads the agency in expanding discussion and effecting increased regional cooperation and policy development.	<p>The Director of Transportation (Chet Parsons)</p> <p>The Planning Manager-Environmental Programs (Sarah Stewart)</p> <p>The Director of Planning and GIS (Mark Bittner)</p>
Oversees administration of financial activities	<p>The Director of Finance (Dan van Doornick with VACo/VML Finance) will oversee the administration of financial activities.</p> <p>The Finance and Grants Manager (Diane Fusco) will support the Director of Finance on payroll and other tasks.</p>
Interprets and communicates the impact of local, state, and federal plans and programs on regional activities.	The Director of Transportation (Chet Parsons) will be the lead for high-level activities. The Planning Manager-Environmental Programs (Sarah Stewart) and the Director of Planning and GIS (Mark Bittner) will assist, as needed, for specific programs.
Commission Administration and Support	The Director of Transportation (Chet Parsons)
Human Resources	The Director of Transportation (Chet Parsons) and the Finance and Grants Manager (Diane Fusco)
Direct Project Management	Contingent upon project, as designated by the Director of Transportation (Chet Parsons), if needed.

**4. Succession planning in the event of a temporary, planned or unplanned absence – Short-Term**

**a. Definitions**

- A temporary absence is one in which it is expected that the Executive Director will return once the events precipitating the absence are resolved.
- An unplanned absence is one that arises unexpectedly, in contrast to a planned leave such as vacation or a sabbatical.
- A temporary absence is between 15 and 30 days.
- A temporary short-term absence is between 30 and 90 days.

**b. Temporary Staffing Strategy**

- For temporary planned or unplanned absences of 30 or fewer days, the Temporary Staffing Strategy described above may become effective.
- In the event of a temporary short-term planned or unplanned absence for the *Executive Director*, the Commission Chair shall determine if the Temporary Staffing Strategy is sufficient for this period of time and make a recommendation to the Executive Committee.
- In the event of a temporary short-term planned or unplanned absence for the *Director of Transportation*, the Executive Director shall determine if the Temporary Staffing Strategy is sufficient for this period of time and make a recommendation to the Commission Chair.
- In the event of a temporary short-term planned or unplanned absence for the *Director of Regional Planning and GIS* and the *Planning Manager – Environmental Program*, the Executive Director shall determine if the Temporary Staffing Strategy is sufficient for this period of time.
- See Appendix B for the temporary staffing strategy of the leadership team. PlanRVA will also develop temporary staffing strategies for the *Director of Finance* and *Finance Manager* positions by March 31, 2022.

**c. Appointing an Interim Executive Director**

Based on the anticipated duration of the absence, the anticipated return date, and accessibility of the current Executive Director, the Executive Committee may recommend appointment of an Interim Executive Director to the Commission, as well as continue to implement the Temporary Staffing Strategy. The Commission will vote upon the recommended Interim Executive Director candidate, if applicable.

**d. Standing Appointees to the Position of Interim Executive Director may include one of the following:**

- The current Commission Chair. If the current Commission Chair accepts the position, they will take a temporary leave from the Commission.
- An Executive Committee member or a current Commission member.
- An existing senior member of the staff.
- In the event the available staff is new to the position or fairly inexperienced with PlanRVA, the Executive Committee may consider another appointee or the option of splitting executive duties among designated appointees.

**e. Cross-Training Plan**

- The Executive Director shall develop a training plan for each staff member who will perform a key function of the Executive Director listed in Section 3.

- These plans will be developed by June 30, 2022, and will be attached to this document.

**f. Authority and Restrictions of the Interim Executive Director**

- The Interim Executive Director shall have full authority for day-to-day decision making and independent action as the regular Executive Director.
- Decisions that shall be made in consultation with the Commission Chair and/or Executive Committee include staff hiring and terminations, financial issues, taking on a new project, and taking public policy positions on behalf of the organization.
- For additional communication guidelines, refer to the organization’s operating policies on transitions. These documents will be developed by June 30, 2022.

**g. Compensation**

- The staff member appointed as Interim Executive Director may receive interim compensation, an end of year bonus, or additional benefits. This shall be determined by the Executive Committee based on the duration of the assignment and available resources.
- A current or former commission member appointed as Interim Executive Director may enter into an independent contractor or employment agreement, depending on the circumstances of their availability.

**h. Commission Oversight and Support to the Interim Executive Director**

- The Interim Executive Director reports to the Commission Chair. In the event the Commission Chair becomes the Interim Executive Director, the Vice Chair shall be appointed Commission Chair.
- The Executive Committee shall be aware of the special support needs of the Interim Executive Director in this temporary role. The Executive Committee shall convene monthly when an Interim Executive Director is appointed.

**i. Communications Plan**

- Within 48 hours after an Interim Executive Director is appointed, the Commission Chair and the Interim Executive Director shall meet to develop a communications plan including the kind of information that will be shared and with whom.
- The following chart identifies key supporters and a primary contact to facilitate communication.

<b>Key Supporters</b>	<b>Communication Responsibility</b>
Local government administrators	Commission Chair
State and federal agency funders	Commission Chair
Regional partner organizations and affiliated entities (RRTPO, CVTA, EMACV)	Commission Chair
State, regional, and national associations	Commission Chair

- As soon as possible, the Commission Chair and Interim Executive Director shall implement the communications plan to announce the organization's temporary leadership structure to staff, the Commission, and key supporters.
- Updated contact information is maintained by Commission staff and organized by stakeholder designation.
- Within 5 business days, the Commission shall distribute a press release or directly notify stakeholders, as appropriate to the situation.

## **5. Succession plan in the event of a temporary, unplanned absence – Long-term**

### **a. Definition**

- A long-term absence is 90 days or more.

### **b. Procedures**

- Procedures and conditions to be followed shall be the same as for a temporary short-term absence with the following additions:
  - The Executive Committee shall give immediate consideration, in consultation with the Interim Executive Director, to temporarily filling any management position left vacant by an Interim Executive Director, or reassigning priority responsibilities where help is needed to other staff. This is in recognition that, for a term of 90 days or more, it may not be reasonable to expect the Interim Executive Director to carry the duties of multiple positions.
  - The Commission Chair and Executive Committee are responsible for gathering input from staff and reviewing the performance of the Interim Executive Director according to the organization's Performance Review Policy. A review shall be completed prior to the conclusion of a 90-day appointment.

## **6. Succession plan in the event of a PERMANENT unplanned absence**

### **a. Definition**

- A permanent absence is one in which it is firmly determined that the Executive Director will not be returning to the position.

### **b. Procedures**

- Procedures and conditions to be followed shall be the same as for a temporary short-term absence with the following additions:
  - The Commissioners shall consider the need to hire an Interim Executive Director from outside the organization instead of appointing an Interim Executive Director. This decision shall be guided, in part, by internal candidates for the Executive Director position, the expected time frame for hiring a permanent executive, and the management needs of the organization at the time of the transition.
  - The Commission shall appoint a Transition Committee to develop and implement the organization's Executive Succession Plan.

### **c. Hiring an Interim Executive Director**

- If an Interim Executive Director is hired, the Commission Chair and Executive Committee shall negotiate an independent contractor or employment agreement with a defined scope of work.
- The scope of the agreement with an Interim Executive Director shall be determined based on an assessment of the organization's needs at the time of the leadership transition.

**d. Responsibilities of the Interim Executive Director**

- An Interim Executive Director shall have full authority for day-to-day decision making and independent action as the regular Executive Director.
- Decisions that shall be made in consultation with the Commission Chair and/or Executive Committee include staff hiring and terminations, financial issues, taking on a new project, and taking policy positions on behalf of the organization.
- For additional communication guidelines, refer to the organization's operating policies. These documents will be developed by June 30, 2022.

**e. Commission Oversight and Support to the Interim Executive Director**

- The Interim Executive Director reports to the Executive Committee through the Commission Chair.
- The Executive Committee shall be alert to the special support needs of the Interim Executive Director in this temporary role. The Executive Committee shall convene monthly when an Interim Executive Director is hired.
- The Commission Chair and Executive Committee are responsible for gathering input from staff and reviewing the performance of the Interim Executive Director according to the organization's Performance Review Policy. An initial review shall be completed between 30 and 45 days and 90 days thereafter.

**7. Approvals and maintenance of record**

**a. Emergency Succession Plan Approval**

- This emergency succession plan shall be approved initially by the Commission.
- Thereafter, annually, the Executive Committee shall review the plan and recommend amendments to the full Commission as needed.

**b. Signatories**

- The Commission Chair, the Executive Director, and the appointees designated in the Emergency Succession Plan shall sign the plan.
- At all times the Commission Chair and Treasurer and at least one Director-level staff, in addition to the Executive Director, shall have signature authorization for checks and contracts for the organization.

**c. Maintenance or record**

- Copies of this plan shall be maintained by all members of the Commission, Director-level staff, and the organization's auditor in accordance with document retention requirements.

**d. Financial Considerations**

- It shall be the responsibility of the Executive Committee to review the organization's finances during an unplanned absence of the Executive Director.



## Appendix A



### EXECUTIVE DIRECTOR Richmond Regional Planning District Commission

The Richmond Regional Planning District Commission (RRPDC) is seeking a dynamic, highly energetic and entrepreneurial spirited individual to serve as Executive Director to lead the agency in expanding discussion and effecting increased regional cooperation and policy development.

The RRPDC is a regional planning agency with major emphasis in the areas of transportation, local technical assistance and information services including demographic, economic and geographic information systems. The Commission, which was formed by local governments under the authority of the 1969 Virginia Area Development Act, revised and retitled the Virginia Regional Cooperation Act in 1995, is comprised of elected officials and citizens who address mutual problems and develop solutions for the local governments which benefit from intergovernmental cooperation. The RRPDC currently houses the region's Transportation Planning Organization and coordinates a wide variety of transportation, regional planning, local government technical assistance and environmental planning programs.

The RRPDC, representing nine jurisdictions consisting of the Town of Ashland, the City of Richmond, and the Counties of Charles City, Chesterfield, Goochland, Hanover, Henrico, New Kent, and Powhatan, serves the "Capital" area of the Commonwealth, which is a rapidly growing area of approximately one million residents with a high quality of life and known for its well managed and progressive governments.

Under the direction of the RRPDC Board, the Executive Director is responsible for the following:

- overseeing the work operations and staff of the Richmond Regional Planning District Commission
- planning, coordinating, directing, and implementing regional policies and programs relating to social, economic, physical, and transportation planning
- providing strategic oversight and identifying priorities for the RRPDC focused on the Richmond region
- representing the Commission on the Richmond Regional Transportation Planning Organization (RRTPO)
- serving as the Co-Director of the Capital Region Collaborative (CRC) with the President/CEO of the Greater Richmond Chamber of Commerce
- leading the agency in expanding discussion and effecting increased regional cooperation and policy development in a number of areas including land use, transportation and environmental planning
- overseeing the administration of the financial activities of the RRPDC, including preparation of the RRPDC Budget and Work Program
- providing technical expertise on a wide variety of transportation, planning, local government and environmental programs
- interpreting the impact of local, state, and federal plans and programs on regional activities
- conducting presentations and undertaking speaking engagements with internal and external constituents
- participating with state and professional organizations such as the Virginia Association of Planning District Commissions, Virginia Association of Counties, Virginia Chamber of Commerce, the American Planning Association, and the Urban Land Institute, and other similar organizations

Successful candidate should possess the following qualifications:

- strong management and effective leadership to deliver high quality programs and services in an efficient manner
- excellent oral and written communication skills to effectively communicate complex issues to groups with varying interests
- ability to interact with a variety of local governments and agencies that are managing a multitude of growth related issues
- strong commitment to the overall success of the organization
- capability to think independently and possess a "big picture" vision and strategic perspective
- ability to negotiate with various constituencies and manage outcomes to satisfy various stakeholder interests

Applicants must possess a bachelor's degree in Planning or Public Administration, or related field (Master's degree is highly preferred), and a minimum of ten years of experience in a responsible position in a comparably sized and progressive regional planning district commission or council, local government, a state or federal government agency, or private sector/non-profit organization is preferred. An extensive background investigation including fingerprinting for an FBI criminal check is required.

This recruitment will remain open until **July 31, 2015, at 5 p.m.** Interested applicants should apply online at [www.hanovercountyjobs.com](http://www.hanovercountyjobs.com) and include a cover letter, resume, salary history and salary requirements, and three professional references. RRPDC is an Equal Opportunity Employer.

**Appendix B**

**Essential Functions of Director of Transportation  
(Chet Parsons)**

<b>Essential Function (from Position Description)</b>	<b>Cross-Trained Staff</b>	<b>Candidates for Cross-Training</b>
Oversees and coordinates the development and maintenance of the Long Range Transportation Planning processes for the Richmond region and coordinates with local, regional, state, and federal partners to realize the vision of that plan	Planning Manager (Sulabh Aryal)	Planning Manager (Myles Busching)
Coordinates with the RRTPO policy making and advisory bodies to establish an annual work program known as the Unified Planning Work Program in accordance with federal, state, and regional priorities	Executive Director (Martha Heeter)	Principal Planner (Barbara Jacocks)
Oversees the development of technical and policy plans, studies, and reports on transportation issues in accordance with the urban and rural Long Range Transportation Plans and Unified Planning Work Program	Planning Manager (Sulabh Aryal)  Planning Manager (Myles Busching)	Senior Planner (Greta Ryan)  Principal Planner (Barbara Jacocks)
Coordinates with the RRPDC Executive Director to assure adequate staffing is available to meet the needs and expectations of the RRTPO's UPWP and other regional transportation planning priorities	Planning Manager (Myles Busching)	Planning Manager (Myles Busching)
Manages staff assigned to complete work prioritized in	Principal Planner (Barbara Jacocks)	Principal Planner (Barbara Jacocks)

the Rural Transportation Work Program, UPWP, and in support of the RRTPO administrative and policy functions and performs associated necessary personnel functions of the management role		Director of Regional Planning and GIS (Mark Bittner)
Serves as primary liaison with state and federal partners regarding compliance with regulatory requirements and consistency with the 3C process including leadership in preparing for quadrennial certification reviews and regular submission of work status reports to the RRTPO, VDOT and DRPT	Executive Director (Martha Heeter)	Planning Manager (Myles Busching)  Planning Manager (Sulabh Aryal)
Represents the RRPDC and RRTPO in local, regional, state, and federal forums with focus on regional transportation needs and priorities including service on various committees and stakeholder groups and representation of the regional planning work at conferences, seminars, and public information sessions	Depends up on topic, but may include: Planning Manager (Myles Busching)  Planning Manager (Sulabh Aryal)  Principal Planner (Barbara Jacocks)  Senior Planner (Greta Ryan)  Executive Director (Martha Heeter)	Planner (Dan Motta)  Planning Manager-Environmental (Sarah Stewart)  Planner (Rebekah Cazares)
Reviews legislative and programmatic initiatives of federal, state, regional and local agencies for summary to appropriate stakeholders including member jurisdictions, the RRTPO and local staff	Principal Planner (Barbara Jacocks)	Planning Manager (Myles Busching)  Planning Manager (Sulabh Aryal)
Serves as lead staff to the CVTA	Executive Director (Martha Heeter)	Planning Manager (Myles Busching)

(New Essential Function)		
Coordinate with regional partners on identifying needs for TPO focus (New Essential Function)	Executive Director (Martha Heeter)	Principal Planner (Barbara Jacocks)

**Essential Functions of Planning Manager (Environmental Programs)  
(Sarah Stewart)**

<b>Essential Function (from Position Description)</b>	<b>Cross-Trained Staff</b>	<b>Candidates for Cross-Training</b>
Identifies planning study needs and develops scopes of work for projects	Director of Regional Planning and GIS (Mark Bittner) and  Planner (Rebekah Cazares)  Principal Planner (Barbara Jacocks)  Regional Emergency Management Coordinator (Katie Moody) (EM)	Planner (Rebekah Cazares)
Provides professional planning assistance to member communities on a variety of subjects	Topic dependent, but could include:  Director of Regional Planning and GIS (Mark Bittner)  Planner (Rebekah Cazares)  Planning Manager (Myles Busching)  Principal Planner (Barbara Jacocks)  Planning Manager (Sulabh Aryal)  Regional Emergency Management Coordinator (Katie Moody)	Planner (Rebekah Cazares)  Planner (Dan Motta)
Manages complex planning work efforts through project leadership, staff supervision and consultant management	Topic dependent, but could include:  Director of Regional Planning and GIS (Mark Bittner)  Principal Planner (Barbara Jacocks)  Planning Manager (Myles Busching)  Planning Manager (Sulabh	Planner (Rebekah Cazares)

	<p>Aryal)</p> <p>Regional Emergency Management Coordinator (Katie Moody) (EM)</p> <p>Transportation Director, if time allows (Chet Parsons)</p>	
<p>Participates in regional advisory boards and committees and represents the interests of the agency in stakeholder and other community group gatherings</p>	<p>Topic dependent, but could include:</p> <p>Director of Regional Planning and GIS (Mark Bittner)</p> <p>Planner (Rebekah Cazares)</p> <p>Principal Planner (Barbara Jacocks)</p> <p>Planning Manager (Myles Busching)</p> <p>Planning Manager (Sulabh Aryal)</p> <p>Regional Emergency Management Coordinator (Katie Moody)</p>	<p>Planner (Rebekah Cazares)</p> <p>Planner (Dan Motta)</p>
<p>Writes and presents formal and technical reports, working papers and correspondence</p>	<p>Topic dependent, but could include:</p> <p>Planning Manager (Sulabh Aryal)</p> <p>Director of Regional Planning and GIS (Mark Bittner)</p> <p>Planning Manager (Myles Busching)</p> <p>Senior Planner (Greta Ryan)</p> <p>Regional Emergency Management Coordinator (Katie Moody)</p>	<p>Planner (Rebekah Cazares)</p> <p>Planner (Dan Motta)</p>
<p>Represents the agency at</p>	<p>Topic dependent, but could</p>	<p>Planner (Rebekah Cazares)</p>

<p>public meetings and presents material through formal and informal presentations</p>	<p>include:</p> <p>Principal Planner (Barbara Jacocks)</p> <p>Planning Manager (Sulabh Aryal)</p> <p>Director of Regional Planning and GIS (Mark Bittner)</p> <p>Planning Manager (Myles Busching)</p> <p>Planner (Rebekah Cazares)</p> <p>Regional Emergency Management Coordinator (Katie Moody)</p>	<p>Planner (Dan Motta)</p>
<p>Recommends priorities, schedules, and funding sources to implement organizational and community goals and provides support in developing performance reports and other briefings related to agency management and programmatic compliance</p>	<p>Topic dependent, but could include:</p> <p>Principal Planner (Barbara Jacocks)</p> <p>Planning Manager (Sulabh Aryal)</p> <p>Director of Regional Planning and GIS (Mark Bittner)</p> <p>Planning Manager (Myles Busching)</p> <p>Planner (Rebekah Cazares)</p> <p>Regional Emergency Management Coordinator (Katie Moody)</p>	<p>Planner (Rebekah Cazares)</p> <p>Planner (Dan Motta)</p>
<p>Data analysis to support planning, reports, and presentations (New Essential Function)</p>	<p>Director of Regional Planning and GIS (Mark Bittner)</p> <p>Planning Manager (Myles Busching)</p> <p>Planning Manager (Sulabh Aryal)</p> <p>Planner (Rebekah Cazares)</p>	<p>Planner (Rebekah Cazares)</p> <p>Planner (Dan Motta)</p>

	Planner (Dan Motta)	
Grant writing and administration (New Essential Function)	Principal Planner (Barbara Jacocks) Director of Regional Planning and GIS (Mark Bittner) Regional Emergency Management Coordinator (Katie Moody) Planning Manager (Sulabh Aryal)	Planner (Rebekah Cazares) Planning Manager (Myles Busching)



## Essential Functions of Director of Planning and GIS

(Mark Bittner)

Essential Function	Cross-Trained Staff	Candidates for Cross-Training
Oversees information technology, data, and security	Senior Planner (Greta Ryan) Planner (Dan Motta)	Senior Planner (Greta Ryan) Planner (Dan Motta)
Manages IT managed services provider	Senior Planner (Greta Ryan) Planner (Dan Motta)	Senior Planner (Greta Ryan) Planner (Dan Motta)
Oversees the management of IT security, software licensing assignments, configurations and purchasing	Senior Planner (Greta Ryan) Planner (Dan Motta)	Senior Planner (Greta Ryan) Planner (Dan Motta)
Coordinates with Executive Director to ensure appropriate investments are made in technology to meet the agency's needs	Senior Planner (Greta Ryan) Planner (Dan Motta)	Senior Planner (Greta Ryan) Planner (Dan Motta)
Serves on senior leadership team and provides strategic advice on operations measures needed to be successful	Planning Manager-Environmental (Sarah Stewart)	Senior Planner (Greta Ryan) Planner (Dan Motta)
Oversees staff assigned to work on GIS functions	Senior Planner (Greta Ryan) Planner (Dan Motta)	Senior Planner (Greta Ryan) Planner (Dan Motta)
Manages planning projects on an as-needed basis	Planning Manager-Environmental (Sarah Stewart)  Planning Manager (Myles Busching)	Not applicable



U.S. Department  
of Transportation

Federal Transit Administration  
Region III  
1835 Market Street, Suite 1910  
Philadelphia, PA 19103  
215-656-7100  
215-656-7260 (fax)

Federal Highway Administration  
VA Division  
400 North 8<sup>th</sup> Street, Room 750  
Richmond, VA 23219-4825  
804-775-3320  
804-775-3356 (fax)

March 2, 2022

Ms. Martha Heeter  
Executive Director  
Richmond Regional Planning District Commission  
9211 Forest Hill Avenue, Suite 200  
Richmond, VA 23235

**Re: 2021 Federal Certification Review of the Richmond Regional Transportation Planning Organization Planning Process**

Dear Ms. Heeter,

This letter notifies you that the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) jointly certify the planning process for the Richmond Transportation Management Area. This certification is based on the findings from the Federal Certification Review conducted virtually on August 24 -26, 2021. Based on this review, the FHWA and FTA, through its oversight and stewardship responsibilities, have determined that the transportation planning process of the Richmond Regional Transportation Planning Organization meets the requirements of the Metropolitan Planning Rule at 23 CFR Part 450 Subpart C and 49 CFR Part 613. FHWA and FTA therefore certify the transportation planning process.

The enclosed final certification review report includes several commendations in the report giving credit to many of the TPO's improvements and strengths. The Federal Team has also included recommendations that reflect national trends and initiatives intended to aid in improving the transportation planning process.

If you have any questions concerning this certification, please contact Ryan Long, Community Planner, FTA Region III at (215) 656-7051, or Ivan Rucker, Community Planner, FHWA Virginia Division at (804) 775-3350.

Sincerely,

Terry Garcia Crews  
Regional Administrator  
Federal Transit Administration

Thomas L. Nelson  
Division Administrator  
Federal Highway Administration

Enclosure:

cc: Mr. Stephen C. Brich, Commissioner, Virginia Department of Transportation  
Ms. Tiffany Dubinsky, Virginia Department of Rail and Public Transportation  
Ms. Marsha Fiol, Virginia Department of Transportation (Central Office)  
Ms. Liz McAdory, Virginia Department of Transportation (Richmond District)  
Ms. Julie Timm, Chief Executive Officer, Greater Richmond Transit Company

## Environmental & Intergovernmental Reviews

In cooperation with State Agencies, PlanRVA routinely is requested to provide environmental and intergovernmental reviews. PlanRVA staff circulate the review requests among member locality staff for comments and questions prior to submitting a response to the requesting State Agency.

**Environmental reviews** can include:

- **Environmental Assessments and Impact Reports** - Virginia code requires state agencies to prepare an environmental impact report (EIR) for each major state project.
- **Coastal Consistency Determinations and Certifications** - Due to receipt of Federal funds or permits, proposed projects must prove consistency with the enforceable policies of Virginia's Coastal Zone Management Program.
- **Groundwater Withdrawal Permits** - PlanRVA staff receives notice of Groundwater Withdrawal Permits in the Eastern Virginia Ground Water Management Area (GWMA). The eastern portion of PlanRVA is located in the Eastern Virginia GWMA. All jurisdictions in the Eastern Virginia GWMA are notified of pending permits as part of this process, therefore PlanRVA receives review requests for projects outside of the Richmond region. For more information about the Eastern Virginia GWMA see <http://www.deq.virginia.gov/Programs/Water/WaterSupplyWaterQuantity/WaterWithdrawalPermittingandCompliance.aspx>.
- **Virginia Water Protection (VWP) Permits** - DEQ issues VWP Permits for activities related to the quality of surface waters in the Commonwealth including the filling, dredging, draining or excavation of wetlands, streams, or other state waters. Surface water withdrawals are also permitted through VWP permits.
- **Virginia Pollutant Discharge Elimination System (VPDES) Permits** – DEQ issues VPDES permits to any person who discharges any pollutant into surface waters of the Commonwealth from a point source.

**Intergovernmental reviews** can include:

- State Agency grant applications for Federal funding, including:
  - CERCLA grant funds from US EPA (Superfund programming and site remediation)
  - Virginia Coastal Zone Management Program funding from the National Oceanic and Atmospheric Administration
  - Diesel Emission Reduction Act (DERA) State Clean Diesel funds from US EPA
  - Capitalization funds for the Virginia Clean Water Revolving Loan Fund for wastewater treatment facility improvements from US EPA
- FHWA Section 5310 funding for projects involving transit and mobility enhancements for seniors and individuals with disabilities.

For additional information on the reviews, please go to the following:

<https://planrva.org/environment/reviews/>.

<b>Jurisdiction</b>	<b>Response Date</b>	<b>Review Name</b>	<b>Coastal Consistency Determination or Certification</b>	<b>Environmental Assessment, Impact Statement, or Impact Report</b>	<b>Groundwater Withdrawal Permit</b>	<b>VPDES Permit</b>	<b>VWP Permit</b>	<b>PSD Permit (Air Quality)</b>	<b>Federal funding of State Program</b>	<b>Superfund Remediation Application</b>	<b>FTA Section 5310 Funding</b>	<b>State Corporation Commission Application</b>	<b>Other</b>	<b>Virginia Pollution Abatement</b>
Chesterfield	3/4/2022	Ruffin Mill Interchange Chemical Storage Building		X										
Chesterfield	3/4/2022	Bon Air Juvenile Correctional Facility		X										
Richmond	3/1/2022	Science Museum of Virginia Pathway and Terminal Lots Improvements		X										

# Environmental and Intergovernmental Reviews

March 2022

In cooperation with State Agencies, PlanRVA routinely is requested to provide environmental and intergovernmental reviews. PlanRVA staff circulate the review requests among member locality staff for comments and questions prior to submitting a response to the requesting State Agency.

## Located within the Richmond Region

### **Ruffin Mill Interchange Chemical Storage Building**

*Chesterfield*

By request of the State of Virginia, VDOT is increasing road salt storage in strategic areas throughout the state. Most Area Headquarters (AHQ) in the vicinity are fully developed and often have limited areas for construction of additional facilities. Increasingly, VDOT is considering use of interstate interchange and cloverleaf areas for construction of new chemical storage facilities, as this land is already under VDOT control, and is in most cases vacant and otherwise unused. To increase chemical storage capacity for the service area north of Petersburg, VDOT is proposing construction of a 9,000-ton membrane clad chemical storage building on Interstate 95 northbound side at the Exit 56 interchange with Ruffin Mill Road. Two underground tanks will be installed to capture runoff from the loading pad for reuse in the brine operation, and a stormwater BMP will also be installed to treat site runoff from the building exterior and drive areas. The entrance will be from Ruffin Mill Road, and a turn lane will be added for safe access. The site will also be surrounded by a security fence with gated entrance. PlanRVA staff received no comments from member locality staff. PlanRVA staff responded with no comments about the proposed project.

### **Bon Air Juvenile Correctional Facility**

*Chesterfield*

The proposed activity involves the demolition of onsite parking lots, walkways, and fencing in addition to five onsite buildings, three of which are currently vacant. Plans for development call for the subsequent construction of a 15,378-square-foot administration complex, a 24,446-square-foot academic complex, a 13,290-square-foot health and food services facility, and five 6,953-square-foot 12-bed residential housing units. Additional improvements will include the installation of a 12-foot security fence, concrete walkways, a service yard, a parking lot, and an outdoor recreation area. These improvements are necessary in order to provide a modern high security juvenile detention facility on the existing Bon Air campus. The new correctional facility will be on a subdivided portion of the existing Bon Air Juvenile Correctional Center property and therefore utilize much of the existing infrastructure. Based on the site plans provided for the proposed redevelopment and the review of the natural and cultural resources existing at the subject site, the potential project impacts appear to be limited to a potential increase in soil erosion during construction, minor construction equipment exhaust, temporarily increased stormwater runoff, and minor wetland or stream impacts for the construction of the stormwater BMP. PlanRVA staff received no comments from member locality staff. PlanRVA staff responded with no comments about the proposed project.

## **Science Museum of Virginia Pathway and Terminal Lot Improvements**

### *Richmond*

The project site is located behind the Science Museum at 2500 West Broad Street in Richmond, VA and consists of approximately 1 acre, with only 0.47 of that being disturbed. It is bound to the South by the Science Museum of Virginia's parking deck asphalt exit lane, to the Northeast by the Washington Football Team Training Camp, and to the Northwest by Terminal Place and the Protopath. The site is currently a surface parking lot affiliated with the Science Museum, and a hillside with dilapidated hardscape features. The existing site consists of a heavily weathered asphalt parking lot, a small lawn area adjacent to Terminal Please, and a steep hillside planted with overcrowded and unkempt Leyland cypress and a variety of weedy volunteer shrubs and trees. The existing vegetation poses safety and visibility concerns. A damaged concrete ramp and two dilapidated concrete amphitheaters are set into the steep hillside. One mature Willow Oak of note is located in a parking island and will be protected through construction.

Within the proposed site boundary, the area of disturbance is located on the steep hillside behind the Children's Museum of Richmond and the new parking deck. It will be confined by the parking deck's asphalt exit lane to the South, the Science Museum's un-used train platforms to the Northeast, and the surface lot to the Northwest. A very small area of disturbance is also located on the western edge of the surface lot, facing the Protopath, which involves widening the surface lot by a couple feet to meet Fire Lane requirements. The surface lot itself will be resurfaced without disturbing the soil below.

Existing topography ranges from a high elevation of 207 feet at the Southeast corner of the project site, adjacent to the parking deck, to a low elevation of 199 feet in the North corner of the site. The existing hillside reaches steep slopes of 2:1. All runoff from the site ultimately drains into the City of Richmond's combined sewer system.

PlanRVA staff received no comments from member locality staff about the proposed project. PlanRVA staff responded with no comments.