



**RICHMOND REGIONAL PLANNING DISTRICT COMMISSION
Minutes of Meeting
March 14, 2019**

Members and Alternates (A) Present

Steve Elswick.....	Chesterfield County
Gloria Freye.....	Chesterfield County
Kimberly Gray.....	City of Richmond
Mike Gray.....	City of Richmond
Leslie Haley.....	Chesterfield County
Jim Holland.....	Chesterfield County
Dorothy Jaeckle.....	Chesterfield County
Angela Kelly-Wiecek.....	Hanover County
Kristen Larson.....	City of Richmond
Susan Lascolette.....	Goochland County
Anne Marie Lauranzon.....	Hanover County
William Mackey, Jr.....	Henrico County
Tyrone Nelson, Vice Chair.....	Henrico County
Cynthia Newbille.....	City of Richmond
Larry Nordvig.....	Powhatan County
Patricia O'Bannon.....	Henrico County
Patricia Paige, Secretary.....	New Kent County
Randy Silber (A).....	Henrico County
George Spagna, Treasurer.....	Town of Ashland
Frank Thornton.....	Henrico County
Randy Whittaker.....	Hanover County

Others Present

David Blount.....	VAPDC
Joe McKinney.....	NADO
Mark Olinger.....	NADO

Staff Present

Martha Shickle.....	Executive Director
Julie Fry.....	Executive Assistant
Diane Fusco.....	Office Manager
Barbara Jacocks.....	Regional Planning Director
Chet Parsons.....	Director, Transportation

Call to Order / Pledge of Allegiance

Chairwoman Newbille called the regularly scheduled March 14, 2019 RRPDC meeting to order at approximately 9:10 a.m. in the RRPDC Board Room. She wished members Happy Pi Day or March 14. Chairwoman Newbille 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.

1. 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.

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

B. Open Public Comment Period

Chairwoman Newbille opened the public comment period, noting that if anyone wished to address the members they should please stand and provide his or her name, locality of residence, and, if appropriate, the name of any organization being represented.

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

C. February 14, 2019 Meeting Minutes

Ms. Kelly-Wiecek noted a typo on page 8 which will be corrected prior to the minutes being filed. As there were no other corrections to the minutes Chairwoman Newbille asked for a motion to approve the minutes for the February 14, 2019 meeting as presented. Mr. Nelson so moved and the motion was seconded by Ms. Lascolette. There was no further discussion and the motion passed unanimously.

D. Chair's Report

1. NADO Award Presentation – Pulse Corridor Plan

Chairwoman Newbille noted it is always a pleasure to recognize work that is extraordinarily well done. She welcomed Mr. Mark Olinger, Director of Planning and Development Review with the City of Richmond, to accept an award from the National Association of Development Organizations. The award recognized the City's efforts on the Pulse Corridor Plan. Chairwoman Newbille pointed out the Aliceann Wohlbruck Innovation Award recognizes innovative approaches to regional economic and community development specifically related to the Pulse Corridor planning and development. Ms. Barbara Jacocks, RRPDC Director of Planning, was also recognized for her role as lead RRPDC staff who assisted with the project.

Mr. Olinger noted he will make comments during his presentation. He said he appreciates the award and he recognized the work done by RRPDC staff and others. Mr. Olinger said he is very proud of this accomplishment. Ms. Jacocks commented the Pulse Corridor Plan was a fun project to work on and it's very rewarding to see the results. Ms. Shickle noted this was one of only eleven transportation projects that were recognized throughout the country.

Mr. Olinger provided a presentation on the Pulse Corridor Plan and acknowledged the work by RRPDC staff, Smart Growth America, Van Meters Williams Pollack, Federal Transit Administration, many people in Henrico County and a host of other people involved in the project.

Mr. Olinger said the City of Richmond is updating the city-wide master plan for the first time in twenty years and the Pulse Corridor was the first element of that plan. He noted this is the first time the city has given consideration to the emerging city in the twenty-first century and how to grow value for the city and to support the community. Mr. Olinger reviewed areas of focus and the Pulse Corridor Guiding Principles. He pointed out the Richmond area is very supportive of transit-oriented lifestyles and discussed transit-oriented design principles.

As he concluded his presentation, Mr. Olinger offered to answer any questions or provide additional information. Ms. O'Bannon asked about Richmond 300 and Mr. Olinger said that is the name given to the update to the citywide Master Plan. He noted that in 2037 the city will be 300 years old.

Mr. Nordvig asked about the overlay that Mr. Olinger mentioned and what that work would require. Mr. Olinger replied it would require people looking at the six design principles and the zoning being considered. As areas are redeveloped it is necessary to consider characteristics and designs of the buildings being developed.

Chairwoman Newbille again thanked Mr. Olinger and Ms. Jacocks.

2. Executive Committee Report

Chairwoman Newbille said at the last meeting Vice Chairman Nelson raised a discussion item relative to formation of a new standing committee that would review topic areas that the Board might have an interest in learning more about, perform work on, etc. The Executive Committee decided that rather than having another standing committee, the Executive Committee would perform this function and identify topics and possible areas of opportunities to bring before the Board.

The first meeting will occur possibly after a Board meeting in July once feedback is compiled from the Board during the June meeting. Chairwoman Newbille asked if the Board would recommend that the Executive Committee should serve in this role.

Ms. Jaeckle asked if there will be input solicited from the full Board prior to the selection of topics. Chairwoman Newbille confirmed this would be the case. There was no need for further discussion and Chairwoman Newbille moved on to the next agenda item.

E. Executive Director's Report and Highlights

Ms. Shickle said the intergovernmental and environmental reviews summary was included in Tab 2 of the agenda packet. She reviewed that the agency has signed copies of a new grant award which will bring in additional revenue that was not included in last month's adopted budget. There is a \$21,000 grant from the Department of Environmental Quality (DEQ) that impacts this fiscal year with about \$10,000 in additional revenue. Ms. Shickle also noted that the Partnership for Housing Affordability is launching a regional affordable housing plan and has been awarded funds from the Virginia Housing Development Authority. Part of those dollars will be passed to the agency for help with the data collection needs for that plan.

Ms. Shickle noted the agency is near full staffing. Introductions were given at the last meeting. She also reminded the Board that today is Ms. Fry's last meeting as she will be departing the agency on April 1. Ms. Shickle noted Ms. Fry has been with the RRPDC for 14 years and has been a tremendous support to her personally as well as to the Board and RRPDC overall. The Board recognized Ms. Fry with a standing ovation and round of applause.

2. NEW BUSINESS

A. Standing Committee Reports

Ms. Shickle said she had not had a chance to discuss the fact the PDC website was down yesterday with Mr. Nordvig prior to today's meeting but issues are being worked on currently. She estimates the agency is weeks, if not days, away from the new website launch. The plan was for the Public Outreach and Education committee to be able to test drive the website prior to official launch. Ms. Shickle is looking forward to debuting the new website with the committee during its meeting on March 26. The agency is also planning for conversion to the new IT environment in April. She said it's a busy time but also an exciting time to address some technology challenges.

1. Audit/Finance/Facilities Committee

Chairwoman Newbille asked Dr. Spagna to provide a report from this committee.

Dr. Spagna reported that the monthly Financial Report is included in the agenda packet under Tab 2. He said staff can respond to any questions.

a. Financial Report

Ms. Shickle said a narrative statement has been added to the beginning of Tab 3 to provide more orientation to the statements provided for the report. She noted January was a good month for the PDC and the month ended with \$8,000 in net income. Overall the agency continues to show good progress on the financial side and the operating deficit is currently at \$22,000 for the year which is an improvement from the end of the first quarter when it was at \$54,000. Ms. Shickle feels confident that by the end of fiscal year the agency will be net neutral as the budget predicts.

Based on feedback from the last meeting, Ms. Shickle noted that both detail and summary for profit and loss and balance sheet statements are included.

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She offered to answer any questions and noted the Finance Committee did review statements in detail at its February meeting.

b. FYs 2020 / 2021 Special Assessment

Ms. Shickle said the Finance Committee had also taken up the topic of the designated fund balance noting the Commission had taken action in 2004 to establish the designated fund balance at \$1,000,000. This occurred after a nine to twelve-month deliberation by the Executive Committee and sub-committee that was formed to look at forecasting when there was a dip in state funding. The Finance Committee took time to discuss an appropriate designated fund level and feels that the designated fund balance should remain at \$1,000,000. Ms. Shickle noted that at the end of FY2018 the agency did go below the balance and this represented a gap of \$219,000.

Ms. Shickle said the committee has discussed the plan to bring the fund balance back to the designated \$1,000,000 level and there's a plan to accomplish this over the course of two years. She said the committee has discussed and recommended that local members contribute through a special assessment about half of the amount needed or about \$109,000. In addition, as part of the PDC budget process, general fund dollars could be set aside to close the gap for the other half.

Ms. Shickle provided a table showing current dues as well as the FY2020 special assessment rate, but also pointed out the population estimates may change as the numbers need to be verified. She noted this comes to about \$0.05 per capita increase for the localities. Ms. Shickle asked committee members if they would like to add anything.

Ms. Haley said her understanding is there has been a lot of discussion about the designated fund balance and she feels the agency is moving in a very positive direction. She thinks the special assessment is a little premature and asked if the \$1,000,000 number is arbitrary to begin with and if being within the range is acceptable. She notes the larger jurisdictions will be carrying the bulk of the special assessment and because of these concerns couldn't in good faith vote for the assessment today. Ms. Haley suggested a progress review in six months to see how operational changes are working.

Chairwoman Newbille asked for any other comments. Ms. Kelly-Wiecek said she thought there was going to be more information on the appropriate fund balance. Ms. O'Bannon noted this work was done by the Finance Committee and part of the fund balance is based on the fact that if the

agency leaves its current location prior to the end of the least term, the remainder of the lease amount would need to be paid.

Ms. O'Bannon said it is possible with agency changes and an influx of funding that the balance could be restored in one year, but the committee didn't want to delay because of potential issues with the current lease. She said the agency is going to pursue changes to the office location which will improve the rent situation, but in the meantime, the fund balance should be restored. She does agree that the Board should see details as to how the fund balance amount was originally designated.

Ms. Jaeckle said there was agreement that it didn't make sense to walk away from the current lease so the PDC will not be leaving the current office space. Ms. O'Bannon said the reserve fund exists in case the agency did suddenly need to disband and pay all outstanding expenses.

Ms. Shickle said in review of the minutes from 2004 there were extensive calculations and review of best practices at the time, and there was a review of all expenses and liabilities of the agency at that time. She said the numbers did appear to be in a range and the Board at that time thought \$1,000,000 was a good compromise. The amount fit within the range they calculated and was the basis for the rationale when arriving at that number.

Ms. O'Bannon said she remembered the discussion was the actual number was slightly less than \$1,000,000 and it was rounded up to \$1 million. Ms. Shickle added the Finance committee looked at expenses from the last three and last four months and calculated a three-month and six-month operational need. Her impression from the committee was that while most calculations fell below \$1,000,000, it was felt that the \$1 million was a reasonable threshold.

Mr. Holland confirmed that the committee looked at the range and considered the state of the economy and the federal budget where potential massive cuts could impact current financial situation. Mr. Holland said he is not opposed to waiting until the end of the fiscal year to see how the financial situation develops and asked for confirmation that the PDC would not be penalized for waiting.

Ms. O'Bannon again asked for a presentation on how the low and high end of the range were reached and apologized for not remembering all the details discussed in the committee. She reiterated that when coming up with the fund balance, the committee considered worse case scenarios and what would be needed to cover those types of situations.

Chairwoman Newbille agreed to take a few more comments. Dr. Spagna thanked committee members for their recollections of the committee meetings. He recalled the range being developed for what it would take to run the agency for three months or six months in case of a catastrophe. He said the \$1,000,000 balance fell in the middle of the range and the committee felt comfortable with this conservative amount. He mentioned that localities are in the process of preparing budgets now and if the Board waits until the end of the fiscal year, it will essentially be too late for the jurisdictions to budget for an additional assessment. He said this is an opportunity to recover funds for the reserve fund balance.

Mr. Elswick said this situation is no different than local budget management because the jurisdictions don't raise taxes to fix shortfalls but instead tell their staffs to develop plans to cover any shortfall. He also feels this plan is unfair to larger jurisdictions, like Chesterfield, because they end up paying a higher amount. He suggested dividing the amount nine ways so that it is paid equally if it is going to be handled by a special assessment.

Ms. Larson mentioned she had asked previously about severance policies regarding staff leaving the agency and she wondered if those policies have been reviewed and if changes are being made. Ms. Shickle said that the Executive Committee acts as the Personnel Committee. The Executive Committee has discussed the policy dealing with retiree health care benefits as well as the leave policy and payouts. Ms. Shickle is looking for consistency with member jurisdictions and a policy amendment will be forthcoming.

Ms. Shickle said current leave policy payouts are consistent with the member jurisdictions, but the way current staff uses leave is being managed better so that leave is being taken as it is earned. Ms. Larson asked if it makes sense to review how much leave is being carried over and if this should be capped. Ms. Shickle confirmed it is currently capped at twice the amount earned in a year that can be carried over to a new calendar year. The amount earned is based on tenure and she agreed this can be reviewed.

Ms. Larson said she agreed with Ms. Haley and would prefer to wait a couple of months to receive more information on the fund balance before sending a special assessment invoice out to the jurisdictions.

Mr. Silber said there is another option for consideration. The County Administrators and Managers from the four largest jurisdictions have talked about the special assessment. They suggested the recommendation to

restore the fund balance over two years. He said another option would be to approve this over one year and revisit to see where things stand at that time.

Chairwoman Newbille confirmed there is a clear unreadiness to proceed with the special assessment, a desire to have a presentation on details, and some future consideration for a strategy to address restoring the reserve fund balance. Ms. O'Bannon made a motion to defer this topic until April. Mr. Holland seconded the motion.

Ms. Shickle asked to confirm exactly what information the Board would like to have presented. Ms. Shickle asked if it is the information that was presented to the committee, and if there is any additional information the Board would like to have presented. Chairwoman Newbille and Mr. Holland agreed that at a minimum the presentation would include what was presented to the committee and how the amount for the reserve fund balance was determined.

Mr. Elswick said he would like the presentation to include how the PDC arrived at its current situation and what administrative decisions were made to cause this position. Ms. Haley added the changes that have been made to move the agency in a positive direction should also be included.

Ms. Kelly-Wiecek agreed with Dr. Spagna's statement that jurisdictions are in budget season. She recommended that members discuss the special assessment with their CAO/Manager in case the Board does proceed so it won't create an issue for the budget process.

Vice Chairman Nelson asked about Mr. Silber's comment regarding the special assessment suggestion made by the CAOs/Managers and if there was a provision to include the assessment in their proposed budgets. Mr. Silber said this was his understanding, at least from the perspective of Henrico County.

Ms. Shickle confirmed she discussed this issue with the CAOs and Managers after the last Audit/Finance/Facilities committee meeting and has been keeping them updated after each committee meeting. She has received feedback on different scenarios and what they would be comfortable with. The impression she has gotten is that the CAOs/Managers can make the additional dollars work in their upcoming budgets. Ms. Shickle said there are varying opinions on the philosophical approach and that is something that can be revisited by Board members with their own CAOs and Managers.

Chairwoman Newbille said at this point Board members should discuss the special assessment with their own CAOs and Managers to hear their opinions. Ms. Lascolette mentioned waiting until the end of this fiscal year and feels the jurisdictions are being asked to pay for the agency's mistakes of the past and, in some cases, policies that are more generous than what the localities offer. She confirmed that she does not support this path.

Mr. Nordvig said he wanted to be sure he was clear what the Board is asking from Ms. Shickle: how the agency's deficit occurred; corrections that will be made; current rent; assessment per capita vs. equal division between localities; timeline options; and other funds available to close the gap. Ms. Shickle added she has also included information on how the current fund balance amount was arrived at originally.

Ms. Paige mentioned a discussion about the population estimate and using a more accurate number. Chairwoman Newbille agreed this would be part of the information to consider.

Vice Chairman Nelson asked if what is being considered is a one-time assessment because it has been referred to as a tax which would imply it is ongoing. Mr. Nordvig added it is talked about this way since the agency is dealing with taxpayer money.

Chairwoman Nelson asked if she could call the question on the motion to accept the monthly financial report as presented. Dr. Spagna so moved and the motion was seconded by Ms. Lascolette. There was no additional discussion and the motion was carried unanimously.

2. Public Outreach and Engagement Committee

Mr. Nordvig provided an update and stated the new PDC website is now the committee's focus. He provided an example of the new graphics that are intended to provide a clean look and will also work in grey scale and in black and white. The next meeting of the committee is on March 26. There will be additional updates after that meeting when the new website and communications plan will be reviewed. There will be more details on public outreach for the launch and coordination with the agency's 50th anniversary when the committee meets again. He will report on this at next Board meeting.

Ms. O'Bannon asked how the new website and branding efforts are being funded. Ms. Shickle advised in this fiscal year, PDC general fund dollars along with state and local dollars provided money for this project.

Ms. Kelly-Wiecek confirmed that the Board was aware of how the work was being funded. Ms. Shickle said during the RRTPO's Federal Certification review, it was noted the agency need to have a more accessible website. A decision was made to combine the TPO website updates with the PDC website to align both sites. Ms. Shickle noted she chose not to amend the UPWP for the federal dollars to fund the website updates because it would have slowed down the process. She said the current website is in a tenuous situation and work needed to be completed as quickly as possible.

B. Special Presentations

1. National Association of Development Organizations (NADO), Joe McKinney, Executive Director

Chairwoman Newbille introduced Mr. Joe McKinney, Executive Director of NADO. Mr. McKinney distributed information about NADO and provided details about what NADO does, events related to NADO's work in Washington, DC, and how NADO can help the PDC.

Ms. Kelly-Wiecek asked about legislative priorities for transportation and infrastructure issues. Mr. McKinney noted this is a national problem and it's difficult to predict what will happen with funding; it is a political challenge.

2. Virginia Association of Planning District Commissions (VAPDC), David Blount, Executive Director

Chairwoman Newbille introduced David Blount, Executive Director of VAPDC. Mr. Blount provided handouts to the Board on VAPDC. He noted the VAPDC is trying to establish or renew relationships with state agencies and partners. He said he is traveling around the state to let members know what the VAPDC has to offer and is encouraging local cooperation as well as state cooperation.

3. OTHER BUSINESS / ANNOUNCEMENTS

Ms. Shickle reminded Board members that they are all invited to enjoy pie with PDC staff in honor of Pi Day.

No other business was identified to bring before the Board.

4. ADJOURN

Chairwoman Newbille thanked members for their time and adjourned the meeting at approximately 10:30 a.m.

Martha Shickle
Executive Director

Cynthia Newbille
Chair