



**RRPDC EXECUTIVE COMMITTEE
Minutes of Meeting
April 11, 2019**

Members Present

Dorothy Jaeckle..... Chesterfield County
Angela Kelly-Wiecek Hanover County
Susan Lascolette Goochland County
Tyrone Nelson, Vice Chair Henrico County
Cynthia Newbille, Chair City of Richmond
Larry Nordvig..... Powhatan County
Patricia Paige, Secretary New Kent County
George Spagna, Treasurer Town of Ashland

Others Present

Eric Gregory Hefty, Wiley and Gore
Jill Swinger Warren Whitney

Staff Present

Martha Shickle..... Executive Director
Mark Bittner..... Director, Regional Planning & GIS
Diane Fusco Office Manager
Chet Parsons Director, Transportation

Call to Order

Chairwoman Newbille called the regularly scheduled April 11, 2019, RRPDC Executive Committee meeting to order at approximately 8:15 a.m. in the RRPDC Board Room.

Certification of a Quorum

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

1. Minutes for the March 14, 2019 Meeting (Tab 1)

Chairwoman Newbille said the minutes are included in the agenda packet under Tab 1 and asked members to review. She said if there are no items to review, edits or modifications, she'd ask for a motion to approve the minutes as presented.

Mr. Nordvig made a motion that the minutes from the March 14, 2019 meeting be approved as presented. The motion was seconded by Ms. Lascolette. There was no additional discussion and the motion to approve the minutes of the March 14, 2019 Executive Committee meetings as presented carried unanimously.



2. Chair's Report

A. Executive Director's Performance Evaluation

Chairwoman Newbille said she has asked Ms. Shickle to provide an evaluation form template that can be used for the Executive Director's evaluation. The forms are being updated for the PDC staff and she feels a more appropriate evaluation form for the Executive Director will be helpful. This form will be presented for consideration at the June meeting.

Ms. Jaeckle asked if the Executive Committee will be able to review the sample performance evaluation documents prior to the June meeting. Ms. Shickle said her goal is to send the proposed evaluation form by the end of April. She plans to prepare a recommended template and the source for the template for discussion at the June Executive Committee meeting.

Ms. Shickle confirmed the recommended template will be sent for review and feedback prior to the June meeting and she will aim to send by end of April. Chairwoman Newbille said that due to the May meeting cancellation the template, or tool, will be discussed at the June meeting, not the actual performance evaluation.

B. Appointment of Nominating Committee

Chairwoman Newbille said it is not necessary to appoint a nominating committee since there is only one person per jurisdiction on the committee and the rotation is known.

Based on the current established rotation of jurisdictions to serve as officers, those scheduled to serve in FY20 are *Henrico County (Chairman); Town of Ashland (Vice Chairman); New Kent County (Treasurer); and Hanover County (Secretary)*. However, members of the Nominating Committee are not bound by policy to select nominees per the jurisdictional rotation. New officers will begin serving their one-year terms of office in July 2019.

Dr. Spagna said he is not running for a fifth term on Ashland town council, however he is willing to fill the Vice Chairman position for the Executive Committee per the rotation schedule. He clarified that he would not be able to act as Chair for 2020 since this will coincide with the end of his town council term.

Chairwoman Newbille said for the next term the established rotation of officers by jurisdictions should work as planned.

3. Executive Director's Report

- A. The Executive Director will review the Agenda for the Commission meeting time permitting.



Ms. Shickle provided a review of the agenda for the Board meeting and consent agenda items. The first item she reviewed was the resolution to approve funding for the rural transportation initiatives for the state supported program. The resolution ensures that the Board plans to appropriate the funds for the match commitment of \$14,500. Dr. Spagna suggested reviewing the same information with the Board to determine if there is any desire to have this item removed from the consent agenda.

Ms. Shickle reviewed a slide deck from her presentation that addresses carryover items from the last meeting as well as some additional details designed to provide more clarity. She said staff recommendation is for the Board to consider new methodology for determining the fund balance that includes a floor and ceiling. The floor is based on the last four years of expenses projected at three months and the ceiling at a projection of six months. She said this methodology creates a mechanism to have floor and ceiling rates that reflect what is currently happening at the agency.

Ms. Shickle indicated during the Board meeting she will review the methodology used to determine the current fund balance based on what she has been able to decipher from information available from 2004 when it was initially established. She has also created tables that demonstrate what a per capita and flat assessment would mean. She feels progress has been made this year and recommends delaying a special assessment until the current fiscal year is closed and the situation can be reviewed.

Ms. Shickle acknowledged the agency is currently out of compliance based on the current policy. Ms. Kelly-Wiecek asked about the staff recommendation and Ms. Shickle said this is her recommendation to the Finance & Audit committee based on working with Ms. Swinger, Ms. Seay from Hanover County, and local government managers.

Ms. Kelly-Wiecek said she would like to understand the calculation used for the current fund balance and how the rent impacts this calculation based on the example Ms. Shickle mentioned. Ms. Shickle confirmed the liability associated with the rent is impacted by the amount of time left on the lease because the penalty specifies full payment of the remaining lease term.

Ms. Lascolette asked if Ms. Shickle had been able to determine how the fund balance of \$1,000,000 was originally decided upon. Ms. Shickle reviewed the elements that were considered when this amount was determined.

Dr. Spagna mentioned the floor and ceiling approach is more consistent with how Ashland arrives at their fund balance. He said both ways of arriving at the fund balance were reviewed by the Finance & Audit committee and as long as the Board knows the methodology used to arrive at the numbers, the floor and ceiling method is acceptable.

Ms. Shickle noted that ideally the fund balance policy would be reviewed before the agency is out of compliance. Ms. Kelly-Wiecek said the committee is still concerned about what policies exist that allowed the fund balance to become out of compliance in the first place. She said solid financial policies need to be in place to prevent this from happening again.



Chairwoman Newbille reviewed the considerations currently before the Executive Committee – additional funding to bring the fund balance in to compliance, current policy remains in place and review progress at a later time or change the policy to accept floor and ceiling methodology. Ms. Kelly-Wiecek indicated Ms. Shickle's full presentation is needed before a decision is made and there may be the need for an Executive Committee recommendation to the full board.

Ms. Lascolette said if the agency remains with the current fund balance amount she would like to review expenses before any special assessment is proposed. Vice Chairman Nelson asked if the agency could remain with the current fund balance amount and Chairwoman Newbille confirmed that could be a course of action, but the current policy would still need to be changed.

Ms. Shickle noted that as of February 28th the reserve fund balance is \$767,000 and at the end of the fiscal year the balance was \$780,000. There is a \$219,000 variance from existing fund balance policy and the June 30, 2018 fiscal year end balance.

Vice Chairman Nelson asked about Ms. Lascolette's comment regarding reducing expenses and if she was suggesting this come from the operating budget. Ms. Kelly-Wiecek said it is important to consider where funds are being cut because the agency could be in a position again where it doesn't have staff with the expertise to perform grant funded work.

Chairwoman Newbille confirmed Ms. Shickle's presentation will be made at the full Board meeting before a decision is made. Ms. Lascolette asked if we have a projection of fund balance at the end of this fiscal year. Ms. Shickle said the budget that the Board approved in February projects a net loss for the year of \$450.00. The fund balance would be at \$780,000 at the end of the fiscal year, however Ms. Shickle and Ms. Swinger feel there will be a net income by the end of the year. Ms. Shickle expects to be able to contribute \$50,000 to the fund balance at the end of the next fiscal year assuming all other factors remain the same.

Chairwoman Newbille moved to have Ms. Shickle's full presentation given to the Board prior to any decision being made.

4. Other Business

Chairwoman Newbille asked Ms. Shickle to address the May meeting conflict. Ms. Shickle said the week in May that is designated as Tourism Week is the same week as the May Executive Committee and Board meeting.

There is a breakfast on May 9th that many members of the Board are involved with and the May meeting can be cancelled if the Executive Committee and Board agree. Ms. Lascolette and Dr. Spagna asked if there were any pressing issues to address at the May meeting. Ms. Shickle confirmed any items on the May agenda could be scheduled in June.

Chairwoman Newbille asked if there was a consensus to cancel the May meeting. There was agreement to cancel the May meeting and reconvene in June. Dr. Spagna said the Finance &



Audit committee is meeting soon and agreed to have a preliminary budget distributed prior to the June meeting.

5. Adjourn

As there was no additional business to bring before the Executive Committee, Chairman Newbille adjourned the meeting at approximately 8:55 a.m.

Martha Shickle
Executive Director

Cynthia Newbille
Chair