



Commission Meeting

**Minutes of Action Meeting
GoToMeeting Virtual Meeting
August 13, 2020 -- 9:00 a.m.**

Members Present (A = Alternate)

<u>Charles City County</u>		<u>Town of Ashland</u>		<u>Goochland County</u>	
William Coad		Kathy Abbott (A)		Susan Lascolette (A)	
Michelle Johnson (A)		Mr. Daniel McGraw	X	Neil Spoonhower	X
Rhonda Russell (A)	X				
<u>Chesterfield County</u>		<u>City of Richmond</u>		<u>Hanover County</u>	
Kevin Carroll	X	Nolen Blackwood (A)	X	Sean Davis, Secretary	
Tim Davey	X	Jacob Giovia	X	Anne Marie Lauranzon	
Gloria Freye	X	Kim Gray	X	Canova Peterson	X
Leslie Haley	X	Kristen Larson		Faye Prichard (A)	
James Holland	X	Stephanie Lynch		Randy Whittaker	X
Jim Ingle	X	Dr. Cynthia Newbille, Past Chair	X		
Jesse Smith (A)	X	Rodney Poole	X		
Chris Winslow	X				
<u>Henrico County</u>		<u>New Kent County</u>		<u>Powhatan County</u>	
Chris Archer	X	John Lockwood (A)		Michael Byerly	X
Thomas M. Branin		John Moyer	X	Bobby Hall	X
William Mackey		Patricia Paige, Treasurer	X	Larry Nordvig	X
Tyrone Nelson, Chair	X				
Patricia O'Bannon					
Daniel J. Schmitt	X				
Frank Thornton					

Others Present:

Eric Gregory.....Hefty, Wiley & Gore, PC

Staff Present

Martha Heeter.....Executive Director
 Terry Eckhout.....Director of Finance
 Diane Fusco.....Office Manager
 Sidd Kumar.....Project Coordinator
 Chet Parsons.....Director of Transportation



The PlanRVA Commission meeting was held by electronic communication means as set forth by the April 22, 2020 actions of the General Assembly 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 GoToMeeting and was open and accessible for participation by members of the public. Voting record tables are included in Appendix A. A recording of this meeting is available on our [Plan RVA YouTube Channel](#).

Call to Order

Chairman Nelson called the PlanRVA Commission meeting to order at approximately 9:05 a.m.

Attendance Roll Call & Certification of a Quorum

Ms. Heeter read an opening statement for Electronic Meetings.

Ms. Fusco took attendance by roll call and confirmed a quorum was present.

Recognition of newly appointed Commissioners and Alternates

Ms. Heeter recognized newly appointed Commissioners – Mr. Dan McGraw from Ashland, Mr. Bobby Hall from Powhatan Planning Commission and Mr. Jacob Giovia, Citizen Member from City of Richmond.

Public Comment Period

Since there were no requests from the public to address members of the Regional Commission, Chairman Nelson closed the public comment period.

Requests for Additions or Changes to Order of Business

Chairman Nelson confirmed there were no requests for additions or changes to the order of business.

Minutes for the May 11, 2020 Meeting

On motion of Mr. Carroll, seconded by Ms. Gray, the Commissioners approved the minutes of the June 11, 2020 meeting by roll call vote. The motion carried (Appendix A).

Standing Committee and Other Reports

Mr. Holland asked Ms. Eckhout to provide an update on FY2020 financials and the letter that was sent out regarding the status of the fund balance. Ms. Eckhout reported YTD net income for FY2020 is currently \$278,068. The projected fund balance is \$1,068,668. Mr. Holland recognized the Finance Committee's work toward this progress.

Ms. Eckhout continued to review the May and June 2020 financial statements.

Mr. Holland confirmed the adjustment from VRS has been received and this was reflected in the communication sent from Chairman Nelson and will be in the audited financial statements.



Ms. Eckhout said the revenue section of the audit will be conducted on site at the PlanRVA office.

Mr. Peterson suggested the smaller committees of the Commission try to work in person going forward to improve communications. Mr. Holland said this suggestion will be noted.

Mr. Nordvig asked about the extra \$68,000 in the fund balance. Mr. Holland noted the localities member dues were reduced this year. Mr. Nordvig suggested a line item or some designation so the excess funds are not used for some other purpose. Mr. Holland confirmed the money will be monitored and any spending going forward will be judicious and transparent.

Mr. Spoonhower asked about any mechanisms in place to limit access to the funds. Mr. Peterson also noted the \$1MM reserve was set as a minimum and doesn't feel an adjustment is in order at this point.

On motion of Mr. Holland, seconded by Mr. Peterson, the Commissioners approved the May and June 2020 financial statements by roll call vote. The motion carried (Appendix A).

Nominating Committee for FY21 Slate of Officers

Dr. Newbille provided an update on the nominating committee. The committee presented a proposed slate of officers minus a Vice Chair to the Executive Committee earlier this morning. After that discussion a Vice Chair was identified. Dr. Newbille asked Ms. Heeter to present the slate of officers up for consideration.

The FY2021 proposed slate of officers:

- Chair Neil Spoonhower, Goochland County
- Vice-Chair Christopher Winslow, Chesterfield County
- Treasurer Sean Davis, Hanover County
- Secretary Larry Nordvig, Powhatan County

Chairman Nelson asked for a vote to approve the slate of officers. On motion of Mr. Archer, seconded by Ms. Gray, the Commissioners approved the recommendation of Officers for FY2021 by roll call vote. The motion carried (Appendix A).

Chairman Elect Spoonhower took over the meeting at this point and thanked everyone and expressed his appreciation.

Executive Director's Report

Ms. Heeter reviewed information provided in the agenda packet.

Ms. Heeter discussed the resolution to offer support services to the CVTA.



Ms. Paige asked about funding and the structure of the authority and how compensation will occur to the Commission. Ms. Heeter discussed some of the revenue sources and Mr. Gregory mentioned the statute of the CVTA sets forth the budget process.

Mr. Holland said the Commission should be fully compensated for any work done for the CVTA.

On motion of Mr. Carroll, seconded by Mr. Davey, the Commissioners approved the recommendation of the resolution to offer support services to the CVTA by roll call vote. The motion carried (Appendix A).

Other Business

Ms. Heeter reviewed membership of the existing standing committees – Audit, Facilities & Finance Committee and Public Outreach and Engagement Committee. She noted official appointments will occur at the next meeting by Chairman Spoonhower.

Chairman Spoonhower invited Rev. Nelson to offer closing comments.

Rev. Nelson thanked Ms. Heeter and the staff for all their work and support. He looks forward to continuing to serve on the Commission and supporting the new leadership.

Ms. Paige expressed her appreciation to Rev. Nelson for his leadership during this challenging time and she appreciates his dedication.

Mr. Holland also expressed his thanks to Rev. Nelson. He also noted the new transportation authority is significant progress for this region.

Dr. Newbille also expressed thanks and appreciation to Rev. Nelson for his leadership.

Mr. Peterson suggested all attendees unmute and give a round of applause to Rev. Nelson.

Mr. Thornton commended Rev. Nelson on his work and noted the CVTA is a great opportunity for this region.

Public Comment Period

Since there were no requests from the public to address members of the Regional Commission, Chairman Spoonhower closed the public comment period.

Chairman Spoonhower adjourned the meeting at 10:15 a.m.



APPENDIX A

PlanRVA Board of Commissioners - Voting Record

Date of Meeting: June 11, 2020

Item 4. Minutes for the May 14, 2020 Meeting

Members Present (A = Alternate)

<u>Locality</u>	<u>Member</u>	<u>AYE</u>	<u>NAY</u>	<u>Abstain</u>
Charles City County	Rhonda Russell (A)	X		
Town of Ashland	Dan McGraw	X		
Goochland County	Neil Spoonhower	X		
Chesterfield County	Kevin Carroll	X		
Chesterfield County	Tim Davey	X		
Chesterfield County	Gloria Freye	X		
Chesterfield County	Leslie Haley	X		
Chesterfield County	James Holland	X		
Chesterfield County	Jim Ingle	X		
Chesterfield County	Jesse Smith (A)	X		
Chesterfield County	Chris Winslow	X		
City of Richmond	Nolen Blackwood	X		
City of Richmond	Kim Gray	X		
City of Richmond	Dr. Cynthia Newbille	X		
City of Richmond	Jacob Giovia	X		
Hanover County	Canova Peterson	X		
Hanover County	Randy Whittaker	X		
Henrico County	Chris Archer	X		
Henrico County	Tyrone Nelson	X		
Henrico County	Daniel Schmitt	X		
Henrico County	Frank Thornton	X		
New Kent County	John Moyer			X
New Kent County	Patricia Paige	X		
Powhatan County	Michael Byerly	X		
Powhatan County	Larry Nordvig			X
Powhatan County	Bobby Hall			

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

Richmond Regional Planning District Commission



Item 5b. ii. May & June 2020 Financial Statements

Members Present (A = Alternate)

Locality	Member	AYE	NAY	Abstain
Charles City County	Rhonda Russell (A)	X		
Town of Ashland	Dan McGraw	X		
Goochland County	Neil Spoonhower	X		
Chesterfield County	Kevin Carroll	X		
Chesterfield County	Tim Davey	X		
Chesterfield County	Gloria Freye	X		
Chesterfield County	Leslie Haley	X		
Chesterfield County	James Holland	X		
Chesterfield County	Jim Ingle	X		
Chesterfield County	Jesse Smith (A)	X		
Chesterfield County	Chris Winslow	X		
City of Richmond	Nolen Blackwood			
City of Richmond	Kim Gray	X		
City of Richmond	Dr. Cynthia Newbille	X		
City of Richmond	Jacob Giovia	X		
Hanover County	Canova Peterson	X		
Hanover County	Randy Whittaker	X		
Henrico County	Chris Archer	X		
Henrico County	Tyrone Nelson	X		
Henrico County	Daniel Schmitt	X		
Henrico County	Frank Thornton			
New Kent County	John Moyer	X		
New Kent County	Patricia Paige	X		
Powhatan County	Michael Byerly	X		
Powhatan County	Larry Nordvig		X	
Powhatan County	Bobby Hall			



Item 5c. FY2021 Officers

Members Present (A = Alternate)

Locality	Member	AYE	NAY	Abstain
Charles City County	Rhonda Russell (A)	X		
Town of Ashland	Dan McGraw	X		
Goochland County	Neil Spoonhower	X		
Chesterfield County	Kevin Carroll	X		
Chesterfield County	Tim Davey	X		
Chesterfield County	Gloria Freye	X		
Chesterfield County	Leslie Haley	X		
Chesterfield County	James Holland	X		
Chesterfield County	Jim Ingle	X		
Chesterfield County	Jesse Smith (A)	X		
Chesterfield County	Chris Winslow	X		
City of Richmond	Nolen Blackwood			
City of Richmond	Kim Gray	X		
City of Richmond	Dr. Cynthia Newbille	X		
City of Richmond	Jacob Giovia	X		
Hanover County	Canova Peterson	X		
Hanover County	Randy Whittaker	X		
Henrico County	Chris Archer	X		
Henrico County	Tyrone Nelson	X		
Henrico County	Daniel Schmitt	X		
Henrico County	Frank Thornton			
New Kent County	John Moyer	X		
New Kent County	Patricia Paige	X		
Powhatan County	Michael Byerly	X		
Powhatan County	Larry Nordvig	X		
Powhatan County	Bobby Hall			



Item 5d. Resolution Offering Support Services to the CVTA

Members Present (A = Alternate)

<u>Locality</u>	<u>Member</u>	<u>AYE</u>	<u>NAY</u>	<u>Abstain</u>
Charles City County	Rhonda Russell (A)	X		
Town of Ashland	Dan McGraw	X		
Goochland County	Neil Spoonhower	X		
Chesterfield County	Kevin Carroll	X		
Chesterfield County	Tim Davey	X		
Chesterfield County	Gloria Freye	X		
Chesterfield County	Leslie Haley			
Chesterfield County	James Holland	X		
Chesterfield County	Jim Ingle	X		
Chesterfield County	Jesse Smith (A)	X		
Chesterfield County	Chris Winslow	X		
City of Richmond	Nolen Blackwood			
City of Richmond	Kim Gray	X		
City of Richmond	Dr. Cynthia Newbille	X		
City of Richmond	Jacob Giovia	X		
Hanover County	Canova Peterson	X		
Hanover County	Randy Whittaker	X		
Henrico County	Chris Archer	X		
Henrico County	Tyrone Nelson	X		
Henrico County	Daniel Schmitt	X		
Henrico County	Frank Thornton	X		
New Kent County	John Moyer	X		
New Kent County	Patricia Paige	X		
Powhatan County	Michael Byerly	X		
Powhatan County	Larry Nordvig		X	
Powhatan County	Bobby Hall			