



**Commission Meeting
GoToMeeting Virtual Meeting
Meeting Minutes
September 10, 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)		Sean Davis, Secretary	X
Tim Davey	X	Jacob Giovia	X	Anne Marie Lauranzon	
Gloria Freye	X	Kim Gray		Canova Peterson	X
Leslie Haley	X	Kristen Larson	X	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			
Chris Winslow	X				
<u>Henrico County</u>		<u>New Kent County</u>		<u>Powhatan County</u>	
Chris Archer	X	John Lockwood (A)		Michael Byerly	
Thomas M. Branin		John Moyer	X	Bobby Hall	X
William Mackey	X	Patricia Paige, Treasurer	X	Larry Nordvig	
Tyrone Nelson, Chair	X				
Patricia O'Bannon	X				
Daniel J. Schmitt	X				
Frank Thornton	X				

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 Regional 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 Spoonhower called the PlanRVA Commission meeting to order at approximately 9:00 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 Ms. Heeter confirmed a quorum was present.

Requests for Additions or Changes to Order of Business

On motion of Ms. O'Bannon, seconded by Mr. Holland, the Commission approved amending the agenda to include an additional opportunity for public comment as detailed in the opening statement. A roll call was completed to confirm, and the motion carried unanimously (Appendix A).

On motion of Ms. O'Bannon, seconded by Mr. McGraw the Commission approved including the Pledge of Allegiance to the agenda. A roll call was completed to confirm, and the motion carried unanimously (Appendix A).

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

Public Comment Period

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

Pledge of Allegiance

Ms. O'Bannon led the Commission in the Pledge of Allegiance to the flag.

Minutes for the August 13, 2020 Meeting

On motion of Mr. Holland, seconded by Ms. O'Bannon, the Commissioners approved the minutes of the August 13, 2020 meeting by roll call vote. The motion carried (Appendix A).

Chair's Report

Chairman Spoonhower shared information about his background and aspirations for his time as Chairman of the Commission.

Audit, Facilities & Finance Committee Report

Mr. Holland asked Ms. Eckhout to review the July 2020 financial statements. She noted the FY2020 audit is currently underway and there could be small adjustments to the figures being presented.

Ms. Eckhout presented the balance sheet and profit and loss statement for the month of July that was included in the agenda packet. Ms. Eckhout noted items that exceeded the threshold of a variance of 25% when compared to budget.

On motion of Mr. Holland, seconded by Ms. O'Bannon, the Commissioners approved the July 2020 financial statements by roll call vote. The motion carried (Appendix A).

Executive Director's Report

Ms. Heeter reviewed information related to a request for an extension of the vacation leave deadline. She said staff is requesting a temporary extension of the deadline for use of vacation leave from December 31, 2020 to June 30, 2021 due to COVID-19.

On motion of Mr. Peterson, seconded by Mr. Carroll, the Commissioners approved the extension of the vacation leave deadline by roll call vote. The motion carried (Appendix A).

Ms. Heeter referenced recent Commissioner Orientation sessions hosted this summer and said additional sessions will be offered on a quarterly basis going forward.

Ms. Heeter updated Commissioners on work being done to move to a new platform for electronic meetings that will improve Commission member and public observer experience and streamline procedures for public participation. Ms. O'Bannon mentioned security issues with Zoom and Ms. Heeter noted Zoom has added new security measures. Rev. Nelson and Mr. Winslow agreed that Zoom has improved their security protocols.

Public Comment Period

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

Other Business

As Chair of the Capital Region Airport Commission, Ms. O'Bannon announced that improvements to Concourse A at the Richmond International Airport is almost complete and JetBlue will be providing direct nonstop service to Tampa, Las Vegas, and Los Angeles.

Rev. Nelson acknowledged the new aquatic center opening in Henrico. Supervisor Frank Thornton was honoured at the ribbon cutting with surprise announcement that the center has been named for him. Mr. Holland also congratulated Mr. Thornton on this event.

On motion of Mr. Holland, seconded by Ms. O'Bannon, Chairman Spoonhower adjourned the meeting at 10:15 a.m.



APPENDIX A

PlanRVA Board of Commissioners - Voting Record

Date of Meeting: September 10, 2020

Amend agenda to include additional public comment period

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	Jacob Giovia	X		
City of Richmond	Kristen Larson			
City of Richmond	Dr. Cynthia Newbille	X		
Hanover County	Sean Davis	X		
Hanover County	Canova Peterson			
Hanover County	Randy Whittaker	X		
Henrico County	Chris Archer	X		
Henrico County	William Mackey			
Henrico County	Tyrone Nelson	X		
Henrico County	Patricia O'Bannon	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	Bobby Hall	X		



Motion to include Pledge of Allegiance to Agenda

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	Jacob Giovia	X		
City of Richmond	Kristen Larson	X		
City of Richmond	Dr. Cynthia Newbille	X		
Hanover County	Sean Davis	X		
Hanover County	Canova Peterson			
Hanover County	Randy Whittaker	X		
Henrico County	Chris Archer	X		
Henrico County	William Mackey			
Henrico County	Tyrone Nelson	X		
Henrico County	Patricia O'Bannon	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	Bobby Hall	X		



Item 4bi. July 2020 Financial Statements
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	Jacob Giovia	X		
City of Richmond	Kristen Larson	X		
City of Richmond	Dr. Cynthia Newbille	X		
Hanover County	Sean Davis	X		
Hanover County	Canova Peterson	X		
Hanover County	Randy Whittaker	X		
Henrico County	Chris Archer	X		
Henrico County	William Mackey	X		
Henrico County	Tyrone Nelson	X		
Henrico County	Patricia O'Bannon	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	Bobby Hall	X		



Item 4ci. Extension of Vacation Leave Deadline

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	Jacob Giovia	X		
City of Richmond	Kristen Larson	X		
City of Richmond	Dr. Cynthia Newbille	X		
Hanover County	Sean Davis			
Hanover County	Canova Peterson	X		
Hanover County	Randy Whittaker	X		
Henrico County	Chris Archer	X		
Henrico County	William Mackey	X		
Henrico County	Tyrone Nelson	X		
Henrico County	Patricia O'Bannon	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	Bobby Hall	X		