



**Executive Committee
Meeting Minutes
July 14, 2022 – 9 a.m.
James River Board Room- PlanRVA**

LOCALITY	NAME	X (attended)
Charles City County	Byron Adkins - Virtual	X
Chesterfield County	Christopher M. Winslow, Chair	X
City of Richmond	Dr. Cynthia Newbille - Virtual	X
Goochland County	Neil Spoonhower (A)	X
Hanover County	Sean Davis, Vice Chair	X
Henrico County	Reverend Tyrone Nelson	X
New Kent County	Patricia Paige, Secretary -Virtual	X
Powhatan County	Michael Byerly	X
Town of Ashland	Dr. Daniel McGraw - Virtual	X

1. Welcome and Introductions

Chair Winslow called the meeting to order at approximately 8:00 a.m.

a. Roll Call and Certification of a Quorum

Ms. Firestone took roll call of attendees and certified a quorum was present.

2. Request for Approval of May 12 and June 9, 2022, minutes

Michael Byerly made a motion, seconded by Cynthia I. Newbille, to approve the May 12 and June 9, 2022, meeting minutes. The motion was approved unanimously.

3. Executive Director Compensation Ad Hoc Committee Report

Chair Winslow announced that the Commission will go into closed session to discuss a personnel matter and asked for a motion to convene the closed session.

On motion made by Cynthia I. Newbille, seconded by Michael Byerly, the Executive Committee voted unanimously to convene in closed session pursuant to Virginia Freedom of Information Act Section 2.2-3711 (A) (1), for the purpose of discussing personnel matters concerning specific employees, which requires discussion and consultation with legal counsel, pursuant to Section 2.2-3711 (A) (8), during which all recording of the meeting will cease.

The Executive Committee entered Closed Session at approximately 8:05 a.m. At the conclusion of the Closed Session, the Chair called the regular meeting back to order at 8:40 a.m.

Certification of Closed Session

At the conclusion of the closed session, the Chair reconvened the public meeting. On motion by Cynthia I Newbille, the members of the Executive Committee each voted to certify that, to the best of their knowledge, only public matters lawfully exempted from open meeting requirements and that only such public business matters as were

identified in the motion by which the closed session was convened, were heard, discussed, or considered?

On motion made by Cynthia I. Newbille, seconded by Tyrone Nelson, the Executive Committee voted unanimously to move the compensation packet forward as presented.

4. CVTA Support MOU

Ms. Heeter announced that this is a follow up item for members of the Executive Committee to review the draft agreement with the CVTA developed by staff in coordination with legal counsel. Staff has put together a table that serves as the beginning of the projected budgetary impact of the agreement put into effect for FY2023. While it is incomplete, it begins to frame out the revenue benefit to PlanRVA. Once final figures (including the Executive Director position's compensation package) are provided by the CVTA, staff can complete the FY2023 addendum summarizing projected fees for the year.

Should the Executive Committee agree to the form and general terms of the agreement, staff will advance the draft agreement to the CVTA for their review.

On motion made by Cynthia I. Newbille, seconded by Michael Byerly, the Executive Committee voted unanimously to approve execution of the CVTA Support MOU pending final review by legal counsel.

5. New Office Space Project Budget and Timeline Update

The Audit, Facilities & Finance Committee met on Wednesday July 13th to review the work of the project management team following receipt of construction bids on June 20th. Three bids were submitted for the construction at 424 Hull Street and the committee reviewed the bid tabulation results on June 21st. During the meeting, members were able to see the impact of recent shifts in economic conditions; the apparent low bid for the project was \$115,469 over the original budget. The Committee directed staff to confirm the apparent low bidder and work to improve the costs in preparation for a final recommendation regarding the project costs and budget. The Committee took two actions in their meeting:

1. Recommended project budget amendment to include of additional \$40,000 for the project, bringing the total PlanRVA contribution from reserves from \$257,054 to \$297,054. and
2. Recommended approval to contract with Urban Core for the project subject to budget approval.

On motion made by Michael Byerly, seconded by Cynthia I. Newbille, the Executive Committee voted unanimously to recommend approval of the project budget amendment to include of additional \$40,000 for the project, bringing the total PlanRVA contribution from reserves from \$257,054 to \$297,054.

6. FY2023 Meeting Schedule

The draft meeting schedule was provided for consideration by the Executive Committee. Depending on the actions taken this morning, there may be a need to

convene a special meeting in a special meeting to address the construction contract and proposed Employment Agreement.

On motion made by Michael Byerly, seconded by Cynthia I. Newbille, the Executive Committee voted unanimously to approve the schedule for Executive Committee meetings for FY23 and to recommend approval of the FY23 full Commission meeting schedule.

Chair Winslow adjourned the meeting at approximately 8:50 a.m.