



**PlanRVA Commission Meeting Minutes
 September 8, 2022 – 9:00 a.m.
 James River Board Room- PlanRVA and Via Zoom**

Members Present (A = Alternate)

Charles City County		Town of Ashland		Goochland County	
Byron Adkins -	X	Brent Chambers	X	Don Sharpe	
		Dr. Daniel McGraw I		Neil Spoonhower (A)	X
		Kathy Abbott (A) (Virtual)	X		
Chesterfield County		City of Richmond		Hanover County	
Kevin Carroll		Andreas Addison		Sean Davis, Chair	X
Tara Carroll		Jacob Giovia	X	Canova Peterson	X
Tim Davey		Ann-Francis Lambert		Faye Prichard (A)	
Gloria Freye	X	Stephanie Lynch		Charlie Waddell	X
James Holland	X	Dr. Cynthia Newbille – (Virtual)	X	Randy Whittaker	
Jim Ingle		Rodney Poole			
Chris Winslow		Ellen Robertson (A)			
Henrico County		New Kent County		Powhatan County	
Gregory Baka (Virtual)	X	John Lockwood (A)		Michael Byerly, Vice Chair	X
Tyrone Nelson		Patricia Paige, Treasurer	X	Steve McClung	X
Patricia O'Bannon	X	Amy Pearson (Virtual)	X	Bobby Hall	
Frank Thornton	X				
Melissa Thornton					

The technology used for the PlanRVA Commission meeting was a web-hosted service created by Zoom and YouTube Live Streaming and was open and accessible for participation by members of the public. A recording of this meeting is available on our [Plan RVA YouTube Channel](#). Virtual participation of this meeting by members of the Executive Committee is authorized under the City of Richmond Res. No. 2020-R025, - declaration of a local emergency due to the potential spread of COVID-19, adopted March 16, 2020. The resolution is available [here](#).

1. Welcome and Introductions

Chair Davis called the meeting to order at approximately 9:00 a.m.

a. Pledge of Allegiance

b. Roll Call of Attendees and Certification of a Quorum

Janice Firestone, Program Coordinator, called the roll and certified that a quorum was present.

c. Public Comments

There were no public comments received or requests to address the Commission.

d. Condolences

Chair Davis expressed his condolences to the Nelson family on the loss of Reverend Nelson's father.

e. Moment of Silence

A moment of silence was observed in honor of the victims of 9/11.

2. Consent Agenda

a. Agenda Amendments / Approval

b. Approval of July Meeting Minutes

On motion by Cynthia I. Newbille, seconded by Charlie Waddell, the members of the PlanRVA Commission voted unanimously to approve the Consent Agenda (voice vote).

3. Standing Committee and Other Reports

a. Executive Committee & Chairman's Report

1) CVTA MOU Update

Chair Davis expressed his desire to institute a review period prior to the 180-day automatic renewal. He opened the matter up for discussion and suggested having it on an agenda prior to renewal. There was discussion about renewing the MOU annually with a more formal review in the 4th year of the 5-year term of the MOU.

Eric Gregory reported that staff received a comment from one person, Mr. Perry Miller, who suggested the Term section be revised to be clearer:

under Term, the language is not precise:

"and shall automatically renew for subsequent five-year terms, upon mutual agreement by the parties, provided the arrangement remains mutually agreeable."

There is no automatic renewal if it requires mutual agreement. Not sure why it would need an extension of term in the agreement to begin with.

Mr. Gregory will update the document to include language about the review as well as to address Mr. Miller's comments. The CVTA Finance Committee is scheduled to review on September 14th and the full Authority on September 23rd with a requested action to approve and authorize execution. It will be brought back to the PlanRVA Executive Committee and Commission at the October meeting.

2) FY2023 Committee Assignments

No action is requested on this item. An update was provided on the outcome of the Executive Committee discussion on the committee assignments and the Chair's reappointment of committee members as recommended by staff.

b. Audit, Facilities & Finance Committee Report

Ms. Heeter provided this report, which included the following:

1) New Office Space Update

There have been no changes to the project schedule and budget since July. The response from the City on the permitting process continues to be positive. Staff is expecting the schedule to hold, provided all permits are issued by September 13th.

In August, the Committee met and approved a moving and storage plan. Staff is moving forward with coordination with the movers. This is scheduled for the week of October 24th; storage is provided by the property owner at the new site. Staff is still planning to work remotely in November.

The last in-person meeting on-site at the Stony Point office will be October 14th. Meetings for PlanRVA, RRTPO and CVTA will be hosted at alternative locations for the rest of the calendar year to allow for the move and testing of AV equipment.

Staff is hosting some meetings at the Hatch Food Hall and adjacent meeting space to begin to introduce our stakeholders and partners to the new location and hope to offer tours to Commissioners as staff moves through the construction phase.

c. Public Outreach & Engagement Committee Report

Ms. Heeter provided this report, which included the following:

1) Brand Implementation Update

The Committee met on August 29th and focused on the status of brand implementation including logo refresh, incorporation of a tagline in alignment with the mantra and completion of staff training. The next committee meeting will include a timeline and a clear set of implementation deliverables for review.

Other updates from the committee include:

- Quarterly Newsletter
 - Issue 1 was released this summer. There were 117 opens, 88 clicks and 6 bounce backs.
 - Upcoming newsletter to be released in October.
- The monthly blog continues with recent additions including:
 - August 10th- 270 units built by 2024: Partnerships expand affordable housing in region
 - August 26th- Local jurisdictions to adopt new hazard mitigation plan
- Better Together Webinar Series:
 - Renee Haltom, Vice President and Regional Executive at the Federal Reserve Bank of Richmond will be the featured speaker on September 29th. The session is entitled “Understanding the Richmond Region's Changing Economy”.
- Title VI Training
 - PlanRVA partnered with KLT Group to develop a training curriculum focused on Title VI of the Civil Rights Act. PlanRVA and Crater staff will have opportunity to receive the training in November and we will be coordinating a statewide training event through VAMPO (Virginia Association of Metropolitan Planning Organizations) and VAPDC (Virginia Association of Planning District Commissions) later this year. The training is needed as part

of the federal recertification process for the RRTPO and compliance is required under all federally funded programs.

d. Executive Director's Report

1) Intergovernmental and Environmental Reviews

Ms. Heeter provided a summary of the Intergovernmental and Environmental Reviews and noted the reviews were included in the packet for member review.

2) FY2022 Annual Report Submittal to DHCD (Department of Housing and Community Development)

A handout was provided to members in acknowledgement of the FY2022 Annual Report submitted to DHCD on September 1st. A required element of the report is a cover letter summarizing key accomplishments for the year.

Ms. Heeter introduced Trinity Waldron, Wilder Fellow and new staff member for PlanRVA. Ms. Waldron will be focusing on support and technical assistance for our rural and smaller jurisdictions.

4. New Business: FOIA Council Guidance: Compliance for Electronic Meetings

James Holland arrived at 9:55 a.m.

a. Presentation: New Guidelines and Procedures

b. Discussion: PlanRVA Electronic Meetings

Mr. Gregory provided background information on the newly released FOIA guidance for electronic meetings. Commissioners discussed preferences for the conduct of public meetings with virtual participation. A policy document for review and potential approval at the October meeting.

5. Other Business- Commissioner Comments and Announcements

Chair Davis and Ms. Heeter announced the following upcoming events:

- Richmond Flying Squirrels on September 14
- Chickahominy Indian Tribe's Powwow on September 24-25
- Better Together Webinar on September 29th
- Shared Values in Action Summit on September 30th at Dominion Energy Center
- Chamber's online ticketing system. More details will be shared soon.

Chair Davis adjourned the meeting at 10:31 am.