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## AGENDA PlanRVA Commission Agenda

October 13, 2022—9:00 a.m.

### James River Board Room- PlanRVA and Zoom

*This meeting is open to the public. Members of the public are invited to attend in-person or virtually. Please alert PlanRVA at [PlanRVAinput@PlanRVA.org](mailto:PlanRVAinput@PlanRVA.org) if electronic transmission of this meeting fails for the public. If such transmission fails, the commission will take a recess until public access is restored. Please refer to our [Statement Regarding Virtual Meeting Participation by Members of the Public](#) for more information.*

*If you wish to participate in this meeting virtually, please register via Zoom at the following link: [https://planrva-org.zoom.us/webinar/register/WN\\_2gwXnogIQFuGKPmKROcRkg](https://planrva-org.zoom.us/webinar/register/WN_2gwXnogIQFuGKPmKROcRkg)*

*Check out our complete [Public Participation Guide](#) online to learn about the different ways you can stay connected and involved. Meetings are also live streamed and archived on our YouTube Channel at [www.youtube.com/c/PlanRVA](http://www.youtube.com/c/PlanRVA).*

#### 1. Welcome and Introductions (Davis)

- a. Pledge of Allegiance
- b. Roll Call of Attendees and Certification of a Quorum (Firestone)
- c. Public Comments (Davis)

*This meeting is being held in-person and via Zoom. A link to the Zoom webinar, where individuals may register to participate, is posted at the top of this agenda.*

*Members of the public are invited to submit public comments either verbally or in writing. Written comments can be submitted through the Q&A/Chat function on Zoom or to the email address at the top of this agenda. Written comments will be read aloud or summarized during the meeting when possible and will be included in the meeting minutes. Verbal comments will be taken at this time. Please indicate by raising your hand (in-person participants) or through the Q&A/Chat function on Zoom (virtual participants) if you would like to comment. When acknowledged by the Chairman, please clearly state your name so that it may be recorded in the meeting minutes.*

#### 2. Consent Agenda (Davis)

- a. Agenda Amendments / Approval
  - b. [Approval of September Meeting Minutes](#) - page 3
- Requested action: Motion to approve the consent agenda items.**

#### 3. Standing Committee and Other Reports

- a. Executive Committee & Chairman's Report (Davis)
    - 1) [CVTA MOU](#) - 7
- Requested action: a motion to approve the MOU.**

**2) Key Imperatives – FY2023** – page 19

**Requested action: a motion to approve the FY2023 Key Imperatives.**

**3) Policy for All Virtual Public Meetings** – page 20

**Requested action: a motion to adopt the policy for all virtual public meetings.**

**4) Policy for Remote Participation of Members** – page 23

**Requested action: a motion to adopt the policy for remote participation of members.**

**b. Audit, Facilities & Finance Committee Report** (Holland/van Doornick)

**1) New Office Space Update**

**c. Public Outreach & Engagement Committee Report** (Davey/Lanier-Jackson)

**1) Brand Implementation Update**

**d. Executive Director’s Report** (Heeter)

**1) Intergovernmental and Environmental Reviews** – page 26

**4. Special Program – PlanRVA’s Data Analysis Capabilities** (Adhikari)

**Principal Data Manager, Sarin Adhikari, will provide an overview of current data analysis projects and discuss future objectives for this Line of Business.**

**5. Adjourn** - Targeted Adjournment is 10:30 a.m.



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

**Members Present (A = Alternate)**

| <b>Charles City County</b> |   | <b>Town of Ashland</b>              |   | <b>Goochland County</b>       |   |
|----------------------------|---|-------------------------------------|---|-------------------------------|---|
| Byron Adkins -             | X | Brent Chambers                      | X | Don Sharpe                    |   |
|                            |   | Dr. Daniel McGraw I                 |   | Neil Spoonhower (A)           | X |
|                            |   | Kathy Abbott (A) (Virtual)          | X |                               |   |
| <b>Chesterfield County</b> |   | <b>City of Richmond</b>             |   | <b>Hanover County</b>         |   |
| 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 –<br>(Virtual) | X | Randy Whittaker               |   |
| Jim Ingle                  |   | Rodney Poole                        |   |                               |   |
| Chris Winslow              |   | Ellen Robertson (A)                 |   |                               |   |
| <b>Henrico County</b>      |   | <b>New Kent County</b>              |   | <b>Powhatan County</b>        |   |
| Gregory Baka (Virtual)     | X | John Lockwood (A)                   |   | Michael Byerly, Vice<br>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 4<sup>th</sup> 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 14<sup>th</sup> and the full Authority on September 23<sup>rd</sup> 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 13<sup>th</sup>.

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 24<sup>th</sup>; 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 14<sup>th</sup>. 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 29<sup>th</sup> 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 1<sup>st</sup>. 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.

**Memorandum of Understanding**  
**Central Virginia Transportation Authority**  
**Richmond Regional Planning District Commission**

This Memorandum of Understanding (MOU) is executed as of July 1, 2022 by and between the Central Virginia Transportation Authority (Authority) and the Richmond Regional Planning District Commission (PlanRVA) and describes the support services provided by PlanRVA to the Authority and the terms by which the Authority will continue to engage PlanRVA for these services.

WHEREAS, PlanRVA provides support services to the Richmond Regional Transportation Planning Organization, also designated as the Richmond Metropolitan Planning Organization, pursuant to a Memorandum of Understanding dated December 31, 1984, which includes administrative and technical staff support to the Metropolitan Planning Organization for the purpose of producing and administering the approved annual work program and other transportation planning services, and therefore PlanRVA has demonstrated capability in providing support services to transportation planning and other regional organizations; and

WHEREAS, the Commissioners of PlanRVA authorized an offer of support services to the Authority by approval of Resolution 21-01 during their August 13, 2020 regular meeting; and

WHEREAS, the Authority accepted this offer of support services in concept during their organizational meeting on August 27, 2020 and directed the members of the Finance Committee to negotiate this MOU; and

WHEREAS, the Authority continued the support services agreement for fiscal year 2022; and

WHEREAS, the Authority requested further support from PlanRVA for fiscal year 2023 and beyond, based on initiation of a new staffing structure and an understanding of required support services for the continued operations and administration of the Authority.

THEREFORE, the Authority will engage PlanRVA to provide support services pursuant to the terms of this MOU, as follows:

## TERM

The initial period of support services shall be through June 30, 2027 and shall automatically renew for subsequent five-year terms, unless terminated pursuant to the terms provided herein, At the conclusion of the 4<sup>th</sup> year of any term, the parties will review the MOU and report on its status within 60 days thereafter concerning renewal. This MOU's term may be modified or amended, subject to the provisions of this MOU.

**Deleted:** upon mutual agreement by the parties, provided the arrangement remains mutually agreeable

**Formatted:** Superscript

Either party may terminate this MOU at the end of a fiscal year with at least one hundred eighty (180) days' notice prior to the start of the new fiscal year. If this MOU is terminated in compliance with this provision and other terms of the MOU, both parties agree to cooperate on winding down and severing operations in an amicable manner. PlanRVA shall turn over all records, property or other materials necessary for the effective transition of support staffing to the Authority no later than ninety (90) days following the close of the fiscal year.

## SCOPE OF SERVICES

PlanRVA will provide the following support services to the Authority:

1. Executive Director and dedicated support staff
  - a. The Authority shall appoint an Executive Director over whom the Authority shall have sole authority. PlanRVA shall employ or contract with the Executive Director at the direction of the Authority and administer all payroll and benefits for the Executive Director and the Authority shall be responsible for all costs associated with the employment of the Executive Director.
  - b. The Authority shall provide for the ongoing direction, priority setting and annual performance expectations and evaluation of the Executive Director.
  - c. The Executive Director, with the Authority's approval and at its sole cost, shall have the authority to appoint additional support staff for the Authority, who shall be PlanRVA employees and whose payroll and benefits shall be administered by PlanRVA or to request additional staff support from PlanRVA, for which PlanRVA shall be compensated at an agreed upon rate.
  - d. The Executive Director shall have direct control, subject to the oversight of the Authority, of the management of the day-to-day administrative affairs of the Authority. The Executive Director shall propose activities to the Authority and shall carry out policies, programs, and projects approved by the Authority, and shall be responsible for preparing and presenting the annual budget. The Executive Director may not contemporaneously serve as a Member of the Authority.



- e. The Executive Director, on specific authorization by the Authority, shall have the power to sign or countersign on its behalf any agreement or other instrument to be executed by the Authority including checks and vouchers in payment of obligations of the Authority.
  - f. PlanRVA shall provide and administer insurance, credit card, travel, and professional development programs and fees or costs for the benefit of Authority support personnel, however, all costs incurred for such programs or benefits shall be paid by the Authority to PlanRVA , plus a 10% administrative fee.
  - g. To the extent permitted by law, the Authority shall indemnify, hold harmless, and release PlanRVA for or from any claims or losses caused by or associated with the conduct, performance, or negligence of the Authority Executive Director.
  - h. The Authority may contract with consultants and qualified professional contractors and other persons as the Authority determines to be necessary to carry out its duties and responsibilities. Such consultants or contractors may not contemporaneously serve as Members of Authority.
  - i. The Executive Director and other Authority support staff are subject to the PlanRVA personnel policy.
  - j. Compensation and benefits of Authority support staff shall be consistent with PlanRVA compensation and benefits plans and shall be administered as part of PlanRVA payroll system. Any fees associated with payroll and benefits administration of any Authority support staff shall be assessed directly to CVTA.
  - k. Health Insurance and Supplemental Benefits provided according to PlanRVA Health Coverage Plans and Offerings.
  - l. Retirement, Life Insurance and other investment benefits administered according to PlanRVA's participation in the Virginia Retirement System.
2. Administrative and Technical Support services to the Authority including, but not limited to:
- a. Administrative, clerk and support services to the Executive Director and Authority to assure effective meeting planning, preparation and record keeping, consistent with policies of the Authority and the Code of Virginia including, but not limited to:
    - i. Preparation of meeting logistics, coordination of member communications and public notices and record keeping for all regular and special meetings of the Authority and Committees established through the Bylaws or other governing documents
    - ii. Annual reporting, as required or requested, to the General Assembly, Auditor of Public Accounts, Department of Transportation, member jurisdictions.

- b. Technical Support and Planning services to the Executive Director to:
  - i. Fulfill the objectives of regional project prioritization and fund allocation, reporting and analysis.
  - ii. Fulfill the objectives of local revenue distribution monitoring and report review and records maintenance.
  - iii. Fulfill the objectives of transit revenue distribution monitoring and report review and records maintenance.
  - iv. Fulfill any additional planning and coordination objectives as deemed appropriate by the Executive Director to assure effective coordination between the responsibilities of the Richmond Regional Transportation Planning Organization and the Authority.
  
- c. General Operating and support services necessary to effectively manage the functional responsibilities of the organization including:
  - i. Purchasing activities in compliance with the Virginia Procurement Act and all relevant policies of the Authority
  - ii. Public and media relations, outreach and engagement
  - iii. Compliance related to procurement, records retention, freedom of information, conflict of interest and other related state and federal requirements of public authorities organized under Virginia Code
  - iv. Development of various operating and governance policies and procedures
  - v. Additional Services determined necessary and appropriate by the Executive Director including additional technical assistance, planning, outreach or other support services beyond the scope of this contract and in accordance with a separately negotiated work plan and cost estimate. Funding for these additional services provided by, or coordinated through, PlanRVA will be made available at the direction of the Executive Director and Authority through the annual budget process.
  - vi. Financial management and record keeping of Operating Expenses including reconciliation of expenses charged to the Authority's Operating Accounts, financial reporting and support to the annual audit of internal controls and financial statements
  - vii. Services related to pursuit of federal and state grant opportunities to effectively leverage resources available through the Authority.
  - viii. Shared support services coinvested to maintain coordination and efficiency.
  
- 3. Facilities, Equipment, Furnishings and supplies, Capital and Digital Assets, and other direct operating expenses including but not limited to:

- a. Office and Meeting Facilities according to square footage required for each employee assigned to CVTA at 80% level or greater and calculation of core/meeting facilities.
- b. Equipment and fixed asset management deemed indistinguishable from equipment and fixed assets maintained by PlanRVA.
  - i. CVTA shall pay for furnishings and equipment for its use.
- c. Website and other digital content development and maintenance.
- d. Direct operating expenses incurred on behalf of the Authority.

### **ACCOUNTABILITY AND REPORTING**

PlanRVA shall maintain records of the services and materials provided to the Authority and charged to it, and those records shall be open to inspection by the Authority at any time during normal working hours of PlanRVA, upon reasonable advance notice by the Authority.

### **REMUNERATION**

The Authority's annual administrative budget and appropriation of funds shall provide adequate funds to be paid to PlanRVA for the proper administration and support services pursuant to this MOU, including but not limited to the employment of the Authority Executive Director and other support staff and services provided or facilitated by PlanRVA.

Annual remuneration paid to PlanRVA shall cover, at a minimum, the total expenditures to be incurred by PlanRVA for the express purpose of supporting the Authority, including:

1. Salaries, benefits, tax payments and other related expenses of personnel identified as necessary for Authority operations, plus a 10% administrative fee.
2. Operating expenses of the Authority incurred by PlanRVA on good faith that reimbursement will be provided, plus a 10% administrative fee.
3. Office space leasing and cost to either maintain or dispose of capital assets, plus a 10% administrative fee.
4. Insurance, travel, and professional development fees or costs for the benefit of Authority support personnel, plus a 10% administrative fee.

Annual compensation schedule may be adjusted based on an agreed upon level of additional support services provided by PlanRVA in a given fiscal year.

### **AMENDMENT**

This MOU may be modified or amended, in writing, subject to the approval of both parties.

**IN WITNESS WHEREOF**, PlanRVA and the Authority have each approved this MOU and caused this MOU to be executed by their respective duly authorized officers or agents as of the day and year first signed below.

Central Virginia Transportation Authority

By: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Richmond Regional Planning District Commission (PlanRVA)

By: \_\_\_\_\_ Date: \_\_\_\_\_

Name: Martha Heeter \_\_\_\_\_ Position: Executive Director \_\_\_\_\_

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**Richmond Regional Planning District Commission**

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  - b. The Authority shall provide for the ongoing direction, priority setting and annual performance expectations and evaluation of the Executive Director.
  - c. The Executive Director, with the Authority's approval and at its sole cost, shall have the authority to appoint additional support staff for the Authority, who shall be PlanRVA employees and whose payroll and benefits shall be administered by PlanRVA or to request additional staff support from PlanRVA, for which PlanRVA shall be compensated at an agreed upon rate.
  - d. The Executive Director shall have direct control, subject to the oversight of the Authority, of the management of the day-to-day administrative affairs of the Authority. The Executive Director shall propose activities to the Authority and shall carry out policies, programs, and projects approved by the Authority, and shall be responsible for preparing and presenting the annual budget. The Executive Director may not contemporaneously serve as a Member of the Authority.

- e. The Executive Director, on specific authorization by the Authority, shall have the power to sign or countersign on its behalf any agreement or other instrument to be executed by the Authority including checks and vouchers in payment of obligations of the Authority.
  - f. PlanRVA shall provide and administer insurance, credit card, travel, and professional development programs and fees or costs for the benefit of Authority support personnel, however, all costs incurred for such programs or benefits shall be paid by the Authority to PlanRVA , plus a 10% administrative fee.
  - g. To the extent permitted by law, the Authority shall indemnify, hold harmless, and release PlanRVA for or from any claims or losses caused by or associated with the conduct, performance, or negligence of the Authority Executive Director.
  - h. The Authority may contract with consultants and qualified professional contractors and other persons as the Authority determines to be necessary to carry out its duties and responsibilities. Such consultants or contractors may not contemporaneously serve as Members of Authority.
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    - ii. Annual reporting, as required or requested, to the General Assembly, Auditor of Public Accounts, Department of Transportation, member jurisdictions.

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  - i. Fulfill the objectives of regional project prioritization and fund allocation, reporting and analysis.
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  - i. Purchasing activities in compliance with the Virginia Procurement Act and all relevant policies of the Authority
  - ii. Public and media relations, outreach and engagement
  - iii. Compliance related to procurement, records retention, freedom of information, conflict of interest and other related state and federal requirements of public authorities organized under Virginia Code
  - iv. Development of various operating and governance policies and procedures
  - v. Additional Services determined necessary and appropriate by the Executive Director including additional technical assistance, planning, outreach or other support services beyond the scope of this contract and in accordance with a separately negotiated work plan and cost estimate. Funding for these additional services provided by, or coordinated through, PlanRVA will be made available at the direction of the Executive Director and Authority through the annual budget process.
  - vi. Financial management and record keeping of Operating Expenses including reconciliation of expenses charged to the Authority's Operating Accounts, financial reporting and support to the annual audit of internal controls and financial statements
  - vii. Services related to pursuit of federal and state grant opportunities to effectively leverage resources available through the Authority.
  - viii. Shared support services coinvested to maintain coordination and efficiency.
  
- 3. Facilities, Equipment, Furnishings and supplies, Capital and Digital Assets, and other direct operating expenses including but not limited to:



- a. Office and Meeting Facilities according to square footage required for each employee assigned to CVTA at 80% level or greater and calculation of core/meeting facilities.
- b. Equipment and fixed asset management deemed indistinguishable from equipment and fixed assets maintained by PlanRVA.
  - i. CVTA shall pay for furnishings and equipment for its use.
- c. Website and other digital content development and maintenance.
- d. Direct operating expenses incurred on behalf of the Authority.

## **ACCOUNTABILITY AND REPORTING**

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## **REMUNERATION**

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Annual remuneration paid to PlanRVA shall cover, at a minimum, the total expenditures to be incurred by PlanRVA for the express purpose of supporting the Authority, including:

1. Salaries, benefits, tax payments and other related expenses of personnel identified as necessary for Authority operations, plus a 10% administrative fee.
2. Operating expenses of the Authority incurred by PlanRVA on good faith that reimbursement will be provided, plus a 10% administrative fee.
3. Office space leasing and cost to either maintain or dispose of capital assets, plus a 10% administrative fee.
4. Insurance, travel, and professional development fees or costs for the benefit of Authority support personnel, plus a 10% administrative fee.

Annual compensation schedule may be adjusted based on an agreed upon level of additional support services provided by PlanRVA in a given fiscal year.

## **AMENDMENT**

This MOU may be modified or amended, in writing, subject to the approval of both parties.

**IN WITNESS WHEREOF**, PlanRVA and the Authority have each approved this MOU and caused this MOU to be executed by their respective duly authorized officers or agents as of the day and year first signed below.

Central Virginia Transportation Authority

By: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Richmond Regional Planning District Commission (PlanRVA)

By: \_\_\_\_\_

Date: \_\_\_\_\_

Name: Martha Heeter

Position: Executive Director

# Imperatives for Fiscal Year 2023

| # 1   | # 2   | # 3  | # 4   | # 5   |
|---|---|--|---|---|
| <b>Preserve our Financial Position</b>  | <b>Manage Core Operations</b>   | <b>Build Relevance and Demand for Services</b>   | <b>Drive New Initiatives</b>  | <b>Advance Special Priorities</b>   |
| <ul style="list-style-type: none"><li>• <b>Build a Dynamic Financial Planning and Reporting System</b></li><li>• <b>Address Capital, Infrastructure Investment Needs</b></li><li>• <b>Establish individual Line of Business Plans for each Program Area</b></li></ul> | <ul style="list-style-type: none"><li>• <b>Implement Brand Strategy &amp; continue Community Engagement Strategy Objectives</b></li><li>• <b>Build organizational capacity to meet growing needs</b></li><li>• <b>Deliver key Work Program priorities</b></li></ul> | <ul style="list-style-type: none"><li>• <b>Increase engagement with Commissioners and locality staff</b></li><li>• <b>Pursue new opportunities for federal, other funding for the Region</b></li></ul> | <ul style="list-style-type: none"><li>• <b>Support Regional Visioning Process and Update to Regional Strategic Plan</b></li><li>• <b>Innovate Organizational Practices and Procedures</b></li></ul> | <ul style="list-style-type: none"><li>• <b>Formalize Staffing and Technical Support arrangement with CVTA</b></li><li>• <b>Build Collaborative Partnerships for efficiency</b></li><li>• <b>Reintroduce PlanRVA to the region</b></li></ul> |

**PLANRVA – THE REGIONAL COMMISSION**  
**POLICY FOR ALL-VIRTUAL PUBLIC MEETINGS**

**Adopted: Month XX, Year**

**1. AUTHORITY AND SCOPE**

a. This policy is adopted pursuant to the authorization of Va. Code § 2.2-3708.3 and is to be strictly construed in conformance with the Virginia Freedom of Information Act (VFOIA), Va. Code §§ 2.2-3700—3715.

b. This policy shall not govern an electronic meeting conducted to address a state of emergency declared by the Governor or the Board of Supervisors. Any meeting conducted by electronic communication means under such circumstances shall be governed by the provisions of Va. Code § 2.2-3708.2.

**2. DEFINITIONS**

a. “**PlanRVA**” means PlanRVA, the Regional Commission, or the Richmond Regional Planning District Commission or any committee, subcommittee, or other PlanRVA entity.

b. “**Member**” means any member of the PLANRVA.

c. “**All-virtual public meeting**”, means a public meeting conducted by the PlanRVA using electronic communication means during which all members of the public body who participate do so remotely rather than being assembled in one physical location, and to which public access is provided through electronic communication means, as defined by Va. Code § 2.2-3701.

d. “**Meeting**” means a meeting as defined by Va. Code § 2.2-3701.

e. “**Notify**” or “**notifies**,” for purposes of this policy, means written notice, including, but not limited to, email or letter, but does not include text messages or messages exchanged on social media.

**3. WHEN AN ALL-VIRTUAL PUBLIC MEETING MAY BE AUTHORIZED**

An all-virtual public meeting may be held under the following circumstances:

a. It is impracticable or unsafe to assemble a quorum of PlanRVA in a single location, but a state of emergency has not been declared by the Governor or Board of Supervisors; or

b. Other circumstances warrant the holding of an all-virtual public meeting, including, but not limited to, the convenience of an all-virtual meeting; and

c. PlanRVA has not had more than two all-virtual public meetings, or more than 25 percent of its meetings rounded up to the next whole number, whichever is greater, during the calendar year; and

d. PlanRVA's last meeting was not an all-virtual public meeting.

4. **PROCESS TO AUTHORIZE AN ALL-VIRTUAL PUBLIC MEETING**

a. PlanRVA may schedule its all-virtual public meetings at the same time and using the same procedures used by PlanRVA to set its meetings calendar for the calendar year; or

b. If PlanRVA wishes to have an all-virtual public meeting on a date not scheduled in advance on its meetings calendar, and an all-virtual public meeting is authorized under Section 3 above, the PlanRVA Chair may schedule an all-virtual public meeting provided that any such meeting comports with VFOIA notice requirements.

5. **ALL-VIRTUAL PUBLIC MEETING REQUIREMENTS**

The following applies to any all-virtual public meeting of PlanRVA that is scheduled in conformance with this Policy:

a. The meeting notice indicates that the public meeting will be all-virtual and PlanRVA will not change the method by which PlanRVA chooses to meet without providing a new meeting notice that comports with VFOIA;

b. Public access is provided by electronic communication means that allows the public to hear all participating members of PlanRVA;

c. Audio-visual technology, if available, is used to allow the public to see the members of PlanRVA;

d. A phone number, email address, or other live contact information is provided to the public to alert PlanRVA if electronic transmission of the meeting fails for the public, and if such transmission fails, PlanRVA takes a recess until public access is restored;

e. A copy of the proposed agenda and all agenda packets (unless exempt) are made available to the public electronically at the same time such materials are provided to PlanRVA;

f. The public is afforded the opportunity to comment through electronic means, including written comments, at meetings where public comment is customarily received; and

g. There are no more than two members of PlanRVA together in one physical location.

6. **RECORDING IN MINUTES**

Minutes are taken as required by VFOIA and must include the fact that the meeting was held by electronic communication means and the type of electronic communication means used.

7. **CLOSED SESSION**

If PlanRVA goes into closed session, transmission of the meeting will be suspended until the public body resumes to certify the closed meeting in open session.

8. **STRICT AND UNIFORM APPLICATION OF THIS POLICY**

This Policy shall be applied strictly and uniformly, without exception, to the entire membership, and without regard to the matters that will be considered or voted on at the meeting.

**PLANRVA – THE REGIONAL COMMISSION**

**POLICY FOR THE REMOTE PARTICIPATION OF MEMBERS**

**Adopted: Month XX, Year**

**1. AUTHORITY AND SCOPE**

a. This policy is adopted pursuant to the authorization of Va. Code § 2.2-3708.3 and is to be strictly construed in conformance with the Virginia Freedom of Information Act (VFOIA), Va. Code §§ 2.2-3700—3715.

b. This policy shall not govern an electronic meeting conducted to address a state of emergency declared by the Governor or the Board of Supervisors. Any meeting conducted by electronic communication means under such circumstances shall be governed by the provisions of Va. Code § 2.2-3708.2. This policy also does not apply to an all-virtual public meeting.

**2. DEFINITIONS**

a. “**PlanRVA**” means PlanRVA, the Regional Commission, or the Richmond Regional Planning District Commission or any committee, subcommittee, or other PlanRVA entity.

b. “**Member**” means any member of PlanRVA.

c. “**Remote participation**” means participation by an individual member of PlanRVA by electronic communication means in a public meeting where a quorum of PlanRVA is physically assembled, as defined by Va. Code § 2.2-3701.

d. “**Meeting**” means a meeting as defined by Va. Code § 2.2-3701.

e. “**Notify**” or “**notifies**,” for purposes of this policy, means written notice, such as email or letter. Notice does not include text messages or communications via social media.

**3. MANDATORY REQUIREMENTS**

Regardless of the reasons why the member is participating in a meeting from a remote location by electronic communication means, the following conditions must be met for the member to participate remotely:

a. A quorum of PlanRVA must be physically assembled at the primary or central meeting location; and

b. Arrangements have been made for the voice of the remotely participating member to be heard by all persons at the primary or central meeting location. If at any point during the meeting the voice of the remotely participating member is no longer able to be heard by all persons at the

meeting location, the remotely participating member shall no longer be permitted to participate remotely.

4. **PROCESS TO REQUEST REMOTE PARTICIPATION**

a. On or before the day of the meeting, and at any point before the meeting begins, the requesting member must notify PlanRVA Chair (or the Vice-Chair if the requesting member is the Chair) that they are unable to physically attend a meeting due to (i) a temporary or permanent disability or other medical condition that prevents the member's physical attendance, (ii) a family member's medical condition that requires the member to provide care for such family member, thereby preventing the member's physical attendance, (iii) their principal residence location more than 60 miles from the meeting location, or (iv) a personal matter and identifies with specificity the nature of the personal matter.

b. The requesting member shall also notify PlanRVA staff liaison of their request, but their failure to do so shall not affect their ability to remotely participate.

c. If the requesting member is unable to physically attend the meeting due to a personal matter, the requesting member must state with specificity the nature of the personal matter. Remote participation due to a personal matter is limited each calendar year to two meetings or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater. There is no limit to the number of times that a member may participate remotely for the other authorized purposes listed in (i)—(iii) above.

d. The requesting member is not obligated to provide independent verification regarding the reason for their nonattendance, including the temporary or permanent disability or other medical condition or the family member's medical condition that prevents their physical attendance at the meeting.

e. The Chair (or the Vice-Chair if the requesting member is the Chair) shall promptly notify the requesting member whether their request is in conformance with this policy, and therefore approved or disapproved.

5. **PROCESS TO CONFIRM APPROVAL OR DISAPPROVAL OF PARTICIPATION FROM A REMOTE LOCATION**

When a quorum of PlanRVA has assembled for the meeting, the PlanRVA shall vote to determine whether:

a. The Chair's decision to approve or disapprove the requesting member's request to participate from a remote location was in conformance with this policy; and

b. The voice of the remotely participating member can be heard by all persons at the primary or central meeting location.

6. **RECORDING IN MINUTES**



a. If the member is allowed to participate remotely due to a temporary or permanent disability or other medical condition, a family member's medical condition that requires the member to provide care to the family member, or because their principal residence is located more than 60 miles from the meeting location PlanRVA shall record in its minutes (1) PlanRVA's approval of the member's remote participation; and (2) a general description of the remote location from which the member participated.

b. If the member is allowed to participate remotely due to a personal matter, such matter shall be cited in the minutes with specificity, as well as how many times the member has attended remotely due to a personal matter, and a general description of the remote location from which the member participated.

c. If a member's request to participate remotely is disapproved, the disapproval, including the grounds upon which the requested participation violates this policy or VFOIA, shall be recorded in the minutes with specificity.

#### 7. **CLOSED SESSION**

If PlanRVA goes into closed session, the member participating remotely shall ensure that no third party is able to hear or otherwise observe the closed meeting.

#### 8. **STRICT AND UNIFORM APPLICATION OF THIS POLICY**

This Policy shall be applied strictly and uniformly, without exception, to the entire membership, and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting.

The Chair (or Vice-Chair) shall maintain the member's written request to participate remotely and the written response for a period of one year, or other such time required by records retention laws, regulations, and policies.

## Environmental & Intergovernmental Reviews

In cooperation with State Agencies, PlanRVA routinely is requested to provide environmental and intergovernmental reviews. PlanRVA staff circulate the review requests among member locality staff for comments and questions prior to submitting a response to the requesting State Agency.

**Environmental reviews** can include:

- **Environmental Assessments and Impact Reports** - Virginia code requires state agencies to prepare an environmental impact report (EIR) for each major state project.
- **Coastal Consistency Determinations and Certifications** - Due to receipt of Federal funds or permits, proposed projects must prove consistency with the enforceable policies of Virginia's Coastal Zone Management Program.
- **Groundwater Withdrawal Permits** - PlanRVA staff receives notice of Groundwater Withdrawal Permits in the Eastern Virginia Ground Water Management Area (GWMA). The eastern portion of PlanRVA is located in the Eastern Virginia GWMA. All jurisdictions in the Eastern Virginia GWMA are notified of pending permits as part of this process, therefore PlanRVA receives review requests for projects outside of the Richmond region. For more information about the Eastern Virginia GWMA see <http://www.deq.virginia.gov/Programs/Water/WaterSupplyWaterQuantity/WaterWithdrawalPermittingandCompliance.aspx>.
- **Virginia Water Protection (VWP) Permits** - DEQ issues VWP Permits for activities related to the quality of surface waters in the Commonwealth including the filling, dredging, draining or excavation of wetlands, streams, or other state waters. Surface water withdrawals are also permitted through VWP permits.
- **Virginia Pollutant Discharge Elimination System (VPDES) Permits** – DEQ issues VPDES permits to any person who discharges any pollutant into surface waters of the Commonwealth from a point source.

**Intergovernmental reviews** can include:

- State Agency grant applications for Federal funding, including:
  - CERCLA grant funds from US EPA (Superfund programming and site remediation)
  - Virginia Coastal Zone Management Program funding from the National Oceanic and Atmospheric Administration
  - Diesel Emission Reduction Act (DERA) State Clean Diesel funds from US EPA
  - Capitalization funds for the Virginia Clean Water Revolving Loan Fund for wastewater treatment facility improvements from US EPA
- FHWA Section 5310 funding for projects involving transit and mobility enhancements for seniors and individuals with disabilities.

For additional information on the reviews, please go to the following:

<https://planrva.org/environment/reviews/>.



# Environmental and Intergovernmental Reviews

September 2022

In cooperation with State Agencies, PlanRVA routinely is requested to provide environmental and intergovernmental reviews. PlanRVA staff circulate the review requests among member locality staff for comments and questions prior to submitting a response to the requesting State Agency.

## Located within the Richmond Region

### **VSU New Admissions Building**

*Chesterfield*

Virginia State University proposes construction of a new admissions building on an approximately 3-acre asphalt surfaced parking lot (Student Lot 27) on 4th Avenue/Mathews Jefferson Drive on the VSU campus located in the Village of Ettrick. The new admissions building project includes adjusting the layout of the existing parking lot, adding a traffic circle which ties into the small parking lot to the north, adding concrete and paver sidewalks, and new landscaping around the new structure. Ground disturbance will be restricted to the limits of the project site with the addition of pervious area around the new admissions building. The purpose of the proposed project is to provide a modern, enticing admissions building for the benefit of the university, its current and prospective students, and its staff. The only environmental impacts anticipated from the project relate to construction and will be mitigated. PlanRVA staff received no comments from member locality staff. PlanRVA staff responded with no comments about the proposed project.

### **Twin River Apartments**

*Chesterfield*

The project is being processed through HUD's Multifamily Accelerated Program (MAP) Section 221(d)(4): Mortgage insurance for the new construction or substantial rehabilitation of apartments. The 10.18-acre subject property is bound by Meadowville Road to the north and Meadowville Technology Parkway to the west in Chester, VA. The property currently consists of vacant cleared land. The subject property is proposed for multifamily residential redevelopment with the Twin Rivers multifamily development. The proposed undertaking includes the new construction of one (1) four-story building housing a total of 201 residential units. Additional onsite improvements will consist of two garage buildings, additional private access drives, paved surface parking areas, and community landscaping. Based on the proposed development plan, AEI has determined that the proposed Twin River Apartments will not have an adverse effect on the coastal uses and/or natural resources of Virginia that are addressed by the enforceable policies of the Virginia Coastal Zone Management Program. PlanRVA staff received no comments from member locality staff. PlanRVA staff responded with no comments about the proposed project.

## **VMFA Expansion & Renovations**

*Richmond*

The proposed project includes demolition of the west wall perimeter, existing terrace, underground tunnel, and utilities within the limits of the below grade building footprint. The project includes expanding the existing 473,000 sq ft museum building by approximately 173,700 sq ft and renovating 45,000 sq ft of existing facilities over four stories above grade level and basement level. The lower level will have extensive basement area to provide for an underground gallery and collections space. The building façade will consist primarily of a glass curtain wall which integrates solar screening devices for levels above grade. The ground level will be supported with new foundations and levels above the existing terrace suspended floor will cantilever over the terrace and existing building. Utility renovations will include new domestic water connections, sanitary connections, upgraded stormwater systems, and natural gas connections. Landscape design plans include environmental sustainability, artwork display, and removal of a limited number of onsite trees to enable excavation and reconfigured garden spaces. Green roof transitions will be implemented at select roof areas along with landscaped retention areas at grade to mitigate stormwater. The design plans of the Project Action Site will focus on maintaining the historic and cultural context of the museum. PlanRVA staff received no comments from member locality staff. PlanRVA staff responded with no comments about the proposed project.

## **South Falls II Apartments**

*Richmond*

The proposed project is being processed through HUD's Multifamily Accelerated Program (MAP) Section 221(d) (4): Mortgage insurance for the new construction or substantial rehabilitation of apartments. Accordingly, it must undergo a Federal Consistency Determination. The proposed undertaking includes the new construction of one (1) 14-story building housing a total of 174 apartment units. The remaining areas of the HUD collateral will consist of either paved driveway areas surrounding the proposed building or concrete paved walking areas. Access to the site will be provided through Phase 1 of the development, which extends off of a private access road from Hull Street on the southeast side of the development. Based on the proposed development plan, AEI has determined that the proposed project will not have an adverse effect on the coastal uses and/or natural resources of Virginia that are addressed by the twelve (12) enforceable policies of the Virginia Coastal Zone Management Program (CZM).