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PlanRVA Commission Meeting Minutes

November 14, 2024 – 9:30 a.m.

PlanRVA James River Boardroom, 424 Hull Street, Suite 300, Richmond, VA 23224

Members Present (A - Alternate)

Town of Ashland		Hanover County		New Kent County	
Brent Chambers	X	Sean Davis	X	Milton Hathaway	X
Daniel McGraw, Chair	X	Sue Dibble		Amy Pearson	
Steve Trivett		Larry Leadbetter		Jordan Stewart, Vice Chair	X
Charles City County		Faye Prichard (A)		Powhatan County	
Byron Adkins, Treasurer	X	Charlie Waddell	X	Bill Donati	
Ryan Patterson		Henrico County		Steve McClung	
Chesterfield County		Chris Bast	X	Robert Powers	
Kevin Carroll	X	Roscoe Cooper	X	Jessica Winall	
Tim Davey	X	William Mackey	X	City of Richmond	
James Holland	X	Tyrone Nelson	X	Andreas Addison	
Jim Ingle	X	Jody Rogish	X	Cameron George	
Mark Miller	X	Dan Schmitt		Cynthia Newbille, Secretary	X
Frank Petroski	X	Misty Whitehead		Rodney Poole	
Jessica Schneider	X			Ellen Robertson (A)	
Goochland County					
Dwain Cosby	X				
Jonathan Lyle					
Neil Spoonhower	X				

The technology used for the 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](#).

Welcome and Call to Order

Chair McGraw welcomed all attendees and called the meeting to order at approximately 9:34 a.m. He expressed his appreciation

Roll Call and Certification of a Quorum

Janice Scott, Board Relations Manager, called the roll for attendance and certified that a quorum was present.

Pledge of Allegiance

The Pledge of Allegiance was led by Chair McGraw.

1. Administration

a. Confirmation of Member Participation from a Remote Location

There were no members participating remotely.

b. Agenda Amendments

There were no requested amendments to the agenda.

c. Public Comments

There were no requests to offer public comment to the Commission.

d. Approval of September 12, 2024, Meeting Minutes

On motion by Byron Adkins, seconded by Jessica Schneider, the members of the PlanRVA Commission voted to approve the meeting minutes as presented (voice vote).

2. Standing Committee and Other Reports

a. Chair and Executive Committee Reports

Chair McGraw reported that the Executive Committee discussed the results of the member Pulse survey that was completed by committee members. The survey indicated overall satisfaction in the service PlanRVA is providing. There was an indication that some members and locality staff may not be fully aware of all the services and assistance PlanRVA is equipped to provide.

He reminded members that the joint annual meeting will be held December 5th.

b. Audit, Finance & Facilities Committee Report

James Holland, Committee Chair, presented these items.

i. FY2024 Financial Audit and Annual Report

The committee has reviewed the report and has recommended Commission acceptance of the report. Mr. Holland noted that Mark Rhodes, Dunham, Aukamp & Rhodes, was present via Zoom and available to answer any questions from Commissioners.

There was a question about the increase in the number of federal grants. Ms. Shickle clarified that the increase is the result of the efforts of PlanRVA's Grant Specialist, Emily Williams.

On motion by James Holland, the members of the PlanRVA Commission voted to accept the FY24 financial audit and authorize staff to submit to all required local, state and federal agencies (voice vote).

ii. Financial Reports, FY2025 1st Quarter

Mr. Holland reviewed the quarterly financial report. Ms. Shickle reported that it is not unusual for the reports to reflect a deficit at the end of the first quarter. She anticipates a more accurate reflection in the next quarter's report as it will include updated grant revenue.

iii. FY26 Local Member Dues

Mr. Holland noted that the committee reviewed this request and recommends Commission approval.

There was a question about the population adjustment. Mr. Holland clarified that Chesterfield is split between two Planning District Commissions (PlanRVA and Crater PDC) resulting in a necessary reduction in the population shown for Chesterfield to reflect the portion of Chesterfield residents who live in the Crater PDC boundary. A similar adjustment is made for Hanover County to reflect the number of Hanover residents who live in the Town of Ashland.

Ms. Shickle reported that the dues rate has not been in well over a decade. Commissioners discussed the benefits of taking this action now, rather than closer to the time the localities will be developing annual budgets.

There were questions about the justification for the increase. Mr. Holland clarified that there is an assessment being done on the agencies fund balance.

Ms. Shickle explained the following reasons for the requested increase:

- Operating cost increases are anticipated in the coming years.
- Additional funding is necessary in order for the agency to successfully secure additional grant funding.
- Additional funding is needed to increase the agencies capacity around data and research.

Roscoe Cooper left the meeting at approximately 10:00 a.m.

On motion by James Holland, the members of the PlanRVA Commission voted to approve \$0.65 per capita local member assessment effective July 1, 2025, and authorize staff to submit local requests accordingly. This assessment is inclusive of member dues for the Commission and the RRTPO special assessment. Roll call vote; see below:

Town of Ashland	Vote	Hanover County	Vote
Brent Chambers	Aye	Sean Davis	Aye
Daniel McGraw	Aye	Charlie Waddell	Aye
Charles City County		Henrico County	
Byron Adkins	Aye	Chris Bast	Aye
Chesterfield County		William Mackey	Aye
Kevin Carroll	Aye	Tyrone Nelson	Aye
Tim Davey	Aye	Jody Rogish	Aye
James Holland	Aye	New Kent County	
Jim Ingle	Aye	Milton Hathaway	Aye
Mark Miller	Aye	Jordan Stewart	Aye
Frank Petroski	Aye	Powhatan County	
Jessica Schneider	Aye	Not present	Aye
Goochland County	Aye	City of Richmond	
Dwain Cosby	Aye	Cynthia Newbille	Aye
Neil Spoonhower	Nay		

c. Executive Director’s Report

i. Intergovernmental and Environmental Reviews

Martha Shickle, Executive Director, noted that the report was included in the meeting packet.

3. Partner Reports - Information Items

a. PlanRVA Newsletter: The Better Together Connector

Ms. Shickle reported that the next newsletter will be coming out at the end of the month.

b. CVTA Report

Chet Parsons, CVTA Executive Director, provided this update, which was included in the meeting agenda packet.

c. EMACV Report

The EMACV report was in the meeting agenda packet.

d. RRTPO Report

The RRTPO report was in the meeting agenda packet.

Special Program - Drug Trends in the Richmond Region

Brian C. Moore Special Agent with the Virginia State Police gave a presentation and provided members with an overview of trends in the Richmond Region related to drug enforcement. He reported that methamphetamine is the highest used drug in Virginia. He shared statistics on use over the past ten years and reported that the market has been saturated with this drug since 2016. Cocaine is the second highest used drugs. Illicit synthetic opioids are the third highest used drug category. This category includes fentanyl.

James Holland left the meeting at approximately 10:45 a.m.

Commissioners had questions and Agent Moore offered clarification on the most common sources/producers of the drugs. He reported that education is likely the best deterrent to drug use. He explained the importance of Narcan being available and easily accessible. Agent Moore reported that behavior changes are the biggest indicator that an individual is using drugs. The use of social media in obtaining drugs is high in young people. He shared information about police efforts to address the increase in driving under the influence of marijuana. There was a discussion about the importance of elected officials participating in ride-alongs with officers from their local law enforcement agencies to increase their awareness of what is happening in their respective communities. Agent Moore reported on the use of drugs through vape devices by middle and high school students

Cynthia Newbille and Chris Bast left the meeting at approximately 10:57 a.m.

4. Member Comments & Locality Updates

a. VACo and VML Legislative Agendas

b. Joint Comments submitted to House/Senate Committee on K-12 Funding

Mr. Ingle reported on the comment submitted by Dr. Newbille and himself.

These items were linked or included in the agenda packet.

There were no member comments.

Adjourn

Chair McGraw adjourned the meeting at 11:02 a.m.

The next meeting will be the Joint Annual meeting of the Commission, CVTA and RRTPO on December 5, 2024, at 8:30 a.m.