



e: [PlanRVA@PlanRVA.org](mailto:PlanRVA@PlanRVA.org)  
 p: 804.323.2033  
 w: [www.PlanRVA.org](http://www.PlanRVA.org)

**PlanRVA Commission Meeting Minutes**  
**November 2, 2023 – 11:00 a.m.**  
**PlanRVA James River Boardroom, 424 Hull Street, Suite 300,**  
**Richmond, VA 23224 and via Zoom**

**Members Present (A = Alternate)**

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

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 Introductions**

Vice Chair Davis called the meeting to order at approximately 11:10 a.m.

**Pledge of Allegiance**

The Pledge of Allegiance was led by Chris Winslow.

**Roll Call of Attendees and Certification of a Quorum**

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

**1. Administration**

**a. Confirmation of Member Participation from a Remote Location**

Vice Chair Davis announced that the following members requested approval to participate remotely:

- Sean Davis. Reason: a personnel matter, specifically a scheduling conflict that prevents in-person attendance.
- Kathy Abbott. Reason: a medical condition that prevents in-person attendance.

Vice Chair Davis announced his approval of the requests to participate remotely.

On motion duly made and seconded the PlanRVA Commission voted to confirm that the Vice Chair's decision to approve the members' request to participate from a remote location were in conformance with the PlanRVA Policy for Remote Participation of Members; and, the voice of the remotely participating members could be heard by all persons at the primary or central meeting location (voice vote).

The quorum was updated to show the presence of the remote members.

#### **b. Public Comments**

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

### **2. Agenda Amendments/Approval**

On motion by Patricia O'Bannon, seconded by Tim Davey, the members of the PlanRVA Commission voted to approve the agenda as presented (voice vote).

### **3. Approval of September 14, 2023, Meeting Minutes**

On motion by Jim Ingle, seconded by Andreas Addison, the members of the PlanRVA Commission voted to approve the meeting minutes as presented (voice vote; Patricia O'Bannon abstained).

### **4. Standing Committee and Other Reports**

#### **a. Chairman's Report**

##### ***i.* Update on Welcome Reception for Elected Officials: November 20<sup>th</sup>**

Vice Chair Davis announced that an Election Officials reception is being held. Martha Shickle, Executive Director, provided more information and noted that registration is open.

##### ***ii.* VAPDC Request for additional funding: FY2025 Governor's Budget**

Ms. Shickle explained this request for additional funding.

#### **b. Audit, Finance & Facilities Committee Report**

##### ***i.* FY2023 Financial Statements and Audit Report**

Ms. O'Bannon reported that it was an unmodified opinion and there were no weaknesses noted in the report.

Ms. Shickle reported that the report was reviewed by the committee earlier this week. She gave an overview of the of the financial statements and audit report

Mark Rhodes, PBMares, gave a presentation on the audit findings and offered to answer any questions.

On motion by Patricia O'Bannon, seconded by Chris Winslow, the members of the PlanRVA Commission voted to accept the FY2023 Financial Statements and Audit Report and authorize staff to submit as necessary to state and federal agencies.

**ii. FY2024 Budget Review**

Ms. Shickle reported that a review of the FY2024 budget and an overview of anticipated adjustments based on staffing and funding awards will be given at the next meeting.

**iii. FY2025 Member Dues Request**

Ms. Shickle noted that the committee reached a consensus to recommend approval of the dues change.

On motion by Patricia O'Bannon, seconded by Chris Winslow, the members of the PlanRVA Commission voted to approve FY2025 Member Dues per capita rate of \$0.60.

**c. Public Outreach & Engagement Committee Report**

Tim Davey, committee Chair, reported that the committee's next meeting is being rescheduled. A date will be announced once it is set.

Ms. Shickle reported that the committee will be working on improving the new member orientation process. ....

**d. Executive Director's Report**

Ms. Shickle introduced two new Planners with PlanRVA, Molly Frey and Kerry Ramos.

She also provided an update on the recruitment for MPO Administrator and reported that a candidate is expected to be announced by the next meeting.

**i. Intergovernmental and Environmental Reviews**

PlanRVA is responsible for compiling a master list, which is an indicator of regional activity. As the regional clearinghouse, PlanRVA is responsible for distributing the list to jurisdictional staff for review and comment.

**5. Adjourn**

Vice Chair Davis adjourned the meeting at 12:01 p.m.