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PlanRVA Commission Meeting Minutes

February 13, 2025 – 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		Powhatan County	
Brent Chambers	X	Sean Davis	X	Bill Donati	
Daniel McGraw, Chair	X	Sue Dibble		Steve McClung	
Steve Trivett		Larry Leadbetter	X	Robert Powers	
Charles City County		Faye Prichard (A)	X	Jessica Winall	
Byron Adkins, Treasurer	X	Charlie Waddell		City of Richmond	
Ryan Patterson		Henrico County		Cameron George	X
Chesterfield County		Chris Bast		Katherine Jordan (virtual)	X
Kevin Carroll	X	Roscoe Cooper	X	Cynthia Newbille, Secretary	X
Tim Davey		William Mackey		Rodney Poole	X
James Holland		Tyrone Nelson	X	Ellen Robertson (A)	
Jim Ingle	X	Jody Rogish	X		
Mark Miller		Dan Schmitt			
Frank Petroski		Misty Roundtree (virtual)	X		
Jessica Schneider	X	New Kent County			
Goochland County		Milton Hathaway (virtual)	X		
Dwain Cosby		Amy Pearson			
Jonathan Lyle		Jordan Stewart, Vice Chair	X		
Neil Spoonhower (virtual)	X				
Charlie Vaughters (A)					

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 9:35 a.m.

Roll Call and Certification of a Quorum

Diane Fusco, PlanRVA, 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

Chair McGraw announced that the following members requested approval to participate remotely: Milton Hathaway, Katherine Jordan, Misty Roundtree and Neil Spoonhower. Reason: personal matters, specifically scheduling conflicts that prevent in-person attendance.

Chair McGraw announced his approval of the requests to participate remotely.

On motion by Kevin Carroll, seconded by Jessica Schneider, the PlanRVA Commission voted to confirm that the Chair's decision to approve the requests to participate from a remote location was in conformance with the PlanRVA Policy for Remote Participation of Members; and, the voice of all 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. 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 November 14, 2024, Meeting Minutes

On motion by Cynthia Newbille, seconded by Kevin Carroll, the PlanRVA Commission voted to approve the November 14, 2024, meeting minutes as presented (voice vote).

e. Approval of December 5, 2024, Meeting Minutes

On motion by Sean Davis, seconded by Jessica Schneider, the PlanRVA Commission voted to approve the December 5, 2024, meeting minutes as presented (voice vote).

2. Standing Committee and Other Reports

a. Chair and Executive Committee Reports

i. Resolution naming Partnership for Housing Affordability as Implementation Partner for Virginia Housing Grant

Chair McGraw explained the resolution request and disclosed details of her role as Chair of the Board of Directors for Partnership for Housing Affordability.

On motion by Daniel McGraw, seconded by Jessica Schneider, the members of the PlanRVA Commission voted to adopt a resolution authorizing the Executive Director to execute an MOU with PHA to administer a grant award from Virginia Housing.

ii. Mission Alignment with 2025 Federal Priorities

Chair McGraw reported on the Executive Committee's discussion concerning information from the new presidential administration regarding federal priorities and actions associated with a handful of recently issued Executive

Orders. Very little information has been communicated from our federal partner agencies, though there are signs of changes that significantly impact programs and the agency.

Ms. Shickle provided information on funding that is possibly in danger of being discontinued:

- \$1.5mm grant from FHWA to significantly revise our current transportation prioritization process towards a regional vision of safety, equity, a strong economy, and environmental stewardship. We are unsure whether this award will be contracted. Project deliverables included updates to the current model run for incorporation into the current LRTP planning process and developing a digital web presence to increase public accessibility and transparency to the project prioritization process.

As of Wednesday, February 12, 2025, the grant awards for developing the region's Comprehensive Climate Action Plan and Comprehensive Economic Development Strategy are no longer shown in the grants portal. The EPA and EDA fund these projects.

- CCAP is a \$1mm grant award; CEDS is a \$50k grant award. Both are programmed as part of this Fiscal Year.
- It is too early to know if any amendments to the current Unified Planning Work Program and associated grant agreements are in play for this fiscal year. The request for reimbursement for Q2 under the PL and 5303 funding programs has been submitted but has not yet been processed/paid. VDOT and DRPT have indicated that no additional guidance has been given from FHWA and DRPT regarding the status of these grants. (they are 80% federal with a 10% state and local match).

iii. Other Updates

Chair McGraw noted there were no additional updates at this time.

b. Audit, Finance & Facilities Committee Report

i. FY25 Quarter 2 Financial Statements

Sean Davis provided an overview of discussions regarding recommended improvements to the financial reporting statements.

Ms. Shickle introduced Lauren Shephard, Chief Financial Administration Officer. Ms. Shepherd provided an overview of the second quarter financial statements. She reported the following:

- Total expenses are tracking at **54%** of the Board approved budget
 - *54% is appropriate for this point in the fiscal year given timing of certain expenses*
- Staff is following up on individual expense category variances >50%, primarily:
 - Fringe pool – 51% overall
 - Retirement is tracking appropriately over budget due to timing of payments
 - Direct cost pool – 54% overall
 - Professional fees – 159% overall

- o Planned public outreach overages due to additional grant funding

On motion by Sean Davis, seconded by Neil Spoonhower, the PlanRVA Commission voted to accept the FY25 second quarter financial statements as presented (voice vote).

c. Public Outreach & Engagement Committee Report

i. PlanRVA Newsletter: The Better Together Connector (linked)

ii. Equity Working Group Update Information Item.

Ms. Schneider reported that the group's purpose is to “address equity and the needs of the transportation disadvantaged and advise the MPO, through CTAC, on issues, plans, studies, and other matters concerning the MPO's "3-C" urban transportation planning process that affects transportation disadvantaged populations.” (RRTPO bylaws).

The work group members are volunteers from the RRTPO CTAC and the PlanRVA Public Outreach and Engagement Committee. Current tasks of the workgroup include:

- Review best practices and recommend adopting a compensation policy for the TPO and Commission to consider in preparation for FY2026. Compensation may include various forms of recognition or remuneration for workgroups, advisory committees, focus groups, and public meeting participants.
- Review PlanRVA's Title VI plan and incorporate edits according to the agency's current practices and emerging guidance from federal partners.
- Both projects are scheduled to culminate with recommendations for consideration during the June RRTPO Policy Board and Commission meetings.

The Committee will brainstorm to identify priorities for addressing barriers that we can address through various incentives to boost engagement at its next meeting. These will be considered as we move toward the ultimate goal of recommendations to implement in FY2026.

d. Executive Director's Report

i. Regional Strategic Plan Update

Ms. Shickle provided a handout as an update/follow-up on efforts to progress in formalizing the goals for the Regional Strategic Plan. These are the goals we intend to advertise (per code), inviting members of the public to participate in a symposium scheduled for March 14th at the Convention Center and ultimately coming to the Commission for action in June.

Opportunity to give comment on our current planning efforts will be part of the symposium program, including the Long Range Transportation Plan and the Comprehensive Economic Development Strategy.

ii. Overview of Regional Cooperation During Richmond Water Crisis

Ms. Shickle provided this overview and reported there has been a lot of coverage since the last meeting. She noted the overview is in no way intended to be comprehensive but is a summary of specific areas the region's jurisdictions supported one another through the recent water crisis.

- Henrico's EOC played a crucial role in providing various supports throughout the crisis including facilitating distribution of bottled water to St. Mary's Hospital and VCU, establishing community distribution hubs, and delivery of water to at risk residents and daycare facilities.
- Support was also extended to county facilities such as libraries to ensure public access, while a 24-hour call center was set up to handle public inquiries.
- During the crisis, Henrico:
 - Sourced and coordinated over 100 tractor-trailer loads of bottled water
 - Facilitated 20 tanker loads of potable water
 - Responded to over 7,000 calls, and
 - Completed over 800 deliveries to homes, daycares and dialysis centers

iii. Intergovernmental and Environmental Reviews

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

iv. Pathways to the Future: Regional Symposium

Ms. Shickle noted a flyer was included in the meeting agenda packet. Commissioners were asked to share information on the symposium.

3. Special Program: Mike Jones, President- Major Security Consulting & Design Inc.

Mr. Jones provided Commissioners with a presentation on the importance of safety preparedness.

4. Partner Reports

a. CVTA Report

Chet Parsons, CVTA Executive Director, provided this update on recent and upcoming CVTA activity.

b. EMACV Report

Ms. Shickle reported on the recent transition of Katie Moody into a leadership role with the climate resiliency hub. Ms. Moody introduced Maddie Interdonato, Emergency Management Alliance Program Specialist.

c. RRTPO Report

Ms. Shickle provided this update on recent and upcoming RRTPO activity and gave an overview of the recently announced SmartScale results.

5. Member Comments & Locality Updates

Chair McGraw reported that the Town of Ashland is working on additional municipal parking and is building storage for the town's Christmas tree.

Adjourn

Chair McGraw adjourned the meeting at approximately 10:36 a.m. The next meeting will be held on April 10, 2025, at 9:30 a.m. in the PlanRVA James River Boardroom.