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PlanRVA Commission Meeting Minutes

February 8, 2024 – 9:00 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		Sean Davis, Vice Chair	X	Milton Hathaway	X
Dr. Daniel McGraw	X	Sue Dibble	X	Amy Pearson	
Steve Trivett		Faye Prichard (A)		Jordan Stewart	X
Charles City County		Charlie Waddell	X	Powhatan County	
Byron Adkins	X	Randy Whittaker		Bill Donati	X
Ryan Patterson		Henrico County		Steve McClung	X
Chesterfield County		Chris Bast	X	Robert Powers	
Kevin Carroll		Roscoe Cooper	X	City of Richmond	
Tim Davey	X	William M. Mackey, Jr.		Andreas Addison	X
James Holland	X	Reverend Tyrone Nelson	X	Nolan Blackwood	
Jim Ingle	X	Jody Rogish	X	Cynthia Newbille	X
Dr. Mark Miller	X	Dan Schmidt		Rodney Poole	
Jessica Schneider	X	Misty Whitehead		Ellen Robertson (A)	
Goochland County					
Neil Spoonhower					
Jonathan Lyle					

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 9:35 a.m.

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.

Call to Order (Davis)

Vice Chair Davis called the meeting to order at approximately 9:35 a.m.

Pledge of Allegiance (Davis)

The Pledge of Allegiance was led by Byron Adkins.

1. Administration

a. Confirmation of Member Participation from a Remote Location

There were no members participating remotely.

b. Public Comments

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

2. Agenda Amendments / Approval

On motion by Jim Holland, seconded by Jody Rogish, the members of the PlanRVA Commission voted unanimously to approve the agenda as presented (voice vote).

3. Approval of Previous Meeting Minutes

a. November 2, 2023

On motion by Daniel McGraw, seconded by Steve McClung, the members of the PlanRVA Commission voted to approve the meeting minutes as presented (voice vote; Byron Adkins, Chris Bast, Sue Dibble, Bill Donati, Milton Hathaway, James Holland, Cynthia Newbille, Jody Rogish, Jessica Schneider, Jordan Stewart and Charlie Waddell abstained).

b. December 14, 2023

On motion by Cynthia Newbille, seconded by Jim Ingle, the members of the PlanRVA Commission voted to approve the meeting minutes as presented (voice vote; Byron Adkins, Chris Bast, Sue Dibble, Bill Donati, Milton Hathaway, James Holland, Jody Rogish, Jessica Schneider, Jordan Stewart and Charlie Waddell abstained).

4. Committee Appointments

Vice Chair Davis reviewed the committee vacancies and proposed appointments for the remainder of FY2024.

Proposed Committee Membership for FY2024:

Executive Committee

- Byron Adkins
- Sean Davis
- Jim Ingle
- Steve McClung
- Daniel McGraw
- Tyrone Nelson
- Cynthia Newbille
- Neil Spoonhower
- Jordan Stewart

Finance Committee

- James Holland, Chair
- Jordan Stewart, Treasurer
- Andreas Addison

Public Outreach & Engagement

- Tim Davey, Chair
- Chris Bast
- Brent Chambers
- Bobby Hall
- Milton Hathaway
- Frank Petroski
- Rodney Poole
- Jessica Schneider
- Charlie Waddell
- Randy Whitaker

Strategic Planning Committee (ad hoc)

- Sean Davis
- James Holland
- Tyrone Nelson
- Cynthia Newbille
- Neil Spoonhower

On motion by Sean Davis, seconded by James Holland, the members of the PlanRVA Commission voted unanimously to appoint the committee memberships as proposed (voice vote).

5. Standing Committee and Other Reports

a. Executive Committee Report

Vice Chair Davis reported on the Executive Committee meeting. The committee approved the fulfillment of two new staff positions to be assigned to the Transportation Program area. Positions may be filled as soon as March 1, 2024.

b. Audit, Finance & Facilities Committee Report

James Holland, Committee Chair, provided an update on the committee's recent meeting and activity.

i. Q2 Financials

Martha Shickle, Executive Director, provided a detailed overview of the financial reports:

Key Drivers of YTD Performance

- Bad Debt Expense of prior year expenditure not submitted for reimbursement by grant deadline
- RRTPO Position Vacancy since September 1, 2023
- Unrealized projected grant revenue in developing Lines of Business: Data/Research/Analysis and Community Development

Staff is working to develop a plan to fulfill budget goals (net neutral) for the year by June 30th. An updated budget will be presented to the Finance Committee at the next meeting on February 29th, which will come to the next Commission meeting (April).

On motion by Jim Holland, seconded by Jessica Schneider, the members of the PlanRVA Commission voted unanimously to accept the December 31, 2023, Financial Statements (voice vote).

FY2024 Budget Review - Strategies included in the plan are:

- Executive Committee approval requested to fill two Planner positions
 - Intended to fill a need in Work Program to complete work in the fiscal year
 - Fills a gap in revenue available through grant programs.
- Reduce planned expenses over the remainder of the fiscal year:
 - Defer remaining capital expenses (Computer replacement, additional furniture)
 - Additional Marketing and Events expenses
 - Employee bonus pool
- Reassignment of personnel to fill critical gaps in the work program.
 - Discontinued/paused work in areas where funding is not currently available.

c. Public Outreach & Engagement Committee Report

Tim Davey, Committee Chair, provided this report and noted that the plan is to provide orientation sessions twice a year and invited commissioners to share feedback to help improve the orientation.

He reported on the Transportation Forum scheduled in March, the newsletter and the SharePoint site.

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

Ms. Shickle reported that the January edition of the newsletter was distributed last week and is intended to provide an overview of activities across the family of regional organizations affiliated with PlanRVA. It is intended to share information across entities and to assist Commissioners, Policy Board and Authority members with ready to go content for communicating with the Public and constituents.

ii. SharePoint Site Review

Ms. Shickle reported that staff has developed a new digital tool for easy access to documents, other information materials, and resources of the Commission, RRTPO, and CVTA. It's intended to be a "member portal" to provide easy access to commissioners in a consistent and easy-to-use format. We will continue to improve the site and support members as they access it.

d. Executive Director's Report

i. Program Area Reports

1) Intergovernmental and Environmental Reviews

Ms. Shickle explained that 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.

2) Selection of Regional Projects for submission under SmartScale

Vice Chair Davis reported that the RRTPO met on Thursday, February 1st, and took action to recommend projects for submission by PlanRVA for consideration under SmartScale.

Action on the matter will be moved to the RRTPO Report section of the agenda.

ii. Technology & Data

Sarin Adhikari gave a presentation on PlanRVA Data Capabilities and Regional Socio-economic and Economic Mobility Indicators. The presentation can be found on the [meeting webpage](#).

e. Partner Reports

i. CVTA Report

This report was included in the meeting agenda packet.

ii. EMACV Report

The Alliance's Executive Committee met for an all-day retreat on Wednesday, February 7th, to kick off planning for the 2024 Calendar year. Each committee met to review goals and their alignment with PlanRVA's strategic plan. A review of the Alliance's Charter and Bylaws, the MOU with PlanRVA, and other procedural documents were also reviewed for edits/updates.

The Alliance conducts officer elections and rotates committee leadership with the Calendar year. Much of the planning and project kickoff is occurring this month as they begin their 2024 program year.

iii. RRTPO Report

James Holland explained the action taken by the RRTPO Policy Board,

Myles Busching, RRTPO Secretary, provided an explanation of the SmartScale program and reported that, under the revised guidelines, Planning District Commissions may submit up to 4 projects in addition to the 10 submitted by Metropolitan Planning Organizations (MPOs).

On motion by James Holland, seconded by Jessica Schneider, the members of the PlanRVA Commission voted unanimously to approve submission of the four projects as presented (voice vote).

Adjourn

Vice Chair Davis adjourned the regular meeting at 10:53 a.m. He noted the Commissioners orientation would commence after a brief recess.

6. Commissioner Orientation

Vice Chair Davis opened the orientation at 11:05 a.m. He reported that it will be done in an informal, workshop format.

Ms. Shickle gave an overview of her background and experience.

An orientation presentation was given. The presentation is posted on the [meeting webpage](#).