

## PlanRVA Commission Meeting Minutes

April 10, 2025 – 9:30 a.m.

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

### Members and Alternates Present (X), Virtual (V):

Town of Ashland		Hanover County		Powhatan County	
Brent Chambers	X	Sean Davis	X	Bill Donati	
Daniel McGraw, Chair	X	Sue Dibble		Steve McClung	X
Steve Trivett		Larry Leadbetter		Robert Powers	
<b>Charles City County</b>		Faye Prichard (A)	X	Jessica Winall	
Byron Adkins, Treasurer	X	Charlie Waddell	X	<b>City of Richmond</b>	
Ryan Patterson		<b>Henrico County</b>		Cameron George	
<b>Chesterfield County</b>		Chris Bast	X	Katherine Jordan	
Kevin Carroll	X	Roscoe Cooper	X	Dakia Knight	X
Tim Davey	X	William Mackey		Cynthia Newbille, Secretary	X
James Holland		Tyrone Nelson			
Jim Ingle	X	Jody Rogish	X		
Mark Miller	X	Dan Schmitt			
Frank Petroski	X	Misty Roundtree	V		
Jessica Schneider	X	<b>New Kent County</b>			
<b>Goochland County</b>		Milton Hathaway	X		
Dwain Cosby	X	Amy Pearson			
Jonathan Lyle		Jordan Stewart, Vice Chair	V		
Neil Spoonhower	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 9:34 a.m. He reported that PlanRVA has been selected as a FOLAR 2025 Outstanding Community Service Government Agency Award recipient. This award recognizes PlanRVA and its leadership, along with the PlanRVA board and staff, for their commitment to improving the quality of life in our region through PlanRVA's many years of helping to advance FOLAR and its mission.

### Roll Call and Certification of a Quorum

Janice Scott, 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: Jordan Stewart and Misty Roundtree. Reason (for both): personal matter, specifically a scheduling conflict that prevents in-person attendance. Chair McGraw announced his approval of the requests to participate remotely.

On motion Cynthia Newbille, seconded by Jessica Schneider, the members of 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 voices 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. 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 February 13, 2025, Meeting Minutes**

On motion by Byron Adkins, seconded by James Ingle, the PlanRVA Commission voted to approve meeting minutes as presented (voice vote; Dakia Knight and Charlie Waddell abstained).

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

#### **a. Chair and Executive Committee Reports**

##### **i. FY26 Key Imperatives and Work Program Priorities**

Chair McGraw reported that the Executive Committee recommended a change in order of the proposed imperatives. They are now as follows:

- Ensure compliance and agency sustainability
- Drive data, research and analysis
- Update and implement regional strategic vision and core plans
- Offer local planning assistance
- Convene the region

##### **ii. FY26 Officer Rotation**

Chair McGraw reviewed the current planned rotation. Based on this rotation, the officers for FY26 would be the representatives from these localities:

- Chair: New Kent
- Vice Chair: Charles City
- Treasurer: Richmond
- Secretary: Henrico

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

Sean Davis provided this report and explained that he will be serving as Chair of that Committee for the rest of the fiscal year. There was a consensus for Mr. Davis's appointment as Chair of the committee.

Mr. Davis reported that efforts are underway to implement a new financial management system. He reviewed the costs of the new system, the portion that will be paid by the CVTA and the licensing requirements and fees associated with the new system. He recommended the Commission retain the current audit firm during the time that the agency is implementing the new financial management system.

Commissioners had questions about the transition to the new system. Lauren Shephard, PlanRVA, reported that staff is still reviewing vendors. She is not currently envisioning running the new system concurrently with the old system for a time.

There was discussion about ensuring the new audit firm, if and when one is awarded the contract in the next fiscal year, is able to work with the financial management system,

Roscoe Cooper and Milton Hathaway arrived at approximately 9:50 a.m.

Byron Adkins left at approximately 9:55 a.m.

On motion Kevin Carroll, seconded by James Ingle, the members of the PlanRVA Commission voted to approve the Audit, Finance & Facilities Committee to retain the current audit firm for FY25 (voice vote).

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

**i. PlanRVA Newsletter: The Better Together Connector ([linked](#))**

Ms. Shickle noted the latest newsletter edition highlights the recent regional symposium. She encouraged Commissioners to share the information with their localities.

**ii. Public Outreach & Engagement Committee Joint Meeting with RRTPO Community Transportation Advisory Committee (CTAC)**

Ms. Schneider reported on the joint meeting that was held on April 3<sup>rd</sup>. She described the efforts to draft two proposed new RRTPO policies. One is a pilot CTAC Member Honorarium policy, which would pay an honorarium to CTAC members for meeting attendance. She noted that members who represent agencies would not be paid as individuals; the honorarium would be paid to their employing agency. The second policy is for CTAC member attendance and provides provisions for staff to reach out to localities or agencies when their CTAC representative misses two consecutive meetings or three meetings in a year.

Commissioners suggested agency leadership or board members reach out to localities or agencies to inquire about absenteeism, rather than having staff do that. There was a discussion about improving communication with CTAC members and ensuring those members are receiving all meeting information and invitations.

There was discussion about the fiscal impact of these policies on PlanRVA. Ms. Shickle confirmed that these expenses will be part of the RRTPO work plan. PlanRVA would be reimbursed for the honorarium expenses and staff time.

#### **d. Executive Director's Report**

##### **i. Regional Intergovernmental and Environmental Reviews**

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

##### **ii. Regional Strategic Plan Update**

Martha Stewart introduced Sarah Stewart, PlanRVA, and explained that she will be providing an update on the regional strategic plan.

Ms. Stewart reviewed the following development steps:

- PlanRVA staff review of locality Comprehensive Plans and Strategic Plans and review of existing regional core plans and partner plans.
- Feedback from:
  - 5/21/24 Public Outreach and Engagement Committee – Review of draft Vision components
  - 6/13/24 Joint Annual Meeting – Visioning Exercise, broad discussion of regional issues
  - 12/5/24 Joint Annual Meeting – Presentation of Vision Themes
- Shared with regional community and stakeholders, including at the Pathways to the Future Regional Symposium 2025 (Pi(e) Day)
- Review for alignment with Federal Guidelines
- Advertisement and Notices to Localities

The five interconnected themes of the regional vision are

- Strategic and Resilient Infrastructure
- A Healthy Environment
- Attainable Housing
- A Strong Economy
- Opportunity and Choice for Everyone

Ms. Stewart reviewed the core plan timeline and noted that approval of the plan will be requested from the Commission in June.

### **3. Special Program: Housing in the Richmond Region**

Barbara Jacocks, PlanRVA, provided an overview on PlanRVA's efforts related to community and economic development. She reported on the newly added Community Development webpage. The core plan, supporting plans and studies, the supported programs and performance indicators were reviewed.

Ms. Jacocks introduced Jovan Burton, Executive Director for the Partnership for Housing Affordability (PHA). Mr. Burton came forward and gave a presentation on housing in the region. He gave an update on recent laws that will impact housing.

Mr. Burton reviewed the Workforce Housing Investment Program and the Virginia Zoning Atlas tool.

Neil Spoonhower left at approximately 10:37 a.m.

The Henrico County Affordable Housing Trust, Richmond's Affordable Housing Program and area economic development authorities housing efforts were reviewed.

Following the presentation, there was a discussion about housing stock in the area and funding sources that are available.

The presentation is posted on the [meeting web page](#).

#### **4. Partner Reports**

##### **a. CVTA Report**

This report was included in the agenda packet.

##### **b. EMACV Report**

This report was provided to Commissioners as a handout.

##### **c. RRTPO Report**

This report was included in the agenda packet.

#### **5. Member Comments & Locality Updates**

Chair McGraw reported that the Town of Ashland has completed building storage for the town's Christmas tree.

#### **Adjourn**

Chair McGraw adjourned the meeting at approximately 10:56 a.m. The next meeting will be held on June 12, 2025, at 9:30 a.m. in the PlanRVA James River Boardroom.