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PlanRVA Commission Meeting Minutes

April 11, 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, Vice Chair	X	Milton Hathaway	X
Daniel McGraw (virtual)	X	Sue Dibble		Amy Pearson	
Steve Trivett		Faye Prichard (A)		Jordan Stewart	X
Charles City County		Charlie Waddell	X	Powhatan County	
Byron Adkins	X			Bill Donati	
Ryan Patterson		Henrico County		Steve McClung	X
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	X
Jim Ingle	X	Jody Rogish	X	Cameron George	X
Dr. Mark Miller	X	Dan Schmitt		Cynthia Newbille	X
Jessica Schneider	X	Misty Whitehead	X	Rodney Poole	X
Goochland County				Ellen Robertson (A)	
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

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

Pledge of Allegiance

The Pledge of Allegiance was led by Steve McClung.

1. Administration

Vice Chair Davis welcomed new Commissioners and asked them to introduce themselves: Misty Whitehead, William Mackey and Cameron George.

a. Confirmation of Member Participation from a Remote Location

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

- Daniel McGraw. Reason: a personnel matter, specifically a scheduling conflict that prevents in-person attendance.
- Rodney Poole. Reason: a personnel matter, specifically a scheduling conflict that prevents in-person attendance.

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

On motion by Sean Davis, the PlanRVA Commission voted to confirm that the Chair's decision to approve the member's 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 member 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 / Approval

On motion by Sean Davis, seconded by Cynthia Newbille, the members of the PlanRVA Commission voted unanimously to approve the agenda as amended to remove the FOIA presentation from the meeting agenda (voice vote).

c. Public Comments

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

d. Approval of February 8, 2024, Meeting Minutes

On motion by Jim Holland, 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 Report

a. Executive Committee Report

Vice Chair Davis reviewed the actions of the Executive Committee.

i. FY2024 Officer Elections

Vice Chair Davis reported that elections need to be held to fill the Commission leadership for the remainder of the fiscal year.

On motion by Jim Ingle, seconded by Cynthia Newbille, the members of the PlanRVA Commission voted to elect the following officers to serve for the remainder of FY24:

- Chair, Sean Davis
- Vice Chair, Daniel McGraw
- Treasurer, Jordan Stewart
- Secretary, Byron Adkins

ii. FY2025 Nominating Committee Appointments

Chair Davis provided an overview of how the leadership for FY25 will look according to the continuity plan. The Nominating Committee will have the following members: Jim Ingle, Chair.

iii. FY2024 Meeting Schedule

Chair Davis reported that the Executive Committee is recommending the May 9, 2024, Commission and Executive Committee meetings be cancelled and that the Joint Annual Meeting between PlanRVA, CVTA and the RRTPO be held June 13, 2024, at 8:30 a.m.

On motion by Sean Davis, seconded by Byron Adkins, the members of the PlanRVA Commission voted to cancel the May 9, 2024, Commission and Executive Committee meetings hold the Joint Annual Meeting between PlanRVA, CVTA and the RRTPO be held June 13, 2024, at 8:30 a.m.

iv. FY2025 Work Program Priorities

This item was not heard.

b. Audit, Finance & Facilities Committee

i. Summary of Financial Performance through March 31, 2024

Jim Holland, Committee Chair, presented a report of financial performance through the end of March and progress in closing the expense revenue gap presented in February.

ii. FY2024 Budget Amendment

On motion by Jim Holland, seconded by Brent Chambers, the members of the PlanRVA Commission voted to approve the proposed amended FY2024 Budget as presented (voice vote).

c. Public Outreach & Engagement Committee Report

Tim Davey, Committee Chair, reported on the latest activities and priorities for Outreach and Engagement.

Ms. Shickle provided an update on PlanRVA Day, scheduled for June 13, 2024, following the Joint Annual Meeting.

Andreas Addison arrived at 10:06 a.m.

d. Executive Director's Report

i. Staff Report

1) Program Updates

a. Intergovernmental and Environmental Reviews

Ms. Shickle reported 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.

b. Regional Projects for submission under Smart Scale

There were no updates on this item.

ii. Regional Planning

1) Richmond-Crater Multi-Hazard Mitigation Plan

Ms. Shickle reported that the request is for adoption of the Richmond-Crater Multi-Hazard Mitigation Plan, adopted locally in 2022. This approval assures the eligibility of PlanRVA to pursue certain funding opportunities in support of implementing the mitigation strategies included in the Plan.

Sarah Steward, PlanRVA, provided further detail on the plan and reported that the action requested today is primarily an administrative step.

On motion by Jim Ingle, seconded by Kevin Carroll, the members of the PlanRVA Commission voted unanimously to adopt the following resolution (voice vote):

Whereas, the Richmond Regional Planning District Commission (PlanRVA) recognizes the threat that natural hazards pose to people and property within our community; and

Whereas, undertaking hazard mitigation actions will reduce the potential for harm to people and property from future hazard occurrences; and

Whereas, an adopted Hazard Mitigation Plan is required as a condition of future funding for mitigation projects under multiple FEMA pre- and post-disaster mitigation grant programs; and

Whereas, PlanRVA led the FEMA-prescribed mitigation planning process to prepare this Hazard Mitigation Plan; and

Whereas, the Virginia Department of Emergency Management and Federal Emergency Management Agency, Region III officials have reviewed the “2022 Richmond-Crater MultiRegion Hazard Mitigation Plan” and approved it; and

Whereas, the nine local governments of PlanRVA have reviewed the “2022 Richmond-Crater MultiRegion Hazard Mitigation Plan” and approved it.

Now, therefore, be it resolved, that the Richmond Regional Planning District Commission adopts the “2022 Richmond-Crater Multi-Region Hazard Mitigation Plan” as an official plan; and

Be it further resolved, staff will submit this adopted resolution to the Virginia Department of Emergency Management and Federal Emergency Management Agency, Region III officials.

e. Partner Reports - Information Items

i. CVTA Report

Chet Parsons, CVTA Executive Director, provided an update on recent and upcoming CVTA activity. The report was included in the meeting agenda.

ii. EMACV Report

Ms. Shickle reported that an EMACV report will be included in agendas going forward. She gave a brief overview of EMACV and the work they are doing.

iii. RRTPO Report

Myles Busching, RRTPO Secretary, provided an update on recent and upcoming RRTPO activity. The report was included in the meeting agenda.

f. [PlanRVA Newsletter: The Better Together Connector \(information item\) \(linked\)](#)

3. Special Program

a. FOIA Compliance- General Assembly and FOIA Council Action

This item was not heard. It will be rescheduled for a later meeting.

Adjourn

Chair Davis adjourned the meeting at 10:19 a.m.

Realizing there was a matter that was not acted on, Vice Chair Davis reconvened the meeting at 10:21 a.m.

Attendance was called by Ms. Scott to verify a quorum was still present.

Members Present (A = Alternate)

Town of Ashland		Hanover County		New Kent County	
Brent Chambers	X	Sean Davis, Vice Chair	X	Milton Hathaway	X
Daniel McGraw		Sue Dibble		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	
Ryan Patterson		Henrico County		Steve McClung	X
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	X
Jim Ingle	X	Jody Rogish	X	Cameron George	X
Dr. Mark Miller	X	Dan Schmitt		Cynthia Newbille	X
Jessica Schneider	X	Misty Whitehead	X	Rodney Poole	
Goochland County				Ellen Robertson (A)	
Neil Spoonhower					
Jonathan Lyle					

Chair Davis explained that the Executive Committee held a closed session to discuss the appointment of Martha Shickle as the Interim Executive Director of the RRTPO. The plan is to have the appointment be interim until July 1, 2024. A permanent RRTPO Executive Director will be appointed effective July 1, 2024.

On motion by Cynthia Newbille, seconded by Tyrone Nelson, the members of the PlanRVA Commission voted unanimously to appoint Martha Shickle as Interim Executive Director of the Richmond Regional Transportation Planning Organization effective April 11, 2024. The Executive Committee members will review compensation packages prior to July 1, 2024. During the interim period, Ms. Shickle will receive compensation; that compensation will be paid retroactively (voice vote).

The meeting was adjourned at 10:30 a.m.