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PlanRVA Commission Meeting Minutes

June 11, 2026 – 9:30 a.m.

via Teams

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

36 votes / 19 for quorum

Town of Ashland	2	**Goochland County**	2	**New Kent County**	3
***Anita Barnhart**	V	***Jonathan Lyle**	V	Rev. Milton Hathaway	
Steve Trivett (A)		Neil Spoonhower (A)		*Amy Pearson	
Brent Chambers	V	Guy Kemmerly	V	***Jordan Stewart, Chair**	V
Charles City County	1	**Hanover County**	5	**Powhatan County**	3
***Ryan Patterson**, Vice Chair	V	***Sean Davis**		***Bill Donati**	V
Byron Adkins (A)	V	Sue Dibble (A)		*Steve McClung	
Chesterfield County	7	Larry Leadbetter		Robert Powers (A)	
*Kevin Carroll	V	*Faye Prichard		Jessica Winall	
Tim Davey	V	Charlie Waddell	V	**City of Richmond**	6
***Jim Ingle**		**Henrico County**	7	Dr. Priscilla Eddings	V
*Dr. Mark Miller		Chris Bast		*Katherine Jordan (2)	
Frank Petroski	V	***Rev. Roscoe Cooper (2)**		Dakia Knight	V
*Jessica Schneider	V	Jaron Dandridge	V	***Cynthia Newbille (2)**	**V**
*Dr. LeQuan Hylton	V	*Rev. Tyrone Nelson			
		*Jody Rogish	V		
		*Dan Schmitt			
		*Misty Roundtree	V		

A. Call to Order, Welcome & Opening Remarks

This meeting was held via electronic communication means. Teams was the platform used to conduct the meeting. Members and the public were notified via email and the PlanRVA website. Chair Jordan Stewart virtually welcomed all attendees and called the meeting to order at approximately 9:32 a.m.

After the Pledge of Allegiance, Sarah-Keel Crews, PlanRVA, called the roll for attendance and certified that a physical quorum was present. Chair Stewart then asked if there were any guests online. Seeing none, she asked if there were any amendments to the agenda. There were no amendments or public comment, so Chair Stewart transitioned to the consent agenda.

Ms. Barnhart joined the meeting at 9:37 am

B. Decision Items

Martha Shickle reviewed the consent agenda, noting that it included several routine and informational items such as the meeting minutes, the intergovernmental review record, and PlanRVA's 2026 year-to-date financial statements, which had already been reviewed by the Finance Committee on May 22. She also highlighted a proposed Smart Scale Round 7 project selection resolution, explaining that both PlanRVA and the TPO may submit regional projects for consideration. In addition, she described a request related to Economic Development District designation, noting that the board had already approved the Comprehensive Economic Development Strategy earlier in the fiscal year and that the next step was formal submission of a request letter, which would be authorized through that morning's action. Ms. Shickle added that local economic development offices or local government administrators had also been asked to provide letters of support. She then outlined the regional priorities form for Community Development Block Grant projects, explaining that alignment with those priorities could improve scoring for eligible small city and non-entitlement community applications through the Virginia Department of Housing and Community Development. Finally, she referenced two annual administrative policy renewals for virtual meetings and remote participation, both unchanged from the prior fiscal year but required annually under FOIA Council guidance, as well as a memo on Chair Stewart's committee appointments and a call for volunteers for the Public Outreach and Engagement Committee.

When Chair Stewart opened the floor for questions, Lyle Jonathan of Goochland raised a question about how the proposed regional economic development designation might relate to Goochland's work to establish a regional economic development organization. Ms. Shickle responded that the two efforts would not conflict and instead should be complementary, explaining that the designation would help make the region or groups of member jurisdictions more competitive for U.S. Economic Development Administration funding regardless of whether individual localities participated in other economic development partnerships such as the Greater Richmond Partnership. Mr. Lyle noted that Goochland's interest in the REDO process had been driven by access to VDOT-related opportunities and remarked that, if the current effort achieved similar ends, it might reduce the need to pursue parallel mechanisms.

After confirming there were no additional questions, Chair Stewart called for a motion to approve the consent agenda as presented. Seeing no questions, Dr. Cynthia Newbille made a motion to approve the consent agenda; it was seconded by Jonathan Lyle. All voted unanimously to approve the consent agenda, and the motion carried.

Following approval of the consent agenda, Chair Stewart moved the meeting into the FY27 annual budget presentation. After confirming that the Audit, Finance, & Facilities Committee Chair, Sean Davis, was not on Teams, Chair Stewart turned the presentation over to Lauren Shephard, PlanRVA's CFAO. Ms. Shephard began by explaining that the Commission would vote at the end of the presentation on the proposed FY27 operating budget and that her remarks would cover the factors shaping the proposal. She briefly reflected on the prior year, noting that after joining the organization in January 2025, she conducted a listening tour with staff and the Audit, Finance, and Facilities Committee. Those conversations, she said, made clear that PlanRVA's immediate priorities needed to be a new financial and grants management system and a new auditor. Ms. Shephard described the FY26 budget as having been developed using the best information and tools then available, including QuickBooks, spreadsheets, and the institutional knowledge of staff, but said that as the agency moved through FY26 and prepared for FY27, every budget decision was guided by a central focus on compliance and sustainability through stronger systems, stronger reserves, and a stronger audit framework.

Ms. Shephard reported that the agency's FY26 investment in a new financial management system was already producing tangible benefits, including improved data quality, faster invoicing, stronger tracking of revenue and expenses, and more complete cost recovery across grants, contracts, and programs. She noted that these improvements had identified more than $800,000 in previously unrecovered costs, which would support reserve-building and long-term sustainability efforts, with staff planning to work with the Finance Committee over the summer on how to manage that incoming cash. She added that receivables were in excellent condition, with less than 2 percent aged more than 30 days, and that improved close processes were allowing the agency to shift its largest transportation awards from quarterly to monthly invoicing beginning the next month, which would further strengthen liquidity and cash flow. Ms. Shephard also highlighted progress on the audit front, explaining that the FY26 work program had called for an audit RFP and that Elizabeth Oatman had successfully led the process. After a competitive review, PlanRVA selected Baker Tilly as its new audit firm. Ms. Shephard said the firm's experience with government entities, planning district commissions, and regional councils, along with its expertise in indirect rate recovery, made it a strong fit as the agency continues to grow and refine its operations.

Turning to FY26 financial performance, Ms. Shephard said the agency was currently projecting a modest surplus of $19,000. She explained that revenues were projected at 34 percent above budget, largely because of additional federal and private grant awards received after FY26 was adopted, as well as the inclusion of salary and benefits for CVTA-exclusive staff that were offset by corresponding expenses. Expenses were likewise projected 34 percent above budget for the same offsetting reasons. Ms. Shephard said final FY26 financials, along with any year-end surplus and final cost recovery figures, would be shared with the Finance Committee in August and the full Commission in September. She then introduced the proposed FY27 budget, which she said was intentionally designed to advance compliance and sustainability while generating positive net income of approximately $194,000 in order to build operating reserves. Federal funding, at $3.6 million

or 64 percent of total revenue, remained the largest revenue source, though Ms. Shephard noted that this represented a deliberate reduction in federal dependence from closer to 80 percent over the previous 18 months. She said current federal funding included transportation and resilience awards, along with a small economic development grant. She also emphasized that state appropriations and local member dues together covered only about 20 percent of core operating expenses. Ms. Shephard explained that CVTA revenue needed to be understood in context, with just over half directly tied to salary and benefits for staff exclusively supporting CVTA and the remainder covering direct and indirect PlanRVA staff support. She noted that private funding would be lower in FY27 because FY26 included unusually large housing-related awards, much of which had been passed through to partner agencies.

Ms. Shephard then outlined the budget's major expense priorities, describing them as focused on protecting core operations, supporting staff capacity, and maintaining a balanced budget. She said the proposal included a 3 percent merit and cost-of-living adjustment consistent with larger regional jurisdictions, plus an additional $60,000 for compensation flexibility and adjustments. She also noted that health insurance premiums were rising 7 percent, but that the increased costs were built into the operating budget rather than passed on to employees. In addition, the proposed budget maintained a generous professional development commitment, including up to $3,000 per full-time employee for conferences and related travel, as well as a separate $20,000 pool for national and regional association meetings. Ms. Shephard said the budget also reflected deliberate investments in key administrative and compliance functions, including auditing, legal counsel, and technology services. One significant change she flagged was the shift from a cash-based operating budget to an accrual-based one, meaning revenues would be recorded when earned and expenses when incurred rather than only when cash changed hands. She explained that this would provide a more accurate picture of the agency's ongoing financial health and would introduce line items such as depreciation and interest and amortization expenses tied to the building lease, which accounting guidance now required to be treated as a balance sheet asset. Even with that shift, she said staff still had the tools to closely monitor cash and were projecting positive cash balances throughout FY27.

After Ms. Shephard concluded, Chair Stewart invited questions, but none were raised. She then complimented Ms. Shephard on the clarity of the presentation and closed the discussion with a strong expression of appreciation for Ms. Shephard, Martha Shickle, Chair Davis, and the Finance Committee. Chair Stewart described the budget work as a significant effort for the organization and specifically praised the progress the team had made toward monthly billing, improved recovery practices, and ensuring that the agency was properly compensated for the work it performs. Ms. Shephard thanked Chair Stewart in return, and the presentation concluded on that note. The Chair then entertained a motion to approve the FY2027 budget as presented. Dr. Newbille made the first motion, and the second was made by Mr. Jaron Dandrige. Sarah-Keel Crews, PlanRVA, conducted a roll call vote, and all voted unanimously to pass the budget.

After the budget discussion concluded, Chair Stewart thanked Ms. Crews and the meeting participants. Dr. Newbille took a moment to commend staff for what she described as outstanding work in the area of financial and organizational management. She specifically praised Ms. Shephard and the broader staff team for implementing new software, generating a surplus, recovering administrative costs more effectively, and establishing

C. Regional Roundtable: Innovation & Collaboration Showcase

Chair Stewart then transitioned the meeting to the regional roundtable on innovation and collaboration showcases. Since the committee would be adjourned until September, each locality gave a brief update.

Ashland went first, with Brent Chambers sharing that Ashland had recently welcomed Mike Craig as its new Director of Planning and Community Development and indicated that Mr. Craig would provide a short update on innovative work underway in the town.

Mike Craig introduced himself as Ashland's new Director of Planning and Community Development and shared several transportation, land use, and community development updates from the town. Mr. Craig reported that the England Street project in downtown Ashland was nearing completion, with widened sidewalks, repaving, stamped asphalt medians, and forthcoming streetscape elements such as benches and trash cans. He also highlighted the planned Hill Carter Parkway Extension, a Smart Scale-funded project anticipated for construction in 2029 that would improve access to industrial and commercial areas, divert truck traffic away from downtown, and strengthen connections to Interstate 95. In addition, Mr. Craig said Ashland was in the design phase for a future divergent diamond interchange, another Smart Scale-supported project being developed in partnership with VDOT and anticipated for construction in 2030.

On land use matters, Mr. Craig described a proposed adaptive reuse project at the former Henry Clay Elementary School, where a rezoning application has been submitted to convert the site into 50 multifamily units. He said the proposal appeared promising and would move through public review over the summer. Mr. Craig also noted that the town is updating its code to better accommodate newer mixed-use development patterns, drawing lessons from projects elsewhere in the region, and said this work could eventually support redevelopment of the Holland Tract, a 287-acre site identified as a possible location for a walkable mixed-use center complementing downtown. He concluded by pointing to Ashland Helping Ashland, or the "AHA" trailer, as an especially innovative local program. Through that effort, equipment can be made available to help residents address property maintenance issues such as overgrown grass and trash, particularly when financial hardship, disability, or other barriers make that work difficult. Mr. Craig said the program had already shown success and stood out as a creative approach to code enforcement and neighborhood assistance.

For Chesterfield County's update, Kevin Carroll shared several major organizational and capital project developments. Mr. Carroll said the county was close to announcing a new county administrator, with news expected within about a week. He also noted a series of facility milestones, including an upcoming ribbon cutting for a new elementary school, a recent ribbon cutting for an emergency room, a recent topping-off ceremony

for a new police station on Midlothian Turnpike, and another upcoming topping-off ceremony for a new high school in the Matoaca District.

Jessica Schneider then highlighted activity in her district, focusing on the grand opening and ribbon cutting that day for the new park at River City. Ms. Schneider described the park as featuring a large splash pad, climbing equipment, and a newly named heron feature at the top of the climbing structure. She noted that the event would run from 4:00 to 7:00 p.m. and would include celebrations, giveaways, and support from Lego in recognition of the International Day of Play. Ms. Schneider also mentioned that the county is continuing work on comprehensive plan updates.

For Goochland County's update, Jonathan Lyle reported that Elizabeth McDonald, formerly Director of Public Utilities, had been promoted to Deputy County Administrator, and he noted with appreciation that she had previously come to Goochland from Henrico County's public utilities team. Mr. Lyle also shared several economic development updates, including continued progress on the Lilly project and the Amazon distribution center on Ashland Road, which was expected to receive its certificate of occupancy within about a week. He added that the Axial distribution center on the same corridor was also nearing occupancy. Mr. Lyle reiterated that Goochland, Amelia, and Powhatan were pursuing a regional economic development organization to strengthen coordination, particularly with VDOT.

Mr. Lyle also announced that a pre-application had just been filed for a 900-acre data center campus in Goochland that could include up to eight buildings if approved. He said the project would require a conditional use permit and identified Tract, a Denver-based company that develops facilities for tenants such as Amazon, Microsoft, and Google, as the parent company involved. He further mentioned a ribbon cutting that evening for the Honda dealership of Short Pump, emphasizing that although it carries the Short Pump name, it is located just inside Goochland County. On transportation and infrastructure, Mr. Lyle said Goochland's divergent diamond project was continuing through planning and engineering, and that the county had several Smart Scale applications in for auxiliary lanes along Route 288. He closed by noting significant community attention surrounding the proposed Valley Link 765-kilovolt transmission line, which would run from Campbell County to Culpeper and was moving through the broader federal and state regulatory review process, including eventual consideration by the State Corporation Commission.

Ms. Shickle shared a written update from Hanover's Charlie Waddell, who indicated that he would limit his comments to the Henry District. According to that update, a new elementary school to replace Battlefield Park Elementary is scheduled to open during the coming school year, and discussions are ongoing with how to repurpose the existing school facilities. The update also noted that work on the Pole Green Road widening project is continuing and is now showing visible site preparation activity.

For Henrico County's update, Jody Rogish said the county had many projects underway but chose to focus on the Henrico Next 2045 comprehensive plan. Mr. Rogish explained that the effort had been in development for a little more than four years and that public engagement had intensified recently, including the mailing of more than 200,000 postcards to residents and strong attendance at multiple meetings held to gather final comments on the plan. He noted that the Planning Commission public hearing was scheduled for that evening and that the Board of Supervisors was expected to vote on the comprehensive plan in July or August. Mr. Rogish added that he would share the Henrico Next website in the chat for anyone interested in reviewing the document or offering comments.

Misty Roundtree added that, while Henrico has many initiatives underway, she was especially proud of the Henrico Next 2045 comprehensive plan. Ms. Roundtree said the draft includes stronger language on environmental justice than prior plans and places greater emphasis on sustainability, public transit, and walkability, which she described as making it a forward-thinking document. She also highlighted the strong public engagement process, noting that attendance at recent sessions was so high that doors were opened early because residents were already lined up waiting to participate and provide comments. Ms. Roundtree said the plan had gone through many iterations and expressed enthusiasm for the version that would be presented to the Planning Commission that evening.

Chair Stewart provided the update for New Kent County, noting that she was likely the only New Kent representative present. She reported that, as part of the budget approved the previous month, the county had authorized a replacement elementary school, which would maintain New Kent's current school structure of two elementary schools, one middle school, and one high school. She also said the county had approved funding for a new courthouse, which would make it possible to repurpose the existing courthouse as a new administration building to address space limitations.

Chair Stewart also discussed New Kent's speed camera program along Interstate 64, noting that as of July 1, related revenue would be directed to traffic safety improvements. She said the county was working closely with the sheriff's department on implementation and reported that the cameras had significantly reduced extreme speeding, with far fewer drivers now traveling at very high speeds. She added that camera enforcement would soon shift to or expand into the eastern portion of the county, which she noted would likely generate public feedback in her district. Finally, Chair Stewart highlighted activity at Colonial Downs during racing season, encouraging attendees to visit and mentioning the success of the venue's Military Tuesdays program, which offers special benefits for veterans and military families and has drawn strong participation from the New Kent veterans community.

For Powhatan County's update, Bill Donati remarked that the county often moves at a slower pace than some of its regional peers and is continually trying to balance targeted progress with preservation. He said Powhatan was excited to be participating in the regional economic development organization referenced earlier and noted that the county was also in the midst of a comprehensive plan revision, which he described as necessary, though not easy. Mr. Donati added that Powhatan was preparing for a major Fourth of July event and said the county was seeing a busy summer overall, with new commercial and industrial businesses continuing to come forward.

For the City of Richmond's update, Dr. Cynthia Newbille highlighted the Richmond SailFest as a major upcoming event marking the beginning of Central Virginia's countdown to the nation's 250th anniversary. She said the City of Richmond and the Virginia Museum of History and Culture were partnering to host the family-friendly festival, which would feature tall ships, ship tours, dockside entertainment, food, live music, historical reenactors, and exhibitions of history and art. Dr. Newbille noted that the opening ceremony would begin the following morning at 10:30 a.m. at Dock Street Park and the Intermediate Terminal area and invited everyone to attend the three-day event.

Dr. Newbille also reported that the city was in the midst of a major zoning update known as the Code Refresh, describing it as the first substantial revisit of the zoning framework in about 50 years. She said the process had involved significant community engagement and that City Council would meet on Monday to continue its discussion, with the second iteration of the draft underway and a third expected before the document is returned to the community. In closing, Dr. Newbille briefly noted that Richmond also had several other major initiatives in progress, including continued transformation of its public housing communities, with multiple redevelopment efforts already underway and more to come.

For Charles City County's update, Ms. Crews relayed a note from Mr. Patterson in the chat stating that the county was continuing its ongoing work and currently had site plans under review for a data center that could proceed by right.

Ms. Crews then shared an additional note from Mr. Waddell, who said he wanted to dovetail with Dr. Newbille's remarks by highlighting summer programming at Parsons Cause Foundation. According to Mr. Waddell, the foundation hosts live performances portraying historical figures on many Saturdays during the summer at 10:00 a.m., and Patrick Henry and George Washington were scheduled to appear on June 20. He also shared a link in the chat for additional information.

D. Adjournment

In closing, Chair Stewart thanked everyone for participating in the virtual meeting. She expressed appreciation for the engagement of the participants and gave special thanks to staff. With no other commentary, Chair Stewart adjourned the meeting at approximately

10:29 a.m. a.m. The next meeting is scheduled for September 3, 2026, at 9:30 a.m. in the PlanRVA James River Boardroom and via Teams.