



e: [PlanRVA@PlanRVA.org](mailto:PlanRVA@PlanRVA.org)  
 p: 804.323.2033  
 w: [www.PlanRVA.org](http://www.PlanRVA.org)

**PlanRVA Commission Meeting Minutes  
 July 13, 2023 – 9:30 a.m.  
 PlanRVA James River Boardroom, 424 Hull Street, Suite 300,  
 Richmond, VA 23224 and via Zoom**

**Members Present (A = Alternate)**

<b>Town of Ashland</b>		<b>Goochland County</b>		<b>New Kent County</b>	
Brent Chambers		Charlie Vaughters		John Lockwood (A)	
Dr. Daniel McGraw	<b>X</b>	Neil Spoonhower		Patricia Paige, Treasurer	<b>X</b>
Kathy Abbott (A)		<b>Hanover County</b>		Amy Pearson	<b>X</b>
		Sean Davis, Chair	<b>X</b>		
<b>Charles City County</b>		Canova Peterson		<b>Powhatan County</b>	
Byron Adkins	<b>X</b>	Faye Prichard (A)		Michael Byerly, Vice Chair	<b>X</b>
William Coada		Charlie Waddell	<b>X</b>	Steve McClung	<b>X</b>
<b>Chesterfield County</b>		Randy Whittaker		Bobby Hall	<b>X</b>
Kevin Carroll					
Dr. Mark Miller	<b>X</b>	<b>Henrico County</b>		<b>City of Richmond</b>	
Tim Davey	<b>X</b>	Gregory Baka	<b>X</b>	Andreas Addison	
Gloria Freye		Tyrone Nelson		Ann-Francis Lambert	
James Holland	<b>X</b>	Patricia O'Bannon		Stephanie Lynch	
Jim Ingle	<b>X</b>	Frank Thornton	<b>X</b>	Dr. Cynthia Newbille (virtual)	<b>X</b>
Chris Winslow		Melissa Thornton		Rodney Poole	
				Ellen Robertson (A)	
				Jacob Giovia (virtual)	<b>X</b>

The technology used for the PlanRVA Commission 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**

Chair Davis called the meeting to order at approximately 9:30 a.m.

**Pledge of Allegiance**

The Pledge of Allegiance was led by Chair Davis.

**Roll Call of Attendees and Certification of a Quorum**

Janice Firestone, Program Manager, called the roll for attendance and certified that a physical quorum was present.

**1. Administration**

**a. Confirmation of Member Participation from a Remote Location**

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

- Jacob Giovia. Reason: a temporary or permanent disability or other medical condition that prevents the member's physical attendance.
- Cynthia Newbille. Reason: a family member's medical condition that requires the member to provide care for such family member.

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

On motion by Jim Ingle, seconded by Frank J. Thornton, the PlanRVA Commission voted to confirm that the Chair's decision to approve the members' requests 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 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 member.

#### **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 Charlie Waddell, the members of the PlanRVA Commission voted to approve the agenda as presented (voice vote).

### **3. Approval of May 18 and June 1, 2023, Meeting Minutes**

On motion by Tim Davey, seconded by Charlie Waddell, the members of the PlanRVA Commission voted to approve the May 18, 2023, meeting minutes as presented (voice vote; Michael Byerly, Amy Pearson and Cynthia Newbille abstained).

On motion by Tim Davey, seconded by Patricia Paige, the members of the PlanRVA Commission voted to approve the June 1, 2023, meeting minutes as presented (voice vote; Michael Byerly, Cynthia Newbille, Amy Pearson and Charlie Waddell abstained).

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

#### **a. Executive Committee & Chairman's Report**

##### **i. Action Item: Nominating Committee Report and Continuity Plan**

Chair Davis provided a brief overview of the work that's been done to ensure continuity on the Commission. He thanked Mr. Adkins, Mr. Byerly and Dr. Newbille for their work.

On motion by Michael Byerly, seconded by Cynthia Newbille, the members of the PlanRVA Commission voted unanimously to implement the leadership continuity plan by nominating the following individuals to serve in the respective positions (voice vote):

- Daniel McGraw, Secretary
- Patricia Paige, Treasurer
- Sean M. Davis, Vice-chair

**ii. Committee Assignments**

Vice Chair Davis read a list of proposed committee assignments and clarified that changes may be necessary after the end of the year based on potential changes to Commission membership.

On motion by Sean M. Davis, the members of the PlanRVA Commission voted unanimously to approve the following committee assignments (voice vote).

**Executive Committee:**

Byron Adkins (Charles City)  
Michael Byerly (Powhatan)  
Sean Davis (Hanover)  
Daniel McGraw (Ashland)  
Tyrone Nelson (Henrico)  
Cynthia Newbille (Richmond)  
Patricia Paige (New Kent)  
Charlie Vaughters (Goochland)  
Christopher Winslow (Chesterfield)

**Audit, Facilities & Finance:**

Jim Holland (Chesterfield) - Chair  
Andreas Addison (Richmond)  
Daniel McGraw (Ashland)  
Patricia O'Bannon (Henrico)  
Patricia Paige (New Kent)  
W. Canova Peterson (Hanover)  
Sean Davis (ex-officio)

**Public Outreach & Engagement:**

Tim Davey (Chesterfield) - Chair  
Gregory Baka (Henrico)  
Brent Chambers (Ashland)  
Jacob Giovia (Richmond)  
Bobby Hall (Powhatan)  
Amy Pearson (New Kent)  
Neil Spoonhower (Goochland)  
Charlie Waddell (Hanover)

**Ad hoc Contracted Services Committee:**

Sean Davis (Hanover)  
Tyrone Nelson (Henrico)  
Patricia Paige (New Kent)  
Neil Spoonhower (Goochland)  
Christopher Winslow (Chesterfield)

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

Mr. Holland provided this report, which included the following:

- Audit: an engagement letter for Dunham, Aukamp & Rhodes was signed earlier this month and pre-audit work has been initiated. Mark Rhodes will be working

remotely for the preliminary review and coordinating through Dan van Doornik for the completion of the Audit later this fall.

- The Final Audit Report is scheduled to be presented to the Commission at the November 2<sup>nd</sup> special meeting following committee review on October 31<sup>st</sup>.
- Following the start of the new fiscal year, staff began working with Creative Office to finalize the order for the next phase of furniture replacement in the office space. This phase will include new tables and seating in the large conference room and new desks and chairs for four senior staff members.
- Furniture slated for disposition will be reviewed at the committee meeting and listed on the govdeals and the PlanRVA websites for sale in accordance with the Virginia provisions for disposal of publicly owned property.
- The Finance Committee is scheduled to meet on July 25<sup>th</sup> at 1:30 p.m. at PlanRVA. The agenda will include review of the FY2023 Q4 Financial Statements and preliminary year end results.
- Key priorities for the committee in FY 2024 include review of recommendations regarding financial management systems, furnishings and other office investments and new grant developments.
- PlanRVA is pleased to announce the addition of Karen Robinson, Finance Assistant to the PlanRVA team. Karen will be supporting Dan van Doornik and Diane Fusco in strengthening internal controls and financial management program.

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

Tim Davey, Committee Chair, provided this report, which included the following staff activity:

- PlanRVA Day was held June 1<sup>st</sup>. Attendance was great and the feedback has been positive.
- The newsletter is moving from quarterly to monthly.
- Submissions for content to the newsletter and/or the blog are welcomed.
- Flying Squirrels and Richmond Kickers tickets are available for select games.
- The committee meetings for FY24 will be in August, November, February and April.
- The committee will begin working on an orientation/onboarding program.

Ms. Shickle reported that the annual joint meeting was a great success. Staff is working on plans for next year's annual meeting, PlanRVA Day and the Transportation Forum.

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

##### **i. 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.

#### **5. New Business**

Ms. Shickle asked the newly elected officers to stand for the installation of officers. Vice Chair Davis, Secretary McGraw and Treasurer Paige took the following oath: "I do hereby solemnly commit that I will faithfully and impartially discharge all the duties incumbent upon me as specified in the charter and bylaws of the Richmond Regional Planning District Commission".

Ms. Shickle reported that staff is working to resolve issues with Outlook calendar reminders. Old, recurring events will be deleted and upcoming meeting invitations will be sent individually for each meeting. This will result in members receiving cancellation notices and new invitations.

**6. Adjourn**

Vice Chair Davis adjourned the meeting at 9:59 a.m.