



Commission Meeting

**Minutes of Action Meeting
GoToMeeting Virtual Meeting
May 14, 2020 -- 9:00 a.m.**

Members Present (A = Alternate)

| <u>Charles City County</u> | | <u>Town of Ashland</u> | | <u>Goochland County</u> | |
|----------------------------|---|----------------------------------|---|-------------------------|---|
| William Coada | | Kathy Abbott (A) | | Susan Lascolette (A) | |
| Michelle Johnson (A) | | Dr. George Spagna, Vice Chair | X | Neil Spoonhower | |
| Rhonda Russell (A) | X | | | | |
| | | | | | |
| <u>Chesterfield County</u> | | <u>City of Richmond</u> | | <u>Hanover County</u> | |
| Kevin Carroll | X | Nolen Blackwood (A) | | Sean Davis, Secretary | X |
| Tim Davey | X | Kim Gray | | Anne Marie Lauranzon | |
| Gloria Freye | X | Kristen Larson | X | Canova Peterson | X |
| Leslie Haley | X | Stephanie Lynch | | Faye Prichard (A) | |
| James Holland | X | Dr. Cynthia Newbille, Past Chair | X | Randy Whittaker | X |
| Jim Ingle | X | Rodney Poole | | | |
| Jesse Smith (A) | X | | | | |
| Chris Winslow | X | | | | |
| | | | | | |
| <u>Henrico County</u> | | <u>New Kent County</u> | | <u>Powhatan County</u> | |
| Chris Archer | X | John Lockwood (A) | | Michael Byerly | |
| Thomas M. Branin | | John Moyer | | Larry Nordvig | X |
| William Mackey | X | Patricia Paige, Treasurer | X | | |
| Tyrone Nelson, Chair | X | | | | |
| Patricia O'Bannon | X | | | | |
| Daniel J. Schmitt | X | | | | |
| Randy Silber (A) | X | | | | |
| Frank Thornton | X | | | | |

Others Present:

Eric Gregory.....Hefty, Wiley & Gore, PC

Staff Present

Martha Heeter..... Executive Director
 Sulabh Aryal Transportation Planning Manager
 Terry Eckhout..... Director of Finance
 Diane Fusco.....Office Manager
 Sidd Kumar..... Project Coordinator
 Ken Lantz..... Mobility Coordinator
 Nicole Mueller Project Coordinator
 Chet Parsons.....Director of Transportation



The PlanRVA Board of Commissioners meeting was held by electronic communication means as set forth by the April 22, 2020 actions of the General Assembly in response to the continued spread of novel coronavirus, or COVID-19. The technology used for this meeting was a web-hosted service created by GoToMeeting and was open and accessible for participation by members of the public. Voting record tables are included in Appendix A. A recording of this meeting is available on our [Plan RVA YouTube Channel](#).

Call to Order

Chairman Nelson called the PlanRVA Commission meeting to order at approximately 9:05 a.m.

Attendance Roll Call & Certification of a Quorum

Ms. Heeter read an opening statement for Electronic Meetings.

Diane Fusco, Office Manager, took attendance by roll call and confirmed a quorum was present.

Public Comment Period

Since there were no requests from the public to address members of the Regional Commission, Chairman Nelson closed the public comment period.

Requests for Additions or Changes to Order of Business

Mr. Nordvig requested the meeting minutes be removed from the consent agenda. Chairman Nelson agreed to remove the minutes for the March 13, 2020 meeting from the consent agenda.

Consent Agenda

Items remaining on the consent agenda were the Rural Transportation Work Program for FY21 and Personnel Policy Updates due to COVID-19.

On motion of Mr. Holland, seconded by Dr. Spagna, the PlanRVA Commissioners unanimously approved the items on the consent agenda. A roll call was completed to confirm (Appendix A).

Minutes for the March 13, 2020 Meeting

Dr. Spagna had a correction to the attendance record of the meeting as he was present at the March meeting and the alternate member for the Town of Ashland was not. The minutes will be corrected.

On motion of Mr. Peterson, seconded by Dr. Spagna, the PlanRVA Commissioners approved the minutes of the March 13, 2020 meeting. A roll call was completed to confirm and there were 19 Ayes and 3 members Abstained (Appendix A).

Audit, Facilities & Finance Committee Report

Dr. Spagna summarized results and turned the financial statements over to staff to present.

On motion of Mr. Winslow, seconded by Mr. Holland, the PlanRVA Commissioners unanimously approved acceptance of the monthly financial reports as presented (Appendix A).

Budget Amendments

Ms. Eckhout provided a summary of requested budget amendments listed in the agenda packet.

On motion of Dr. Newbille, seconded by Mr. Nordvig, the PlanRVA Commissioners unanimously approved the FY2020 Budget Amendments as presented (Appendix A).

Public Outreach and Engagement Committee Report

Mr. Nordvig provided an update on public outreach activities and the last committee meeting. He encouraged all members to like and subscribe to the PlanRVA YouTube Channel:

<https://www.youtube.com/channel/UC9ASolCV7PbihiCYdncLsOA>

Ms. Heeter also provided an update on work with the Community Foundation and the Together One Region campaign and fund raising in response to the pandemic.

Mr. Nordvig also mentioned PlanRVA will highlight Commissioners on their website and encouraged members to send in bios and head shots.

Electronic Meeting Procedures and Guidance Documents

On motion of Mr. Davis, seconded by Ms. O'Bannon, the PlanRVA Commissioners unanimously approved the Electronic Meeting Procedures and Guidance Documents as presented (Appendix A).

Chairman Nelson requested the PlanRVA YouTube link be sent out to all Commissioners.

Executive Director's Report

Ms. Heeter reviewed the Intergovernmental and Environmental Review Summary and Staff Report included in the agenda packet.

Mr. Davey provided comment that it would be helpful to include staff comments on the localities responses to projects included on the Intergovernmental and Environmental Review Summary going forward.

Ms. Heeter expressed her appreciation to staff for working efficiently during the current crisis related to the pandemic.

Mr. Peterson requested a contact directory for all Commissioners and PlanRVA staff members. Ms. Heeter agreed to have this sent out.



Mr. Nordvig pointed out page 19 of agenda packet, the Childcare Authorization Form, and potential issues with private medical information. Mr. Gregory agreed to address this with Ms. Heeter.

Chairman Nelson, Ms. Paige, and Mr. Holland also expressed their appreciation to Ms. Heeter and staff of PlanRVA for their work to keep moving forward during this time.

Public Comment Period

Since there were no requests from the public to address members of the Regional Commission, Chairman Nelson closed the public comment period.

Chairman Nelson adjourned the meeting at 10:15 a.m.

DRAFT



APPENDIX A

PlanRVA Board of Commissioners - Voting Record

Date of Meeting: May 14, 2020

Item 4. Consent Agenda

Members Present (A = Alternate)

| Locality | Member | AYE | NAY | Abstain |
|---------------------|----------------------|------------|------------|----------------|
| Charles City County | Rhonda Russell (A) | X | | |
| Chesterfield County | Kevin Carroll | X | | |
| Chesterfield County | Tim Davey | X | | |
| Chesterfield County | Gloria Frey | X | | |
| Chesterfield County | Leslie Haley | X | | |
| Chesterfield County | James Holland | X | | |
| Chesterfield County | Jim Ingle | X | | |
| Chesterfield County | Jesse Smith | X | | |
| Chesterfield County | Chris Winslow | X | | |
| City of Richmond | Kristen Larson | X | | |
| City of Richmond | Dr. Cynthia Newbille | X | | |
| Hanover County | Sean Davis | X | | |
| Hanover County | Canova Peterson | X | | |
| Hanover County | Randy Whittaker | X | | |
| Henrico County | Chris Archer | X | | |
| Henrico County | William Mackey | X | | |
| Henrico County | Tyrone Nelson | X | | |
| Henrico County | Patricia O'Bannon | X | | |
| Henrico County | Daniel J. Schmitt | X | | |
| Henrico County | Randy Silber | X | | |
| New Kent County | Patricia Paige | X | | |
| Powhatan County | Larry Nordvig | X | | |



Item 4a. Minutes for the March 13, 2020 Meeting

Members Present (A = Alternate)

| Locality | Member | AYE | NAY | Abstain |
|---------------------|----------------------|------------|------------|----------------|
| Charles City County | Rhonda Russell (A) | | | X |
| Chesterfield County | Kevin Carroll | X | | |
| Chesterfield County | Tim Davey | X | | |
| Chesterfield County | Gloria Frey | X | | |
| Chesterfield County | Leslie Haley | | | X |
| Chesterfield County | James Holland | X | | |
| Chesterfield County | Jim Ingle | X | | |
| Chesterfield County | Jesse Smith | X | | |
| Chesterfield County | Chris Winslow | X | | |
| City of Richmond | Kristen Larson | X | | |
| City of Richmond | Dr. Cynthia Newbille | X | | |
| Hanover County | Sean Davis | X | | |
| Hanover County | Canova Peterson | X | | |
| Hanover County | Randy Whittaker | X | | |
| Henrico County | Chris Archer | X | | |
| Henrico County | William Mackey | X | | |
| Henrico County | Tyrone Nelson | X | | |
| Henrico County | Patricia O'Bannon | X | | |
| Henrico County | Daniel J. Schmitt | X | | |
| Henrico County | Randy Silber | X | | |
| New Kent County | Patricia Paige | X | | |
| Powhatan County | Larry Nordvig | | | X |



Item 5b.i. February and March 2020 Financial Statements

Members Present (A = Alternate)

| <u>Locality</u> | <u>Member</u> | <u>AYE</u> | <u>NAY</u> | <u>Abstain</u> |
|------------------------|----------------------|-------------------|-------------------|-----------------------|
| Charles City County | Rhonda Russell (A) | X | | |
| Chesterfield County | Kevin Carroll | X | | |
| Chesterfield County | Tim Davey | X | | |
| Chesterfield County | Gloria Frey | X | | |
| Chesterfield County | Leslie Haley | X | | |
| Chesterfield County | James Holland | X | | |
| Chesterfield County | Jim Ingle | X | | |
| Chesterfield County | Jesse Smith | X | | |
| Chesterfield County | Chris Winslow | X | | |
| City of Richmond | Kristen Larson | X | | |
| City of Richmond | Dr. Cynthia Newbille | X | | |
| Hanover County | Sean Davis | X | | |
| Hanover County | Canova Peterson | X | | |
| Hanover County | Randy Whittaker | X | | |
| Henrico County | Chris Archer | X | | |
| Henrico County | William Mackey | X | | |
| Henrico County | Tyrone Nelson | X | | |
| Henrico County | Patricia O'Bannon | X | | |
| Henrico County | Daniel J. Schmitt | X | | |
| Henrico County | Randy Silber | X | | |
| New Kent County | Patricia Paige | X | | |
| Powhatan County | Larry Nordvig | X | | |



Item 5b. iii. FY2020 Budget Amendments

Members Present (A = Alternate)

| <u>Locality</u> | <u>Member</u> | <u>AYE</u> | <u>NAY</u> | <u>Abstain</u> |
|---------------------|----------------------|------------|------------|----------------|
| Charles City County | Rhonda Russell (A) | X | | |
| Chesterfield County | Kevin Carroll | X | | |
| Chesterfield County | Tim Davey | X | | |
| Chesterfield County | Gloria Frey | X | | |
| Chesterfield County | Leslie Haley | X | | |
| Chesterfield County | James Holland | X | | |
| Chesterfield County | Jim Ingle | X | | |
| Chesterfield County | Jesse Smith | X | | |
| Chesterfield County | Chris Winslow | X | | |
| City of Richmond | Kristen Larson | X | | |
| City of Richmond | Dr. Cynthia Newbille | X | | |
| Hanover County | Sean Davis | X | | |
| Hanover County | Canova Peterson | X | | |
| Hanover County | Randy Whittaker | X | | |
| Henrico County | Chris Archer | X | | |
| Henrico County | William Mackey | X | | |
| Henrico County | Tyrone Nelson | X | | |
| Henrico County | Patricia O'Bannon | X | | |
| Henrico County | Daniel J. Schmitt | X | | |
| Henrico County | Randy Silber | X | | |
| New Kent County | Patricia Paige | X | | |
| Powhatan County | Larry Nordvig | X | | |



Item 5c. Electronic Meeting Procedures and Guidance Documents

Members Present (A = Alternate)

| Locality | Member | AYE | NAY | Abstain |
|---------------------|----------------------|------------|------------|----------------|
| Charles City County | Rhonda Russell (A) | X | | |
| Chesterfield County | Kevin Carroll | X | | |
| Chesterfield County | Tim Davey | X | | |
| Chesterfield County | Gloria Frey | X | | |
| Chesterfield County | Leslie Haley | X | | |
| Chesterfield County | James Holland | X | | |
| Chesterfield County | Jim Ingle | X | | |
| Chesterfield County | Jesse Smith | X | | |
| Chesterfield County | Chris Winslow | X | | |
| City of Richmond | Kristen Larson | X | | |
| City of Richmond | Dr. Cynthia Newbille | X | | |
| Hanover County | Sean Davis | X | | |
| Hanover County | Canova Peterson | X | | |
| Hanover County | Randy Whittaker | X | | |
| Henrico County | Chris Archer | X | | |
| Henrico County | William Mackey | X | | |
| Henrico County | Tyrone Nelson | X | | |
| Henrico County | Patricia O'Bannon | X | | |
| Henrico County | Daniel J. Schmitt | X | | |
| Henrico County | Randy Silber | X | | |
| New Kent County | Patricia Paige | X | | |
| Powhatan County | Larry Nordvig | X | | |