



**Commission Meeting
Zoom Virtual Meeting
Meeting Minutes
May 13, 2021
9:00 a.m.**

Members Present (A = Alternate)

<u>Charles City County</u>		<u>Town of Ashland</u>		<u>Goochland County</u>	
William Coad		Kathy Abbott (A)		Susan Lascolette (A)	
Michelle Johnson (A)		Mr. Daniel McGraw	X	Neil Spoonhower, Chair	X
Rhonda Russell (A)					
<u>Chesterfield County</u>		<u>City of Richmond</u>		<u>Hanover County</u>	
Kevin Carroll	X	Andreas Addison	X	Sean Davis	X
Tim Davey	X	Nolen Blackwood (A)		Anne Marie Lauranzon	
Gloria Freye	X	Jacob Giovia	X	Canova Peterson	X
Leslie Haley		Michael Jones (A)		Faye Prichard (A)	
James Holland	X	Ann-Francis Lambert		Randy Whittaker	X
Jim Ingle	X	Stephanie Lynch			
Jesse Smith (A)	X	Dr. Cynthia Newbille	X		
Chris Winslow, Vice-Chair	X	Rodney Poole			
		Ellen Robertson (A)			
<u>Henrico County</u>		<u>New Kent County</u>		<u>Powhatan County</u>	
Gregory Baka	X	John Lockwood (A)	X	Michael Byerly	X
Thomas M. Branin		John Moyer		Bobby Hall	X
William Mackey		Patricia Paige	X		
Tyrone Nelson, Past Chair	X				
Patricia O'Bannon	X				
Daniel J. Schmitt					
Frank Thornton					

Others Present:

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

Staff Present

Martha Heeter.....Executive Director
Diane Fusco.....Office Manager
Sidd Kumar.....Project Coordinator



The PlanRVA Regional Commission 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 Zoom. A live stream of the meeting was available through YouTube to assure open access by members of the public. All recordings are available on our [Plan RVA YouTube Channel](https://www.youtube.com/PlanRVA) at www.youtube.com/PlanRVA.

Call to Order

Chairman Spoonhower called the PlanRVA Commission meeting to order at approximately 9:00 a.m.

Attendance Roll Call & Certification of a Quorum

Ms. Heeter 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 Commission, Chairman Spoonhower closed the public comment period.

Approval of Agenda

Chairman Spoonhower asked the committee for approval of Meeting Minutes. Motioned was carried by the Commission

Approval of Meeting Minutes

Chairman Spoonhower asked for approval of the meeting minutes. The meeting minutes were approved by acclamation.

Rural Transportation Work Program- FY2022

Chairman Spoonhower introduced the Rural Transportation program briefly; he stated that the request before the Commission is an authorization for the PlanRVA staff to apply for the fiscal year 2022 funding opportunity to VDOT. While work continues to expand the boundaries of the area served by the Richmond Regional Transportation Planning Organization (RRTPO), this application is being submitted to assure coverage in the interim. Chairman Spoonhower asked the committee for a consensus vote on approval of Rural Transportation Work program. The motion was carried by the Commission

Executive Committee and Chairman's Report

Chairman Spoonhower recognized the localities' efforts to work together during this time. He talked about the Charter revisions being under review since October 2020 and announced that in the Executive committee meeting today Ms. Heeter provided an update to the status of local approvals. The latest version should be approved by all nine localities by May.

According to the Commission's Bylaws, new officers will be elected at the June 8th Commission meeting. He announced appointment of Reverend Nelson and Rd. Newbille,



as past chairs, to serve on the nominating committee. They will work with staff over the coming month to put the nominations together.

Ms. O'Bannon asked if the historic rotation of officers would be followed for this upcoming election. Chairman Spoonhower confirmed that would be the starting point for the Committee.

Mr. Gregory made a statement about the Charter revisions and the Bylaws. He stated that six of the nine member jurisdictions have approved the Charter and waiting on the other three to approve it in the coming weeks. Mr. Gregory reviewed recommended changes to the Bylaws which would be distributed to members later in the day.

Ms. O'Bannon asked if the Committee needed to vote to accept the discussion to review these changes. Mr. Gregory stated that while it is not necessary to make that vote, a motion on the record acknowledging compliance with article nine of the bylaws requiring their presentation at this meeting today would be acceptable. Ms. O'Bannon made a motion review the Bylaws. Mr. Baka seconded the motion which passed by acclamation.

Audit, Facilities & Finance Committee

Mr. Holland reported that the Finance Committee met in April to review the February and March financials. The overall financials demonstrated an improvement in the year-to-date financial position. The staff have been working through the transition to support from VML/VACO Finance and appreciate the assistance from Chesterfield and Henrico County finance departments.

The Finance Committee also:

- Reviewed an extension of the existing audit services engagement with Dunham, and Rhodes and authorized an extension of the agreement for an additional year for fiscal year 2022. He stated staff is working on a release of an RFP.
- Convened in closed session to discuss the matters concerning the office lease.

Ms. Heeter gave an overview of the statements for the period through March 31st and echoed Mr. Holland statement about financially being in good shape.

The Finance Committee did take a vote in April to accept the February and March financial statements so no second is needed and can vote by acclamation. Mr Holland called the question and the financial statements were accepted by acclamation.

Public Outreach and Engagement Committee

Mr. Davey gave an update on PlanRVA's activities for use of the Community Foundation grant (\$50,000) to support improvements to public outreach and stakeholder engagement. The staff led a comprehensive solicitation process through development and issuance of an RFP, proposal review and virtual interviews. PlanRVA selected six firms to serve on the on-call bench. He and Mr. Thornton and staff have been working very closely to utilize the resources to help with the outreach efforts. Mr. Davey also stated that these resources are

also available to each of the jurisdictions.

Mr. Davey stated he was impressed with the work completed thus far.

Chairman Spoonhower expressed his gratitude on the available resources to help strengthen the community outreach and engagement efforts amongst our localities and the region.

Executive Director's Report

Ms. Heeter shared a new reporting format summarizing the activities of staff. She has been working with Chairman Spoonhower to develop this program dashboard. Chairman Spoonhower expressed his interest in developing this dashboard and how this is a great tool to share on the updates and broader picture of the agency.

Mr. Peterson mentioned that a great job was done on developing this Program Dashboard and made some suggestions to improve the dashboard.

Mr. Holland expressed his gratitude and thanks to the team for developing this dashboard.

Ms. Heeter shared an update regarding the Better Together Webinar Series PlanRVA launched in November. As a reminder, Commissioners and key partner organization leaders and stakeholders are the primary audience of the series. The program is intended to provide an opportunity to hear first-hand about examples of regional collaboration across our region. The upcoming May 20th Webinar on how to improve water quality in the region.

New Business

No new business was raised.

Commissioner Comments Local Updates and Discussion

Chairman Spoonhower opened this portion of the agenda with an invitation for Commissioners to share news from their locality or provide other information regarding current challenges or successes.

Ms. O'Bannon shared that Henrico County was mentioned in Richmond Magazine highlighting successful projects.

Mr. Holland recognized the wonderful staff, Board and employees in Chesterfield County and the County's distribution of Girl Scout cookies in acknowledgement of Public Officials recognition.

Ms. Paige announced that New Kent County will be celebrating July 4th again this year

Mr. Carroll reminded everyone of National Law Enforcement Officer Memorial Week and shared that Chesterfield County held their wreath memorial ceremony recognizing the five officers and two deputies that have died in the line of duty.

Adjourn

Chairman Spoonhower adjourned the meeting at approximately 10:30a.m.

DRAFT