



**Commission Meeting
Zoom Virtual Meeting
Meeting Minutes
December 10, 2020
9:00 a.m.**

Members Present (A = Alternate)

<u>Charles City County</u>		<u>Town of Ashland</u>		<u>Goochland County</u>	
William Coad	X	Kathy Abbott (A)		Susan Lascolette (A)	
Michelle Johnson (A)		Mr. Daniel McGraw	X	Neil Spoonhower, Chair	X
Rhonda Russell (A)	X				
<u>Chesterfield County</u>		<u>City of Richmond</u>		<u>Hanover County</u>	
Kevin Carroll	X	Nolen Blackwood (A)	X	Sean Davis	X
Tim Davey	X	Jacob Giovia	X	Anne Marie Lauranzon	
Gloria Freye	X	Kim Gray	X	Canova Peterson	X
Leslie Haley		Kristen Larson	X	Faye Prichard (A)	
James Holland	X	Stephanie Lynch		Randy Whittaker	X
Jim Ingle	X	Dr. Cynthia Newbille	X		
Jesse Smith (A)	X	Rodney Poole			
Chris Winslow, Vice-Chair	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	X	Bobby Hall	X
William Mackey	X	Patricia Paige	X	Larry Nordvig, Secretary	X
Tyrone Nelson, Past Chair					
Patricia O'Bannon	X				
Daniel J. Schmitt					
Frank Thornton					

Others Present:

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

Staff Present

Martha Heeter.....Executive Director
 Terry Eckhout.....Director of Finance
 Diane Fusco.....Office Manager
 Chet Parsons.....Director of Transportation



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 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](#).

Call to Order

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

Pledge of Allegiance

Mr. Winslow led the Commission in the Pledge of Allegiance to the flag.

Attendance Roll Call & Certification of a Quorum

Ms. Fusco took attendance by roll call and Ms. Heeter 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.

Requests for Additions or Changes to Order of Business

Chairman Spoonhower noted a need to remove Item 3. iv. from the agenda. Staff has requested additional time to consider implications of the proposed change in payroll frequency.

Mr. Winslow made a motion to approve the change to the agenda. Ms. Gray seconded the motion which carried unanimously by a vote of acclamation.

Minutes for the November 12, 2020 Meeting

Mr. Nordvig called attention to the November meeting minutes in the meeting packet.

Mr. Archer made a motion to approve the November meeting minutes and Ms. Gray seconded the motion which carried unanimously by a vote of acclamation.

Charter Agreement Revisions

Mr. Gregory reviewed charter amendments under consideration and noted the most recent draft is included in the agenda packet. Revisions remain the same except for the removal of additional voting tiers in Article 2, Section 2 pursuant to feedback from local jurisdictions.

Mr. Gregory said additional recommended amendment to Article 3, Section 3 to read as follows: "Each alternate member appointed to the Commission shall hold the same voting authority as the designated governing body official."

The request before the Commission is for approval of distribution of the current revisions to the member jurisdictions for their consideration with belief that the current version with proposed amendment enjoys support from the member jurisdictions. The approval

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process may begin with the jurisdictions this month and occur over the next several months with the remaining jurisdictions.

Mr. Winslow asked if there was anything driving the timeline of this process and discussed concerns with current amendments related to the number of votes per population level and potential funding gap if member dues are capped at the same levels of appointees. Mr. Gregory referenced a discussion during the Executive Committee meeting that included reference to the concerns to inform local government appointments which are typically made in January. Otherwise there is not a specific timeline upon which the review/approval and amendment of the Charter agreement.

Ms. Heeter noted the original driver of the charter amendments was to provide for greater flexibility location of the office.

Mr. Winslow expressed concerns about moving forward with the proposed amended version given the likely implications of funding to the Commission. Chesterfield's position is that without the opportunity to gain additional seats based upon population, the County will not be able to support funding for the agency based on a per capita assessment over 250,001 in population. The County's likely position is that assessment of dues for populations over 250,000 would constitute taxation without representation.

After discussion on this item, a decision was made to defer this item to the February Commission meeting.

Mr. Winslow offered that he is prepared to offer a motion to defer this item until broader consensus can be achieved in order to reconcile the relationship with voting structure and member dues. Mr. Holland and Mr. Carroll advised they concur with Mr. Winslow's concerns and would prefer to provide additional time to resolve the issues between appointments and funding.

Mr. Davis supports the request to defer the item as well.

Mr. Peterson noted the specific jurisdictions who have differing opinions regarding the population based representation should work together to address and find a common solution. Ms. Paige stated she agrees with Mr. Peterson's comments and that New Kent County is prepared to proceed with the version discussed at the last meeting providing the additional tiers for representation.

Mr. Davis supports recommendation to defer as well.

Mr. Winslow made motion to defer the proposed charter amendments for additional consultation among the jurisdictions; Mr. Holland seconded the motion. The motion carried unanimously by acclamation.

Chairman Spoonhower requested a timeframe for deferral; Mr. Winslow offered February and Mr. Holland and Mr. Carroll concurred.

Executive Committee & Chairman's Report

Chairman Spoonhower reflected upon his role as Chairman and expressed appreciation of the opportunity to serve as Chair. He wished everyone a happy holiday season.

Chairman Spoonhower said there is a motion to cancel the January meeting. Ms. Paige made a motion to cancel the January Commission meeting and Mr. Holland seconded the motion. The motion carried unanimously by acclamation.

Audit, Facilities & Finance Committee Report

Ms. Heeter reviewed the financial narrative and October financial statements. Mr. Holland advised s staff budget and summary will be provided for Commissioner review in the new calendar year.

Ms. Gray made a motion to accept the October 2020 financial statements and Mr. Holland seconded the motion which passed with a vote by acclamation

FY2021 Budget Amendments

Ms. Eckhout discussed request for budget amendments which was an item deferred from the November meeting due to time constraints.

1. Analysis of Impediments to Fair Housing- increase of funding in budget due to extension of project from FY20 to FY21. Mr. Holland advised this is an important topic and looks forward to the finished product.
2. Community Foundation grant- Increase revenue and pass through by \$50k. The grant will be used to support capacity building and technical assistance to support better regional policy making and planning through community engagement at PlanRVA. Mr. Holland noted the term of the project goes beyond the end of the fiscal year; appropriate recordation and accruals are important.

Mr. Holland made a motion to approve the amendments and Mr. Peterson made the second. The motion pass by acclamation with Mr. Nordvig abstaining from the vote.

Investment Policy

Ms. Eckhout reviewed the current investment policy aimed to strengthen the internal controls of the agency.

Ms. Gray made a motion to approve the Investment Policy with a second by Mr. Holland. The motion passed with a vote by acclamation.

Public Outreach and Engagement Committee Update

Mr. Davey shared that the committee has not been able to meet since the last Commission meeting. The committee will be reviewing a draft Request for Proposals for capacity

building for PlanRVA public awareness and outreach using the \$50k grant from the Community Foundation.

Executive Director Report

Ms. Heeter expressed appreciation to staff for their dedication and work during the pandemic and dealing with challenges of remote work.

Closed Session

Action Requested: Motion to convene in a closed session pursuant to Virginia Freedom of Information Act Section 2.2-3711 (A) (1), for the purpose of discussing personnel matters concerning the performance of specific Commission employees; and, pursuant to FOIA Section 2.2-3711 (A) (8) for purposes of discussion and consultation with legal counsel retained by the agency concerning these personnel matters during which all recording of the meeting will cease.

Motion to enter a closed session made by Dr. Newbille and seconded by Ms. Gray. Roll call vote was completed and the motion passed unanimously.

Closed Session

Ms. Heeter summarized the process for the closed session.

Chairman Spoonhower indicated the need to convene in closed session.

Action Requested: Motion to convene in a closed session pursuant to Virginia Freedom of Information Act Section 2.2-3711 (A) (1), for the purpose of discussing personnel matters concerning the performance of specific Commission employees; and, pursuant to FOIA Section 2.2-3711 (A) (8) for purposes of discussion and consultation with legal counsel retained by the agency concerning these personnel matters during which all recording of the meeting will cease.

Motion made by Dr. Newbille and seconded by Ms. Gray.

Ms. Fusco took a roll call vote prior to closed session and the motion carried (Appendix A).

Commissioners present were sent to break out room for the closed session.

Conclusion of Closed Session

Ms. Fusco polled Commissioners at the conclusion of the closed session.

Do each of you vote to certify that, to the best of your knowledge, only public matters lawfully exempted from open meeting requirements and that only such public business matters as were identified in the motion by which the closed session was convened, were heard, discussed, or considered?

Roll call was recorded and included in Appendix B.

Commissioner Comments

Mr. Archer wished everyone happy holidays and stated it's not likely he will serve on the Commission again but will take away much from the time he has served over the past 25 years.

Rev. Nelson thanked Mr. Archer and recognized Mr. Thornton for his inclusion in the Richmond Times Dispatch person of the year. He acknowledged Mr. Thornton's 25th year on the Board of Supervisors for Henrico County. He also commended Councilwoman Gray for her hard work for the City of Richmond and the Commission.

Ms. O'Bannon and Mr. Holland thanked Ms. Gray. Mr. Holland also thanked Mr. Archer.

Dr. Newbille thanked Mr. Archer and Ms. Gray and wished everyone Happy Holidays.

Ms. Gray expressed her gratitude to the Commission for bonds and relationships and respect that she has for this body and region has grown.

Chairman Spoonhower thanked everyone for their comments and their willingness to serve. He wished everyone a wonderful blessed holiday season and to stay safe.

Adjourn

Chairman Spoonhower adjourned the meeting at approximately 11:00 a.m.

APPENDIX A

Motion to enter in closed session

<u>LOCALITY</u>	<u>MEMBER</u>	<u>AYE</u>	<u>NAY</u>	<u>ABSENT</u>
Charles City County	Mr. Coad	X		
Charles City County	Ms. Russell	X		
Town of Ashland	Mr. McGraw	X		
Goochland County	Chairman Spoonhower	X		
Chesterfield County	Mr. Carroll	X		
Chesterfield County	Mr. Davey	X		
Chesterfield County	Ms. Freye	X		
Chesterfield County	Mr. Holland	X		
Chesterfield County	Mr. Ingle	X		
Chesterfield County	Mr. Smith	X		
Chesterfield County	Mr. Winslow	X		
City of Richmond	Mr. Giovia	X		
City of Richmond	Ms. Gray	X		
City of Richmond	Dr. Newbille	X		
Hanover County	Mr. Davis	X		
Hanover County	Mr. Peterson	X		
Hanover County	Mr. Whittaker	X		
Henrico County	Mr. Archer	X		
Henrico County	Rev. Nelson	X		
Henrico County	Ms. O'Bannon	X		
New Kent County	Mr. Moyer	X		
New Kent County	Ms. Paige	X		
Powhatan County	Mr. Hall	X		
Powhatan County	Mr. Nordvig	X		

APPENDIX B

Certification of the closed session

LOCALITY	MEMBER	AYE	NAY	ABSENT
Charles City County	Mr. Coad			X
Charles City County	Ms. Russell	X		
Town of Ashland	Mr. McGraw	X		
Goochland County	Chairman Spoonhower	X		
Chesterfield County	Mr. Carroll	X		
Chesterfield County	Mr. Davey	X		
Chesterfield County	Ms. Freye	X		
Chesterfield County	Mr. Holland	X		
Chesterfield County	Mr. Ingle	X		
Chesterfield County	Mr. Smith	X		
Chesterfield County	Mr. Winslow			X
City of Richmond	Mr. Giovia	X		
City of Richmond	Ms. Gray	X		
City of Richmond	Dr. Newbille	X		
Hanover County	Mr. Davis	X		
Hanover County	Mr. Peterson	X		
Hanover County	Mr. Whittaker	X		
Henrico County	Mr. Archer	X		
Henrico County	Rev. Nelson	X		
Henrico County	Ms. O'Bannon	X		
New Kent County	Mr. Moyer	X		
New Kent County	Ms. Paige	X		
Powhatan County	Mr. Hall	X		
Powhatan County	Mr. Nordvig	X		