



**Executive Committee  
Zoom Virtual Meeting  
Meeting Minutes  
December 10, 2020  
8:15 a.m.**

**Members Present**

<u>LOCALITY</u>	<u>NAME</u>	<b>X (attended)</b>
Charles City County	William Coad	X
Chesterfield County	Christopher M. Winslow, Vice-Chair	X
City of Richmond	Dr. Cynthia Newbille	X
Goochland County	Neil Spoonhower, Chair	X
Hanover County	Canova Peterson, Treasurer	X
Henrico County	Tyrone Nelson	X
New Kent County	Patricia Paige	X
Powhatan County	Larry J. Nordvig, Secretary	X
Town of Ashland	Mr. Daniel McGraw	X

**Others Present**

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

**Staff Present**

Martha Heeter.....Executive Director  
 Terry Eckhout..... Director of Finance  
 Diane Fusco.....Office Manager  
 Sidd Kumar..... Project Coordinator

The PlanRVA Executive Committee 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 Executive Committee meeting to order at approximately 8:15 a.m.

## **Attendance Roll Call & Certification of a Quorum**

Chairman Spoonhower referred to the opening statement for Electronic Meetings included in the agenda packet.

Ms. Fusco took attendance by roll call and confirmed a quorum of the body was present.

## **Meeting Minutes**

On motion of Dr. Newbille, seconded by Ms. Paige the Executive Committee approved the minutes of the October 21, 2020 and November 12, 2020 meetings. Chairman Spoonhower asked for a vote by acclamation which carried unanimously.

## **Charter Revision Update**

Ms. Heeter introduced the topic and summarized the current status of charter revision updates. The revisions were included in the full commission packet.

Mr. Gregory mentioned the preference of some localities to remove the voting seat tier in Section 2 of the charter updates. He also reviewed Article 3, Section 3 and a change needed for consistency with a previous section regarding alternates.

Ms. Heeter advised some jurisdictions could be moving forward with changes as soon as the end of the month. She would like to insure any concerns are addressed before actions are taken by jurisdictions.

Mr. Winslow asked if a vote on the revisions are needed today or if additional time should be spent to acquire consensus on the changes. Chairman Spoonhower noted there was a request from the county administrators to complete the revisions by the end of the calendar year to align with transition of local government bodies in the new calendar year.

Mr. Gregory said there is no requirement for the Board to vote on the charter amendments at today's meeting or going forward. The amendments become effective when approved and adopted by all of the member local governments' local governing bodies.

Mr. Peterson stated he did not agree with sending out two different versions of the charter amendments and Mr. Gregory concurred this would create confusion.

Chairman Spoonhower asked for input from the Executive Committee. Mr. Nordvig suggested presenting the topic to the full commission and allow discussion to occur at that time.

Mr. Nordvig asked Mr. Gregory to provide a summary of the current charter amendments. Mr. Gregory noted the most pertinent changes to include:

- Article 1, Section 2 allowing the location of PlanRVA to be centrally located within Planning District 15 rather than the City of Richmond.
- Article 2, Section 2 changes to allow greater flexibility within governing body members to appoint a single member to represent all the voting seats the locality holds. Also, bylaw change to define quorum included with revision documents.
- Alternate Members definition.
- Article 3 changes define terms of office and authority of alternate.
- Other changes deal with cleaning up the charter.

Dr. Newbille confirmed an updated draft would be sent to localities assuming the Board votes to approve and authorizes staff to send the updated draft. Chairman Spoonhower and Mr. Gregory confirmed this is correct.

Chairman Spoonhower agreed to staff's recommendation to carry over the remaining agenda items to next month including the payroll frequency proposal. Mr. Gregory noted charter revisions would be reviewed again at the full commission meeting.

### **Adjourn**

Chairman Spoonhower adjourned the meeting at approximately 8:56 a.m.