



AGENDA
Executive Committee

June 10, 2021 -- 8:15 a.m.

James River Board Room- PlanRVA

Members of the public may observe the meeting via YouTube: www.youtube.com/PlanRVA

Executive Committee Members and invited guests will receive a link to the Zoom meeting upon request.

1. Welcome and Introductions (Spoonhower)

a. Statement regarding Virtual Meetings for PlanRVApage 2

b. Roll Call of Attendees and Certification of a Quorum (Heeter)

2. Old Business

a. Action Item: Meeting Minutespage 4

Requested Action: Motion to accept the meeting minutes.

3. New Business

a. Closed Session: Executive Director Performance Review

Action Requested: Motion to convene in closed session.

Adjourn

Targeted Adjournment is 8:55 am.

Opening Statement for Electronic Meetings

Due to the 2020 COVID-19 virus, meetings of the Richmond Regional Planning District Commission have transitioned to a virtual format in accordance with provisions of Virginia Code § 2.2-3708.2 and related legislation approved by the General Assembly of Virginia during the current period of the Governor's State of Emergency Declaration for COVID.

While we meet in a remote/virtual format, we remain committed to public accessibility and opportunity to participate. Staff provided advance notice of this meeting to members and the public including instructions for access. As this meeting will be recorded, audio and visual recordings and materials will be accessible through the PlanRVA website. Any member of the public participating as an observer during the meeting may submit comments or questions at any time via email at info@PlanRVA.org. Additional information for how members of the public may participate are included in the meeting materials and on our website.

For the members who are participating in the meeting today, we ask that you identify yourself first when speaking so we can accurately record the activities of the meeting. Please remember to mute your line when not speaking to minimize additional noise and feedback. You may unmute your line at any time to request acknowledgement from the Chair. Staff will be monitoring the chat functions throughout the meeting to assure we do not overlook anyone wishing to participate, as appropriate, in the discussion.

If anyone has questions regarding the process for assuring effective facilitation of this meeting or for how members of the public may participate, they should communicate by email if viewing via YouTube or chat if within the Zoom platform.

Staff certifies that we have followed the approved procedures for appropriate notice of this meeting and the means by which we are convening.

**Executive Committee
 Zoom Virtual Meeting
 Meeting Minutes
 May 13, 2021
 8:15 a.m.**

Members Present

<u>LOCALITY</u>	<u>NAME</u>	X (attended)
Charles City County	William Coad	
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		
Town of Ashland	Mr. Daniel McGraw	X

Others Present

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

Staff Present

Martha Heeter..... Executive Director
 Diane Fusco.....Office Manager
 Sidd Kumar.....Project Coordinator
 Chet Parson..... Director of Transportation

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

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

Meeting Minutes

Vice Chair Winslow offered a motion to approve the minutes from the March 11, 2021 meeting, which was seconded by Ms. Paige. Chairman Spoonhower asked for a vote by acclamation which carried unanimously.

Charter Revision Approvals Update

Ms. Heeter provided an update on the charter revisions update. Ms. Heeter reported that had received copies of adopted resolutions from six jurisdictions to date and expected to receive the rest later in the week. Once the ninth locality adopts the charter, it will go into effect immediately.

Mr. Canova Peterson mentioned that Hanover County approved their resolution approving amendment of the Charter and that he expects the new census results to affect the appointments for the County in July.

Mr. Gregory reviewed proposed revisions to the Bylaws subject to the Charter Amendments to satisfy the requirements for amendments and advised an updated version based on the discussion in the meeting would be provided to members.

New Business

Chairman Spoonhower announced the need to consider Officer Elections for FY2022 and that he'd selected a nominating committee to facilitate the process: Dr. Newbille and Rev. Nelson have both agreed to serve. The Nominating Committee will report their findings and recommendations in advance of the election scheduled for the June Commission meeting; new Officers will take their positions in July.

Mr. Peterson reminded the group that he will rotate off the Executive Committee at the end of June to allow for Mr. Davis to return to the Executive Committee to fulfil the rotation for Hanover County into the Vice Chairman seat beginning in July.

Executive Director's Report

Ms. Heeter shared a new dashboard she and Chair Spoonhower have developed and indicated more details will be provided at the full commission meeting.

Closed Session

Dr. Newbille made a motion to enter in to closed session which Mr. Peterson seconded as follows:

Motion that the Executive Committee convene in closed meeting pursuant to Section 2.2-3711 (A)(29), Code of Virginia, 1950, as amended, for the discussion of a public contract involving the expenditure of public funds and the discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body, during which all recording of the meeting will cease.

The motion was carried unanimously by roll call vote.

CLOSED SESSION

At the conclusion of the Closed Session, Ms. Heeter called roll to certify the following:

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?

Name	Aye	Nay	Abstain	Absent
D. McGraw	x			
C. Newbille	x			
P. Paige	x			
C. Peterson	x			
N. Spoonhower	x			
C. Winslow	X			

Adjourn

Chairman Spoonhower adjourned the meeting at approximately 8:55 a.m.