



AGENDA Executive Committee

December 9, 2021 -- 8 a.m.
James River Board Room- PlanRVA

Register to attend the meeting virtually at:
https://planrva-org.zoom.us/webinar/register/WN_BeTAoy5qTruV05KkADKUGA

Members of the public may observe the meeting on our YouTube Channel at
www.youtube.com/PlanRVA

View our complete [Public Participation Guide](#) for other ways to participate.

1. Welcome and Introductions (Winslow)

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

2. Action Item: Meeting Minutes (Paige/page 3)

Requested Action: Motion to accept the meeting minutes from October.

3. Old Business

a. **Information Item: Meeting Room Technology Upgrades** (Heeter)

b. **Information Item: Office Space Planning and Leasing** (Heeter)

Requested Action: Motion to enter a Closed Session pursuant to Section 2.2-3711 (A) (3), *Code of Virginia*, 1950, as amended, for the purpose of discussing a contract negotiation and a personnel matter, during which all recording of the meeting will cease.

4. New Business

a. **Discussion Item: FY2023 Local Member Contribution Requests** (Heeter/page 4)

5. Future Meetings

a. **Information Item: Remote Participation in Public Meetings** (Gregory)

b. **Information Item: 2022 Local Appointments, Alternates** (Gregory/page 5)

c. **Action Item: January Meeting Schedule**

6. **Adjourn:** Targeted Adjournment is 8:55 am.

**Executive Committee
Zoom Virtual Meeting
Meeting Minutes
October 14, 2021
8 a.m.**

Members Present

LOCALITY	NAME	X (attended)
Charles City County	William Coada	X
Chesterfield County	Christopher M. Winslow, Chair	X
City of Richmond	Dr. Cynthia Newbille	X
Goochland County	Neil Spoonhower, Past Chair	
Hanover County	Sean Davis, Vice Chair	X
Henrico County	Reverend Tyrone Nelson	X
New Kent County	Patricia Paige, Secretary	X
Powhatan County	Michael Byerly, Treasurer	X
Town of Ashland	Dr. Daniel McGraw	X

Others Present

Eric Gregory, Hefty, Wiley & Gore, PC

Staff Present

Martha Heeter, Executive Director
Janice Firestone, Transportation Program Coordinator
Sidd Kumar, Project Coordinator
Chet Parsons, Director of Transportation

The PlanRVA Executive Committee meeting was held using electronic communication means. 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

Mr. Winslow called the PlanRVA Executive Committee meeting to order at approximately 8 a.m.

Attendance Roll Call & Certification of a Quorum

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

Meeting Minutes

Office Space Planning Update

Ms. Heeter reported that staff is seeking input from members on the list of candidate properties. Visits are being scheduled for the afternoon of October 29, 2021. Discussion about overall market conditions as well as a reduction in total square footage allowing opportunities for cost savings in the future.

Meeting Room Technology Upgrades

Ms. Heeter reported that three proposals were received and shared the selected proposal. PlanRVA will be able to take advantage of a \$30k VDEM grant to fund most of the project. There was a discussion about a suggestion from the CVTA Finance Committee that a fee schedule be established for usage of the equipment by the CVTA, TPO (and potentially others). This is being explored as a more favourable option than having those organizations contribute funds toward the initial purchase and installation of the equipment.

FY2021 Financial Audit Update

The expectation is to seek Commission approval in December. Draft reports will be used for required submissions to meet established deadlines. Once the report has received full Commission approval, the drafts that were submitted will be replaced with the approved report (will be the same document).

Succession Management Plan Update

Ms. Heeter explained that the focus is to improve internal processes on staff retention. Knowledge Advisory Group has interviewed all staff and will provide suggestions on cross-training on recruitment and retention. There was a discussion about compensation, benefits, and the importance of staff recognition. At request of the Executive Committee, Ms. Heeter will return to the Committee with recommendations for improved compensation and benefits for staff.

With no other business, the Executive Committee adjourned at 9:00 am.



FY2023 Member Dues & Special Assessments

	2020 Population	2020 Adjusted Population*	\$0.55 Per Capita- PlanRVA	\$0.05 Per Capita- RRTP0	Total Request
Ashland	-	7,565	\$ 4,160.75	\$ 378.25	\$ 4,539.00
Charles City	6,773	6,773	\$ 3,725.15	\$ 338.65	\$ 4,063.80
Chesterfield	364,548	319,601	\$ 175,780.55	\$ 15,980.05	\$ 191,760.60
Goochland	24,727	24,727	\$ 13,599.85	\$ 1,236.35	\$ 14,836.20
Hanover	109,979	102,414	\$ 56,327.70	\$ 5,120.70	\$ 61,448.40
Henrico	334,389	334,389	\$ 183,913.95	\$ 16,719.45	\$ 200,633.40
New Kent	22,945	22,945	\$ 12,619.75	\$ 1,147.25	\$ 13,767.00
Powhatan	30,333	30,333	\$ 16,683.15	\$ 1,516.65	\$ 18,199.80
Richmond	226,610	226,610	\$ 124,635.50	\$ 11,330.50	\$ 135,966.00
Total	1,120,304	1,075,357	\$ 591,446.35	\$ 53,767.85	\$ 645,214.20

Data pulled from Weldon Cooper Center for Public Service:

<https://demographics.coopercenter.org/census2020>

2020 Population Adjustments

Ashland	7,873	7.16%	7565	308
Hanover	102,106	92.84%	102414	
	109,979		109979	
	Tri Cities MPO	Richmond MPO		
Chesterfield	44,947	319,601	364,548	



MEMORANDUM

TO: PlanRVA Board of Commissioners
Chris Winslow, Chair
Martha Heeter, Executive Director

FROM: Eric Gregory
Hefty, Wiley & Gore, P.C.
Legal Counsel

DATE: November 24, 2021

SUBJECT: PlanRVA Charter Amendments – Representatives, alternates, and voting

You asked for a brief memorandum explaining the recent revisions to the PlanRVA (RRPDC) Charter Agreement (“Charter”) approved by the member jurisdictions, specifically concerning the revisions made to Article II, Section 2, regarding jurisdiction representation, allocated voting seats, the representation of voting seats, casting of votes, and alternate members and their respective authority to cast votes for their member jurisdictions.

The Regional Cooperation Act (“Act”), which governs planning district commissions, provides that the “voting rights [of members] need not be equal and may be weighted on the basis of the population of the locality represented by the member, the aggregation of the voting rights of members representing one locality, or otherwise.” (Va. Code § 15.2-4203.B.6) Consistent with this provision, Article II, Section 2 of the Charter provides as follows, in pertinent part:

Appointed Governing Body members may represent more than one Governing Body voting seat if authorized by the member jurisdiction. Governing Body members are the only members eligible to represent more than one voting seat for the member jurisdiction.

Member jurisdictions may appoint governing body member representatives for each of the governing body’s voting seats or they may appoint one or more members to represent multiple or aggregated voting seats. For instance, a member jurisdiction may appoint a single governing body member to represent all of its allotted voting seats, thus aggregating its voting authority in a single representative. (Va. Code § 15.2-4203.B.6; *see also*, Charter, Art. III, Set. 2)

The Act further provides that, “[s]hould the charter agreement, as adopted, so provide, an alternate [member] may serve in lieu of one of the elected officials of each of the governing bodies of the participating localities.” (Va. Code § 15.2-4203.B.4) Member jurisdictions may appoint an alternate for a governing body member if the governing body member for whom the alternate is designated cannot attend a given meeting. Alternate members must also be elected governing



body members. (Charter, Art. II, Sect. 5) Alternates hold the same voting authority as their designated governing body official.¹ Neither the Act nor the Charter provide for “proxy” votes or “proxy” voting.²

During the Charter revision process, a consensus understanding developed that *an alternate* is designated to serve in the place of “*one of the elected officials*” of each of the governing bodies. Thus, a governing body member alternate is tied to the specific governing body member for whom they serve as alternate and does not serve as a “floating alternate” to represent whichever governing body member is absent.

It has been recommended that member jurisdictions identify their governing body member representatives and clearly indicate the member’s voting authority (i.e., how many aggregated voting seats does the representative have the authority to cast) via their appointment mechanism or instrument. If, for instance, a member jurisdiction appoints more than one governing body member to represent the jurisdiction, it would be prudent to indicate the voting authority of each member in the appointment instrument and for whom the alternate has been designated with the corresponding voting authority. This helps avoid misunderstandings or vote miscalculations on a given vote. If a single governing body member is appointed, along with a governing body member alternate, it is clear that the member has the authority to cast all of the jurisdictions allotted voting seats, and the alternate has the same authority in the absence of the appointee.

¹ Similarly, in the case of regional jails, alternate members may be appointed to their boards of directors, and when sitting, an alternate has all of the voting and other authority of a regular member. This does not constitute a “proxy” for the absent member because the alternate exercises the authority independent of the member for whom her or she serving as an alternate. See Va. Code § 53.1-106(A).

² See, Virginia Freedom of Information Act, Va. Code § 2.2-3710. (“Transaction of public business other than by votes at meetings prohibited. A. Unless otherwise specifically provided by law, no vote of any kind of the membership, or any part thereof, of any public body shall be taken to authorize the transaction of any public business, other than a vote taken at a meeting conducted in accordance with the provisions of this chapter.”) Thus, FOIA requires votes (whether singular or aggregated) to be cast by members attending the meeting and does not permit proxy voting. No examples of proxy voting by members of Virginia public bodies have been identified; however, the Virginia Senate does allow proxy votes in subcommittee meetings but not in committee meetings or the full Senate.