



RRPDC EXECUTIVE COMMITTEE

Minutes of Meeting

December 12, 2019

Members Present

Dorothy Jaeckle..... Chesterfield County
 Angela Kelly-Wiecek, Secretary..... Hanover County
 Susan Lascolette Goochland County
 Tyrone Nelson, Chair..... Henrico County
 Dr. Cynthia Newbille..... City of Richmond
 Larry Nordvig..... Powhatan County
 Dr. George Spagna, Vice Chair..... Town of Ashland
 Patricia Paige, Treasurer New Kent County

Others Present

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

Staff Present

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

Call to Order

Chairman Nelson called the regularly scheduled December 12, 2019, Executive Committee meeting to order at approximately 8:18am.

Certification of a Quorum:

Ms. Shickle, Executive Director, reported that a quorum of members was present.



1. Minutes for the November 14, 2019 Meeting (Tab 1)

Chairman Nelson called attention to the minutes which were included in the agenda packet under Tab 1 and asked members to review. He said if there are no items to review, edits or modifications, he would ask for a motion to approve the minutes as presented.

A motion was made by Ms. Lascolette to approve the minutes and Dr. Spagna seconded the motion. The motion was adopted unanimously to approve the November 14, 2019 minutes.

Chairman Nelson reviewed the agenda items and asked Ms. Shickle to review the agenda item pertaining to the Mid Year Budget Year prior to the Executive Committee moving in to closed session.

2. Executive Director's Report: FY2020 Mid Year Budget Review

Ms. Shickle previewed highlights of what is expected to be included in the revisions for the Audit, Facilities & Finance Committee meeting in advance of the February full commission meeting. The Committee has tentatively planned to meet on January 9, 2020 in lieu of the full commission meeting that is normally cancelled for January.

The Committee will review the mid year budget revisions, make a recommendation to the Executive Committee, and the full commission will review and potentially recommend approving the revised budget at the February 13th meeting. The Committee will also meet with prospective tenant advisory services providers during their meeting.

This year's amendments include an overall increase in revenues. Ms. Shickle said the TPO took action at last week's meeting to incorporate an additional \$143,000 into the work program for urban transportation planning which requires and includes a 10% match from PlanRVA.

The budget revisions for PlanRVA also include a \$10,000 award from the Partnership for Housing Affordability that was recorded as pre-paid revenue in June and is being added to the budget for this year. Last month's action to accept the Community Development Program project for the Analysis of Impediments to Fair Housing will also amend the budget to include this revenue. In addition, a new grant award from Virginia's Department of Environmental Quality will be effective 12/1/19. Ms. Shickle stated this is all good news and expects the forecast for the fund balance contribution to increase from what was originally expected this year.

She reminded Executive Committee members that the budget approved last Spring did include a mid-year salary adjustment pool equivalent to 3% for staff. She and Ms. Eckhout are currently calculating the awards for each employee to go into effect for the pay period beginning January 1, 2020. Staff is evaluating computer replacement needs and necessary upgrades to Windows 10 and phone system replacement since the current system is reaching end of life. All of these activities fit within the currently approved budget.

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Amendments to the budget may include a request for a new expense in the current fiscal year- to support migration to a new VOIP (voice over IP) system which staff is currently investigating.

Ms. Lascolette asked about the DEQ grant award and what the amount is and what it is for. Ms. Shickle said the DEQ grant is \$31,200 and the match is \$9,750. The grant is to support the smaller, non MS4 jurisdictions with information sharing, stormwater regulations and reporting.

There were no further questions at this time and Chairman Nelson asked for a motion to enter in to closed session. He asked that the other agenda item, Charter and Bylaws Revision Update, be continued until the February 13, 2020 meeting.

Dr. Newbille made the motion to enter in to closed session:

I move that the Executive Committee convene in closed session pursuant to Virginia Freedom of Information Act Section 2.2-3711 (A) (1), for the purpose of discussing personnel matters concerning specific RRPDC 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.

The motion was seconded by Ms. Lascolette and carried unanimously.

----- CLOSED SESSION-----

Chairman Nelson asked for a motion to come out of closed session and a motion was made by Dr. Newbille and seconded by Ms. Jaeckle. The motion carried unanimously.

At the conclusion of the closed session Chairman Nelson reconvened the public meeting and asked the following of the Executive Committee:

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?

Chairman Nelson asked Ms. Fusco to poll members for their response.

| Name | Aye | Nay | Abstain | Absent |
|--------------|------------|------------|----------------|---------------|
| Spagna | X | | | |
| Miles | | | | X |
| Jaeckle | X | | | |
| Lascolette | X | | | |
| Kelly-Wiecek | X | | | |
| Nelson | X | | | |
| Nordvig | X | | | |
| Newbille | X | | | |

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|-------|---|--|--|--|
| Paige | X | | | |
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Adjourn

The meeting was adjourned at approximately 9:10 a.m.

minutes approved at 1/9/2020 meeting

Diane F. Fusco