



**AGENDA**  
**March 12, 2020 -- 9:00 a.m.**  
**James River Board Room**

**Members Present (A = Alternate)**

<b><u>Charles City County</u></b>		<b><u>Town of Ashland</u></b>		<b><u>Goochland County</u></b>	
William Coad		Kathy Abbott (A)		Susan Lascolette (A)	
Michelle Johnson (A)		Dr. George Spagna, Vice Chair	<b>X</b>	Neil Spoonhower	<b>X</b>
Rhonda Russell (A)					
<b><u>Chesterfield County</u></b>		<b><u>City of Richmond</u></b>		<b><u>Hanover County</u></b>	
Kevin Carroll	<b>X</b>	Nolen Blackwood (A)		Sean Davis, Secretary	<b>X</b>
Tim Davey	<b>X</b>	Kim Gray		Anne Marie Lauranzon	
Gloria Freye	<b>X</b>	Kristen Larson	<b>X</b>	Canova Peterson	<b>X</b>
Leslie Haley		Stephanie Lynch		Faye Prichard (A)	
James Holland	<b>X</b>	Dr. Cynthia Newbille, Past Chair	<b>X</b>	Randy Whittaker	<b>X</b>
Jim Ingle	<b>X</b>	Rodney Poole			
Jesse Smith (A)					
Chris Winslow	<b>X</b>				
<b><u>Henrico County</u></b>		<b><u>New Kent County</u></b>		<b><u>Powhatan County</u></b>	
Chris Archer	<b>X</b>	John Lockwood (A)	<b>X</b>	Michael Byerly	<b>X</b>
Thomas M. Branin		John Moyer		Bill Melton	
William Mackey	<b>X</b>	Patricia Paige, Treasurer	<b>X</b>	Larry Nordvig	
Tyrone Nelson, Chair	<b>X</b>				
Patricia O'Bannon	<b>X</b>				
Daniel J. Schmitt	<b>X</b>				
Randy Silber (A)					
Frank Thronton	<b>X</b>				

**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



## **Call to Order**

Chairman Nelson called the regularly scheduled March 12, 2020 meeting to order at approximately 9:05 a.m. in the James River Board Room.

Chairman Nelson then led members in the Pledge of Allegiance to the flag of the United States of America.

Ms. Heeter certified there was a quorum present.

## **Welcome and Introductions- New and Returning Members**

Chairman Nelson confirmed Introductions were made at the last meeting and asked if there were any new member in attendance at today's meeting. Mr. Jim Ingle from the Chesterfield County Board of Supervisors, Bermuda District introduced himself. Chairman Nelson welcomed Mr. Ingle to the Board of Commissioners.

Ms. Paige pointed out the new Alternate member from New Kent was in attendance. Mr. John Lockwood introduced himself to the Board and was welcomed.

## **Requests for Additions or Changes to Order of Business**

There were no requests for additions or changes to the order of business.

## **Public Comment Period**

Since there were no requests from the public to address members of the Regional Commission, Chairman Nelson closed the public comment period.

## **Minutes for the February 13, 2020 Meeting – Mr. Davis**

Chairman Nelson confirmed minutes were included in the packets distributed and asked for a motion to approved. A motion made by Dr. Spagna and seconded by Mr. Davis and carried unanimously. Ms. O'Bannon abstained from the vote since she was absent at the February meeting.

### **1. Reports**

#### **a. Executive Committee/Chairman's Report – Chairman Nelson**

Chairman Nelson noted there will be a debriefing on the COVID19 crisis and the agenda will be revised to accommodate Dr. Danny Avula's schedule. Dr. Avula is the Director of the City of Richmond and Henrico County Health Departments and is expected to arrive at some point during the meeting prior to another meeting he has in Henrico.

#### **b. Audit, Facilities & Finance Committee Report – Dr. Spagna**

##### **i. January 2020 Financial Statements**



Dr. Spagna provided an update on the budget and pointed out results indicate the agency is ahead of schedule for replenishing the fund balance. Substantial progress has been made and he referred specific questions to staff.

Mr. Peterson made a motion to approve the January financial statements and Mr. Holland seconded the motion which carried unanimously.

Dr. Spagna provided a debriefing on the tenant advisory group and the Executive Committee recommendation to follow advice of Audit, Facilities and Finance Committee (Finance Committee). The Finance Committee recommends proceeding with one advisory group and the Executive Committee agrees with this approach.

Ms. O'Bannon confirmed the next steps with the advisory group and Dr. Spagna confirmed what the group would be responsible for and noted some of the costs are covered by the landlord.

Chairman Nelson noted the Finance Committee is doing due diligence and asked if Commissioners are OK with accepting this recommendation. Mr. Holland concurred the Finance Committee is committed to working toward making the best decision for the agency. Ms. O'Bannon asked about cost and Mr. Holland confirmed the cost is borne by the landlord not the commission.

Mr. Holland made a motion to accept the recommendation of the Executive Committee and Mr. Davey seconded the motion.

Mr. Peterson confirmed he agrees with the motion and noted the charter requirement regarding boundaries of office location and this needs to be considered by tenant advisory group.

Mr. Gregory noted the charter amendments would allow greater flexibility to allow consideration of other potential locations as long as it is still centrally located. Localities have received amendments and conversations have begun. He said this process could take up to a year to implement and presently this process is in a holding pattern due to several factors.

Mr. Peterson noted parameters for location are needed if we are going to make a change. Mr. Holland said it would benefit the agency to have more flexibility.

Mr. Carroll said he feels there is a need to move forward with the charter change regarding location because of timeline with lease expiring in 2022.

Chairman Nelson confirmed there is a need to move forward with the charter change regarding location. Dr. Newbille said she thought we had already agreed to move forward with this charter change. Mr. Gregory agreed to move forward.

Ms. Heeter pointed out it may be helpful for localities to let their legal counsel know that this issue is time sensitive so this can move forward.

Ms. O'Bannon asked for a confirmation of current motion and Chairman Nelson confirmed the motion is to go forward with the recommendation of the Finance Committee to move forward with tenant advisory group.

At this point Chairman Nelson asked Ms. Heeter to introduce the discussion of PlanRVA Personnel and Governance Policies considering COVID-19.

Mr. Gregory reviewed potential implications of COVID-19 on PlanRVA operations including personnel and governance policies and practices.

### **COVID-19 Briefing – Dr. Danny Avula, Richmond City and Henrico County Health Districts**

Dr. Avula provided a briefing and the presentation is attached.



COVID-19 update  
Mar 12 2020.pptx

Chairman Nelson and Ms. Heeter thanked Dr. Avula for making time to speak to the Commission.

At this point, Mr. Gregory continued and discussed direct threat scenarios. He noted he will stay in touch with Ms. Heeter and the PDC regarding the crisis.

Ms. O'Bannon asked about the plan in case of an agency shut down and the budget plan. Ms. Heeter noted this is not planned in the current budget and a shut down would affect the agency's ability to generate revenue. She would like to minimize the likelihood of exposure and time missed due to illness.

Chairman Nelson asked for suggestions on how to handle the situation realizing most everyone will be impacted by COVID19 in one way or another.

Mr. Carroll suggested monitoring national legislation and funding packages at the national level.

### **Regional Forum: PlanRVA Environmental Program Update- Ms. Stewart**

Ms. Stewart provided an overview of activities within the Environmental Program including efforts to expand capacity of the organization and to integrate environmental and natural resource programs with Emergency Management and Transportation program areas.



March 2020 Board  
Presentation.pptx

Ms. Larson asked about the Yards of Tomorrow workshops. Ms. Stewart said these programs are targeted for residents.

Chairman Nelson adjourned the meeting at 10:30am.

**Minutes approved by Board at 5/14/2020 meeting – Diane F. Fusco**

**Ashland | Charles City | Chesterfield | Goochland | Hanover | Henrico | New Kent | Powhatan | Richmond**

Richmond Regional Planning District Commission

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