

AGENDA

RRPDC Executive Committee

February 14, 2019
8:15 a.m.

The Executive Committee meeting will convene in the RRPDC Board Room.

Call to Order

Certification of a Quorum

1. Minutes for the December 13, 2018 Meeting (Tab 1)

Minutes from the regularly scheduled December 13, 2018 meeting are included for review and action.

Action Requested: Motion to take action to approve the December 13, 2018 meeting minutes as presented.

2. Review of Revised FY19 Budget (RRPDC Agenda Packet Tab 3)

During the December meeting, staff recommended that the revised FY19 budget presentation be deferred until February in order to allow staff time to close the second quarter billing cycle and provide a more accurate budget to members.

The revised FY19 budget was presented to members of the Audit/Finance/Facilities Committee during their meeting on January 22. Staff will provide a review of the revised budget and ask for feedback prior to presenting the budget to the full Board later this morning.

Action Requested: Motion to recommend adoption of the Revised FY19 Budget by the full RRPDC Board during this morning's meeting.

3. Chair's Report

A. Resolution of Appreciation for Outgoing Member – (Tab 2)

- Sandra M. Marshall, Henrico County Planning Commission
 - Replaced by Gregory Baka

Action Requested: Motion to approve the enclosed Resolution of Appreciation for Outgoing Member and to report this action to the full Board during this morning's meeting. Staff will forward the resolution to the member on behalf of the Board.

B. Committee Updates

- Membership and Status of Standing Committees

4. Executive Director's Report

A. Strategic Plan Update

B. Commission Meeting Agenda

5. Other Business

6. Adjourn

RRPDC EXECUTIVE COMMITTEE
Minutes of Meeting
December 13, 2018

Members Present

Dorothy Jaeckle Chesterfield County
Susan Lascolette..... Goochland County
Tyrone Nelson, Vice Chair Henrico County
Patricia Paige, Secretary New Kent County
George Spagna, Treasurer..... Town of Ashland

Others Present

Eric Gregory..... Hefty, Wiley and Gore
Jill Swinger Warren Whitney

Staff Present

Martha Shickle Executive Director
Julie Fry Executive Assistant
Katherine Busser RRPDC Consultant

Call to Order

Vice Chairman Nelson called the regularly scheduled December 13, 2018, RRPDC Executive Committee meeting to order at approximately 8:20 a.m. in the RRPDC Board Room.

Quorum

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

1. Minutes for the November 1, 2018 Special Meeting and November 8, 2018 Regular Meeting

Vice Chairman Nelson said the minutes are included in the agenda packet under Tab 1. He said if there are no corrections, he'd ask for a motion to approve the minutes as presented. Ms. Jaeckle so moved and the motion was seconded by Ms. Lascolette. There was no additional discussion and the motion to approve the minutes of the November 1, 2018 Special and November 8, 2018 Regular Executive Committee meetings carried unanimously.

2. Review of Draft FY20 Budget

Vice Chairman Nelson asked Ms. Shickle to present this item.

Ms. Shickle reported the draft budget will be the main agenda item for this morning's RRPDC Board meeting and noted the budget is included under Tab 4 of the full Board agenda packet. She said the Bylaws require the Board to review and approve a draft budget in December for the upcoming fiscal year. There are many unknowns yet with regard to revenues. Ms. Shickle said she'll review these as she moves through the budget.

Ms. Shickle said she and Ms. Swinger reviewed TPO budgets from 2012 forward to identify an average for funding received over time. While the funding does tend to increase slightly from year to year, she said the budget for FY20 was developed on the conservative side. The one known amount is for Planning Funds (PL) from the Federal Highway Administration. These funds are carried over every other year. The amount has been incorporated into what is being presented. Ms. Shickle said she felt the \$1.279 million was low, but for budget purposes, it was felt this is a safe number. Additional revenue will be confirmed in the March timeframe. When the FY20 budget is brought back to members in May or June for final approval, staff will have a better idea about the amounts of revenues anticipated.

Ms. Shickle said funds for the Coastal Program and funds from the Virginia Department of Emergency Management (VDEM) are fairly firm. She said a more detailed breakout of federal sources is provided in addition to amounts needed for the state and local matches. She said local member dues are used to fund any required local match. Under 4101, 80 percent is federal funding, 10 percent is state funding, and the remaining 10 percent is from local dues. Ms. Swinger added that these are conservative amounts.

With regard to expenses, Ms. Shickle said staff has tried to anticipate what will be needed to meet spending requirements with the assumption that the agency will be at full staffing levels. The budget includes all amounts associated with salaries, benefits, etc. She said the amounts can be refined after the first of the year when all staff positions are confirmed.

Anticipated cost escalations have been included for such items as legal fees and other contracted services such as audit, finance, and Human Resources. The Computer Operations amount includes the in-progress negotiations for a new managed services vendor. Staff is trying to reduce the associated capital expenses for technology operations. While the monthly cost will increase, there will be a savings long-term with regard to equipment replacement, such as servers and other hardware, by moving into a more virtual, cloud-based environment.

Ms. Shickle said other operating expenses are fairly stable such as printing, supplies, etc. Ms. Swinger is continuing to work on reducing bank fees. Organizational dues are a compilation of several categories that were used for such reporting in the past. One dues category was added to support the travel demand modeling work by staff.

Ms. Shickle said passthrough funding will continue. This involves the receipt of grant funding and the subsequent payment of fees to consultants. Several years of Regional Surface Transportation Planning (RSTP) funds have been set aside for these types of expenditures. Additional grants are being sought to support work completed by staff on behalf of the Central Virginia Emergency Management Alliance (CVEMA). Ms. Shickle said she hopes the RRTPO

Board will approve use of PL carryover funds for additional consulting work to handle tasks that are temporary in nature.

Ms. Shickle said infrastructure expenses are expected to be stable. During the upcoming fiscal year, staff hopes to review insurance costs and release a request for bids for bundled insurance coverages. Currently, the agency has coverage through a commercial policy handled by Travelers. She said she believes it will be more cost effective to go through either the Virginia Municipal League (VML) or the Virginia Association of Counties (VACo) for insurance coverage.

Ms. Shickle said there is a modest net income anticipated for the close of FY20. She asked if there were any questions.

Ms. Lascolette clarified that FY18 ended on June 30, 2018. Ms. Shickle said that was correct and the amounts shown are actual. Ms. Lascolette asked about the expense shown for FOLAR (Friends of the Lower Appomattox River). Ms. Shickle said this position was approved by the Board in October. Ms. Lascolette asked about the deficit shown. Ms. Shickle said for FY19, the lower staff levels do not allow for additional work time to be charged back to grant funded programs for reimbursement. Ms. Lascolette asked about passthrough funding for emergency management. Ms. Shickle said these funds are shown on 4101 in the Revenue section. She said other revenue numbers are expected to increase for RRTPO funding in FY20, which will bring down the deficit shown. Staff should be able to confirm these revenue amounts in March. Funds not spent in one fiscal year can carry over into a future fiscal year.

Ms. Lascolette also asked about organizational dues on 7410. She asked why these dues amounts are showing an increase. Ms. Shickle said these expenses had been reported in two different categories previously, and staff has combined the categories into one. Only one new expense, for a scenario planning conference, has been added. Ms. Shickle said it is more cost effective to join the organization than to pay for a staff member to attend a conference as members of the organization receive a free conference registration.

Ms. Jaeckle asked about payroll amounts. Ms. Swinger said in the past, the agency paid fees to ADP to help with timekeeping reports that are now going to be produced in-house. ADP was not contracted for the additional work until FY18, which is why the FY17 amount is lower. Ms. Swinger said staff is working to ensure all expenses are now coded to the right category.

Ms. Shickle said the same budget overview will be provided to the full Board later this morning. She said she appreciates the time to provide the review to the Executive Committee as this helps her to identify areas that may need more or less information to be provided in the full Board review. Vice Chairman Nelson said he thought this review also allowed time for the Executive Committee to ask questions and have a better understanding of the budget prior to its presentation to the full Board.

Vice Chairman Nelson said if there were no additional questions, he would ask for a motion to accept the Draft FY20 budget as presented and to forward the report to the full Board for their review and action during this morning's meeting. Dr. Spagna so moved and the motion was seconded by Ms. Jaeckle. There was no additional discussion and the motion carried unanimously.

Ms. Shickle said staff typically presents a review of the current budget mid-year revisions to members in December. The Audit/Finance/Facilities Committee recommended this review be held until the February meeting. This will allow staff time to include information following the close of the second quarter. Ms. Shickle said this will also allow time to include information on current staff changes as well.

3. Chair's Report

Vice Chairman Nelson said he is substituting for Chairwoman Newbille this morning, who had a conflict and was not able to attend.

A. Cancellation of January 10, 2019 Meetings

Vice Chairman Nelson said it is customary to cancel the January meetings in order to allow local governing bodies the opportunity to make any appointment changes during their January organizational meetings.

Ms. Lascolette made a motion that the Executive Committee and RRPDC Board meetings scheduled for January 10, 2019 be cancelled and that this recommendation be forwarded to the full Board during this morning's meeting. The motion was seconded by Dr. Spagna. There was no additional discussion and the motion carried unanimously.

B. Closed Session

Vice Chairman Nelson said there is a need to call a Closed Session to discuss a personnel matter. He asked if there was a motion to that effect.

Dr. Spagna moved that the Executive Committee convene in closed session pursuant to the Virginia Freedom of Information Act Section 2.2-3711 (A) (1), for the purpose of discussing personnel matters concerning specific RRPDC employees, which require discussion and consultation with legal counsel, pursuant to Section 2.2-3711 (A) (8), during which all recording of the meeting will cease. The motion was seconded by Ms. Jaeckle.

Vice Chairman Nelson said there is a motion before the body to go into closed session for the purpose of discussing personnel matters, which require discussion and consultation with legal counsel, pursuant to the cited sections of the Virginia Freedom of Information Act, during which all recording of the meeting will cease.

He asked all those in favor of the motion to signify by saying "Aye." Those opposed so indicate by saying "Nay." The motion carried unanimously.

Vice Chairman Nelson asked Ms. Shickle, Mr. Gregory, and Ms. Fry to remain in the meeting and asked all other staff and guests present to leave the meeting.

Recording of the meeting's proceedings ceased at this time.

Reconvened Session

Vice Chairman Nelson adjourned the Closed Session and asked members if they each certified that, to the best of their 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. He asked Ms. Fry to poll the members for their response.

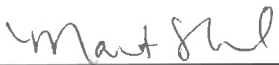
Name	Aye	Nay	Abstain	Absent
Jaeckle	x			
Kelly-Wiecek				x
Lascolette	x			
Miles				x
Nelson	x			
Newbille				x
Nordvig				x
Paige	x			
Spagna	x			

4. Other Business

No other business was identified to bring before the Executive Committee.

5. Adjourn

As there was no additional business to bring before the Executive Committee, Vice Chairman Nelson adjourned the meeting at approximately 9:00 a.m.



Martha Shickle
Executive Director

Tyrone Nelson
Vice Chair

RESOLUTION IN APPRECIATION OF
Ms. Sandra M. Marshall

WHEREAS, Ms. Sandra M. Marshall has provided her valuable leadership and insight to the Richmond Regional Planning District Commission since January, 2018, serving through December 2018; and

WHEREAS, during that time, the Richmond Regional Planning District Commission acted on issues of significant importance to the Region and benefited from the regional cooperation which she fostered; and

WHEREAS, her knowledge, experience, and personal dedication to enhancing civic responsiveness and building consensus for action proved immeasurable to the Richmond Regional Planning District Commission; and

WHEREAS, while advocating community involvement for the good of the Region, she represented not only the interests of Henrico County, but those of the entire Region; and

WHEREAS, her unwavering public commitment to advancing the Richmond Regional Planning District Commission's visions and goals was demonstrated wholly and sincerely, serving the Region with dedication;

NOW, THEREFORE BE IT RESOLVED, that the Richmond Regional Planning District Commission sincerely appreciates her important contributions;

AND, BE IT FURTHER RESOLVED, that the Richmond Regional Planning District Commission, on this 14th day of February 2019, acknowledges and commends her dedicated efforts.

Martha Shickle
Executive Director

Cynthia Newbille
Chair