

Richmond Regional Planning District Commission
Minutes of Meeting
February 8, 2001

Members/Alternates Present

Joseph E. Brooks (M), Chairman.....City of Richmond
Patricia S. O'Bannon (M), Vice-ChairmanCounty of Henrico
Rebecca M. Ringley (M), Treasurer County of New Kent
Angela L. LaCombe (M), SecretaryTown of Ashland
Richard W. Ayers (M)County of Powhatan
Gregory R. Baka (M)County of Henrico
W. R. Britton, Jr. (A)County of Charles City
Malvern R. Butler (M) County of Goochland
John G. Dankos (M).....County of Hanover
Richard W. Glover (M).....County of Henrico
Gwen C. Hedgepeth (M).....City of Richmond
Renny B. Humphrey (M) County of Chesterfield
David A. Kaechele (M).....County of Henrico
John L. McHale (M) County of Chesterfield
Floyd H. Miles, Sr. (M)County of Charles City
Kelly E. Miller (M) County of Chesterfield
Joseph D. O'Connor (M)County of Hanover
George K. Roarty (M).....County of Chesterfield
Allen J. Taylor (M)County of Henrico
James T. Taylor (A) County of Goochland

Members Absent

Edward B. Barber (M)County of Chesterfield
Mark S. Daniel (M)..... County of New Kent
James B. Donati (M).....County of Henrico
Thomas F. Giles (M).....County of Hanover
John E. Gordon (M)County of Hanover
Russell J. Gulley (M)County of Chesterfield
Roy J. Harrison, Jr. (M)County of Powhatan
William Russell Jones, III (M)City of Richmond
Timothy M. Kaine (M)City of Richmond
Joseph T. Lacy, Jr. (M) County of Goochland
Delores L. McQuinn (M)City of Richmond
Arthur S. Warren (M) County of Chesterfield

Others Present

John R. Amos..... RRPDC Legal Counsel
Jo Ann Hunter.....County of Henrico

Staff Present

Jo A. EvansAssistant Executive Director
Katherine E. BarrettExecutive Secretary
Daniel N. Lysy Director of Transportation
Peter M. Sweetland Finance and Contracts Administrator
Jackie S. StewartPrincipal Planner
Chester A. ParsonsSenior Planner
Alan GregoryPrincipal Planner
Christine Holt.....Associate Planner

I. ADMINISTRATION

A. Certification by Commission Assistant Executive Director of Meeting Quorum Including Required Majority of Elected Officials

Chairman Brooks called the meeting to order at 1:00 p.m. on February 8,2001. Ms. Jo Evans certified that a majority of the Richmond Regional Planning District Commission members were present to constitute a quorum of 16 members (10 elected and six non-elected).

B. Introduction of New Member

Chairman Brooks introduced and welcomed Mr. Allen J. Taylor, representing the Henrico County Planning Commission on the Richmond Regional Planning District Commission, replacing Ms. Elizabeth Dwyer.

C. Approval of Minutes of December 14, 2000 Meeting

The following corrections were noted in the minutes:

Page 2, John Amos, RRPDC Legal Counsel, to be shown under Others Present.

Page 4, Item E, fourth paragraph, the word bit to be changed to debt.

There being no further corrections, on motion of Mr. Miles, seconded by Mr. Kaechele, the Richmond Regional Planning District Commission unanimously approved the minutes of the December 14, 2000 meeting as corrected.

D. Approval of November and December 2000 Financial Report

Ms. Ringley presented the financial reports for November and December 2000. There being no corrections, on motion of Ms. Hedgepeth, seconded by Ms. O'Bannon, the Richmond Regional Planning District Commission unanimously accepted the financial report for audit.

E. Chairman's Report

Mr. Brooks reported that he, Mr. Miles, Mr. Butler, and Mr. Allen Taylor attended the Virginia Association of Planning District Commissions (VAPDC) meeting and reception on February 7, 2001.

F. Assistant Executive Director's Report for December 2000 and January 2001

Ms. Evans presented the written reports for December and January, a copy having been included in the agenda.

Ms. Evans also reported that Larry McCarty and Patricia Villa are out this week due to illness in their family.

Mr. Brooks stated that he has been by the PDC office on occasion to talk to staff, and things are moving along smoothly. He noted that Ms. Evans is progressing on the office lease space allocations and how to revamp to get better use of the space for the PDC. Mr. Brooks said that he also talked to Mr. Lysy regarding work of the MPO as well as how it relates to the PDC and staff. Mr. Brooks expressed his appreciation to staff for the manner in which they are carrying out the duties as the Commission searches for an Executive Director.

Ms. Ringley, Chairman of the Personnel Committee, reported that she and Mr. Brooks talked to Dr. Robert de Voursney this week and he has placed advertisements in the Sunday Times-Dispatch, advertisements listed electronically on the National Association of Regional Councils (NARC), Southeastern Regional Directors Institute, Virginia Association of Planning District Commissions, RRPDC, VACo and VML web sites, APA Jobs on Line, Richmond Free Press, NACo County Times, ICMA, and APA Newsletter Job Mart. Dr. de Voursney has received five resumes for the Executive Director's position, and received several requests for additional information. Ms. Ringley stated that Dr. de Voursney would evaluate the resumes and talk to her and Mr. Brooks in the next couple of weeks about the number of responses to determine if there is a need for placing advertisements in other newspapers such as the Washington Post or other larger or nationally read newspapers.

II. OLD BUSINESS

A. Legislative Update

Ms. Evans distributed a copy of the legislative update report. Ms. Evans also reported that the Senate and House restored some or all of the \$10,000 eliminated in the Governor's budget to the PDCs.

Mr. Brooks commented on the House and Senate bills regarding electric deregulation. He stated that this is an issue that is going to have a major impact on us as a region. He feels it is going through the legislature without a high level of understanding on the part of the people who are going to be making these decisions. There is a lot of lobbying, and it is critical that we educate ourselves and give our input to those representatives that we are in contact with. He said he hopes that California is not an indication of what's going to happen nationwide.

Mr. Brooks also reported that VML and VACo put in a proposal that the State look at sharing some of the growth in the income tax back to the localities versus our relying almost all on property taxes—that has been pushed aside. Also, the Commission on Education Infrastructure has been disbanded. The Tax Study Commission report was received by the legislature without a great deal of favor.

III. NEW BUSINESS

A. Rural Transportation Work Program for 2002 and Resolution for Adoption

Ms. Jackie Stewart, RRPDC Principal Planner, presented the report and resolution for adoption of the Rural Transportation Planning Work Program. Ms. Stewart reported that since July 1993 the Richmond Regional Planning District Commission has adopted an annual work program for rural transportation planning. Rural transportation planning is provided for the non-MPO portions of Charles City, Goochland, New Kent, and Powhatan counties. The work in this program is largely paid for by a grant from the Virginia Department of Transportation (VDOT). This year for the first time, VDOT has increased the grant to \$48,000 with an in-kind match of \$12,000 from the RRPDC for a total program budget of \$60,000.

Ms. Stewart presented a resolution for Commission adoption authorizing the Chairman and the Assistant Executive Director to apply for VDOT funding to implement the Scope of Work.

On motion of Ms. Hedgepeth, seconded by Ms. Ringley, the Richmond Regional Planning District Commission unanimously adopted the following resolution:

WHEREAS, Federal Highway Planning and Research (HPR) funds are being made available by the Virginia Department of Transportation for transportation planning in rural localities; and,

WHEREAS, the purpose of the HPR funds shall be to provide transportation planning assistance in the counties of Charles City, Goochland, New Kent and Powhatan; and,

WHEREAS, the HPR funded planning activities will be administered in accordance with the provisions of 23 CFR Part 420, Highway Planning and Research Program Administration; and,

WHEREAS, the Richmond Regional Planning District Commission has reviewed the proposed Scope of Work for this project; now, therefore,

BE IT RESOLVED, that the Richmond Regional Planning District Commission formally accepts the responsibility to administer the HPR funds for rural transportation planning; and,

BE IT RESOLVED, that the Commission directs its staff to administer the HPR funds, and to provide transportation planning assistance to the four named counties in accordance with the Scope of Work; and,

BE IT FURTHER RESOLVED that the Commission authorizes the Chairman and the Assistant Executive Director to execute all necessary documentation to carry out the intent and purpose of this resolution.

B. Bylaws Revision

Mr. Butler, Chairman of the RRPDC Charter and Bylaws Committee, reported that the Executive Committee, at its January 11, 2001 meeting, discussed the Bylaws requirements for canceling regularly scheduled Board meetings. The Charter and Bylaws Committee were asked to address this issue through recommended revisions to the Bylaws. The Charter and Bylaws Committee met earlier today and recommended the following Bylaws revisions:

ARTICLE IX Meetings of the Commission

Section 5

No action shall be taken upon any new business at the meeting in which it is introduced unless full information pertaining to same shall have been ~~delivered~~ ***mailed*** to each COMMISSION member at least ten (10) days prior to the meeting at which such business is proposed to be acted upon. This requirement may be waived only by the majority consent of the commissioners present at the meeting in which such business is introduced and at which a quorum is present.

Section 6

A regular meeting of the COMMISSION may be cancelled in either of the following ways:

- (a) By a two-thirds (2/3) vote of the membership present at any prior regular meeting of the COMMISSION, provided that a quorum is present at such prior meeting, and further provided that those members voting in favor of canceling a future COMMISSION meeting must constitute at least a majority of the entire COMMISSION.

- (b) By *the Chairman* ~~a two thirds(2/3) vote of the COMMISSION membership responding by mail to a special request to cancel a future regular meeting, provided that *notices of the cancellation must be* such a request must be initiated by the Chairman, and further provided that mailed notices must be received by *to* all members not later than *at least* ten (10) days prior to the date of the regular meeting.~~
- (c) ~~By a two third (2/3) affirmative vote of the membership responding to a poll by telephone, upon the initiation of the Chairman or Vice Chairman, that a regular meeting may be postponed. *However, two regularly scheduled meetings in succession may not be cancelled.*~~

Mr. Kaechele and Ms. O'Bannon asked if the word "mail" ruled out sending by fax or electronic mail. Mr. Butler stated that the Committee discussed this and decided that sending the notice by mail was the best way for staff to get the notice to all Board members.

On motion by Mr. Butler, seconded by Ms. Ringley, the Richmond Regional Planning District Commission unanimously approved the first reading of the Bylaws revisions. Mr. Butler stated that the Bylaws revisions would be on the March agenda for final approval by the Commission.

IV. OTHER BUSINESS

A. Announcements

Mr. Kaechele commended the staff for a good job on the Newsletter. He said it contained a lot of good information.

B. Committee Reports – No committee reports.

V. ADJOURNMENT

There being no further business, the Chairman adjourned the meeting at 1:45 p.m.

Joseph E. Brooks
Chairman

