

**Richmond Regional Planning District Commission**  
**Minutes of Meeting**  
**July 11, 2002**

**Members/Alternates Present**

Rebecca M. Ringley (M), Chairman.....	County of New Kent
Angela L. LaCombe (M), Vice Chairman .....	Town of Ashland
John E. Gordon, Jr. (M), Treasurer .....	County of Hanover
Roy J. Harrison, Jr. (M), Secretary .....	County of Powhatan
Chris W. Archer (M).....	County of Henrico
Richard W. Ayers (M) .....	County of Powhatan
Joseph E. Brooks (M) .....	City of Richmond
W. R. Britton, Jr. (A) .....	County of Charles City
Malvern R. Butler (M).....	County of Goochland
Mark S. Daniel (M).....	County of New Kent
Richard W. Glover (M).....	County of Henrico
Russell J. Gulley (M).....	County of Chesterfield
Michael L. Holmes (M) .....	County of Charles City
Renny B. Humphrey (M).....	County of Chesterfield
David A. Kaechele (M).....	County of Henrico
John L. McHale (M) .....	County of Chesterfield
Kelly E. Miller (M).....	County of Chesterfield
Patricia S. O'Bannon (M).....	County of Henrico
George K. Roarty (M).....	County of Chesterfield
Robert R. Setliff (M).....	County of Hanover
M. D. Pete Stith (A).....	County of Chesterfield
James T. Taylor (A).....	County of Goochland
Frank J. Thornton (M).....	County of Henrico
J. T. Jack Ward (M) .....	County of Hanover
Arthur S. Warren (M) .....	County of Chesterfield

**Members Absent**

Gregory R. Baka (M).....	County of Henrico
Edward B. Barber (M) .....	County of Chesterfield
John G. Dankos, Jr. (M).....	County of Hanover
James B. Donati (M).....	County of Henrico
Gwen C. Hedgepeth (M).....	City of Richmond
William Russell Jones, III (M).....	City of Richmond
Joseph T. Lacy, Jr. (M).....	County of Goochland
Delores L. McQuinn (M).....	City of Richmond

**Others Present**

John R. Amos..... RRPDC Legal Counsel (Amos & Amos)  
Arnold Bloch..... Howard/Stein Hudson

**Staff Present**

Paul E. Fisher ..... Executive Director  
Katherine E. Barrett ..... Executive Secretary  
Jo A. Evans ..... Assistant Executive Director  
Daniel N. Lysy ..... Director of Transportation  
Jackie S. Stewart ..... Director of Planning and Information Systems  
Peter M. Sweetland ..... Finance and Contracts Administrator  
Patricia A. Villa ..... Communications Coordinator

**Call to Order**

Chairman Rebecca Ringley called the regularly scheduled July 11, 2002 meeting to order at 1:00 P.M.

**I. ADMINISTRATION**

**A. Certification by Commission Executive Director of Meeting Quorum**

Mr. Fisher certified that a majority of the members (23) were present to constitute a quorum.

**B. Installation of RRPDC Officers for FY 03**

Ms. O'Bannon administered the oath of office for the following FY 03 RRPDC officers:

Rebecca M. Ringley, Chairman, New Kent County  
Angela L. LaCombe, Vice Chairman, Town of Ashland  
John E. Gordon, Treasurer, Hanover County  
Roy J. Harrison, Jr., Secretary, Powhatan County

**C. Presentation of Gavel and Resolution of Appreciation to Outgoing Chairman O'Bannon**

On motion of Mr. Brooks, seconded by Mr. Ward, the Richmond Regional Planning District Commission unanimously approved the following resolution:

**WHEREAS**, the Honorable Patricia S. O'Bannon has provided her valuable leadership and insight to the Richmond Regional Planning District Commission since January 1996, serving as Chairman from July 2001 through June 2002; and

**WHEREAS**, she provided immeasurable guidance to the many Richmond Regional Planning District Commission standing committees, fostering regional cooperation, enhancing civic responsiveness, and building consensus for action; 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 and advocating community involvement for the good of the Region; and

**NOW, THEREFORE BE IT RESOLVED**, that the Richmond Regional Planning District Commission sincerely appreciates her important contributions and leadership as Chairman;

**AND, BE IT FURTHER RESOLVED**, that the Richmond Regional Planning District Commission, this 11th day of July 2002, acknowledges and commends her dedicated efforts.

Chairman Ringley presented the executed resolution and gavel to Ms. O'Bannon in recognition of her service as Chairman of the Richmond Regional Planning District Commission from July 1, 2001 to June 30, 2002.

**D. Requests for Additions or Changes in Order of Business**

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

**E. Approval of Minutes of June 13, 2002 RRPDC Meeting**

There being no corrections, on motion of Mr. McHale, seconded by Ms. O'Bannon, the Richmond Regional Planning District Commission unanimously approved the minutes of June 13, 2002 meeting as submitted.

**F. Open Public Comment Period**

There were no requests to address the Commission at this time and Chairman Ringley closed the public comment period.

**G. Approval of May 2002 Financial Report**

Mr. Gordon presented the financial report for May 2002. There being no corrections, on motion of Mr. Gordon, seconded by Mr. Butler, the Richmond Regional Planning District Commission accepted for audit the financial report for May 2002.

**H. Chairman's Report**

Chairman Ringley stated that the Virginia Association of Planning District Commissions Summer meeting is scheduled to be held on July 18-20, 2002. As Chairman of the Commission, Ms. Ringley noted she would be unable to attend, and has designated Angela LaCombe, RRPDC Vice-Chairman as her alternate for the VAPDC meeting.

**I. Executive Director's Report**

In addition to the written staff report included in the agenda, Mr. Fisher briefly summarized the following items:

1. Due to the state's transportation funding situation, an extraordinary amount of staff time continues to be devoted to the Transportation Improvement Program and other Metropolitan Planning Organization related activities.
2. On June 25, 2002, the RRPDC Environmental Advisory Committee met and reviewed the latest information pertaining to the Chesapeake Bay Watershed Water Quality Initiatives. Also in June, staff met with Dr. William Nelson (Chesterfield Health Director) and Capt. Allan Brooke (Richmond Fire) to discuss approaches to future administration of the Regional Metropolitan Medical Response System planning activity.

**II. OLD BUSINESS**

There was no old business to report.

**III NEW BUSINESS**

**A. Appointments to Standing Committees**

Chairman Ringley appointed members to serve on the following committees:

Executive Committee

Rebecca M. Ringley, **Chairman**, New Kent County  
Patricia S. O'Bannon, Henrico County  
Angela LaCombe, Town of Ashland  
John E. Gordon, Jr., Hanover County  
Joseph E. Brooks, City of Richmond  
Michael L. Holmes, Charles City County  
Malvern R. Butler, Goochland County  
Roy J. Harrison, Jr., Powhatan County  
Edward B. Barber, Chesterfield County

Charter and Bylaws Committee

Malvern R. Butler, **Chairman**, Goochland County  
Rebecca M. Ringley, New Kent County  
J. T. Jack Ward, Hanover County  
Joseph E. Brooks, City of Richmond  
Arthur S. Warren, Chesterfield County  
Richard W. Glover, Henrico County  
Roy J. Harrison, Jr., Powhatan County  
Angela LaCombe, Town of Ashland  
Michael L. Holmes, Charles City County

Personnel & Operating Policies Committee

Joseph E. Brooks, **Chairman**, City of Richmond  
Rebecca M. Ringley, New Kent County  
Malvern R. Butler, Goochland County  
Michael L. Holmes, Charles City County  
Edward B. Barber, Chesterfield County  
John E. Gordon, Jr., Hanover County  
Roy J. Harrison, Jr., Powhatan County  
Angela LaCombe, Town of Ashland  
Patricia S. O'Bannon, Henrico County

Audit Committee

John E. Gordon, Jr., **Chairman**, Hanover County  
Angela L. LaCombe, Town of Ashland  
Malvern R. Butler, Goochland County  
Roy J. Harrison, Jr., Powhatan County

Regional Competitiveness Committee

Roy J. Harrison, Jr., **Chairman**, Powhatan County

**B. Cancellation of August RRPDC Meeting**

On motion of Mr. McHale, seconded by Mr. Harrison, the Richmond Regional Planning District Commission unanimously approved cancellation of the August 8, 2002 meeting.

**C. Workforce One-Request for Final Payment**

Mr. Fisher stated that staff received an invoice from Workforce One in the amount of \$112,276.92 for the balance of funds due to them based on the Competitiveness contract for fiscal year 2002. They also included a summary outlining their expected expenditures for the remainder of the competitiveness funds.

The expenditures they anticipated would be for normal operations, marketing of the Business Service Center and Workforce Wizard, and technology enhancements.

Mr. Fisher stated that staff also received a financial report from Workforce One for the month of May, 2002. The report shows that as of the end of May there was a balance of unspent funds amounting to \$226,466. According to Workforce One's Operations Manager, since May 31, several large payments have been made related to marketing and normal operations in excess of \$100,000. If the final invoice is paid Workforce One will have approximately \$138,000 to continue operations through the end of December.

RRPDC legal counsel has reviewed the contract and accompanying addendum with Workforce One and concludes that the RRPDC should fund Workforce One with the remainder of the competitiveness funds allocated to them with the understanding that they will continue to provide the RRPDC with monthly, quarterly and final financial statements regarding the funds use. Also, Workforce One will need to provide the RRPDC with information related to closing out this grant.

Staff and the Executive Committee recommended that payment of \$112,276.92 be made to Workforce One with the understanding that they will continue to provide financial reports and meet other obligations required by the contract so that they may continue their operations through the end of the year.

On motion of Mr. McHale, seconded by Mr. Harrison, the Richmond Regional Planning District Commission unanimously approved final payment of \$112,276.92 to Workforce One with the understanding that

Workforce One will continue to provide financial reports and meet other obligations required in the contract.

**IV. OTHER BUSINESS**

**A. Announcements**

Chairman Ringley commended staff for completing renovations in the conference room. Also, the audio system will be available at the next meeting. Mr. Fisher also stated that new chairs have been budgeted but not yet ordered for the conference room. Mr. Fisher invited and encouraged the local governments to use the Commission facilities.

Mr. Ward congratulated Ms. Angela LaCombe on becoming the new Mayor of the Town of Ashland.

Mr. Ward presented two bushels of Hanover tomatoes to members and guests.

Mr. Fisher stated that the Commission has some surplus conference room tables available, and offered them to member governments at no charge.

**B. Committee Reports**

There were no committee reports at this time.

**C. For Your Information**

Mr. Fisher noted correspondence included in the agenda contained informational items regarding VDOT's Six-Year Program for transportation projects and CMAQ funding reductions.

**V. ADJOURNMENT**

There being no further business, the Chairman adjourned the meeting at 1:25 p.m.

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Paul E. Fisher  
Executive Director

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Rebecca M. Ringley  
Chairman