

**RICHMOND REGIONAL PLANNING DISTRICT COMMISSION  
MINUTES  
OCTOBER 9, 2003**

**Members/Alternates Present**

Angela L. LaCombe (M), Chairman..... Town of Ashland  
John E. Gordon, Jr. (M), Vice Chairman..... County of Hanover  
Roy J. Harrison, Jr. (M), Treasurer..... County of Powhatan  
Malvern R. Butler (M), Secretary..... County of Goochland  
Gentry Bell (M) ..... County of Henrico  
W. R. Britton, Jr. (A) ..... County of Charles City  
Mark S. Daniel (M)..... County of New Kent  
James B. Donati (M)..... County of Henrico  
Richard W. Glover (M)..... County of Henrico  
Russell J. Gulley (M) ..... County of Chesterfield  
Harvey L. Hinson (A) ..... County of Henrico  
Michael L. Holmes (M) ..... County of Charles City  
E. Ray Jernigan (M)..... County of Henrico  
David A. Kaechele (M)..... County of Henrico  
John L. McHale, III (M) ..... County of Chesterfield  
Patricia S. O'Bannon (M) ..... County of Henrico  
M. D. Stith (A) ..... County of Chesterfield  
James T. Taylor (A)..... County of Goochland  
J. T. "Jack" Ward (M)..... County of Hanover  
Arthur S. Warren (M) ..... County of Chesterfield

**Members Absent**

Richard W. Ayers (M) ..... County of Powhatan  
Edward B. Barber (M) ..... County of Chesterfield  
John G. Dankos, Jr. (M)..... County of Hanover  
Renny B. Humphrey (M) ..... County of Chesterfield  
William Russell Jones, III (M) ..... City of Richmond  
Joseph T. Lacy, Jr. (M)..... County of Goochland  
Delores L. McQuinn (M)..... City of Richmond  
Kelly E. Miller (M)..... County of Chesterfield  
William J. Pantele (M)..... City of Richmond  
Rebecca M. Ringley (M) ..... County of New Kent  
George K. Roarty (M)..... County of Chesterfield  
Robert R. Setliff (M)..... County of Hanover  
Frank J. Thornton (M) ..... County of Henrico

**Others Present**

John R. Amos..... RRPDC Legal Counsel (Amos & Amos PLLC)  
Michael Aukamp ..... Dunham & Aukamp, PLC  
Jack Berry.....Richmond Renaissance

**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 & Information Systems  
Peter M. Sweetland .....Finance and Contracts Administrator  
Patricia A. Villa ..... Communications Coordinator

**Call to Order**

Chairman Angela LaCombe called the regularly scheduled October 9, 2003 meeting to order at 1:00 p.m. in the RRPDC conference room.

**I. ADMINISTRATION**

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

Mr. Fisher certified that a majority of the voting members/alternates (15) were present to constitute a quorum.

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

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

**C. Approval of Minutes of September 11, 2003 RRPDC Meeting**

Mr. Butler presented the minutes of the September 11, 2003 meeting. There being no corrections or additions, on motion of Mr. Butler, seconded by Mr. Holmes, the Richmond Regional Planning District Commission unanimously approved the minutes of the September 11, 2003 meeting.

**D. Open Public Comment Period**

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

**E. Approval of August 2003 Financial Report**

Mr. Harrison presented the financial report for August 2003.

Mr. Gulley asked if it were possible to set up an accrual account for those purchases that are made in one fiscal year and paid for in the next fiscal year so that we see the offset against the accrual account instead of the increase in detail. Mr. Aukamp, RRPDC auditor, explained that the books of the Commission are kept internally on a cash basis—it's revenue when money comes in and expense when the cash is spent out. The only time that changes is for the year-end for the audit and Mr. Aukamp actually goes through and makes the accruals for accounts payable and incurred expenses through prepaid expenses. The audit is on an accrual basis and the monthly reports are on a cash basis.

Mr. Fisher responded that the staff could add explanatory notes to address Mr. Gulley's comments. Mr. Harrison requested that Mr. Fisher discuss the matter internally and make a recommendation to the Commission.

There being no further discussion or corrections, on motion of Mr. Gordon, seconded by Ms. O'Bannon, the Richmond Regional Planning District Commission unanimously accepted for audit the financial report for August 2003.

**F. Chairman's Report**

There was no Chairman's report.

**G. Executive Director's Report for September 2003**

In addition to the written status report included in the agenda, Mr. Fisher reported that he has been accepted in the Leadership Metro Richmond program. The first session was held last week.

**II. OLD BUSINESS**

**A. Update on Regional Competitiveness Program**

Mr. Fisher stated that state funding for the Regional Competitiveness Program (RCP) was eliminated during the 2002 legislative session and, during the 2003 session, all funding for the workforce services program which replaced the RCP was eliminated and the state advisory committee established under the Regional Competitiveness Act was abolished. The adopted budget bill includes language directing the Secretary of Commerce to review the existing Regional Competitiveness Program and propose a plan that can be used to reestablish the program. The study is also to identify existing options that will continue the

Commonwealth's efforts to encourage regional strategic economic development planning which identifies and addresses critical issues of economic competitiveness for the regions of Virginia. That report is to be submitted to the legislative money committees by November 14, 2003.

Pursuant to those actions, the RRPDC agreed at its April 2003 meeting to suspend the re-qualification process for the Richmond region until such time as program funding was restored by the state. In the meantime, the Department of Housing and Community Development (DHCD) prepared a draft report required of the Secretary of Commerce outlining the program's successes and recommendations for changes to be implemented along with an estimate of the minimum amount of state dollars needed to re-establish funding for the program.

Mr. Fisher reported that, at the September 11, 2003 meeting of the RRPDC Executive Committee, Chair Angela LaCombe re-appointed Roy Harrison as Chair of the Richmond Regional Competitiveness Committee. When apprised of a conference call among competitiveness partnership representatives scheduled for September 12, 2003 to discuss the draft report, Mr. Harrison noted that the decision to recommend a formal response to the draft report be made after reviewing a summary of the conferees' discussion.

A summary of key conferee's comments follows:

Callers believed it was important to differentiate between the mission of planning districts which are "charged with a plethora of planning and implementing of public policies and services" and competitiveness partnerships which are "charged with regional strategic economic development planning and joint activities".

There was significant discussion concerning the governance of partnerships (their organization and decision-making structure) and the draft report recommendation that partnerships be prohibited from operating as a committee of a planning district or economic development organization. Participants in the call voiced the opinion that the autonomy of a partnership is not an indicator of its success as was stated in the draft report. The consensus of the conferees was to strike the language in the draft report related to the governance of partnerships, delete Appendix C which was a table showing the structure of each partnership, and delete from recommendation four any reference to the autonomy of partnerships and the requirement that partnerships be separate from planning districts and economic development organizations. DHCD staff agreed to

make these deletions and also agreed with the comment by a conferee that DHCD could handle issues such as partnership structure administratively. A DHCD representative stated that the partnership structure established by the RRPDC conflicts with the governing legislation because the multi-sector partnership board does not have the authority to make final decisions regarding partnership activity. That authority rests with the planning district commission that does not have multi-sectoral representation as required by the Regional Competitiveness Act.

A representative of the Fifth Partnership, which is an "autonomous subsidiary" of the planning district, noted that the partnership's governing board has full decision-making responsibility and authority and that the planning district serves as the fiscal agent and staffs the partnership - much as the Richmond Regional PDC does for the Richmond Area MPO.

Finally, the issue of funding was discussed. The draft report recommends that \$2 million in FY 05 and \$4 million in FY 06 be provided to partnerships throughout Virginia and be distributed using a 40/60 formula with 40 percent of the funds divided equally among partnerships and 60 percent distributed based on population. According to DHCD, this formula would yield \$177,986 in FY 05 and \$355,973 in FY 06 to the Richmond partnership dependent on successful application for re-qualification. During the first four years of the competitiveness program, the Richmond region received about \$1 million per year. Several conferees noted that the Secretary of Commerce has indicated his expectation that funding levels would increase in future years.

Mr. Fisher recommended, and the Commission agreed, that staff continue to monitor the situation and advise the Commission of any needed actions.

**B. Presentation of Resolution of Appreciation of The Honorable Joseph E. Brooks to City of Richmond Official**

Since no one was present from the City of Richmond to receive the resolution, and due to the same day monthly commitment by Mrs. Brooks, it was agreed that Mr. Fisher and Chairman LaCombe would present the resolutions to the City of Richmond and Mrs. Brooks.

**III. NEW BUSINESS**

**A. Approval of Plaque in Memory of The Honorable Joseph E. Brooks**

Mr. Fisher stated that the Executive Committee, at its September 11 meeting, directed the staff to prepare draft language for a plaque memorializing the contributions made by the Honorable Joseph E. Brooks to the Richmond Regional Planning District Commission and the Metropolitan Planning Organization, with the intent that the plaque would be hung in the Commission conference room. Following the reading of the plaque, on motion of Mr. Harrison, seconded by Ms. O'Bannon, the Richmond Regional Planning District Commission unanimously adopted the following:

**IN MEMORY OF THE HONORABLE JOSEPH E. BROOKS**

August 27, 1929 – June 26, 2003

This plaque is dedicated in memory of  
Joseph E. Brooks  
who served the Richmond Region and all her citizens  
through his steadfast, insightful leadership, offered always  
in the true spirit of regional cooperation, on the  
Richmond Regional Planning District Commission and the  
Richmond Area Metropolitan Planning Organization.

The vision, optimism and energy  
he effortlessly brought to all discussions of regional interest  
with humor and honesty  
made the Region a better place to live and work  
and will always be remembered.

Richmond Regional Planning District Commission  
July 1992 – June 2003

Richmond Area Metropolitan Planning Organization  
September 1994 – June 2003

**B. Presentation and Acceptance of RRPDC FY 03 Audit**

Mr. Fisher distributed a copy of the audit to Commission members, and asked Mr. Aukamp to give a brief overview of the audit.

Mr. Michael Aukamp, CPA, of Dunham and Aukamp, PLC, reported that the Commission received an unqualified opinion on the audit for FY 2003 which is their highest level. There was no management letter, which means the auditor did not find any problems or issues that were of a significant nature. Mr. Aukamp also stated that the Commission was in compliance with all rules, regulations, and internal controls of the organization.

Mr. Harrison, Chairman of the Audit Committee, reported that the Committee met, reviewed and discussed the audit, and recommends acceptance.

There being no questions or comments, on motion of Mr. Glover, seconded by Mr. Butler, the Richmond Regional Planning District Commission unanimously accepted the FY 03 audit.

**C. Presentation by Richmond Renaissance on Richmond Revitalization Activities**

Chairman LaCombe recognized Mr. Jack Berry, Executive Director of Richmond Renaissance, who provided a brief update on the public and private revitalization and development activities occurring throughout the downtown Richmond area.

**D. Virginia Department of Housing and Community Development Review of PDC Boundaries**

On motion of Mr. Glover, seconded by Ms. O'Bannon, The Richmond Regional Planning District Commission directed staff to prepare a letter to the Department of Housing and Community Development (DHCD) stating that the RRPDC is pleased with the present boundaries. The letter is in response to DHCD's letter dated September 23, 2003 regarding the review of planning district boundaries, in accordance with the Regional Cooperation Act of 1996.

**IV. OTHER BUSINESS**

**A. Announcements**

Mr. Fisher announced that the 14<sup>th</sup> Annual GIS Conference, hosted by the Richmond Regional Planning District Commission, will be held on October 27-28, 2003 at the Convention Center.

**B. Committee Reports**

There were no committee reports at this time.

**C. For Your Information**

Mr. Fisher noted informational material was provided in the agenda.

**V. ADJOURNMENT**

There being no further business, the Chairman adjourned the meeting at 2:00 p.m.

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Paul E. Fisher  
Executive Director

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Angela L. LaCombe  
Chairman