

**RICHMOND REGIONAL PLANNING DISTRICT COMMISSION  
MINUTES OF MEETING  
FEBRUARY 12, 2004**

**Members/Alternates Present**

Angela L. LaCombe (M), Chairman.....	Town of Ashland
John E. Gordon, Jr. (M), Vice Chairman.....	County of Hanover
Malvern R. Butler (M), Treasurer.....	County of Goochland
Richard W. Ayers (M) .....	County of Powhatan
Edward B. Barber (M) .....	County of Chesterfield
Mark S. Daniel (M).....	County of New Kent
John G. Dankos, Jr. (M).....	County of Hanover
John C. Grier (M).....	City of Richmond
Harvey L. Hinson (A) .....	County of Henrico
Russell E. Holland (M) .....	County of Powhatan
Michael L. Holmes (M) .....	County of Charles City
William Russell Jones, III (M).....	City of Richmond
David A Kaechele (M).....	County of Henrico
R. M. “Dickie” King, Jr. (M).....	County of Chesterfield
Sherman W. Litton (M).....	County of Chesterfield
Kelly E. Miller (M).....	County of Chesterfield
Elizabeth W. Moorhouse (M) .....	County of Hanover
Patricia S. O’Bannon (M) .....	County of Henrico
William J. Pantele (M).....	City of Richmond
George K. Roarty (M).....	County of Chesterfield
Robert R. Setliff (M).....	County of Hanover
M. D. “Pete” Stith, Jr. (A).....	County of Chesterfield
Stran L. Trout (M).....	County of New Kent
Lisa D. Ware (M).....	County of Henrico
Arthur S. Warren (M) .....	County of Chesterfield

**Members Absent**

Gentry Bell (M).....	County of Henrico
James B. Donati, Jr. (M).....	County of Henrico
Richard W. Glover (M).....	County of Henrico
Renny B. Humphrey (M) .....	County of Chesterfield
Delores L. McQuinn (M) .....	City of Richmond
Frank J. Thornton (M).....	County of Henrico
Frank M. Hartz (M).....	County of Goochland
Gwen C. Hedgepeth (M).....	City of Richmond
Peter R. Grimm (M).....	City of Richmond

**Others Present**

John R. Amos.....RRPDC Legal Counsel (Amos & Amos PLLC)  
Russ Baxter ..... Assistant Secretary of Natural Resources  
George M. Homewood..... New Kent County  
W. Tayloe Murphy, Jr.....Secretary of Natural Resources  
Arthur Petrini ..... Henrico County  
Jason B. Roop ..... Style Weekly

**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 Angela LaCombe called the regularly scheduled February 12, 2004 meeting to order at 1:10 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 (24) 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 December 11, 2003 RRPDC Meeting**

Mr. Butler presented the minutes of the December 11, 2003 meeting.

Mr. Hinson inquired whether there remained a quorum when Mr. Glover left the December meeting. Mr. Fisher and Chairman LaCombe answered that a quorum of 15 was present when Mr. Glover left the meeting. When the meeting was called to order, Mr. Fisher certified that there were 15 members/alternates present. However, Mr. Ayers and Mr. Holmes arrived later in the meeting

which gave a total of 17 voting members/alternates. When Mr. Holmes arrived, Mr. Britton was no longer a voting alternate which left 16 voting members/alternates present at the time of the questioned vote. With Mr. Glover leaving the meeting prior to the vote, there still remained 15 voting members/alternates (LaCombe, Gordon, Harrison, Butler, Ayers, Bell, Gulley, Hinson, Holmes, Jernigan, Kaechele, Lacy, Miller, Ringley, and Roarty).

There being no corrections or additions, on motion of Mr. Butler, seconded by Mr. Ayers, the Richmond Regional Planning District Commission approved the minutes of the December 11, 2003 meeting. Ms. O'Bannon and Mr. Jones abstained.

**D. Introduction of New RRPDC Members**

Chairman LaCombe introduced and welcomed the following new members:

R. M. "Dickie" King, Jr., Chesterfield County  
Sherman W. Litton, Chesterfield County  
Frank M. Hartz, Goochland County (Absent)  
Elizabeth W. Moorhouse, Hanover County  
Lisa D. Ware, Henrico County  
Stran L. Trout, New Kent County  
Russell E. Holland, Powhatan County  
Peter R. Grimm, City of Richmond (Absent)  
Gwen C. Hedgepeth, City of Richmond (Absent)  
John C. Grier, City of Richmond

Mr. Fisher stated that he will schedule an orientation session, prior to the next meeting, for all new Commission members.

**E. Resolutions of Appreciation to Outgoing Members**

On motion of Mr. Jones, seconded by Ms. O'Bannon, the Richmond Regional Planning District Commission unanimously approved resolutions of appreciation for presentation at the next meeting to the following outgoing members:

Roy J. Harrison, Jr., Powhatan County  
Rebecca M. Ringley, New Kent County  
J. T. "Jack" Ward, Hanover County  
J. L. "Jack" McHale, Chesterfield County  
E. Ray Jernigan, Henrico County  
Joseph T. Lacy, Jr., Goochland County  
Russell J. Gulley, Chesterfield County

**F. Open Public Comment Period**

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

**G. Approval of November 2003 Financial Report**

Since a new Treasurer has not been appointed, Mr. Fisher presented the financial report for November 2003. There being no corrections or additions, on motion of Mr. Butler, seconded by Mr. Barber, the Richmond Regional Planning District Commission unanimously accepted for audit the financial report for November 2003.

**H. Approval of December 2003 Financial Report**

Mr. Fisher presented the financial report for December 2003. There being no corrections or additions, on motion of Mr. Butler, seconded by Mr. Barber, the Richmond Regional Planning District Commission unanimously accepted for audit the financial report for December 2003.

Mr. Butler requested that staff submit a list each month showing where the funds are located and interest rates (i.e., investment in government pool and interest rate, and bank(s) and interest rate).

**I. Chairman's Report**

There was no Chairman's Report at this time.

**J. Executive Director's Report for December 2003 and January 2004**

In addition to the written report, Mr. Fisher reported on the following items:

1. The Third Annual RRPDC Area Planning Commissioner's Forum has been scheduled for March 19, 2004. Chesterfield County is the host community and the Forum will be held at the Holiday Inn Select-Koger Center from 11:30 a.m. to 4:00 p.m.
2. Legislative Items:
  - a. Capital Region Legislative Caucus - Mr. Fisher and Mr. Lysy were asked by VDOT Commissioner Shucet to attend the February 2 meeting to answer questions regarding Senator Colgan's SB 356 and SB 357 which would create nine new transportation authorities in the State of Virginia.

- b. Mr. Fisher and Mr. Lysy were requested to address the Senate Finance Transportation Subcommittee to give a briefing on transportation needs versus funds available. Mr. Lysy gave a presentation to the subcommittee on the Long Range Transportation Plan, the Six-Year Plan, the priority projects, and funding shortfalls for funding needs in the Richmond region.
3. As suggested by Legal Counsel, Mr. Fisher will provide all new members a copy of the Virginia Freedom of Information Act.

## **II. OLD BUSINESS**

### **A. Legislative Update**

Ms. Patricia Villa, RRPDC Communications Coordinator, gave a brief PowerPoint presentation on the following activities of the General Assembly.

#### **BUDGET**

**PDCs**—10 percent funding reduction to the planning district commissions (\$214,928 for the first year and \$214,928 for the second year, totaling \$429,856).

#### **Budget amendments:**

Senator Wampler (Bristol), Delegates May (Leesburg) and Miles (Charles City) to reinstate \$214,928 each year.  
Delegate Eisenberg (Arlington) to adjust the \$214,928 per year based on performance, workload and need.

#### **Regional Competitiveness Program**

#### **Budget amendments:**

Delegate Bryant (Lynchburg) — \$2M first year; \$2.5M second year  
Senator Hangar (Mount Solon) — \$2M first year, \$4M second year

#### **APPROPRIATIONS**

#### **Transportation bills altering the transportation allocation formula**

Negatively impact funding for the Richmond region.

All legislation in the House Chamber changing allocation formula was tabled in House Committee on Appropriations

### **COUNTIES, CITIES TOWNS/LOCAL GOVT**

- **HB 679 Billboards or advertising signs; removal of those that are abandoned.**
  - Allows localities to remove abandoned nonconforming signs if the property owner or agent of the property owner cannot be located with reasonable diligence, or if the sign has not been removed within 30 days of notification of nonconformance.

Reported from House Counties, Cities & Towns; in House Chamber

- **SB 400 Water-saving ordinances; localities may impose.**
  - Permits localities to restrict the nonessential use of ground water during declared water shortages or water emergencies.

Passed Senate Chamber; referred to House Committee on Counties, Cities & Towns

- **HB 819 Zoning ordinances; notice of amendment.**
  - Provides that when a proposed amendment of the zoning ordinance involves a change to the applicable zoning ordinance text regulations that decreases the allowed dwelling unit density, written notice shall be given by the local planning commission, or its representative, at least five days before the hearing to the owner or owners, their agent or the occupant, of each parcel involved.

Reported from House Counties, Cities & Towns; in House Chamber

### **COURTS OF JUSTICE**

- **SB 301 Eminent domain; condemned property be put to use within 10 years .**
  - Requires that property be put to the public use for which it was condemned within 10 years; if not, it will be offered for sale to the person who owned it at the time of condemnation before being publicly auctioned.

Passed the Senate Chamber

- **HB 826 Eminent domain; procedure for acquisition of property by State.**
  - Allows landowners to recover appraisal fees and expert fees if the commission's award is 15 percent above a pre-trial offer.

Referred to the House Committee on Courts of Justice

- **HB 832 Condemnation proceedings; rehearings.**
  - Allows landowners to reopen a condemnation case up to two years after the final order to seek more money.

Referred to the House Committee on Courts of Justice

## FINANCE

- **Tax increases on cigarettes, motor fuels, sales and income.**

All bills increasing tax on cigarettes, motor fuels, sales and income were passed by indefinitely or carried over for the year, essentially killing the legislation (including the Governor's bill: HB 1081).
- **HB 741, SB 367 Transient occupancy tax; increased in certain counties, revenues for Performing Arts Foundation**
  - Permits the counties of Chesterfield, Hanover and Henrico an additional transient occupancy tax with all revenues to be spent to develop and improve the Virginia Performing Arts Foundation and to promote tourism in the Richmond area.

**HB 741**-Passed House Chamber; referred to Senate Committee on Finance

**SB 367**-Passed Senate Chamber; referred to House Committee on Finance

- **HB 412 Meals and lodging taxes; local increase by voter referendum.**
  - overturns the authority of cities and towns to establish meals and transient occupancy tax rates.

Reported from House Committee on Finance; Communicated to House Chamber, then re-referred back to House Committee on Finance

- **SB 356 Motor Vehicle Sales and Use Tax; increased, revenue deposited in Transportation Authorities of Commonwealth.**
  - Creates a transportation authority for each of the nine current construction districts. The transportation authorities are to be funded from increases in the motor vehicle sales and use tax.

Referred to Senate Committee on Finance

- **SB 357 Motor fuels tax; increased, revenue deposited in Transportation Authorities of Commonwealth.**
  - Creates a transportation authority for each of the nine current construction districts. The transportation authorities shall be funded from a seven-cent increase in the fuels tax on gasoline, diesel fuel, and alternative fuels.

Referred to Senate Committee on Finance

### **MILITIA, POLICE AND PUBLIC SAFETY**

- **HB 1195 Local emergency operation plans.**
  - Requires localities and interjurisdictional emergency management agencies to include written agreements with relevant public or private entities in their emergency operations plan in order to facilitate the effective, safe and efficient coordination of efforts during governor-declared states of emergency.

Carried over in MPPS subcommittee with a letter to the State Corporation Commission

### **RULES**

- **Study legislation**
  - **HJ 227 (Ingram): Conditional zoning; joint subcommittee to study its effect on residential development and housing**
    - Establishes a joint subcommittee to study conditional zoning and its effect on residential development patterns and the cost of housing.

Referred to the Commission on Growth  
Resolved to report only 30 pieces of legislation requiring studies

## TRANSPORTATION

- **SB 58 Signs; maintenance and repair of nonconforming signs by Transportation Commissioner.**
  - Provides that maintenance of and repairs to nonconforming signs shall be governed by Chapter 7 (Outdoor Advertising in Sight of Public Highways) of Title 33.1 (Highways) and regulations promulgated by the Commonwealth Transportation Commissioner (unless the sign is located within a locality that had in effect on January 1, 2004 a valuation method other than replacement cost for valuing nonconforming billboard signs, in which case the Commissioner shall use such alternate valuation method, instead of replacement cost, for determining if the 50 percent thresholds established by this section are exceeded.

Passed Senate Chamber; communicated to House Chamber and referred to House Committee on Transportation

- **SB 353 Transportation infrastructure; provisions in comprehensive plan.**
  - Requires that localities' comprehensive plans include a transportation element that designates a system of transportation infrastructure and recommendations.

Passed Senate Chamber; referred to House Committee on Counties, Cities & Towns

### III. NEW BUSINESS

#### A. **Governor's Action Plan Update on Chesapeake Bay Initiatives**

Mr. Fisher introduced and welcomed The Honorable W. Tayloe Murphy, Jr., Secretary of Natural Resources, who briefed the Commission on Chesapeake Bay cleanup initiatives.

The following is Secretary Murphy's briefing:

"I would like to thank you for the opportunity to be with you today. I know you have a busy agenda, but I would like to take a few minutes to discuss important issues that we face together as Virginians.

It has been just over twenty years since the first Chesapeake Bay Agreement was signed at George Mason University in 1983. We have made progress since

then, not only in the protection and restoration of the bay, but in the cooperation and support from industry, agriculture, local government and citizens across the Commonwealth. Virginians understand the need to protect their local waterways and they understand their connection to rivers downstream and to the Bay. When I talk about the Chesapeake Bay, please know that I am talking not only about the mainstem of the bay, but the tributary rivers and streams that flow throughout the bay's 64,000 square mile watershed.

The comprehensive report on the bay issued by the Environmental Protection Agency in the early 1980s identified three critical issues: excess nutrients, loss of underwater grasses and the inflow of toxics. Those issues still face us these 20 years later.

Today, I would like to talk principally about nutrients. With the signing of the Chesapeake 2000 Agreement, the Chesapeake Bay Program partners have adopted significant new goals for the reduction of nutrients and sediments and for increasing the acreage of underwater grasses first in March by the Program's Principals' Staff Committee which I chair and approved by Governor Warner and his counterparts on the Chesapeake Executive Council last December. We are in the midst of revising our tributary strategies for the Potomac, the Shenandoah, the Rappahannock, the York, the James and the Eastern Shore. Our sister states of Pennsylvania, Maryland, West Virginia, New York and Delaware and the District of Columbia have committed to these goals as well and are revising their tributary strategies.

At the same time, we have begun the process of developing new water quality standards that are based on the needs of the Bay's living resources. The Department of Environmental Quality has issued a notice of intended regulatory action and a Technical Advisory Committee has been formed to assist DEQ and has begun meeting. Standards will be established to ensure that our tidal waters have adequate levels of dissolved oxygen to support fish and shellfish populations. Standards will also be set to ensure that our waters are clear enough so that sunlight can reach underwater grasses. We will also establish standards that will result in the reduction of the amount of harmful algae in our waters. Our best science tells us that achievement of these goals will provide the habitat conditions necessary for our living resources to thrive. Reaching our goals is necessary to protect our waters for human use and for healthy fisheries.

We have also published a notice of intended regulatory action to establish technology-based limits for discharge permits. The regulation will complement the water quality standards regulation and ensure that limits on nutrients will be placed in discharge permits. A NOIRA for this rulemaking has been published in the Virginia Register and is currently open for public comment.

Without question, these activities together constitute the most important water quality initiative in Virginia.

There has been a great deal in the press of late that has questioned our commitment to Chesapeake Bay restoration. If one only reads the newspapers one might have the impression that Virginia has abandoned its commitment to the Chesapeake Bay and that our state agencies are somehow lax in their duty to protect and preserve our natural resources.

First, the impression that little has been done over the past 20 years is simply not accurate. In 1983 there was no Chesapeake Bay Preservation Act, no Water Quality Improvement Act, or any number of laws, regulations and programs that specifically address nutrient and sediment pollution. We have, over the last 20 years, advanced initiatives across the spectrum of bay issues from establishing blue crab harvest restrictions to building oyster reefs to protecting bay grasses. We have built partnerships with local governments, farmers, business and industry. We have restored thousands of miles of streamside forests. Through the Water Quality Improvement Fund, we have leveraged millions of dollars that have been invested in nutrient reduction at wastewater treatment plants and on land. We are approaching one million acres in Virginia of farmland under nutrient management plans. We have added West Virginia, New York and Delaware to our water quality partnership. Since 1985 over 50 million lbs of nitrogen has been reduced. The list goes on.

Please also know that this administration has elevated our involvement in the Chesapeake Bay Program. Thanks to Governor Warner, for the first time, our Chesapeake Bay Program efforts are directed from my office that allows for greater coordination and support of the activities of our state agencies.

Unfortunately, the everyday efforts of state government do not make the headlines, but rest assured, we have a committed state workforce who, in large measure, are responsible for the progress we have made. They work everyday with our local governments, soil and water conservation districts, PDCs, and other to get this important work done.

While we have made progress, I cannot say that our work is finished. Given the two regulatory actions that are now underway, I would suggest that both municipal and industrial dischargers throughout the Chesapeake Bay Watershed begin to make plans now for significant nutrient reductions from their facilities. Our efforts will not end with the publication of the tributary strategy documents in April or the adoption of various regulations by the State Water Control Board next year. It will continue as we seek to achieve permanent reductions and cap those reductions over time. We will learn more in the future and we will need to continue to refine our strategies to account for new knowledge, emerging technologies and changing conditions.

Please understand that the revised tributary strategies cannot focus on wastewater treatment plants and agricultural BMPs alone, although those areas are critical to our success. Local governments in Virginia play key roles in determining land use, development patterns and in controlling stormwater and erosion and sediment. We need to jointly develop, implement and refine strategies that make sense for our waters and our communities. With goals as ambitious as the ones we have adopted, we will need to find reductions wherever we can.

Moreover, we cannot separate environmental issues from economic issues. These goals will drive innovation and efficiency and will, in my view, drive economic progress. I expect that we will see technological advances in wastewater treatment, farm management, stormwater management and other areas. I expect will be better manage our land uses and forests to serve multiple purposes. I believe we will see economic benefits from clean water including the restoration of our commercial and recreational fisheries.

I would be remiss if I did not comment on the cost of this undertaking. I cannot tell you today what the actual cost of meeting our water quality goals will be; however, I know that it will be expensive. It will require contributions from all levels of government and from the private sector as well. A key part of our efforts will be to identify those costs as we finalize our tributary strategies and as we develop the regulatory proposals now underway.

The state's ability to support implementation of our strategies is dependent on the tax reform and budget debate currently before the General Assembly. In addition to his \$7.7 million contribution to the Water Quality Improvement Fund, Governor Warner has proposed the establishment of the Virginia Natural and Historic Resources Fund which would, for the first time, establish a reliable source of funding to support land conservation and water quality programs.

Without such state support, the cost of reaching our goals will be placed directly on the ratepayers of waste water treatment facilities, farmers and local governments. I fear that without sufficient resources, we will not be able to remove the bay and its tidal tributaries from the list of impaired waters

Should the General Assembly fail to pass the Governor's proposals, or something similar, our efforts to achieve our Chesapeake Bay Program goals will be at risk.

As many of you know, throughout my career in public service, I have taken seriously our responsibility to manage properly the natural resources that we hold in trust for the citizens of the Commonwealth. I can also assure you that during my term in office we will take the steps necessary to achieve the ambitious goals that the Chesapeake Bay partners have willingly adopted.

I don't have to tell this group, that we have an obligation to ourselves and to those who come after us, to leave healthy and productive resources that will sustain the lives and livelihoods of future generations of Virginians. I look forward to continuing our work together to achieve those ends. For nearly 400 years, Virginians have depended on the bounty of our lands and waters. I see no reason for that not to continue for another 400 years and beyond.

Once again, many thanks for the invitation to be here and you have my best wishes and my full support as you grapple with these difficult and complex issues. Your commitment to the citizens and the natural resources of this region is an inspiration and I thank you."

Chairman LaCombe and Mr. Fisher thanked Secretary Murphy for his very informative presentation.

**B. Nominating Committee Report and Election of Office for RRPDC Treasurer**

Mr. Gordon reported that the Nominating Committee, comprised of himself, Mr. Barber and Mr. Holmes, met and recommended to the Executive Committee and they have accepted the nomination of Mr. Malvern R. Butler to fill the unexpired term as RRPDC Treasurer.

There being no nominations from the floor, on motion of Mr. Ayers, seconded by Mr. Setliff, the Richmond Regional Planning District Commission unanimously approved the Nominating Committee report.

Mr. Gordon stated that Mr. Butler has now moved from the office of Secretary to Treasurer. Therefore, the office of Secretary is now vacant. The Nominating Committee has recommended that Mr. Edward Barber be nominated for the office of Secretary at the March meeting.

Chairman LaCombe administered the oath of office to Mr. Malvern R. Butler as Treasurer of the Richmond Regional Planning District Commission for an unexpired term ending June 30, 2004.

**C. Appointments to RRPDC Committees**

Chairman LaCombe appointed members to serve on the following committees:

**Executive Committee**

Angela L. LaCombe, **Chairman**, Town of Ashland  
Stran L. Trout, New Kent County  
Patricia S. O'Bannon, Henrico County

John E. Gordon, Jr., Hanover County  
William J. Pantele, City of Richmond  
Michael L. Holmes, Charles City County  
Malvern R. Butler, Goochland County  
Russell E. Holland, Powhatan County  
Edward B. Barber, Chesterfield County

**Charter and Bylaws Committee**

Michael L. Holmes, **Chairman**, Charles City County  
Malvern R. Butler, Goochland County  
Stran L. Trout, New Kent County  
John E. Gordon, Jr., Hanover County  
William J. Pantele, City of Richmond  
Arthur S. Warren, Chesterfield County  
Richard W. Glover, Henrico County  
Russell E. Holland., Powhatan County  
Angela L. LaCombe, Town of Ashland

**Personnel & Operating Policies Committee**

John E. Gordon, Jr., **Chairman**, Hanover County  
William J. Pantele, City of Richmond  
Stran L. Trout, New Kent County  
Malvern R. Butler, Goochland County  
Michael L. Holmes, Charles City County  
Edward B. Barber, Chesterfield County  
Russell E. Holland, Powhatan County  
Angela L. LaCombe, Town of Ashland  
Patricia S. O'Bannon, Henrico County

**Audit Committee**

Malvern R. Butler., **Chairman**, Goochland County  
John E. Gordon, Jr., Hanover County  
Angela L. LaCombe, Town of Ashland  
Edward B. Barber, Chesterfield County  
Russell E. Holland, Powhatan County

**Regional Competitiveness Committee**

**Vacant., Chairman**

**D. Financial and Compliance Audit Contract**

Mr. Fisher stated that the Richmond Regional Planning District Commission's financial and compliance audit contract with Dunham and Aukamp, PLC,

Certified Public Accountants, has expired as of the completion of the financial audit for the fiscal year ended June 30, 2003.

The accounting firm of Dunham and Aukamp has performed the Commission's annual financial and compliance audit for the past six years. Mr. Michael D. Aukamp, CPA, a principal in the firm, has been the lead accountant in conducting and completing the RRPDC's audits. Staff has an excellent rapport with Mr. Aukamp and his knowledge of Planning District Commissions and their financial operations has been instrumental in having the audit completed in a timely and professional manner.

The Commission must decide whether to extend the current audit contract which is allowable under Section VI of the past contract which states:

TIME OF PERFORMANCE. The services of the AUDITOR in preparing the annual fiscal year audit are to commence on or about August 1 of each fiscal year, beginning in 2001, and shall be completed no later than September 15 of each fiscal year. *This contract may be extended by mutual agreement of both the RRPDC and the AUDITOR.*

The proposed fees for audit services from Dunham and Aukamp are: for fiscal year 2004, \$7,300, for fiscal year 2005, \$7,600 and for fiscal year 2006, \$7,900. Fees for audit services for fiscal year 2002 and 2003 were \$6,950 and \$7,300, respectively. The increase of fees from 2002 to 2003 was five percent. While there is no increase proposed for fiscal year 2004, subsequent years' fees increase by four percent.

Mr. Fisher stated that staff recommends that the Commission extend the audit contract with Dunham & Aukamp, PLC for a two year period. However, if the Commission desires, Mr. Fisher stated that staff would begin the process of soliciting Requests for Proposals for a financial and compliance audit from certified public accounting firms in the Richmond region and around the Commonwealth.

Mr. Fisher reported that the Executive Committee met earlier today and recommended that the Commission staff solicit Requests for Proposals from certified public accounting firms in the Richmond area and around the Commonwealth.

On motion of Mr. Kaechele, seconded by Mr. Ayers, the Richmond Regional Planning District Commission unanimously approved the Executive Committee recommendation to solicit Requests for Proposals from certified public accounting firms.

**IV. OTHER BUSINESS**

**A. Announcements**

There were no announcements at this time.

**B. Committee Report**

There were no committee reports at this time.

**C. For Your Information**

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

**V. ADJOURNMENT**

There being no further business, Chairman LaCombe adjourned the meeting at 2:20 p.m.

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Paul E. Fisher  
Executive Director

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Angela L. LaCombe  
Chairman