

RICHMOND REGIONAL PLANNING DISTRICT COMMISSION
MINUTES OF MEETING
April 13, 2006

Members/Alternates Present

W.R. Britton, Jr. (A) County of Charles City
Malvern R. Butler (M), Chairman County of Goochland
Kathy C. Graziano (M) City of Richmond
John C. Grier (M)..... City of Richmond
Russell E. Holland (M), Vice Chairman County of Powhatan
David A. Kaechele (M)..... County of Henrico
Angela L. LaCombe (M)..... Town of Ashland
Sherman W. Litton (M)..... County of Chesterfield
Eugene A. Mason (M)..... City of Richmond
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
Frank J. Thornton (M)..... County of Henrico
Stran L. Trout (M)..... County of New Kent
David T. Williams (M) County of Powhatan

Members Absent

Chris W. Archer (M)..... County of Henrico
Edward B. Barber (M), Treasurer County of Chesterfield
Amy M. Cheeley (M)..... County of Hanover
Robert R. Cosby (M)..... County of Powhatan
James B. Donati (M)..... County of Henrico
Thomas W. Evelyn (M) County of New Kent
Richard W. Glover (M)..... County of Henrico
John E. Gordon, Jr. (M) County of Hanover
Jerilynn T. Grigsby (M) County of Henrico
Frank M. Hartz (M)..... County of Goochland
Michael L. Holmes (M), Secretary County of Charles City
Renny B. Humphrey (M) County of Chesterfield
William Russell Jones, III (M)..... City of Richmond
R. M. “Dickie” King, Jr. (M)..... County of Chesterfield
Ellen F. Robertson (M) City of Richmond
Arthur S. Warren (M) County of Chesterfield

Others Present

John Amos RRPDC Legal Counsel
Wayne Farrar WCVE Radio
George Homewood County of New Kent
Adele MacLean Partnership for Smarter Growth
William Miller WCVE Radio
Jack Miniclier County of Charles City

Staff Present

Jo A. Evans Assistant Executive Director
Julie H. Fry Executive Secretary
Amy George Associate Planner
Daniel N. Lysy Director of Transportation
Jackie S. Stewart Director of Planning and Information Systems
Peter M. Sweetland Finance and Contracts Administrator

Call to Order

Chairman Butler called the regularly scheduled April 13, 2006, RRPDC meeting to order at approximately 1:15 p.m. in the RRPDC conference room. At this time, Chairman Butler announced that the son of Richmond Renaissance director, Jack Berry, had passed away suddenly over the weekend which may account for the absence of several Commission members from today’s meeting in order to attend the memorial service. He also informed the Commission that the wife of RRPDC legal counsel, John Amos, was undergoing chemo therapy. On a more positive note, RRPDC Executive Director, Paul Fisher, had been married over the weekend and was absent from today’s meeting because he is on his honeymoon. A congratulatory card is being circulated for members to sign. Chairman Butler then led the Commission in a moment of silence out of respect to Mr. Berry’s son and Mr. Amos’s wife, followed by the pledge of allegiance to the flag. He thanked members of the Commission for attending.

I. ADMINISTRATION

A. Certification by Commission Executive Director of Meeting Quorum

Ms. Evans certified that a quorum of 18 members/alternates was present.

B. Requests for Additions or Changes in Order of Business

Chairman Butler asked if there would be any changes to the order of business. No one had any changes or additions.

C. Open Public Comment Period

There were no requests to address the Commission; however, Chairman Butler recognized Mr. Britton who introduced Jack Miniclier, Charles City County's director of emergency services, as well as the director of public works and county engineer.

D. Approval of Minutes, March 9, 2006 Meeting

Chairman Butler, presented the minutes of the RRPDC meeting held on March 9, 2006, on behalf of Mr. Holmes who was unable to attend. On motion made by Ms. O'Bannon and seconded by Mr. Britton, the minutes were approved as presented.

E. Approval of February 2006 Financial Reports

Chairman Butler presented the financial reports for February 2006 on behalf of Mr. Barber, who was unable to attend. On motion made by Ms. O'Bannon and seconded by Mr. Setliff, the February financial reports were unanimously approved as presented and accepted for audit.

F. Chairman's Report

Chairman Butler encouraged members of the Commission to contact their state legislators and urge them to reach an agreement on the budget. He stated that transportation issues should also remain a top priority, especially funding for secondary roads.

G. Executive Director's Report for February 2006

Ms. Evans presented the written staff status report, a copy having been included in the agenda, on behalf of Mr. Fisher. She urged the Commission members to read the report which details activities staff has undertaken in each of the localities. She noted the status report is produced specifically for the Commission meeting to give the members an update on projects undertaken during the time between Commission meetings. Should a member have any question on task work progress, the status report is a good source of information if staff is not available.

Ms. Evans recognized Ms. Stewart, who introduced Amy George. Ms. George has recently joined RRPDC staff as an associate planner in the Planning/IT Division, replacing Lory Markham. Most recently Ms. George has been an intern in the same division and has already taken on several projects with which she was familiar from her internship and previous work with Ms. Markham. Chairman Butler welcomed Ms. George to RRPDC.

Ms. Evans noted that, while she felt a bit awkward in doing so, she had one staff anniversary to announce, which was her own. Ms. Evans has been with RRPDC for 15 years. She stated she has enjoyed working with members of the Commission over the past years and looks forward to continuing her positive experience with the Commission. Chairman Butler congratulated Ms. Evans on this milestone and thanked her on behalf of the Commission for her dedicated service.

II. OLD BUSINESS

A. Real Estate Broker Memorandum of Agreement

Chairman Butler asked Mr. Pantele, as chairman of the Office Space Subcommittee, to give a report on the Memorandum of Agreement (MOA) recently submitted to Thalhimer/Cushman & Wakefield (Thalhimer). Mr. Pantele stated that following approval of the selection of Thalhimer as the real estate broker (to represent RRPDC and Central Virginia Waste Management Authority in negotiating for office space upon the expiration of the current lease in May 2007) by the Commission during its meeting on March 9, 2006, staff had submitted an MOA to Thalhimer for those services. Thalhimer indicated the MOA was acceptable as presented. He noted that the MOA stipulated all fees associated with the search and subsequent negotiations will be paid by the resulting landlord or absorbed by Thalhimer.

Mr. Miller asked if the MOA contained a 30-day termination clause. Mr. Pantele indicated it did.

Ms. LaCombe asked for clarification on why the search was being opened up to include all jurisdictional areas since the Bylaws require the Commission to be housed within the city limits of Richmond. She stated that due to her absence during the last Commission meeting, she was unsure as to whether this had been discussed and if it had, on the outcome of that discussion. Mr. Pantele explained that during the Executive Committee and Commission meetings in March, it was determined that in order to find the best possible location for the best possible price, it would be prudent to allow the broker to look at all Commission jurisdictional areas. Should a location outside the city limits of Richmond be selected, the restriction found in the Bylaws would be addressed at that time. It may be determined that the Commission should remain in its current location with renovations to the space. Mr. Amos confirmed that all nine jurisdictions would need to approve a change in the Bylaws to allow the Commission to move outside Richmond City limits.

On motion made by Mr. Pantele and seconded by Mr. Miller, the Commission approved the Memorandum of Agreement with Thalhimer/Cushman & Davenport as presented.

III. NEW BUSINESS

A. Public Broadcasting Emergency Communications

Chairman Butler recognized Ms. Stewart, who introduced Bill Miller (Vice President and General Manager, WCVE Radio) and Wayne Farrar (WCVE Radio News and Public Information Director).

Mr. Miller gave a presentation on the ways in which WCVE could make itself available to local jurisdictions in times of emergency or natural disasters to disseminate emergency communications. He stated that while the radio station would not be able to give up the entire broadcasting day programming to devote to emergency news, time allotments could be established to inform citizens of pertinent information including program interruptions. Depending on the type of emergency situation, time would be allotted as deemed necessary. Mr. Miller indicated the station would be very willing to work with RRPDC in coordinating news items from each of the local jurisdictions. While the station is not set up to gather information, they are well equipped to distribute all information given to them.

Following discussion on topics that included the amount of time that could be allotted to giving out information and how the Emergency Alert System functions, Chairman Butler named an Emergency Broadcast Study Committee (Ms. O'Bannon, chair; Mr. Britton, Mr. Gordon, Ms. Graziano, Mr. Pantele, Mr. Trout, and Mr. Williams) to work with staff and WCVE personnel to determine how to accomplish this emergency broadcast relationship, including development of contracts if necessary. The committee should meet and be prepared to bring a recommendation to the Commission at its next meeting.

B. Captain John Smith Chesapeake National Historic Water Trail Feasibility Study Resolution of Support

Chairman Butler asked Ms. Stewart to present information on the resolution. Ms. Stewart indicated the National Park Service is conducting a study of the trail taken by Captain John Smith along the Chesapeake Bay and its tributaries during the early 1600s. Several jurisdictions, including Charles City, Chesterfield, and New Kent counties, have passed resolutions in support of this study and have asked the Commission to pass its own resolution supporting the study. Mr. Trout added that this resolution will also serve to endorse the study in support of anticipated economic benefits of planned 2007 celebration events in the region.

On motion made by Mr. Trout and seconded by Ms. O'Bannon, the resolution was adopted by the Commission. A copy of the resolution will be filed with these minutes.

C. Authorization to File and Execute FY 07 Federal and State Grant Applications and Agreements on Behalf of the Commission for the Richmond Area MPO's FY 07 Unified Work Program

Chairman Butler called on Mr. Lysy to provide information on these applications. Mr. Lysy pointed out that each year, RRPDC, as staff to the Richmond Area Metropolitan Planning Organization (MPO), executes and administers several contracts which support the functions of the MPO planning process. Commission authorization is required to ensure funding for FY 07 (i.e., July 1, 2006 – June 30, 2007). Action is needed on the following resolutions authorizing the RRPDC Executive Director to:

1. File, execute, and administer the FY 07 PL funds contract between RRPDC and VDOT; and
2. File, execute, and administer the FY 07 Section 5303 Planning and Technical Studies Grant Agreement between RRPDC and VDRPT

On motion made by Mr. Miller and seconded by Mr. Setliff, the resolutions were approved, and copies will be filed with these minutes.

IV. OTHER BUSINESS

A. Announcements

Chairman Butler noted that 2007 Jamestown Celebration events will place a national spotlight on the state and the region and that the Commission should be doing whatever it can to support these activities. He also noted increased growth and development within the region.

B. Committee Reports

There were no committee reports.

C. For Your Information

Items included for the Commission's information:

1. Letter of appreciation from Deborah Mills (DEM Director of Recovery and Mitigation) to Jackie Stewart and staff on their help in successfully drafting a hazard mitigation plan that meets FEMA requirements;
2. News article from the Richmond Times-Dispatch on shifts in population growth;

3. Note of thanks to Paul Fisher regarding help given to the Virginia Chapter of VAPA by Mike Clements and Julie Fry in setting up the group's most recent training meeting held in the RRPDC conference room.

V. ADJOURNMENT

There being no further business to come before the Commission, Chairman Butler adjourned the meeting at approximately 2:15 p.m.

Jo A. Evans
Assistant Executive Director

Malvern R. Butler
Chairman