

RICHMOND REGIONAL PLANNING DISTRICT COMMISSION

Minutes of Meeting

May 8, 2008

Members/Alternates Present

Malvern R. "Rudy" Butler (M).....County of Goochland
Amy M. Cheeley (M).....County of Hanover
Deborah B. Coats (A)County of Hanover
Robert R. Cosby (M).....County of Powhatan
Timothy W. Cotman, Sr., Vice Chairman (M) County of Charles City
James B. Donati (M), Secretary County of Henrico
Marleen K. Durfee (M)County of Chesterfield
Daniel A. Gecker (M)County of Chesterfield
John E. Gordon, Jr. (M)County of Hanover
Kathy C. Graziano (M)City of Richmond
John C. Grier (M).....City of Richmond
Dorothy Jaeckle (M)County of Chesterfield
E. Ray Jernigan (M)..... County of Henrico
Patricia S. O'Bannon (M) County of Henrico
C. Harold Padgett (M).....County of Hanover
William J. Pantele (M), Treasurer.....City of Richmond
Faye O. Prichard (M)Town of Ashland
Robert R. Setliff (M).....County of Hanover
Randall R. Silber (A) County of Henrico
Brenda L. "Sam" Snyder (M) County of New Kent
Stran L. Trout (M)..... County of New Kent
Carson L. Tucker (A).....County of Powhatan
Joseph B. Walton (M)County of Powhatan
Arthur S. Warren, Chairman (M).....County of Chesterfield

Members Absent

Karin Carmack (M).....County of Powhatan
Richard W. Glover (M)..... County of Henrico
Jerilynn T. "Jeri" Grigsby (M)..... County of Henrico
Russell J. Gulley (M)County of Chesterfield
James M. Holland (M)County of Chesterfield
Courtney G. Hyers (M).....County of Goochland
David A. Kaechele (M)..... County of Henrico
Beverley C. Lacy (M)City of Richmond
Delores L. McQuinn (M)City of Richmond
George K. Roarty (M).....County of Chesterfield
Ellen F. Robertson (M)City of Richmond
Frank J. Thornton (M)..... County of Henrico

Others Present

John R. Amos..... RRPDC Legal Counsel
John Anzivino Springsted
William Boshier GRCC/VCU
Emily DooleyRichmond *Times-Dispatch*
Jim Dunn.....GRCC
George M. Homewood..... County of New Kent

Staff Present

Jo A. Evans Interim Executive Director
Julie H. Fry..... Executive Secretary
Daniel N. Lysy Director of Transportation
Jackie S. Stewart Director Planning/IS
Peter M. Sweetland Finance and Contracts Administrator

Call to Order

Chairman Warren called the regularly scheduled May 8, 2008 RRPDC meeting to order at approximately 1:20 p.m. in the RRPDC board room. He asked Ms. Durfee to lead the Commission members in the pledge of allegiance to the flag.

I. ADMINISTRATION

A. Certification by Commission Interim Executive Director of Meeting Quorum

Ms. Evans certified that a quorum of members was present.

B. Requests for Additions or Changes in Order of Business

There were no changes or additions.

C. Open Public Comment Period

Chairman Warren asked if there was anyone from the public in attendance who wished to make a comment. He recognized Mr. Jim Dunn, (CEO, Greater Richmond Chamber of Commerce), who announced that the Chamber will be holding a regional transportation summit on May 28, at the Capital One building located in West Creek. The date was changed to accommodate Governor Kaine’s schedule. The summit will begin at 7:30 a.m. and run until about 9:00. Communications on the event will be forthcoming. Chairman Warren thanked Mr. Dunn for being in attendance and also welcomed Dr. William Boshier (Virginia Commonwealth University). As there were no other comments, Chairman Warren closed the public comment period.

D. Chairman's Report

Chairman Warren thanked everyone for their attendance and for the work being done regionally and locally.

He stated that he had established, per the Commission's directive, a Transportation Funding Strategies Work Group. Membership in this group is listed under Tab 8 in the agenda book. He noted everyone contacted had agreed to serve on this work group. Staff has been working to set up an organizational meeting date. He further noted that he felt all major stakeholders were represented.

Chairman Warren said the impact fees/proffers issue is still being monitored. Copies of a letter from the Speaker of the House on this issue were distributed to the members for their information. He said he felt the approach suggested by Speaker Howell was reasonable – to offer a two-year delay for study of the issue. Chesterfield County is going to hold a public meeting to discuss what should be done in the county. The VACo board of directors, which includes some RRPDC members, met this past week and discussed cash proffers. He noted many counties use an automatic adjustment system based on the Marshall-Swift Index. Chesterfield does not use this method currently.

Ms. O'Bannon stated she is a member of the Virginia Municipal League and noted that group has taken the position that local governments have the right to set their own rates. Henrico County does not currently use the cash proffer system, but feels that the locality should have the ability to set its own rates based on its needs.

Chairman Warren said that other pass-through funding has been cut, and funding sources from the state government are limited.

Another item Chairman Warren brought to the members' attention was the state's responsibility for transportation funding. There was an article in the *Richmond Times-Dispatch* stating other state-wide organizations have taken a similar stand that transportation funding is the state's responsibility.

E. Approval of Minutes – April 10, 2008 Meeting

Chairman Warren asked Mr. Donati to present minutes of the RRPDC meeting held on April 10, 2008. Mr. Donati moved to approve the minutes and the motion was seconded by Mr. Butler. There being no further discussion, the minutes were unanimously approved as presented.

F. Approval of March 2008 Financial Report

Chairman Warren asked Mr. Pantele to present the financial reports for March 2008. Mr. Pantele called the members' attention to the report under Tab 2. There being no further questions or discussion, on motion made by Ms. Graziano and seconded by Mr. Butler, the March 2008 financial report was unanimously approved as presented and accepted for audit.

II. OLD BUSINESS

C. Executive Director Search Update

Chairman Warren asked Mr. Pantele to report on the executive director search process. Mr. Pantele stated the Personnel and Operating Policies Committee has met regarding the search. Mr. Anzivino, with Springsted, has also met with the committee. Over 50 applications for the position have been received from across the country. These applications have been reviewed by Mr. Anzivino and his staff and narrowed down to the top 10 candidates. Resumes and other information from these top 10 candidates have been presented to members of the Executive Committee. From here the process will be for the Personnel and Operating Policies Committee to narrow the list down further to the top 3 to 5 candidates. This is a very important decision, and the committee will ask for a good amount of time from members to participate in the interview process. The top candidates will be determined through a joint effort of the Executive Committee and Personnel and Operating Policies Committee in addition to Dr. William Boshier and Mr. Dennis Morris (Executive Director, Crater PDC). The top 3 to 5 candidates will be interviewed by the Executive Committee, whose members are also members of the Personnel and Operating Policies Committee, Commission members, and the region's Chief Administrative Officers.

Chairman Warren reviewed the interview process as outlined by Mr. Pantele and noted there were actually 52 applicants. The Executive Committee is recommending that the Executive Committee, along with Dr. Boshier and Mr. Morris, review the top 10 candidates and narrow the field down to the top 3 to 5. He asked for a motion that this process be followed. Such motion was made by Mr. Butler and seconded by Ms. Graziano. There being no further discussion, the motion passed.

I. ADMINISTRATION

G. Interim Executive Director's Report

Ms. Evans stated the report of staff activities over the past month was included in the agenda book under Tab 3. She encouraged members to read the report for details of work being done by staff on behalf of each jurisdiction. If there are any questions, Ms. Stewart and Mr. Lysy can address those now, or members can call

RRPDC staff at any time with questions or concerns regarding work done for the jurisdictions.

Ms. Evans noted that one of the priorities set by the Commission earlier in the year was for RRPDC to act as a grant writing clearinghouse for the region. Based on that priority, staff has had the opportunity to work with the localities to apply for several grants:

- Public Safety Interoperability Communications: this grant was awarded in the amount of \$3 million which will benefit all nine local jurisdictions
- Public Safety Answering Point: two grants were awarded in the amount of \$300,000 each; one will go to Powhatan, Cumberland, and Buckingham Counties; the other will go to Charles City and New Kent Counties; staff will assist not only the RRPDC jurisdictions but also the GIS and 911 staff in Cumberland and Buckingham Counties; Powhatan County will administer one grant while Charles City County will be administrator for the other.
- Barge Service Grant: \$2.3 million to help set up barge service between Hampton Roads and Richmond (action by the MPO)
- Intermodal Freight Grant: this will be effective for FY 09 in the form of a study consultant for which RRPDC will provide \$17,500 in matching funds
- Coastal Zone Management Program: RRPDC is working with Crater PDC on this grant which will bring in \$80,000 for each of the next three years

Ms. O'Bannon asked for clarification on the amount awarded for the Public Safety Interoperability Communications Grant as she was a member of the board that reviewed the applications. Ms. Evans said the grant was in the amount of \$3 million, down from the original \$6 million.

Ms. Evans stated that concluded her report.

At this time Chairman Warren asked if any of the members who attended the American Planning Association's (APA) annual meeting wished to make a report.

Mr. Butler reported the meeting was very informative. He said he always carries back to VACo a suggestion that the National Association of Counties should have equally informative meetings. He said not only is planning discussed, but there is also information on transportation and the environment. Mr. Butler noted there is something for every interest. There was also a session on financing growth. APA does a great job with this meeting each year, and he always returns with some good ideas.

Chairman Warren asked if there were regional and local issues discussed. Mr. Butler said it is easy to carry back whatever is learned and apply it at the local

level. Mr. Butler also noted there are several seminars going on simultaneously so it can be difficult to get to everything. He spent time at parts of different sessions to be able to hear what each was discussing.

Mr. Trout agreed that there was something for everyone. He said there was a session on impact fees. A lot of the information will be offered on the APA website. He said after visiting Las Vegas, he appreciated the fact that localities need sign ordinances and building codes to limit what is erected. He also noted that most neighborhoods were surrounded by sound walls. There was also a \$2.5 billion town center being built that would not include a casino. Other construction he saw included luxury condos with the most expensive selling for approximately \$35 million. He said all of the sessions offered seemed to discuss universal issues.

Ms. O'Bannon noted that if a locality receives federal funds, sound walls can be required as a condition to receiving the funds. Waivers may be required if sound walls are not wanted.

Ms. Durfee said she attended an APA conference a few years ago and highly recommended the experience. She said there is a wide variety of issues covered, and it is a good venue for networking. Ms. Durfee said many of the ideas can be brought back and implemented in the localities.

Chairman Warren agreed that many of the issues are common ones nationwide and can be adapted locally.

Mr. Cotman noted this had been his first opportunity to attend the conference and he appreciated the opportunity to do so. He agreed there were many topics and programs presented. He said all were interesting, and it was difficult at times to decide which ones to attend. There was a seminar on Small Rural Transit which he thought was very useful.

Mr. Butler noted the speakers were also very good, including people from MIT, Virginia Tech, Henrico County, the Tidewater region, and northern Virginia.

Mr. Silber added the information provided was very timely and up-to-date. There was a lot of information on green buildings, transportation, and communications towers. He said he was glad RRPDC was so well-represented at the meeting.

Mr. Cotman said he noted there were not a lot of paper handouts. The meeting was designed so that all of the information will be online and available to download.

II. OLD BUSINESS

A. Presentation of Resolution of Appreciation

Chairman Warren stated that Mr. Williams, outgoing RRPDC member from Powhatan County, was not able to attend today's meeting to receive this resolution. It will be forwarded to him by staff.

B. Jurisdictional Committees Reports

Chairman Warren asked Ms. Prichard if she would like to give a report from the Small Jurisdictions Committee. Ms. Prichard noted that the committee will meet on May 13 to consider what was being discussed regarding the proffers issue. At this time, the Small Jurisdictions Committee would like to follow along with what is being done by the Large Jurisdictions Committee. She said it would be appropriate for Mr. Gordon to make his report first.

Mr. Gordon reported the Large Jurisdictions Committee had met twice – April 11 and April 28. There was good attendance and participation at both meetings. Ms. Prichard attended the meeting on April 28. Items discussed were transportation funding and the funding strategies work group. An update on this work group has already been given. Also discussed was the proffers/impact fee paper prepared by the Small Jurisdictions Committee. The Large Jurisdictions Committee members generally agreed with the theme of the paper, and members were asked to contact Ms. Prichard with any suggestions for changes.

The visioning process has been the item most discussed. Mr. John Grier, RRPDC member who is affiliated with the Urban Land Institute (ULI), gave a presentation on the ULI long-range visioning program during the April 11 meeting. Mr. Grier noted this program is driven by growth patterns and projections, an absence of over-arching vision, and managing growth. The ULI program looks 35-40 years out. It was the consensus of the committee that this visioning exercise be delayed by one year to allow a new executive director to be hired and to complete the work with the Greater Richmond Chamber (GRCC).

Mr. Gordon said there was also discussion on the proposed partnership with the GRCC, specifically in defining roles and responsibilities of both RRPDC and GRCC in the partnership. Mr. Gordon met with Dr. Boshier, Mr. Dunn (GRCC CEO), Mr. Robert Grey (Hunton & Williams), and Mr. Virgil Hazelett (Henrico County Administrator) to discuss these concerns.

An outcome of that meeting was to invite Dr. Boshier and Mr. Grey to attend the Large Jurisdictions Committee meeting held on April 28. During this meeting, Dr. Boshier and Mr. Grey gave a detailed overview of work done to date by GRCC. GRCC has asked Dr. Boshier and Mr. Grey to spearhead this effort and to represent the business leadership in the exercise.

Following discussion during the April 28 meeting, members of the committee voted to present to the Commission a recommendation on entering into a partnership with GRCC. This recommendation was presented to the Executive Committee earlier today, and the Committee voted to recommend it to the full Commission for action. That recommendation is as follows:

RRPDC will partner with business leadership and citizen representatives to conduct a Capital Region collaborative visioning exercise and RRPDC will appoint the Large Jurisdictions Committee, with Faye Prichard and Stran Trout representing the Small Jurisdictions Committee, to work with business leadership to develop a concept and process to implement the visioning exercise.

Mr. Gordon said he would make a motion that the Commission also endorse this recommendation. The motion was seconded by Mr. Butler. There being no further discussion, the motion carried unanimously and met with a round of applause.

Chairman Warren recognized Ms. Prichard who stated members of the Small Jurisdictions Committee fully support this recommendation.

Chairman Warren recognized Dr. Boshier who briefly reviewed the major points discussed with members of the Large Jurisdictions Committee during the April 28 meeting. He also thanked Chairman Warren, Mr. Gordon, and Ms. Prichard for their efforts in moving this process forward. He further stated that he appreciates the confidence being placed in himself and Mr. Grey to work with members of RRPDC to develop and implement the visioning strategy.

Chairman Warren recognized Mr. Dunn and asked if he had any comments to add to what Dr. Boshier had said. Mr. Dunn said he wanted to add his thanks to everyone for the action taken today. The opportunity to work with Dr. Boshier and Mr. Grey will put everyone in good stead. He further noted that he had received a communication only today from the World Future Society that stated the number one secret to success was “the ability to see possibilities that others don’t see and chart a path to get there.” Mr. Dunn said he believes this process gives the region that opportunity.

Chairman Warren thanked both Dr. Boshier and Mr. Dunn for their participation. Mr. Gordon said he is proud of this organization and of each member individually. As a group a bold path was taken last fall, and some significant commitments were made. Today a major step has been taken in achieving the most important commitment the Commission agreed on – to establish a vision for the Richmond region. He said in his opinion everyone should be very proud of and excited about the contributions this activity will make to the region for many years to come.

Mr. Pantele said he also is very glad the organization is taking this step in partnering with the business community in setting a strategic regional vision and in including the business community in this body's reorganization. Progress cannot be made unless there are relationships, trust, and common objectives. Many planning organizations can produce quality documents in a vacuum, but the more collaboration there is at an executive level, the better the chance is that something meaningful for the entire region can be accomplished. He said it was interesting that the Crupi Report didn't call for any specific action like its predecessor report (construction projects). He is pleased with the way both jurisdictional committees and the larger group are working together. Progress can be measured by the number of meetings that are being held. Mr. Pantele commended everyone for their work and urged everyone to keep moving ahead.

Ms. Prichard said she wanted to thank Mr. Gordon in particular for taking the lead in this charge. She noted when Mr. King [former RRPDC Chairman Dickie King] left, the loss of his enthusiasm was felt by everyone. She said she appreciates all of the input received from the Small Jurisdictions Committee and the way everyone has worked together. She said she feels like Mr. Gordon has kept the enthusiasm going. She said the body should recognize the amount of work Mr. Gordon has put in to this effort. Chairman Warren called for a round of applause in appreciation for Mr. Gordon's work.

Chairman Warren said he would like to send a letter to Mr. King to thank him for his initial efforts and to give him an update on the progress being made. He noted that all local governments, as well as the private sector, will benefit from this work. The citizens of the region will be the ultimate beneficiaries. He said that from all of the InterCity Visits in which he has participated, he always feels that even though he returns with many good ideas, he also thinks the Richmond region has a lot going for it. He added his thanks to the entire group for their support in this visioning process and the leadership from the private and public sectors.

Mr. Tucker asked how this progress can be communicated to the broader community. Mr. Gordon said a news release had been prepared in anticipation of today's vote. It will be distributed as soon as the meeting is adjourned.

III. NEW BUSINESS

A. Review of Final FY 08 and Revised FY 09 Budgets and Work Programs

Chairman Warren asked Ms. Evans to review this item.

Ms. Evans stated there are three factors affecting the final FY 08 budget:

- staffing
- economic conditions

- spending patterns

With regard to staffing, the executive director's position will impact the FY 09 budget depending on when the person is hired (after July 1). The communications coordinator's position will be filled after the executive director is in place, at the direction of the Commission members. The person hired for this position will be instrumental in dealing with the legislative session and fulfillment of the proactive legislative process and the public relations strategy priorities. The two associate planner positions are still vacant.

Because of the personnel vacancies, the revenue side of the budget is being decreased by \$189,100 in reimbursable grant funds (PL funds), in support of the MPO. In April, the MPO asked that half of these funds be transferred to FY 09 (\$90,000) and the remainder left unspent in FY 08 be rolled to FY 10 (\$99,100).

The real estate broker has not been able to lease the unused office space due to economic conditions. There have been some inquiries in to leasing the space at half the asking rate. Staff did not feel this would be appropriate. Inquiries are being made within the state government and non-profit organizations to see if there is any interest in leasing the space.

Interest rates have fallen and thus interest income has decreased. The repurchase interest rate has fallen from 3.35% to 2.043%. The Local Government Investment Pool rates have fallen from 5.30% to 3.212%. Interest projections for FY 09 have not yet been adjusted; staff will monitor these and make recommendations to the Commission as warranted.

All remaining categories, except personnel, will be reduced by \$97,100 to reflect actual spending patterns. Due to personnel vacancies some programs have not been fully staffed and the resulting costs (travel, training, printing, etc.) have been reduced. Work that must be done is, however, being completed.

All of these factors have created a reduction in the FY 08 budget of \$206,700. The budget has been balanced by using approximately \$49,000 from the unrestricted fund balance.

This budget has been reviewed and recommended by the Executive Committee for approval by the Commission. Mr. Butler moved that the final FY 08 budget be approved as presented. The motion was seconded by Ms. Graziano. There being no further discussion, motion was approved unanimously.

Ms. Evans continued with her review of the FY 09 budget, noting population estimates have been received from Weldon-Cooper and will result in an increase in membership dues. The membership dues rate remains unchanged at the 60¢ per capita rate set in 1992.

Urban Transportation Planning will have a net reduction of \$18,000 due to rolling the amount from FY 08 into the FY 09 budget and to a decrease in PL and 5303 prior year funds. Details of this are listed on the table under Tab 5.

Staff is anticipating sublease revenue in the amount of \$41,400. This amount will be revised as necessary depending on the real estate market and when the space can be leased.

Miscellaneous revenue is expected to be approximately \$3,900.

Staff does not anticipate using any monies from the unrestricted fund balance in FY 09 to balance the budget.

There will be an increase in personnel costs as it is anticipated all staff positions will be filled. This also takes into consideration a 3% merit increase on July 1 and a 2% cost of living allowance.

All other expenses have been reduced for FY 09 by \$209,100.

Ms. Evans again stated the Executive Committee had reviewed and recommended the budget for approval by the Commission.

Ms. Graziano moved that the revised FY 09 budget be approved as presented. Mr. Pantele seconded the motion. There being no further discussion, the motion passed unanimously.

Chairman Warren noted the time was short before the MPO meeting was scheduled to begin and asked that the next two agenda items be presented with brevity if possible.

B. Virginia Coastal Resources Management Program Grant Application

Ms. Stewart stated this item is an annual grant application to allow RRPDC staff to continue working with member governments on coastal projects such as GIS data development and support of the Commission's Environmental Technical Advisory Committee.

On motion made by Mr. Gecker and seconded by Mr. Pantele, the Commission authorized the Interim Executive Director to submit the grant application.

C. RRPDC Rural Transportation Planning Program Grant Application

Again, Ms. Stewart noted this is an annual grant application in cooperation with VDOT. This year the grant will be used to develop recommendations and cost estimates for current and future year deficiencies that were identified and presented during the public involvement process in Phase II of VDOT's Regional

Long Range Transportation Plan (for non-MPO study areas of the region's rural localities). The recommendations are expected to address capacity, mobility, safety, and transit services.

On motion made by Mr. Gecker and seconded by Mr. Butler, the Commission authorized the Interim Executive Director to submit the grant application.

IV. OTHER BUSINESS

A. Committee Reports

There were no other committee reports.

B. Announcements

There were no announcements.

C. For Your Information

Included in this section for the members' information were the following:

- copies of letters sent from the Chairman to members of the Virginia General Assembly and other interested parties with a resolution favoring state funding of transportation projects as opposed to having localities compensate for inadequate state transportation funding
- copy of the memo from the Chairman establishing the Transportation Funding Strategies Work Group and a list of those invited to serve
- copy of a news article referencing RRPDC's involvement in obtaining a grant to establish barge service from Hampton Roads to Richmond

V. ADJOURNMENT

There being no further business to come before the Commission, on motion duly made and seconded, Chairman Warren adjourned the meeting at approximately 2:30 p.m.

Jo A. Evans
Interim Executive Director

Arthur S. Warren
Chairman