

AGENDA

Audit, Facilities & Finance Committee

March 2, 2022 - 9 AM

James River Board Room- PlanRVA

Members of the public may observe the meeting on our YouTube Channel: www.youtube.com/PlanRVA

View our complete <u>Public Participation Guide</u> for other ways to participate.

Register to attend the meeting virtually at: https://planrva-org.zoom.us/webinar/register/WN_X7qDhoGyQXKDWIR3MUF6zq

- 1. Welcome. Roll Call and Introductions
- 2. Administrative Items
 - a. January Meeting Minutes page 3
- 3. New Office Space Update
 - a. Project Timeline page 5
 - i. Permit Review
 - ii. Move/Transition Plan
- 4. Other items

Targeted adjournment is 10 a.m.



Audit, Facilities & Finance Committee January 25, 2021 - 2:30 PM Meeting Minutes

Link to meeting recording: https://www.youtube.com/watch?v=xCTtgtizaJ0

Members Present:

Mr. Andreas Addison, City of Richmond Mr. Michael Byerly, Powhatan County Mr. Jim Holland, Chesterfield County, Chair Mrs. Patricia O'Bannon, Henrico County Mr. Canova Peterson, Hanover County

Staff Present:

Diane Fusco, Finance Manager Gilbrith Gogel, Administrative Assistant Sidd Kumar, Public Outreach Coordinator Martha Heeter, Executive Director

Others Present:

Dan Van Doornik, VML VACo Eric Gregory, Hefty, Wiley & Gore, PC

Welcome and Introductions

Chairman Holland called the meeting to order at approximately 2:30 PM.

Ms. Fusco confirmed a quorum was present for the meeting.

Administrative Items

Finance committee members took a few moments to review the November meeting minutes. Mr. Peterson made a motion to approve the November meeting minutes. Mrs. O'Bannon seconded the motion which carried unanimously.

Finance Report

Mr. Van Doornik reviewed the PlanRVA financial statements as of December 31, 2021. He explained the negative performance in November and December was a result of less productive, or billing, days in those months. Holiday time is very much front loaded in the first six months of the fiscal year.

Mr. Peterson asked about the percentage of budget YTD being only one-third of budget. There was some discussion about the housing grant (Line 4440) scheduled to ramp up and the seasonality of some items.

Chairman Holland asked about line item 6101 Leave Wages and if it would be possible to spread the expense out, rather than showing large increases in November and December.



Mr. Van Doornik mentioned he and Ms. Heeter have discussed this issue and modifications will be considered going forward.

Mr. Van Doornik reviewed the balance sheet included in the agenda packet and some changes made to the format.

Chairman Holland asked about fixed assets and Mr. Van Doornik advised this would be shown at year end.

Mr. Peterson moved to recommend acceptance of the financial statements as presented. Mrs. O'Bannon seconded the motion which carried unanimously.

Ms. Heeter discussed the status of recruitment of a Finance Director and the possibility of partnering with Crater PDC. She said the needs of the agency are being considered along with staffing changes within the RRTPO and the CVTA.

Chairman Holland mentioned it would be helpful to review Crater PDC's financial statements.

Ms. Heeter confirmed this is only a concept and a proposal for action at this point. Mrs. O'Bannon asked about salary for the position. Ms. Heeter stated the range would be around \$95,000 - \$110,000 and cost sharing on this position would be a big help.

Mr. Peterson said there would be a need for a clear division of services and responsibilities between PlanRVA and Crater PDC.

Mr. Gregory said state agencies do share employees on a regular basis, but it would be necessary to structure who handles payroll and benefits.

Mr. Parsons also stated the agency's federal partners have expressed interest in cooperation between the RRTPO and the Crater PDC and this would be a positive move in that direction.

Mr. Holland confirmed the desire to review Crater PDC's financial statements.

Regarding the budget review for FY2022, Ms. Heeter said updates would be presented at the next meeting. More information should be available as updates are provided on what program managers expect to be to be completed this fiscal year.

Office Space Leasing

A need was identified to enter closed session for "discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body" pursuant to FOIA Sect. 2.23711(A)(3).

Mrs. O'Bannon made the motion, and it was seconded by Mr. Addison, with unanimous acceptance to go into a closed session.

At the conclusion of the closed session, Chairman Holland reconvened the meeting and asked for certification from the Finance Committee members.

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Ms. Fusco polled the members:

Do each of you vote to certify that, to the best of your knowledge, only public matters lawfully exempted from open meeting requirements and that only such public business matters as were identified in the motion by which the closed session was convened, were heard, discussed, or considered?

Name	Aye	Nay	Abstain	Absent
A. Addison	Χ			
M. Byerly	X			
J. Holland	X			
P. O'Bannon	Х			
C. Peterson	Χ			

<u>Adjourn</u>

The meeting was adjourned at approximately 4:30 PM.



2/23	/2022				KICHMONG, V
D	Task Name	Duration	Start	Finish	ber December January February March April May June July August September October November December January E B M
1	Building Tours	1 day	Fri 12/10/21	Fri 12/10/21	Building Tours 12/10 12/10
2	Programming/Test Fitting	2 wks	Tue 12/14/21	Mon 12/27/21	ogramming/Test Fitting 12/14 12/27
4	Prelim Budget Pricing/Site Selection	7 wks	Tue 12/28/21	Mon 2/14/22	Prelim Budget Pricing/Site Selection 12/28 2/14
3	Lease Negotiations/Execution	2 mons	Tue 2/15/22	Tue 4/12/22	Lease Negotiations/Execution 4/12
5	Architect Contract Review/Release	2 wks	Tue 2/15/22	Tue 3/1/22	Architect Contract Review/Release 3/1
8	Furniture	145 days	Tue 2/15/22	Tue 9/6/22	2/15 Furniture 9/6
16	PlanRVA develop Furniture Inventory	2 wks	Tue 2/15/22	Tue 3/1/22	PlanRVA develop Furniture Inventory 3/1
15	Confirm what furniture can incorporate into the new space with architects	o 2 wks	Wed 3/2/22	Tue 3/15/22	Confirm what furniture can incorporate into the new space with architects 3/2 3/15
14	Determine Scope of Work for New Furnitur	e 2 wks	Wed 3/16/22	Tue 3/29/22	Determine Scope of Work for New Furniture 3/16 3/29
13	Showroom Tours/Select 3 vendors	1 wk	Wed 3/30/22	Tue 4/5/22	Showroom Tours/Select 3 vendors 3/30 4/5
12	Vendors provide typicals and pricing	2 wks	Wed 4/6/22	Tue 4/19/22	Vendors provide typicals and pricing 4/6 4/19
9	PlanRVA select Furniture Dealer	1 wk	Wed 4/20/22	Tue 4/26/22	PlanRVA select Furniture Dealer 4/20 4/26
10	Finalize Furniture Plan/Pricing/Finishes	3 wks	Wed 4/27/22	Tue 5/17/22	Finalize Furniture Plan/Pricing/Finishes 4/27 5/17
11	Place Orders /Lead Times	16 wks	Wed 5/18/22	Tue 9/6/22	Place Orders /Lead Times 5/18 9/6
17	IT/AV Coordination	130 days	Tue 2/15/22	Tue 8/16/22	2/15 V 8/16
19	Network Room Design	3 wks	Tue 2/15/22	Tue 3/8/22	Network Room Design 2/15 3/8
22	AV Design	3 wks	Tue 2/15/22	Tue 3/8/22	AV Design 2/15
20	AV Design Check with SD Set	1 wk	Wed 3/30/22	Tue 4/5/22	AV Design Check with SD Set 3/30 4/5
18	AV Design Check with CD Set	1 wk	Wed 4/20/22	Tue 4/26/22	AV Design Check with CD Set 4/20 4/26
21	AV Order Approval and Lead Times	16 wks	Wed 4/27/22	Tue 8/16/22	AV Order Approval and Lead Times 4/27 AV Order Approval and Lead Times
6	Schematic Design/Design Development	4 wks	Wed 3/2/22	Tue 3/29/22	Schematic Design/Design Development 3/2 3/29
7	SD/DD Approval by PlanRVA	1 wk	Wed 3/30/22	Tue 4/5/22	SD/DD Approval by PlanRVA 3/30 4/5

V1	PlanRVA	Location: The Current, 3rd Floor
2/23/2022		Richmond, VA

2/23/	2022				RICHMOND, VA
ID	Task Name	Duration	Start	Finish	ber December January February March April May June July August September October November December January February B M E B M
23	Construction Documents	4 wks	Wed 4/6/22	Tue 5/3/22	Construction Documents 4/6 5/3
25	MEP Design	4 wks	Wed 4/13/22	Tue 5/10/22	MEP Design 4/13 5/10
24	CD Page Turn/Final Review and Approval by PlanRVA	1 wk	Wed 4/27/22	Tue 5/3/22	CD Page Turn/Final Review and Approval by PlanRVA 4/27 5/3
26	Final CD Coordination (If Required)	1 wk	Wed 5/4/22	Tue 5/10/22	Final CD Coordination (If Required) 5/4 5/10
27	Issue Drawings for Landlord Review	2 wks	Wed 5/11/22	Tue 5/24/22	Issue Drawings for Landlord Review 5/11 5/24
28	Issue Drawings for 3rd Party Permit Review	6 wks	Wed 5/11/22	Tue 6/21/22	Issue Drawings for 3rd Party Permit Review 5/11 6/21
30	Issue GC RFP	3 wks	Wed 5/11/22	Tue 5/31/22	Issue GC RFP 5/11 5/31
31	GC Bid Review/Award	1 wk	Wed 6/1/22	Tue 6/7/22	GC Bid Review/Award 6/1 6/7
32	GC Release/Contract Negotiation/Release Lor Lead/Mobilize/Demo	g 4 wks	Wed 6/8/22	Tue 7/5/22	GC Release/Contract Negotiation/Release Long Lead/Mobilize/Demo 6/8 7/5
29	Issue Drawings for Permit (estimated review time assuming 3rd party review)	2 mons	Wed 6/22/22	Tue 8/16/22	Issue Drawings for Permit (estimated review time assuming 3rd party review) 6/22 8/16
33	Estimated Construction/Substantial Completion	on 4 mons	Wed 8/17/22	Tue 12/6/22	Estimated Construction/Substantial Completion 8/17
36	PlanRVA Lease Expiration Date	1 day	Mon 10/31/22	Mon 10/31/22	PlanRVA Lease Expiration Date 10/31 110/31
34	Punch List & Furniture/AV/Signage Install	3 wks	Wed 12/7/22	Tue 12/27/22	Punch List & Furniture/AV/Signage Insta 12/7 12/27
35	Tenant Move-In	1 wk	Wed 12/28/22	Tue 1/3/23	Tenant Move-In 12/28 1/3