



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 [Public Participation Guide](#) for other ways to participate.

Register to attend the meeting virtually at:
https://planrva-org.zoom.us/webinar/register/WN_X7qDhoGyQXKDWIR3MUF6zg

- 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=xCTgtizaJ0>

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.

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	X			
M. Byerly	X			
J. Holland	X			
P. O'Bannon	X			
C. Peterson	X			

Adjourn

The meeting was adjourned at approximately 4:30 PM.

DRAFT

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

