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**PlanRVA Audit, Facilities, & Finance Committee
 Zoom Meeting Minutes
 August 16, 2022 – 2:30 p.m.**

LOCALITY	NAME	X (attended)
Chesterfield County	Jim Holland, Chair	
Hanover County	W. Canova Peterson	X
Henrico County	Patricia O'Bannon (virtual)	X
New Kent County	Patricia Paige	X
Powhatan County	Michael Byerly	X
City of Richmond	Andreas Addison	X

The technology used for the PlanRVA Executive Committee meeting was a web-hosted service created by Zoom and YouTube Live Streaming and was open and accessible for participation by members of the public. A recording of this meeting is available on our [Plan RVA YouTube Channel](#). Virtual participation of this meeting by members of the Executive Committee is authorized under the City of Richmond Res. No. 2020-R025, - declaration of a local emergency due to the potential spread of COVID-19, adopted March 16, 2020. The resolution is available [here](#).

Staff Present	Others Present
Martha Heeter	Katie Chalmers, Thalhimer (virtual)
Janice Firestone	Mike Gaza, Thalhimer (virtual)
Sidd Kumar	
Dan Van Doornik	

1. Welcome, Roll Call and Introductions

Martha Heeter welcomed everyone and called the Audit, Finance and Facilities Committee meeting to order at approximately 2:35 p.m. She announced that Chair Holland could not attend the meeting.

2. New Office Space and Relocation Update

Mike Gaza reported that the building permit has been issued. Ms. Heeter reported that the Project Management Team will be at the office site tomorrow.

a. Moving and Storage Plan

Ms. Heeter detailed the plan and gave a summary of the anticipated schedule and logistics for:

- Packing and moving
- Storage
- Decommission and e-waste
- Specialty items and exceptions

On motion by Patricia A, Paige, seconded by Michael Byerly, the PlanRVA Audit, Finance and Facilities committee members voted unanimously to approve the moving and storage plan as presented (roll call vote).

Jurisdiction/Agency	Member	Aye	Nay	Abstain	Absent
Chesterfield County	Jim Holland, Chair				X
Hanover County	W. Canova Peterson	X			
Henrico County	Patricia O'Bannon	X			
New Kent County	Patricia Paige	X			
Powhatan County	Michael Byerly	X			
City of Richmond	Andreas Addison				X

b. Project Budget and Timeline

Staff reviewed the status of the budget and timeline. The total budget for the moving and storage plan is \$25,000.

3. Other Items

a. Future Meetings Schedule

- September 20th, 2:30 pm @ PlanRVA (Special Meeting)
- October 25th, 1:30 pm @ the Current (Regular Meeting) with optional lunch and site visit before beginning at 12:30
- January 24th, 1:30 pm @ the Current (Regular Meeting)
- April 24th, 1:30 pm @ the Current (Regular Meeting)

4. Adjournment

The meeting was adjourned at 2:52 p.m.